



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

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

MARCH 7, 1994

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. "We Are Proud"

*** Congratulations to Moorhead Junior High students Andrea Blake and Jill Galles. They are co-winners of this year's Sertoma Club Essay Contest. Each of them will receive \$100.

*** We are proud of Howard Murray and Don Iverson for 36 years of outstanding service to the students, staff, and community.

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

S-M 9-805
MIN
3-7-94

2. *CONSENT AGENDA

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

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Acceptance of Gifts - Pages 5-6

B. PERSONNEL MATTERS - Brenda Franklin

- (1) Acceptance of Retirements - Page 7
(2) Approval of New Employees - Page 8

C. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of March Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. ROBERT ASP TEAM TEACHING - Anderson
Page 9

Overview of the team teaching effort at Robert Asp School by Michelle Sailer and Jenny McFarlane.

5. K-4 GUIDANCE PROGRAMS - Anderson
Page 10

Overview of K-4 Guidance program by Deb DeMinck, Don Ellingson and Scott Matheson.

6. FIRST READING OF POLICIES - Anderson
Conduct a first reading of the following policies: Gifts (KH); Graduation-Moorhead Senior High (IKF); Crisis Intervention (JHB); and, Sale, Disposal and Recycling of Books, Equipment and Supplies (DN).

Draft policies in previous board packet.

SCHOOL BOARD AGENDA - March 7, 1994
PAGE 3

7. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

8. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
School Board Mtg.	Mon., Mar. 7	7:00 p.m.	Townsite
Activities Council	Tues., Mar. 8	7:00 a.m.	Townsite
First Day to File for Annual School Board Election	Tues., Mar. 8	7:30 a.m.	Townsite
Township Elections (no activities 6-8 p.m.)	Tues., Mar. 8		
Long Range Planning	Tues., Mar. 15	3:45 p.m.	Townsite
PER	Thurs., Mar. 17	7:00 a.m.	Townsite
Supt. Advisory Council	Thurs., Mar. 17	7:00 p.m.	Townsite
Last Day to File for Annual School Board Election	Tues., Mar. 22	5:00 p.m.	Townsite
School Board Mtg.	Tues., Mar. 22	7:00 p.m.	Townsite
Last Day to Withdraw as a Candidate for School Board Election	Wed., Mar. 23	12:00 Noon	Townsite
End 3rd Qtr.	Fri., Mar. 25		
P/T Conferences (all classes held)	Mon., Mar. 28	K-All Day	
P/T Conferences	Tues., Mar. 29	K-day/K-12 eve.	
P/T Conferences	Wed., Mar. 29	K-day/1-12 to 6pm	
Teacher Comp. Day (K-12 no classes)	Thurs., Mar. 31		
Spring Break (K-12)	Fri., Apr. 1 - Mon., Apr. 4		
Teacher Comp. Day (K-6)	Tues., Apr. 5		
Classes Resume (7-12)	Tues., Apr. 5		
Classes Resume (K-6)	Wed., Apr. 6		

MEMO #: I-94-285
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Acceptance of Gift
DATE: February 28, 1994

Probstfield School has received a gift of \$100 in honor of Bernice Owings who passed away this year. The gift was given by her daughter, Wendy Rheault.

The money will be used to purchase books for the Probstfield School Library.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

MEMO #: I-94-287
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Acceptance of Gift
DATE: February 28, 1994

A hip-sled weight machine was donated by John Mather of Webb Enterprise in West Fargo.

The weight machine will be utilized in the Junior High School weight room. The value of this gift is \$2,000.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

MEMORANDUM P 94.129

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: February 28, 1994
SUBJECT: Early Retirement of district employees

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

Donald Dahlquist - Art Teacher, Junior High, effective June 3, 1994.

Shirley Berg - Music Teacher, Riverside Elementary, effective June 2, 1994.

Marlene Rayment - Kindergarten Teacher, Washington Elementary, effective June 2, 1994.

Ruth Samson - English Teacher, Junior High, effective October 19, 1994.

Howard Murray - Principal, Probstfield Elementary, effective June 30, 1994.

Donald Iverson - Principal, Riverside Elementary, effective June 30, 1994.

Suggested Resolution: Move to accept the retirements as presented.

BMF:sdh

MEMORANDUM P 94.130

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: February 28, 1994
SUBJECT: New Employees

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

Kimberly Pitsenbarger - Chapter I ESL Paraprofessional, Thomas Edison Elementary, effective March 8, 1994.
(New Chapter I ESL money)

Janice Franklin - Chapter I ESL Paraprofessional, Washington Elementary, effective March 8, 1994.
(New Chapter I ESL money)

Teresa Bednarski - Chapter I ESL Paraprofessional, Probstfield, effective March 8, 1994.
(New Chapter I ESL money)

Suggested Resolution: Move to approve the employments as presented.

BMF:sdh

MEMO #: I-94-288
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Team-Teaching Approach
DATE: February 28, 1994

Michelle Sailer and Jenny McFarlane will review the team-teaching approach which they utilize at Robert Asp School.

RMJ/mdm

MEMO #: I-94-286
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Elementary Guidance Program
DATE: February 28, 1994

Elementary guidance counselors: Deb DeMinck, Don Ellingson and Scott Matheson will give an overview of the elementary guidance program.

RMJ/mdm

5-MG-1805
MIN
3-7-94

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MARCH 7, 1994
PAGE 1

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Mark Gustafson, Anton Hastad, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda requesting to delay for further review the first reading on the Graduation policy (IKF) until the next meeting.

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

"WE ARE PROUD"

*** Congratulations were expressed to Moorhead Junior High students Andrea Blake and Jill Galles. They are co-winners of this year's Sertoma Club Essay Contest. Each of them will receive \$100.

*** Appreciation was expressed to Howard Murray and Don Iverson for 36 years of outstanding service to the students, staff, and community.

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

Gifts - Accepted the gift of a hip-sled weight machine, with an approximate value of \$2,000.00, donated by John Mather of Webb Enterprises.

Early Retirement

Donald Dahlquist - Art Teacher, Junior High, effective June 3, 1994.

Shirley Berg - Music Teacher, Riverside Elementary, effective June 2, 1994.

Marlene Rayment - Kindergarten Teacher, Washington Elementary, effective June 2, 1994.

Ruth Samson - English Teacher, Junior High, effective October 19, 1994.

Howard Murray - Principal, Probstfield Elementary, effective June 30, 1994.

Donald Iverson - Principal, Riverside Elementary, effective June 30, 1994.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MARCH 7, 1994
PAGE 2

New Employees

Kimberly Pitsenbarger - Chapter I ESL Paraprofessional, Edison,
effective March 8, 1994.
Janice Franklin - Chapter I ESL Paraprofessional, Washington,
effective March 8, 1994.
Teresa Bednarski - Chapter I ESL Paraprofessional, Probstfield,
effective March 8, 1994.

Claims - Approved the March claims, subject to audit, in the
amount of \$576,311.03.

General Fund:	\$229,341.79
Food Service:	40,452.88
Transportation:	226,400.56
Community Service:	13,006.63
Capital Expenditure:	25,141.66
Building Construction:	33,838.60
Townsite Centre:	<u>\$ 8,128.91</u>
TOTAL	\$576,311.03

Motion carried 7-0.

COMMITTEE REPORTS: A report was heard regarding the Discipline
Policy Committee meeting.

ROBERT ASP TEAM TEACHING: Teachers Ms. Michelle Sailer, Ms.
Jenny McFarland and principal, Dr. Betty Myers presented an
overview of their team teaching effort being utilized at Robert
Asp School.

K-6 GUIDANCE PROGRAMS: Ms. Deb DeMinck, Mr. Don Ellingson and
Mr. Scott Matheson presented an overview of K-6 Guidance Program.

FIRST READING OF POLICIES: The Board conducted a first reading
of the following policies: Gifts (KH); Crisis Intervention
(JHB); and, Sale, Disposal and Recycling of Books, Equipment and
Supplies (DN).

The policies will be presented at the next meeting for approval.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

The Board discussed the representative position to the Moorhead
City Planning Commission. It was the consensus of the Board to
maintain the representative position to the Commission. The
Board directed administration to send a resolution to the City
stating its desire to maintain representation.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MARCH 7, 1994
PAGE 3

Hewitt moved, seconded by Gustafson, to adopt a resolution to continue participation on the City Planning Commission. Motion carried 7-0.

Hastad moved, seconded by Ladwig, to adopt a resolution commending the Elk River hockey team for their skill, sportsmanship, endurance, and class reflected at the Minnesota State High School League Section Finals in St. Cloud on March 5, 1994. Motion carried 7-0.

ADJOURNMENT: Ladwig moved, seconded by Cummings, to adjourn the meeting at 8:30 p.m. Motion carried 7-0.

Carol Ladwig, Clerk

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

March 22, 1994
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. "We Are Proud"

*** Congratulations to the winners of the Odyssey of the Mind competition recently held. The * denotes recipients of the prized Ranatra Fusca Award presented for outstanding creativity.

MOORHEAD SENIOR HIGH - DIVISION III

Mini-Terrain Vehicles: Jason Burggraff, Chris Thompson, Ben Fagerlie, Steve Rust, Junius Gunaratne, Travis Anderson. Coach John Anderson.

MOORHEAD JUNIOR HIGH - DIVISION II

*The Iliad: Nick Pederson, Liza Conteh, Jessica Fischer, Nikki Parise, Jill Galles, Rachel Broten, Marissa Maritato. Coach Karla Pederson.

*OM-Believable Music: Jaime Fogel, Berkly Brun, Allyson Bedard, Karen Galles, Jenny Abelman, Alicia Langdahl, Eric Ulvog. Coach Deb Fogel.

VOYAGER SCHOOL - DIVISION I (2nd Place Finish)

*Furs, Fins and Feathers: Peter McLarnan, Heidi Thompson, Chuck Nyberg, Matt Larson, Tom Beare, Kristen Holden, Megan Axtman. Coach Anne McLarnan.

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

5-mg-805
MIN
3-22-94

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) Approval of Special Education Contract - Page 5
- B. BUSINESS AFFAIRS - Bob Lacher
 - (1) Approval of Junior High Change Order - Page 6
 - (2) Approval of Electronic Fund Transfers - Page 7-9
- C. PERSONNEL MATTERS - Brenda Franklin
 - (1) Approval of Resignations - Page 10
 - (2) Approval of New Employees - Page 11
 - (3) Approval of Leave of Absence - Page 12
- D. ADMINISTRATIVE MATTERS - Anderson
 - (1) Approval of February 8 & 22, 1994 Minutes - Pages 13-19
 - (2) Approval of Notice of Election Resolution - Page 20

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. GLOBAL EXCHANGE COMMITTEE - Anderson
Pages 21-27

Suggested Resolution: The ISD 152 School Board supports the school-to-school partnership concept in that it provides another opportunity for students and staff in Moorhead to grow professionally and to increase their understanding of peoples and culture throughout the world.

Moved by _____ Seconded by _____
Comments _____

5. AUTOMOTIVE TECHNOLOGY INSTRUCTION - Jernberg
Page 28

Overview of the technology being utilized in the high school automotive programs by Mr. Darvin Miller, instructor.

6. 1994-95 ANNUAL OPERATIONAL PLAN - Lacher
Page 29

Initial review of the Capital Outlay, Building Construction and Debt Redemption funds.

This item was delayed from the February 22nd agenda which contains the information to be discussed.

7. POLICY APPROVAL - Anderson
Pages 30-31

Suggested Resolution: Move to approve the revised policy, Gifts (KH), as presented.

Moved by _____ Seconded by _____
Comments _____

8. POLICY APPROVAL - Anderson
Pages 32-33

Suggested Resolution: Move to approve the revised policy, Crisis Intervention (JHB), as presented.

Moved by _____ Seconded by _____
Comments _____

9. POLICY APPROVAL - Anderson
Pages 34-35

Suggested Resolution: Move to approve the revised policy, Sale, Disposal and Recycling of Books, Equipment and Supplies (DN), as presented.

Moved by _____ Seconded by _____
Comments _____

10. FIRST READING OF POLICY - Anderson
Pages 36-39

Conduct a first reading of the policy Graduation - Moorhead Senior High (IKF).

11. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

12. ADJOURNMENT

SCHOOL BOARD AGENDA - March 22, 1994
PAGE 4

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
PTAC Boundary Meeting	Mon., Mar. 21	7:00 p.m.	Riverside Library
Last Day to File for Annual School Board Election	Tues., Mar. 22	5:00 p.m.	Townsite
Last Day to Withdraw as a Candidate for School Board Election	Wed., Mar. 23	12:00 Noon	Townsite
End 3rd Qtr.	Fri., Mar. 25		
P/T Conferences (all classes held)	Mon., Mar. 28	K-All Day	
P/T Conferences	Tues., Mar. 29	K-day/K-12 eve.	
P/T Conferences	Wed., Mar. 29	K-day/1-12 to 6pm	
Teacher Comp. Day (K-12 no classes)	Thurs., Mar. 31		
Spring Break (K-12)	Fri., Apr. 1 - Mon., Apr. 4		
Teacher Comp. Day (K-6)	Tues., Apr. 5		
Classes Resume (7-12)	Tues., Apr. 5		
Classes Resume (K-6)	Wed., Apr. 6		
PTAC Boundary Meeting	Thurs., Apr. 7	7:00 p.m.	Edison Library
PTAC Boundary Meeting	Mon., Apr. 11	7:00 p.m.	Washington South Gym
School Board Mtg.	Tues., Apr. 12	7:00 p.m.	Townsite

MEMO #: I-94-300

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *[Signature]*

SUBJECT: Agreement with Clay County Diversified Services, Inc.

DATE: March 16, 1994

The school district is in receipt of a service agreement from Clay County Diversified Services, Inc. of Moorhead, Minnesota, which will authorize them to provide employment support services to a secondary student classified as moderate to severe mentally impaired.

The cost of providing this service will be \$86.82 per day for up to 235 days per calendar year. Total cost to the school district after foundation and special education aid will be \$33.61 per day of service or \$7,900 per calendar year.

Suggested Resolution: Move to approve the service agreement with Clay County Diversified Services, Inc. as presented.

RMJ/mdm

MEMO #: S-94-149

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Change Order #18 - Junior High
DATE: March 17, 1994

A change order has been submitted for additional sod work which was laid south of the junior high. The total cost is \$2,434.50.

Suggested Resolution: Move to approve change order #18 for one-half the cost of the additional sod laid at Moorhead Junior High, in the amount of \$1,217.00.

BRA:cbp

MEMO #: B94.315

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: MARCH 17, 1994

SUBJECT: ELECTRONIC FUND TRANSFERS

We need to have the Board of Education approve the electronic fund transfers from June 21, 1993 to February 17, 1994.

Suggested Resolution: Approve the electronic fund transfers from June 21, 1993 to February 17, 1994.

See attached list for details.

MOORHEAD PUBLIC SCHOOLS

TRANSFERS TO/FROM TRUST ACCOUNT
From JUNE 8, 1993 to OCTOBER 11, 1993

DATE	Transfers from checking TO TRUST	Transfers FROM TRUST to checking
06-21-93	\$	\$ 500,000
06-30-93		400,000
07-01-93		500,000
08-20-93	600,000	
09-01-93		400,000
09-28-93		100,000
09-30-93		600,000

MOORHEAD PUBLIC SCHOOLS

INVESTMENT RECORD

FROM JUNE 2, 1993 TO OCTOBER 11, 1993

INVEST NO.	DATE	AMOUNT	MATURITY DATE	INTEREST RATE	ESTIMATED INTEREST	BANK OR S&L	BROKER
542	06-23-93	95000	12-20-93	3.88	1817	IMPERIAL THRIFT	FIN NORTHEASTERN
543	06-25-93	99000	12-22-93	3.75	1830	IMPERIAL BANK	FIN NORTHEASTERN
544	06-24-93	100000	12-22-93	3.75	1859	CITY NATL BANK	FIN NORTHEASTERN
545	09-20-93	98000	03-22-94	3.75	1812	TOPA THRIFT & LOAN	FIN NORTHEASTERN
546	09-23-93	99000	12-22-93	3.50	915	FIRST SECURITY SVGS BANK C D SECURITIES	

MOORHEAD PUBLIC SCHOOLS

TRANSFERS TO/FROM TRUST ACCOUNT

From OCTOBER 11, 1993 TO FEBRUARY 23, 1994

DATE	Transfers from checking TO TRUST	Transfers FROM TRUST to checking
11-02-93	\$ 1,000,000	\$
11-19-93		250,000
12-01-93		600,000
12-16-93	700,000	
12-22-93		1,400,000
01-05-94	1,000,000	
02-09-94		400,000
02-23-94	1,000,000	

MOORHEAD PUBLIC SCHOOLS

INVESTMENT RECORD

FROM OCTOBER 11, 1993 TO FEBRUARY 23, 1994

INVEST NO.	DATE	AMOUNT	MATURITY DATE	INTEREST RATE	ESTIMATED INTEREST	BANK OR S&L	BROKER
547	11-30-93	99000	06-30-94	3.70	2127	FIRST N B - SAN DIEGO	FIN NORTHEASTERN
548	11-30-93	99000	12-30-93	3.75	305	COLONIAL N B - CA	FIN NORTHEASTERN
549	11-30-93	99000	06-30-94	3.50	2012	PACIFIC HERITAGE BANK	FIN NORTHEASTERN
550	11-30-93	99000	06-30-94	3.90	2242	SOUTH PACIFIC T & L	FIN NORTHEASTERN
551	11-30-93	99000	06-01-94	3.65	1801	COLONIAL N B - DELAWARE	FIN NORTHEASTERN
552	12-30-93	99000	01-28-94	4.00	315	COLONIAL N B - CA	FIN NORTHEASTERN
553	01-28-94	99000	02-25-94	3.75	285	COLONIAL N B - CA	FIN NORTHEASTERN
554	02-17-94	99000	02-17-95	3.80	3762	CITIZENS BANK	FIN NORTHEASTERN

TOTAL INTEREST 12849

MEMORANDUM P 94.137

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: March 16, 1994
SUBJECT: Resignation of District Employees

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

Dorothy Schmidt - ESL TEACHER, Thomas Edison Elementary,
effective June 4, 1994.

Kristen Hillsteim - LD Teacher, Probstfield Elementary, effective
March 25, 1994.

SUGGESTED RESOLUTION: Move to accept the resignations as presented.

BMF:sdh

MEMORANDUM

P 94.138

TO: Dr. Bruce Anderson

FROM: Brenda Franklin

DATE: March 16, 1994

SUBJECT: New Employees

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

Renee Smith - EBD Teacher, Probstfield Elementary, effective
March 23, 1994.
(New-contingency funds)

Cindy Antonson - Chapter I ESL Paraprofessional, Riverside
Elementary, 3 hours effective immediately.

Cindy Berggren - Chapter I ESL Paraprofessional, Riverside
Elementary, 4 hours effective immediately.

Colleen Geffe-Dahle - Chapter I ESL Paraprofessional, Riverside
Elementary, 5 hours effective immediately.

Emilia King - Chapter I ESL Paraprofessional, Washington
Elementary, effective immediately.

Jan Kirby - Chapter I ESL Paraprofessional, Voyager Elementary,
effective immediately.

Suggested Resolution: Move to approve the employments as
presented.

BMF:sdh

MEMORANDUM

P 94.143

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: March 14, 1994
SUBJECT: Leave of Absence

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

Kyle L. Olthoff - Paraprofessional, EBD Classroom at George Washington Elementary School beginning on March 14, 1994 through the end of the 1993-94 School Year. This leave of absence will be a leave for 3 1/2 hours per day to finish EBD Teaching Practicum.

Suggested Resolution: Move to approve the leave of absence as presented.

MEMO #: S-94-151

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Moorhead Schools Global Exchange Committee
DATE: March 17, 1994

The Moorhead Schools Global Exchange Committee has been formed and has been meeting during the current school year. Attachment A identifies the mission and initial goals for the Global Exchange concept.

During my interview for the position of Superintendent here in Moorhead, you as a Board expressed interest and enthusiasm in pursuing the global school-to-school program. These partnerships offer a wonderful opportunities for student and staff growth through a variety of ways.

At this pint the committee has identified two principal ways to establish partner schools.

The first method is through the United States Department of State Office of Overseas Schools. Through this program, the world is divided into six regions. The Office of Overseas Schools works with American International Schools in each of the regions with the purpose of matching state-side and international schools.

Attachment B provides a brief description of the School-to-School Program as perceived by Department of State.

Attachment C is an example of a non-Department of State Global Exchange opportunity. The superintendent, Ludmila Melnikova indicated in a recent phone message that she and the Pereslavl-Zalessy staff are anxious to begin a relationship with our district.

The Odessa, Ukraine superintendent sent a telex this past week also requesting that we consider a relationship with that part of the world.

The Global Exchange Committee is excited about the growth opportunities for all of us through a variety of communications and exchanges. The committee solicits the encouragement and support by the Board as these opportunities become reality.

Suggested Resolution: The ISD 152 School Board supports the school-to-school partnership concept in that it provides another opportunity for students and staff in Moorhead to grow professionally and to increase their understanding of peoples and culture throughout the world.

BRA:cbp
Attachments

MOORHEAD PUBLIC SCHOOLS

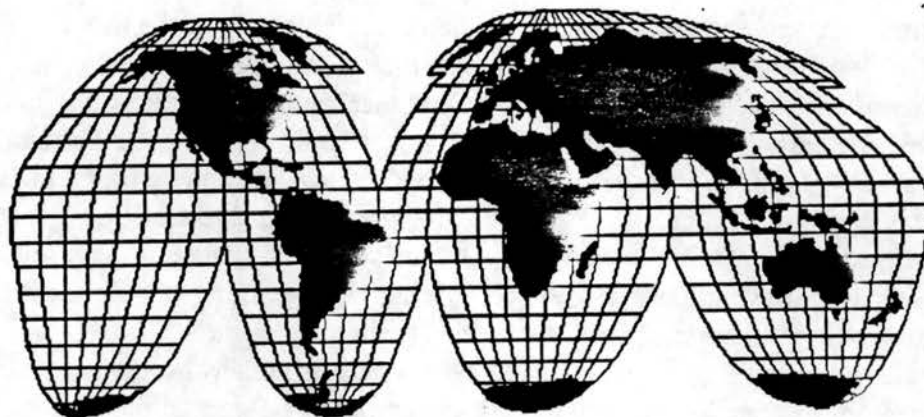
GLOBAL EXCHANGE COMMITTEE MISSION STATEMENT

To encourage students and staff to thrive in a changing world by increasing the understanding of our interdependence as members in/of the global community through personal visits of students, staff and the exchange of resources with partner schools, individuals, and communities, through the on-going communication of thoughts, values and ideas through the use of technology and other educational means.

1. Establishing national/international fiends and relationships.
2. School-to-school, family - family relationships established through on-site school and home visits.
3. International celebrations.
4. Exchange of curricular and instructional ideas with staff around the country and the world.
5. Joint problem-solving and issue analysis by students around the world from the perspective of different cultures.

(3/17/94)

SCHOOL-TO-SCHOOL PROGRAM



UNITED STATES DEPARTMENT OF STATE
OFFICE OF OVERSEAS SCHOOLS

Marc D. Popovich, Editor

What is the School-to-School Program?

The School-to-School Program pairs individual overseas schools with individual school districts in the United States. The purpose of these pairings is to provide the American-sponsored overseas school with the support needed to provide American children living abroad with an education that parallels as closely as possible that received by their peers attending school in the United States. The participating stateside school districts also benefit from participation in the Program; the Program can virtually bring the world into the stateside classroom. Teachers and students who have lived abroad bring their knowledge of language, geography, and different cultures with them into the classroom, thus enhancing it for everyone.

The scope of activities available to School-to-School participants is virtually unlimited, running the gamut from exchanges of pen-pal letters to exchanges of teachers. The experiences that participation in the Program brings to the classroom can improve schools dramatically. The overseas schools benefit by maintaining a high level of communication with stateside schools. This helps the overseas schools to keep abreast of current practices and trends in American education. The stateside school gains a wider view of the world.

Involvement through project activities has had great impact upon the thought and behavior of stateside teachers and administrators—often upon whole communities. One needs only to sit with a faculty that includes several teachers with overseas experience to sense the new dimensions these individuals bring to academic deliberation. Critical comments, based on first-hand experience, focus upon the validity and cultural integrity of materials of instruction. Comparative analysis of approach and methodology foster a more critical evaluation of what is being taught. Anecdote and artifact bring a sense of reality and empathy to what has previously been a cognitive learning experience seldom ascending above the processes of read, recall, and recite.

Youth who have had significant overseas experiences bring new horizons to the stateside classroom. They have a new understanding of just how small the planet is, of the similarities between people everywhere. They challenge the glibly voiced stereotypes of those who live on the other side of a political boundary, a body of water, or a range of mountains. As global awareness grows, their empathy for persons of other cultures is going to grow in value and importance.

The electric effect of a personable, well-qualified foreign national in a stateside faculty group has been demonstrated again and again in the history of School-to-School teacher exchanges. The contributions made through service club programs, social contacts, and daily presence in a community penetrate the provincial curtain that grows around busy adults who might otherwise continue to view the world from the ancient frame of reference acquired during their early years of formal schooling.

Across the United States and around the world, participation in School-to-School projects is making a difference. The U. S. Department of State is committed to the education of American children wherever they are. The School-to-School Program provides help for American-sponsored overseas schools and brings the world into U. S. classrooms. The Program provides a means through which students, teachers, and often whole communities become world conscious.

Children cannot be provided with all the answers to the problems they will face. Everything possible should be done to provide them with learning experiences that will give them the background to recognize a problem when they see one, recognize the alternatives available, and work with others to get something done. More and more, problems must be viewed as global in nature. The School-to-School Program offers a means through which a school system can become part of the global community.

How did the School-to-School Program develop?

The origins of the School-to-School Program are evolutionary. The first unstructured School-to-School relationships were initiated by overseas Americans faced with academic isolation, plagued by lack of communication, and desperate for qualified teachers. These Americans turned to a stateside school district they knew with pleas for assistance. In a formal sense, the School-to-School Program has existed since the creation of the Department of State's Office of Overseas Schools in 1964.

Soon after the Office of Overseas Schools was formally launched, the new Office embarked upon a program to establish twenty-five School-to-School projects as a means for assisting American-sponsored schools overseas. Emphasis at the outset was placed on service to the overseas schools with the stateside school receiving the spin-off benefits that would accrue through the international involvement of administrators, supervisors, and teachers.

Thirty years of evolutionary experience have contributed to the realization that a School-to-School Program has great potential for improving the instruction of American children at home as well as overseas. Project activities have provided teaching personnel for the overseas schools, consultative assistance to the overseas board and administration toward prudent use of meager resources to acquire instructional materials, and innumerable contributions to the professional efforts and morale of overseas teachers and administrators.

Why participate in the School-to-School Program?

American-sponsored schools overseas have been organized by U. S. citizens living and working overseas with assistance from the U. S. government and the cooperation of the host country governments. Generally, these schools came into being to fulfill the need of dependents of U. S. citizens living and working abroad for an adequate education consistent with the objectives and requirements of elementary, secondary, and higher education in the United States. These schools are an important element in making service overseas, in both public and private domains, attractive to our citizens.

Administrators, teachers, and members of lay governing boards overseas are aware of the bursting developments in technology in the United States and the constantly intensifying revolution of rising personal expectations the world over. Their responsibility to the American youth they serve requires basic information about new theories and practices in the field of education and the impact this evolution has on the classroom.

PERESLAVL-ZALESSKY, RUSSIA EDUCATIONAL EXCHANGE OPPORTUNITY

General Information: Your district has the opportunity to work with the Pereslavl-Zalessky school district to create your own program for your group's stay. The group can be composed of teachers, administrators, students, board members, and /or resource people.

Sharing Expertise: The Pereslavl educators are eager to discuss their challenges and progress. They are most interested in learning from their American colleagues. Seminars on all facets of instruction, child development, curriculum development and school management are of interest to the Pereslavl educators.

Cost: The American visitor is responsible for his/her roundtrip airfare to Moscow, Russian Federation of Republics. Ground transportation to and from Pereslavl and for local touring is provided by the Pereslavl hosts. Based on the visitors interest in seeing other parts of Russia, such as Moscow or St. Petersburg, there will be an additional cost. The citizen to citizen exchange is the core experience. It is the hope but not necessarily the expectation that a visit from a group of Americans might yield sponsorship of Pereslavl students and/or educators for an educational visit to your district.

Length of Stay: Your length of stay can range from a week to a month and may be scheduled at mutually convenient times of the year. The school year is September through early June. Individual teacher in residence programs are a possibility and may range from a month to one year.

Living accommodations: The American visitor is a guest in the Russian home. Traditionally, guest and host families exchange gifts as personal remembrances.

Requirements: Upon agreement of the dates and sites included in your group's visit, an official invitation will be issued. The *names, birthdates, and passport numbers* for the group members are also required to be included in the official invitation.

The *invitation* (including dates, sites, and group member information) will be issued and is required in order to obtain the visas for the members of your group. The Russian Embassy or a Consulate issues an *individual visa* upon submission of: an official invitation; a completed visa application; 3 photographs (approximately 1 3/4" by 1 1/2") full face forward; and a copy of the photograph and information page in your passport. The fee for a visa depends on the date when the application is submitted in relation to the departure date (\$20 to \$100). You cannot enter Russia without a valid passport and visa. There are absolutely no exceptions.

Planning and Logistics: You need to allow sufficient time to conduct an information effort and implement selection procedures (send out flyers, hold meetings, determine criteria and process for forming your group, determine the date and scope of your trip). Once you have formed your group, you will need time for orientation and educational meetings, issuance of the official invitation which depends on your providing the information outlined above, and securing the visas. Recommend no less than six months for this process. (A more informal trip for a small number of individuals can be planned on a shorter timeline.)

INTERNATIONAL EDUCATION OPPORTUNITIES ON A CITIZEN TO CITIZEN LEVEL

PERESLAVL-ZALESSKY, located 80 miles north of Moscow, is one of the oldest and most scenic cities of Russia. This city of 40,000 people is one of the cities of the Russia's "golden ring" which forms the historic and cultural center of ancient Russia. While offering some of the most beautiful churches and historical sites of Russia, Pereslavl is a community that celebrates its Russian heritage it grapples with the challenges of today and plans for tomorrow.

PERESLAVL'S Mayor Sherstenev, local business leaders and School Superintendent Ludmila Melnikova have actively sought to improve the quality life for the citizens through a series of reform efforts. They represent a citizenry which welcomes opportunities to learn and grow. Through formal and informal contacts with people of other nations, including the United States, they have created opportunities for Pereslavl's citizens of all ages to meet and work with many non-Russians. This citizen approach to world diplomacy was one of the factors which has accelerated the rate of change in the former Soviet Union.

LEARNING BOTH WAYS. When ordinary citizens of the U.S.S.R. were allowed the opportunity to become acquainted with people from other parts of the world, many experienced profound changes in their view of the world and of their own society. Many were shocked to learn that their standard of living was lagging behind at an increasing rate. Despite the many social, political and economic changes they have endured in the past few years, the citizens of Pereslavl-Zalessky have demonstrated not only a capacity to endure but a desire to build a better future for themselves especially for their children.

While the city leaders work to improve the infrastructure and develop viable, new enterprises in a market economy, the reform effort in the schools has moved forward. Parents, teachers and principals are seeking strategies to improve education and create a school environment that is more student oriented. School reform is challenging under the best of circumstances. That the people of Pereslavl can devote the energy, enthusiasm and commitment to making significant changes in their schools is nothing short of remarkable.

While the reform efforts are tailored to individual school and student populations, Superintendent Melnikova, the principals and teachers give credit for their efforts to the fact that they have had opportunities to work and learn with Americans through the teacher and student exchange programs. Conversely, American students, teachers and administrators who have worked with them report that they too have experienced a profound change in their views of themselves and the world.

Citizen exchanges offer all involved the opportunity to share knowledge and experience. There is much to learn from one another. The exchanges provide opportunities not only for working together but living together. The Russian families are celebrated for their warmth and hospitality. The home stays which are integral to the exchanges offer opportunities for more in depth understanding and provide a foundation for friendships which endure over time.

For example, students who stayed in Russian homes five years ago as 12 and 13 year olds have maintained contact with their Russian "families" over the years. Based on the strong bonds formed between the Russian and American families, many have sought the opportunity to welcome students from their Russian "families" for stays in America from two weeks to a year.

While the current economic situation makes it virtually impossible for the Pereslavl city and school district to fund their students and teachers for foreign visits, they are able to support visits by American students and teachers within their city. They invite and welcome educators and students to work, play and learn side by side with their Russian counterpart.

General Information: Your district has the opportunity to work with the Pereslavl school district to create your own program for your group's stay. The group can be composed of teachers, administrators, students, board members, and /or resource people.

Sharing Expertise: The Pereslavl educators are eager to discuss their challenges and progress. They are most interested in learning from their American colleagues. Seminars on all facets of instruction, child development, curriculum development and school management are of interest to the Pereslavl educators.

MEMO #: I-94-301

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Mitchell On-Demand System Presentation

DATE: March 16, 1994

Darvin Miller, Automotive Instructor at Moorhead Senior High School, will review the utilization of the Mitchell On-Demand System utilizing a CD-ROM disk. This system is utilized with classes at the Senior High School. He will also discuss the increase in utilization of technology in high school automotive programs.

