



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

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.

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

JUNE 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. 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.

SCHOOL BOARD AGENDA - JUNE 14, 1994
PAGE 2

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Acceptance of Donations/Gifts - Page 6
- (2) Approval of Camp Confidence Field Trip - Pages 7-8

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Petty Cash Account - Page 9
- (2) Approval of ADA Signage - Pages 10-12
- (3) Approval of General/Paper/Art Supply Bids - Page 13

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Acceptance of Resignations - Page 14
- (2) Approval of Transfer - Page 15

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Acceptance of Community Education Grant - Page 16
- (2) Acceptance of Indian Education Grant - Page 17
- (3) Approval of 1994-95 Amended Calendar - Pages 18-19
- (4) Acceptance of Post Prom Contributions - Pages 20-24
- (5) Approval of May 10, 17 & 24, 1994 Minutes -
Pages 25-32
- (6) Approval of June Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. AIR CONDITIONING - ROBERT ASP, PROBSTFIELD & JUNIOR HIGH -
Lacher Pages 33-40

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, Probstfield and Moorhead Junior High as noted on the floor plans.

Moved by _____ Seconded by _____
Comments _____

5. FIVE YEAR EDUCATIONAL PLAN 1993-94 PROGRESS REPORT & 1994-95 MODIFICATIONS - Anderson/Jernberg Pages 41-43

Suggested Resolution: Move to approve the Five Year Educational Plan revision and accept the 1993-94 Draft Five Year Educational Plan results.

Moved by _____ Seconded by _____
Comments _____

6. PERSONAL & FAMILY LIFE SCIENCE PROGRAM UPDATE - Jernberg
Page 44

Suggested Resolution: Move to accept the report of the Personal & Family Life Science program review and approve the purchase of textbooks and materials as presented.

Moved by _____ Seconded by _____
Comments _____

7. 1994-95 STAFF DEVELOPMENT PLAN - Franklin
Page 45

Suggested Resolution: Move to approve the 1994-95 Staff Development Plan.

Moved by _____ Seconded by _____
Comments _____

8. PARKING AND TRAFFIC CIRCULATION STUDY - Jernberg
Page 46

Suggested Resolution: Move to accept the parking and traffic circulation studies as presented and request that they be forwarded to the Moorhead City Council. Direct administration to begin implementation of Phase I recommendations and further review other aspects of the reports.

Moved by _____ Seconded by _____
Comments _____

9. PART-TIME/SUBSTITUTE PAY SCHEDULE - Franklin
Pages 47-48

Suggested Resolution: Move to approve the salary schedule as presented.

Moved by _____ Seconded by _____
Comments _____

10. SENIOR HIGH COPY MACHINE - Lacher
Page 49

Suggested Resolution: Move to approve the financing of the copier replacement of \$28,000 out of district equipment and finance the yearly maintenance cost of \$8,950 from their equipment allocation.

Moved by _____ Seconded by _____
Comments _____

11. SPECIAL EDUCATION EXTENDED YEAR SCHOOL PROGRAM - Swedberg
Pages 50-55

Suggested Resolution: Move to approve the staff for the Special Education Extended Summer School program as presented.

Moved by _____ Seconded by _____
Comments _____

12. REMODELING AT MOORHEAD SENIOR HIGH - Lacher
Pages 56-60

Suggested Resolution: Move to award bid to the lowest bid meeting specifications: Christianson's Business Furniture, Fargo, in the amount of \$15,621.00, to be financed over five years at 5% interest from the Building Equipment budget.

Moved by _____ Seconded by _____
Comments _____

13. FIRST READING OF POLICY - Anderson
Pages 61-62

Conduct a first reading of the Decision Making in the Moorhead Public Schools (AB) policy.

14. REVISION OF DISCIPLINE POLICY - Anderson
Pages 63-76

Suggested Resolution: Move to approve the revisions to the Discipline (JK) policy as presented.

Moved by _____ Seconded by _____
Comments _____

15. RIVERSIDE/VOYAGER SCHOOLS BUILDING LEADERSHIP - Anderson
Page 77

Closure of tabled motion regarding Riverside/Voyager School Improvement Plan evaluation.

16. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

1. Set July Organizational Meeting
2. Superintendent Year-End Evaluation

17. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
School Board Mtg.	Tues., June 14	7:00 p.m.	Townsite
Administrative Cabinet Workshop	Mon., June 20 - Thurs., June 24	8:00 a.m. 4:30 p.m.	Madison
School Board Mtg.	Tues., June 28	7:00 p.m.	Townsite

MEMO #: I-94-408
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Acceptance of Gifts
DATE: June 8, 1994

The District has received the following gifts:

- 1) Rainbow instructional equipment from the Thomas Edison Elementary School PTAC. The value of this gift is \$99.95.
- 2) A banner stating "Thank you parents, your support is appreciated!" given to Edison Elementary School by Arlene Mickley. The value of this gift is approximately \$50.
- 3) Apple IIe computer system and extra color monitor from Ronald W. Lattimore of Moorhead for use in the ESL classroom at George Washington Elementary School. The value of this gift is approximately \$250.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMO #: I-94-410

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Request Approval for Major Magnitude
Overnight Field Trip

DATE: June 8, 1994

Attached is a request by secondary staff who will provide developmental/adaptive physical education and moderate/severe mentally impaired programming for students on an overnight field trip to Camp Confidence near Brainerd, Minnesota. This experience has been provided each year for over 10 years.

Suggested Resolution: Move to approve the overnight field trip to Camp Confidence.

RMJ/mdm
Attachment

FIELD TRIP PROPOSAL

Department: D/APE - Special Education
School Year: 1994-95
Date: September 22 and 23
Activity: D/APE Overnight trip to Camp Confidence

I. Gaining Approval - Section C.

- a. The overnight camping trip to Camp Confidence is related to the D/APE philosophy of allowing special students the opportunity to experience and learn appropriate lifetime/leisure activities. The experiences gained at Camp Confidence will further the individuals social adjustment; help generate a feeling of self-worth and self-confidence through trial and accomplishment.

- b. Location - Brainerd (

General Itinerary - We will leave at 9:00 a.m. Thursday, September 22 from the Senior High School. We will travel on Highway 10 until Motley, then on Highway 210 to Camp. The group will return at 3:00 p.m., Friday afternoon, September 23.

School Days Involved - 2

- c. Transportation plans: District 152 school bus with trailer and school car.
- d. Housing plans: Housing is provided by Camp Confidence at no charge.
- e. Probable number of students involved - 30
- f. Individual cost: \$15.00 per student
District cost: Transportation cost - \$700.00
- g. plans for funding the trip: same as above

MEMO #: B94.382

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: JUNE 7, 1994

SUBJECT: MIGRANT SUMMER SCHOOL - PETTY CASH

The Migrant Summer School is requesting a Petty Cash Fund be set up for \$200.00.

Suggested Resolution: Move to approve setting up a Petty Cash Fund for Migrant Summer School for \$200.00.

MEMO #: B94.383

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: JUNE 7, 1994

SUBJECT: ADA COMPLIANCE - SIGNAGE

Bids were opened on May 24, 1994. We received two bids. This will replace signs in all building spaces that need ADA requirements.

The project will be financed through the Accessibility Levy.

Suggested Resolution: Move to award to the low bidder meeting specifications:

Clare's Engraving
Moorhead, MN 56560

for the amount of: \$39,000.00 and one building directory for each building for the amount of: \$140.00 each.

Attachment: Tabulation of bids

11

TABULATION OF BIDS

**BUILDING SIGNAGE PROJECTS
INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA**

PROJECT NO. 9001.69

**FOSS ASSOCIATES
Architecture, Engineering & Interiors
Moorhead, Minnesota**

BID OPENING: May 24, 1994

Contractors	A d d e n d u m	S e c u r i t y	C a l. D a y s	Base Bid 1 - Senior High School	Base Bid 2 - Probstfield Elementary	Base Bid 3 - South Junior High	Base Bid 4 - Robert Asp School	Base Bid 5 - Edison Elementary	Base Bid 6 - Washington Elementary
Clare's Engraving Moorhead, Minnesota	x	x	120	\$11,223.00	\$4,358.00	\$5,507.00	\$4,910.00	\$2,455.00	\$2,775.00
Engraphix Fargo, North Dakota				NO BID					
FRS Industries Fargo, North Dakota "Economy Line"	x	x	95	\$11,755.77	\$4,310.58	\$5,260.26	\$6,037.43	\$2,584.48	\$2,748.22
FRS Industries Fargo, North Dakota "Architectural Grade"	x	x	95	\$12,985.44	\$4,856.50	\$5,932.83	\$6,952.14	\$2,823.59	\$3,022.05

TABULATION OF BIDS (Continued)

**BUILDING SIGNAGE PROJECTS
INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA**

PROJECT NO. 9001.69

Contractors	Base Bid 7 - Voyager School	Base Bid 8 - Townsite Center	Base Bid 9 - Riverside and Lincoln School	Base Bid 10 - Maintenance/ Transportation Garage	Base Bid 11 - Combined Bid - All Schools/ Buildings	Unit Price No. 1 - Building Directory
Clare's Engraving Moorhead, Minnesota	\$1,476.00	\$3,598.00	\$2,709.00	\$391.00 *	\$39,000.00	\$140.00
Engraphix Fargo, North Dakota						
FRS Industries Fargo, North Dakota "Economy Line"	\$1,689.58	\$3,685.51	\$3,172.75	\$805.15 *	\$42,049.73	\$345.98
FRS Industries Fargo, North Dakota "Architectural Grade"	\$1,919.42	\$3,966.11	\$3,500.75	\$852.48	\$46,811.31	\$345.98

MEMO #: B94.386

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: JUNE 8, 1994

SUBJECT: AWARDING OF GENERAL/PAPER/ART SUPPLIES

On May 31, 1994 we opened our General/Paper/Art Supply bid.
Listed below are the low vendors meeting specifications.

Cole Paper	\$29,786.05
Fargo, ND	
Nationwide Paper	\$ 8,369.48
Minneapolis, MN	
St. Paul Book	\$ 6,461.10
St. Paul, MN	
Standard Stationery	\$ 5,214.51
Wheeling, IL	
Midwest	\$ 3,508.50
Fargo, ND	
Unisource	\$ 2,960.50
Fargo, ND	
Beckley Cardy	\$ 1,793.22
Duluth, MN	
Nasco	\$ 1,169.13
Ft. Atkinson, WI	
Valley School	\$ 991.84
Appleton, WI	
Supreme School	\$ 870.87
Arcadia, WI	
Northern School	\$ 751.60
Fargo, ND	
Colborns	\$ 709.31
Billing, MT	
Triarco	\$ 704.62
Plymouth, MN	
OEI	\$ 672.75
Lakeville, MN	
Office Interiors	\$ 519.30
West Fargo, ND	
Dacotah Paper	\$ 150.12
Fargo, ND	
Leslie/Western	\$ 126.50
Fargo, ND	
TOTAL	\$64,759.40

Bids can be reviewed in Business Office

Suggested Resolution: Move to award General/Paper/Art Supplies bid for \$64,759.40 to low bidders meeting specifications as listed above.

MEMORANDUM P 94.184

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 9, 1994
SUBJECT: Resignation of District Employees

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

Cheryl Feigum - Science Teacher, Moorhead Senior High, effective August 26, 1994.

Beth Lenius - English Teacher, Moorhead Senior High, effective July 31, 1994.

Brad Olson - Industrial Arts, Moorhead Senior High, effective August 26, 1994.

Steven Olson - Science Teacher, Moorhead Junior High, effective June 3, 1994.

Thomas Ross - Media Generalist, Moorhead Senior High, effective June 3, 1994.

Crystal Thorson - Art Teacher, Moorhead Sports Center, effective June 3, 1994.

Deb Jacobson - Computer Operator Food Service, Voyager School, effective June 2, 1994.

Brenda Nicholas - Paraprofessional Indian Education Program, Voyager School, effective June 2, 1994.

Suggested Resolution: Move to accept the resignations as presented.

BMF:sdh

MEMORANDUM

P 94.190

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 9, 1994
SUBJECT: Transfer

The administration requests approval of the transfer of the following employee:

Sandra Cegla - Library Secretary Senior High, A13 (7) to Library Secretary Washington Elementary, A12 (7) effective for the 1994-95 school year.

Suggested Resolution: Move to accept the transfer as presented.

BMF:sh

JUN 3 1994

MEMORANDUM

TO: Dr. Anderson
FROM: Rose Andersen *W*
DATE: June 2, 1994
RE: Donation to Moorhead Youth Leadership Council

Altrusa International Club of Moorhead donated \$100, to Moorhead Community Education to be used for the Service Learning Program for the Youth Leadership Project.

The Youth Leadership Project is for Moorhead students completing grade six, seven or eight. It is an intensive four day curriculum developing team building, leadership, community awareness and Service Learning. It will meet from July 18-21 at the Fargo-Moorhead YMCA.

Suggested Resolution: Move to accept the \$100 gift for the Moorhead Youth Leadership program.

C.
current

"Dare to Dream"

JUN 1 1994

ROBERT ASP SCHOOL

BETTY MYERS • PRINCIPAL
BERT CHAMBERLAIN • ASST. PRINCIPAL
DON ELLINGSON • COUNSELOR

To: School Board & Superintendent
From: Indian Education Committee - Donna Longie & Bert Chamberlain
Re: Resolution to accept Indian Post-Secondary Preparation Program
(PSPP)
Date: 24 May 94

The Indian Education Committee is asking the school board to accept the American Indian Post Secondary Preparation Program grant of \$19,544.00 for the 1994-95 school year. The purpose of the grant is to hire tutors and to offer incentive awards to Indian students who are progressing towards their high school diploma.

MEMO #: S-94-225

TO: School Board
FROM: Bruce R. Anderson, Supt.
RE: 1994-95 School Calendar Amendment
DATE: June 8, 1994

Following our last school board meeting, a clarification was received from the State related to a change in the acceptable calendar starting date for students for the 1994-95 school year.

The legislative change permits students to start on Thursday, September 1, 1994. Thus, August 31st will become a staff workshop day and March 24, 1995 a day of student attendance. The final recommended 1994-95 calendar is attached.

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

BRA:cbp
Attachment

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	1	2	3	4
14	8	9	10	11
21	15	16	17	18
28	22	23	24	25
	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	28	K-12 Workshop
	29, 30, 31	K-12 Workshop
Sept	1	Classes Start
Sept	5	Labor Day
Oct	20, 21	MEA
Nov	4	K-12 MEEP
	4	End of 1st Quarter 48 Days
	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 43 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 46 Days K-6 45 Days 7-12
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 45 Days K-6 48 Days 7-12
Snow Make Up		
	Feb 17	
	April 17	
	June 2	
Total		182 Days

Revised June 14, 1994

JUN 6 1994

MEMORANDUM

TO: Dr. Anderson
FROM: Rose Andersen *Rose*
DATE: June 3, 1994
RE: Post-Prom Contributions

Attached is a list of contributors for the 1994 Post Prom party. The committee raised \$4,553 from service clubs and businesses. An ad was placed in the Forum to thank these contributors. Many non-cash contributions were also received. Students also thanked them directly. These donations should be recognized and accepted by the Board. Total income was \$6,533 with \$1,680 from sales of 336 tickets and \$300 from parent donations.

SUGGESTED RESOLUTION:

Move to accept the contributions for the 1994 Post Prom party.

encl.

31.postprm.let

THANKS TO THESE BUSINESSES AND ORGANIZATIONS AS WELL AS MANY PARENTS FOR MAKING
MOORHEAD POST - PROM 1994 SUCH A SUCCESS!

OPTIMIST CLUB-Moorhead

621 Center for Hair
A & T Supply
AAA Insurance
AB Advertising
ABC Seamless
All Star Bowl
Allen Ross Photography
Allied Insurance
American Family
American Crystal Sugar
American Bank
American Legion Post No. 21
American Family
American Family
Anderson, Dr. Garfield, DDS
Arvid Benson
Athletic Clubs
B & B Industrial Sales
Balloons Etc.
Bargains
Barrett Mobile Home
Bert's trucking
Beta Seed
BKU Inc.
Border States Industries, Inc.
Bowler
Brad Ragen
Bridal Shop II
Bridal Images
Briggs Floral
Bud's Amoco
Burger King
Burger Time
Busch Agricultural Resources
Cahill & Marquart, P.A.
Camelot Cleaners
Camrud Foss
Canary's
Carlson & Associates
Carol's Craftique
Carrow's Formal Wear
Cash Wise
Cass Clay Creamery, Inc.
CBI
Cenex
Champion Auto
Cheri Paul
Chi Chi's
Chilis

Cinema 7
City of Moorhead
Classic Jewelers
Coast to Coast
Cole Paper
Comfort Inn
Computerland
Concordia College
Cost Cutters - 10 free shampoo &
condition with reg priced haircut
Country Greenery - \$10.00 gift
certificate
Country Kitchen - 2 coupons for
Chicken dinners
Cozy Hearth - \$15.00 gift certificate
Creative Kitchen - summer glass set
D & S Beverages - 45-9 oz. bags
assorted chips
Dakota Hospital - 4 fanny packs
Dakota Tropicals - 10 gal aquarium
Dayton's - \$50.00
DeBates, Dr. Todd DDS - \$15.00
deLendrecie's Hair - summer shampoo
bag
deLendrecie's \$20.00 gift certificate
Disk & Tape Attn: John - 6 CD's
Dixon Insurance - \$50.00
Domino's - 2 free large 2 topping
pizza
Don's Car Wash - 3 free washes
Dosland, Nordhougen, Lillehaug,
Johnson, Saande, PA - \$25.00
Doublewood - sweatshirt
Dreamers - 1 sweatshirt, 1 polo shirt
Duane's House of Pizza - 4-\$10.00 gift
certificates
Duling Optical Attn: Keith -
sunglasses
Eckroth Music - rain stick
Eid-Co- \$25.00
Eide Helmeke & Co. - \$50.00
Embers - \$5.00 gift certificate
Eventide Lutheran Home - \$50.00
Everson Co. - 2 car wax kits
Eyecare - \$25.00 gift certificate
Family Chiropractic
Associates - \$20.00
Family Dentistry, LTD-Wayne
Christianson - \$35.00

Fargo Implement - \$25.00
 Fargo Glass & Pain - mirror
 Fargo Theatre - 4 free movie tickets
 Farm Credit Services - \$50.00
 Fashion Bug - heart frame
 Fevig Insurance - key chains
 Flament-Ulman - \$50.00
 FM Printing (Larry Bexell) - 2 Marker
 Boards & 1 Wipe off Memo Board
 FM Animal Hospital - 1 heartworm test
 FM Dog Obedience - One Beginner
 Course (\$35 Value)
 FM Community Theatre - 1 free
 membership
 Footlocker - stocking cap, baseball
 cap
 Forum - 2 sweatshirts
 Foss Associates of MN - \$25.00
 Foster's Pharmacy - \$10.00
 Fryn' Pan (Scott Christenson) - 4 Gift
 Certificates
 G & M Services 2 - \$15.00
 Gateway - 2 t-shirts, 2 hats
 Gibb & Sons - \$15.00
 Giovanni's - 3-\$5.00 coupons
 Gjevve, McLarnan, Hannaher, Vaa,
 Skatvold & McLarnan - \$25.00
 Glamour Shots - free sitting
 Godfather's Pizza - one large pizza
 coupon
 Golden Phoenix - 2 \$5.00 meal tickets
 Grosz - film & development of pictures
 at party
 Ground Round - 2 - \$10.00 gift
 certificates
 Hair Design by Tracy -
 conditioning/detangler
 Hair Success - T-shirt
 Hairloft - \$14.00 gift certificate
 Halberstadt's \$25.00 gift certificate
 Hallmark, EastTen - 1 t-shirt
 Hampton Inn - 2 polo shirts, 3 hats
 Happy Joe's - 2 Little Joe Pizza
 coupons
 Hardee's - 5-\$5.00 gift certificate
 books
 Harrington Photography - 4 - \$50.00
 gift certificates
 Haugen Masonry - \$25.00
 Haute Boutique - T-shirt
 Herbergers - 1 basketball
 His & Hers - 2 brushes
 Homemakers Villa - 2 video tapes
 Hornbachers - 24 - 12 packs pop
 I-29 Amusement Park (Todd Elmer) - 4-
 \$10 gift certificates
 Jack's Express - 2-\$5.00 gift
 certificate
 JAQ's Garage - \$20 off any repair or
 an oil change
 JC Penny - 2 \$10.00 gift certificate
 Jiffy Lube - 1 free Jiffy Lube service
 JoAnn Fabrics - fragrance crock
 John C. Arneson Agency - \$50.00
 K-9 Pet Store - aquarium hood
 K-Mart - golfballs
 KarDu - Attn: Jeff-\$15.00
 KDSU - 2 cups, 3 tapes, 1 cd
 Kentucky Fried Chicken - 4 free-3pc.
 chicken dinners
 KFGO - 2 t-shirts, 5 tapes
 KFNW/FM - many pens, 2 frisbees, 5 yo
 yo's, brass ruler
 Kinney Shoes - purse
 KISS FM - 2 t-shirts, 2 tapes
 Knight's Chamber Clothier - \$20.00
 gift certificate
 Kool 955 - 4 sets dice for care
 Korsmo Funeral Home - \$30.00
 Kost, Inc. - \$50.00
 KQ 98.7 FM - 2 t-shirts, 4 tapes, 2
 CD's
 Kragnes Farmers Elevator - \$25.00
 KTHI - 6 cups and 1 T-shirt
 Kvamme - \$25.00 gift certificate
 KVOX/Country 100 - 7 CD's and 4 tapes
 KXJB - 3 thermo cups
 L & L Electric Motor - \$10.00
 Larry's Auto Body - \$25.00
 Larson, William, DDS - \$25.00
 Larum-Pladson Chiropractic Clinic -
 \$20.00
 Laurie's - tablet
 Lichtsinn, Anderson Insurance - \$30.00
 Little Caesars Pizza - 2 gift
 certificates for 2 med./2 topping
 pizzas
 Lunde Lincoln Mercury - \$25.00
 Madison - 2 free breakfast brunches
 Magnovox Red River - 1 universal remote
 Maintenance Engineering - igloo cooler
 set
 Matson Oil - 2 - 12 packs
 McDonald's - 20 free sandwich coupons
 and 20 free french fry coupons
 Melberg Christian Book & Gift - \$15.00
 gift certificate
 MeritCare (Jane Heilman) - \$100.00/1

sweatshirt, 1 t-shirt & 3 drink
 containers
 Metropolitan Federal - weber grill
 Mid American Steel - 6 caps
 Midwest Vision - 1 pair sunglasses
 Miller, Norman & Associates - \$50.00
 Minnesota Public Radio - one T-Shirt
 Moorhead Dairy Queen - 10 Royal Treat
 coupons
 Moorhead Education Association - \$100
 worth of entertainment coupons
 Moorhead Lioness Club - \$200.00
 Moorhead Vision - sunglasses
 Moorhead Chamber of Commerce - 4-Star
 of the North watches
 Moorhead Highway Host - 2 - \$5.00 meal
 tickets
 Moorhead Country Club - 2 Sunday
 brunch certificates
 Moorhead Drug - 1 teddy bear
 Moorhead State University -
 sweatshirt, t-shirt, 2 bike jugs, 2
 sweatband sets
 Morlock Chiropractic Center - \$25.00
 Motel 75 - \$10.00
 Mr. Steak - \$10.00 gift certificate
 MSI Insurance-Mike Andvik - \$50.00
 Mutual Group - \$100.00
 NAPA - portable CD carryall
 Naturalizer Shoes - 9 sets clip
 buttons
 NDSU - Varsity Mart - \$10.00 gift
 certificate
 Nerland Oil-Johnson Oil - PO Box 1350
 - 5 - \$10.00 gas coupons
 New Dimension - \$10.00 gift
 certificate
 Next Generation - 1 \$15.00 gift
 certificate
 Northpole Pet Center - air pump
 Northwestern Costume Theater - \$20.00
 gift certificate
 Norwest Bank(Mhd)-Beach bag, towel, 2
 frisbee's, cards, radio, pen set
 Opticare - \$25.00 gift certificate
 Ortons - 2 - 12 packs pop
 Pack-n-Ship - balloon gift certificate
 Pannekoeken - 7-\$10.00 gift
 certificates
 Paradise Divers - 1 free scuba course
 Paradiso - \$10.00 gift certificate
 Peggy's Hallmark - June Precious
 Moments

Pepper's (Mel) - 1 sweatshirt, 1 punch
 card coupon
 Pepsi - 5-t-shirts
 Perkins - 1 meal coupon
 Personal Touch Embroidery - 1
 sweatshirt
 Pet Center - undergravel filter
 Pick-a-Video - 3 free movies
 Pioneer Mutual - Arnold
 Pizza Hut - 10 Personal Pan Pizza
 coupons
 Playmakers - t-shirt
 Ponderosa - 2-\$5.00 gift certificates
 Portraits by James - 4 gift
 certificates-one sitting free
 Premiere Video (Randy Northey) - 50
 movie rental coupons
 Radio Shack - 4 flashlights
 Radisson - gift certificate for sunday
 brunch for two
 Rax - 4 - \$5.00 gift certificate books
 Red River Lanes (Marlene Zitzow) - 20
 free bowling games
 Red River Human Services - 10 decks
 cards
 Red Lobster - 1 pie coupon
 Red River Electric - \$25.00
 Red River Title Services, Inc. -
 \$25.00
 Red River Trails - \$100.00
 Ringstrom Law Office - \$50.00
 Rita's Beauty School - 2 \$10.00 gift
 certificates
 Ritz Camera Mhd. - 2 films 50% off
 processing
 Ritz Camera-West Acres - scrapbook & 2
 films
 Rod's West Acres Amoco - 2 - \$10.00
 gift certificates
 Roger's Sandwich - 2 \$5.00 gift
 certificates
 Roses to Go - \$10.00 gift certificate
 Royal Jewelers - 2 space pens
 Royal Fork - 2 lunch gift certificates
 Sabin C-Store - \$20.00
 Sammy's Pizza - \$10.00 gift
 certificate
 Sams Club - \$25.00 gift certificate
 Scheels (Mhd.) - Nike duffle bag,
 sweatshirt, t-shirt & 2 drink
 containers
 Scherling Photography - \$50.00 gift
 certificate
 Selland - 2 free oil changes

Sher's - 2 \$5.00 gift certificates
 Shogren Chiropractic Clinic - \$25.00
 Shotwell Floral - \$15.00 gift certificate
 Simplot - radio
 Skippers - 1 meal coupon
 Speak Easy \$15.00 gift certificate
 Sports Dome - \$5.00 gift certificate
 Stamart - 2 \$10.00 gift certificates
 State Bank of Fargo - \$50 U.S. Savings Bond
 State Bank of Hawley - \$25.00
 Stein's Inc. - \$30.00
 Straus - pants (can be exchanged for any size)
 Stucture -
 Sturdevants - 3 caps, 3 decals, 6 hot licks, 1 jacket
 Subway - 2 free sandwich coupons
 SunMart So. Store - 2-24 packs pop
 Sunset Lanes (J.S.) - 20 free bowling games
 Sunshine Tree - \$5.00 gift certificate
 Sunshine Shop - notepad, dish
 Sweeney Cleaners - 3 coupon books
 Taco Johns - 30 food coupons
 Taco Bell - 10 \$1.00 gift certificates
 Taco Shop 2 \$5.00 gift certificates
 Take 2 Video - 3 - \$7.77 gift certificates
 Target - \$10.00 gift certificate
 Teammakers Gaming - 12 decks cards
 Teamsters - \$500.00
 TGIF - \$10.00 gift certificate
 The Buckle - 2 - \$25.00 gift certificates
 TLC - 2 CD certificates (JR's Trading Post)
 Tolbolt, John or Mary - \$15.00
 Tollefson & Co. - \$25.00
 Town & Country - \$10.00 gift certificate
 Tradehome Shoe - \$15.00 gift certificate
 Trader & Trapper - \$10.00 gift certificate
 Tranby, Dr. David - \$20.00
 Treetop - \$15.00 gift certificate
 Two Plus Two - \$5.00 gift certificate
 Valentino's - t-shirt
 Valley Kitchen - 3 piece chicken dinner
 Vanity - \$25.00 gift certificate
 Vic's Lounge - \$25.00

Vikingland Kiwanis- \$100.00
 Village Inn - 2 free meals
 Virgo's Pizza - \$10.00 gift certificate
 Vision World - 2 sunglasses
 Voxland Electric, Inc. - \$25.00
 Wallworks - 4 t-shirts
 Walmart Vision - \$25.00 gift certificate
 Walmart - \$25.00 gift certificate
 Ward Muscatell - \$25.00
 Warner & Co. Insurance - \$25.00
 Wayne's Trophy - \$25.00
 Weivoda - 2 mud rugs
 West Acres Bowl - 5 free games
 West Acres Cinema - 2 movie passes
 Whale of a Wash - 25 car wash quarters
 Widman Candy - 1 lb. candy
 Wimmers - 2 set earrings
 Wold, Johnson, Feder, Brothers, Beauchene, & Schimmepfenning, PC,- \$25.00
 Young America - 2 t-shirts

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

HENNING, METZ, HARTFORD & ASSOCIATES, INC.

MECHANICAL
ENGINEERS11 ROBERTS STREET
2850 24TH AVE. S.FARGO, ND 58102
GRAND FORKS, ND 58201(701) 235-7369
(701) 746-8259
FAX: (701) 235-7682R. G. METZ AIA
G.D. HARTFORD PE

September 14, 1993

Post-It™ brand fax transmittal memo 7671		# of pages = 3
To WILLIS	From MARK D	
Co. FOSS	Co. HHM	
Dept.	Phone #	
Fax #	Fax #	

Mr. William Cowman, AIA
Foss Associates
P.O. Box 2823
Fargo, ND 58108

RE: Moorhead Schools A/C Analysis
Moorhead, Minnesota
HHM Project No. 9358

Dear Bill:

We have completed our preliminary analysis to provide air conditioning in ONLY the administrative offices and IMC areas of both Moorhead Jr High and Robert Asp schools.

Both schools are very similar in cooling requirements and layout such that at this early stage of proposed work, the equipment requirements, location and cost estimates are essentially the same.

To provide cooling to ONLY the administrative offices and IMC areas we propose the use of an air cooled chiller in conjunction with chilled water pumps. We recommend the chiller be located outside and adjacent to the existing boiler room. Chilled water pumps will be required and could be located within the existing boiler room. Chilled water piping should be routed in the existing pipe tunnels and connected to existing chilled water piping serving each of the penthouse air handlers (two per school). The existing penthouse air handling units, located on the roof above the IMC area, currently contain cooling coils and will require relatively minor control adjustments to accommodate cooling capability.

With the addition of the new cooling system proposed, a new electrical service will also be required.

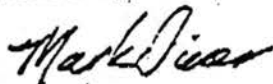
Our opinion of probable construction cost to add air conditioning to each school is approximately \$80,000 (per school).

Please understand that our analysis defines cooling capacity adequate only to serve the administration offices and IMC areas. No other areas are included at this time.

If you have any comments or questions please contact us immediately.

Sincerely,

HENNING, METZ, HARTFORD & ASSOCIATES, INC.



Mark Dieser, EIT
Mechanical Engineer

CONSTRUCTION COST ESTIMATE				DATE PREPARED 14-Sep-93		SHEET 1 OF 1					
PROJECT Moorhead Junior High / Robert Asp A.C. Analysis					<input checked="" type="checkbox"/> CODE A (NO DESIGN COMPLETED) <input type="checkbox"/> CODE B (PRELIMINARY DESIGN) <input type="checkbox"/> CODE C (FINAL DESIGN) <input type="checkbox"/> OTHER (SPECIFY) _____						
LOCATION Moorhead, Minnesota											
ARCHITECT/ENGINEER Henning, Metz, Hartford & Associates, Inc.											
DRAWING NO. Summary			ESTIMATOR Vern Hanson		CHECKED BY Mark Dleser						
MECHANICAL		SUMMARY		QUANTITY		LABOR		MATERIAL		TOTAL COST	
				NO. UNITS	UNIT MEAS	PER UNIT	TOTAL	PER UNIT	TOTAL		
HEATING & COOLING PIPING							\$10,876		\$34,275	\$45,151	
SUBTOTALS							\$10,876		\$34,275	\$45,151	
TAX @ 6%										\$2,057	
PROFIT @ 10%										\$4,721	
OVERHEAD @ 5%										\$2,360	
CONTROLS							\$2,500			\$2,500	
INSULATION							\$1,330			\$1,330	
TESTING & BALANCING							\$600			\$600	
NEW ELECTRICAL SERVICE							\$20,000			\$20,000	
MECHANICAL TOTAL										\$78,719	

077/
CAF
283
197 S.F.

ELEV

CLASSROOM
221
1075 S.F.

220
10 S.F.

CLASSROOM
222
895 S.F.

222A
130 S.F.

GIRLS
218

218A

CLASSROOM
219
800 S.F.

CLASSROOM
216
795 S.F.

CLASSROOM
217
825 S.F.

CLASSROOM
215
745 S.F.

CLASSROOM
214
825 S.F.

CLASSROOM
213
800 S.F.

211A

BOYS
211

210A
170 S.F.

CLASSROOM
209
895 S.F.

209A
125 S.F.

208
10 S.F.

207

CLASSROOM
212
800 S.F.

CLASSROOM
210
900 S.F.

CLASSROOM
206
800 S.F.

CLASSROOM
205
910 S.F.

201A
98 S.F.

CLASSROOM
204
895 S.F.

STOR.
202
779 S.F.

CLASSROOM
201
890 S.F.