RMJ/mdm

cc: Darvin Miller

MEMO #: B94.286

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: MARCH 18, 1994

SUBJECT: 1994.95 ANNUAL OPERATIONAL PLAN

Attached are the following funds:

- V. Capital Outlay
- VI. Building Construction
- VII. Debt Redemption

Please review Revenue Assumptions, Expenditure Assumptions and Rationale. If you have any questions or need explanations, please call.

MEMO #: S-94-154

TO: School Board
FROM: Bruce R. Anderson, Supt.
RE: Gifts (KF) Policy Revision
DATE: March 18, 1994

Attached please find the revised policy Gifts (KH) that is recommended for approval.

Suggested Resolution: Move to approve the revised policy, Gifts (KH), as presented.

:cbp
Attachment

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: KH
DATE ADOPTED: 02-13-79
REVIEWED: 05-90

(Draft 1/94)

GIFTS

(Public Gifts to the Schools)

Gifts, Grants & Bequests

The Board may accept, on behalf of and for the school district, any bequest or gift of money or property for a purpose deemed by the Board to be suitable.

The following Superintendent of Schools shall set up criteria should be utilized for accepting gifts, and the procedure for examining and evaluating offers of gifts to the district:

To be acceptable, a gift shall satisfy the following criteria, as set by the Superintendent:

1. Has a purpose consistent with that of the school district.
2. Will not add to staff load.
3. Will not begin a program that the Board would be unwilling to take over when gift or grant funds are exhausted.
4. Would not bring undesirable or hidden costs to the school system.
5. Place no restrictions on the school program.
6. Will not be inappropriate or harmful to the best education of pupils.
7. Will not imply business or product endorsements. of any
//////// business or product.
8. Will not be in conflict with any provision of school policy or public law.
9. Shall become school district property.

On behalf of the School Board, a letter of appreciation, signed by the chairperson of the Board shall be sent to the donor(s).

MEMO #: S-94-155

TO: School Board
FROM: Bruce R. Anderson, Supt.
RE: Crisis Intervention (JHB) Policy Revision
DATE: March 18, 1994

Attached please find the revised policy Crisis Intervention (JHB) that is recommended for approval.

Suggested Resolution: Move to approve the revised policy, Crisis Intervention (JHB), as presented.

:cbp
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JHB DATE ADOPTED: 1/8/90 REVIEWED/REVISED:
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(DRAFT 1/94)

CRISIS INTERVENTION

The school district acknowledges that staff members encounter students and personnel in crisis resulting from situations such as but not limited to:

- o serious illness or death of a student, a close relative or friend of a student
- o serious illness or death of a staff member
- o suicide or other threats to a student's physical or psychological well-being
- o harmful chemical involvement
- o changes in the composition of one's family for any reason
- o ~~unemployment of a parent or guardian of~~ Other tragedies that would traumatize school-age children and youth/staff .

The psychological, emotional and educational impact of such crises can be significant for the individual, family and the school community.

In accordance with Minnesota Health and Welfare guidelines (M.S. 144.344) which mandate that a minor child will receive necessary treatment for a life-threatening physical or mental illness, the school district charges the Crisis Intervention Policy Committee to establish and maintain a plan of action for identifying, preventing, and intervening in crisis situations and a plan of action for postvention. The plan is to include an appropriate response to crises affecting an individual building or a district- wide population.

The building principal is responsible for designating a crisis intervention team in each building. The principal insures that all personnel in their building are informed annually of this policy and of the procedural guidelines which comprise the action plan.

MEMO #: S-94-156

TO: School Board
FROM: Bruce R. Anderson, Supt.
RE: Sale, Disposal and Recycling of Books,
Equipment and Supplies (DN) Policy Revision
DATE: March 18, 1994

Attached please find the revised policy Sale, Disposal and Recycling of Books, Equipment and Supplies (DN) that is recommended for approval.

Suggested Resolution: Move to approve the revised policy, Sale, Disposal and Recycling of Books, Equipment and Supplies (DN), as presented.

:cbp
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: DN DATE ADOPTED: 08-08-78 REVISED: 03/27/90
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(DRAFT 1/94)

SALE AND DISPOSAL AND RECYCLING OF BOOKS, EQUIPMENT AND SUPPLIES
(School Properties Disposal Procedure)

1. The school district shall be allowed to sell, give away, ~~or~~ ~~destroy~~ dispose of and/or recycle books, equipment and supplies media that ~~is~~ are no longer useful to the district.
2. The Board shall be governed by the provisions of M.S. 123.36, subd. 2., which reads as follows, "The Board shall purchase, sell, and exchange school apparatus, furniture, stoves, buses, and other equipment as may be deemed necessary by the Board for school purposes."
3. School property which has been released by its user as no longer needed for the school program shall first be offered to school administrators and other personnel for possible use in other phases of the school program.
4. When there is no reasonable use for school property within the school district, it may be offered for sale to school personnel and the general public. The administration shall place a value on the properties consistent with the market for such properties.
5. Where it appears that the sale value of the property will exceed \$500, written sealed bids will be solicited.
6. Proceeds of sale of excess books and supplies shall be deposited in the general fund and proceeds of sale of excess equipment shall be deposited in the capital outlay fund unless otherwise designated by the Board of Education.

MEMO #: S-94-153

TO: School Board
FROM: Bruce R. Anderson, Supt.
RE: First Reading of Policy
DATE: March 18, 1994

Attached is revised Graduation-Moorhead Senior High (IKF) policy. The policy has been reviewed by all appropriate personnel with only minor changes at this time.

Due to state graduation rule requirements, additional changes will be made to the policy in the 1994-95 school year.

:cbp
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: IKF DATE ADOPTED: 07-30-85 REVISED: 04-90
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(DRAFT 1/94)

GRADUATION - MOORHEAD SENIOR HIGH

Moorhead Senior High School is a four year comprehensive high school. Diplomas are awarded to all graduates who meet the requirements established by the Moorhead Board of Education and the Minnesota Department of Education.

Students who have attended Moorhead Senior High School for the final semester and complete all the requirements for graduation may be issued a high school diploma and participate in graduation exercises.

Modifications in graduation requirements may be made by the principal for specific students in compliance with state statutes and State Board of Education rules.

Twenty-one units of credit are required for graduation from Moorhead Senior High School shall include the following:

<u>Units of Credit</u>	<u>Subject</u>
4	English
2	Math
2	Science
4	*Social Studies (must include American Govt., Economics, American History, World History)
1	Physical Education
.5	Health

13.5 required

7.5 electives

21.0 minimum required for graduation

* Economics requirement is effective for students graduating in 1992 and beyond.

(over)

1. Each student in grade 9 must enroll in six units of credit. Students in grades 10, 11 and 12 must enroll in a minimum of five credits.
2. A registration guide for grades 9-12 listing all courses offered to students is printed and distributed to students as a basis for course selection.
3. Students will generally make their selections in March of the preceding year. Selections will be placed on the course selection card and approved by a parent and the student's counselor.
4. Students new to the district will make their selections at the time of registration.
5. Changes in course selection must have the approval of the student's parents and a school administrator or counselor.
6. A full course which meets one period five times a week or its equivalent for a full year, yields one unit of credit.
7. Credits earned through correspondence study, the Youth Educational Services Program, post secondary options, and performance basis may be used toward meeting high school graduation requirements providing the courses have been approved in advance by the school principal or his/her designee. An examination may be required before awarding credit on a performance basis.
8. Each student must complete an application for graduation form no later than the semester preceding graduation.
9. Students who elect to participate in graduation exercises must wear the appropriate cap and gown.
10. Competency tests in the areas of reading and mathematics will be given in grade 10. Students failing to pass the tests will be provided with mastery objectives and given remediation. Students who do not pass after repeated opportunities will be given a certificate of attendance rather than a diploma upon the completion of minimum course requirements. Students new to the district for whom this policy applies will be required to pass the appropriate test prior to receiving a diploma.

In order to graduate a student must pass competency tests in the areas of reading and mathematics. Students failing to pass the tests will be provided with mastery objectives and given remediation. Students who do not pass after repeated opportunities will not be given a diploma. Students new to the district for whom this policy applies will be required to pass the appropriate test prior to receiving a diploma.

11. Moorhead students who complete graduation requirements through the Your Education Services program may attend graduation exercises as a part of the Moorhead Senior High School.
12. Students who have attended school 12 or more years and are enrolled in approved programs for special education for high school age youth shall receive recognition and an appropriate diploma upon satisfactory completion of the required work in such a program. Modifications from the regular program shall be approved by child study teams and the school principal or his/her designee.

5-Mg-BOS
MIN
3-22-94

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MARCH 22, 1994
PAGE 1

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss (7:40 p.m.), March Gustafson, Anton Hastad, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None

CALL TO ORDER/PLEDGE OF ALLEGIANCE: Chairperson Cox called the meeting to order at 7:05 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda noting no changes.

APPROVAL OF AGENDA: Ladwig moved, seconded by Hewitt, to approve the agenda as presented. Motion carried 6-0.

"WE ARE PROUD"

*** Congratulations to the winners of the Odyssey of the Mind competition recently held. The * denotes recipients of the prized Ranatra Fusca Award presented for outstanding creativity.

MOORHEAD SENIOR HIGH - DIVISION III
Mini-Terrain Vehicles: Jason Burggraft, Chris Thompson, Ben Fagerlie, Steve Rust, Junius Gunaratne, Travis Anderson. Coach John Anderson.

MOORHEAD JUNIOR HIGH - DIVISION II
*The Iliad: Nick Pederson, Liza Conteh, Jessica Fischer, Nikki Parise, Jill Galles, Rachel Broten, Marissa Maritato. Coach Karla Pederson.

*OM-Believable Music: Jaime Fogel, Berkly Brun, Allyson Bedard, Karen Galles, Jenny Abelman, Alicia Langdahl, Eric Ulvog. Coach Deb Fogel.

VOYAGER SCHOOL - DIVISION I (2nd Place Finish)
*Furs, Fins and Feathers: Peter McLarnan, Heidi Thompson, Chuck Nyberg, Matt Larson, Tom Beare, Kristen Holden, Megan Axtman. Coach Anne McLarnan.

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

Special Education Contract - Approved the service agreement with Clay County Diversified Services, Inc. not to exceed \$7,900.00 per calendar year.

Junior High Change Order - Approved change order #18 for one-half the cost of the additional sod laid at Moorhead Junior High, in the amount of \$1,217.00.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MARCH 22, 1994
PAGE 2

Electronic Fund Transfers - Approved the electronic fund transfers from June 21, 1993 through February 17, 1994 as presented.

Resignations

Dorothy Schmidt - ESL Teacher, Edison, effective June 4, 1994.
Kristen Hillsteim - LD Teacher, Probstfield, effective March 25, 1994.

New Employees

Renee Smith - EBD Teacher, Probstfield, effective March 23, 1994
Cindy Antonson - Chapter I ESL Paraprofessional, Riverside, 3 hours effective immediately.
Cindy Berggren - Chapter I ESL Paraprofessional, Riverside, 4 hours effective immediately.
Colleen Geffe-Dahle - Chapter I ESL Paraprofessional, Riverside, 5 hours effective immediately.
Emilia King - Chapter I ESL Paraprofessional, Washington, effective immediately.
Jan Kirby - Chapter I ESL Paraprofessional, Voyager, effective immediately.

Leave of Absence

Kyle L. Olthoff - Paraprofessional, EBD Classroom at Washington beginning March 14, 1994 through the end of the 1993-94 school year.

Approval of Minutes - Approved the minutes of February 8 & 22, 1994, as presented.

Notice of Election Resolution - Approved the Notice of Election resolution as presented.

Motion carried 6-0.

COMMITTEE REPORTS: Reports were heard regarding the Calendar, Policy Liaison, PER, and Community Education Advisory committees.

GLOBAL EXCHANGE COMMITTEE: Teachers Ms. Vicki Brenneman, Ms. Lynn Kovash and Mr. Paul Berggren presented an overview of the recently formed Global Exchange Committee. This committee will work towards creating global experiences for students and staff through the exchange of information and possibly staff.

Foss joined the meeting at 7:40 p.m.

Ladwig moved, seconded by Hastad, the resolution that "the ISD 152 School Board supports the school-to-school partnership concept in that it provides another opportunity for students and staff in Moorhead to grow professionally and to increase their understanding of peoples and culture throughout the world."
Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MARCH 22, 1994
PAGE 3

AUTOMOTIVE TECHNOLOGY INSTRUCTION: Mr. Darvin Miller, automotive teacher at Moorhead High, presented a demonstration of the Mitchell On-Line, CD-Rom technology equipment being utilized in the high school automotive programs. The equipment was purchased with referendum dollars.

1994-95 ANNUAL OPERATIONAL PLAN: Mr. Lacher presented initial information of the Capital Outlay, Building Construction and Debt Redemption funds. The plan will be brought to the Board in April for approval.

POLICY APPROVAL: This policy, Gitfs (KH), was referred back to legal counsel for review and will be placed on the April 12th agenda.

POLICY APPROVAL: Ladwig moved, seconded by Foss, to approve the revised policy, Crisis Intervention (JHB), as presented. Motion carried 7-0.

POLICY APPROVAL: Gustafson moved, seconded by Hewitt, to approve the revised policy, Sale, Disposal and Recycling of Books, Equipment and Supplies (DN), as presented.

FIRST READING OF POLICY: The Board conducted the first reading of the policy Graduation - Moorhead Senior High (IKF).

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

The Board discussed the self-evaluation process. Cox, Ladwig and Anderson will prepare a format that will be used from samples received from MSBA. The evaluation process is to be completed by June.

The Board discussed the principalships at Probstfield and Riverside schools. Hastad, Foss and Cummings will assist administration to develop and report to the Board the progress of filing the positions.

ADJOURNMENT: Cummings moved, seconded by Cox, to adjourn the meeting at 9:55 p.m. Motion carried 7-0.

Carol Ladwig, Clerk

5-m9-B05
MIN
4-14-94

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 14, 1994
PAGE 1

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Mark Gustafson, Anton Hastad, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None

CALL TO ORDER: Chairperson Cox 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 requesting the removal of the policy, Teacher Professional Growth Plan (GCNA), for further review.

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

"WE ARE PROUD"

*** Congratulations went to the Junior High program HotSHOTS (Students Helping Others Through Service) which has received the Governor's Youth Service Award. The students will participate in a service project at the Minnesota Valley National Wildlife Refuge with other recognized students from around the state. Projects students worked on this year include working with older adults, a drama performance for the "Choices" program, an "Adopt-A-Hall" project at the Junior High, and a Minnesota Greening project with the Hjemkomst Center.

*** In honor of School Board Recognition Week held April 4-10, "We Are Proud" of our school board members, Bill Cox, Jim Cummings, Stacey Foss, Mark Gustafson, Anton (Butch) Hastad, Jim Hewitt, and Carol Ladwig, for their commitment and dedication to making our school district one of the best!

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

Tuition Agreement - Approved the tuition agreement with the Dakota Center, Minot, North Dakota, in the amount of \$83.00/day.

Major Magnitude Field Trip - Approved the field trip for the Apollo Strings to California, June 14-19, 1994.

Gift - Accepted the gift of an Evenson-Jennings childrens wheelchair from Linda and Phillip Price.

Leave of Absence

Leah Burke - English Teacher, Moorhead Junior High, to begin with the 1994-95 school year and end on October 17, 1994.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 14, 1994
PAGE 2

Resignations

Jana Tabatt - Inclusion Teacher, Probstfield, effective June 3, 1994.
Margo Johnson - Head Start Paraprofessional, effective April 13, 1994.
Ann Villanueva - Food Server, Probstfield, effective March 18, 1994.
Paul Tiffany - Science, Senior High, effective June 3, 1994.

New Employees

Renee Smith - EBD Teacher, Probstfield, effective April 15, 1994.
Cheryl Burroughs - Kindergarten/Home School Liaison Teacher, Voyager, effective April 15, 1994, BA (0-5) \$5667.64 (23,443)
Amy Swenson - LD Teacher, Probstfield, effective April 15, 1994. BA (0-5) \$5281.21 (23,443)
Char Parker - Job Coach Paraprofessional, Senior High, B21 (0) \$8.04 per hour, 3.25 hours daily effective, April 15, 1994.
Margot Zimara - Food Server, Probstfield, 2.75 hrs daily, \$5.15 per hour, effective April 15, 1994.
Wendy Fevig - Food Server, Probstfield, 2.75 hrs daily, \$5.15 per hour, effective April 15, 1994.
Eileen Johnson - Food Server, Riverside, 2 hrs daily, \$5.15 per hour, effective April 15, 1994.

Early Retirements

Sandra Knudson - Library Secretary, Senior High, effective June 3, 1994.
LeDonna Wambach - Library Secretary, Washington, effective June 3, 1994.
Bernice Arett - Bus Aide, effective June 3, 1994.

Family Leave

Linda Wolbaum - MSMI Teacher, Washington, for the 1994-95 school year.

Medical Leave

Mahala Olson - Physical Education Teacher, Junior High, effective February 3, 1994 through the 1993-94 school year.
Kelly Dubois-Gerchak - EBD Teacher, Robert Asp, effective February 25, 1994 through approximately March 28, 1994.
Debra Deminck - Elementary Counselor, Edison and Probstfield, effective March 16, 1994 for four to six weeks.
Christa Lesmeister - Music Teacher, Junior High, effective February 3, 1994 through the 1993-94 school year.

Minutes - Approved the minutes of March 7 & 22, 1994, as presented.

Learning Readiness Grant - Accepted the Learning Readiness grant of \$69,319.53 for 1993-94.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 14, 1994
PAGE 3

School Board Election Resolution - Approved the resolution Relating to the Election of School Board Members and Calling the School District General Election.

Claims - Approved the March claims, subject to audit, in the amount of \$721,849.28.

General Fund:	\$403,988.99
Food Service:	53,992.09
Transportation:	159,953.41
Community Service:	18,613.05
Capital Expenditure:	65,907.71
Building Construction:	11,985.38
Debt Redemption:	\$200.00
Townsite Centre:	\$ 7,208.65
TOTAL	\$721,849.28

Motion carried 7-0.

COMMITTEE REPORTS: Reports were heard regarding the Student Activity, Principal Selection, Parent Communication Network meetings and the D.A.R.E. Graduation.

K-4 BOUNDARY CHANGES: Gustafson moved, seconded by Cummings, to approve the K-4 boundaries as presented by the administration, effective the 1994-95 school year. Motion carried 7-0.

1994-95 ANNUAL OPERATIONAL PLAN: Cummings moved, seconded by Ladwig, to approve the 1994-95 Annual Operational Plan as presented, excluding the Community Education leasing proposal. Motion carried 7-0.

EARLY CHILDHOOD FAMILY EDUCATION AIDE POSITION: Cummings moved, seconded by Hewitt, to approve the Early Childhood Family Education Childcare Aide position as presented. Motion carried 7-0.

LEARNING READINESS COORDINATOR POSITION: Gustafson moved, seconded by Cox, to approve the part-time Learning Readiness Coordinator position as presented. Motion carried 7-0.

SURVEILLANCE EQUIPMENT BID AWARD: Gustafson moved, seconded by Foss, to award the surveillance equipment bid to Advance Surveillance Technologies, in the amount of \$26,182.08. Motion carried 7-0.

POLICY APPROVAL: Foss moved, seconded by Ladwig, to approve the policy, Graduation-Moorhead Senior High (IKF), as presented. Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 14, 1994
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FIRST READINGS OF POLICIES: The Board conducted first readings of the following policies: Subpoena of a School District Employee (GCQE); Recording or Videotaping a Parent-Guardian/Teacher Conference (GCQF); Employees As Vendors To Students (DJD); Employee Right To Know (GLCA); Equal Employment Opportunity Statement (GBAA); and, Grievance Procedure for Equal Opportunity (GBA).

The Teachers Professional Growth Plan (GCNA) policy was removed from the agenda for further review.

RESOLUTION RELATING TO TERMINATION AND NON-RENEWAL OF PROBATIONARY TEACHERS: Ladwig moved, seconded by Cummings, to approve the resolution directing administration to terminate and non-renew the contracts of the probationary teachers as listed: Steve Mathiowitz, Marilyn Proulx, Jane Holtz, Sandra Asleson, Heidi Larson, Richard Lara, Amy Swenson, Cheryl Burroughs, and Teresa Herk. Motion carried 7-0.

RESOLUTION FOR DISCONTINUING AND REDUCING PROGRAMS AND POSITIONS Ladwig moved, seconded by Gustafson, to approve the resolution discontinuing and reducing programs and positions, German (1 FTE), as presented. Motion carried 7-0.

COMPARABLE WORTH CHANGES: Cummings moved, seconded by Hewitt, to accept the recommended changes and the resulting salary adjustments called for in the schedule, effective July 1, 1993. Motion carried 7-0.

1994-95 BUILDING LEADERSHIP REALIGNMENT: Cummings moved, seconded by Gustafson, to support the building organization and leadership recommendation as presented.

Ladwig moved, seconded by Hastad, to divide the question. Motion carried 7-0.

Hewitt moved, seconded by Ladwig, for Riverside and Voyager to become a K-6 campus under the leadership of one principal. Motion carried 7-0.

Cummings moved, seconded by Gustafson, to hire a teacher on special assignment (one FTE) be utilized for 94-95 while the new principal and campus leadership team develop the campus leadership model; organize the campus around concepts that focus on learners and learning; staff the campus by teachers at the existing schools (staff members, as in all the schools, have the right to request a transfer in or out of a school, now or in the future); parents district-wide have the opportunity to send their children to the campus on a space available basis. Motion carried by majority roll call vote 5-2; Hastad, Hewitt dissenting.

REGULAR MEETING
BOARD OF EDUCATION
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PAGE 5

Hewitt moved, seconded by Hastad, to establish a time frame of plans for adoption and evaluation, along with a sunset date of five years down the road, as to the success of the process.

Cummings moved, seconded by Gustafson, to postpone the motion until the April 26th meeting. Motion carried by majority roll call vote 6-1; Hastad dissenting.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

The Board requested a summary of the outstanding discrepancies of the referendum construction projects.

ADJOURNMENT: Ladwig moved, seconded by Cummings, to adjourn the meeting at 9:45 p.m. Motion carried 7-0.

Carol Ladwig, Clerk

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

APRIL 14, 1994

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. "We Are Proud"

*** Congratulations to Mr. Don Ellingson for being selected the Minnesota School Counselors' Association Elementary School Counselor of the Year for 1993. The letter of notification stated he has clearly made a substantial difference in the lives of many as a result of his personal and professional commitments.

*** Congratulations to the Junior High program HotSHOTS (Students Helping Others Through Service) which has received the Governors Youth Service Award. The students will participate in a service project at the Minnesota Valley National Wildlife Refuge with other recognized students from around the state. Projects students worked on this year include working with older adults, a drama performance for the "Choices" program, an "Adopt-A-Hall" project at the Junior High, and a Minnesota Greening project with the Hjemkomst Center.

*** In honor of School Board Recognition Week held April 4-10, "We Are Proud" of our school board members, Bill Cox, Jim Cummings, Stacey Foss, Mark Gustafson, Anton (Butch) Hastad, Jim Hewitt, and Carol Ladwig, for their commitment and dedication to making our school district one of the best!

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) Approval of Tuition Agreement - Page 7
- (2) Approval of Major Magnitude Field Trip - Pages 8-9
- (3) Acceptance of Gift - Page 10

B. BUSINESS AFFAIRS - Bob Lacher

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Leave of Absence - Page 11
- (2) Approval of Resignations - Page 12
- (3) Approval of New Employees - Page 13
- (4) Approval of Early Retirements - Page 14
- (5) Approval of Family Leave - Page 15
- (6) Approval of Medical Leave - Page 16

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of Minutes of March 7 & 22, 1994
- Pages 17-20
- (2) Approval of April Claims
- (3) Acceptance of Learning Readiness Grant - Page 23
- (4) Approval of School Board Election Resolution
- Pages 24-27

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. K-4 BOUNDARY CHANGES - Anderson
Pages 28-29

Suggested Resolution: Move to approve the K-4 boundaries as presented by the administration, effective the 1994-95 school year.

Moved by _____ Seconded by _____
Comments _____

5. 1994-95 ANNUAL OPERATIONAL PLAN - Lacher
Pages 30-44

Suggested Resolution: Move to approve the 1994-95 Annual Operational Plan as presented.

Moved by _____ Seconded by _____
Comments _____

6. EARLY CHILDHOOD FAMILY EDUCATION AIDE POSITION - Anderson
Pages 45-46

Suggested Resolution: Move to approve the Early Childhood Family Education Childcare Aide position as presented.

Moved by _____ Seconded by _____
Comments _____

7. LEARNING READINESS COORDINATOR POSITION - Anderson
Pages 47-48

Suggested Resolution: Move to approve the part-time Learning Readiness Coordinator position as presented.

Moved by _____ Seconded by _____
Comments _____

8. SURVEILLANCE EQUIPMENT BID AWARD - Lacher
Pages 49-53

Suggested Resolution: Move to award the surveillance equipment bid to Advance Surveillance Technologies, in the amount of \$26,182.08.

Moved by _____ Seconded by _____
Comments _____

9. POLICY APPROVAL - Anderson
Pages 54-56

Suggested Resolution: Move to approve the policy, Graduation-Moorhead Senior High (IKF), as presented.

Moved by _____ Seconded by _____
Comments _____

10. FIRST READINGS OF POLICIES - Anderson
Pages 57-65

Conduct first readings of the following policies: Subpoena of a School District Employee (GCQE); Recording or Videotaping a Parent-Guardian/Teacher Conference (GCQF); Employees As Vendors To Students (DJD); Employee Right To Know (GLCA); Teachers Professional Growth Plan (GCNA); Equal Employment Opportunity Statement (GBAA); and, Grievance Procedure for Equal Opportunity (GBA).

11. RESOLUTION RELATING TO TERMINATION AND NON-RENEWAL OF PROBATIONARY TEACHERS - Franklin
Pages 66-75

Suggested Resolution: Move to approve the resolution directing administration to effect termination and non-renewal of probationary teachers as listed.

Moved by _____ Seconded by _____
Comments _____

12. RESOLUTION FOR DISCONTINUING AND REDUCING PROGRAMS AND POSITIONS - Franklin
Pages 76-77

Suggested Resolution: Move to approve the resolution as presented.

Moved by _____ Seconded by _____
Comments _____

13. COMPARABLE WORTH CHANGES - Franklin
Page 78

Suggested Resolution: Move to accept the recommended changes and the resulting salary adjustments called for in the schedule, effective July 1, 1993.

Moved by _____ Seconded by _____
Comments _____

14. 1994-95 BUILDING LEADERSHIP REALIGNMENT - Anderson
Pages 79-82

Suggested Resolution: Move to support the building
organization and leadership recommendation as presented.

Moved by _____ Seconded by _____
Comments _____

15. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

16. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
School Board Mtg.	Thurs., Apr. 14	7:00 p.m.	Townsite
Absentee Ballots Available	Mon., Apr. 18		Townsite
MEEP Day (no classes K-12)	Fri., Apr. 22		District- wide
Healthy Community Initiative Meeting	Mon., Apr. 25	7:00 p.m.	Sr. High
School Board Mtg.	Tues., Apr. 26	7:00 p.m.	Townsite
National Teacher Day	Tues., Apr. 3		
School Board Mtg.	Tues., May 10	7:00 p.m.	Townsite
Retirement Tea	Wed., May 11	3:45 p.m.	Edison
MEA Banquet	Thurs., May 12	6:00 p.m.	Concordia
Howard Murray Retirement Tea	Tues., May 17	3:30 p.m.	Probstfield
LRP	Tues., May 17	3:45 p.m.	Townsite
School Board Election	Tues., May 17	7:00 a.m.- 8:00 p.m.	District- wide
PER	Thurs., May 19	7:00 a.m.	Townsite
Baccalaureate	Sun., May 22	7:30 p.m.	Sr. High
Policy Review	Mon., May 23	7:00 p.m.	Townsite
School Board Mtg.	Tues., May 24	7:00 p.m.	Townsite
Last Day of School (K-6 students)	Wed., June 1		
Last Day of School (7-12 students)	Thurs., June 2		
Last Day for Staff (K-6)	Thurs., June 2		
Last Day for Staff (7-12)	Fri., June 3		
Graduation	Sun., June 5	2:00 p.m.	Concordia

MEMO #: I-94-328

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *[Signature]*

SUBJECT: Tuition Agreement with the Dakota Center School

DATE: April 6, 1994

The school district is in receipt of a tuition agreement from the Dakota Center in Minot, North Dakota for a student placed at this facility by court order. The cost is estimated at \$83.00 per day with a net cost to the school district of \$28.80 per day after general and special education aids are received.

Suggested Resolution: Move to approve the tuition agreement with the Dakota Center, Minot, North Dakota, as presented.

RMJ/mdm

MEMO #: I-94-329

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Request Approval for Major Magnitude Field Trip

DATE: April 6, 1994

Attached is a request by the Apollo Strings to travel to California from June 14-19, 1994 for an educational field trip.

Suggested Resolution: Move to approve the field trip to California.

RMJ/mdm
Attachment



Moorhead High School
Moorhead, MN 56560
(218) 299-6329

Dr. Anderson
Townsite Centre
810 4th Avenue South
Moorhead, Mn 56560

Dear School Board and Dr. Anderson

The 1993-94 Apollo Strings request permission to travel to California this summer, June 14-19, for an educational field trip. Proposed attractions would include:

Fleischman's Planetarium
Lake Tahoe
Carson City Mint
A visit to Mark Twain's old home town
An exchange performance at a high school
Squaw Valley U.S.A.
Pier 39
Palace of the Fine Arts
Alcatraz Island
Fisherman's Wharf
Golden Gate Bridge
San Francisco
Great America Amusement Park / Performance
Theatre Performance

Other exciting events are being investigated and will be spelled out in an itinerary that I will forward to the board upon receipt from Sunshine Travel, our agent for the trip. If you remember, we have used Sunshine Travel for the past three years because of their low prices and their attention to detail. Along with the itinerary, you will receive student liability release forms, phone numbers, and all necessary guidelines for our trip. Chaperones will include Carole Nelson, Asp strings instructor, and Myself. I should also mention that the trip is open to all Apollo members who wish to go. Each student will be responsible for their own finances. Money has been budgeted for those students who wish to go, but can not afford to do so. As always, we understand that we will be representing Moorhead High School and will conduct ourselves in a manner fitting of this privilege.

Sincerely,

James Lund
Director of Orchestras
Moorhead High School

MEMO #: I-94-327
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Acceptance of Gift
DATE: April 6, 1994

The school district has received a gift of an Evenson-Jennings child's wheelchair from Linda and Phillip Price to be used as needed in the school district in delivering services to physically impaired students.

Fredrickson Orthopedics has estimated the value at \$500.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

MEMORANDUM

P 94.154

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 6, 1994
SUBJECT: Leave of absence

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

Leah Burke - English Teacher, Moorhead Junior High, to begin with the 1994-95 school year and end on October 17, 1994.

SUGGESTED RESOLUTION: Move to accept the leave of absence as presented.

BMF:sdh

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 6, 1994
SUBJECT: Resignation of District Employees

12

MEMORANDUM

P 94.151

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 6, 1994
SUBJECT: New Employees

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

Renee Smith - EBD Teacher, Probstfield Elementary, effective April 15, 1994.
(New-contingency funds \$3147.65 - \$5409.00 left)

Cheryl Burroughs - Kindergarten/Home School Liaison Teacher, Voyager Elementary, effective April 15, 1994.
BA (0-5) \$5667.64 (23,443)
(Within Chapter I allocations)

Amy Swenson - LD Teacher, Probstfield Elementary, effective April 15, 1994. BA (0-5) \$5281.21 (23,443)
(replace Kristen Hillsheim)

Char Parker - Job Coach Paraprofessional, Senior High, B21 (0) \$8.04 per hour, 3.25 hours daily effective April 15, 1994.
(New position-contingency funds-reimbursed by Dilworth-Glyndon Felton School - no impact on contingency fund balance)

Margot Zimara - Food Server, Probstfield Elementary, 2.75 hrs daily, \$5.15 per hour, effective April 15, 1994.
(replace Joanne Lund)

Wendy Fevig - Food Server, Probstfield Elementary, 2.75 hrs daily, \$5.15 per hour, effective April 15, 1994.
(replace Ann Villaneva)

Eileen Johnson - Food Server, Riverside Elementary, 2 hrs daily, \$5.15 per hour, effective April 15, 1994.
(replace Nancy Davis)

Suggested Resolution: Move to approve the employments as presented.

BMF:sdh

MEMORANDUM

P 94.150

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 6, 1994
SUBJECT: Early Retirement of district employees

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

Sandra Knudson - Library Secretary, Senior High, effective June 3, 1994.

LeDonna Wambach - Library Secretary, Washington Elementary, effective June 3, 1994.

Bernice Arett - Bus Aide for Moorhead School District, effective June 3, 1994.

Suggested Resolution: Move to accept the retirements as presented.

BMF:sdh

MEMORANDUM P 94.149

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 6, 1994
SUBJECT: Family Leave

The administration requests a family leave for the following person:

Linda Wolbaum - MSMI Teacher, Washington School, for the 1994-95 school year.

Suggested Resolution: Move to approve the family leave as presented.

BMF:sdh

MEMORANDUM

P 94.148

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 6, 1994
SUBJECT: Medical Leave of Absence

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

Mahala Olson - Physical Education Teacher, Moorhead Junior High School, effective February 3, 1994 through the 1993-94 school year.

Kelly Dubois-Gerchak - EBD Teacher, Robert Asp School, effective February 25, 1994 through approximately March 28, 1994.

Debra Deminck - Elementary Counselor, Edison and Probstfield Schools, effective March 16, 1994 for four to six weeks.

Christa Lesmeister - Music Teacher, Moorhead Junior High, effective February 3, 1994 through the 1993-94 school year.

SUGGESTED RESOLUTION: Move to approve the medical leaves as presented.

BMF:sdh

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MARCH 7, 1994
PAGE 1

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Mark Gustafson, Anton Hastad, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda requesting to delay for further review the first reading on the Graduation policy (IKF) until the next meeting.

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

"WE ARE PROUD"

*** Congratulations were expressed to Moorhead Junior High students Andrea Blake and Jill Galles. They are co-winners of this year's Sertoma Club Essay Contest. Each of them will receive \$100.

*** Appreciation was expressed to Howard Murray and Don Iverson for 36 years of outstanding service to the students, staff, and community.

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

Gifts - Accepted the gift of a hip-sled weight machine, with an approximate value of \$2,000.00, donated by John Mather of Webb Enterprises.

Early Retirement

Donald Dahlquist - Art Teacher, Junior High, effective June 3, 1994.

Shirley Berg - Music Teacher, Riverside Elementary, effective June 2, 1994.

Marlene Rayment - Kindergarten Teacher, Washington Elementary, effective June 2, 1994.

Ruth Samson - English Teacher, Junior High, effective October 19, 1994.

Howard Murray - Principal, Probstfield Elementary, effective June 30, 1994.

Donald Iverson - Principal, Riverside Elementary, effective June 30, 1994.

MEMORANDUM

TO: Dr. Anderson
FROM: Rose Andersen
DATE: March 21, 1994
RE: Learning Readiness Grant

We have been notified that the Learning Readiness Program plan for our School District has been funded for the 1993-94 school year. The estimated amount of the grant is \$69,319.53.

Learning Readiness, in District 152 we are calling it Kindergarten Readiness, is a program for preschool children who are at least three and a half and not attending kindergarten. The purpose is to enhance childrens learning development and future success in school. It differs from Early Childhood Family Education in that there is no requirement of Parent Involvement, however Parent Involvement is an essential component of Kindergarten Readiness.

Suggested Resolution: Move to accept the Learning Readiness grant of \$69,319.53 for 1993-94.

MEMO #: S-94-169

TO: School Board
FROM: Bruce R. Anderson, Supt. *BKA*
RE: Resolution Relating to the Election of School Board
Members and Calling the School District General Election
DATE: April 14, 1994

Attached please find the resolution calling the annual school board election on Tuesday, May 17, 1994.

Suggested Resolution: Move to approve the resolution as presented.

cbp
Attachment

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

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

1. It is necessary for the School District to hold its general election for the purpose of electing two (2) school board members for terms of three years each.

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

Bill Cox
Mark A. Gustafson

2. The general election is hereby called and directed to be held on Tuesday, the 17th day of May, 1994, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

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

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

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

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

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

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

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

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

OFFICIAL BALLOT
GENERAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA
MAY 17, 1994

SCHOOL BOARD MEMBER



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

VOTE FOR UP TO TWO CANDIDATES FOR THREE-YEAR TERM		
VOTE FOR UP TO TWO	<input type="checkbox"/>	Member of School Board (3 years) BILL COX
	<input type="checkbox"/>	Member of School Board (3 years) MARK GUSTAFSON
	<input type="checkbox"/>	Member of School Board (3 years)
	<input type="checkbox"/>	Member of School Board (3 years)

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

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

<u>Precinct and Polling Place</u>	<u>Election Judges</u>
No. 1 Georgetown Community Center	*Agatha Helmeke Linda Herman Ada Bjerke
No. 2 Washington School	*Bea Arett Ann Mertes Joe Swenson
No. 3 Townsite Centre	*Joan Nelson Gertrud Knutson Arlene Snyder
No. 4 Riverside School	*Betty Peterson Rosemary Wenino Ruth Frimanslund
No. 5 Edison School	*Lillian Hilgers Geraldine Schneider Lorraine Hoium
No. 6 Junior High School	*Anne Luttio Ramona Boberg Polly Krogen
No. 7 Sabin Community Center	*Thelma Paasch Ruth Evert Donna Andvik

(* denotes Chief Judge)

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

Dated: _____

BY ORDER OF THE SCHOOL BOARD

/s/
Carol Ladwig, Clerk
Independent School District #152

(3)

MEMO #: S-94-171

TO: School Board
FROM: Bruce R. Anderson, Supt.
Bob Jernberg, Asst. Supt.-Instruction
RE: K-4 Boundaries
DATE: April 8, 1994

Background:

It is the desire of Moorhead Public Schools that the individual buildings be balanced to the extent possible in the sizes of the classes and in ethnicity. Considerable effort is demonstrated each year to insure that the sizes of the classes remain under identified maximums.

The State of Minnesota mandates that no individual school includes a minority population which is fifteen percent above the district-wide average. In that we were approaching this maximum this year, it is important that we be pro-active in moving toward greater majority/minority student balance in all of the schools.

In accordance with your direction, parent meetings have been held in those schools impacted more significantly. Three options were presented to the parents and others in attendance. Opportunity for observations, questions, concerns and general input was provided. In our judgment, the meetings were successful in terms of providing a meaningful opportunity for the community to speak to the options and the issue.

After reviewing all of the input received from parents, staff, principals, etc., we recommend the attached K-4 boundaries, effective the 1994-95 school year. This recommendation is a slight adjustment to boundary Alternative A as discussed at community meetings.

Suggested Resolution: Move to approve the K-4 boundaries as presented by the administration, effective the 1994-95 school year.

BRA:cbp
Attachment

Washington Elementary School

All areas North of a line which runs East along Main Avenue in Moorhead from the Red River of the North to 17th Street South; South on 17th Street to 3rd Avenue South; east to Main Avenue to include portions of the mobile home parks located between Main Avenue and 4th Avenue South and Main Avenue and 21st Street. It then proceeds on Main Avenue to 21st Street then North to Highway 10. It then extends from 21st Street to the Eastern edge of the School District boarding the North edge of Dilworth.

Edison Elementary School

This boundary is bordered on the North by the Washington School boundary. On the West it is bordered by 8th Street from Main Avenue to 20th Avenue South. On the South it is bounded by 20th Avenue from 8th Street to 13th Street, then North to 18th Avenue South and east to 19th Street. The remainder is bounded by a line extending North on 19th Street to 12th Avenue, along 12th Avenue to Old Highway 52, it then follows the West side of Highway 52, including all residences which face the highway, to Interstate 94. It then follows the centerline of Highway 52 to County Road 7. It follows County Road 7 South to County Road 75/12. It proceeds East on County Road 75/12 to the Eastern edge of the School District.

Probstfield Elementary School

The Probstfield School boundary is bounded on the North and East by the Edison boundary, on the West by 8th Street from 20th Avenue to Interstate 94. South of Interstate 94 the Probstfield boundary is bordered on the West by the Red River and on the East by Highway 52. The South boundary extends along both sides of 40th Street from County Road 7 to 8th Street (Highway 75 South), and extends South to include the Crestwood subdivision West of Highway 75. A small area from 17th Street to 20th Street and between 30th Avenue and 34th Avenue including all residences facing these streets is split between Riverside and Probstfield with Kindergarten and First Grade attending Riverside and Second through Fourth Grade attending Probstfield.

Riverside Elementary School

Within the city limits of Moorhead the boundary includes all of the area between the Red River on the West and 8th Street on the East, and Main Avenue on the North to Interstate 94 on the South. In rural Moorhead this boundary includes the area South of 40th Avenue to the South end of Moorhead School District, except for those areas defined as being Probstfield or Edison areas. A small area from 17th Street to 20th Street and between 30th Avenue and 34th Avenue including all residences facing these streets is split between Riverside and Probstfield with Kindergarten and First Grade attending Riverside and Second through Fourth Grade attending Probstfield.

New subdivisions will be reviewed for possible K-4 boundary revisions at the time the process is begun for the developer to receive City approval for water, sewer, curb, gutter and paving.

MEMO #: B94.332

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: MARCH 30, 1994

SUBJECT: 1994-95 ANNUAL OPERATING PLAN

1994-95 ANNUAL OPERATING PLAN

FUND	DESCRIPTION	BEGINNING BALANCE	PRELIMINARY REVENUE	PRELIMINARY EXPENDITURES	END FUND BALANCE
I	GENERAL FUND	2,518,214	30,954,382	30,634,807	2,837,789
II	FOOD SERVICE FUND	115,352	1,057,740	1,041,902	131,190
III	TRANSPORTATION FUND	199,454	1,530,397	1,502,501	227,350
IV	COMMUNITY SERVICES FUND	322,089	817,054	897,470	241,673
V	CAPITAL OUTLAY FUND	(68,498)	1,900,941	1,336,921	495,523
VI	BLDG CONSTRUCTION FUND	(679,392)	713,057	0	33,665
VII	DEBT REDEMPTION FUND	342,297	1,043,566	996,322	389,541

SUGGESTED RESOLUTION: Approve the 1994-95 Annual Operating Plan as presented.

Basic Assumptions

1. Salary Expenditures

- a. Projected staff positions/costs are based on the staff planning ratios/budgets, as detailed below.

Classification	FTE &/or Budget 1993-94	1994.95 Planned Student To Staff Ratio	Changes			
			1994-95	1995-96	1996-97	1997-98
Instructional Staff						
Elem. K-4	89	25:1	1.00	0	0	-1
Spec. Elem. Leg.			7.54			
Elem. 5-6	35	28:1	2.00	0	0	0
Jr High 7-8	43.196	28:1	2.30	.3	1.7	1.5
Sr High 9-12	69.153	28:1	3.40	5.4	3.6	3.1
Elem. Support	40.797		.50			
Sec. Support	12.086		.50			
Special Assignments	2.143					
Extended Year	44,897		533			
Extra Curricular	318,842		3,785			
Teacher Leadership	13,919		166			
Custodial	30.5 *		1.00			
Clerical/Sec.	54.991**					
Paraprofessional	14.508					
Building Adm.	12					
District Adm.	4					
Supervisors	9.35***		-1.00			
Other *Admin. Support			\$20,000			
Special Ed.						
Alt. Education			2.00			
Teacher	105.683****		2.20			
Paraprofessionals	86.392*****		3.00			
Contingency (Net)	25,000*****		\$25,000	\$25,000	\$25,000	\$25,000
Support Staff/Other	3.5 *****					
Summer Music			6,000			
Substitutes	251,535					
Early Retirement	390,000		11,700	14,600	14,551	12,909
Homebound/ Hospital Tutor	14,900					
Chapter I Teachers	10.642					

All other staffing is expected to remain unchanged over the five year period of the Financial Plan.

- b. Wages and fringe benefits, after adjusting for all personnel changes, may be expected to increase as listed below. Wherever salary settlements have occurred, the actual settlement will be used.

Fringe benefits will average 21.7% of the total salaries paid.

Year	Actual/Estimated Salaries Paid	Actual/Estimated Benefit Costs	Percentage Increase
1990-91 Actual	16,947,557	3,954,482	
1991-92 Actual	18,255,832	4,244,342	7.65%
1992-93 Actual	19,387,447	4,496,347	6.15%
1993-94 Budget.	19,997,590	4,552,037	2.79%
1994-95 Pro.	21,748,400	4,688,598	7.69%
1995-96 Pro.	22,764,806	4,829,256	4.38%
1996-97 Pro.	23,807,183	4,998,280	4.39%
1997-98 Pro.	24,693,231	5,148,228	3.60%

Expenditures will increase as noted. This increase will be adjusted based on the inflation rates assumed in this document, legislative actions and changes in staff that will be necessary due to the revenues available. Mandates in the areas of comparable worth and special education are also impacting the levels of increase in district services.

We will be hard pressed to maintain the programs we presently have.

Basic Assumptions

1. Salary Expenditures
 - a. This assumption establishes student to teacher ratios as follows:

<u>Building Ratios</u> <u>Grade Levels</u>	<u>1992.93</u> <u>Class Size</u> <u>Ratio</u>	<u>1993.94</u> <u>Class Size</u> <u>Ratio</u>	<u>1994.95</u> <u>Class Size</u> <u>Ratio</u>
Elementary K-4	25:1	25:1	25.0:1
Elementary 5-6	28:1	28:1	28:1
Junior High	27:1	28:1	28:1
Senior High	27:1	28:1	28:1

Support staff guidelines will be established by the administration.

Any changes will be reflected in the Annual Operational Plan. K-4 class size ratio will be less than listed above due to special legislation.

Special Elementary Legislation will increase staff by
1 - Reading Recovery, 1 - Grade One, 2 - Kindergartens,
.54 - Support Staff and 3 positions to be held until
after school starts.
Elementary and Secondary Support - one ESL position will not
be filled until school starts and need is certain.
Custodial - 1 custodian will be added because of increased
area due to referendum.
Supervisors - Will reduce one EBD Coordinator position.
Alt. Ed. - 2 additional staff will be added to Moorhead
Community Alternative Program for students who can not be in
a regular school setting.
Teacher - 2.20 additional staff to be added to Special Ed.
for areas of Developmental Adaptive PE, EBD & LD, due to
student increase. Special Ed. students have increased from
753, December 1, 1992 to 935, December 1, 1993.
Paraprofessionals - 3.0 Paras will be added for Inclusion
and Moorhead Community Alternative Program.
Summer Music - Money will be transferred to Community
Education.

- b. These inflation projections are based on the recommendation of the administration and maintenance of the staffing ratios.

Includes staff additions, salaries and fringe benefit increases as noted.

CAPITAL OUTLAY FUND

CAPITAL OUTLAY DEFINED: "Site improvements, building improvements and capital repairs are of such magnitude that they represent an expenditure with a minimum of individual project cost of \$1,000 with the useful life of at least ten years, and significantly increase the value and/or extend the useful life in the instance of capital repair. Equipment represents an expenditure with a minimum unit cost of \$350 with a useful life of at least four years.

Capital Outlay will be allocated in the areas as follows:
Facilities (requires a hearing of five-year plans before July 1 each year)
Equipment
Health and Safety

CAPITAL OUTLAY REVENUE ASSUMPTIONS & RATIONALE

Capital Outlay major parameters will continue to be based on legislation, Minnesota Department of Education Regulations, and local levy decisions within those parameters.

Statutes require a school board to adopt a capital expenditure facilities program by a two-thirds vote after notice and hearing as part of a five-year program which must be reviewed by the district before July 1 of each year. After notice and hearing; after the annual review, the program may be amended to include the ensuing five-year period.

Grants/Donations will only be added to revenue and expenditure budgets when appropriate.

	<u>LINE #</u>
FACILITY	5
The facilities revenue is based on pupil units. 1991.92 revenues include adjustments by Minnesota Department of Education dealing with asbestos removal at the Sr. High. The legislature reduced the per pupil allocation to \$128 per student for 1993.94. It is assumed that due to the Minnesota economy, the allocation will remain at \$128 per pupil for the period of 1993.94 through 1996.97.	
LEASE LEVY	6
Lease levy will continue to be utilized for athletic facility rental, community education space, Voyager School rental (<u>1994.95 will be last school year</u>), rental of the Moorhead Sport Center spaces available for school use and the use of the playground at Asp. The levy will lag expenses by one year.	
EQUIPMENT	12
Equipment Revenue is based on pupil units. Revenues will increase in 1993.94 and 1994.95 due to an increase in elementary weighting and an increase in the allowance from \$63 to \$68 in 1995.96.	

HEALTH & SAFETY

14

Health and Safety aid and levy revenue is available based on approval of an application to the Commissioner of Education for hazardous substance removal, fire code compliance or life safety repairs. The revenue may be used for removal or encapsulation of asbestos, asbestos-related repairs, or for the removal of PCBs or clean-up removal, disposal and repairs related to radon and to storing heating fuel or transportation fuels. It is assumed that all projects will receive prior approval before the levy is authorized. Health and safety adjustments will be made as approved by the Minnesota Department of Education.

CAPITAL OUTLAY FACILITY EXPENDITURE ASSUMPTIONS AND RATIONALE

Facilities revenue may be used for repair and restoration of existing district-owned facilities, new construction, correcting existing health and safety hazards, equipping buildings, surplus school buildings that are used substantially for public non-school purposes, leasing buildings, and purchasing or leasing interactive telecommunications equipment.

Priority for allocations of facilities revenue (in priority are as follows):

1. Health and Safety
2. Energy conservation
3. Building preservation
4. Needed space for continuing programs
5. Telecommunications
6. Convenience
7. Appearance

FOOD SERVICE

16

Food Service will be self supporting for its equipment. However, there is a need to utilize facilities capital for built-in equipment such as walk-in coolers, dishwashers, and necessary remodeling projects related to preparation and serving of food. Dishwashers: Sr. High \$45,000,
Jr. High \$18,000.

REGION I ESV/REGION 8

17

The District will complete its obligations to ESV Region I for equipment purchase in 1992.93. In that the District owns its own A/S 400 Computer System, no capital obligations are anticipated to ESV Region 8 to which the district now belongs.

SPECIAL ASSESSMENTS

18

Special Assessments will be based on city improvements including projects related to repaving streets, curb and gutter work, and needed improvements for city services. At this time it is anticipated that a replacement for Ninth Ave. No. will be constructed during 1993 and will be paid from bond issue revenues authorized by the September 15, 1992 referendum land or as an assessment.

MAINTENANCE PROJECTS

19

Capital Maintenance Projects for buildings and grounds will be based on priorities established through input from principals to the Buildings and Grounds Supervisor, who will recommend the priority needs to the Superintendent or his designee. It is assumed that the capital maintenance projects will increase at the standard rate.

TELEPHONE/TELECOMMUNICATIONS

20

Telephone/Telecommunication expenses include equipment and line lease expense. It is anticipated that lease expenses will increase at the standard rate. It is assumed that major improvements in the area of telephone/intercom communication within buildings will be completed through bond issue revenue authorized by the September 15, 1992 referendum and will be completed between January 1, 1993 and January 1, 1994. We should consider a review of our telecommunication network. What level of service do we want to provide?

BUILDING CONSTRUCTION

21

It is anticipated that all building construction during the period of July 1, 1993 through July 1, 1996 will be completed through referendum expenses and that construction in 1995.96 and 1996.97 will include needed roof repair and Senior High School addition and renovations to meet increased student enrollment.

LEASE LEVY

22

Lease Levy facility expenses will continue to include space for community education, Moorhead Sport Center spaces, rental of football fields Asp playground and other athletic activity areas. The leases will be dependent on annual prior approval by the Minnesota Department of Education. Lease for St. Francis will terminate if building is purchased. (1994.95 is last year).

HANDICAP ACCESS

23

Legislation passed in 1992 allowing district to levy \$300,000 over a period of up to five years for the purpose of providing handicapped access to district facilities. It is anticipated that the district will expend \$60,000 annually during the 1993.94 through 1996.97 school years after first securing approval from the Minnesota Department of Education for specific projects.

BUILDING ALLOCATION - ASP ELEVATOR FACILITIES 25-32
EQUIPMENT 47-54

Due to legislative action restricting the use of equipment and facilities funds, it is necessary to allocate building funds in the areas of facilities and equipment beginning in 1993.94.

CAPITAL EQUIPMENT REVENUE ASSUMPTIONS & RATIONALE

Capital equipment revenue may be used to pay capital expenditure related assessments of any entity formed under a cooperative agreement between two or more districts, to purchase or lease computers and related materials, copying machines, telecommunications equipment, and other non-instructional equipment, to purchase or lease equipment for instructional programs, to purchase textbooks, to purchase library books, and to purchase vehicles other than school buses. Most items can readily be classified as equipment. However, the following are examples of equipment items that could appear to qualify as supplies: encyclopedias, large wall maps, large free-standing globes, band and choir uniforms, chairs, and library books representing initial adoptions and later substantive improvements. Beginning in 1993.94, shelving, cable networks and other items attached to buildings will be classified as facilities.

Equipment revenue will be allocated based on the following (in priority):

1. Essential furniture (used if available)
2. Technology
3. Specialized equipment needed for instruction
4. Specialized equipment needed for maintenance and transportation
5. Equipment to support curriculum and instruction
6. Convenience
7. Appearance

	<u>LINE #</u>
TECHNOLOGY	36 & 37
Technology expenses will include technology support and software upgrades or the District's computer systems and for purchase of equipment for long-term technology needs and replacements. This expense will increase at the standard rate. These expenses are in addition to the technology improvements authorized by the September 15, 1992 referendum which will be paid for by bond issues during the period of January 1992 through January 1994.	
INTERACTIVE TELEVISION	38
Interactive television will start in 1994.95. We are allowed a levy for this category. A plan needs to be developed to support instruction with this medium.	
REPLACEMENT OF EQUIPMENT	39*
Equipment which must be replaced immediately for continuity of instructional programs or for equipment essential for school district operation will be purchased when necessary from this contingency budget. Non-emergency items will not be replaced from this budget.	
MAINTENANCE/TRANSPORTATION	40*
Maintenance/transportation equipment will be purchased based on the recommendations of the Buildings and Grounds Supervisor and Transportation Supervisor. These expenditures do not include school bus purchases or repair. The expenses for maintenance/transportation will increase at the standard rate.	
VEHICLES	41*
Vehicle equipment expense will be utilized to replace used vehicles for out-of-town transportation. The Director of Transportation will make recommendations regarding purchasing of vehicles. It is assumed that the budget for these expenditures will remain constant for the period of projections.	
MEDIA/A.V.	42*
Media/A.V. equipment and application software will be purchased based on recommendations of the Director of Media Services after consultation with principals, building media personnel and other staff. Attention will be given to curricular areas who are implementing program changes as a part of the District Curriculum Review Cycle. This budget area will increase at the standard rate.	

* The lines have been reduced for 1994.95 and 1995.96. Dollars have been placed in line #44 - District Wide Equipment.

MEDIA/LIBRARY

43

Media/Library books will be purchased based on recommendations of the Director of Media Services based on specific needs as identified by the building principals with assistance of media personnel and other staff. Attention will be given to specific needs related to curriculum and learner outcome attainment. Expenditures in this budget area will increase at the standard rate.

DISTRICT WIDE EQUIPMENT

44

District wide equipment expenses will be utilized for purchasing equipment for new construction, each new classroom will be equipped with intercoms, a teacher's desk, student desks, and a file cabinet. This budget will be utilized for district wide programs such as ESL, gifted education, district office needs, and equipment needed to support newly adopted programs. A significant portion of this budget area will be utilized as a follow up to implementation of programs as a part of the District Curriculum Review Cycle. This budget area will increase at the standard rate and will be supplemented in 1992.93 with an additional \$25,000 for support of equipment in rooms constructed utilizing the bond issue revenues from the September 15, 1992 referendum.

MUSIC

45

District expense for musical instrument purchase and replacement will be based on recommendations from the District's music staff. An increase was made in this area for 1992.93 in order to purchase choir robes.

BUILDING ALLOCATIONS

46-54

Capital equipment will continue to be allocated to buildings. The allocation for 1991.92 and 1992.93 is \$23.75 per pupil unit. Legislative action reduced funding and placed restrictions on use of equipment and facilities funds. Facilities funds have been allocated to buildings beginning in 1993.94.

HEALTH AND SAFETY ASSUMPTIONS & RATIONALE

58-64

This revenue is available based on approval of an application to the Commissioner of Education for hazardous substance removal, fire code compliance or life safety repairs. The revenue may be used to correct fire safety hazards of life safety hazards or for the removal or encapsulation of asbestos, asbestos-related repairs, clean-up and disposal of PCBs or clean-up removal, disposal and repairs related to storing heating fuel or transportation fuels. Asbestos removal is for removal of floor tile in various buildings. This will require prior approval from the Minnesota Department of Education. Changing state guidelines decreases positive fund balance to "0".

CAPITAL FACILITY FUND BALANCE RATIONALE

1

The Capital Facility Fund deficit is increasing due to the action of the Minnesota Department of Education as it relates to the funding of the Senior High School construction, completed in 1990 and 1991. A transfer of expenses from the health and safety budget significantly increases the deficit by limiting expenditures by the 1993.94 and 1994.95 school years. This deficit will be eliminated. See graph. Deficit eliminated in 1993.94.

CAPITAL EQUIPMENT FUND BALANCE RATIONALE

2

The Capital Equipment Fund will continue to have a positive fund balance. Equipment expenditures will be adjusted as necessary in reaction to any changes in legislation which would change the anticipated revenue amounts. Deficit decreasing. Eliminated in 1996.97.

HEALTH AND SAFETY FUND BALANCE RATIONALE

3

The health and safety fund balance will continue to fluctuate based on expenditures which will only be completed upon prior state approval and the resulting adjusted revenue to insure funding for payment of those expenditures. Significant expenditures continue to be for asbestos removal as it relates to asbestos tile flooring. The state is determining whether it is advisable to remove asbestos tile or to continue to insure that the asbestos is encapsulated. Asbestos removal will not occur without prior state approval. Therefore, estimated revenues and expenditures may vary from projections.

V. CAPITAL OUTLAY FUND PROJECTIONS
1991-92 TO 1996-97

Line #		1991.92	1992.93	1992.93	1993.94	1994.95	1995.96	1996.97	1997.98
		ACTUALS	Prelim Budget	Actual	Budget	P R O J E C T E D			
	BEGINNING FUND BALANCE								
1	Facility	(\$102,669)	(\$378,815)	(\$378,815)	(\$516,300)	\$19,894	\$591,570	\$1,280,906	\$2,077,001
2	Equipment	\$2,738	(\$108,100)	(\$108,100)	(\$272,107)	(\$231,672)	(\$127,078)	\$22,741	\$207,721
3	Health and Safety	\$332,739	\$339,012	\$339,012	\$44,527	\$143,281	\$31,031	\$0	\$0
4	Total Beginning Fund Balance	\$232,808	(\$147,903)	(\$147,903)	(\$743,880)	(\$68,498)	\$495,523	\$1,303,647	\$2,284,722
	REVENUES								
			91.50%	103.09%	107.82%	102.78%	102.59%	101.56%	101.65%
5	Facility	\$894,674	\$818,637	\$843,926	\$909,920	\$935,226	\$959,494	\$974,458	\$990,500
6	Lease	\$126,000	\$114,938	\$114,938	\$255,101	\$257,821	\$275,000	\$280,000	\$285,000
7	Other	\$132,144	\$56,360	\$56,364	\$53,066	\$49,066	\$45,066	\$41,066	\$38,066
8	Disabled Access				\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
9	TOTAL FACILITIES	\$1,152,818	\$989,935	\$1,015,228	\$1,278,087	\$1,302,113	\$1,339,560	\$1,355,524	\$1,373,566
10	Interactive Television					\$69,027	\$70,408	\$71,816	\$73,252
11	Interest Income			\$0	\$0	\$0	\$0	\$6,000	\$6,000
12	Equipment	\$399,673	\$431,454	\$404,553	\$418,320	\$440,651	\$489,212	\$500,706	\$508,534
13	TOTAL EQUIPMENT	\$399,673	\$431,454	\$404,553	\$418,320	\$509,678	\$559,620	\$578,521	\$587,786
14	Health and Safety	\$688,584	(\$7,540)	\$78,743	\$652,104	\$89,150	\$70,369	\$101,400	\$101,400
15	Total Revenues	\$2,241,075	\$1,413,849	\$1,498,524	\$2,348,511	\$1,900,941	\$1,969,549	\$2,035,445	\$2,062,752
	EXPENDITURES								
	FACILITY								
16	Food Service	\$6,261	\$10,000	\$0	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000
16.1	Sr. High Dish Washer					\$35,000			
17	Region I ESV/Region 8	\$6,000	\$7,085	\$7,085					
18	Special Assessments	\$16,836	\$16,788	\$13,921	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
19	Maintenance	\$53,000	\$57,000	\$52,947	\$57,000	\$57,000	\$58,710	\$60,471	\$60,471
20	Telephone/Telecommunications	\$62,000	\$66,000	\$65,932	\$66,000	\$67,320	\$69,340	\$71,420	\$73,562
21	Building Construction	\$1,064,384	\$560,240	\$731,487	\$160,000	\$30,000			
21.1	District Office Renovations					\$50,000	\$100,000		
22	Lease Levy	\$166,473	\$241,000	\$218,944	\$257,821	\$275,000	\$280,000	\$285,000	\$290,000
23	Handicap Access			\$2,022	\$44,409	\$105,591	\$60,000	\$60,000	\$27,978
24	Building Allocation								

25	Edison				\$4,800	\$4,800	\$4,800	\$4,720	\$4,640
26	Probstfield				\$6,200	\$6,200	\$6,264	\$6,224	\$6,168
27	Riverside				\$3,792	\$3,792	\$3,800	\$3,760	\$3,680
28	Washington				\$5,360	\$5,360	\$5,440	\$5,375	\$5,280
29	Robert Asp				\$5,952	\$5,952	\$6,144	\$6,400	\$6,496
30	Voyager				\$1,920	\$1,920	\$1,920	\$1,920	\$1,920
31	Jr. High				\$10,317	\$10,317	\$10,702	\$10,764	\$11,024
32	Sr. High				\$16,890	\$16,890	\$17,940	\$19,375	\$20,405

33	Duplicate								
34	Interest	\$54,010	\$41,749	\$60,375	\$67,432	\$31,295	\$1,164		
35	Total Facility	\$1,428,964	\$999,862	\$1,152,713	\$741,893	\$730,437	\$650,224	\$559,429	\$535,625

EQUIPMENT

36	Technology	\$23,800	\$23,800	\$23,562	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000
37	Technology Long-Term	\$26,350	\$50,000	\$54,430	\$50,000	\$30,000	\$30,000	\$40,000	\$40,000
38	Interactive Television					\$69,027	\$70,408	\$71,816	\$73,252
39	Replacement of Equip.	\$10,000	\$10,000	\$11,452	\$10,000	\$5,000	\$5,000	\$10,000	\$10,000
40	Maint./Transportation	\$14,000	\$14,000	\$13,006	\$14,000	\$7,000	\$7,000	\$14,000	\$14,000
41	Vehicles	\$15,000	\$15,000	\$19,361	\$15,000	\$7,500	\$7,500	\$15,000	\$15,000
42	Media/A.V.	\$31,000	\$33,000	\$31,866	\$33,000	\$27,000	\$27,000	\$27,000	\$27,000
43	Media Library	\$24,500	\$27,000	\$25,858	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000
44	District-Wide Equip.	\$62,000	\$61,528	\$67,022	\$88,328	\$95,000	\$95,000	\$45,000	\$45,000
45	Music	\$15,000	\$18,750	\$18,724	\$15,000	\$12,000	\$12,000	\$12,000	\$12,000
46	Building Allocation	\$148,396	\$152,548	\$143,664					
47	Edison				\$9,000	\$9,000	\$9,000	\$8,850	\$8,700
48	Probstfield				\$11,625	\$11,625	\$11,745	\$11,670	\$11,565
49	Riverside				\$7,110	\$7,110	\$7,125	\$7,050	\$6,900
50	Washington				\$10,050	\$10,050	\$10,200	\$10,043	\$9,900
51	Robert Asp				\$11,160	\$11,160	\$11,520	\$12,000	\$12,832
52	Voyager				\$3,600	\$3,600	\$3,600	\$3,600	\$3,600
53	Jr. High				\$19,344	\$19,344	\$20,065	\$20,183	\$20,670
54	Sr. High				\$31,668	\$31,668	\$33,638	\$36,329	\$38,259

55	Text Book Adoptions	\$140,465		\$159,615	\$0	\$0	\$0	\$0	\$0
56	Misc./Donations/Grants		\$38,292						
57	Total Equipment	\$510,511	\$443,918	\$568,560	\$377,885	\$405,084	\$409,801	\$393,541	\$397,678

HEALTH AND SAFETY

58	Tank Replacement	\$580,968		\$118,531	\$361,950	\$100,000			
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59	Electrical Retrofit	\$25,000	\$40,000						
60	Asbestos Removal		\$105,000	\$152,356	\$90,000				
61	Asbestos Loan Payback	\$76,343	\$76,400	\$76,343	\$76,400	\$76,400	\$76,400	\$76,400	\$76,400
62	Hazardous Substance Consult		\$0	\$20,748	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
63	Hepatitis Vaccination		\$5,250	\$5,250					
64	Health and Safety	\$682,311	\$226,650	\$373,228	\$553,350	\$201,400	\$101,400	\$101,400	\$101,400
65	Total Expenditures	\$2,621,786	\$1,670,430	\$2,094,501	\$1,673,128	\$1,336,921	\$1,161,425	\$1,054,370	\$1,034,703
66	Total Revenue Over Expenditure (Total Expenditure Over Revenue)	(\$380,711)	(\$256,581)	(\$595,977)	\$675,383	\$564,020	\$808,124	\$981,075	\$1,028,049
67	Total Ending Fund Balance	(\$147,903)	(\$404,484)	(\$743,880)	(\$68,498)	\$495,523	\$1,303,647	\$2,284,722	\$3,312,772

Enrollment

67	GRADE	1991.92	1992.93	1992.93	1993.94	1994.95	1995.96	1996.97	1997.98
68	K	492	499	499	490	501	472	446	461
69	1-4	1968	1990	1990	2008	2042	2056	2050	2005
70	5 & 6	939	978	978	984	1004	1034	1067	1059
71	7 & 8	871	920	920	960	1033	1039	1060	1092
72	9-12	1424	1527	1527	1592	1671	1794	1891	1985

WADM

73	K	0.50		249.50	245.00	250.50	236.00	223.00	230.50
74	1-4	1.00	1.06	1990.00	2068.24	2164.52	2179.36	2173.00	2125.30
75	5 & 6	1.00	1.06	978.00	1013.52	1064.24	1096.04	1131.02	1122.54
76	7 & 8	1.30		1196.00	1248.00	1342.90	1350.70	1378.00	1419.60
77	9-12	1.30		1985.10	2069.60	2172.30	2332.20	2458.30	2580.50
78				6398.60	6644.36	6994.46	7194.30	7363.32	7478.44
79	Facilities Fund	\$128		\$819,021	\$850,478	\$895,291	\$920,870	\$942,505	\$957,240
80	Equipment	\$63	\$68	\$403,112	\$418,595	\$440,651	\$489,212	\$500,706	\$508,534

M E M O R A N D U M

TO: Dr. Anderson

FROM: Rose Andersen *RR*

DATE: April 6, 1994

RE: Early Childhood Family Education and Learning Readiness Space At Lincoln

The Community Education Program Improvement Plan identified the need to investigate a site for Early Childhood Family Education for the 1994-95 school year because the lease at the Area Learning Center expires August 1, 1994. I am proposing to relocate the Early Childhood Family Education program to the Lincoln School site.