FIRST FLOOR PLAN

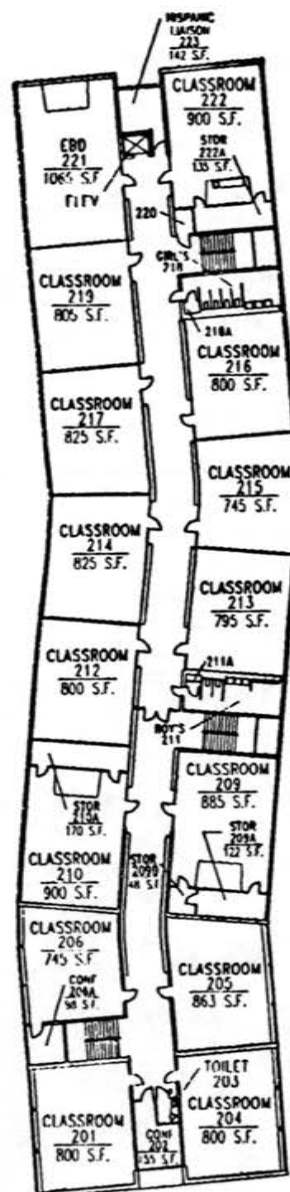
ROBERT ASP

SCALE: 1" = 10'

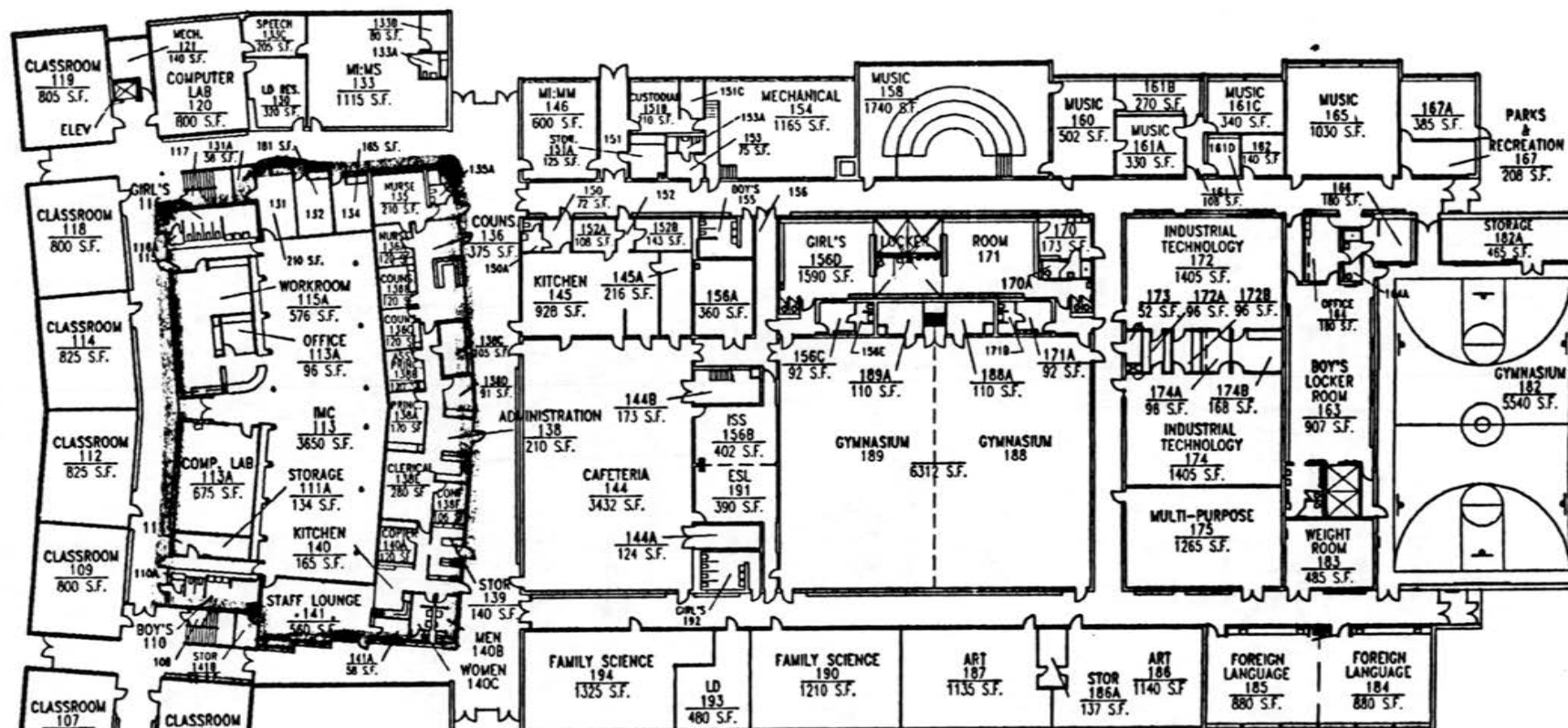
FIRST FLOOR PLAN

ROBERT ASP SCHOOL

SCALE: 1 5 10 20 40



SECOND FLOOR PLAN

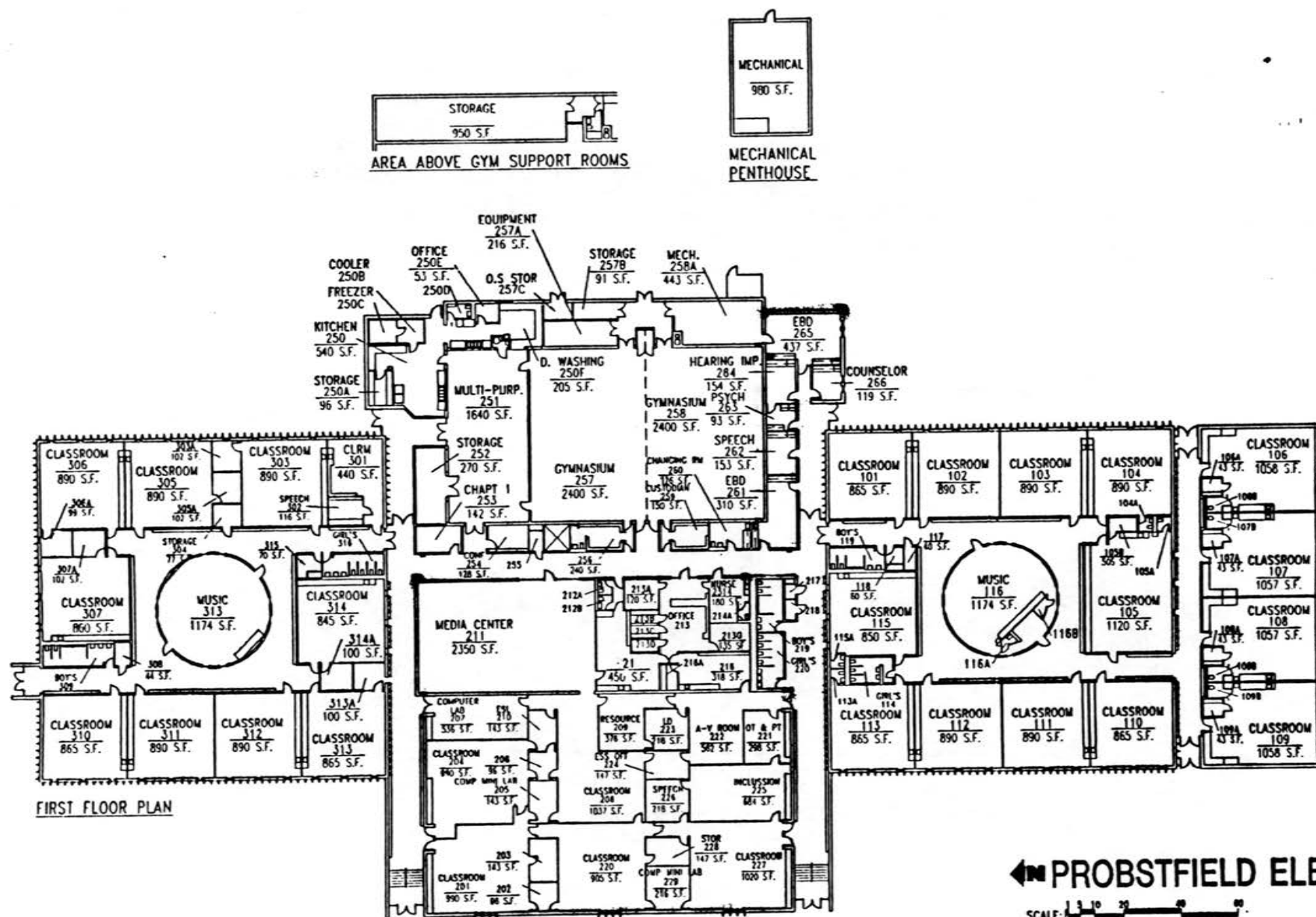


FIRST FLOOR PLAN



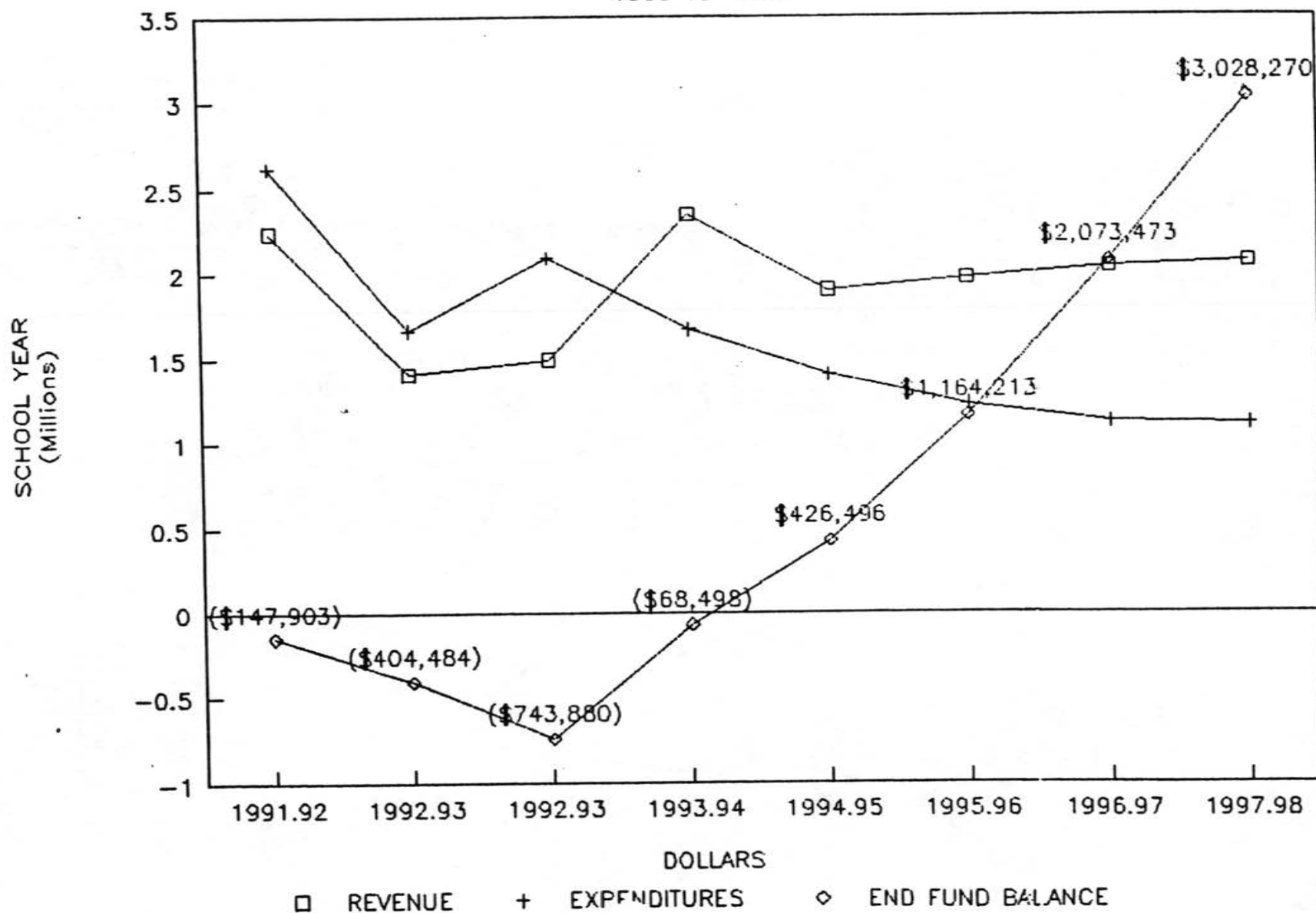
JUNIOR HIGH SCHOOL

SCALE: 1 5 10 20 40



V. CAPITAL OUTLAY FUND

1990 TO 1998



MEMO #: I-94-405

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Five Year Educational Plan Revision and Results

DATE: June 8, 1994

Attached are the Five Year Educational Plan Recommendations for Revision and the 1993-94 Draft Five Year Educational Plan Results.

Suggested Resolution: Move to approve the Five Year Educational Plan Revision and to accept the 1993-94 Draft Five Year Educational Plan Results.

RMJ/mdm
Attachments

6/8/94

Five Year Educational Plan
Recommendations for Revision

Strategic Area: CURRICULUM AND INSTRUCTION
Priority: OUTCOME BASED EDUCATION

Current statement on page 5, Item 4c: Implement ILPs for students in grades 5 and 6. Completion Date: November 1, 1994.

Replaced by: Implement ILPs for students in grades 5 at Robert Asp School. Completion Date: November 1, 1994.
Implement ILPs for students in grades 5 and 6 at Voyager School and students in grade 6 at Robert Asp School.
Completion Date: November 1, 1995.

Current Completion Date on page 6, Item 6a. reads March 1994.

Replaced by: March 1994 and Ongoing.

Strategic Area: CURRICULUM AND INSTRUCTION
Priority: ENHANCED CURRICULUM AND INSTRUCTION

Page 13, Item 4a should read: "Pod" philosophy of scheduling students in core subject areas or other alternative structures will be implemented at the junior and senior high school level. Completion Date should read: Junior High Grade 7 1994-95; Grade 8 1995-96; and Senior High Grades 9-12 1995-96 through 1998.

Page 17, Item 8a.-e., Person(s) Responsible, add Community Education Director for all items. Items 8a. and b., Completion Date should read: May 1995.

Strategic Area: CURRICULUM AND INSTRUCTION
Priority: EDUCATIONAL EFFECTIVENESS

Pages 18 and 19, the statement under priority currently reads: Each school in ISD #152 will address each of the 15 characteristics of effective schools research used by the Minnesota Educational Effectiveness Program, three each year of this five year plan in order to improve the educational opportunities and achievement of its students. This statement should now read: Each school in ISD #152 will address a number of the 15 characteristics of effective schools research used by the Minnesota Educational Effectiveness Program in order to improve the educational opportunities and achievement of its students.

Strategic Area: FINANCE
Priority: SITE BASED DECISION MAKING

Page 23, Item 1, Person Responsible currently is the Assistant Superintendent of Business and should now read Superintendent.

Strategic Area: HUMAN RESOURCES
Priority: STAFF DEVELOPMENT

Page 38, Item 3c., Completion Date should read: Fall 1994.

Strategic Area: HUMAN RESOURCES
Priority: PERFORMANCE REVIEW

Page 39, Item 1, Completion Date changed from October 1993 to October 1994. Person(s) Responsible changed from Director of Employee Resources to Superintendent.

Page 39, Item 2 Completion Date changed from October 1993 to March 1995.

Strategic Area: COMMUNITY INVOLVEMENT
Priority: LIFELONG LEARNING

Page 42, Item 2a. 4) currently reads: Make activities and outreach efforts culturally sensitive and should now read: Make activities and outreach efforts sensitive to diverse populations.

Page 42, Additional Item 2a. 7) Develop District-wide support for Community Education. Completion Date: Fall 1994 and ongoing. Person(s) Responsible: Community Education Director and Staff. Resources Required: Time. Performance Standard: Criteria for Accomplishment: Evidence of respect and support for Community Education.

Strategic Area: COMMUNITY INVOLVEMENT
Priority: LIFELONG LEARNING

Addition to page 45 Item 6. to read: The District will determine its role in furthering the Healthy Community Initiative. Completion Date: March 1995. Person(s) Responsible: Superintendent and District Members of the Healthy Community Initiative Steering Committee. Performance Standard: A plan regarding the District's role and outlining further activities to be revised as a part of the Five Year Educational Plan.

MEMO #: I-94-407

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Personal and Family Life Science Program

DATE: June 8, 1994

Attached is information regarding the Personal and Family Life Science 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 Personal and Family Life Science program has also been reviewed by the PER Committee.

Carol Nelson will briefly review the Personal and Family Life Science program and respond to questions.

Suggested Resolution: Move to accept the report of the Personal and Family Life Science program review and approve the purchase of textbooks and materials as presented.

RMJ/mdm
Attachment

MEMORANDUM

P 94.185

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 9, 1994
SUBJECT: Staff Development Plan for 1994-95

Attached is the 1994-95 Staff Development Plan as approved by the Staff Development and PER Committees.

Suggested Resolution: Move to approve the 1994-95 Staff Development Plan.

BMF:sdh

MEMO #: I-94-406
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Moorhead Schools Parking and
Traffic Circulation Study
DATE: June 8, 1994

Attached are Moorhead Public Schools Parking and Traffic Circulation Studies for Thomas Edison Elementary School, Probstfield Elementary School and Moorhead Junior High School.

The studies were prepared by the Fargo-Moorhead Metropolitan Council of Governments. Mr. Steve Grabill will briefly review these reports with the Board.

Suggested Resolution: Move to accept the parking and traffic circulation studies as presented and request that they be forwarded to the Moorhead City Council. Direct administration to begin implementation of Phase I recommendations and further review other aspects of the reports.

RMJ/*mdm*
Attachments

MEMORANDUM

P 94.187

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 9, 1994
SUBJECT: Part Time and Substitute Pay Schedule

The administration requests approval of the recommended 1994-95 salary schedule for part-time and substitute employees. The rates are attached.

Suggested Resolution: Move to approve the salary schedule as presented.