We have received our Learning Readiness Grant for 1993-94 and an estimate of what we will receive for 1994-95. Money was proposed in that grant to do remodeling. Learning Readiness funds are the only Community Education funds that can be used for capital expenditures or remodeling, thus we are able to proceed with this opportunity.

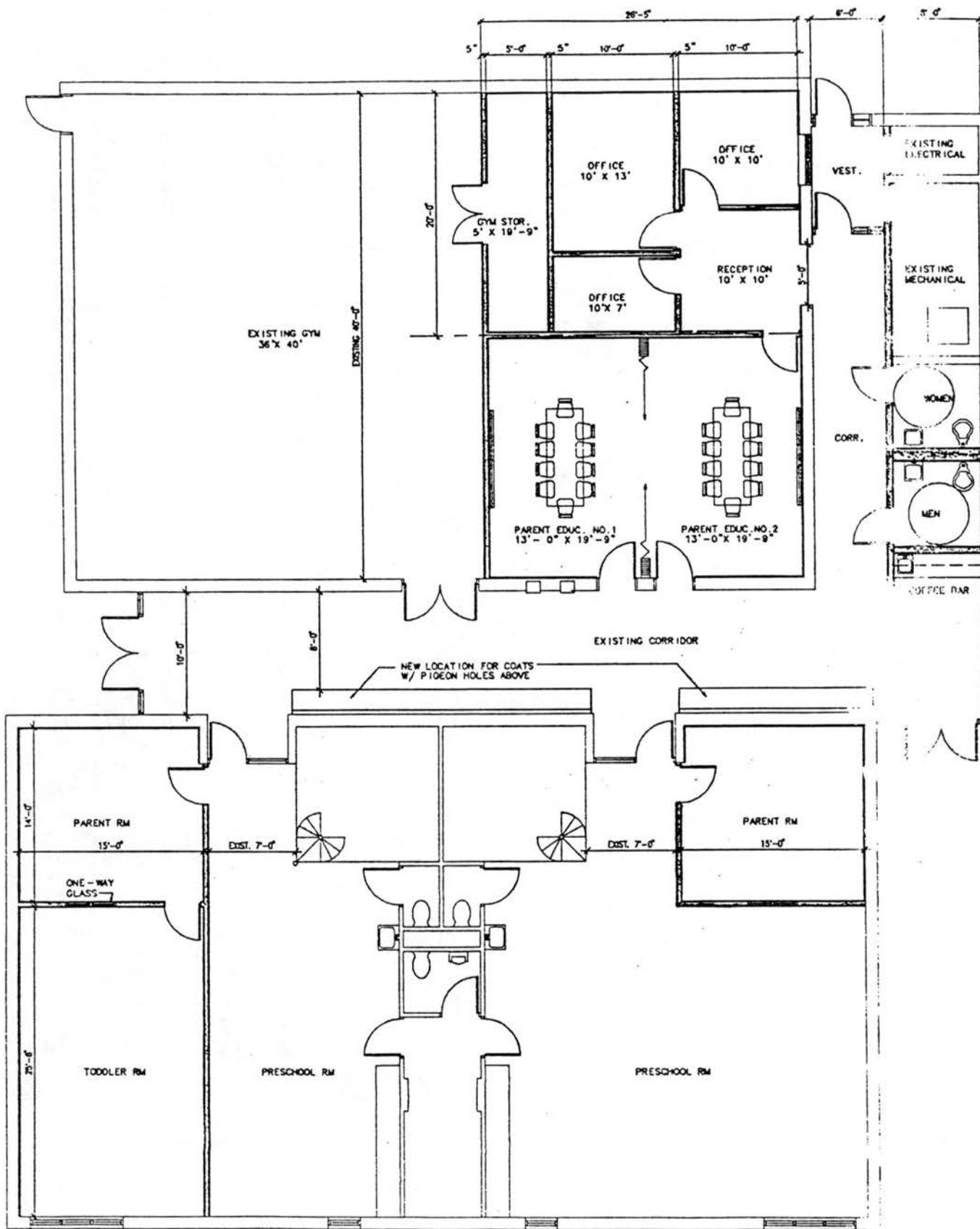
The Lincoln building will provide pleasant and bright surroundings that will be a more positive learning and working environment. The gym will allow for large muscle activities which we have never been able to have. There will be adequate space for sibling care and parent education, which have been very crowded in our present facility. This building will provide excellent space for our growing Learning Readiness and Early Childhood Family Education programs.

Using a school owned building will raise the rent for these programs, but it reduces the lease levy. We previously levied \$11,977 to cover a portion of the Early Childhood Family Education lease at the Area Learning Center. Using Lincoln for Early Childhood Family Education reduces General Fund expenditures since the operating costs will be paid out of Early Childhood Family Education and Learning Readiness.

Bob Lacher and I have worked with Foss Associates in developing a building plan that is appropriate for Learning Readiness and Early Childhood Family Education. Attached is the proposed floor plan. This plan meets the criteria of the Fire Marshall. The estimated remodeling costs are approximately \$150,000.

Recommendation: To proceed with the development of Lincoln as a site for Early Childhood Family Education and Learning Readiness programs, for occupancy August 1. This will be financed by the Learning Readiness grant of \$70,000 and a 5-year loan from the Capital Outlay Fund.

77



REVISED 3/28/94

1 FLOOR PLAN - LINCOLN SCHOOL WOODHEAD
A-1 NO SCALE

A-1

Sheet

LINCOLN SCHOOL ISD #162
WOODHEAD, MN



FOSS ASSOCIATES
Architecture Engineering & Interiors

PROJ NO
9001-76

DATE
3/28/94

CHECKED

DRAWN BY
VFP

MEMORANDUM

TO: Dr. Anderson
FROM: Rose Andersen *lex*
DATE: April 5, 1994
RE: Half-time Early Childhood Family Education Childcare Aide

The Community Education Program Improvement Plan identifies as a goal to increase participation in Early Childhood Family Education programs. We have found that one of the keys to increased participation for Early Childhood Family Education, is to provide childcare for parents. Parents fees cover a part of the cost for this service. We have provided childcare with part-time college students. This has been less than effective due to their college schedule. The demand has been so great that we are proposing to add a half-time position to take care of this need.

We would like to hire a person this spring who could be used in the spring session. This job would be classified as a paraprofessional position. Costs for this are covered by money that has been budgeted for the purpose of childcare and from parents' fees.

Attached is a proposed job description.

c: Lauri Winterfeldt-Shanks

POSITION TITLE: Early Childhood Family Education Child Care Para-professional

QUALIFICATIONS:

1. Experience and/or education in the field of early childhood (Birth to age 5)
2. Knowledge of current child development information
3. Skilled at working with parents & children
4. Good interpersonal skills

TERMS OF EMPLOYMENT: 20 Hours per week/36 weeks
Monday - Thursday, 9 - noon & 1 - 3

ACCOUNTABLE TO: Early Childhood Family Education Coordinator

EVALUATION: Performance of this job will be evaluated by the Early Childhood Family Education Coordinator.

JOB RESPONSIBILITIES:

1. Care for children of Early Childhood Family Education participants.
2. Be responsible for maintenance of toys and equipment in Early Childhood rooms.
3. Additional duties as assigned by Early Childhood Family Education Coordinator.

APR 5 1994

MEMORANDUM

TO: Dr. Anderson
FROM: Rose Andersen *RAH*
DATE: April 5, 1994
RE: Part-time Learning Readiness Coordinator Position

Learning Readiness is a new program that has been included in the Community Education department for two years. Funding has been tenuous but with the funding of our program for 1993-94 and 1994-95 it is important to have one person give direction to the program. This year we have had several people organize the many facets of our overall plan. One of the main persons working in this program has secured a full-time position as of April 11. In the budget that was approved by the State Department of Education funds were included for program coordination.

I would like to hire a person to work 10 hours a week from mid-August through the end of June to coordinate this program. This job would be included in the non-aligned agreement. We would like to hire a person this spring to be used in the spring and summer Learning Readiness programs.

Attached is a copy of the proposed job description.

POSITION TITLE: Learning Readiness Project Coordinator/Facilitator

To cooperatively identify, plan, develop and coordinate Learning Readiness services for children who are eligible for the LR program in District 152. To serve as a facilitator to LR families in accessing services that would support their child's development.

QUALIFICATIONS: Strong organizational skills, strong communications skills, knowledge of community agencies and organizations, experience in working in pre-school & early childhood programs, knowledge of current best practices in the field of child development and Pre-K license; or ECFE license; or ECSE license; or Parent Educator license.

TERMS OF EMPLOYMENT: 10 Hours per week/42 weeks (mid-August thru June 30)

ACCOUNTABLE TO: Community Education Director

EVALUATION: Performance of this job will be evaluated by the Community Education Director

JOB RESPONSIBILITIES:

1. Work with a Learning Readiness (LR) Advisory Committee representative of service agency providers and LR families.
2. Coordinate services that would support participation in the LR program including transportation, fee assistance, referral to other support services and other related activities. Provide ongoing contact with families participating in the LR program through phone consultations and/or personal/home visits.
3. Work cooperatively with ECFE, ECSE and early childhood screening for purposes of identification, placement, scheduling and monitoring of LR students.
4. Prepare LR district plan, state reports and maintain appropriate records for the LR program. Conduct year end LR program evaluation.
5. Publish a monthly LR newsletter. Purchase program supplies and assist with staff assignments.
6. Serve as a liaison to community agencies. Initiate and receive referrals as appropriate to the needs of the participants.
7. Accurately track and document contacts, participation, referrals and follow-up of all the children participating in the LR program.
8. Attend staff meetings and program coordination meetings as required. Coordinate activities with Community Education staff.
9. Perform other related duties as assigned.

(Special Note - Position may be combined with LR teaching responsibilities.)

MEMO #: B94.323

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: MARCH 23, 1994

SUBJECT: SURVEILLANCE EQUIPMENT BID AWARD

Mr. Dan Bacon has reviewed the bids and has asked professionals of the police department and an engineer involved in television broadcasting for their suggestions.

Suggested Recommendation: Award the surveillance equipment bid to: Advance Surveillance Technologies for \$26,182.08.

Attachment: Bid specifications
Memo from Mr. Bacon

March 21, 1994

To: Dr. Anderson
Mr. Lacher

From: Dan Bacon

Re: Surveillance Equipment (Revised 03/24/94)

On March 7, 1994 we opened Sealed Bids on Surveillance Equipment.

The Bid Specifications were written for the purpose of obtaining high quality equipment. I did encourage alternate bids to provide us with an opportunity to compare and evaluate the full range of equipment available.

After receiving bids I reviewed them with an officer with the Moorhead Police Department experienced in surveillance equipment technology and an engineer with a local television broadcaster familiar with camera and recording equipment. I also contacted users of this equipment for their experiences.

One bidder met all specifications, all others identified any exceptions which they felt made their product a better choice. After reviewing these exceptions with the various experts it is my opinion that the specifications as written are the minimum acceptable.

<u>VENDOR</u>	<u>SYSTEM PRICE</u>
Advanced Surveillance:	
Color	\$28,311.93
Black and White	26,182.08
Peart and Associates - Black and White	23,050.00
REI - Bus Watch Black and White	17,923.50
Microtel West Inc. - Silent Witness, Color	16,317.00

I recommend awarding the bid for surveillance equipment to Advance Surveillance Technologies.

DHB:rms
940180TD

NOTES ON SURVEILLANCE EQUIPMENT BIDS:

The information from the Police Officer:

1. Floor mounted electronics do not function well over time. It gets kicked.
2. 8mm provides a higher quality product than VHS, both sound and visual. All of their future purchases will be in 8mm format.
3. Service is very important. One week turn around is excellent from a distant vendor. Can the product be serviced locally. Are they brand name components.
4. Auto iris and auto shutter speed are important features for security equipment. Especially under changing light conditions.
5. Color is nice, but not at the expense of low light sensitivity. Picture clarity in low light is more important than a color image.
6. Having interchangeable lenses are good for security systems.

Engineer opinions:

1. 1/2" CCD is far superior to 1/3" CCD technologies
2. Interchangeable lenses are important for service, i.e. if a lens is damaged in a system, will it destroy camera or just lens.
3. 8mm technology is superior in quality to VHS.
4. Hyper HAD technology is very important for picture resolution and clarity.
5. If low light requires use of a "Gain-Up" switch. Picture quality will be reduced.

Advance Surveillance met all specifications.

In all unspecified items Advance Surveillance's product is of superior quality:

1. 1/2" CCD
2. Hyper HAD technology
3. Brand name products more widely serviceable
4. Automatic Aperture (Iris) and shutter speed control
5. Slow motion, freeze frame and other features to aid in identification

NOTES ON SURVEILLANCE EQUIPMENT BIDS CONT':

Specific areas where other vendors did not meet specifications:

I. REI

1. No Interchangeable lenses
2. Condenser type microphone
3. VHS recording format
4. Separate mounting for VCR and Camera

II. PEART AND ASSOCIATES

1. No Interchangeable lenses
2. VHS Recording
3. Separate mounting for VCR

III. MICROTTEL

1. Consumer grade camera, not security grade equipment
2. No interchangeable lenses
3. Condenser microphone
4. 2 Lux sensitivity with "gain up" which diminishes picture quality

DHB:rms
940181TD

Number of buses to be equipped with camera housings:

Contractor / Owner	Number of Buses	
Richards Transportation	20	
Red River Trails	19	
Schuck School Bus Service	7	
Nelson Transportation Service	6	
ISD #152	20	
TOTAL SCHOOL BUSES	72	
	VENDOR PRICE	
ITEM FOR COLOR EQUIPMENT		
	PRICE EACH	TOTAL
9 each CAMERA w/ LENS (specify lens)		
9 each MICROPHONE (ZOOM TYPE)		
9 each VCR 8mm FORMAT		
72 each HOUSING WITH HARDWARE		
	VENDOR PRICE	
ITEM FOR BLACK AND WHITE EQUIPMENT		
	PRICE EACH	TOTAL
9 each CAMERA w/ LENS (specify lens)		
9 each MICROPHONE (ZOOM TYPE)		
9 each VCR 8mm FORMAT		
72 each HOUSING WITH HARDWARE		
LIST ALTERNATE SPECIFICATIONS		
ON SEPERATE SHEET		

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: IKF
DATE ADOPTED: 07-30-85
REVISED: 04-90

(DRAFT 1/94)

GRADUATION - MOORHEAD SENIOR HIGH

Moorhead Senior High School is a four year comprehensive high school. Diplomas are awarded to all graduates who meet the requirements established by the Moorhead Board of Education and the Minnesota Department of Education.

Students who have attended Moorhead Senior High School for the final semester and complete all the requirements for graduation may be issued a high school diploma and participate in graduation exercises.

Modifications in graduation requirements may be made by the principal for specific students in compliance with state statutes and State Board of Education rules.

Twenty-one units of credit are required for graduation from Moorhead Senior High School shall include the following:

<u>Units of Credit</u>	<u>Subject</u>
4	English
2	Math
2	Science
4	*Social Studies (must include American Govt., Economics, American History, World History)
1	Physical Education
.5	Health
13.5 required	
<u>7.5</u> electives	
21.0 minimum required for graduation	

* Economics requirement is effective for students graduating in 1992 and beyond.

(over)

1. Each student in grade 9 must enroll in six units of credit. Students in grades 10, 11 and 12 must enroll in a minimum of five credits.
2. A registration guide for grades 9-12 listing all courses offered to students is printed and distributed to students as a basis for course selection.
3. Students will generally make their selections in March of the preceding year. Selections will be placed on the course selection card and approved by a parent and the student's counselor.
4. Students new to the district will make their selections at the time of registration.
5. Changes in course selection must have the approval of the student's parents and a school administrator or counselor.
6. A full course which meets one period five times a week or its equivalent for a full year, yields one unit of credit.
7. Credits earned through correspondence study, the Youth Educational Services Program, post secondary options, and performance basis may be used toward meeting high school graduation requirements providing the courses have been approved in advance by the school principal or his/her designee. An examination may be required before awarding credit on a performance basis.
8. Each student must complete an application for graduation form no later than the semester preceding graduation.
9. Students who elect to participate in graduation exercises must wear the appropriate cap and gown.
10. Competency tests in the areas of reading and mathematics will be given in grade 10. Students failing to pass the tests will be provided with mastery objectives and given remediation. Students who do not pass after repeated opportunities will be given a certificate of attendance rather than a diploma upon the completion of minimum course requirements. Students new to the district for whom this policy applies will be required to pass the appropriate test prior to receiving a diploma.

In order to graduate a student must pass competency tests in the areas of reading and mathematics. Students failing to pass the tests will be provided with mastery objectives and given remediation. Students who do not pass after repeated opportunities will not be given a diploma. Students new to the district for whom this policy applies will be required to pass the appropriate test prior to receiving a diploma.

11. Moorhead students who complete graduation requirements through the Your Education Services program may attend graduation exercises as a part of the Moorhead Senior High School.
12. Students who have attended school 12 or more years and are enrolled in approved programs for special education for high school age youth shall receive recognition and an appropriate diploma upon satisfactory completion of the required work in such a program. Modifications from the regular program shall be approved by child study teams and the school principal or his/her designee.

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: GCQE
DATE ADOPTED:
REVIEWED/REVISED:

(Draft 2/94)

SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

Purpose

The purpose of this policy is to provide school district employees with a procedure when subpoenaed to appear during a legal proceeding related to school district matters.

Employees have specific rights afforded to them that can only be protected with adequate and well-defined procedures. This policy is a guide to insure that appropriate procedures are established.

These recommended procedures are as follows:

1/ A Moorhead School District employee is to inform the building manager administrator or designated supervisor when he/she has received a subpoena.

2/ A Moorhead School District employee should contact his/her local bargaining unit.

It shall be the policy of Moorhead School District to provide release time for all employees when it becomes necessary for them to meet with the requesting agencies.

3/ The employee shall retain any payment of fees received.

1. Any employee who receives a subpoena for any purpose related to his/her employment is to inform the building administrator or designated supervisor when he/she receives a subpoena. The building administrator or designated supervisor shall immediately inform the Superintendent or his/her designee that the employee has received a subpoena.

2. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the School district official who is designated as the authority responsible for collection, use and dissemination of data. (Name/Title)

No data shall be released without consultation in advance with the Superintendent or his/her designee.

3. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with applicable School Board policies and collective bargaining agreements.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: GCQF DATE ADOPTED: REVIEWED/REVISED:
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(Draft 2/94)

RECORDING OR VIDEOTAPING A PARENT/GUARDIAN/TEACHER CONFERENCE

Purpose

A conference is a vehicle and means to maintain a positive relationship between a teacher and parent, parents, or legal guardian.

It should be the policy of the Moorhead School District that No electronic device shall be used to record or reproduce any part of a parent/guardian/teacher conference unless by mutual agreement by both parties. This is to insure a productive and meaningful conference between parent/guardian and teacher(s) that will benefit and enhance the education of the child.

No recording of any parent/guardian/teacher conference may be released to any other individual, except pursuant to the informed consent of the parent/guardian/teacher, or the student, if the student is 18 years or age or older, or pursuant to a valid court order.

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: DJD
DATE ADOPTED: 11/28/89
REVIEWED/REVISED:

(Draft 2/94)

EMPLOYEES AS VENDORS TO STUDENTS

Student purchases of textbooks, supplies, materials, tools, or equipment for instructional purposes shall be made from the vendor, through a school store, parts department, or school district purchase order.

School district employees shall not become involved in making purchases from private or public vendors and then selling those items to students. An exception to this policy must have prior written approval from the appropriate supervisor.

Any suspected violation of this policy shall be referred to the appropriate supervisor. On the first offense a written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations of this policy shall be considered insubordination and shall be dealt with accordingly. based on applicable collective bargaining agreements, if any, and Minnesota statutes.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: GLCA DATE ADOPTED: 11-13-84 REVIEWED/REVISED:
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(Draft 2/94)

EMPLOYEE RIGHT TO KNOW

Independent School District of Moorhead, Minnesota, in compliance with Minnesota's 1983 Employee Right-to-Know Act, established this policy concerning identification and training of employees. The law states that all employees "routinely exposed" to a hazardous substance, harmful physical agent, or infectious agent, must be trained and given access to specific information about those hazards. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work and when an employee is assigned to work in an area where a hazardous substance has been spilled.

Training will be provided to the following:

1. All employees, full or part-time, in these targeted categories:
Art
Science
Industrial Arts
Food Services/Home Economics
Transportation
Buildings and Grounds
Elementary Science
Supplemental Teaching and Enrichment Program (S.T.E.P.)
Swimming Pool
A-V-T-F-I--Director
2. Any concerned employee, not specifically targeted by this policy, who requests the training.

Initial training will be provided to the above employees prior to January 1, 1985. After that date, Training will be provided to the following employees before they begin work:

1. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.
2. Any employee re-assigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: GCNA DATE ADOPTED: 01-09-90 REVIEWED/REVISED:
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(Draft 2/94)

TEACHERS PROFESSIONAL GROWTH PLAN

Philosophy:

District 152 supports a professional growth plan that will serve the ongoing development needs of individual teachers and promote instructional improvement.

Components:

1. The teacher will annually establish individual goal(s) to promote professional growth.
2. The teacher and building administrator will meet annually concerning:
 - a. professional goals developed by the teacher
 - b. teacher's procedure for accomplishing goals
 - c. teacher's plan for self-assessment of progress
3. The building administrator will support the teacher's professional growth plan in one or more of the following ways:
 - a. may conduct classroom observation(s) for the purpose of assisting a teacher in meeting his/her goal(s). Classroom observation(s) for this purpose shall be mutually agreed upon between the teacher and administrator.
 - b. may support a peer coaching model as an optional procedure for assisting a teacher in meeting his/her goal(s).
 - c. may support other recognized professional staff development methods at the option of the teacher for assisting a teacher in meeting his/her goal(s).

The district recognizes that the sole purpose of a professional growth plan is the improvement of instruction and shall not be used or implemented to jeopardize any teacher's employment in this district and shall not be used in any formal evaluation procedure.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: GBAA DATE ADOPTED: 08-12-80 REVISED: 02-13-90
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(Draft 2/94)

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

This is to affirm Independent School District No. 152's policy of providing equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes 363.

It is the policy of Independent School District No. 152 to recruit, hire, train, and promote persons in all job titles, without regard to race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, limited English proficiency or age except where such status is a bona fide occupational qualification.

It is the policy of Independent School District No. 152 to make employment decisions in a manner which will further the principles of equal employment opportunities.

It is the policy of Independent School District No. 152 to ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, company-sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, limited English proficiency or age.

Independent School District No. 152 has appointed the Assistant Superintendent - ~~Personnel~~ Human Resources to manage the Equal Employment Opportunity Program. His/Her responsibilities and authority will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program. The School Board will receive and review reports of the progress of the program. If any employee or applicant for employment believes he/she has been discriminated against, please contact the Assistant Superintendent - ~~Personnel~~ Human Resources/ ~~at~~ ~~call 218/236-6400~~.

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: GBA
DATE ADOPTED: 12-13-83
REVIEWED/REVISED: 05-17-88

(Draft 2/94)

GRIEVANCE PROCEDURE FOR EQUAL OPPORTUNITY

School District #152 provides opportunity for students, parents, guardians of students, or district employees to grieve matters pertaining to discriminatory practices. Where grievance procedures are established through master contracts with employee organizations, either this or the employee organization's procedure may be implemented to resolve the problem.

This procedure addresses itself to discriminatory acts or policies regarding race, color, national origin, creed, religion, sex, marital status, age, limited English proficiency, status with regard to public assistance or disability. This procedure may be used as a complaint against an individual or the school district for alleged discriminatory acts in violation of state or federal statutes or district policy. Nothing provided herein shall abridge or limit the right of any individual to seek enforcement of state and federal laws or to be represented by counsel.

Section 1: Definition

Grievance: A complaint about an alleged violation, misinterpretation, or inequitable application of state and federal laws and regulations or district policy and procedures affecting equality in the educational program and/or employment practices.

Grievant: Any student, parent or guardian of a student, or employee of the district who believe(s) that in the past ten (10) days there is or has been a violation, misinterpretation or inequitable application of state or federal laws and regulations or district policy and procedures affecting equality in the educational program and/or employment practices.

Respondent: Person, persons, or group named in grievance who allegedly discriminated.

Supervisor: Any administrator, i.e. Superintendent, ~~MTC President/~~
~~MTC Assistant Director for Curriculum/~~ Principal,
Assistant Principal, Assistant Superintendent,
compliance officer, members of the Supervisor's
bargaining unit, or School Board.

Days: "Days" shall mean all weekdays, excluding Saturday,
Sunday and days designated as holidays by state law.

Section II: Waiver of Steps and Time Limits

The number of days indicated shall be the absolute maximum and postmarks or dates, initialed receipt marks, shall serve for counting days to comply with this grievance procedure. Communications must be transmitted through U.S. mail or hand delivered. The parties, by mutual written agreement, may waive any step and extend any time limit in the grievance procedure. If the grievant does not meet limits, the grievance will be considered forfeited. If the respondent/supervisor does not respond within the time limits, the grievant may proceed to the next step immediately.

Section III: Withdrawal

A grievance may be withdrawn by the grievant at any step.

Section IV: Procedure

Informal

The grievant should first make an attempt to resolve the complaint through open discussion with the respondent and/or respondent's immediate supervisor, building supervisor, or his/her designee. The discussion must take place within a twenty (20) day period from the time that the alleged incident of discussion occurs. The informal complaint shall include the following information: (1) nature of the grievance; (2) facts, including dates, places, persons, and actions; and, (3) relief requested. If the grievance is not resolved in the informal discussion stage, the grievant may file a formal complaint with the immediate supervisor of the respondent within twenty-five (25) days from the date of the event giving rise to the complaint.

Step 1

Formal

The formal complaint shall include the following information: (1) nature of the grievance; (2) facts including dates, places, persons, and actions; and, (3) relief requested. The formal written grievance shall be mailed or hand delivered to the immediate supervisor of the respondent who will determine whether the grievance is filed at the correct level. The supervisor will notify the grievant if the placement is not appropriate. If filed at the appropriate step, the supervisor will have five (5) days to respond during which time the supervisor shall have held a conference with interested parties before the response will be sent to the district's Compliance Officer, Superintendent of Schools, ~~MTC President and MTC Equity Coordinator(s) if applicable~~ and to the School Board.

Step 2

If the grievant is not satisfied with the response of the previous step, an appeal may be filed within a period of five (5) days from receipt of the supervisor's response with the Superintendent. The Superintendent will respond in the same manner as any other supervisor, and will render a decision and mail the response within the five (5) day period. A copy of the response will be sent to the district's Compliance Officer, MTC President and MTC Equity Coordinator(s) if applicable, and to the School Board.

Step 3

If the grievant is not satisfied with the response of the Superintendent, an appeal may be filed within a five (5) day period of receipt of the Superintendent's response with the School Board. Which The School Board will have the following options to consider the matter: 1) within 14 days appoint an independent hearing officer; 2) within 14 days appoint a subcommittee of the Board to hear the grievance; or, 3) within 14 days of take the grievance to the full School Board to be considered at the next regularly scheduled Board meeting unless the said Board is scheduled within seven (7) days of receipt of the grievance appeal.

The decision shall be rendered within five (5) days of the hearing of the grievance and a copy of the response shall be sent to the Superintendent of Schools and to the district's Compliance Officer. Will consider the matter at the next regularly scheduled Board meeting unless said Board is scheduled within seven (7) days of receipt of the grievance appeal. The Board will render its decision and respond in writing within a five (5) day period from the date of the Board meeting. A copy of the response shall be sent to the Superintendent of Schools, MTC President and MTC Equity Coordinator(s) if applicable, and to the district's Compliance Officer.

Nothing in this grievance procedure shall preclude the grievant from filing a complaint with any or all of the following agencies at any time:

Commissioner of Human Rights
200 Capitol Square Building
Bremer Tower - 5th Floor
7th & Minnesota
St. Paul, MN 55101

Director for Civil Rights, ED
300 South Wacker Drive - 8th Floor
Chicago, IL 60606
(312) 3530-2520

Equal Employment Opportunity Commission (Reg. Office)
342 North Water Street
Milwaukee, WI 53202

MEMORANDUM

P 94.157

TO: Bruce Anderson
FROM: Brenda Franklin
DATE: April 6, 1994
SUBJECT: RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL
OF THE TEACHING CONTRACT OF PROBATIONARY TEACHERS.

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

Steve Mathiowitz	Ind Arts Junior High
Marilyn Proulx	French Junior High
Jane Holtz	MMMI Washington
Sandra Asleson	Kindergarten Washington
Heidi Larson	Speech
Richard Lara	Student Assistance Counselor
Amy Swenson	LD Probstfield
Cheryl Burroughs	Chapter I Kindergarten
Teresa Herk	Spanish Junior High

SUGGESTED RESOLUTION: Move to approve the resolution directing the administration to effect termination and non-renewal of the positions of probationary teachers as listed.

BMF:sdh

Member _____ introduced the following resolutions and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING
CONTRACT OF Steve Mathiowitz, A PROBATIONARY TEACHER

WHEREAS, Steve Mathiowitz, is a probationary teacher in Independent School
District #152.

BE IT RESOLVED by the School Board of Independent School District #152 that
pursuant to Minnesota Statutes 125.12, subd. 3, that the teaching contract of
Steve Mathiowitz, a probationary teacher in Independent School District #152, is
hereby terminated at the close of your current 1993-94 school year and is not
renewed for the 1994-95 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding
termination and non-renewal of his/her contract as provided by law, and that said
notice shall be in substantially the following form:

NOTICE OF TERMINATION

You are hereby notified that at a regular meeting of the School Board of
Independent School District #152 held on April 14, a resolution was adopted by a
majority roll call vote to terminate your contract effective at the end of your
current school year and not to renew said contract for the 1994-95 school year.
Said action of the Board is taken pursuant to M.S. 125.12, subd. 3.

You may officially request that the School Board give its reason for the
non-renewal of your teaching contract. However, such request must be received
within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT #152

Clerk of the School Board

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

and the following voted against the same:

Whereupon said resolution was declared passed and adopted.

Member _____ introduced the following resolutions and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACT OF Marilyn Proulx, A PROBATIONARY TEACHER

WHEREAS, Marilyn Proulx, is a probationary teacher in Independent School District #152.

BE IT RESOLVED by the School Board of Independent School District #152 that pursuant to Minnesota Statutes 125.12, subd. 3, that the teaching contract of Marilyn Proulx, a probationary teacher in Independent School District #152, is hereby terminated at the close of your current 1993-94 school year and is not renewed for the 1994-95 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION

You are hereby notified that at a regular meeting of the School Board of Independent School District #152 held on April 14, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of your current school year and not to renew said contract for the 1994-95 school year. Said action of the Board is taken pursuant to M.S. 125.12, subd. 3.

You may officially request that the School Board give its reason for the non-renewal of your teaching contract. However, such request must be received within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT #152

Clerk of the School Board

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

and the following voted against the same:

Whereupon said resolution was declared passed and adopted.

Member _____ introduced the following resolutions and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACT OF Jane Holtz, A PROBATIONARY TEACHER

WHEREAS, Jane Holtz, is a probationary teacher in Independent School District #152.

BE IT RESOLVED by the School Board of Independent School District #152 that pursuant to Minnesota Statutes 125.12, subd. 3, that the teaching contract of Jane Holtz, a probationary teacher in Independent School District #152, is hereby terminated at the close of your current 1993-94 school year and is not renewed for the 1994-95 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION

You are hereby notified that at a regular meeting of the School Board of Independent School District #152 held on April 14, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of your current school year and not to renew said contract for the 1994-95 school year. Said action of the Board is taken pursuant to M.S. 125.12, subd. 3.

You may officially request that the School Board give its reason for the non-renewal of your teaching contract. However, such request must be received within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT #152

Clerk of the School Board

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

and the following voted against the same:

Whereupon said resolution was declared passed and adopted.

Member _____ introduced the following resolutions and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACT OF Sandy Asleson, A PROBATIONARY TEACHER

WHEREAS, Sandy Asleson, is a probationary teacher in Independent School District #152.

BE IT RESOLVED by the School Board of Independent School District #152 that pursuant to Minnesota Statutes 125.12, subd. 3, that the teaching contract of Sandy Asleson, a probationary teacher in Independent School District #152, is hereby terminated at the close of your current 1993-94 school year and is not renewed for the 1994-95 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION

You are hereby notified that at a regular meeting of the School Board of Independent School District #152 held on April 14, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of your current school year and not to renew said contract for the 1994-95 school year. Said action of the Board is taken pursuant to M.S. 125.12, subd. 3.