BMF:sdh

**PART TIME AND SUBSTITUTE PAY SCHEDULE
1994-95**

ADULT ED

Vocational Licensed Teacher	18.72
Avocational Teacher	12.78

SUBSTITUTE TEACHERS

Daily	60.00
Long-Term	89.00

NOON HOUR SUPERVISORS/FOOD SERVICE WORKERS

Part-time (non-contract)	5.00 (or .15 over
Substitute	previous rate)

SECRETARIES

Part-time (non-contract)	6.35
Substitute - Kelly Services (scheduled through Human Resources)	

PARAPROFESSIONALS (TEACHERS ASSISTANTS)

Part-time (non-contract)	7.06
Substitute	7.06

CUSTODIANS

Part-time (non-contract)	5.00
--------------------------	------

WORK STUDY/STUDENT HELP

4.25

Part-time pay is for employees that are not included in a contract. Generally this will be employees working less than 14 hours a week or casual employees who work less than 67 days. Pay rates will be determined by the Human Resources Office with this schedule and contracts in mind.

Revised May 1994

MEMO #: B94.381

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: JUNE 7, 1994

SUBJECT: FINANCING COPIER FOR SR. HIGH SCHOOL

The senior high has been financing their copier costs from their General Fund at about \$17,000.00 per year.

We have just bid the replacement copier at \$28,000.00. By covering the replacement copier costs it will enable the building to go ahead with re-designing their office.

Suggested Resolution: Move to approve the financing of the copier replacement of \$28,000.00 out of district equipment. Suggest the high school finance the yearly maintenance cost of \$8,950.00 from their equipment allocation. This will free up \$17,000.00 for general fund purposes.

MEMO #: I-94-409
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *[Signature]*
SUBJECT: Special Education Extended Summer
School Program Staffing
DATE: June 8, 1994

Attached is a list of staff to be employed for the 1994 special education extended year program for students whose IEPs indicate a need for extended year programming.

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

RMJ:dr
Attachments

Name	Number of Hours	Teacher Salary	Para Salary	Secretary Salary
		25.78		
Kostreba, Judy	102	\$2,629.56		
Rawlings, Jane	50	\$1,289.00		
Falk, Mavis	102	\$2,629.56		
Grubb, Karen	102	\$2,629.56		
Fisk, Gail	102	\$2,629.56		
Holtz, Jane	102	\$2,629.56		
Hurley, Sharon	102	\$2,629.56		
Johnson, Dale	93.5	\$2,410.43		
Juell, Carolyn	50	\$1,289.00		
Kimball, Guy	102	\$2,629.56		
Kovash, Lynne	102	\$2,629.56		
Mogen, Michele	102	\$2,629.56		
Morken, Colleen	102	\$2,629.56		
Schindler, Kay	102	\$2,629.56		
Vorachek, Vicki	102	\$2,629.56		
Wallace, Judy	102	\$2,629.56		
TBE (Teacher)	46	\$1,185.88		
Larson, Marilyn	89.25	\$2,300.87		
TBE (Teacher)	46	\$1,185.88		
Wolford, Becky	55	\$1,417.90		
Lee, Krystal	55	\$1,417.90		
Feir, Carol	93.5	\$2,410.43		
Biller, Amy	102	\$2,629.56		
Bryant, Susan	102	\$2,629.56		
Enderle, Jon	46	\$1,185.88		
Swenson, Amy	102	\$2,629.56		
Brunelle, Nancy	50	\$1,289.00		
Drechsel, Ron	102	\$2,629.56		
Connelly, Steve	50	\$1,289.00		
Olson, Janet	72.25	\$1,862.61		
Anderson, Kevin	102	\$2,629.56		
Jacobson, Joni	102	\$2,629.56		
Dubord, Pat	64	\$1,649.92		
Leikas, Mary Lee	64	\$1,649.92		
Heisler, Jennifer	102	\$2,629.56		
Larson, Heidi	102	\$2,629.56		
Buyse, Lowell	102	\$2,629.56		
Fridgen, Marty	102	\$2,629.56		
Fuchs, Jane	34	\$876.52		
Stein-Husband, Mary	64	\$1,649.92		
Hanson, Maggie	48	\$1,237.44		
Maruska, Karen	40	\$1,031.20		
Ochocki, Audrey	32	\$824.96		
Morken, Colleen	12	\$309.36		
Heisler, J. Head St	23	\$592.94		

MEMORANDUM

DATE: March 19, 1994
TO: Special Education Service Providers
FROM: Alan K. Swedberg
RE: Extended School Year (ESY)

The District will be providing an Extended School Year (ESY) program for students receiving special education who meet ESY criteria. Determination of the necessity of ESY services is made on an individual basis by the student's school IEP Child Study Team.

Extended School Year services, like special education services during the regular school year, must be individualized, based on goals and objectives taken from the student's Individualized Education Program (IEP) and provided at no charge.

Please use the attached Extended Year Service Decision Process Form for the following students:

1. Those who may be eligible for ESY services.
2. Those whose Team has already determined the need for ESY (check the IEP's written this year: the ESY "box" will be checked on the bottom of Page 4 of the IEP.)
3. Those whose Team has decided to monitor progress over school breaks. See Page 4 of the IEP. The ESY "box" has been checked and a statement written which documents the need for monitoring.
4. Those whose annual reviews will occur between April Parent-Teacher Conferences and the end of the school year.

Contact parents of the above students to consider the need for ESY and to schedule a meeting to develop the Extended School Year IEP. Don't expect to be able to schedule these meetings on child study days - the schedules are too full. However, we will address ESY at the annual reviews held between now and April 12.

Some strategies for scheduling and use of time include:

- o Be prepared to suggest what the critical goal areas are, the best service delivery model(s), and amount of time needed to maintain skills.

- o Use principals and special educators other than a student's service providers to be administrator designees.
- o Collaborate and get input from all service providers prior to the meeting to cut down on the number of people needed at the meeting.
- o For most students, 30 minutes should be sufficient to develop the IEP.

Examples of ESY services delivery models are described below. Most ESY services will be available during the time set aside for school-based services. The amount, frequency, and type of services are determined by the Team based on the student's needs.

Consultation ESY services can be delivered via consultation between the student's parents and school personnel. ESY services provided will be indirect in that they will not be delivered directly to the student, but rather the parent. In providing consultation, the school professional works directly with the parent sharing information, strategies, or interventions. The parent then works with the child to implement the suggestions. Strategies and interventions provided by the consultant must be easily integrated into normal family routines because complex and sophisticated interventions probably will not be implemented.

Student Work Packets The student's teacher may design a packet of educational materials for the student to complete during the educational break. Prior to the break, the teacher should demonstrate to the parent(s) and student the materials and provide a schedule for the student to complete the work. During the break, the teacher should regularly monitor the student's work to ensure that it is being done correctly and being completed according to schedule. Student work packets are especially appropriate for academic critical goal areas.

Homebound Tutoring Home tutorial services may be appropriate for students whose needs do not require school-based services but who may require direct services on a regular basis. Teachers delivering the tutorial services meet regularly with the ESY student in the home. Tutoring should be based on the critical goals identified in the IEP.

School-Based Services The IEP Team can determine that ESY services need to be delivered directly to students in designated schools. The ESY student is transported to the designated school by the school district. The student will attend the school for a specified number of hours each week and be instructed in those goal areas designated by the IEP Team. School-based services will be required when consultation, work packets, and tutoring will not be sufficient to allow students to receive an appropriate education. Because Least Restrictive Environment (LRE) conditions may change in the summer, it may not be necessary that services be provided in the LRE.

Community-Based Services ESY services can be provided at community sites. These may consist of consultation between school personnel and community program staff or direct service to students. Parents are responsible for fees charged by community programs and for student transportation to and from community programs.

Schedule for school-based services:

Dates: June 22 - August 11
Days: Tuesdays, Wednesdays, Thursdays
Times: 8:00 a.m. - 10:00 a.m.
10:15 a.m. - 12:15 p.m., or
8:00 a.m. - 12:15 p.m.

Transportation will be provided to school-based services if it is indicated on the learner's IEP and the learner is scheduled for a two or four hour block.

If you have any questions, call the District's Office of Special Services, 299-6230.

AKS/drr

Enclosure

DATE: _____

EXTENDED SCHOOL YEAR DECISION PROCESS

STUDENT _____

REGRESSION

1. Does the student experience significant regression of previously learned IEP objectives in the absence of an education program?

Yes _____ No _____

RECOUPMENT

2. In comparison to other students, is the time required to relearn IEP objectives excessive?

Yes _____ No _____

SELF-SUFFICIENCY NEEDS

3. Will the student's absence from Special Education instruction prevent the student from attaining the state of self-sufficiency that would otherwise reasonably be expected?

Yes _____ No _____

If the IEP Team answers "yes" to questions 1 and 2 and/or 3, consider ESY service for this student. The Team must discuss and agree to question number three.

4. The IEP Team has agreed that extended year programming is necessary for this student for the upcoming summer break.

Yes _____ No _____

IEP MANAGER SIGNATURE _____

Directions

1. On a copy of the current IEP, highlight those objectives which will be addressed in ESY.
2. Complete new Page 4 of IEP Forms (Sections H & I) listing adaptations and services to be provided in ESY.
3. Send these to District Special Education Office by April 13th.

MEMO #: B94.380

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: JUNE 7, 1994

SUBJECT: PARTITIONS AND WORK SURFACES - SR. HIGH SCHOOL

Based on the need to improve the organization and improve efficiency in the Sr. High School office, they are recommending the purchase of partitions and work surfaces.

Bids were opened on May 31, 1994.

Suggested Resolution: Move to award bid to the lowest bid meeting specifications:

Christianson's Business Furniture
Fargo, ND 58103

The amount being: \$15,621.00 to be financed over five years at 5% interest from the building equipment budget.

**MOORHEAD SENIOR HIGH SCHOOL****2300 4th Avenue South****Moorhead, Minnesota****56560**

Administration	(218)	299-8317
Athletics/Activities	(218)	299-8314
Guidance/Counseling	(218)	299-8307
Fax	(218)	236-0274

MEMO

Doug Price
Principal
299-8301

Jerry Harter
Assistant Principal
299-8302

Michael Stagerud
Assistant Principal
299-8312

Don Hubert
Activities Director
299-8318

Russ Henner
Guidance Director
299-8304

Toni Bach
Counselor
299-8308

Barb Cunningham
Counselor
299-8308

Richard Lars
Counselor
299-8379

Jeff Robinson
Counselor
299-8310

Jim Thom
Counselor
299-8366

Freddie Laska
Media Director
299-8334

To: Mr. Bob Lacher
From: Doug Price/Lisa Monson
Re: Recommendation to award bid for Sr. High office furniture

June 7, 1994

With regard to the renovation/remodeling of the main office at the Senior High School, we propose the replacement of the current desks with modular furniture. Thus opening the office to better organization and work efficiency.

Please see the attached specifications that were sent to various vendors for bidding. Through the bidding for office furniture, we received three bids as outlined below:

	VENDOR	BRAND	TOTAL BID
1.	Hannaher's Inc.	Steelcase Avenir	\$18884.80
2.	Christianson's Business Furniture	Haworth Unigroup	\$15621.00
3.	Reardon's Office Equipment Inc.	Flex-Y-Plan	\$13090.50

It is our recommendation, based on the fact that the low bid does not meet the specifications, that the award go to Christianson's. Please see the bid as attached.

We propose to finance the cost over the next five years to be paid with interest out of our Capital Outlay Equipment allocation. Thus being \$3124.20 + interest per year for the next five years.

If you have any questions or require additional information, please don't hesitate to call. I thank you, Bob, for all of your guidance in helping us organize this project, it is truly appreciated.

Check 463.3396
#724.629

INDEPENDENT SCHOOL DISTRICT #152
BUSINESS OFFICE
810 - 4th AVENUE SOUTH,
MOOREHEAD, MINNESOTA

AFFIDAVIT OF NON-COLLUSION: I heraby swear (or affirm) under the penalty of perjury:

- (1) That I am the vendor (if the vendor is an individual), a partner in the vendor (if the vendor is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the vendor is a corporation);
- (2) That the attached quote or quotations have been arrived at by the vendor independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to quote, designed to limit independent bidding or competition;
- (3) That the contents of the quote or quotations have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the vendor of its surety on any bond furnished with the quote or quotations, and will not be communicated to any such person prior to the official opening of the quote or quotations, and;
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit:

SUBMITTED BY:

Firm Name CHRISTIANSON'S BUSINESS FURNITURE

Signature Rick J. Bushby

Title VICE PRESIDENT

Address 1450 25th st. S.

FARGO, ND 58103

Phone No. 701-293-3944

Date MAY 31, 1994



MOORHEAD SENIOR HIGH SCHOOL

2300 4th Avenue South

Moorhead, Minnesota

56560

Administration	(218)	299-6317
Athletics/Activities	(218)	299-6314
Guidance/Counseling	(218)	299-6307
Fax	(218)	236-0274

Doug Price
Principal
299-6301

Jerry Hunter
Assistant Principal
299-6302

Michael Stiggenud
Assistant Principal
299-6312

Don Isakson
Activities Director
299-6313

Russ Harner
Guidance Director
299-6304

Ted Bach
Counselor
299-6308

Bob Cunningham
Counselor
299-6308

Howard Lars
Counselor
299-6379

Jeff Robinson
Counselor
299-6310

Jim Thompson
Counselor
299-6366

Frankie Laska
Activities Director
299-6324

To Whom It may concern:

Enclosed please find the final drawing for our office remodeling in addition to the list of panels, work surfaces, counters and storage units.

Please note that your bid must be equal to the following specifications:

- Rigid bonded steel frame - 2" thick
- Perforated steel skin on both sides of panel
- Universal panel connection hinge from top to bottom of panel
- Adjustable height cantilevered work surface brackets in 1" increments
- High pressure laminate top work surface, vinyl edge, supported by panel
- 24" deep drawer pedestals; Accuride steel ball bearing drawer suspension with locks; soft round radius drawer fronts
- Adjustable keyboard tray to slide in and out 12 3/4", up-down 5 1/2", rotate 360 degrees
- 10 year product warranty

CHRISTIANSON'S BUSINESS FURNITURE
HAWORTH UNIGROUP SYSTEMS BID

Panels - Grade A Fabric:

6 ea.	24 x 42 Non-powered panel
2 ea.	24 x 42 Powered panel
3 ea.	36 x 42 Non-powered panel
3 ea.	36 x 42 Powered panel
2 ea.	48 x 42 Non-powered panel
3 ea.	48 x 42 Powered panel
4 ea.	60 x 42 Non-powered panel
3 ea.	36 x 54 Non-powered panel
1 ea.	48 x 54 Powered panel
1 ea.	36 x 64 Powered panel
2 ea.	60 x 54 Non-powered panel

UNIT PRICE	TOTAL PRICE
192.00	1149.00
248.00	496.00
222.00	665.00
278.00	834.00
255.00	509.00
311.00	933.00
288.00	1150.00
231.00	693.00
323.00	323.00
308.00	308.00
308.00	613.00

Work Surfaces:

4 ea.	24 x 40 Work surface
2 ea.	24 x 72 Work surface
4 ea.	24 x 60 Work surface
2 ea.	24 x 36 Work surface
4 ea.	36" Corner work surface

140.00	560.00
213.00	425.00
160.00	640.00
123.00	246.00
179.00	714.00

Counter:		PRICE	PRICE
3 ea.	36" Counter	<u>93.00</u>	<u>279.00</u>
5 ea.	48" Counter	<u>110.00</u>	<u>548.00</u>
2 ea.	24" Counter	<u>160.00</u>	<u>319.00</u>
1 ea.	60" Counter	<u>118.00</u>	<u>118.00</u>
4 ea.	48" W Counter Lights	<u>86.00</u>	<u>344.00</u>
Storage:			
5 ea.	Adjustable Height Keyboard Trays	<u>140.00</u>	<u>698.00</u>
4 ea.	4 Pencil trays	<u>27.00</u>	<u>106.00</u>
7 ea.	Box/Box/File Pedestal, 24" deep	<u>287.00</u>	<u>2009.00</u>
4 ea.	File/File Pedestal, 24"	<u>236.00</u>	<u>944.00</u>
		TOTAL HAWORTH BID:	\$15,621.00
Chairs:		TOTAL HAWORTH NON POWER BID:	\$15,056.00
4	Secretarial chairs - Grade A fabric, High back task chair, independently adjustable lockable seat and back tilt, adjustable arms, Pneumatic seat height adjustment, five-leg steel base	<u>232.00</u>	<u>928.00</u>
4	Reception chairs - Grade A fabric, stacking side chair, powder coat finish	<u>91.00</u>	<u>364.00</u>

Corner table:

1	20" square laminate, wood, 20" high	<u>106.00</u>	<u>106.00</u>
---	-------------------------------------	---------------	---------------

TOTAL SEATING BID: \$ 1,398.00

Please be sure your bid is itemized and a price is given for each item separately. Please note that it is preferred that you list costs for the panels as listed above, then also list cost for the same panels unpowered. Finally, please list a unit cost and a grand total for this project.

I thank you for all of the effort you have put forth toward this project. Your hard work is truly appreciated.

Sincerely,



Lisa Monson
Principal's Secretary
Moorhead Senior High School

MEMO #: S-94-230

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Site-Based Decision Making
DATE: June 10, 1994

The Five Year Educational Plan calls for a definition and clarification of site-based decision making in Moorhead as well as a policy and parameters within which decisions will be made.

The term "site-based," like OBE, means many things to different people. Thus, I am recommending that our policy refer to "Decision Making" and avoid particular labels.

Attached please find the Decision Making in Moorhead Public Schools (AB) policy. This is the first reading of the policy and it will be placed on the June 28th agenda for approval.

BRA
BRA:cbp
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: AB DATE ADOPTED: REVIEWED/REVISED:
--	---

(Draft 5/94)

DECISION MAKING IN MOORHEAD PUBLIC SCHOOLS

Purpose Statement

The School Board believes that the opportunity for involvement and input by the stakeholders in the district results in insightful, effective and efficient decisions. The Board also believes that learning is enhanced, accountability increased and innovation and excellence are encouraged when employees are able to make or share in decisions within identified parameters.

The superintendent is charged with encouraging collaboration and participation in decision making as appropriate and implementing a decision-making process within the school district which empowers staff and parents within the following parameters.

Decision-Making Parameters in ISD 152

Decisions at all levels must:

- * Be focused on how the decision will first affect students
- * Be directed toward the improvement of instruction and student achievement
- * Be inclusive of parents
- * Be aligned with the mission and beliefs of the District
- * Be research based and data driven
- * Be aligned with and support the Five Year Educational Plan and the School Improvement/Program Plan
- * Be consistent with the assumptions in the Annual Operation Plan
- * Be reflective of School Board Policy and Administrative Regulations
- * Be in compliance with Federal, State and Local laws, regulations and mandates
- * Be congruent with bargaining unit master contract language

The final decision regarding parameters and level at which decisions are made is determined by the superintendent unless parameters are otherwise specified by the Board of Education, rules and statutes promulgated by the State of Minnesota, or the federal government.

MEMO #: S-94-231

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: District Discipline Policy Revisions
DATE: June 10, 1994

Attached please find the revised Discipline (JK) policy. The changes have been recommended by both the Discipline and Policy Review committees.

If it pleases the Board, we recommend action in light of the minimal changes being made.

Suggested Resolution: Move to approve the revised Discipline (JK) policy as presented.

BRA:cbp
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JK DATE ADOPTED: 06-13-89 REVISED: 07/28/92
--	--

DISCIPLINE

I. STATEMENT OF PHILOSOPHY

It is the position of the School Board of District #152 that learning can best take place in an environment which is orderly, safe, stimulating, and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect among students, school personnel, and community members.

It is the goal of the Discipline Handbook to promote growth in self-discipline and responsibility. In addition to state and federal law, it is understood that rules and regulations will be necessary. To be useful, they must be clearly understood by everyone involved, administered consistently and fairly, with consequences which are appropriate to the problem. While the Discipline Handbook developed within District #152 will relate to activities within the school setting, the ultimate responsibility for growth in self-discipline is a cooperative effort of students, school personnel, home, and community.

II. RIGHTS AND RESPONSIBILITIES OF STUDENTS

These statements under Rights and Responsibilities of Students, which apply to students of all ages, are not expected to cover every situation which may arise. Rights are "just claims or privileges." Responsibilities are defined as "obligations or duties."

Rights of Students

Every student has the right...

1. To citizenship in the school community as granted by the U.S. Constitution and the State of Minnesota. Civil rights may not be abridged, obstructed, or in any other way altered, except in accordance with due process of law.
2. ~~To freedom from racial and sexual bigotry or harassment//discrimination/ or intolerance/~~
To freedom from harassment due to gender, religion, culture, disability, race, sexual orientation, and/or age and to seek redress of such infractions by reporting such harassment to a principal, counselor, teacher, or other school official.
3. To fair, consistent uniformity of application of rules without discrimination or bias within the learning environment.
4. To air grievances, problems and concerns through legitimate channels and to propose changes in rules or policy through channels provided by the schools for all students.
5. To express opinions and feelings as well as criticisms without violating the rights of others and to make choices through appropriate means.
6. To privacy regarding school records consistent with legal requirements.

Rights of Students (continued....)

7. To privacy and security in his/her persons, papers, and effects.
8. To be informed orally or in writing of any disciplinary charges and corrective measures in a manner consistent with the Pupil Fair Dismissal Act.
9. To be allowed to present his/her version of an incident in question in a fair hearing before any consequences are determined.
10. To expect a safe, stimulating, and productive learning environment without interruptions, disruptions, or distractions from within or without the classroom setting.
11. To have equal access to student activities and organizations.
12. To be informed of all policies, rules, and regulations he/she shall be expected to follow in the classroom, building, and district via an easily understood form using written, visual, and oral approaches as necessary.
13. To homebound instruction when extended absence is due to medical reasons.
14. To make up within prescribed timelines work missed during any excused absence without discrimination or harassment.
15. To be treated with dignity and respect by all members of the school community.
16. To avail himself/herself of the counseling services provided by the school district.
17. To choose his/her own manner of dress and personal grooming unless it presents a clear danger to students' health and safety, causes a clear interference with work, creates disorder in the learning environment, promotes illegal activities, or interferes with the rights of other students.
18. To expect authority to protect these rights.

Responsibilities of Students

Every student has the responsibility...

1. To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the school society.
2. To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking.
3. To know and comply with school rules and regulations and school district policies established by local school boards. (MN Statute 120-6, 1974)
4. To refrain from disruptive behavior which may interfere with a teacher's right to teach and a student's right to learn.
5. To attend regularly scheduled class sessions as established by the schools.
6. To bring class materials required for daily classroom use and to complete assigned class work on time and according to instructions given by teacher.

Responsibilities of Students (continued....)

7. To accept the authority of school personnel on school property, during school-sponsored off-campus events and on school transportation.
8. To follow policy and regulations during school-sponsored activities in or away from school regardless of time or place.
9. To obey all safety regulations in the educational setting.
10. To use appropriate language and to avoid cursing, profanity, or vulgarity.
11. To refrain from the use or threat of physical force, verbal abuse, threats, blackmail, the use, sale, or exchange of alcohol or any illegal drugs, smoking, stealing, vandalism, and other illegal activities.
12. To refrain from bringing onto school property or to school-sponsored events any materials or items which would cause, or tend to cause, a disruptive activity or endanger the health of students or other persons. Students should note that lockers are school property and may be searched without cause or notice. Searches may be conducted under the authorization of the principal or a representative designated by the principal. Search of an area assigned to a student shall be made in the presence of an adult witness and, if practicable, in the presence of the student. Illegal items will be seized by school authorities, and police will be notified. Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.
13. To discuss grievances, problems, or concerns with school staff.
14. To report to a school official any incidents of harassment or illegal activity.

III. SCHOOL AND COMMUNITY RESPONSIBILITIES

The maintenance of a school climate conducive to learning, working, and living is shared by the parent and/or guardian, students, all school personnel, and community members. Each is expected to work positively toward this goal, to respect individuality and responsibility of each person, and to deal effectively with misunderstanding or misbehavior.

School Board Responsibilities

1. To establish a discipline policy for the Moorhead Public Schools.
2. To hold the appropriate school employees responsible for the supervision of the behavior of students while legally under the supervision of the school.
3. To insure the fair and consistent application of the Discipline Handbook.
4. To require that each principal, teacher, bus driver or other employee having direct responsibility for student behavior will prepare or agree to a written plan for discipline that meets their needs and meets the approval of their immediate supervisor or administrator.

Parent/Guardian Responsibilities

1. To assume the legal responsibility for the behavior of their son/daughter.
2. To teach the student self-discipline and respect for authority.
3. To familiarize themselves and their children with the Discipline Handbook, building handbooks, and other regulations.
4. To see that the student is ready to learn and has the necessary supplies.
5. To see that the student attends school regularly at the appointed time and to notify the school whenever their son/daughter is or will be absent.
6. To help maintain communication with the school by bringing matters of concern to the attention of the principal, the teacher, a guidance counselor, school nurse, or other appropriate school personnel.
7. To provide the school with a current telephone number and address through which the parent/guardian can be reached during the school day.
8. To cooperate with the school for the benefit of the student and to be available to meet with school officials when requested.

Central Administration Responsibilities

1. To give counsel, advise, and to give firm support to the teachers and building administrator.
2. To require that all schools follow the school Discipline Handbook in accordance with established policy.
3. To insure the consistency of the application of the Discipline Handbook, the written discipline plans, and regulations in the school system.
4. To keep on file and periodically disseminate up-to-date copies of Independent School District #152 Discipline Handbook.
5. To keep the superintendent informed of serious behavior problems and of the assistance given in correcting problem situations.
6. To notify all personnel in writing of their responsibilities relating to student behavior.

Building Administrator Responsibilities

1. To be responsible to the superintendent in implementing the established discipline policy and building discipline plans.
2. To establish and implement rules and regulations governing conduct of students which are consistent with the Minnesota Statutes and School Board policies.
3. To confer with each individual teacher and to keep on file the agreed-upon individual discipline plans.
4. To be readily available to handle discipline in an emergency.
5. To appoint a designee from the certified staff to assume authority in the building administrator's absence.

Building Administrator Responsibilities (continued....)

6. To delegate appropriate duties to the assistant principal.
7. To be responsible for informing students, parents or guardians, and community groups of the current rules and regulations.
8. To be responsible for discussion of the rules, rights, and responsibilities with students during their first week of school.
9. To impose suspension consistent with the Pupil Fair Dismissal Act of 1974 (as amended).
10. To recommend to the superintendent the exclusion or expulsion of a student if necessary.
11. To assure that all system wide regulations and school rules regarding discipline are applied consistently.
12. To take prompt corrective action for referred violations of discipline regulations.
13. To inform the parent/guardian and involved staff members, when appropriate, of actions taken for referred violations.
14. To inform the parent/guardian, upon request of measures taken to insure student's rights and safety.
15. To report all illegal activities to appropriate authority as required by law or as necessary to maintain school discipline and order.
16. To take responsibility for and custody of a pupil removed from class.
17. To confer at least annually with the licensed employees in a school building to review the Discipline Handbook and discuss whether its provisions have been enforced.

Teacher Responsibilities

1. To encourage students to develop self-discipline and respect for authority.
2. To treat students with dignity.
3. To recognize individual differences among students.
4. To prepare a written plan for discipline that meets his/her needs and confer with the principal regarding the acceptability of the plan. These rules shall be posted in the classroom and given to students.
5. To inform parents/guardians through standardized notification of student deficiency.
6. To ensure the enforcement of school rules as listed in the student handbook.
7. To exercise restraint, good taste in their expression and refrain from the use of inappropriate expressions.

Teacher Responsibilities (continued....)

8. To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property, and at school functions. A teacher has the authority to remove pupils from the classroom pursuant to procedures and rules established in the district's policy. (See #7, Standards of Conduct).
9. To record and report classroom discipline problems to the building administrator.
10. To confer with support personnel for possible solutions to discipline problems.
11. To establish behavior/discipline guidelines for all students on field trips, and require adherence to those guidelines by all school employees and volunteers.

All Other School Persons With Responsibility For Student Conduct

1. To maintain discipline according to all rules and regulations as outlined in the Discipline Handbook and Building Handbook.
2. To communicate or confer with teachers or administrators regarding discipline problems.
3. To deal with students in a firm, fair, and consistent fashion.

IV. CORRECTIVE ACTIONS POSSIBLE

1. Student Conference - Depending upon the violation and the seriousness of the action, a student may be given a warning that if a violation occurs again, the student's parents or guardians will be notified.
2. Parent Conference - If a student violates a rule, the parent or guardian may be notified and a conference may be required.
3. Detention - A teacher, principal, or designee may detain a pupil after school for correction of a violation, including tardiness to class. Any pupil who is told by a teacher to report after school and who, for any reason, cannot report, must first clear the absence with the teacher, principal, or designated representative.
4. Removal From Class - "Removal from Class" and "Removal" means any action taken by teacher, principal, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods, pursuant to procedures established in the school district Discipline Handbook adopted by the School Board. "Class period" or "activity period" means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.
5. Permanent Removal - "Permanent removal" means the action taken by a principal to prohibit a student from attending a class period or activity period for the remainder of the semester or year. An alternative means of earning the credit will be provided.

IV. CORRECTIVE ACTIONS POSSIBLE (Continued....)

6. Suspension - In or out-of-school suspension means an action taken by the school administration prohibiting a pupil from attending school/classes for a period of time no more than five consecutive school days.

This definition does not apply to dismissal from school for one school day or less.

The purpose of suspension is to remove the student from the normal school environment and to provide time for professional staff, parent/guardian, and student to discuss the matter and bring about an agreement on future conduct.

Parents or guardians will be notified of all suspensions.

A child-study team meeting must be held within five days of suspension of a student served by special education. The team shall determine whether or not the misconduct is related to the handicapping condition. When it is determined that the student's misconduct is related to the handicapping condition, the child study team will:

- (A) Review the special education assessments and determine the need for any further assessments
- (B) Review the individualized educational plan and amend the goals and objectives or develop an alternative IEP
- (C) Recommend that the student continue in the current school with or without changes in the IEP, or recommend a change in placement to another school or program.

When it is determined that the student's misconduct is not related to the handicapping condition, the school administration will follow district procedures as defined in the Rights and Responsibilities section of the handbook.

7. Expulsion or Exclusion - "Expulsion" means an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not exceed beyond the school year. The Pupil Fair Dismissal Act of 1974 (as amended) will be followed in procedural matters of this kind. "Expulsion or exclusion of handicapped students cannot be used as a discipline measure if the actions may have been the result of the handicapping condition. Special provisions for dealing with a handicapped student's behavior will be written into the student's Individual Education Program."
8. Alternative Program - "Alternative Program" means educational opportunities made available within the school district but possibly at a site different from a student's originally assigned school.
9. Referral to Juvenile Authorities or Police - If a student's misbehavior is so extreme that a law violation may be involved, juvenile authorities or police will be contacted by the principal or designated representative. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities or police are called. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the principal or designee shall not interfere with the student's removal from the building.

IV. CORRECTIVE ACTIONS POSSIBLE (Continued....)

10. Use of Reasonable Force

1. Corporal punishment of students is prohibited. Corporal punishment is the use of physical force as a consequence of or in order to correct student behavior.
2. Teachers are allowed to use reasonable force to restrain a student from injuring self or others or from damaging property.

Standards of Conduct

Students who have been expelled from other districts will not be admitted to the Moorhead school district.

In accordance with the Minnesota Pupil Fair Dismissal Act, students of the District may be disciplined, suspended, expelled, or excluded for the reasons delineated below in addition to other situations which fall within the grounds contained in the Minnesota Pupil Fair Dismissal Act:

- A. Willful violation of any reasonable school district regulation;
- B. Willful conduct materially and substantially disrupting the rights of others to an education; and
- C. Willful conduct which endangers the pupil or other pupils, or the property of the school.

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the public schools shall be enforced within the general guidelines as set forth below. These guidelines describe clearly the various administrative actions which will be taken for violations of the law and the school district standards of behavior.

Minimum corrective actions for specified violations are described below. In addition, the school retains the right to use any and all of the above-described corrective actions as fitting in a particular disciplinary situation.

This disciplinary policy ~~may~~ will be applied to disabled students if: (1) an IEP team for the student concludes that application of the disciplinary policy is indeed appropriate for the student, taking into consideration the student's handicapping condition; and, (2) if the disciplinary policy has been given to the student's parent with an indication that the team has concluded its application to be appropriate to the individual student.

In addition, when a disabled student is disciplined in accordance with this policy, other provisions of state and federal law apply. Within five days of any suspension, a re-entry conference must be held in accordance with Minnesota Rule 3525.2470. Unless a change of placement first occurs, a disabled student may not be suspended in excess of ten total days in one school year.

Students may be subject to disciplinary action for conduct on or off school property which has a direct and immediate effect on the discipline or the general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional safety of the student, other students, teachers or other school personnel, or for the safety of school property. Measured by this standard, acts which may result in disciplinary action include but are not limited to the following:

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

5-M9-BOS
MM
6-14-94
MEMBER PRESENT: James Cummings, Mark Gustafson, Anton Hastad, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: Bill Cox and Stacey Foss.

CALL TO ORDER: Vice-Chair Gustafson called the meeting to order at 7:03 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda adding Approval of New Staff to the consent agenda and requested removal of item #13, Decision Making in Moorhead Public Schools policy.

APPROVAL OF AGENDA: Ladwig moved, seconded by Cummings, to approve the agenda as amended. Motion carried 5-0.

CONSENT AGENDA: Hastad requested item 2. C-3, Approval of New Staff, be removed from the consent agenda.

Cummings moved, seconded by Hewitt, to approve the following items on the consent agenda:

Donations/Gifts - Accept the Rainbow instructional equipment from the Edison PTAC, with an approximate value of \$99.95.

Accept the banner from Arlene Mickley to Edison School, with an approximate value of \$50.

Accept the Apple IIe computer system and color monitor from Ronald Lattimore for the ESL classroom at Washington School, with an approximate value of \$250.

Camp Confidence Field Trip - Approve the overnight field trip to Camp Confidence on September 22-23, 1994 for special education students.

Petty Cash Account - Approve the establishment of a petty cash fund for the Migrant Summer School program, in the amount of \$200.

ADA Signage - Award to the low bidder meeting specifications, Claire's Engraving, in the amount of \$39,000, and one building directory for each building, in the amount of \$140 each.