You may officially request that the School Board give its reason for the non-renewal of your teaching contract. However, such request must be received within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT #152

Clerk of the School Board

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

and the following voted against the same:

Whereupon said resolution was declared passed and adopted.

Member _____ introduced the following resolutions and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING
CONTRACT OF Heidi Larson, A PROBATIONARY TEACHER

WHEREAS, Heidi Larson, is a probationary teacher in Independent School
District #152.

BE IT RESOLVED by the School Board of Independent School District #152 that
pursuant to Minnesota Statutes 125.12, subd. 3, that the teaching contract of
Heidi Larson, a probationary teacher in Independent School District #152, is
hereby terminated at the close of your current 1993-94 school year and is not
renewed for the 1994-95 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding
termination and non-renewal of his/her contract as provided by law, and that said
notice shall be in substantially the following form:

NOTICE OF TERMINATION

You are hereby notified that at a regular meeting of the School Board of
Independent School District #152 held on April 14, a resolution was adopted by a
majority roll call vote to terminate your contract effective at the end of your
current school year and not to renew said contract for the 1994-95 school year.
Said action of the Board is taken pursuant to M.S. 125.12, subd. 3.

You may officially request that the School Board give its reason for the
non-renewal of your teaching contract. However, such request must be received
within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT #152

Clerk of the School Board

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

and the following voted against the same:

Whereupon said resolution was declared passed and adopted.

Member _____ introduced the following resolutions and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACT OF Amy Swenson, A PROBATIONARY TEACHER

WHEREAS, Amy Swenson, is a probationary teacher in Independent School District #152.

BE IT RESOLVED by the School Board of Independent School District #152 that pursuant to Minnesota Statutes 125.12, subd. 3, that the teaching contract of Amy Swenson, a probationary teacher in Independent School District #152, is hereby terminated at the close of your current 1993-94 school year and is not renewed for the 1994-95 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION

You are hereby notified that at a regular meeting of the School Board of Independent School District #152 held on April 14, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of your current school year and not to renew said contract for the 1994-95 school year. Said action of the Board is taken pursuant to M.S. 125.12, subd. 3.

You may officially request that the School Board give its reason for the non-renewal of your teaching contract. However, such request must be received within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT #152

Clerk of the School Board

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

and the following voted against the same:

Whereupon said resolution was declared passed and adopted.

Member _____ introduced the following resolutions and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACT OF Cheryl Burroughs, A PROBATIONARY TEACHER

WHEREAS, Cheryl Burroughs, is a probationary teacher in Independent School District #152.

BE IT RESOLVED by the School Board of Independent School District #152 that pursuant to Minnesota Statutes 125.12, subd. 3, that the teaching contract of Cheryl Burroughs, a probationary teacher in Independent School District #152, is hereby terminated at the close of your current 1993-94 school year and is not renewed for the 1994-95 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION

You are hereby notified that at a regular meeting of the School Board of Independent School District #152 held on April 14, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of your current school year and not to renew said contract for the 1994-95 school year. Said action of the Board is taken pursuant to M.S. 125.12, subd. 3.

You may officially request that the School Board give its reason for the non-renewal of your teaching contract. However, such request must be received within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT #152

Clerk of the School Board

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

and the following voted against the same:

Whereupon said resolution was declared passed and adopted.

Member _____ introduced the following resolutions and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACT OF Teresa Herk, A PROBATIONARY TEACHER

WHEREAS, Teresa Herk, is a probationary teacher in Independent School District #152.

BE IT RESOLVED by the School Board of Independent School District #152 that pursuant to Minnesota Statutes 125.12, subd. 3, that the teaching contract of Teresa Herk, a probationary teacher in Independent School District #152, is hereby terminated at the close of your current 1993-94 school year and is not renewed for the 1994-95 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION

You are hereby notified that at a regular meeting of the School Board of Independent School District #152 held on April 14, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of your current school year and not to renew said contract for the 1994-95 school year. Said action of the Board is taken pursuant to M.S. 125.12, subd. 3.

You may officially request that the School Board give its reason for the non-renewal of your teaching contract. However, such request must be received within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT #152

Clerk of the School Board

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

and the following voted against the same:

Whereupon said resolution was declared passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

WHEREAS, Independent School District No. 152, applied for and received a grant from the State of Minnesota to fund delinquency prevention, diversion and pre-adjudication services in the amount of \$49,999.79 for the period October 1, 1993 through September 30, 1994, and

WHEREAS, Richard Lara was employed on October 1, 1993 by the School District for the period October 1, 1993 by the School District for the period October 1, 1993 through September 30, 1994, as a Bi-lingual Student Assistance Counselor and was to be paid with funds received from the grant, and

WHEREAS, the position of Bi-lingual Student Assistance Counselor did not require a license from the Minnesota Board of Teaching or the Minnesota Board of Education or the Minnesota Department of Education and the School District did not require but preferred that the person hired to fill such position hold a license, and

WHEREAS, Richard Lara was a probationary employee of the School District, and

WHEREAS, Richard Lara and the School District did not enter into a written contract pursuant to Minn. Stat. 125.12, and

WHEREAS, Richard Lara does not hold a license from either the Minnesota Board of Teaching or the Minnesota Board of Education or the Minnesota Department of Education, and

WHEREAS, Richard Lara's employment is at-will and is not subject to the provisions of Minn. Stat. 125.12.

BE IT HEREBY RESOLVED by the School Board of Independent School District No. 152 that Richard Lara be terminated and not renewed for further employment in the School District effective October 1, 1994 as a probationary employee, pursuant to Minn. Stat 125.12, subd. 3, if said Statute applies and/or pursuant to Minn. Stat. 125.35, subd.6. This termination and non-renewal coincides with the expiration of the term of the grant.

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT #152

Clerk of the School Board

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

and the following voted against the same:

Whereupon said resolution was declared passed and adopted.

MEMORANDUM

P 94.156

TO: Dr. Bruce Anderson

FROM: Brenda Franklin

DATE: April 6, 1994

SUBJECT: Resolution for Discontinuing and Reducing Programs and Positions.

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

Suggested Resolution:

Move to approve the resolution as presented.

BMF:sdh

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DISCONTINUING AND REDUCING
EDUCATIONAL PROGRAMS AND POSITIONS

WHEREAS, the School Board of Independent School District #152 at a Board meeting held February 2, 1994 directed the administration to make recommendations for staff reduction in programs and positions due to decreasing enrollment and/or financial condition of the School district and

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

That the following positions be discontinued the end of the contract year 1994-95.

<u>Position</u>	<u>FTE</u>
German	1.000

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

Thereupon said resolution was declared duly passed and adopted.

MEMORANDUM

P 94.155

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 6, 1994
SUBJECT: Comparable Worth Changes

The Personnel Committee has reviewed the recommendations of the Comparable Worth Review Committee and the district's comparable worth consultant regarding the following positions. After analyzing the position descriptions, the following actions are recommended:

<u>Changes to Classification</u>	<u>Current</u>	<u>Recommend</u>
Community Issues Coordinator	C42	C43
Payroll Clerk	B23	B24
Ass't Superintendent-		
Human Resources	E81	E82
Health Technicians	A13	B21
Community Education Coordinator		
Early Childhood Family Education	C43	C44
 <u>Maintain Classification</u>		
Sign Language Interpreter	B23	
Head Custodians	B31	
Elementary Secretary-2nd level	A13	
Computer Operator/Programmer	B23	
Community Education Coordinator		
Adult Basic Education	C43	
COTA	B23	
Paraprofessionals	B23	

SUGGESTED RESOLUTION: Move to accept the recommended changes and the resulting salary adjustments called for in the schedule, effective July 1, 1993.

BMF:sdh

TO: School Board
FROM: Bruce R. Anderson, Supt.
RE: Riverside/Voyager Building Organization and Leadership
DATE: April 8, 1994

Background:

Elementary principal vacancies exist due to the retirement of two of our excellent principals. The vacancies have been posted in the regular educational placement offices and advertised according to normal procedure. Brenda Franklin will put together an interview process similar to the one utilized in the hiring of the high school principal.

For the vacancy at Riverside, I am recommending a different organizational model as described below. The opportunity seems timely to implement the model which is supported by the District's past Long Range Plan, the existing Five Year Education Plan, the Effective Schools research, and the theory and practice associated with "Together We're Better." Perhaps as significant, staff members have indicated a strong interest and desire to come together as like-minded staff and with the principal and organize the school around a focused emphasis on learners and learning.

Recommendation:

That:

- * Riverside and Voyager become a K-6 campus under the leadership of one principal,
- * a teacher on special assignment (one FTE) be utilized at Voyager for 94-95 while the new principal and campus leadership team develop the campus leadership model,
- * the campus be organized around concepts that focus on learners and learning (see attachment),
- * the campus be staffed by teachers who apply for and are selected because of their common vision, mission and beliefs about a learner-centered school,
- * parents district-wide have the opportunity to send their children to the campus on a space available basis.

Rationale:

- * Provides an opportunity for staff who share a common direction and sense of community to build an instructional model collaboratively, which focuses on learners and learning.
- * Results in principals with a better balance in responsibility for numbers of students-all principals would be responsible for an estimated 600-800 students.
- * Utilizes the experience of the Voyager School.
- * Riverside students have been and will continue to attend Voyager School.
- * Provides parent choice on a space available basis.

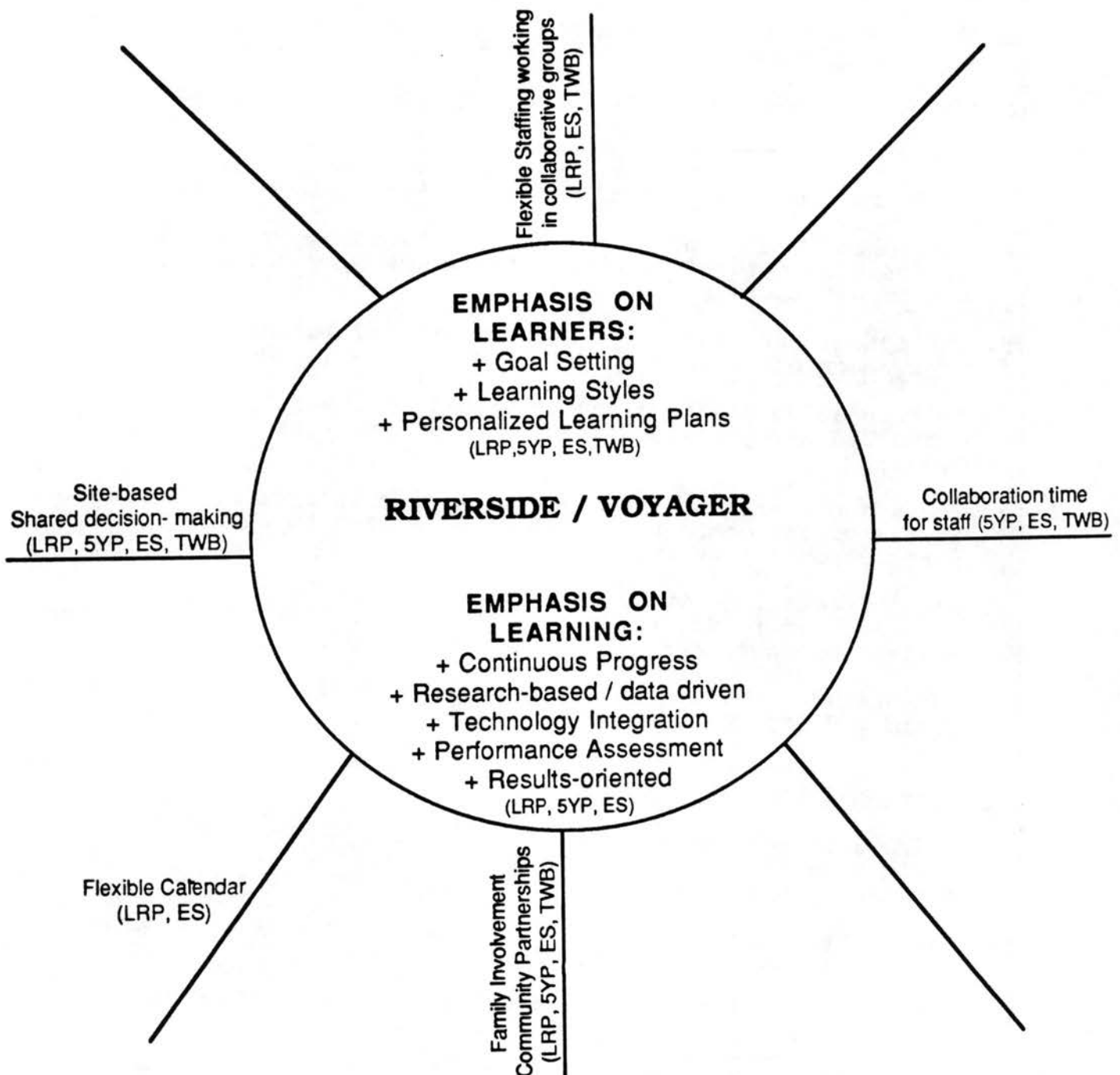
Time Line:

<u>Month</u>	<u>Task</u>
March	Post vacancies in placement offices, etc. around the country
April 11	Staff members from all elementary schools are invited to a meeting to discuss visions and concepts about learner-centered schools.
April 12	School Board provides support for the general model at the first Board meeting in April
April	Staff application process will begin
April 13	Share general concepts around which the campus would be organized with Riverside staff
April 14	Share general concepts around which the campus would be organized with Voyager staff
April 18	Share general concepts around which the campus would be organized with Riverside PTAC
April 19	Share general concepts around which the campus would be organized with Voyager PTAC
May	Selection of principal and staff
May	Meetings with parents and selected staff

Suggested Resolution: Move to support the building organization and leadership recommendation as presented.

BRA:cbp
Attachment

**ORGANIZED AROUND
CONCEPTS THAT ALLOW
CHILDREN AND STAFF
TO LEARN AND WORK
TOGETHER**



SUPPORTED BY:

LRP	= Long Range Plan
5YP	= 5 Year Education Plan
ES	= Effective Schools
TWB	= Together We're Better

MINNESOTA EDUCATIONAL EFFECTIVENESS PROGRAM

Characteristics of an Effective School

Organizational Characteristics

1. The school has a common sense of purpose and clearly defined goals and expectations related to student achievement.
2. The school has a climate which supports its goals and expectations.
3. The school has building-level leadership which encourages and monitors progress toward high goals and expectations.
4. The school has school-site management with considerable autonomy in determining the exact means by which the goals and expectations are to be met.
5. The school has district-level support for building-level management of improvement efforts.
6. Collaborative planning and collegial relationships are exhibited among staff and administration at the building level.
7. The school has a staff development program that is directed toward school goals and is closely related to the instructional program of the school.
8. The curriculum is articulated and organized with appropriate time devoted to planned purposeful instruction focused on the desired outcomes and coordinated across grade levels.
9. Parents are involved in the child's education and support the goals and expectations of the school.

Instructional Characteristics

10. Effective management strategies that communicate the seriousness and purposefulness with which the school takes its task are demonstrated in the classroom and school.
11. High expectations and positive interpersonal relationships for all students are exhibited and communicated.
12. Flexible grouping patterns based upon student needs are exhibited in the school and classroom.
13. Instructional preparation takes into account student needs, learning styles and available resources.
14. Effective models of teaching are employed to increase academic learning time and student achievement.
15. Assessment, monitoring and appropriate feedback is provided.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 26, 1994
PAGE 1

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Mark Gustafson, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: Anton Hastad

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda recommending no changes.

APPROVAL OF AGENDA: Ladwig moved, seconded by Cummings to approve the agenda as written. Motion carried 6-0.

"WE ARE PROUD"

** Congratulations were extended to the Spud hockey team for 2nd place finish in the State tournament. Seniors Josh Arnold, Rob Gramer, Jeromy Gregoire, and Ryan Kraft were selected to participate in the Maroon/Gold High School All-Star Series, which consists of the top 40 seniors in the state. Of the 40 selected, 20 from that team were chosen to represent the state of Minnesota in the Chicago Showcase. Arnold and Kraft were selected for this honor.

CONSENT AGENDA: Hewitt moved, seconded by Foss, to approve the following items on the Consent Agenda:

HOTSHOTS Field Trip - Approved the field trip to Chicago for two HotSHOTS program students on May 4-6, 1994.

Nemzek Rental Agreement - Approved the rental of the stadium and locker room at \$1,500 per game for September 2, 1994 and September 23, 1994.

Resignation

Gwen Sallberg - Reading Teacher, Senior High, effective, June 3, 1994.

Motion carried 6-0.

COMMITTEE REPORTS: Reports were given regarding the Chemical Use Steering Committee meeting and the National School Boards Association national convention.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 26, 1994
PAGE 2

1994-95 SCHOOL CALENDAR: Gustafson moved, seconded by Foss, to approve the 1994-95 school calendar as represented by Option C as recommended by the Calendar Committee. Motion carried 6-0.

ECFE/LEARNING READINESS PROGRAM SPACE AT LINCOLN SCHOOL: Ladwig moved, seconded by Cummings, to relocate the Early Childhood Family Education and Learning Readiness programs to Lincoln School and proceed with the facility modifications. Motion carried 6-0.

ALTERNATE KINDERGARTEN SITES: Hewitt moved, seconded by Gustafson, to direct administration to take action necessary to implement the kindergarten/child care partnerships as presented. Motion carried 6-0.

BID AWARD FUEL TANK REMOVAL/REPLACEMENT: Foss moved, seconded by Cummings, to award the removal of the fuel tank and contaminated soil from Riverside School to Fosston Plumbing & Heating for \$97,424.00. Motion carried 6-0. The bid includes the removal and testing of 400 yards of contaminated soil.

The meeting recessed for 10 minutes and reconvened at 8:15 p.m.

POLICY APPROVAL: Ladwig moved, seconded by Cummings, to approve the policy, Subpoena of a School District Employee (GCQE), as presented. Motion carried 6-0.

Cummings moved, seconded by Gustafson, to approve the policy, Recording or Videotaping a Parent-Guardian/Teacher Conference (GCQF), as presented. Motion carried 6-0.

Foss moved, seconded by Cummings, to approve the policy, Employees as Vendors to Students (DJD), as presented. Motion carried 6-0.

Gustafson moved, seconded by Foss, to approve the policy, Employee Right To Know (GLCA), as presented. Motion carried 6-0.

Ladwig moved, seconded by Hewitt, to approve the policy, Equal Employment Opportunity Statement (GBAA), as presented. Motion carried 6-0.

Foss moved, seconded by Cummings, to approve the policy, Grievance Procedure for Equal Opportunity (GBA), as presented. Motion carried 6-0.

FIRST READING OF POLICIES: The Board conducted first readings of the following policies: Student Activity Eligibility (IGDJ); Emergency Closings (EBCD); Facilities for Private Gain (FD); and, Registration of Visitors (KK).

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 26, 1994
PAGE 3

SCHOOL IMPROVEMENT PROGRAM EVALUATION: The Board discussed building profiles being developed for each school which provides student and staff data bases.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Cox moved, seconded by Cummings, to set a special meeting for Tuesday, May 17, 1994 at 9:00 p.m. for the purpose of canvassing the annual school board election returns. Motion carried 6-0.

The Board discussed the self-evaluation that needs to be performed before June 30th.

The Board discussed changing its meeting nights to Monday beginning in July.

ADJOURNMENT: Cummings moved, seconded by Foss, to adjourn the meeting at 9:05 p.m. Motion carried 6-0.

Carol Ladwig, Clerk

MEMO #: S-94-190

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Art Program Update
DATE: May 5, 1994

Mr. Jay Raymond, Art teacher at Moorhead High, will review the utilization of technology in the district Art program and will update the Board regarding planning to utilize a computer lab jointly between the Business Education and Art departments.

BRA:cbp

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

April 26, 1994
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. "We Are Proud"

*** Congratulations to the Spud hockey team for 2nd place finish in the State tournament. Seniors Josh Arnold, Rob Gramer, Jeromy Gregoire, and Ryan Kraft were selected to participate in the Maroon/Gold High School All-Star Series, which consists of the top 40 seniors in the state. Of the 40 selected, 20 from that team were chosen to represent the state of Minnesota in the Chicago Showcase. Arnold and Kraft were selected for this honor.

*** Congratulations to the Spud boys basketball team for the 4th place finish in the State tournament. The team also won the Academic Award for the team with the best GPA playing in the tournament.

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) Approval of HOTSHOTS Field Trip - Pages 6-9

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Nemzek Rental Agreement - Pages 10-11

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Resignation - Page 12

D. ADMINISTRATIVE MATTERS - Anderson

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

Moved by _____ Seconded by _____
Comments _____

3. **COMMITTEE REPORTS**

4. **1994-95 SCHOOL CALENDAR** - Anderson
Pages 13-17

Suggested Resolution: Move to approve the 1994-95 school calendar as represented by Option C as recommended by the Calendar Committee.

Moved by _____ Seconded by _____
Comments _____

5. **ECFE/LEARNING READINESS PROGRAM SPACE AT LINCOLN SCHOOL** - Anderson
Pages 18-20

Suggested Resolution: Move to relocate the Early Childhood Family Education and Learning Readiness programs to Lincoln School and proceed with the facility modifications.

Moved by _____ Seconded by _____
Comments _____

6. ALTERNATE KINDERGARTEN SITES - Jernberg
Page 21

Suggested Resolution: Move to direct administration to take action necessary to implement the kindergarten/child care partnerships as presented.

Moved by _____ Seconded by _____
Comments _____

7. BID AWARD FUEL TANK REMOVAL/REPLACEMENT - Lacher
Pages 22-23

Suggested Resolution: Move to award the removal of the fuel tank and contaminated soil from Riverside to Fosston Plumbing & Heating for \$97,424.00.

Moved by _____ Seconded by _____
Comments _____

8. POLICY APPROVAL - Anderson
Page 24

Suggested Resolution: Move to approve the policy, Subpoena of a School District Employee (GCQE), as presented.

Moved by _____ Seconded by _____
Comments _____

9. POLICY APPROVAL - Anderson
Page 25

Suggested Resolution: Move to approve the policy, Recording or Videotaping a Parent-Guardian/Teacher Conference (GCQF), as presented.

Moved by _____ Seconded by _____
Comments _____

10. POLICY APPROVAL - Anderson
Page 26

Suggested Resolution: Move to approve the policy, Employees as Vendors to Students (DJD), as presented.

Moved by _____ Seconded by _____
Comments _____

11. POLICY APPROVAL - Anderson
Page 27

Suggested Resolution: Move to approve the policy, Employee Right To Know (GLCA), as presented.

Moved by _____ Seconded by _____
Comments _____

12. POLICY APPROVAL - Anderson
Page 28

Suggested Resolution: Move to approve the policy, Equal Employment Opportunity Statement (GBAA), as presented.

Moved by _____ Seconded by _____
Comments _____

13. POLICY APPROVAL - Anderson
Pages 29-31

Suggested Resolution: Move to approve the policy, Grievance Procedure for Equal Opportunity (GBA), as presented.

Moved by _____ Seconded by _____
Comments _____

14. FIRST READING OF POLICIES - Anderson
Pages 32-40

Conduct the first reading of the following policies:
Student Activity Eligibility (IGDJ); Emergency Closings (EBCD); Facilities for Private Gain (FD); and, Registration of Visitors (KK).

15. SCHOOL IMPROVEMENT PROGRAM EVALUATION - Anderson

Discussion of the Five Year Educational Plan and Building Improvement Plans regarding the evaluation of intended outcomes.

16. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

17. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
MEEP Day (no classes K-12)	Fri., Apr. 22		District-wide
Healthy Community Initiative Meeting	Mon., Apr. 25	7:00 p.m.	Sr. High
School Board Mtg.	Tues., Apr. 26	7:00 p.m.	Townsite
National Teacher Day	Tues., Apr. 3		
Retirement Tea	Tues., May 10	3:00 p.m.	Jr. High
School Board Mtg.	Tues., May 10	7:00 p.m.	Townsite
Retirement Tea	Wed., May 11	3:45 p.m.	Edison
MEA Banquet	Thurs., May 12	6:00 p.m.	Concordia
Howard Murray Retirement Tea	Tues., May 17	3:30 p.m.	Probstfield
LRP	Tues., May 17	3:45 p.m.	Townsite
School Board Election	Tues., May 17	7:00 a.m.- 8:00 p.m.	District-wide
PER	Thurs., May 19	7:00 a.m.	Townsite
Baccalaureate	Sun., May 22	7:30 p.m.	Sr. High
Policy Review	Mon., May 23	7:00 p.m.	Townsite
School Board Mtg.	Tues., May 24	7:00 p.m.	Townsite
Last Day of School (K-6 students)	Wed., June 1		
Last Day of School (7-12 students)	Thurs., June 2		
Last Day for Staff (K-6)	Thurs., June 2		
Last Day for Staff (7-12)	Fri., June 3		
Graduation	Sun., June 5	2:00 p.m.	Concordia

MEMO #: S-94-179

TO: School Board
FROM: Bruce R. Anderson, Supt. *BR*
RE: HotShot Partners Field Trip
DATE: April 22, 1994

Attached please find information concerning a proposed field trip for two students of the Community Education Program, HotShot Partners, to Chicago on May 4-6, 1994.

Suggested Resolution: Move to approve the field trip to Chicago on May 4-6, 1994 as presented.

:*cbp*
Attachment

MEMORANDUM

To: Dr. Anderson

From: Rose Andersen, Community Education Director
Anne Larson, Service Learning Coordinator

Date: April 20, 1994

Re: Dropping in on Chicago!

Adam Chase, a member of the HOTSHOT Partners, a Community Education Program, has been invited by the Ridgedale YMCA to participate in the annual Chicago Trek. HOTSHOT Partners is funded by a grant by the Governors Council on Developmental Disabilities through the Ridgedale YMCA. This is an annual trip that is taken with several high school groups, similar to our MYLC, each year. This year they are inviting a select group of students that have been involved in the Junior High Leadership for Empowerment program to participate. The invitation includes all expenses for Adam, all expenses and a salary for a paraprofessional, plus tuition for 1 or 2 peer helpers to go with Adam.

Students Names: Adam Chase
Ben Deist

Chaperon: Peggy Emmel

Emergency Phone #: (312) 561-4175

Sleeping Accommodations: First Free Church

Trip Itinerary: Attached

Special Needs Student: Adam Chase

Steps to accommodate special needs student:

The chaperon and the peer helper selected to accompany Adam on this trip, both have experience with Adam and with students with special needs. We have also worked closely with Adam's lead teacher and family to insure this is a positive and safe experience for him.

Thank you for your consideration!

Recommendation: To approve travel for Adam Chase and Ben Deist to attend the "Dropping in on Chicago" trip.

Chicago Road Trip Agenda

May 4 - May 8, 1994

Wednesday, May 4, 1994

- 1:00 p.m. Waseca Pick-up in Waseca
...Grand Rapids Group takes van to NE YMCA (White Bear Lake)
- 3:00 p.m. Bus Pick-up at NE Minneapolis YMCA (YMCA Groups, Washburn)
- 3:45 p.m. Bus Pick-up at NE YMCA St. Paul (White Bear Lake, Grand Rapids)
Macrhead
- 4:00 p.m. Depart for Chicago
*Dinner on the Road (Bring Bag Lunch or \$ for McDonald's)
- 12:00 - 1:00 a.m. Arrive at Sleeping Facilities in Chicago
*Unload, Sleep

Thursday, May 5, 1994

- 6:30 - 7:00 a.m. Wake-up
- 8:00 a.m. Depart from YMCA
Breakfast at DePaul University
Chicago Orientation Sessions
- 12:00 p.m. Lunch
Chicago Orientation Continues
Dinner
Evening Activities
Return to Sleeping Facilities

Friday, May 6, 1994

- 6:30 - 7:00 a.m. Wake-up
- 8:00 a.m. Depart YMCA
Breakfast at DePaul University
- Service Project Day #1 (Habitat for Humanity, Bethel New Life, Schools, etc)
*Box Lunch at Service Site
- Baseball Game
*Dinner at Ball Park White Socks vs. Kansas City
- Return to Sleeping Facilities

Saturday, May 7, 1994

6:30 - 7:00 a.m. Wake-up

8:00 a.m. Depart YMCA
Breakfast at DePaul University

Service Project Day # 2 (Habitat for Humanity, Bethel New Life, Schools)

4:30 p.m. Dinner at Giadanno's Pizza - Greektown
Evening Final Events

Sunday, May 8, 1994

6:00 a.m. Wake-up
Breakfast at DePaul University

7:00 a.m. Depart Chicago
*Lunch on the road (Bring extra \$ for meal)

3:00 p.m. Return to the Twin Cities, 1st stop...N.E. St. Paul YMCA

3:30 - 4:00 p.m. NE YMCA, Minneapolis (Times subject to vary, will keep you posted)

APR 8 1994

MEMO #: B94.335

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: APRIL 8, 1994

SUBJECT: RENTAL OF ALEX NEMZEK STADIUM & LOCKER ROOM

Attached is the rental agreement form for the use of the stadium for two football games.

Suggested Recommendation: Approve the rental of the stadium and locker room at \$1500.00 per game for September 2, 1994 and September 23, 1994. The rental will be covered through the lease levy.

Attachment

cc: Mr. Hulbert

Moorhead State University
FACILITIES RENTAL AGREEMENT

RENTAL AGREEMENT FOR USE OF Alex Nemzek Stadium and Locker Rooms

The following constitutes a rental agreement between
Moorhead High School and Moorhead State University

for

High School Football Games

on

Friday, September 2 vs Fargo North at 7:30 pm. Friday, September 23 vs Duluth East 7:30 pm.

TERMS OF AGREEMENT:

1. Basic Rental Fee of \$1500.00 per game payable to Moorhead State.
2. All Concession Rights are reserved exclusively for Moorhead State.
3. Extra labor costs for areas listed below paid by MHS if necessary.

Building Preparation:	_____	"
Setup and Clean Up :	_____	"
Maintenance/Custodial:	_____	"
Technicians:	_____	"
Student Help:	_____	"
4. Extra costs for use of:

Lighting:	_____	"
Equipment:	_____	"
5. It is understood that Moorhead High School will assume the responsibility for supervising all activities in the rental. That renter agrees to provide \$600,000 per occurrence of liability insurance to protect and indemnify Moorhead State University from any and all claims for injuries or damages occurred or incurred by virtue of the use of facilities under this agreement. Moorhead State University agrees to provide reasonably safe premises and to maintain the premises in a reasonably safe condition. It is further understood that the renter does not have exclusive use of Alex Nemzek facilities and will not be held responsible for damages to this facility due to normal use, or damage to equipment due to normal use. All publicity for event must include Alex Nemzek Field, Moorhead State University. Moorhead State will hire Moorhead Police to provide security for stadium/outside areas and hire MSU Night Watch to provide security for indoor facilities. Costs will be included in rental.

6. SPECIAL CONDITIONS:

Moorhead Schools will provide ticket seller, ticket takers, ushers.
Moorhead Schools will provide emergency services, first aid and
stretcher. MSU will line field, provide custodial services and
parking. MSU personnel will notify a Moorhead School official
immediately following game of any obvious damage to facilities.

Signatures:

Moorhead State Representative _____
Rentee of Facility _____

Date: 3/29

Date: _____

MEMORANDUM

P 94.158

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 19, 1994
SUBJECT: Resignation of District Employees

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

Gwen Sallberg - Reading Teacher, Moorhead Senior High, effective June 3, 1994.

SUGGESTED RESOLUTION: Move to accept the resignation as presented.

BMF:sdh

MEMO #: S-94-177

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: 1994-95 School Calendar
DATE: April 21, 1994

Attached please find the recommendations of the Calendar Committee for the 1994-95 school calendar. Ordinarily a two-year calendar would be recommended, next year at this time a two-year calendar will be recommended. A one year calendar recommendation at this time will allow about a year for the staff to study some substantive alternatives and present options for your consideration.

Some of the elementary schools are requesting consideration for a late start or early release on a monthly basis next year for the purposes of collaborating together around building issues related to the needs of their students. No specific recommendations are being given in this regard, but I may come back to you in May with a specific proposal for a pilot effort by one or more of the schools.

Suggested Resolution: Move to approve the 1994-95 school calendar as represented by Option C as recommended by the Calendar Committee.

BRA:cbp
Attachments

APR 19 1994

To: Dr. Bruce Anderson, Superintendent of Schools

From: Dick Jones, Calendar Committee Chairperson

Re: Calendar Proposals for 1994-95 school year and time reallocation issue

Date: April 18, 1994

The Calendar Committee met and discussed the proposed calendars (A, B, C) for 1994-95 school year. The committee remains supportive of proposed calendar C (before Labor Day start) as the best option. This calendar allows flexibility that is not possible with the other calendar options. At the current time the agreement between I.S.D. 152 and the Exclusive Representative (Article 5, section 6 on page 6) does not allow for the district to require staff to be in attendance before August 26. Our recommendation would be that a Meet and Confer session be held with the Exclusive Representative to reach an agreement that would allow the calendar C option.