General/Paper/Art Supply Bids - Award the following bidders meeting specifications for the general/paper/art supplies, in total amount of \$64,759.40: Cole Paper, Fargo, \$29,786.05; Nationwide Paper, Mpls., \$8,369.48; St. Paul Book, St. Paul, \$6,461.10; Standard Stationery, Wheeling, Il., \$5,214.51;

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

Midwest, Fargo, \$3,508.50; Unisource, Fargo, \$2,960.50; Beckley Cardy, Duluth, MN., \$1,793.22; Nasco, Ft. Atkinson, WI., \$1,169.13; Valley School, Appleton, WI., \$991.84; Supreme School, Arcadia, WI., \$870.87; Northern School, Fargo, \$751.60; Colborns, Billings, MT., \$709.31; Triarco, Plymouth, MN., \$704.62; OEI, Lakeville, MN., \$672.75; Office Interiors, West Fargo, \$519.30; Dacotah Paper, Fargo, \$150.12; Leslie/Western, Fargo, \$126.50.

Resignations

Cheryl Feigum - Science Teacher, Senior High, effective August 26, 1994.
Beth Lenius - English Teacher, Senior High, effective July 31, 1994.
Brad Olson - Industrial Arts, Senior High, effective August 26, 1994.
Steven Olson - Science Teacher, Junior High, effective June 3, 1994.
Thomas Ross - Media Generalist, Senior High, effective June 3, 1994.
Crystal Thorson - Art Teacher, Sports Center, effective June 3, 1994.
Deb Jacobson - Computer Operator Food Service, Voyager, effective June 2, 1994.
Brenda Nicholas - Paraprofessional Indian Education Program, Voyager, effective June 2, 1994.

Transfer

Sandra Cegla - Library Secretary, Senior High, A13 (7) to Library Secretary, Washington Elementary, A12 (7) effective for the 1994-95 school year.

Community Education Grant - Accept the gift from Altrusa International Club of Moorhead for the Youth Leadership program, in the amount of \$100.

Indian Education Grant - Accept the American Indian Post-Secondary Preparation Program grant, in the amount of \$19,544.

1994-95 Amended Calendar - Approve the revision the the 1994-95 calendar for the first day of school to be on Thursday, September 1, 1994 and change March 24, 1995 to a regular instruction day for students.

Post Prom Contributions - Accept the contributions for the 1994 Post Prom party.

APPROVAL OF MINUTES - Approve the minutes of May 10, 17 & 24, 1994 as written.

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

Claims - Approve the May claims, subject to audit, in the amount of \$578,577.16.

General Fund:	\$365,900.38
Food Service:	43,156.50
Transportation:	85,112.79
Community Service:	24,184.68
Capital Expenditure:	49,250.93
Building Construction:	516.80
Townsite Centre:	<u>\$ 10,455.08</u>
TOTAL	\$578,577.16

APPROVAL OF NEW STAFF: Ladwig moved, seconded by Cummings, to approve Mrs. Anne Moyano as the new principal at Probstfield Elementary School, with a salary in Lane D63, Step 5 of the 1994-95 principals contract schedule. Motion carried 5-0.

Cummings moved, seconded by Hewitt, to approve Dr. Kerry Sewell as the new principal of the Riverside/Voyager Schools, with salary placement of Lane D63, Step 12 of the 1994-95 principals contract schedule. Motion carried 5-0.

COMMITTEE REPORTS: Reports were received from the Joint Powers and PER committee meetings.

AIR CONDITIONING - ROBERT ASP, PROBSTFIELD & JUNIOR HIGH: Hewitt moved, seconded by Cummings, to proceed with the plans and specifications, including the alternate bids, for the installation of air conditioning in the IMC and administrative offices at Robert Asp, Probstfield and Moorhead Junior High as noted on the floor plans. Motion carried by majority roll-call vote 4-1; Hastad dissenting.

FIVE YEAR EDUCATIONAL PLAN 1993-94 PROGRESS REPORT & 1994-95 MODIFICATIONS: Ladwig moved, seconded by Cummings, to approve the Five Year Educational Plan revisions and accept the 1993-94 Five Year Educational Plan results draft which will be returned to the Board after refinement. Motion carried 5-0.

PERSONAL & FAMILY LIFE SCIENCE PROGRAM UPDATE: Cummings moved, seconded by Ladwig, to accept the report of the Personal & Family Life Science program review and approve the purchase of textbooks and materials as presented. Motion carried 5-0.

1994-95 STAFF DEVELOPMENT PLAN: Hastad moved, seconded by Cummings, to approve the 1994-95 Staff Development Plan and direct administration to submit the comprehensive plan to the State per statute. Motion carried 5-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 14, 1994
PAGE 4

PARKING AND TRAFFIC CIRCULATION STUDY: Hastad moved, seconded by Ladwig, to accept the parking and traffic circulation studies as presented and request they be forwarded to the Moorhead City Council; and, direct administration to begin implementation of Phase I recommendations and further review other aspects of the reports.

District expenses for projects will be financed through facility capital outlay funds.

PART-TIME/SUBSTITUTE PAY SCHEDULE: Hastad moved, seconded by Hewitt, to approve the salary schedule as presented. Motion carried 5-0.

The meeting recessed at 8:40 p.m. and resumed at 8:50 p.m.

SENIOR HIGH COPY MACHINE: Ladwig moved, seconded by Hewitt, to approve the financing of the copier replacement of \$28,000 out of district equipment funds and finance the yearly maintenance cost of \$8,950 from their equipment allocation.

The Board requested administration develop a replacement schedule for district equipment to allow for better planning of replacement needs.

SPECIAL EDUCATION EXTENDED YEAR SCHOOL PROGRAM: Ladwig moved, seconded by Cummings, to approve the staff for the Special Education Extended Summer School program as presented. Motion carried 5-0.

The program services 248 students.

REMODELING AT MOORHEAD SENIOR HIGH: Hewitt moved, seconded by Hastad, to award the lowest bid meeting specifications to Christianson's Business Furniture, Fargo, in the amount of \$15,621.00, to be financed over five years at 5% interest from the Building Equipment budget. Motion carried 5-0.

FIRST READING OF POLICY: This item, first reading of the Decision Making in the Moorhead Public Schools (AB) policy, was delayed until the June 28th meeting.

REVISION OF DISCIPLINE POLICY: The proposed revisions to the Discipline (JK) policy were presented by Mr. Mike Siggerud, assistant principal at Moorhead Senior High. Hastad requested the policy be placed on the June 28th agenda for approval.

RIVERSIDE/VOYAGER SCHOOLS BUILDING LEADERSHIP: Hewitt withdrew his motion of April 14, 1994 regarding the Riverside/Voyager School Improvement Plan evaluations.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 14, 1994
PAGE 5

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Set July Organizational Meeting - Hastad moved, to hold the organizational meeting on Monday July 11, 1994, at 7:00 p.m., in the Board Room of Townsite Centre. The motion failed due to the lack of a second.

Ladwig moved, seconded by Gustafson, to hold the organizational meeting on Tuesday, July 5, 1994, at 7:00 p.m., in the Board Room of Townsite Centre. Motion carried 5-0.

Superintendent Year-End Evaluation - The Board scheduled the evaluation for the June 28th meeting.

ADJOURNMENT: Ladwig moved, seconded by Hewitt, to adjourn the meeting at 9:45 p.m. Motion carried 5-0.

Carol Ladwig, Clerk

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

JUNE 28, 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. 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.

SCHOOL BOARD AGENDA - JUNE 28, 1994
PAGE 2

- A. INSTRUCTIONAL MATTERS - Bob Jernberg
 - (1) Approval of Block Grant Application - Pages 4-6
 - (2) Approval of Chapter I Grant Application - Pages 7-8
 - (3) Approval of Chapter I Neglected & Delinquent Grant Application - Pages 9-10
 - (4) Acceptance of Gifts - Page 11
- B. BUSINESS AFFAIRS - Bob Lacher
 - (1) Approval of Check Signing Authority - Page 12
- C. PERSONNEL MATTERS - Brenda Franklin
 - (1) Approval of New Employees - Page 13
 - (2) Approval of Retirement - Page 14
 - (3) Acceptance of Resignations - Page 15
 - (4) Approval of Transfer - Page 16
- D. ADMINISTRATIVE MATTERS - Anderson

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. SCHOOL PROFILES - Jernberg
Page 17

Overview the draft School Improvement Plan Profiles for each building.

5. WORK EXPERIENCE PROGRAM - Jernberg
Page 18

Suggested Resolution: Move to accept the report of the Work Experience program review and approve the purchase of textbooks and materials as presented.

Moved by _____ Seconded by _____
Comments _____

6. EIDE HELMEKE AGREEMENT - Anderson
Pages 19-21

Suggested Resolution: Move to approve the agreement as presented.

Moved by _____ Seconded by _____
Comments _____

7. BID AWARD-LINCOLN SCHOOL REMODELING - Andersen
Page 22

Bids are scheduled to be opened at 2:00 p.m. on Thursday, June 23rd. A bid summary and recommendation will be presented at the meeting.

8. COMPARABLE WORTH CHANGES - Franklin
Page 23

Suggested Resolution: Move to maintain the classifications as presented.

Moved by _____ Seconded by _____
Comments _____

9. POLICY APPROVAL - Anderson
Pages 24-37

Suggested Resolution: Move to approve the policy, Discipline (JK), as presented.

Moved by _____ Seconded by _____
Comments _____

10. FIRST READING OF POLICIES - Anderson
Pages 38-51

Conduct a first reading of the following policies: Decision Making in Moorhead Public Schools (AB); Employee Copyrights/Royalties (GCQC); Rental of District Music Equipment (DFD); Chemical Use (JECI); Drug Free School Policy for Students (JECJ); Chemical Free School Environment Policy (JECK); and, Chemical Free Environment for Employees (JECL).

11. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

1. Discuss meeting nights beginning in July.

12. ADJOURNMENT

MEMO #: I-94-430
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: 1994-95 Block Grant
DATE: June 21, 1994

Attached is a copy of the Chapter 2/Block Grant application for 1994-95. This application has been reviewed by staff and recommended by the PER Committee.

The District will utilize \$37,333 for District technology needs. Attached is a summary of the funded projects which were selected from many grant applications.

Nonpublic school funds in the amount of \$878.15 will be utilized by St. Joseph School for instructional materials and for media services to be provided by West Central ECSU.

Suggested Resolution: Move to approve the 1994-95 Block Grant application as presented.

RMJ/mdm
Attachments



ESHA: Chapter 1
876 Capitol Square - 550 Cedar
St. Paul, MN 55101-2273

CHAPTER 2 / BLOCK GRANT
APPLICATION FOR
F. Y. 1994-1995

ED-01654-13

A-1

GENERAL INFORMATION AND INSTRUCTION: Chapter 2, Title 1, P.L. 100-297 allocates funds under a block grant for purposes of educational program improvement in six targeted areas defined in Section 1531 of the Hawkins-Stafford Amendments of 1988. Please complete this application and forward the original to the above address. Retain a copy for your district files. Applications must be submitted no later than December 31 for the current fiscal year funding.

STUDENT AND STAFF PARTICIPATION NOTE: Changes in federal law and regulations require an annual report and an evaluation of the Chapter 2 program in specified formats. This application form has been revised to enable MDE staff to gather and compile information to satisfy those requirements.

Page A-6 has been added in order to collect information on student and staff participation by program even if there is duplication in counting.

PART I - IDENTIFICATION INFORMATION

District Name Moorhead Public Schools		District Number 152
Address 810 4th Avenue South	City Moorhead	Zip Code 56560
Person Responsible for Administration of Program Jan Buckner	Position / Title Technology Coordinator	Telephone (Incl. Area Code) (218) 299-6337

APPLICANT STATEMENT OF ASSURANCES

THE APPLICANT ASSURES AND CERTIFIES THAT:

1. The School Board, at a meeting held on June 28, 1994, did declare its intention to develop projects which expand and improve the educational programs of the district, and said Board did authorize the undersigned to execute and file application for and in behalf of the school district and otherwise to act as its responsible authority in State and federally funded programs, and has approved the content of this application.
2. Allocation of funds among programs authorized, including the allocation of such funds required to support programs in nonpublic schools, shall be administered in a manner consistent with the plan set forth in Part III of this application.
3. Amendments to the three-year application which may become necessary to reflect any changes that are to be in effect shall be submitted annually.
4. In the design, planning, implementation and allocation of funds of/among such programs to be funded, there will be systematic consultation with parents, teachers, administrative personnel, and any other individuals or groups deemed appropriate by the local education agency.
5. Compliance with all provisions of this chapter shall include the participation of students enrolled in private, nonprofit schools.
6. Records of program allocations and expenditures shall be maintained and made available to the Minnesota Department of Education (MDE) so as to enable the MDE responsibilities for fiscal audit to be met.
7. Records of needs assessment, program goals, program objectives, program activities, and program evaluation shall be maintained and made available to the Minnesota Department of Education so as to enable MDE responsibilities for program evaluation to be met.
8. Funds available under this chapter will supplement and not supplant funds currently accruing from non-federal sources.

Dr. Bruce R. Anderson

Name of Superintendent (Print or Type)

Signature - Superintendent

Date

Block Grant Funding Summary 1994/95

#	Project Summary	Funding Amount
1	Enhance academic achievement by integrating technology into the classroom curriculum. Probstfield \$9776	\$9,675
2	Assist LEP students acquire English as a second language Moorhead Senior High \$1060	\$1,060
3	Improve students' access to the Macintosh computer in order to increase their learning and computer literacy through the increased availability of educational software programs. WCRJC Detention School \$6706	\$5,944
4	Provide students with the opportunity to maintain, reinforce and improve basic academic and computer skills by at least one year. MCAP \$3533	\$3,401
5students and music.... Robert Asp & Senior High \$2293	\$2,293
6	Provide a variety of up-to-date geography resources Moorhead Junior High \$6719	\$6,719
7	Stimulate and expand the students' interest in writing and provide an opportunity for students to illustrate their writing. Edison Elementary \$899	\$899
8	Insure all students achieve district math outcomes by incorporating calculators into the classroom. Robert Asp \$494.95	\$495
8	Provide students with networkable multi-station access to the Newsbank CD with The Star Tribune Senior High \$2995	\$2,995
9additional computers for Art/Business Ed lab.... Senior High \$3852	\$3,852
	TOTAL	\$37,333

MEMO #: I-94-429
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: 1994-95 Chapter 1 Grant
DATE: June 21, 1994

Attached is Form ED-02046-04 - ECIA Chapter 1 Annual Grant Update for 1994-95. The basic project will be continued as in 1993-94 with the exception of the fifth and sixth grade (five-week) summer program which will be considered when funds become available.

Suggested Resolution: Move to approve the submission of the 1994-95 Chapter 1 grant to the Minnesota Department of Education as presented.

RMJ/mdm
Attachment

	ECIA Chapter I 676 Capitol Square - 550 Cedar St. Paul, MN 55101-2273	ECIA CHAPTER 1 ANNUAL GRANT UPDATE	ED-02046-04 DOZ: 7/15/94
	GENERAL INFORMATION AND INSTRUCTIONS: The information requested on this application is necessary for processing the application under the requirements of Chapter 1, Public Law 100-297. Please provide all information requested and return this application to the State Chapter 1 Office by <u>JULY 15, 1994</u> .		

I. UNIFORM DISTRICT IDENTIFICATION			
Fiscal Agent: Moorhead Independent School District		For District # <u>152</u> # <u> </u> # <u> </u> # <u> </u>	
District Name Moorhead Public Schools	District Number 152	Testing Cycle (Check One): <input checked="" type="checkbox"/> Spring to Spring <input type="checkbox"/> Fall to Fall	
LEA Representative Name Dr. Bruce R. Anderson	Title Superintendent	Telephone (218) 299-6255	
Address (Mailing) 810 4th Avenue South	City Moorhead,	State MN	Zip Code 56560
Name of Contact Person Cynthia Sillers	Title Chapter I Coordinator	Telephone (218) 299-6257	
Address (Mailing) 810 4th Avenue South	City Moorhead	State MN	Zip Code 56560
Summer Contact Name Cynthia Sillers	Telephone Number (218) 299-6257	Fax Number (LEA Rep.) (218) 233 - 1610	

II. APPLICATION INFORMATION SUMMARY			
FOR MDE USE ONLY	FUNDS REQUESTED		PROJECT DURATION FOR OBLIGATION OF FUNDS
	Chapter 1 Funds to Match AOM:	\$ <u>68,040.</u>	Beginning Date: <u>7/1/94</u>
	Total Budget:	\$ <u>614,491.</u>	Ending Date: <u>6/30/95</u>
	Average Per Pupil Cost:	\$ <u> </u>	First Day of Chapter 1 Instruction Is:
	Administrative Cost:	\$ <u> </u>	<u>Sept. 19, 1994</u>
	Administrative Percent	<u> </u> %	Last Day of Chapter 1 Instruction Is:
3 YEAR CYCLE DATA 199 <u>2</u> - 199 <u>3</u> Basic Grant [] 1st Update [X] 2nd Update	Addendum: 1994-1995	\$ <u> </u>	<u>April 28, 1995</u>

III. LOCAL BOARD OF EDUCATION ACTION	
The Local Board of Education of this school district, at a meeting held on <u>June 28, 1994</u> , has authorized the undersigned to act as the LEA Representative in filing an application for funds as provided under Chapter 1 Public Law 100-297 for the fiscal year 1994-1995. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal Statutes, Regulations, and State procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this application. <u>Cynthia Sillers</u> as the Contact Person was also approved. (optional)	
Signature of LEA Representative	Date

DO NOT WRITE IN SPACES BELOW

IV. MINNESOTA DEPARTMENT OF EDUCATION (MDE) INFORMATION				
Total Funds Approved	Area Director Signature	Date	District #	Area
Final Approval Signature	Date	Application Type		
Comments:				

(See additional instructions.)