We also discussed the time reallocation plan that would create additional time for staff collaboration and planning during the 1994-95 school year. Based on staff input from the various buildings, the concept of time for collaboration was well received, the method of how to accumulate this extra time was not. This is based on three major factors:

1. The methods of achieving this time have not been discussed to their fullest and the existing plan of time reallocation is not supported by a majority of the staff.
2. There has not been adequate involvement of district stake holders to discuss the need for collaboration and planning time and its impact. Without this input any plan for additional collaboration and planning time could be difficult to support.
3. There is a lack of focus of what would occur on those days gained by time reallocation. Without a district plan of how the days would be used it could be viewed negatively.

It is our recommendation that further study be given to the concept of collaboration and planning time during 1994-95 school year with possible implementation in the 1995-96 school year.

OPTION "A"

1994-95 CALENDAR

August 1994

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
△	30	31		

September 1994

5	6	7	1	2
12	13	14	8	9
19	20	21	15	16
26	27	28	22	23
			29	30

October 1994

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

November 1994

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

December 1994

5	6	7	1	2
12	13	14	8	9
19	20	21	22	23
26	27	28	29	30

January 1995

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

February 1995

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

March 1995

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

April 1995

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

May 1995

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 1995

5	6	7	1	2
12	13	14	8	9
19	20	21	15	16
26	27	28	22	23
			29	30

— Comp Day
 △ MEEP Day
 ○ Vacation Day
 □ Workshop Day
 () Conferences

Aug	26	New Staff Workshop	
	29	K-6 MEEP	
	30, 31	K-12 Workshop	
Sept	1, 2	K-12 Workshop	
	5	Labor Day	
	6	Classes Start	
Oct	20, 21	MEA	
Nov	4	K-12 MEEP	
	4	End of 1st Quarter	47 Days K-6 45 Days 7-12
	18	K Conf	
	21	K Conf	
	21	Evening Conf K-12	
	22	Day, Evening Conf K-12	
	23	Comp Day K-12	
	24, 25	Thanksgiving	
Dec	22-30	Holiday Break	
Jan	2	Classes Resume	
	19	K-6 MEEP	
	20	K-12 Workshop	
	20	End of 2nd Quarter	46 Days
Feb	17	Winter Break	
	20	K-12 Workshop	
Mar	7	K Conf	
	7	Evening Conf K-12	
	8	Day Conf K	
	9	Day, Evening Conf K-12	
	10	Comp Day K-12	
	24	End of 3rd Quarter	44 Days
Apr	12	K-12 MEEP	
	13	Spring Break	
	18	K-6 Comp Day	
May	29	Memorial Day	
June	1	Last Day Students K-12	
	1	End of 4th Quarter	
	2	Last Day Staff K-12	
	4	Graduation	47 Days 7-12 43 Days K-6
Snow Make Up			
	Feb 17		
	April 17		
	June 2		
Total			182 Days

OPTION A

1994-95 CALENDAR

August 1994				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
September 1994				
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
October 1994				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
November 1994				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
December 1994				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
January 1995				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 1995				
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			
March 1995				
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
April 1995				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
May 1995				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
June 1995				
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
—	Comp Day			
△	MEEP Day			
○	Vacation Day			
□	Workshop Day			
()	Conferences			

Aug	30, 31	K-12 Workshop
Sept	1, 2	K-12 Workshop
	5	Labor Day
	6	K-6 MEEP
	7	School Starts
Oct	20, 21	MEA
Nov	4	K-12 MEEP
	4	End of 1st Quarter 47 Days K-6 45 Days 7-12
	18	K Conf
	21	K Conf
	21	Evening Conf K-12
	22	Day, Evening Conf K-12
	23	Comp Day K-12
	24, 25	Thanksgiving
Dec	22-30	Holiday Break
Jan	2	Classes Resume
	19	K-6 MEEP
	20	K-12 Workshop
	20	End of 2nd Quarter 46 Days
Feb	17	Winter Break
	20	K-12 Workshop
Mar	7	K Conf
	7	Evening Conf K-12
	8	Day Conf K
	9	Day, Evening Conf K-12
	10	Comp Day K-12
	24	End of 3rd Quarter 44 Days
Apr	13	K-12 MEEP
	14-17	Spring Break
	18	K-6 Comp Day
May	29	Memorial Day
June	1	Last Day Students K-12
	1	End of 4th Quarter
	2	Last Day Staff K-12
	4	Graduation 47 Days 7-12 43 Days K-6
Snow Make Up		
Feb 17		
April 17		
June 2		
		Total 182 Days

OPTION "C"

1994-95 CALENDAR

August 1994

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 1994

		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 1994

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

November 1994

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

December 1994

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 1995

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

February 1995

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

March 1995

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

April 1995

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

May 1995

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 1995

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

— Comp Day
 △ MEEP Day
 ○ Vacation Day
 □ Workshop Day
 () Conferences

Aug	24	K-6 MEEP	
	25, 26	K-12 Workshop	
	29, 30	K-12 Workshop	
	31	Classes Start	
Sept	5	Labor Day	
Oct	20, 21	MEA	
Nov	4	K-12 MEEP	
	4	End of 1st Quarter	47 Days K-6 45 Days 7-12
	18	K Conf	
	21	K Conf	
	21	Evening Conf K-12	
	22	Day, Evening Conf K-12	
	23	Comp Day K-12	
	24, 25	Thanksgiving	
Dec	22-30	Holiday Break	
Jan	2	Holiday Break	
	3	Classes Resume	
	18	K-6 MEEP	
	18	End of 2nd Quarter	46 Days
	19	K-12 Workshop	
	20	Break	
Feb	17	Winter Break	
	20	K-12 Workshop	
Mar	7	K Conf	
	7	Evening Conf K-12	
	8	Day Conf K	
	9	Day, Evening Conf K-12	
	10	Comp Day K-12	
	24	End of 3rd Quarter	44 Days
	24	Break	
Apr	12	K-12 MEEP	
	13	Spring Break	
	18	K-6 Comp Day	
May	29	Memorial Day	
June	1	Last Day Students K-12	
	1	End of 4th Quarter	
	2	Last Day Staff K-12	
	4	Graduation	47 Days 7-12 43 Days K-6
Snow Make Up			
	Feb 17		
	April 17		
	June 2		
		Total	182 Days

MEMO #: S-94-178

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Learning Readiness/ECFE Space at Lincoln School
- ADDENDUM TO APRIL 6, 1994 MEMORANDUM -
DATE: April 21, 1994

A summary of the reasons the administration supports the recommendation by Rose Anderson regarding the use of the space at Lincoln School for the Learning Readiness and the ECFE Programs is as follows:

- * the lease of space from the ECSU is expiring and additional space is needed for the expanding programs;
- * the Lincoln School will provide gym space for large muscle activity and additional space for parent education and student classrooms;
- * the \$21,107 cost to the ECSU will cease;
- * the lease levy will be reduced by \$11,977;
- * the remodeling and maintenance costs of an estimated \$150,00-\$160,00 by the Learning Readiness grants and funds that were previously paid by ECFE in rent. (approximately \$115,000 will be paid by June 30, 1995);
- * the General Fund expenditures will be reduced by an estimated \$6,000 annually; and,
- * this recommendation is consistent with the Five Year Educational Plan:

Strategic Area - COMMUNITY INVOLVEMENT

Priority - LIFE-LONG LEARNING

- Investigate site for Early Childhood Family Education for 1994-95 school year in anticipation of end of lease. Consider convenience and safety factors: bathrooms, parking, access, neighborhood, nighttime safety and handicapped accessibility.

Suggested Resolution: Move to relocate the Early Childhood Family Education and Learning Readiness programs to Lincoln School and proceed with the facility modifications.

BRA: *cbp*

M E M O R A N D U M

TO: Dr. Anderson

FROM: Rose Andersen *llw*

DATE: April 6, 1994

RE: Early Childhood Family Education and Learning Readiness Space At Lincoln

The Community Education Program Improvement Plan identified the need to investigate a site for Early Childhood Family Education for the 1994-95 school year because the lease at the Area Learning Center expires August 1, 1994. I am proposing to relocate the Early Childhood Family Education program to the Lincoln School site.

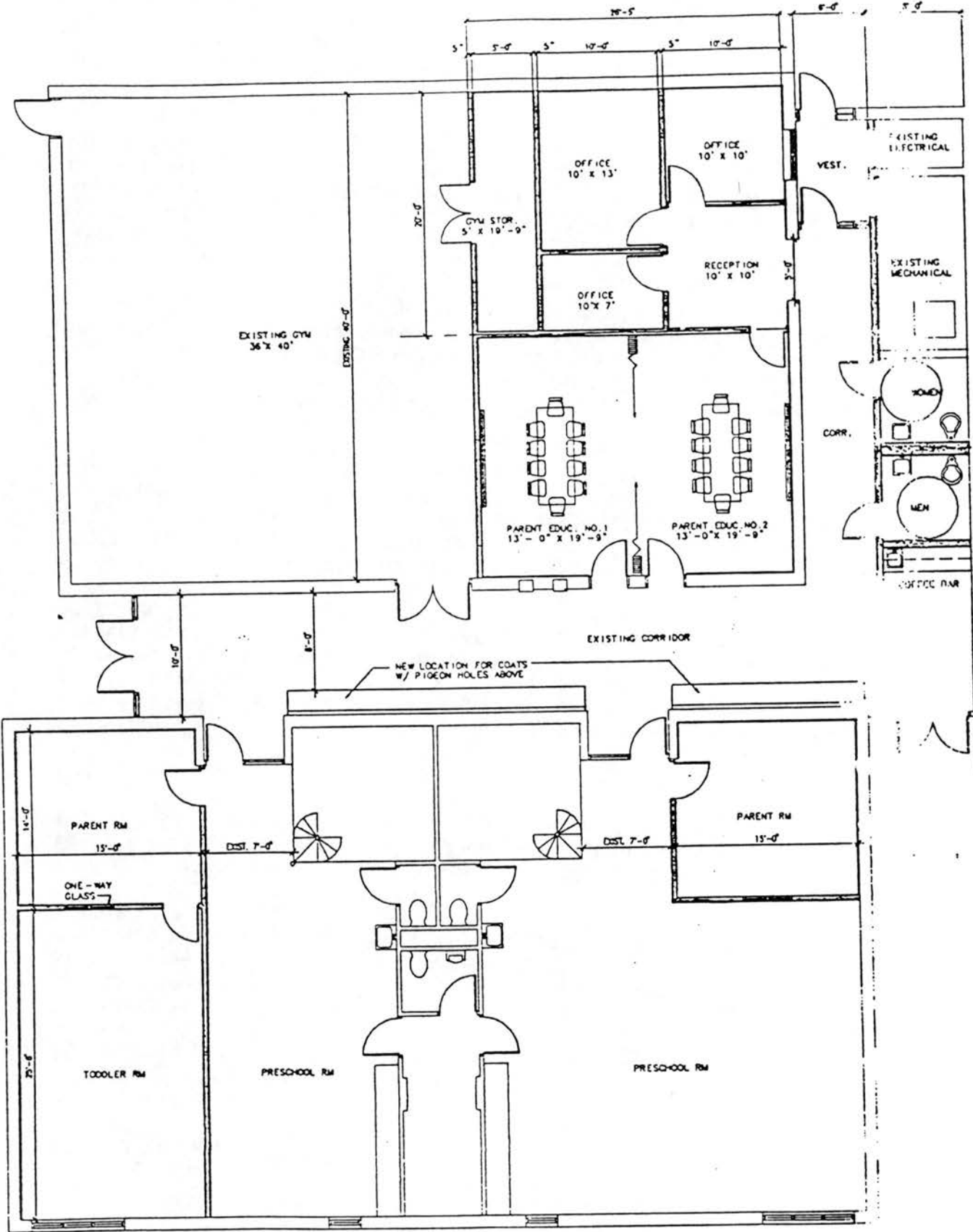
We have received our Learning Readiness Grant for 1993-94 and an estimate of what we will receive for 1994-95. Money was proposed in that grant to do remodeling. Learning Readiness funds are the only Community Education funds that can be used for capital expenditures or remodeling, thus we are able to proceed with this opportunity.

The Lincoln building will provide pleasant and bright surroundings that will be a more positive learning and working environment. The gym will allow for large muscle activities which we have never been able to have. There will be adequate space for sibling care and parent education, which have been very crowded in our present facility. This building will provide excellent space for our growing Learning Readiness and Early Childhood Family Education programs.

Using a school owned building will raise the rent for these programs, but it reduces the lease levy. We previously levied \$11,977 to cover a portion of the Early Childhood Family Education lease at the Area Learning Center. Using Lincoln for Early Childhood Family Education reduces General Fund expenditures since the operating costs will be paid out of Early Childhood Family Education and Learning Readiness.

Bob Lacher and I have worked with Foss Associates in developing a building plan that is appropriate for Learning Readiness and Early Childhood Family Education. Attached is the proposed floor plan. This plan meets the criteria of the Fire Marshall. The estimated remodeling costs are approximately \$150,000.

Recommendation: To proceed with the development of Lincoln as a site for Early Childhood Family Education and Learning Readiness programs, for occupancy August 1. This will be financed by the Learning Readiness grant of \$70,000 and a 5-year loan from the Capital Outlay Fund.



REVISED 3/28/94

1 FLOOR PLAN - LINCOLN SCHOOL MOORHEAD
A-1 NO SCALE

A-1

SHEET

LINCOLN SCHOOL ISD #152
MOORHEAD, MN

FOSS ASSOCIATES
Architecture Engineering & Interiors

PROJ NO 9001-76	DATE 3/28/94	CHECKED	DRAWN BY VTF
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MEMO #: I-94-340

TO: Bruce R. Anderson
FROM: Robert Jernberg
RE: Kindergarten/Child Care Partnerships
DATE: April 19, 1994

The district has received preliminary authorization from Moorhead State University and Clay Wilken Opportunity Council to utilize partnerships in which kindergarten sessions will be held in child care locations. These partnerships will assist families in providing for continuity of programming without added parental concerns related to transportation, boundary exceptions and other needed arrangements.

The MSU kindergarten will, if finalized, be held in the Lommann Hall Child Care Center. Clay Wilken Opportunity Council will operate a child care center at the Family Service Center (formerly St. Ansgar Hospital). We are in the process of assuring that space will meet state and local requirements. The State Department of Education has been contacted regarding necessary actions to facilitate the kindergarten off-site sessions.

The district will provide staff, furniture, equipment, and supplies for each site. Facilities will be provided by Moorhead State University and Clay Wilken Opportunity Council. Each site will have a .5 FTE kindergarten teacher as authorized by the Annual Operational Plan for 1994-95. Kevin Kopperud will be designated principal at the MSU site and Mary Jo Schmid will be designated principal at the Family Service Center site.

Suggested Resolution: Move to direct administration to take action necessary to implement the kindergarten/child care partnerships as presented.

RMJ:cbp

MEMO #: B94.334

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: APRIL 8, 1994

SUBJECT: BID AWARD FOR REMOVAL OF RIVERSIDES FUEL TANK AND
REPLACEMENT OF TANK.

Bids were opened Wednesday, March 30, 1994 at 2:00 p.m. A
summary of the bids is attached.

This project is certified. Some reimbursement will come from the
Petro Fund. The balance will be covered by Capital Health and
Safety and by Facilities Revenue.

Suggested Resolution: Award the removal of the fuel tank and
contaminated soil from Riverside to Fosston Plumbing and Heating
for \$97,424.00. (The bid includes 400 yards of contaminated
soil removal and testing.)

Attachment

TABULATION OF BIDS

TANK REMOVAL AND REPLACEMENT PROJECT
RIVERSIDE ELEMENTARY SCHOOL
MOORHEAD, MINNESOTA

PROJECT NO. 9001-74

Foss Associates
Architecture, Engineering & Interiors
Moorhead, Minnesota

BID OPENING: March 30, 1994

*Petrofund
Cartagena*

Contractors	A d d i t i o n	S e c u r i t y	Base Bid - All Work	Alt. No. 1 - Tank Alternate (Add/ Subtract)	Unit Price No. 1 - Removal & Replacement of Contami- nated Soil	Unit Price No. 2 - Concrete Pavement Removal & Replacement	Unit Price No. 3 - Asphalt Pavement Removal & Replacement	Unit Price No. 4 - Concrete Sidewalk Removal & Replacement
Albest Removal, Inc. Hopkins, Minnesota								
Asplin Excavating Fargo, North Dakota								
D & D Enterprises Duluth, Minnesota								
* Fosston Plumbing & Heating Fosston, Minnesota	✓	✓	97,424 ⁰⁰	N.B.	68 ⁰⁰ yd ³	45 ⁰⁰ yd ²	12 ⁰⁰ yd ²	31 ⁵⁰ yd ³
Germanundsen Companies, Inc. Anoka, Minnesota								
Robert Gibb & Sons, Inc. Fargo, North Dakota								
Hobbs, Inc. Grand Forks, North Dakota	✓	✓	108,587 ⁰⁰	N.B.	50 ⁰⁰ yd ³	35 ⁰⁰ yd ²	37 ⁰⁰ yd ²	33 ⁰⁰ yd ³
ICS, Inc. Grand Forks, North Dakota								
Kleespie Tank Mandan, North Dakota	✓	✓	120,551 ⁰⁰	N.B.	57 ⁰⁰ yd ³	74 ⁰⁰ yd ²	28 ⁰⁰ yd ²	43 ⁰⁰ yd ³
O'Day Equipment, Inc. Fargo, North Dakota	✓	✓	100,878 ⁰⁰	N.B.	57 ⁰⁰ yd ³	38 ⁰⁰ yd ²	21 ⁰⁰ yd ²	33 ⁰⁰ yd ³
P.S.O. Inspections, Ltd. Neche, North Dakota								
Skalicky Plbg., Htg., & Excav. Moorhead, Minnesota								
Twin City Testing Corporation Fargo, North Dakota								

#1196

#1002

#1015

#1109

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: GCQE
DATE ADOPTED:
REVIEWED/REVISED:

(Draft 2/94)

SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

Purpose

The purpose of this policy is to provide school district employees with a procedure when subpoenaed to appear during a legal proceeding related to school district matters.

Employees have specific rights afforded to them that can only be protected with adequate and well-defined procedures. This policy is a guide to insure that appropriate procedures are established.

These recommended procedures are as follows:

- 1/ A Moorhead School District employee is to inform the building manager administrator or designated supervisor when he/she has received a subpoena.
- 2/ A Moorhead School District employee should contact his/her local bargaining unit.

It shall be the policy of Moorhead School District to provide release time for all employees when it becomes necessary for them to meet with the requesting agencies.

- 3/ The employee shall retain any payment or fees received.

1. Any employee who receives a subpoena for any purpose related to his/her employment is to inform the building administrator or designated supervisor when he/she receives a subpoena. The building administrator or designated supervisor shall immediately inform the Superintendent or his/her designee that the employee has received a subpoena.
2. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the School district official who is designated as the authority responsible for collection, use and dissemination of data. (Name/Title)

No data shall be released without consultation in advance with the Superintendent or his/her designee.

3. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with applicable School Board policies and collective bargaining agreements.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: GCQF DATE ADOPTED: REVIEWED/REVISED:
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(Draft 2/94)

RECORDING OR VIDEOTAPING A PARENT-GUARDIAN/TEACHER CONFERENCE

Purpose

A conference is a vehicle and means to maintain a positive relationship between a teacher and parent, parents, or legal guardian.

It should be the policy of the Moorhead School District that No electronic device shall be used to record or reproduce any part of a parent/guardian/teacher conference unless by mutual agreement by both parties. This is to insure a productive and meaningful conference between parent/guardian and teacher(s) that will benefit and enhance the education of the child.

No recording of any parent/guardian/teacher conference may be released to any other individual, except pursuant to the informed consent of the parent/guardian/teacher, or the student, if the student is 18 years or age or older, or pursuant to a valid court order.

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: DJD
DATE ADOPTED: 11/28/89
REVIEWED/REVISED:

(Draft 2/94)

EMPLOYEES AS VENDORS TO STUDENTS

Student purchases of textbooks, supplies, materials, tools, or equipment for instructional purposes shall be made from the vendor, through a school store, parts department, or school district purchase order.

School district employees shall not become involved in making purchases from private or public vendors and then selling those items to students. An exception to this policy must have prior written approval from the appropriate supervisor.

Any suspected violation of this policy shall be referred to the appropriate supervisor. On the first offense a written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations of this policy shall be considered insubordination and shall be dealt with accordingly. Based on applicable collective bargaining agreements, if any, and Minnesota statutes.

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: GLCA
DATE ADOPTED: 11-13-84
REVIEWED/REVISED:

(Draft 2/94)

EMPLOYEE RIGHT TO KNOW

Independent School District of Moorhead, Minnesota, in compliance with Minnesota's 1983 Employee Right-to-Know Act, established this policy concerning identification and training of employees. The law states that all employees "routinely exposed" to a hazardous substance, harmful physical agent, or infectious agent, must be trained and given access to specific information about those hazards. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work and when an employee is assigned to work in an area where a hazardous substance has been spilled.

Training will be provided to the following:

1. All employees, full or part-time, in these targeted categories:
Art
Science
Industrial Arts
Food Services/Home Economics
Transportation
Buildings and Grounds
Elementary Science
Supplemental Teaching and Enrichment Program (S.T.E.P.)
Swimming Pool
A-V-T-F--Director
2. Any concerned employee, not specifically targeted by this policy, who requests the training.

Initial training will be provided to the above employees prior to January 1, 1985. After that date, Training will be provided to the following employees before they begin work:

1. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.
2. Any employee re-assigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.

<p>POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.</p>	<p>DISTRICT CODE: GBAA DATE ADOPTED: 08-12-80 REVISED: 02-13-90</p>
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(Draft 2/94)

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

This is to affirm Independent School District No. 152's policy of providing equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes 363.

It is the policy of Independent School District No. 152 to recruit, hire, train, and promote persons in all job titles, without regard to race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, limited English proficiency or age except where such status is a bona fide occupational qualification.

It is the policy of Independent School District No. 152 to make employment decisions in a manner which will further the principles of equal employment opportunities.

It is the policy of Independent School District No. 152 to ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, company-sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, limited English proficiency or age.

Independent School District No. 152 has appointed the Assistant Superintendent - ~~Personnel~~ Human Resources to manage the Equal Employment Opportunity Program. His/Her responsibilities and authority will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program. The School Board will receive and review reports of the progress of the program. If any employee or applicant for employment believes he/she has been discriminated against, please contact the Assistant Superintendent - ~~Personnel~~ Human Resources/ ~~of~~ ~~call 218/276-6400~~.

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: GBA
DATE ADOPTED: 12-13-83
REVIEWED/REVISED: 05-17-88

(Draft 2/94)

GRIEVANCE PROCEDURE FOR EQUAL OPPORTUNITY

School District #152 provides opportunity for students, parents, guardians of students, or district employees to grieve matters pertaining to discriminatory practices. Where grievance procedures are established through master contracts with employee organizations, either this or the employee organization's procedure may be implemented to resolve the problem.

This procedure addresses itself to discriminatory acts or policies regarding race, color, national origin, creed, religion, sex, marital status, age, limited English proficiency, status with regard to public assistance or disability. This procedure may be used as a complaint against an individual or the school district for alleged discriminatory acts in violation of state or federal statutes or district policy. Nothing provided herein shall abridge or limit the right of any individual to seek enforcement of state and federal laws or to be represented by counsel.

Section 1: Definition

Grievance: A complaint about an alleged violation, misinterpretation, or inequitable application of state and federal laws and regulations or district policy and procedures affecting equality in the educational program and/or employment practices.

Grievant: Any student, parent or guardian of a student, or employee of the district who believe(s) that in the past ten (10) days there is or has been a violation, misinterpretation or inequitable application of state or federal laws and regulations or district policy and procedures affecting equality in the educational program and/or employment practices.

Respondent: Person, persons, or group named in grievance who allegedly discriminated.

Supervisor: Any administrator, i.e. Superintendent, ~~MTC President/~~
~~MTC Assistant Director for Curriculum/~~ Principal,
Assistant Principal, Assistant Superintendent,
compliance officer, members of the Supervisor's
bargaining unit, or School Board.

Days: "Days" shall mean all weekdays, excluding Saturday,
Sunday and days designated as holidays by state law.

Section II: Waiver of Steps and Time Limits

The number of days indicated shall be the absolute maximum and postmarks or dates, initialed receipt marks, shall serve for counting days to comply with this grievance procedure. Communications must be transmitted through U.S. mail or hand delivered. The parties, by mutual written agreement, may waive any step and extend any time limit in the grievance procedure. If the grievant does not meet limits, the grievance will be considered forfeited. If the respondent/supervisor does not respond within the time limits, the grievant may proceed to the next step immediately.

Section III: Withdrawal

A grievance may be withdrawn by the grievant at any step.

Section IV: Procedure

Informal

The grievant should first make an attempt to resolve the complaint through open discussion with the respondent and/or respondent's immediate supervisor, building supervisor, or his/her designee. The discussion must take place within a twenty (20) day period from the time that the alleged incident of discussion occurs. The informal complaint shall include the following information: (1) nature of the grievance; (2) facts, including dates, places, persons, and actions; and, (3) relief requested. If the grievance is not resolved in the informal discussion stage, the grievant may file a formal complaint with the immediate supervisor of the respondent within twenty-five (25) days from the date of the event giving rise to the complaint.

Step 1

Formal

The formal complaint shall include the following information: (1) nature of the grievance; (2) facts including dates, places, persons, and actions; and, (3) relief requested. The formal written grievance shall be mailed or hand delivered to the immediate supervisor of the respondent who will determine whether the grievance is filed at the correct level. The supervisor will notify the grievant if the placement is not appropriate. If filed at the appropriate step, the supervisor will have five (5) days to respond during which time the supervisor shall have held a conference with interested parties before the response will be sent to the district's Compliance Officer, Superintendent of Schools, MTC President and MTC Equity Coordinator(s) if applicable, and to the School Board.

Step 2

If the grievant is not satisfied with the response of the previous step, an appeal may be filed within a period of five (5) days from receipt of the supervisor's response with the Superintendent. The Superintendent will respond in the same manner as any other supervisor, and will render a decision and mail the response within the five (5) day period. A copy of the response will be sent to the district's Compliance Officer, MTC President and MTC Equity Coordinator(s) if applicable, and to the School Board.

Step 3

If the grievant is not satisfied with the response of the Superintendent, an appeal may be filed within a five (5) day period of receipt of the Superintendent's response with the School Board. ~~Which~~ The School Board will have the following options to consider the matter: 1) within 14 days appoint an independent hearing officer; 2) within 14 days appoint a subcommittee of the Board to hear the grievance; or, 3) within 14 days of take the grievance to the full School Board to be considered at the next regularly scheduled Board meeting unless the said Board is scheduled within seven (7) days of receipt of the grievance appeal.

The decision shall be rendered within five (5) days of the hearing of the grievance and a copy of the response shall be sent to the Superintendent of Schools and to the district's Compliance Officer.

~~Will consider the matter at the next regularly scheduled Board meeting unless said Board is scheduled within seven (7) days of receipt of the grievance appeal. The Board will render its decision and respond in writing within a five (5) day period from the date of the Board meeting. A copy of the response shall be sent to the Superintendent of Schools, MTC President and MTC Equity Coordinator(s) if applicable, and to the district's Compliance Officer.~~

Nothing in this grievance procedure shall preclude the grievant from filing a complaint with any or all of the following agencies at any time:

Commissioner of Human Rights
200 Capitol Square Building
Bremer Tower - 5th Floor
7th & Minnesota
St. Paul, MN 55101

Director for Civil Rights, ED
300 South Wacker Drive - 8th Floor
Chicago, IL 60606
(312) 3530-2520

Equal Employment Opportunity Commission (Reg. Office)
342 North Water Street
Milwaukee, WI 53202

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: IGDJ DATE ADOPTED: REVIEWED/REVISED:
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(Draft 3/94)

STUDENT ACTIVITY ELIGIBILITY

The Minnesota State High School League Rules regarding eligibility shall be extended to include all activities which are a part of the extra-curricular and co-curricular programs of Moorhead High School. These rules also extend to any junior high school student who participates in an event or program at the high school level.

The rule applies to the entire calendar year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

GENERAL ELIGIBILITY - In order to be eligible for participation in an activity, a student must be properly enrolled as defined by the Minnesota Department of Education and a bona fide undergraduate member of his or her school in good standing. A student who is under penalty of exclusion, expulsion or suspension whose character or conduct violates the Student Code of Ethics is not in good standing and is ineligible for a period of time as determined by the principal.

GENERAL RULES:

- I. ACADEMIC - To be eligible, a student must be making satisfactory progress toward the school's requirement for graduation.
- II. GRADUATE - A student shall not be a graduate of a four (4) year high school or any secondary school.
- III. MOOD-ALTERING CHEMICALS - During the calendar year, regardless of the quantity, a student shall not: (1) use a beverage containing alcohol; (2) use tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

PENALTY:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive activities or contests or two (2) weeks of a season in which the student is a participant whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive activities or contests in which the student is a participant.
 3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) activities or contests in which the student is a participant.
 4. Accumulative Penalties: Penalties shall be accumulative beginning with and throughout the student's participation in any and all activities.
 5. Denial Disqualification: A student shall be disqualified from all activities for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.
- IV. SEXUAL HARASSMENT/VIOLENCE - Sexual Harassment is a form of sexual discrimination which violates Section 703 of the Title VII of the Civil Rights Act for 1964, as amended, 42 U.S.C 2000e, et. seq., and Minnesota Statutes 363.01-.14, the Minnesota Human Rights Act. Sexual Violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes.

Bylaw: During the school year, a student shall not violate the sexual harassment and sexual violence bylaws of the Minnesota State High School League. Interpretation: The bylaw applies to the entire school year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

PENALTIES: SEXUAL HARASSMENT VIOLATIONS

1. First Violation: After determination of the violation, a student shall lose eligibility for the next two (2) consecutive activities or contests or two (2) weeks of a season in which the student is a participant, whichever is greater.
2. Second Violation: After determination of the second violation, the student shall lose eligibility for the next six (6) consecutive contests or activities in which the student is a participant.
3. Third Violation: After determination of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive contests or activities in which the student is a participant.

4. Accumulative Penalties: Penalties for sexual harassment or violation shall be accumulative beginning with and continuing throughout the student's participation in any and all activities.

PENALTY: SEXUAL VIOLENCE

After determination of the violation of the sexual violence rules, the student shall lose eligibility for the next year, i.e. twelve (12) calendar months.

Students who violate any of the above rules will be referred to the Student Assistance Program.

Policy forms IGDJ-A and IGDJ-AB include rules, responsibilities and regulations in this policy. Rules not stated herein are available with the school principal. (Form IGDJ-AB: Minnesota State High School League Athletic Eligibility Statement is available in the Activity Director's office.)

MOORHEAD HIGH SCHOOL
and
MINNESOTA STATE HIGH SCHOOL LEAGUE
MOORHEAD ACTIVITY ELIGIBILITY INFORMATION

This Student Code of Ethics is to be signed by the participant from Moorhead High School and by the participant/s parent or guardian.

I have read, understand and acknowledge receiving the Moorhead Activity Eligibility Information brochure which contains a summary of the eligibility rules of the Minnesota State High School League. I understand that a copy of the Official Handbook of the MSHSL is on file with the senior high school athletic director and/or principal and that I may review it in its entirety, if I so choose.

I further understand that a member school of the MSHSL must adhere to all of the rules and regulations that pertain to the League Music, Speech and Athletic activities a school may sponsor, but that local rules may be more stringent than MSHSL rules.

As a student participating in my school's activities, I understand and accept the following responsibilities:

- * I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- * I will be fully responsible for my own actions and the consequences of my actions.
- * I will respect the property of others.
- * I will respect and obey the rules of my school and the laws of my community, state and country.
- * I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Student's Signature	Birthdate	Grade in School	Date
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Parent/Guardian Signature	Date
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1993-94 MSHSL Athletic Eligibility Statement

Statement to be signed by the participant from a MSHSL member school and by the participant's parent or guardian

- I have read, understand, and acknowledge receiving the 1993-94 Athletic Eligibility Information which contains a summary of the eligibility rules of the Minnesota State High School League. I understand that a copy of the Official Handbook of the MSHSL is on file with the senior high school athletic director and/or principal and that I may review it, in its entirety, if I so choose.
- I further understand that a member school of the MSHSL must adhere to all of the rules and regulations that pertain to the League athletic activities a school may sponsor, but that local rules may be more stringent than MSHSL rules.
- As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:
 - ◆ I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
 - ◆ I will be fully responsible for my own actions and the consequences of my actions.
 - ◆ I will respect the property of others.
 - ◆ I will respect and obey the rules of my school and the laws of my community, state and country.
 - ◆ I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- **Informed Consent:** By its nature, participation in interscholastic athletics includes risk of injury and the transmission of infectious diseases such as HIV and Hepatitis B. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. **PARENTS, GUARDIANS OR STUDENTS WHO MAY NOT WISH TO ACCEPT THE RISK DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS FORM. STUDENTS MAY NOT PARTICIPATE IN A MSHSL-SPONSORED ACTIVITY WITHOUT THE STUDENT'S AND PARENT'S/GUARDIAN'S SIGNATURE.**
- By signing this we acknowledge that we have read the above information.

Student's Signature

Birth Date

Grade in School

Date

Parent's or Guardian's Signature

Date



POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: EBCD
DATE ADOPTED: 06/14/83
REVISED: 11/01/91

(DRAFT 3/94)

EMERGENCY CLOSINGS

When conditions prevail at the school which a principal considers to be of an emergency nature or hazardous to staff and students, he/she shall ~~attempt to~~ notify the superintendent or designee ~~and will follow individual building action plan~~ of the circumstances.