MEMO #: I-94-431

TO: Dr. Bruce Anderson

FROM: Bob Jernberg


SUBJECT: Chapter 1 - Neglected and Delinquent Grant

DATE: June 22, 1994

Attached is Form ED-00268-11 - ECIA Chapter 1 Grant for Neglected and Delinquent Students for 1994-95. The application is in the amount of \$8,167 for providing services at the West Central Regional Juvenile Center. The basic program will be similar to the services provided in 1993-94.

Suggested Resolution: Move to approve the submission of the 1994-95 Chapter 1 Neglected and Delinquent grant to the Minnesota Department of Education as presented.

RMJ/mdm
Attachment

	ECIA Chapter 1 876 Capitol Square, 550 Cedar St. Paul, MN 55101-2273	ECIA CHAPTER 1 GRANT FOR NEGLECTED OR DELINQUENT STUDENTS	ED-00268-11 DUE: 7/15/94

GENERAL INFORMATION AND INSTRUCTIONS: The information requested on this application is necessary for processing the application under the requirements of laws and regulations applying to the Education Consolidation and Improvement Act (ECIA) Chapter 1 (P.L. 100-297). Please provide all information requested and return to the State Chapter 1 office by July 15, 1994.

UNIFORM DISTRICT IDENTIFICATION			
Agency Name Moorhead Public School District	District Number 152	School Year 1994 - 1995	
LEA Representative Name Dr. Bruce Anderson	Title Superintendent	Telephone (Include Area Code) 218-299-6256	
School Address 810 4th Avenue South	City Moorhead	State MN	Zip Code 56560
Name of Contact Person Alan K. Swedberg	(Ronette)	Title Dir. of Special Services	Telephone (Include Area Code) 218-299-6231

APPLICATION INFORMATION SUMMARY		
N O R D INSTITUTION(S) Please list all the N or D Institutions in your district. <u>1. WCRJC-West Central Regional</u> <u>2. Juvenile Center</u> <u>3.</u> <u>4.</u> <u>5.</u>	FUNDS REQUESTED Initial: \$ <u>8167.00</u> Addendum: \$ _____	DATES OF INSTRUCTION Beginning Date: July 1, 1994 Ending Date: June 30, 1995 First day of Chapter 1 instruction is: <u>July 1, 1994</u> Last day of Chapter 1 instruction is: <u>June 30, 1995</u>

LOCAL BOARD OF EDUCATION ACTION
The Local Board of Education of this school district, at a meeting held on _____, authorized the undersigned to act as the LEA Representative in filing an application for funds as provided under Chapter 1 Public Law 100-297 for the fiscal year 1994-1995. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal Statutes, Regulations, and State procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this application. _____ as the Contact Person was also approved. (optional)
_____ Signature of LEA Representative
_____ Date

DO NOT WRITE IN SPACES BELOW

MINNESOTA DEPARTMENT OF EDUCATION (MDE) INFORMATION				
Total Funds Approved	Area Director Signature	Date	District #	Area
Final Approval Signature	Date	Application Type		
Comments:				

MEMO #: I-94-428
 TO: Dr. Bruce Anderson
 FROM: Bob Jernberg
 SUBJECT: Acceptance of Gifts
 DATE: June 21, 1994

The District has received the following gifts:

1. On June 1 the school safety patrol attended a Minnesota Twin's baseball game. The following groups contributed to this trip:

Clay County Safety Council	\$ 500
Moorhead American Legion Post 21	\$1,000
Moorhead Veteran of Foreign Wars	\$1,000
John C. Arneson Agency	\$ 100
Auto Club Trust Fund	\$ 350
Gjerve, McLarnan, Hannaher, Vaa, Skatvold, and McLarnan Law Firm	\$ 25
Marguerites Music of Moorhead	\$ 10
Preston's Quality Dry Cleaning	\$ 50
Vikingsland Kiwanis	\$ 200
Clay County Licensed Day Care Assoc.	\$ 25
Moorhead Optimists Club	\$ 100
Catholic Daughters of America	\$ 100
Hornbacher's	\$ 100
Parent Teacher Advisory Councils:	
Thomas Edison	\$ 300
Probstfield	\$ 300
Riverside	\$ 300
George Washington	\$ 300
Robert Asp	\$ 200

TOTAL \$4,960

2. The Nash Finch Company donated \$1,500 for Knowledge Bowl expenses.
3. The Voyager PTAC donated \$1,900 to be used for classroom computer software, band ensemble music, general music supplies, and a donation towards a timer at the Senior High pool.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMO #: B94.391

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: JUNE 17, 1994

SUBJECT: CHECK SIGNING AUTHORITY

With the retirement of the District Accountant, we need to have another person authorized to sign checks. Given the need to have a separation of duties, and after consultation with our auditors, we recommend that Mrs. Julie Bauer be assigned this task.

Suggested Recommendation: Move to authorize Mrs. Julie Bauer as one of the districts signatures for check signing.

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 22, 1994
SUBJECT: New Employees

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

Sandra Asleson - Kindergarten Teacher, Moorhead State-Thomas Edison, BA (0-6) .5 \$11,854.00 (23708) effective for the 1994-95 school year. (New Position)

Cathy Davis - Kindergarten Teacher, Thomas Edison Elementary, BA (0-6) \$23,708.00, effective for the 1994-95 school year. (Replace Arlene Mickley)

Blaine Gerlach - EBD Teacher, Senior High BA+30 (0-6) \$26,234.00, effective for the 1994-95 school year. (New Position)

Jane Holtz - MSMI Teacher, Washington Elementary MA (7) \$29,416.00, effective for the 1994-95 school year. (Replace Linda Wolbaum)

Michelle Kaspari - ESL Teacher, Thomas Edison Elementary, BA+15 (0-6) \$23,708.00, effective for the 1994-95 school year. (Replace Dorothy Schmidt)

Amy Swenson - L. D. Teacher, Senior High, BA (0-6) \$23,708, effective for the 1994-95 school year. (Replace Mavis Lysaker)

David Traaseth - 4th Grade Teacher, Riverside Elementary, BA (7) \$24,361.00, effective for the 1994-95 school year. (Replace Angelique Barone)

Katherine Zander - EBD Teacher, Senior High, BA+45 (0-6) \$27,497.00, effective for the 1994-95 school year. (New Position)

Steven Zielinski - 4th Grade Teacher, Washington Elementary, BA (0-6) \$23,708.00, effective for the 1994-95 school year. (New Position)

Kim Pladson - Library Secretary, Senior High, A13 (2) \$8.20 per hour, effective for the 1994-95 school year. (Replace Sandra Knudson)

Suggested Resolution: Move to approve the employments as presented.

BMF:sdh

MEMORANDUM

P 94.194

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 22, 1994
SUBJECT: Early Retirement of district employee

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

Ruth Legg - District Accountant, Townsite Centre, effective June 30, 1994.

Suggested Resolution: Move to accept the retirement as presented.

BMF:sdh

MEMORANDUM

P 94.193

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 22, 1994
SUBJECT: Resignation of District Employees

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

Tammy Schatz - Paraprofessional Robert Asp, effective immediately.

Joanne Molstre - Paraprofessional Trinity Day Care as ECSE effective immediately.

Suggested Resolution: Move to accept the resignations as presented.

BMF:sdh

MEMORANDUM P 94.197

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 22, 1994
SUBJECT: Transfer

The administration requests approval of the transfer of the following employee:

Patricia King - Kindergarten Teacher, St. Ansgar-Washington
Elementary, BA (0-6) .5 \$11,854.00 (23708)
from Chapter I Kindergarten Home School Liaison.

Suggested Resolution: Move to accept the transfer as presented.

BMF:sh

MEMO #: I-94-427
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: School Profiles
DATE: June 21, 1994

Enclosed is a draft of the School Profiles. They are for discussion at this time. Profiles have been developed for each building and are presented. Some information is not yet available.

A final edition of the School Profiles will be brought back to the Board along with the edited 1993-94 results of the Five Year Educational Plan when both have been completed.

The profiles will be reviewed briefly with the Board.

RMJ/mdm
Enclosure

MEMO #: I-94-426
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Work Experience Programs
DATE: June 21, 1994

Attached is information regarding the Work Experience 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 Work Experience program has also been reviewed by the PER Committee.

Arnie Grossman and Marilyn Larson will briefly review the Work Experience program and respond to questions.

Suggested Resolution: Move to accept the report of the Work Experience program review and approve the purchase of textbooks and materials as presented.

RMJ/mdm
Attachment

MEMO #: S-94-240

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: AS/400 Configuration
DATE: June 24, 1994

IBM will no longer be supporting the B model in relationship to our AS/400.

Jim Cummings, Mark Gustafson, Bob Lacher, Jan Buckner, Jodi Bauer, and I met with a systems consultant from Eide Helmeke to review AS/400 upgrade options that includes imaging and fax technology. One of the results of that meeting was the identification of the need to have an external review of the district's existing hardware and software options as presented on the attached proposal.

Suggested Resolution: Move to engage the services of Eide Helmeke & Company for the consulting tasks identified for a cost up to \$2900.

BRA:cbp
Attachment

Eide Helmeke & Co.

Certified Public Accountants & Consultants

Board of Education
Independent School District No. 152
810 4th Ave. S.
Moorhead, MN 56560

Eide Helmeke & Co. is pleased to submit this engagement letter to perform professional services for Independent School District No. 152, hereafter, referred to as the district. This engagement letter outlines our approach to the proposed engagement and documents the services to be performed and the estimated fees to perform such services.

Engagement Scope

The scope of the engagement would include an analysis of the district's existing hardware and software options that requires a recommendation prior to the end of July. The following areas would be addressed.

1. Review and recommend one of several upgrade options available to the district as it pertains to the existing AS/400 Model B45 with the intention that it will continue to meet the processing requirements currently in place, as well as possible application enhancements in the future. The options which we will consider are 1) do nothing and continue to operate the existing model of AS/400 until the new projected Power PC enhancements are announced sometime in 1995, b) upgrade the Model B45 to an F35, 3) upgrade the existing Model B45 to one of the new model AS/400s recently announced by IBM, or 4) convert all applications to PCs and operate from a local area network.
2. Review and ascertain costs and advantages in implementing Imaging and FAX technologies within the district and, if feasible, whether the technology would better be implemented within the micro computer arena or the AS/400.
3. Review the possible approach for replacing older micro computers with newer technology and developing an orderly plan of replacing micro computers each year to preclude large capital outlays in one particular year.
4. Insuring that, whatever recommendations are made in regards to hardware upgrades or replacement, we will continue to be cognizant of the fact that the district will require an interconnectivity path to future integration to computer networks and access capabilities for communications to INTERNET.

Professional Fees

Our fees for the above services will be billed at our standard hourly rates for the professional services, plus out-of-pocket expenses. The fees will be billed on a bi-monthly basis as our work progresses. The fees for the engagement will not exceed \$2,900. Should our actual time commitment be less than the budget estimate, you will be billed for a lesser amount. The completion of the analysis would be completed by July 29, 1994.

Should our relationship terminate before the engagement is completed, you will be billed for services to the date of termination. All bills are payable upon receipt. A finance charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Closing

We appreciate the opportunity to serve the district. If you find these arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning the enclosed copy. Your signature on the copy of this letter will authorize the commencement of this engagement. Thank you.

EIDE HELMEKE & COMPANY



June 6, 1994

Fargo, North Dakota

ACCEPTED BY:

Name

Title

Date

MEMORANDUM

TO: Dr. Anderson
FROM: Rose Andersen *Rose*
DATE: June 22, 1994
RE: Bids for Lincoln Remodeling

The bids for the remodeling of the Lincoln building are due June 23, 1994. Bid tabulations will be presented to the Board for their consideration so that a recommendation can be made that evening.

MEMORANDUM

P 94.196

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 22, 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>Maintain Classification</u>	<u>Current</u>	<u>Recommend</u>
Guidance Secretary (Senior High)	B 21	B 21
Community Issues/Technology Secretary (Townsite)	A 13	A 13
Elementary Principal Washington/Voyager Campus	D 63	D 63

SUGGESTED RESOLUTION: Move to maintain their classifications.

BMF:sdh

DISCIPLINE

I. STATEMENT OF PHILOSOPHY

It is the position of the School Board of District #152 that learning can best take place in an environment which is orderly, safe, stimulating, and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect among students, school personnel, and community members.

It is the goal of the Discipline Handbook to promote growth in self-discipline and responsibility. In addition to state and federal law, it is understood that rules and regulations will be necessary. To be useful, they must be clearly understood by everyone involved, administered consistently and fairly, with consequences which are appropriate to the problem. While the Discipline Handbook developed within District #152 will relate to activities within the school setting, the ultimate responsibility for growth in self-discipline is a cooperative effort of students, school personnel, home, and community.

II. RIGHTS AND RESPONSIBILITIES OF STUDENTS

These statements under Rights and Responsibilities of Students, which apply to students of all ages, are not expected to cover every situation which may arise. Rights are "just claims or privileges." Responsibilities are defined as "obligations or duties."

Rights of Students

Every student has the right...

1. To citizenship in the school community as granted by the U.S. Constitution and the State of Minnesota. Civil rights may not be abridged, obstructed, or in any other way altered, except in accordance with due process of law.
2. ~~To freedom from racial and sexual bigotry or harassment/discrimination/ or intolerance/~~
To freedom from harassment due to gender, religion, culture, disability, race, sexual orientation, and/or age and to seek redress of such infractions by reporting such harassment to a principal, counselor, teacher, or other school official.
3. To fair, consistent uniformity of application of rules without discrimination or bias within the learning environment.
4. To air grievances, problems and concerns through legitimate channels and to propose changes in rules or policy through channels provided by the schools for all students.
5. To express opinions and feelings as well as criticisms without violating the rights of others and to make choices through appropriate means.
6. To privacy regarding school records consistent with legal requirements.

Rights of Students (continued....)

7. To privacy and security in his/her persons, papers, and effects.
8. To be informed orally or in writing of any disciplinary charges and corrective measures in a manner consistent with the Pupil Fair Dismissal Act.
9. To be allowed to present his/her version of an incident in question in a fair hearing before any consequences are determined.
10. To expect a safe, stimulating, and productive learning environment without interruptions, disruptions, or distractions from within or without the classroom setting.
11. To have equal access to student activities and organizations.
12. To be informed of all policies, rules, and regulations he/she shall be expected to follow in the classroom, building, and district via an easily understood form using written, visual, and oral approaches as necessary.
13. To homebound instruction when extended absence is due to medical reasons.
14. To make up within prescribed timelines work missed during any excused absence without discrimination or harassment.
15. To be treated with dignity and respect by all members of the school community.
16. To avail himself/herself of the counseling services provided by the school district.
17. To choose his/her own manner of dress and personal grooming unless it presents a clear danger to students' health and safety, causes a clear interference with work, creates disorder in the learning environment, promotes illegal activities, or interferes with the rights of other students.
18. To expect authority to protect these rights.

Responsibilities of Students

Every student has the responsibility...

1. To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the school society.
2. To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking.
3. To know and comply with school rules and regulations and school district policies established by local school boards. (MN Statute 120-6, 1974)
4. To refrain from disruptive behavior which may interfere with a teacher's right to teach and a student's right to learn.
5. To attend regularly scheduled class sessions as established by the schools.
6. To bring class materials required for daily classroom use and to complete assigned class work on time and according to instructions given by teacher.

Responsibilities of Students (continued....)

7. To accept the authority of school personnel on school property, during school-sponsored off-campus events and on school transportation.
8. To follow policy and regulations during school-sponsored activities in or away from school regardless of time or place.
9. To obey all safety regulations in the educational setting.
10. To use appropriate language and to avoid cursing, profanity, or vulgarity.
11. To refrain from the use or threat of physical force, verbal abuse, threats, blackmail, the use, sale, or exchange of alcohol or any illegal drugs, smoking, stealing, vandalism, and other illegal activities.
12. To refrain from bringing onto school property or to school-sponsored events any materials or items which would cause, or tend to cause, a disruptive activity or endanger the health of students or other persons. Students should note that lockers are school property and may be searched without cause or notice. Searches may be conducted under the authorization of the principal or a representative designated by the principal. Search of an area assigned to a student shall be made in the presence of an adult witness and, if practicable, in the presence of the student. Illegal items will be seized by school authorities, and police will be notified. Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.
13. To discuss grievances, problems, or concerns with school staff.
14. To report to a school official any incidents of harassment or illegal activity.

III. SCHOOL AND COMMUNITY RESPONSIBILITIES

The maintenance of a school climate conducive to learning, working, and living is shared by the parent and/or guardian, students, all school personnel, and community members. Each is expected to work positively toward this goal, to respect individuality and responsibility of each person, and to deal effectively with misunderstanding or misbehavior.

School Board Responsibilities

1. To establish a discipline policy for the Moorhead Public Schools.
2. To hold the appropriate school employees responsible for the supervision of the behavior of students while legally under the supervision of the school.
3. To insure the fair and consistent application of the Discipline Handbook.
4. To require that each principal, teacher, bus driver or other employee having direct responsibility for student behavior will prepare or agree to a written plan for discipline that meets their needs and meets the approval of their immediate supervisor or administrator.