The superintendent or designee will determine a plan of action. Once the plan is determined school district staff will contact the media, other public schools, non-public schools, and others as the master plan indicates. (Memo's to administrators are updated annually by the superintendent. One memo deals with closing schools before the regular school day begins and another memo deals with emergency procedures for release during the school day.) Building administrators will follow individual building action plan.

Emergency or hazardous conditions are defined as those situations which make it impossible to carry on the normal teaching activities in the school and/or create a situation which could be harmful to the safety of the students and staff.

Examples of the above include, but are not restricted to, bomb threats, weather and utility failures.

Each building principal/supervisor shall develop an individual building action plan for emergencies such as bomb threats.

STORM WARNING

The Fargo and Moorhead School systems will work jointly with the weather service and the U.S. Weather Bureau in monitoring weather conditions as they affect the operation of the school systems.

Weather service staff will contact the Director of Transportation and will advise him of impending weather conditions that would affect the safety of the school students. When conditions develop during the night, these decisions will be made early in the morning. If threatening weather develops during the day while students are in school, the same general procedures will be followed.

Action will be taken based on the information provided by the U.S. Weather Service. Radio, television stations and area schools will be notified of the action.

There may be times when weather conditions are not severe enough to justify the closing of schools but bus schedules may have to be modified or cancelled.

SCHOOL CLOSINGS DURING THE DAY

This is perhaps one of the most difficult situations we face. Our best judgement indicates once the children are in school it is better to have them remain for two basic reasons, a majority of both parents/guardians are employed - resulting in locked homes. Also, storm conditions move too rapidly to risk getting rural children lost or stranded in rural areas. City conditions are not as risky.

AFTER-SCHOOL ACTIVITIES

In the event schools are closed due to severe weather conditions, all after-school activities including practices will be called off and the building completely vacated of all but custodial personnel.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: FD DATE ADOPTED: 11/28/89 REVIEWED/REVISED:
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(Draft 3/94)

FACILITIES FOR PRIVATE GAIN

Employees shall not use school district buildings, addresses, or telephones to conduct private business ventures. The use of public facilities for personal gain is a direct conflict of interest. Any exceptions must have prior written approval of the building administrator.

Any violation of this policy shall be referred to the appropriate supervisor. On the first offense a written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations shall be considered insubordination and shall be dealt with accordingly based on applicable collective bargaining agreements, if any, and Minnesota statutes.

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: KK
DATE ADOPTED:
REVIEWED/REVISED:

(Draft 3/94)

REGISTRATION OF VISITORS

All school buildings will have posted decals on all entrance doors.
Decals will state:



This will meet the requirements of City Ordinance 4-4-18:

4-4-18. REGISTRATION IN PUBLIC SCHOOLS. During such time as regularly scheduled classes are in session, no person shall enter or remain in any public elementary or secondary school building within the City of Moorhead without first registering in the main office of said school provided, however, this section shall not apply to members of the School Board of the Moorhead School District, faculty and employees of the Moorhead School District and students enrolled in that school.

Reasonable notification of the requirements of this section shall be conspicuously posted at the entrance to every public elementary and secondary school within the City of Moorhead, and no complaint for a violation of this section shall issue unless such notice is given.

S-m9-B05
mm
5-10-94

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

MAY 10, 1994
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. "We Are Proud"

*** Congratulations to Ben Tomhave, Senior at Moorhead High, for being chosen the Minnesota State High School League Athletics, Arts, & Academics Award (AAA) winner for Region 8 of Minnesota. Tomhave excels in all three areas with a GPA of 3.90. A banquet was held during the State boys' basketball tournament where the state winner was announced.

*** Congratulations to the Knowledge Bowl Team for placing 1st in State during the recent tournament. The team now advances to national finals in Chicago. Team members include: Ning Ning Chen, Erin Hewitt, Brad Green, Neil Settergren, Adam Possehl, and coach Ken Tangen.

*** "We Are Proud" of all the paraprofessional staff members during Paraprofessional Week, May 9th-13th! They do an exceptional job with our students and staff. Thank you.

*** Congratulations to the Spud boys' basketball team for the 4th place finish in the State tournament. The team also won the Academic Award for the team with the best GPA playing in the tournament.

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) Approval of Perkins Basic Grant Project - Page 5
- (2) Approval of Tuition Agreement - Page 6
- (3) Approval of Summer Youth Program Services - Page 7
- (4) Acceptance of Donation - Page 8

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Land Lease - Pages 9-10

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Family Leave of Absence - Page 11
- (2) Approval of Medical Leave of Absence - Page 12
- (3) Approval of Leave of Absence - Page 13
- (4) Denial of Leave of Absence - Page 14
- (5) Approval of Resignation - Page 15
- (6) Approval of Early Retirement - Page 16

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Acceptance of Lake Agassiz Arts Council Grant - Page 17
- (2) Approval of April 14 & 26, 1994 Minutes - Pages 18-25
- (3) Approval of April Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. ART PROGRAM UPDATE - Anderson
Page 26

Overview of utilization of technology in the secondary art program by Moorhead High teacher, Mr. Jay Raymond.

5. UPGRADE OF TELEPHONE SYSTEM - Lacher
Page 27

Suggested Resolution: Move to purchase the update of the T1 for an additional equipment cost per year of \$3,596.16 (\$299.68 x 12) and a one-time facilities expenses of \$3,227.68.

Moved by _____ Seconded by _____
Comments _____

6. FUTURE SCHOOL SITE - Anderson
Page 28

Suggested Resolution: Move to authorize the administration to enter into negotiations towards the purchase of up to 80 acres of property for a future school site.

7. POLICY APPROVAL - Anderson
Page 29

Suggested Resolution: Move to approve the policy, Facilities for Private Gain (FD), as presented.

Moved by _____ Seconded by _____
Comments _____

8. POLICY APPROVAL - Anderson
Page 30

Suggested Resolution: Move to approve the policy, Registration of Visitors (KK), as presented.

Moved by _____ Seconded by _____
Comments _____

9. POLICY APPROVAL - Anderson
Page 31

Suggested Resolution: Move to approve the policy, Emergency Closings (EBCD), as presented.

Moved by _____ Seconded by _____
Comments _____

10. POLICY APPROVAL - Anderson
Page 32-36

Suggested Resolution: Move to approve the policy, Student Activity Eligibility (IGDJ), as presented.

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>
Retirement Tea	Tues., May 10	3:00 p.m.	Jr. High
School Board Mtg.	Tues., May 10	7:00 p.m.	Townsite
Retirement Tea	Wed., May 11	3:45 p.m.	Edison
MEA Banquet	Thurs., May 12	6:00 p.m.	Concordia
Academic Awards	Sun., May 15	3:00 p.m.	Sr. High
Honors Banquet	Sun., May 15	6:00 p.m.	Sr. High
Retirement Tea	Tues., May 17	3:30 p.m.	Probstfield
LRP	Tues., May 17	3:45 p.m.	Townsite
School Board Election	Tues., May 17	7:00 a.m.- 8:00 p.m.	District- wide
School Board Mtg.	Tues., May 17	9:00 p.m.	Townsite
Retirement Tea	Wed., May 18	3:30 p.m.	Sr. High
Retirement Tea	Thurs., May 19	3:15 p.m.	Riverside
PER	Thurs., May 19	7:00 a.m.	Townsite
Baccalaureate	Sun., May 22	7:30 p.m.	Sr. High
School Board Mtg.	Tues., May 24	7:00 p.m.	Townsite
Last Day of School (K-6 students)	Wed., June 1		
Last Day of School (7-12 students)	Thurs., June 2		
Last Day for Staff (K-6)	Thurs., June 2		
Last Day for Staff (7-12)	Fri., June 3		
Graduation	Sun., June 5	2:00 p.m.	Concordia

MEMO #: I-94-356

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Carl D. Perkins Basic Grant Project

DATE: May 2, 1994

The District has received approval through the Region IV Carl D. Perkins Project for the following:

- 1) \$1,000 to support students/staff and community training in gender equity issues.
- 2) \$240.95 for instructional supplies for the Moorhead Community Alternative Program (MCAP).
- 3) \$2,574 for the purchase of computer and multimedia hardware to be utilized at the Juvenile Detention Center Educational Program. This material is valued at \$4,273. The Carl D. Perkins funds will cover the amount not available through special education reimbursement from the Minnesota Department of Education, which will be 47 percent of the cost.

Suggested Resolution: Move to approve the Carl D. Perkins Basic Grant Project funding as presented.

RMJ/mdm

APR 27 1994

MEMO

TO: Dr. Bruce Anderson
FROM: Robert Jernberg
SUBJECT: Tuition Agreement with Bottineau, ND
DATE: April 25, 1994

The school district is in receipt of a tuition agreement from the Bottineau Public School in Bottineau, ND for two students placed in foster care. The cost of tuition for both students from February 8, 1994 until the end of the 1993-94 school year will be \$2,904.64. It is anticipated there will not be any cost to our school district after receiving general foundation aid.

Suggested Resolution: Move to approve the tuition agreement with Bottineau Public Schools as presented.

AKS:rem

MEMO #: I-94-357

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Contract for Services Summer Youth Program -
Academic Enrichment

DATE: May 2, 1994

The District has received a contract with Rural Minnesota Concentrated Employment Program (CEP) to provide for an academic enrichment component as part of the regular summer school and will submit pre- and post-test results to Rural MN CEP to determine effectiveness on students.

Rural MN CEP will fund the district for 15 students at \$300 or \$4,500 or documented actual costs if more than 15 students.

Suggested Resolution: Move to approve the contract for services with Minnesota Rural CEP as presented.

RMJ/mdm

MEMO #: I-94-361
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Acceptance of Donation
DATE: May 5, 1994

The District has received a \$1,995 donation from the Edison PTAC to purchase Milliken Math Sequence software. The software will be utilized at Thomas Edison Elementary School.

Suggested Resolution: Move to accept the donation as presented.

RMJ/mdm

MAY 2 1994

MEMO #: B94.363

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: APRIL 29, 1994

SUBJECT: 1994, 1995 & 1996 LAND LEASE

Attached is an agreement to lease the 56 acres of school land south of the city on Hwy 75.

The renter agrees to use proper fertilizer and crop rotation in order to keep the land in good shape.

Suggested Resolution: Approve the three year lease for \$3,920 each year.

APR 28 1994

April 25, 1994

Robert Lacher
Independent School District No. 152
Townsite Center - 810 South 4th Avenue
Moorhead, Minnesota 56560

FARM LEASE

Cash rent for the crop years of 1994, 1995 and 1996.
Rental of fifty six (56) acres.

This will serve as an agreement between Robert Videen and Independent School District No. 152 for the rental of 56 acres. The farmland, known as the north 56 acres of Section 29, N.E. $\frac{1}{4}$, Moorhead Township, Clay County.

Said, Robert Videen, hereby agrees to pay to Independent School District No. 152 the sum of \$3,920.00 on November 20th, 1994, November 20th, 1995, and November 20th, 1996.

The renter, Robert Videen, agrees to use proper fertilizer and crop rotation in order to keep the land in good shape.

Robert Lacher
Independent School District #152
Townsite Center - 810 - 4th Ave. S.
Moorhead, Minnesota 56560


Robert Videen, Renter

Route Two, Box 181
Moorhead, Minnesota 56560

MEMORANDUM P 94.166

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: May 2, 1994
SUBJECT: Family Leave

The administration requests a family leave for the following person:

Jennie MacFarlane - Grade 5, Robert Asp Elementary, beginning approximately September 3, 1994 until November 28, 1994.

Suggested Resolution: Move to approve the family leave as presented.

BMF:sdh

MEMORANDUM P 94.167

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: May 2, 1994
SUBJECT: Medical Leave of Absence

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

Janet Piphon - Paraprofessional, Thomas Edison Elementary, from April 25, 1994 until June 2, 1994.

SUGGESTED RESOLUTION: Move to approve the medical leave as presented.

BMF:sdh

MEMORANDUM

P 94.168

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: May 2, 1994
SUBJECT: Leave of absence

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

Sharon Nelson - Grade 2, Probstfield Elementary, a continuation of the half-time leave to extend for the 1994-95 school year.

Virginia Rutter - POHI Paraprofessional, Washington Elementary, for the 1994-95 school year.

SUGGESTED RESOLUTION: Move to approve the leave of absence as presented.

BMF:sdh

MEMORANDUM

P 94.165

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: May 2, 1994
SUBJECT: Leave of absence

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

Nancy Ouderkirk - Orchestra Teacher, Moorhead Junior High, for first semester of the 1994-95 school year.

Cheryl Feigum - Science Teacher, Moorhead Senior High, extended leave to start in the 1994-95 school year.

SUGGESTED RESOLUTION: Move to deny the leave of absence as presented.

BMF:sdh

MEMORANDUM

P 94.169

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: May 2, 1994
SUBJECT: Resignation of District Employees

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

Shirley Reimer - Paraprofessional, on leave of absence, effective immediately.

SUGGESTED RESOLUTION: Move to accept the resignation as presented.

BMF:sdh

MEMORANDUM P 94.170

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: May 2, 1994
SUBJECT: Early Retirement of district employees

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

Helen Kelly - Health Secretary, Moorhead Junior High, effective June 3, 1994.

Suggested Resolution: Move to accept the retirements as presented.

BMF:sdh

MEMORANDUM

TO: Dr. Anderson

FROM: Rose Andersen
Jane Rawlings

DATE: May 2, 1994

RE: Lake Agassiz Arts Council Grant

CHOICES for Adults with Disabilities has been awarded a \$1000 grant from the Lake Agassiz Arts Council to enhance theatre opportunities for persons with disabilities in our community. CHOICES has offered a variety of adaptive classes which have explored a variety of creative dramatics techniques. These classes are always a success, with a good number of students enrolling, attending regularly and truly enjoying themselves.

This year CHOICES has offered the dramatics classes at the FM Community Theatre classroom, in order to build a bridge between what we are doing and the theatre in our community. The monies obtained through this grant will allow us to produce a performance in addition to offering classes next year.

Suggested Resolution: Move to accept the Lake Agassiz Arts Council Grant of \$1,000 for 1994-95.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 14, 1994
PAGE 1

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Mark Gustafson, Anton Hastad, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None

CALL TO ORDER: Chairperson Cox 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 requesting the removal of the policy, Teacher Professional Growth Plan (GCNA), for further review.

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

"WE ARE PROUD"

*** Congratulations went to the Junior High program HotSHOTS (Students Helping Others Through Service) which has received the Governor's Youth Service Award. The students will participate in a service project at the Minnesota Valley National Wildlife Refuge with other recognized students from around the state. Projects students worked on this year include working with older adults, a drama performance for the "Choices" program, an "Adopt-A-Hall" project at the Junior High, and a Minnesota Greening project with the Hjemkomst Center.

*** In honor of School Board Recognition Week held April 4-10, "We Are Proud" of our school board members, Bill Cox, Jim Cummings, Stacey Foss, Mark Gustafson, Anton (Butch) Hastad, Jim Hewitt, and Carol Ladwig, for their commitment and dedication to making our school district one of the best!

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

Tuition Agreement - Approved the tuition agreement with the Dakota Center, Minot, North Dakota, in the amount of \$83.00/day.

Major Magnitude Field Trip - Approved the field trip for the Apollo Strings to California, June 14-19, 1994.

Gift - Accepted the gift of an Evenson-Jennings childrens wheelchair from Linda and Phillip Price.

Leave of Absence

Leah Burke - English Teacher, Moorhead Junior High, to begin with the 1994-95 school year and end on October 17, 1994.

MEMO #: S-94-190

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Art Program Update
DATE: May 5, 1994

Mr. Jay Raymond, Art teacher at Moorhead High, will review the utilization of technology in the district Art program and will update the Board regarding planning to utilize a computer lab jointly between the Business Education and Art departments.

BRA:cbp

MEMO #: B94.344

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: APRIL 15, 1994

Robert Lacher

SUBJECT: 1994.95 CAPITAL OUTLAY
LINE 44: DISTRICT WIDE EQUIPMENT - EQUIPMENT
LINE 20: TELEPHONE/TELECOMMUNICATIONS - FACILITIES

Telecommunications:

- Install a digital T1 which provides 24 channels to replace the present 20 trunks.
- Presently paying \$1,188.10 per month.

Cost per month:	\$1,487.78
One time installation charge:	\$1,153.00
Upgrade of Mitel PBX Cards:	\$1,775.00
- Will increase number of communication lines
- Should improve the quality of the transmission
- Most consultants agree this is the first step to improve the network

Suggested Resolution: Move to purchase the update of the T1 for an additional equipment cost per year of \$3,596.16 (\$299.68 x 12) and a one time facilities expense of \$3,227.68

MEMO #: S-94-192

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Purchase of New School Site
DATE: May 6, 1994

One of the few remaining issues related to the bond issue relates to the purchase of land for a possible future school site.

Within parameters you establish, the administration is requesting permission to initiate negotiations related to the purchase of up to 80 acres in the area south of 12th Avenue South, east of 34th Street South and west of County Road 81.

It would be the goal of the district to finalize the efforts prior to December 1, 1994.

Suggested Resolution: Move to authorize the administration to enter into negotiations towards the purchase of up to 80 acres of property for a future school site.

BRA: cbp

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: FD DATE ADOPTED: 11/28/89 REVIEWED/REVISED:
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(Draft 3/94)

FACILITIES FOR PRIVATE GAIN

Employees shall not use school district buildings, addresses, or telephones to conduct private business ventures. The use of public facilities for personal gain is a direct conflict of interest. Any exceptions must have prior written approval of the building administrator.

Any violation of this policy shall be referred to the appropriate supervisor. On the first offense a written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations shall be considered insubordination and shall be dealt with accordingly based on applicable collective bargaining agreements, if any, and Minnesota statutes.

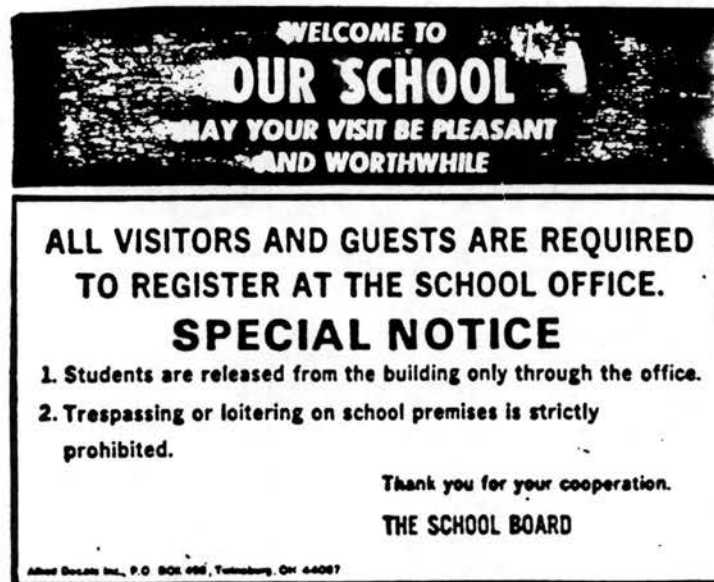
POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: KK
DATE ADOPTED:
REVIEWED/REVISED:

(Draft 3/94)

REGISTRATION OF VISITORS

All school buildings will have posted decals on all entrance doors.
Decals will state:



This will meet the requirements of City Ordinance 4-4-18:

4-4-18. REGISTRATION IN PUBLIC SCHOOLS. During such time as regularly scheduled classes are in session, no person shall enter or remain in any public elementary or secondary school building within the City of Moorhead without first registering in the main office of said school provided, however, this section shall not apply to members of the School Board of the Moorhead School District, faculty and employees of the Moorhead School District and students enrolled in that school.

Reasonable notification of the requirements of this section shall be conspicuously posted at the entrance to every public elementary and secondary school within the City of Moorhead, and no complaint for a violation of this section shall issue unless such notice is given.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: EBCD DATE ADOPTED: 06/14/83 REVISED: 11/01/91
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(DRAFT 3/94)

EMERGENCY CLOSINGS

When conditions prevail at the school which a principal considers to be of an emergency nature or hazardous to staff and students, he/she shall ~~attempt to~~ notify the superintendent or designee ~~and will follow individual building action plan~~ of the circumstances.

Building administrators will follow individual building action plans as outlined in administrative policy, EBCD-**. The superintendent or designee may determine an alternate plan of action. Once the plan is determined school district staff will contact the media, other public and non-public schools, and others which may be necessary.

Emergency or hazardous conditions are defined as those situations which make it impossible to carry on the normal teaching activities in the school and/or create a situation which could be harmful to the safety of the students and staff. Examples include, but are not restricted to, bomb threats, weather and utility failures.

Each building principal/supervisor shall develop an individual building action plan for emergencies such as bomb threats.

WEATHER EMERGENCIES

The school district will work jointly with the U.S. Weather Bureau in monitoring conditions during times of inclement weather.

The director of transportation and superintendent (or designee) will determine appropriate actions to be taken relating to early dismissal, late start or the closing of school. Once a decision has been made, all local radio and television stations will be notified of the action.

There may be times when weather conditions are not severe enough to justify the closing of schools but bus schedules may have to be modified or cancelled.

AFTER-SCHOOL ACTIVITIES

In the event schools are closed due to severe weather conditions, all after-school activities including practices will be called off and the building completely vacated of all but custodial personnel.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: IGDJ DATE ADOPTED: REVIEWED/REVISED:
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(Draft 3/94)

STUDENT ACTIVITY ELIGIBILITY

Purpose

The purpose of this policy is to clarify the eligibility, responsibilities and penalties that the Moorhead Public Schools system utilizes relating to the Minnesota High School League rules. It is also the purpose of this policy to extend the rules, responsibilities and penalties to all extra- and co-curricular activities of the Moorhead Senior High School.

The Minnesota State High School League Rules regarding eligibility shall be extended to include all activities which are a part of the extra-curricular and co-curricular programs of Moorhead High School. These rules also extend to any junior high school student who participates in an event or program at the high school level.

The rule applies to the entire calendar year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

GENERAL ELIGIBILITY - In order to be eligible for participation in an activity, a student must be properly enrolled as defined by the Minnesota Department of Education and a bona fide undergraduate member of his or her school in good standing. A student who is under penalty of exclusion, expulsion or suspension whose character or conduct violates the Student Code of Ethics is not in good standing and is ineligible for a period of time as determined by the principal.

GENERAL RULES:

- I. ACADEMIC - To be eligible, a student must be making satisfactory progress toward the school's requirement for graduation.
- II. GRADUATE - A student shall not be a graduate of a four (4) year high school or any secondary school.
- III. MOOD-ALTERING CHEMICALS - During the calendar year, regardless of the quantity, a student shall not: (1) use a beverage containing alcohol; (2) use tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

PENALTY:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive activities or contests or two (2) weeks of a season in which the student is a participant whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
 2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive activities or contests in which the student is a participant.
 3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) activities or contests in which the student is a participant.
 4. Accumulative Penalties: Penalties shall be accumulative beginning with and throughout the student's participation in any and all activities.
 5. Denial Disqualification: A student shall be disqualified from all activities for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.
- IV. SEXUAL HARASSMENT/VIOLENCE - Sexual Harassment is a form of sexual discrimination which violates Section 703 of the Title VII of the Civil Rights Act for 1964, as amended, 42 U.S.C 2000e, et. seq., and Minnesota Statutes 363.01-.14, the Minnesota Human Rights Act. Sexual Violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes.

Bylaw: During the school year, a student shall not violate the sexual harassment and sexual violence bylaws of the Minnesota State High School League. Interpretation: The bylaw applies to the entire school year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

PENALTIES: SEXUAL HARASSMENT VIOLATIONS

1. First Violation: After determination of the violation, a student shall lose eligibility for the next two (2) consecutive activities or contests or two (2) weeks of a season in which the student is a participant, whichever is greater.

2. Second Violation: After determination of the second violation, the student shall lose eligibility for the next six (6) consecutive contests or activities in which the student is a participant.
3. Third Violation: After determination of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive contests or activities in which the student is a participant.
4. Accumulative Penalties: Penalties for sexual harassment or violation shall be accumulative beginning with and continuing throughout the student's participation in any and all activities.

PENALTY: SEXUAL VIOLENCE

After determination of the violation of the sexual violence rules, the student shall lose eligibility for the next year, i.e. twelve (12) calendar months.

Students who violate any of the above rules will be referred to the Student Assistance Program.

Policy forms IGDJ-A and IGDJ-AB include rules, responsibilities and regulations in this policy. Rules not stated herein are available with the school principal. (Form IGDJ-AB: Minnesota State High School League Athletic Eligibility Statement is available in the Activity Director's office.)

MOORHEAD HIGH SCHOOL
and
MINNESOTA STATE HIGH SCHOOL LEAGUE
MOORHEAD ACTIVITY ELIGIBILITY INFORMATION

This Student Code of Ethics is to be signed by the participant from Moorhead High School and by the participant/s parent or guardian.

I have read, understand and acknowledge receiving the Moorhead Activity Eligibility Information brochure which contains a summary of the eligibility rules of the Minnesota State High School League. I understand that a copy of the Official Handbook of the MSHSL is on file with the senior high school athletic director and/or principal and that I may review it in its entirety, if I so choose.

I further understand that a member school of the MSHSL must adhere to all of the rules and regulations that pertain to the League Music, Speech and Athletic activities a school may sponsor, but that local rules may be more stringent than MSHSL rules.

As a student participating in my school's activities, I understand and accept the following responsibilities:

- * I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- * I will be fully responsible for my own actions and the consequences of my actions.
- * I will respect the property of others.
- * I will respect and obey the rules of my school and the laws of my community, state and country.
- * I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Violation of the above responsibilities will be enforced with appropriate consequences and penalties. These consequences and penalties will be dependent upon the nature of the action or violation.

Student's Signature	Birthday	Grade in School	Date
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Parent/Guardian Signature	Date
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1993-94 MSHSL Athletic Eligibility Statement

Statement to be signed by the participant from a MSHSL member school and by the participant's parent or guardian

- I have read, understand, and acknowledge receiving the 1993-94 Athletic Eligibility Information which contains a summary of the eligibility rules of the Minnesota State High School League. I understand that a copy of the Official Handbook of the MSHSL is on file with the senior high school athletic director and/or principal and that I may review it, in its entirety, if I so choose.
- I further understand that a member school of the MSHSL must adhere to all of the rules and regulations that pertain to the League athletic activities a school may sponsor, but that local rules may be more stringent than MSHSL rules.
- As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:
 - ◆ I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
 - ◆ I will be fully responsible for my own actions and the consequences of my actions.
 - ◆ I will respect the property of others.
 - ◆ I will respect and obey the rules of my school and the laws of my community, state and country.
 - ◆ I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- **Informed Consent:** By its nature, participation in interscholastic athletics includes risk of injury and the transmission of infectious diseases such as HIV and Hepatitis B. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. **PARENTS, GUARDIANS OR STUDENTS WHO MAY NOT WISH TO ACCEPT THE RISK DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS FORM. STUDENTS MAY NOT PARTICIPATE IN A MSHSL-SPONSORED ACTIVITY WITHOUT THE STUDENT'S AND PARENT'S/GUARDIAN'S SIGNATURE.**
- By signing this we acknowledge that we have read the above information.

Student's Signature

Birth Date

Grade in School

Date

Parent's or Guardian's Signature

Date



REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 10, 1994
PAGE 1

5-179-805
M N
5-10-94
MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Anton Hastad, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: Mark Gustafson

CALL TO ORDER: Chairperson Cox 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 noting no changes.

Cox requested item #10, Policy Approval-Student Activities, be removed from the agenda for further review.

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

"WE ARE PROUD"

*** Congratulations were extended to Ben Tomhave, senior at Moorhead High, for being chosen the Minnesota State High School League Athletics, Arts, & Academics Award (AAA) winner for Region 8 of Minnesota. Tomhave excels in all three areas with a GPA of 3.90. A banquet was held during the State boys' basketball tournament where the state winner was announced.

*** Congratulations were extended to the Knowledge Bowl Team for placing 1st in State during the recent tournament. The team now advances to national finals in Chicago. Team members include: Ningning Chen, Erin Hewitt, Brad Green, Neal Settergren, Adam Possehl, and coach Ken Tangen.

*** "We Are Proud" of all the paraprofessional staff members during Paraprofessional Week, May 9th-13th! They do an exceptional job with our students and staff. Thank you.

*** Congratulations were extended to the Spud boys' basketball team for the 4th place finish in the State tournament. The team also won the Academic Award for the team with the best GPA playing in the tournament.

CONSENT AGENDA: Hewitt moved, seconded by Foss, to approve the following items on the Consent Agenda:

Perkins Basic Grant Project - Approved the Carl D. Perkins Basic Grant Project funding as presented.

Tuition Agreement - Approved the tuition agreement with Bottineau Public Schools as presented.

Summer Youth Program Services - Approved the contract for services with Minnesota Rural CEP as presented.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 10, 1994
PAGE 2

Donation - Accepted the donation of \$1,995 from the Edison PTAC to purchase Milliken Math Sequence software.

Land Lease - Approved the three-year farm lease with Robert Videen in the amount of \$3,920 each year.

Family Leave of Absence

Jennie MacFarlane - Grade 5, Robert Asp, beginning approximately September 3, 1994 until November 28, 1994.

Medical Leave of Absence

Janet Pipho - Paraprofessional, Thomas Edison, from April 25, 1994 until June 2, 1994.

Leave of Absence

Sharon Nelson - Grade 2, Probstfield, a continuation of the half-time leave to extend for the 1994-95 school year. Virginia Rutter - POHI Paraprofessional, Washington, for the 1994-95 school year.

Denial of Leave of Absence

Nancy Ouder Kirk - Orchestra Teacher, Junior High, for first semester of the 1994-95 school year.
Cheryl Feigum - Science Teacher, Senior High, extended leave to start in the 1994-95 school year.

Resignation

Shirley Reimer - Paraprofessional, on leave of absence, effective immediately.

Early Retirement

Helen Kelly - Health Secretary, Junior High, effective June 3, 1994.

Lake Agassiz Arts Council Grant - Accepted the Lake Agassiz Arts Council grant of \$1,000 for 1994-95.

Minutes - Approved the minutes of April 14 and 26, 1994 as presented.

Claims - Approved the March claims, subject to audit, in the amount of \$672,516.31.

General Fund:	344,909.18
Food Service:	51,344.95
Transportation:	151,574.92
Community Service:	24,930.52
Capital Expenditure:	89,332.07
Building Construction:	729.90
Townsite Centre:	<u>\$ 9,694.77</u>
TOTAL	\$672,516.31

Motion carried 6-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 10, 1994
PAGE 3

COMMITTEE REPORTS: Reports were received regarding the Sabbatical Leave Committee meeting and the Community Volunteer's Recognition event.

ART PROGRAM UPDATE: Mr. Jay Raymond, Art teacher at Moorhead High, presented an overview of utilization of technology in the secondary Art program. The department is collaborating with the Business Education department to share a computer lab. The Art department will then have instruction in graphic art works.

The Board is invited to visit the technology lab next fall.

UPGRADE OF TELEPHONE SYSTEM: Cummings moved, seconded by Foss, to purchase the update of the T1 for an additional equipment cost per year of \$3,596.16 (\$299.68 x 12) and a one-time facilities expense of \$2,928.00. Motion carried 6-0.

FUTURE SCHOOL SITE: Hastad moved, seconded by Hewitt, to authorize the administration to enter into negotiations, within Board parameters, towards the purchase of an appropriate tract of land for a future school site. Motion carried 6-0.

Two board liaisons will be chosen to work with administration during this process.

POLICY APPROVAL: Foss moved, seconded by Cummings, to approve the policy, Facilities for Private Gain (FD), as presented. Motion carried 6-0.

POLICY APPROVAL: Hastad moved, seconded by Hewitt, to approve the policy, Registration of Visitors (KK), as presented. Motion carried 6-0.

POLICY APPROVAL: The Emergency Closing (EBCD) policy was referred back to administration for review with other parties involved (City Parks & Recreation and Community Education). The policy will be brought back to the Board at a later date.

POLICY APPROVAL: The Student Activity Eligibility policy was removed from the agenda for further review.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

ADJOURNMENT: Ladwig moved, seconded by Cummings, to adjourn the meeting at 7:35 p.m. Motion carried 6-0.

Carol Ladwig, Clerk

SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 17, 1994
PAGE 1

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Mark Gustafson, Anton Hastad, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None

CALL TO ORDER: Chairperson Cox called the meeting to order at 9:15 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda noting no changes.

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

CANVASS ELECTION RETURNS: Foss moved, seconded by Hewitt, to accept the election results as follows:

<u>Two(2) Three Year Terms</u>	
Bill Cox	<u>106</u>
Mark A. Gustafson	<u>111</u>

Motion carried 7-0.

ADJOURNMENT: Gustafson moved, seconded by Cox, to adjourn the meeting at 9:17 p.m. Motion carried 7-0.

Carol Ladwig, Clerk

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

MAY 24, 1994
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. "We Are Proud"

*** Congratulations to Bob Gerke, teacher at Thomas Edison, for being selected Moorhead's Teacher of the Year. Mr. Gerke has been teaching in Moorhead for 27 years.

*** Congratulations to the following students for being chosen for the 1993-94 All-State Orchestra by the Minnesota Music Educators Association: Jessica Broten, Jason Burggraff, Ningning Chen, Joel Edwards, Brian Johnson. Congratulations also to Kathy Peterson for being chosen for the 1993-94 All-State Women's Choir and Chris Thompson for the 1993-94 All-State Band.

*** Congratulations to the following Voyager School students for placing 1st and 7th, respectively, in the Regional and State math contests sponsored by the Minnesota Mathematics League: John Amble, Larissa Forde, Katie McLain, Hiva Bashir, Kristina Brakke, Travis Hoium, and Aaron Weir. Congratulations also to the following Robert Asp School students for placing 2nd and 14th, respectively, in the Regional and State math contests sponsored by the Minnesota Mathematics League: Peter Kvamme, Ryan Bushland, Tyler Esterm, and Becky Gustafson. Coaches are Kevin Beckius, Shari Krchnavy and Andrea Langlie.

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

2. *CONSENT AGENDA

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

A. INSTRUCTIONAL MATTERS - Bob Jernberg
(1) Acceptance of Gifts - Page 6

B. BUSINESS AFFAIRS - Bob Lacher

C. PERSONNEL MATTERS - Brenda Franklin
(1) Approval of Family Leave of Absence - Page 7
(2) Approval of Medical Leave of Absence - Page 8
(3) Approval of Resignations - Page 9
(4) Approval to Rescind Resignation - Page 10

D. ADMINISTRATIVE MATTERS - Anderson
(1) Acceptance of Adult Basic Education Grant - Page 11
(2) Acceptance of ECFE Grant - Page 12
(3) Acceptance of HotSHOTS Program Grant - Page 13-14
(4) Approval of "Cultivate Culture Week" Resolution - Page 15

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. ART EDUCATION PROGRAM - Jernberg
Page 16

Suggested Resolution: Move to accept the report of the Art Education program review and approve the purchase of art textbooks and materials as presented.

Moved by _____ Seconded by _____
Comments _____

5. BUSINESS EDUCATION PROGRAM - Jernberg
Page 17

Suggested Resolution: Move to accept the report of the Business Education program review and approve the purchase of textbooks and materials as presented.

Moved by _____ Seconded by _____
Comments _____

6. INDUSTRIAL TECHNOLOGY EDUCATION PROGRAM - Jernberg
Page 18

Suggested Resolution: Move to accept the report of the Industrial Technology Education program review and approve the purchase of textbooks and materials as presented.

7. 1994-95 SCHOOL CALENDAR REVISION - Franklin
Page 19-20

Suggested Resolution: Move to approve the amended 1994-95 school calendar as presented.

Moved by _____ Seconded by _____
Comments _____

8. 1994-95 SABBATICAL LEAVE REQUESTS - Franklin
Page 21

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

Moved by _____ Seconded by _____
Comments _____

9. 1994 SUMMER SCHOOL PROGRAM - Jernberg
Pages 22-26

Suggested Resolution: Move to approve the summer school program staff as presented.

Moved by _____ Seconded by _____
Comments _____

10. RESOLUTION TO TERMINATE/NON-RENEW PROBATIONARY TEACHERS - Franklin Page 27

Suggested Resolution: Move to approve the resolution directing the administration to effect termination and non-renewal of the position of the probationary teachers as listed.

Moved by _____ Seconded by _____
Comments _____

11. AIR CONDITIONING - ROBERT ASP, PROBSTFIELD & JUNIOR HIGH - Lacher Pages 28-29

Suggested Resolution: Move to proceed with the plans and specifications for the installation of air conditioning in the IMC and administrative offices at Robert Asp, Moorhead Junior High and Probstfield as noted on the floor plans.

Moved by _____ Seconded by _____
Comments _____

12. SCHOOL BOARD SELF-EVALUATION - Cox

The Board will conduct a self-evaluation.

13. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

14. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Baccalaureate	Sun., May 22	7:30 p.m.	Sr. High
School Board Mtg.	Tues., May 24	7:00 p.m.	Townsite
Last Day of School (K-6 students)	Wed., June 1		
Last Day of School (7-12 students)	Thurs., June 2		
Last Day for Staff (K-6)	Thurs., June 2		
Last Day for Staff (7-12)	Fri., June 3		
Graduation	Sun., June 5	2:00 p.m.	Concordia
Joint Powers Mtg.	Thurs., June 2	7:00 a.m.	Townsite
School Board Mtg.	Tues., June 14	7:00 p.m.	Townsite
School Board Mtg.	Tues., June 28	7:00 p.m.	Townsite

MEMO #: I-94-374

TO: . Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Acceptance of Gifts

DATE: May 16, 1994

The District has received \$700 from the Junior High School PTAC and \$700 from the Junior High School Student Council to purchase a scanner and software packages PageMaker and Year Tech. These gifts will be used to create the 1994-95 yearbook and will be used by teachers during the school day.

The District has also received \$1,200 from the Junior High School PTAC and \$1,200 from the Junior High School Student Council to purchase a stair stepper for the weight room.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMORANDUM P 94.178

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: May 16, 1994
SUBJECT: Family Leave

The administration requests a family leave for the following person:

Sheila McLeod - Paraprofessional, Moorhead Senior High, to begin approximately August 27, 1994 through November 27, 1994.

Suggested Resolution: Move to approve the family leave as presented.

BMF:sdh

MEMORANDUM P 94.177

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: May 16, 1994
SUBJECT: Medical Leave of Absence

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

Arlys Christianson - Paraprofessional, Riverside Elementary, for the remainder of the 1993-94 school year.

SUGGESTED RESOLUTION: Move to approve the medical leave as presented.

BMF:sdh

MEMORANDUM

P 94.176

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: May 16, 1994
SUBJECT: Resignation of District Employees

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

Angelique Barone - 4th Grade Teacher, Riverside Elementary,
effective June 2, 1994.

Rebecca Lass - Paraprofessional, Moorhead Junior High, effective
June 3, 1994.

Wendi Glass - Paraprofessional, Washington Elementary, effective
June 2, 1994.

Darla Roy - Coordinator of Adult Basic Education, effective June
30, 1994

SUGGESTED RESOLUTION: Move to accept the resignations as
presented.

BMF:sdh

MEMORANDUM

P 94.179

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: May 16, 1994
SUBJECT: Rescind Resignation

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

Minka Leeser - Paraprofessional, Robert Asp Elementary.

SUGGESTED RESOLUTION: Move to approve to rescind the resignation as presented.

BMF:sdh

MEMORANDUM

TO: Dr. Anderson
FROM: Rose Andersen *Wx*
DATE: May 18, 1994
RE: Adult Basic Education Grant 1994-95

The school board is required to pass a resolution authorizing the Community Education Department to submit an application for Adult Basic Education Funds for 1994-95. We will apply for the following funds for this coming year.

State Funds	\$ 64,873
Federal Funds	<u>\$ 41,088</u>
Total	<u>\$105,961</u>

Suggested Resolution: Authorize Community Education to prepare an application for \$64,873 in State Funds and \$41,088 in Federal Funds for 1994-95 for Adult Basic Education programming.

MEMORANDUM

TO: Dr. Anderson

FROM: Rose Andersen
Lauri Winterfeldt-Shanks

DATE: May 18, 1994

RE: Early Childhood Family Education Evaluation Project

Dr. Betty Cooke from the Minnesota State Department of Education has invited the Moorhead ECFE program to take part in an outcome evaluation of the impact of our program. This involves following a number of families who enroll in our program in the fall of 1994 for an entire year. The assessment will involve videotaped interaction, pre- and post-tests and interviews with the participants. The goal is to identify specific outcomes for families in the program and develop methods of assessing them.

The families must be new to ECFE and have incomes below \$30,000/year. This should provide us with concrete data regarding parents who have typically been difficult for our program to reach.

For participating in the evaluation, our local program will receive \$2,000 in addition to our costs for attending the state meetings. Participation in this program is consistent with the Community Education goal from the Five Year Educational Plan of "Insuring that all offerings are provided with the maximum consideration for quality and customer service."

Suggested Resolution: Move that Community Education would accept the \$2,000 grant to participate in the MDE Early Childhood Family Education Evaluation Project.

MEMORANDUM

TO: Dr. Anderson
FROM: Rose Andersen *WR*
DATE: May 18, 1994
RE: Continued Grant for Hot Shot Partners from Ridgedale YMCA

In October of 1992 we received a grant from the Ridgedale YMCA to develop HotShot Partners, a program for disabled students at the Junior High School. We had a very successful year with that program. That \$3,000 grant was renewed and continues through September 1, 1994.

Suggested Resolution: Move to accept the \$3,000 Grant for continuing of the Hot Shot Program through October 1, 1994.

**YMCA OF METROPOLITAN MINNEAPOLIS
LEADERSHIP FOR EMPLOYMENT
SITE AGREEMENT**

This agreement is made and entered into this ____ day of _____, 19____,
between _____, and the Young Men's Christian Association of
Metropolitan Minneapolis, 30 South 9th Street, Minneapolis, Minnesota, 55402.

Service Site Recipients agree to:

1. Run an in-school class or after-school club inclusive service learning, leadership development model for Junior High students.
2. The model will begin in September 1993. The program will be evaluated at the completion of the school year 1994.
3. The school group must target young people with the most severe developmental disabilities. Student to student ratio; 1 to 1, or 1 to 2 students with and without disabilities.
4. Submit a completed "checklist" on each student. See Exhibit A (to be on file at the Ridgedale YMCA)
5. Submit, on a monthly basis, a report form which is to be mailed to the Ridgedale YMCA, 12301 Ridgedale Drive, Minnetonka, Minnesota 55305. See Exhibit B.

The Minneapolis YMCA shall pay the Service Site Recipient up to \$3,000, reimbursing expenses at the end of each block.

6. Service Site will provide back-up for money spent.
7. Any written materials would need to have the following statement "The Leadership for Empowerment was funded in part through grant number 24753 under provisions of the Developmental Disabilities Act of 1987 (P.L. 101-496). Content of this document does not necessarily reflect the position or policy of the Governor's Planning Council on Developmental Disabilities nor that of the Department of Administration."
8. Master roster of all student names and addresses and staff names and addresses is required.

AUTHORIZED SITE AGREEMENT
SIGNATURE

YMCA

By _____
Associate Executive Director


Address _____

And _____
Program Specialist

Phone Number _____

Signature of Program Leader

MEMO

TO: Dr. Bruce R. Anderson, Supt. 
FROM: Bert Chamberlain, Human Rights Committee Member
RE: Resolution of Support for "Cultivate Culture" Week
DATE: April 28, 1994

The school district's Human Rights Committee requests the Board's approval to allow the coordination of a Cultivate Culture Week with the City of Moorhead and Community Education staff. Programs, activities and speakers regarding human rights issues, along with art projects and historical perspectives would be planned.

Suggested Resolution: Move to support the coordination of a Cultivate Culture Week with the City of Moorhead and Community Education department.

BC:cbp

MEMO #: I-94-362

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Art Education Program

DATE: May 17, 1994

Attached is information regarding the 1-12 Art Education Program including the curriculum review phases which have been completed, improvement plan, outcomes, and art textbook adoption information. The materials have been reviewed for gender fairness and cultural bias to ensure that the materials are inclusive for all students. The 1-12 Art Education Program has also been reviewed by the PER Committee.

Janine Myrold will briefly review the Art Education Program and respond to questions.

Suggested Resolution: Move to accept the report of the Art Education Program review and approve the purchase of art textbooks and materials as presented.

RMJ/mdm
Attachment

MEMO #: I-94-376
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Business Education Program
DATE: May 17, 1994

Attached is information regarding the Business Education Program including the curriculum review phases which have been completed, improvement plan, outcomes, and textbook adoption information. The materials have been reviewed for gender fairness and cultural bias to ensure that the materials are inclusive for all students. The Business Education Program has also been reviewed by the PER Committee.

Arlin Prochnow will briefly review the Business Education Program and respond to questions.

Suggested Resolution: Move to accept the report of the Business Education Program review and approve the purchase of textbooks and materials as presented.

RMJ/mdm
Attachment

MEMO #: I-94-375

TO: , Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Industrial Technology Education Program

DATE: May 17, 1994

Attached is information regarding the Industrial Technology Education Program including the curriculum review phases which have been completed, improvement plan, outcomes, and textbook adoption information. The materials have been reviewed for gender fairness and cultural bias to ensure that the materials are inclusive for all students. The Industrial Technology Education Program has also been reviewed by the PER Committee.

Darvin Miller will briefly review the Industrial Technology Education Program and respond to questions.

Suggested Resolution: Move to accept the report of the Industrial Technology Education Program review and approve the purchase of textbooks and materials as presented.

RMJ/mdm
Attachment



Independent School District No. 152

Townsite Centre - 810 South 4th Avenue

Moorhead, Minnesota 56560

MEMORANDUM: P94.182

TO: Dr. Bruce Anderson, Superintendent
FROM: Brenda Franklin, Assistant Superintendent
DATE: May 18, 1994
RE: 1994-1995 School Calendar

Attached is a copy of a recommendation for a REVISED Calendar for the 1994-1995 school year. The Board of Education approved the 1994-1995 school calendar at the April 26, 1994 Board of Education Meeting. The Executive Board rejected the calendar because the MEA Master Contract specifically states that the school year for staff cannot begin before August 26 and cannot end after June 12. The Executive Board of MEA also rejected putting together a memo of understanding allowing a variance from the contract for one year. MEA offered no proposed alternatives for the calendar.

I feel it is important to keep the student contact days as scheduled, so that alternative work days for staff have been taken from the proposed vacation days. The change requires only 1 day to be added for Secondary Staff and 2 days to be added for Elementary Staff.

Staff K-12 will start the school year on August 26. The February 17th vacation day will be a MEEP day for K-6 and will continue to be vacation for 7-12. March 24th will be a Workshop Day for K-12 instead of a vacation day. (Also, a correction from the original calendar should indicate that Spring Break is April 13-17)

Suggested Resolution: Move to approve the amended 1994-95 school calendar as presented.

BMF:sdh
Attachment

REVISED
1994-95 CALENDAR

August 1994				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 1994				
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 1994				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 1994				
7	8	9	10	11
14	15	16	17	18
(21)	(22)	23	24	25
28	29	30		

December 1994				
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 1995				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 1995				
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 1995				
6	(7)	(8)	(9)	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 1995				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 1995				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 1995				
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

— Comp Day
△ MEEP Day
○ Vacation Day
□ Workshop Day
() Conferences

Aug	26	K-12 Workshop
	29, 30	K-12 Workshop
	31	Classes Start
Sept	5	Labor Day
Oct	20, 21	MEA
Nov	4	K-12 MEEP
	4	End of 1st Quarter 47 Days K-6 45 Days 7-12
	18	K Conf
	21	K Conf
	21	Evening Conf K-12
	22	Day, Evening Conf K-12
	23	Comp Day K-12
	24, 25	Thanksgiving
Dec	22-30	Holiday Break
Jan	2	Holiday Break
	3	Classes Resume
	18	K-6 MEEP
	18	End of 2nd Quarter 46 Days
	19	K-12 Workshop
	20	Break
Feb	17	K-6 MEEP, 7-12 Break
	20	K-12 Workshop
Mar	7	K Conf
	7	Evening Conf K-12
	8	Day Conf K
	9	Day, Evening Conf K-12
	10	Comp Day K-12
	24	End of 3rd Quarter 44 Days
	24	K-12 Workshop
Apr	12	K-12 MEEP
	13-17	Spring Break
	18	K-6 Comp Day
May	29	Memorial Day
June	1	Last Day Students K-12
	1	End of 4th Quarter
	2	Last Day Staff K-12
	4	Graduation 47 Days 7-12 43 Days K-6
Snow Make Up		
	Feb 17	
	April 17	
	June 2	
		Total 182 Days

MEMORANDUM

P 94.180

TO: Bruce Anderson
FROM: Brenda Franklin
DATE: May 16, 1994
SUBJECT: SABBATICAL LEAVE REQUEST

The Sabbatical Leave Committee, at a meeting held on May 9, 1994, moved to recommend sabbatical leaves for the following teachers for the 94-95 school year.

Marcy Christenson Full Year

Annually by contract, \$25,000 is allocated for Sabbatical Leaves for Teachers. Teachers are paid 66.7% of their regular contract. Sabbatical leave costs are calculated using the following net cost computation: The teachers sabbatical leave salary, plus replacement teachers salary plus fringes for both, minus teachers salary and fringes if not on sabbatical.

Previous years sabbatical leave balance is carried forward.

Monies available in 1993-94	\$19,470.49
Actual cost of 1993-94 Sabbaticals	\$23,738.15
	<hr/>
Balance	- \$ 4,267.66
1994-95 Sabbatical leave allocation	\$25,000.00
	<hr/>
Monies available in 1994-95	\$20,732.34

SABBATICAL LEAVES 1994-95 COSTS

PROJECTED COST	ACTUAL SAL. & BENEFITS	NAME OF EMPLOYEE	SABB. LEAVE SALARY & BEN.	REPLACEMENT SALARY & BEN.
\$20,352.21	\$39,303.09	M. Christenson	\$26,708.86	\$ 32,946.44
<hr/>				
\$20,352.21	\$39,303.09		\$26,708.86	\$ 32,946.44

SUGGESTED RESOLUTION: Move to approve the sabbatical leaves as presented.

BMF:sdh

MEMO #: I-94-380

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Regular Summer School and Special Education Summer
Program Staffing

DATE: May 18, 1994

Attached is information and a list of staff for the 1994 secondary summer school program which will be held from June 6 to July 1.

Also attached is a list of special education personnel to be employed in the secondary summer school program, summer Detention Center program (June 6 to August 19), and the Outreach Clay County Day Treatment Center (June 13 - 30, July 11 - 28 and August 8 - 24).

The extended school year special education program will be held from June 22 - 30, July 5 - 28, and August 2 - 11 based on Individual Education Plans which require extended day programming. This program is being finalized and will be submitted at the June 14 meeting.

Suggested Resolution: Move to approve the summer school program staff as presented.

RMJ/mdm
Attachments

**SUMMER SCHOOL PROGRAM
1994**

PLACE: Moorhead Junior High School

DATES: Staff June 6 - July 1, 1994
Students June 7 - July 1, 1994

TIMES: Session 1: 7:30 - 9:55
Session 2: 10:05 - 12:30

TRANSPORTATION: There will be no bus transportation for summer school.

STUDENTS: The Summer School program is designed for the following:

1. Students who have failed the course and need to make it up for credit or grade advancement.
2. Students who may not have failed, however would benefit from reinforcement and continued development of skills. Also in this group are some students who may not have completed the necessary course requirements and need to accomplish that to receive complete credit.
3. Students enrolled with C.E.P., Rural Minnesota Concentrated Employment Program. The Summer School will provide the educational component of the Summer Youth Literacy Program.
4. Students whose I.E.P. dictate that they attend Summer School.

THE PROGRAM SHALL INCLUDE THE FOLLOWING:

ENGLISH		
English		Grade 7
English		Grade 8
English		Grade 9
MATHEMATICS		
Math		Grade 7
Math		Grade 8
SOCIAL STUDIES		
Social Studies		Grade 7
Social Studies		Grade 8
SCIENCE		
Science		Grade 7
Science		Grade 8

These course offerings shall be augmented by the use of special service teacher under the A.L.E.M. model and/or other appropriate educational methods.

The 1994 Summer School program is based on successful completion of outcomes, which were not achieved during the regular school year (including specifically identified skills which lead to the state of Minnesota graduation outcomes).



MOORHEAD SUMMER SCHOOL 1994



SUMMER SCHOOL STAFF

ROOM	POSITION	NAME	SALARY
Office/ 205	Director 1/2 time math	Darrel Tomlinson	\$2,990
107	ESL	Shirly Tweten	\$2,577
101	English 7	Sharon Hulett	\$2,577
102	English 8	Sandy Argent	\$2,577
103	English 9	Tom Fillipi	\$2,577
203	Math	Tom Trautman	\$2,577
105	Math	Ken Welken	\$2,577
209	Science	Joanne Drenkow	\$2,577
202	Science	Doyle Dotson	\$2,577
201	Social Studies	Steve Morben	\$2,577
214	Social Studies	Rod Thompson	\$2,577
111	LD	Laura Noesen	\$2,577
111	LD	Pat Enderle	\$2,577
207	EBD	Ruth Christianson	\$2,577
*Office	Secretary	Winnifred Evensen Linda Rundquist	on time sheet on time sheet
HS	Band	Doug Engstrom	\$2,577
Media		Gay Galles	\$1,288.50

*Secretaries on time sheet not to exceed \$1,500 as budgeted.

**SUMMER SCHOOL
1994**

Secondary Remedial		\$3,711
24 hours X 6 = 144	3711 + 144	\$25.77 per hour
7:30 A.M. - 12:30 P.M.		5 hours per day
5 hour X 20 days		100 hours
100 hour X \$25.77		\$2,577 per teacher
(a) 10 teachers at \$2,577		\$25,770.00
(b) 1 Summer School Director		\$ 2,990.00
1/2 Media Specialist		\$ 1,288.50
(c) 2 counselors		\$ 515.40
T.R.A.		\$ 1,375.38
F.I.C.A.		\$ 2,338.14
(1) TOTAL		\$34,277.42
1 secretary		\$ 1,500.00
P.E.R.A.		\$ 67.20
F.I.C.A.		\$ 114.75
(2) TOTAL		\$ 1,681.95
(3) Supplies		\$ 300.00
TOTAL: NUMBERS 1, 2, 3		\$36,259.37

Special Education costs are a part of Special Education summer program and budget.

Detention Center	June	July	August	Total ES
Johnson, Gayle	1959.28			1959.28
Grooters, Robin	1959.28			1959.28
Edgerton, Kyle		2062.40	1546.80	3609.20
Pemble, Helen		2062.40	1546.80	3609.20
Haapapuro, R	656.64	691.20	518.40	1866.24
Outreach Program				
Wedll, Kate	1237.44	1237.44	721.84	3196.72
Warkenthien, Terry	1237.44	1237.44	1134.32	3609.20
To Be Employed			309.36	309.36
Rath, Shirley	385.92	385.92	353.76	1125.60
Arman, Bob	385.92	385.92	353.76	1125.60
ECSE: Head Start				
Bowe, Vicki	464.04			464.04
TOTAL ESY SALARY OUTREACH, DETENTION, ECSE				22833.72

MEMORANDUM

P 94.181

TO: Bruce Anderson

FROM: Brenda Franklin

DATE: May 16, 1994

SUBJECT: RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL
OF THE TEACHING CONTRACT OF PROBATIONARY TEACHERS.

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

Leah Hoffman - Music Robert Asp
Joanne Schafer - Spanish Senior High

SUGGESTED RESOLUTION: Move to approve the resolution directing the administration to effect termination and non-renewal of the position of the probationary teachers as listed.

BMF:sdh

MAY 19 1994

MEMO #: B94.373

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: MAY 18, 1994

SUBJECT: AIR CONDITIONING - ASP, JR. HIGH & PROBSTFIELD

The three buildings have similar characteristics.

1. Interior Office areas
2. Interior media centers
3. Interior education spaces
4. Use of Special Education classroom during June & July
5. Significant use over the summer months
6. Staff who have 12 month assignments

Asp and Jr. High previously had window air conditioners.

Attached is a September 14, 1993 cost estimate for Asp and Jr. High. It is assumed that the cost for Probstfield will be somewhat less.

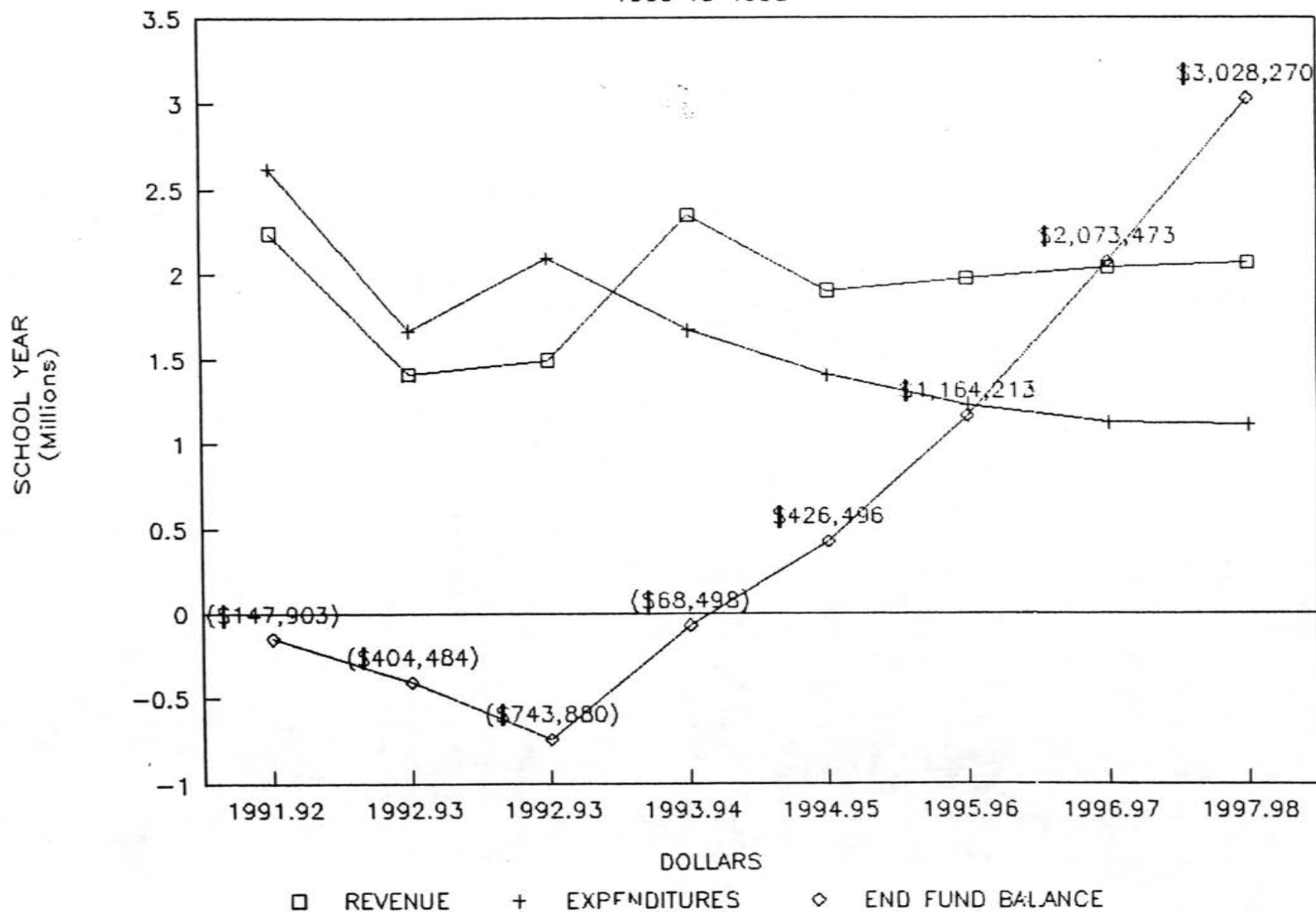
Suggested Resolution: Move to proceed with the plans and specifications for the installation of air conditioning in the IMC and administrative offices at Asp, Jr. High and Probstfield as noted on floor plans.

Estimated cost: \$180,000.00 to be financed from future facilities revenue.

cc: Mr. Jernberg
Mr. Murray
Dr. Myers
Dr. Jones

V. CAPITAL OUTLAY FUND

1990 TO 1998



5-m9-805
MIN
5-24-94

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 24, 1994
PAGE 1**

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Mark Gustafson, Anton Hastad, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None

CALL TO ORDER: Chairperson Cox called the meeting to order at 7:07 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda requesting to hold item #11, Air Conditioning-Asp, Probstfield & Junior High, until the June 14th meeting.

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

"WE ARE PROUD"

*** Congratulations were expressed to Bob Gerke, teacher at Thomas Edison, for being selected Moorhead's Teacher of the Year. Mr. Gerke has been teaching in Moorhead for 27 years.

*** Congratulations were expressed to the following students for being chosen for the 1993-94 All-State Orchestra by the Minnesota Music Educators Association: Jessica Broten, Jason Burggraff, Ningning Chen, Joel Edwards, Brian Johnson. Congratulations also to Kathy Peterson for being chosen for the 1993-94 All-State Women's Choir and Chris Thompson for the 1993-94 All-State Band.

*** Congratulations were expressed to the following students for being chosen for the 1994-95 All-Sate Orchestra by the Minnesota Music Educators Association: Ningning Chen, Anna Goodin, Charles Antonen, Jessica Broten, Jason Burggraff, Greta Swanson, Steve Rust. Congratulations also to Kathy Peterson, Jessica Olson, Stacy Nielsen, and Statcey Lindell for being chosen for the All-State Choir; and, Shauna McGillivray for the All-State Band selection.

*** Congratulations were expressed to the following Voyager School students for placing 1st and 7th, respectively, in the Regional and State math contests sponsored by the Minnesota Mathematics League: John Amble, Larissa Forde, Katie McLain, Hiva Bashir, Kristina Brakke, Travis Hoiium, and Aaron Weir. Congratulations also to the following Robert Asp School students for placing 2nd and 14th, respectively, in the Regional and State math contests sponsored by the Minnesota Mathematics League: Peter Kvamme, Ryan Bushland, Tyler Esterem, Becky Gustafson, and Dan Dangerfield. Coaches are Kevin Beckius, Shari Krchnavy and Andrea Langlie.

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INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 24, 1994
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CONSENT AGENDA: Foss moved, seconded by Gustafson, to approve the following items on the Consent Agenda:

Gifts - Accepted the gifts of \$700 each from the Junior High PTAC and Student Council to purchase a scanner and software packages.

Accepted the gift of \$1,200 each from Junior High PTAC and Student Council to purchase a stair stepper for the weight room.

Family Leave of Absence

Sheila McLeod - Paraprofessional, Senior High, to begin approximately August 27, 1994 through November 27, 1994.

Medical Leave of Absence

Arlys Christianson - Paraprofessional, Riverside, for the remainder of the 1993-94 school year.

Resignations

Angelique Barone - 4th Grade Teacher, Riverside, effective June 2, 1994.

Rebecca Lass - Paraprofessional, Junior High, effective June 3, 1994.

Wendi Glass - Paraprofessional, Washington, effective June 2, 1994.

Darla Roy - Coordinator of Adult Basic Education, effective June 30, 1994

Rescind Resignation

Minka Leeser - Paraprofessional, Robert Asp

Adult Basic Education Grant - Authorized Community Education to prepare an application for \$64,873 in state funds and \$41,088 in federal funds for 1994-95 Adult Basic Education programming.

ECFE Grant - Accepted the \$2,000 grant to participate in the MDE Early Childhood Family Education Evaluation Project.

HotSHOTS Program Grant - Accepted the \$3,000 grant for continuing the HotSHOT program through October 1, 1994.

"Cultivate Culture Week" Resolution - Authorized moral support to coordinate a Cultivate Culture Week with the City of Moorhead and Moorhead Schools Human Rights Committees.

COMMITTEE REPORTS: Reports were heard regarding the Parent Communication Network and the Youth Advisory Board meetings.

REGULAR MEETING
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INDEPENDENT SCHOOL DISTRICT #152
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ART EDUCATION PROGRAM: Teachers Janine Myrold and Judy Christofferson presented an overview of the Five Year Educational Plan for Art Education.

Hastad moved, seconded by Cummings, to accept the report of the Art Education program review and approve the purchase of art textbooks and materials as presented. Motion carried 7-0.

BUSINESS EDUCATION PROGRAM: Teacher Arlin Prochnow presented an overview of the Five Year Educational Plan for Business Education.

Cummings moved, seconded by Foss, to accept the report of the Business Education program review and approve the purchase of textbooks and materials as presented. Motion carried 7-0.

INDUSTRIAL TECHNOLOGY EDUCATION PROGRAM: Teacher Darvin Miller presented an overview of the Five Year Educational Plan for Industrial Technology.

Ladwig moved, seconded by Hastad, to accept the report of the Industrial Technology Education program review and approve the purchase of textbooks and materials as presented. Motion carried 7-0.

1994-95 SCHOOL CALENDAR REVISION: Cummings moved, seconded by Gustafson, to approve the amended 1994-95 school calendar as presented. Motion carried 7-0.

This calendar allows for teaching staff to begin workshops on August 26th.

1994-95 SABBATICAL LEAVE REQUESTS: Hastad moved, seconded by Ladwig, to approve the sabbatical leave for Marcy Christenson for the 1994-95 school year as presented. Motion carried 7-0.

1994 SUMMER SCHOOL PROGRAM: Gustafson moved, seconded by Hewitt, to approve the 1994 summer school program staff as presented. Motion carried 7-0.

RESOLUTION TO TERMINATE/NON-RENEW PROBATIONARY TEACHERS: Cummings moved, seconded by Foss, to approve the resolution directing the administration to effect termination and non-renewal of the position of the probationary teachers for Leah Hoffman - Music, Robert Asp and Joanne Schafer - Spanish, Senior High as listed. Motion carried 7-0.

AIR CONDITIONING - ROBERT ASP, PROBSTFIELD & JUNIOR HIGH: This item was removed from the agenda for further review and will be placed on the June 14th agenda.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
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The meeting recessed at 8:35 p.m. and resumed at 8:45 p.m.

SCHOOL BOARD SELF-EVALUATION: The Board conducted a self-evaluation.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Hastad requested the postponed motion regarding the Voyager/Riverside principalship be placed on the June 14th agenda for closure.

Franklin reported that principal applicants are being interviewed. The Board requested a list of applicants to be interviewed.

ADJOURNMENT: Chairperson Cox adjourned the meeting at 10:50 p.m.

Carol Ladwig, Clerk