Parent/Guardian Responsibilities

1. To assume the legal responsibility for the behavior of their son/daughter.
2. To teach the student self-discipline and respect for authority.
3. To familiarize themselves and their children with the Discipline Handbook, building handbooks, and other regulations.
4. To see that the student is ready to learn and has the necessary supplies.
5. To see that the student attends school regularly at the appointed time and to notify the school whenever their son/daughter is or will be absent.
6. To help maintain communication with the school by bringing matters of concern to the attention of the principal, the teacher, a guidance counselor, school nurse, or other appropriate school personnel.
7. To provide the school with a current telephone number and address through which the parent/guardian can be reached during the school day.
8. To cooperate with the school for the benefit of the student and to be available to meet with school officials when requested.

Central Administration Responsibilities

1. To give counsel, advise, and to give firm support to the teachers and building administrator.
2. To require that all schools follow the school Discipline Handbook in accordance with established policy.
3. To insure the consistency of the application of the Discipline Handbook, the written discipline plans, and regulations in the school system.
4. To keep on file and periodically disseminate up-to-date copies of Independent School District #152 Discipline Handbook.
5. To keep the superintendent informed of serious behavior problems and of the assistance given in correcting problem situations.
6. To notify all personnel in writing of their responsibilities relating to student behavior.

Building Administrator Responsibilities

1. To be responsible to the superintendent in implementing the established discipline policy and building discipline plans.
2. To establish and implement rules and regulations governing conduct of students which are consistent with the Minnesota Statutes and School Board policies.
3. To confer with each individual teacher and to keep on file the agreed-upon individual discipline plans.
4. To be readily available to handle discipline in an emergency.
5. To appoint a designee from the certified staff to assume authority in the building administrator's absence.

Building Administrator Responsibilities (continued....)

6. To delegate appropriate duties to the assistant principal.
7. To be responsible for informing students, parents or guardians, and community groups of the current rules and regulations.
8. To be responsible for discussion of the rules, rights, and responsibilities with students during their first week of school.
9. To impose suspension consistent with the Pupil Fair Dismissal Act of 1974 (as amended).
10. To recommend to the superintendent the exclusion or expulsion of a student if necessary.
11. To assure that all system wide regulations and school rules regarding discipline are applied consistently.
12. To take prompt corrective action for referred violations of discipline regulations.
13. To inform the parent/guardian and involved staff members, when appropriate, of actions taken for referred violations.
14. To inform the parent/guardian, upon request of measures taken to insure student's rights and safety.
15. To report all illegal activities to appropriate authority as required by law or as necessary to maintain school discipline and order.
16. To take responsibility for and custody of a pupil removed from class.
17. To confer at least annually with the licensed employees in a school building to review the Discipline Handbook and discuss whether its provisions have been enforced.

Teacher Responsibilities

1. To encourage students to develop self-discipline and respect for authority.
2. To treat students with dignity.
3. To recognize individual differences among students.
4. To prepare a written plan for discipline that meets his/her needs and confer with the principal regarding the acceptability of the plan. These rules shall be posted in the classroom and given to students.
5. To inform parents/guardians through standardized notification of student deficiency.
6. To ensure the enforcement of school rules as listed in the student handbook.
7. To exercise restraint, good taste in their expression and refrain from the use of inappropriate expressions.

Teacher Responsibilities (continued....)

8. To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property, and at school functions. A teacher has the authority to remove pupils from the classroom pursuant to procedures and rules established in the district's policy. (See #7, Standards of Conduct)
9. To record and report classroom discipline problems to the building administrator.
10. To confer with support personnel for possible solutions to discipline problems.
11. To establish behavior/discipline guidelines for all students on field trips, and require adherence to those guidelines by all school employees and volunteers.

All Other School Persons With Responsibility For Student Conduct

1. To maintain discipline according to all rules and regulations as outlined in the Discipline Handbook and Building Handbook.
2. To communicate or confer with teachers or administrators regarding discipline problems.
3. To deal with students in a firm, fair, and consistent fashion.

IV. CORRECTIVE ACTIONS POSSIBLE

1. Student Conference - Depending upon the violation and the seriousness of the action, a student may be given a warning that if a violation occurs again, the student's parents or guardians will be notified.
2. Parent Conference - If a student violates a rule, the parent or guardian may be notified and a conference may be required.
3. Detention - A teacher, principal, or designee may detain a pupil after school for correction of a violation, including tardiness to class. Any pupil who is told by a teacher to report after school and who, for any reason, cannot report, must first clear the absence with the teacher, principal, or designated representative.
4. Removal From Class - "Removal from Class" and "Removal" means any action taken by teacher, principal, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods, pursuant to procedures established in the school district Discipline Handbook adopted by the School Board. "Class period" or "activity period" means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.
5. Permanent Removal - "Permanent removal" means the action taken by a principal to prohibit a student from attending a class period or activity period for the remainder of the semester or year. An alternative means of earning the credit will be provided.

IV. CORRECTIVE ACTIONS POSSIBLE (Continued....)

6. Suspension - ~~In or out of school~~ Suspension means an action taken by the school administration prohibiting a pupil from attending school/~~class~~ for a period of time no more than five consecutive school days.

This definition does not apply to dismissal from school for one school day or less.

The purpose of suspension is to remove the student from the normal school environment and to provide time for professional staff, parent/guardian, and student to discuss the matter and bring about an agreement on future conduct.

Parents or guardians will be notified of all suspensions.

A child-study team meeting must be held within five days of suspension of a student served by special education. The team shall determine whether or not the misconduct is related to the handicapping condition. When it is determined that the student's misconduct is related to the handicapping condition, the child study team will:

- (A) Review the special education assessments and determine the need for any further assessments
- (B) Review the individualized educational plan and amend the goals and objectives or develop an alternative IEP
- (C) Recommend that the student continue in the current school with or without changes in the IEP, or recommend a change in placement to another school or program.

When it is determined that the student's misconduct is not related to the handicapping condition, the school administration will follow district procedures as defined in the Rights and Responsibilities section of the handbook.

7. Expulsion or Exclusion - "Expulsion" means an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not exceed beyond the school year. The Pupil Fair Dismissal Act of 1974 (as amended) will be followed in procedural matters of this kind. "Expulsion or exclusion of handicapped students cannot be used as a discipline measure if the actions may have been the result of the handicapping condition. Special provisions for dealing with a handicapped student's behavior will be written into the student's Individual Education Program."
8. Alternative Program - "Alternative Program" means educational opportunities made available within the school district but possibly at a site different from a student's originally assigned school.
9. Referral to Juvenile Authorities or Police - If a student's misbehavior is so extreme that a law violation may be involved, juvenile authorities or police will be contacted by the principal or designated representative. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities or police are called. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the principal or designee shall not interfere with the student's removal from the building.

IV. CORRECTIVE ACTIONS POSSIBLE (Continued....)

10. Use of Reasonable Force

1. Corporal punishment of students is prohibited. Corporal punishment is the use of physical force as a consequence of or in order to correct student behavior.
2. Teachers are allowed to use reasonable force to restrain a student from injuring self or others or from damaging property.

Standards of Conduct

Students who have been expelled and/or excluded from other districts will be admitted to the Moorhead school district only after the preparation of an admission plan. This plan, which shall be developed by the school district, shall include measures to improve a student's behavior and require parental involvement in the admission process as well as indicating the consequences to the student of not improving the student's behavior.

In accordance with the Minnesota Pupil Fair Dismissal Act, students of the District may be disciplined, suspended, expelled, or excluded for the reasons delineated below in addition to other situations which fall within the grounds contained in the Minnesota Pupil Fair Dismissal Act:

- A. Willful violation of any reasonable school district regulation;
- B. Willful conduct materially and substantially disrupting the rights of others to an education; and
- C. Willful conduct which endangers the pupil or other pupils, or the property of the school.

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the public schools shall be enforced within the general guidelines as set forth below. These guidelines describe clearly the various administrative actions which will be taken for violations of the law and the school district standards of behavior.

Minimum corrective actions for specified violations are described below. In addition, the school retains the right to use any and all of the above-described corrective actions as fitting in a particular disciplinary situation.

This disciplinary policy ~~may~~ will be applied to disabled students if: (1) an IEP team for the student concludes that application of the disciplinary policy is indeed appropriate for the student, taking into consideration the student's handicapping condition; and, (2) if the disciplinary policy has been given to the student's parent with an indication that the team has concluded its application to be appropriate to the individual student.

In addition, when a disabled student is disciplined in accordance with this policy, other provisions of state and federal law apply. Within five days of any suspension, a re-entry conference must be held in accordance with Minnesota Rule 3525.2470. Unless a change of placement first occurs, a disabled student may not be suspended in excess of ten total days in one school year.

Students may be subject to disciplinary action for conduct on or off school property which has a direct and immediate effect on the discipline or the general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional safety of the student, other students, teachers or other school personnel, or for the safety of school property. Measured by this standard, acts which may result in disciplinary action include but are not limited to the following:

VIOLATIONS AGAINST PERSONS

MINIMUM CORRECTIVE ACTIONS:

1. POSSESSION OF A WEAPON -

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

- Parent/Guardian conference
- Initial suspension for 5 days
- Confiscation of weapon
- Notification of police
- Recommendation to the superintendent for expulsion

Weapons are identified in two categories:

- (A) Articles designed or commonly used to inflict bodily harm and/or to intimidate other persons. Examples are: firearms, whether loaded or unloaded, knives, clubs, metal knuckles, nunchuks, throwing stars, explosives, stun-guns, ammunition, chains, pellet guns, look-alike guns, and other non-functioning guns that could be used to threaten others;
- (B) Articles designed for other purposes but which are used to inflict bodily harm and/or intimidate. Examples are: belts, combs, pencils, files, scissors, compasses, etc.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

*2. ASSAULT - THREAT

A threat of bodily harm or death another person, without material physical contact.

- Parent/Guardian conference
- Suspension

3. ASSAULT - IN POSSESSION OF WEAPON

A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon.

- ~~(See #1 Above)~~
- Parent/Guardian conference
 - Initial suspension for 5 days
 - Confiscation of weapon
 - Notification of police
 - Recommendation to superintendent for expulsion

4. FIGHTING

Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving, or scuffling."

- Parent/Guardian conference
- Suspension

5. DIRECT ATTACK WITH A WEAPON -

- ~~(See #1 Above)~~
- Parent/Guardian conference
 - Initial suspension for 5 days
 - Confiscation of weapon
 - Notification of police
 - Recommendation to the superintendent for expulsion

VIOLATIONS AGAINST PERSONS

6. DIRECT ATTACK ON ANOTHER PERSON -

Students in grades K-6:

Students in grades 7-12:

* An administrative transfer does not insure the same program choice.

7. HARASSMENT:

Harassment is participating in or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals. Harassment, whether willful or otherwise, includes behavior of a sexual or gender demeaning nature which is unwelcome to the recipient and which has an adverse effect upon the educational experience of the recipient.

Harassment, whether willful or otherwise, includes offensive behavior relating to gender, religion, culture, disability, race, sexual orientation, and/or age.

8. INTERFERENCE/OBSTRUCTION:

"Interference" or "obstruction" means any action taken to attempt to prevent a staff member from exercising his or her legally assigned duties.

9. DISRESPECTFUL LANGUAGE:

Disrespectful language directed toward other individuals.

10. VERBAL ABUSE

11. DISRUPTIVE BEHAVIOR IN THE CLASSROOM:

"Disruptive Behavior" is defined as:

- A. Willful conduct which materially and substantially disrupts the right of others to an education.

MINIMUM CORRECTIVE ACTIONS:

- Parent/Guardian conference
- 1-5 day suspension
- Possible administrative transfer to another educational setting*
- Parent/Guardian conference
- 5-day suspension
- Possible recommendation for expulsion

- Student conference
- Detention
- Notification of parents or guardians
- Notification of Title IX officer in cases of sexual harassment.

- Parent/Guardian conference
- Suspension

- Parent/Guardian/
Student conference

- Parent/Guardian conference
- Suspension

- Removal from class
- Parent/Guardian/Teacher conference upon return

11. DISRUPTIVE BEHAVIOR IN THE CLASSROOM: (continued)
- B. Willful conduct which endangers school district employees.
 - C. Willful violation of any rule of conduct specified in the Discipline Handbook adopted by the Board.
 - D. Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting.

VIOLATIONS AGAINST PROPERTY

1. ARSON

This is the intentional destruction or damage to any school building or or property by means of fire or explosive.

- Immediate notification of legal authorities
- Suspension
- Parent/Guardian conference

2. FALSE FIRE ALARMS

- Immediate notification of legal authorities
- Suspension
- Parent/Guardian conference

3. ROBBERY OR EXTORTION

This refers to the obtaining of property from another person where his or her consent was induced by a use of force.

- Notification of legal authorities
- Suspension
- Parent/Guardian conference

4. THEFT: PERSONAL PROPERTY

This means the unauthorized taking of and/or the unauthorized possession of the property of another person.

- Notification of legal authorities
- Suspension
- Parent/Guardian conference

5. THEFT: SCHOOL PROPERTY

This refers to the unauthorized taking of and/or the unauthorized possession of school property.

- Notification of legal authorities
- Suspension
- Restitution
- Parent/Guardian conference

6. UNAUTHORIZED POSSESSION OF SCHOOL PROPERTY
(e.g. athletic clothing)

- Notification of legal authorities
- Suspension
- Restitution
- Parent/Guardian conference

7. UNAUTHORIZED USE OF SCHOOL PROPERTY FOR NON-SCHOOL ACTIVITIES

- Notification of legal authorities
- Parent/Guardian conference

VIOLATIONS AGAINST PROPERTY (continued)

8. WILLFUL DAMAGE OF SCHOOL
PROPERTY OR OF THE
PROPERTY OF OTHERS

- Notification of legal authorities
- Suspension
- Restitution
- Parent/Guardian conference

"Willful Damage" is the intentional cutting, defacing, or damage of any property, real or personal belonging to the school district, or to any individual within the school setting.

OTHER VIOLATIONS:

1. GAMBLING -

- Student conference
- Parent/Guardian conference

"Gambling" is defined as the playing of a game of chance for stakes.

2. DISORDERLY CONDUCT -

- Student conference
- Parent/Guardian conference

"Disorderly Conduct" refers to engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

3. DANGEROUS DRUGS/CONTROLLED
SUBSTANCES -

- Notification of legal authorities
- Suspension
- Referral to Student Assistance Program
- Parent/Guardian conference

This refers to the possession, sale, distribution, or use of any controlled substances as defined in Minnesota Statute 152.02 while on the school grounds or at school sponsored events.

4. ALCOHOL -

- Notification of legal authorities
- Suspension
- Referral to Student Assistance Program
- Parent/Guardian conference

This refers to the possession, use, or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities.

5. TOBACCO - POSSESSION

- Suspension
- Parent/Guardian conference

Possession of any tobacco product by a student under the age of 18 while on the school grounds or at school-sponsored events.

OTHER VIOLATIONS: (continued)

6. TOBACCO - USE

This is defined as the use of any type of tobacco product, chewing, holding a lighted tobacco product, or exhaling smoke from the mouth or nose on school property or at school-sponsored activities.

- Suspension
- Parent/Guardian conference

VIOLATIONS AGAINST SCHOOL
ADMINISTRATIVE PROCEDURE

1. WILLFUL DISOBEDIENCE -

"Willful Disobedience" is defined as any refusal to follow published school rules and regulations.

- Student conference

2. CONTINUAL WILLFUL DISOBEDIENCE -

"Continual Willful Disobedience" means repeated refusal to follow school rules and regulations after conference resulting from the first violation.

- Suspension
- Parent/Guardian conference

3. DEFIANCE OF AUTHORITY-

This is defined as willful refusal to follow the legal direction/order given by a staff member.

- Suspension
- Parent/Guardian conference

4. RECORD AND IDENTIFICATION
FORGERY -

This category includes falsifying signatures or data as well as refusal to give proper identification when requested to do so by a staff member.

- Parent/Guardian conference
- Detention

5. LEAVING THE SCHOOL GROUNDS -

This applies to leaving the school grounds during school hours without the proper clearance.

- Student conference
- Detention

6. CHRONIC AND UNEXCUSED ABSENTEEISM

- Parent/Guardian/Student Conference
- Detention

7. MISBEHAVIOR ON SCHOOL BUS

- Student conference
- Notification of parent/guardian

8. SEVERE MISBEHAVIOR OR CONTINUED
DISORDERLY CONDUCT ON SCHOOL BUS

- Denial of Transportation on school bus according to district policy.

VIOLATIONS AGAINST SCHOOL
ADMINISTRATIVE PROCEDURE

9. STUDENT ATTIRE -

-Student conference

Relates to a manner of dress which presents a clear danger to the student's health and safety, causes an interference with work, promotes an illegal activity or creates classroom or school disorder.

10. DANGEROUS AND NUISANCE ARTICLES -

-Confiscation

-Student conference

A "Dangerous or Nuisance Article" is any article that, in the opinion of the school staff, is dangerous or distracting.

11. TRESPASSING -

-Referral to legal authorities

-Parent/Guardian conference

This refers to persons physically present on a school campus or at a school activity after being requested to leave by the school principal or other person lawfully responsible for the control of said premises.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: AB DATE ADOPTED: REVIEWED/REVISED:
--	---

(Draft 5/94)

DECISION MAKING IN MOORHEAD PUBLIC SCHOOLS

Purpose Statement

The School Board believes that the opportunity for involvement and input by the stakeholders in the district results in insightful, effective and efficient decisions. The Board also believes that learning is enhanced, accountability increased and innovation and excellence are encouraged when employees are able to make or share in decisions within identified parameters.

The superintendent is charged with encouraging collaboration and participation in decision making as appropriate and implementing a decision-making process within the school district which empowers staff and parents within the following parameters.

Decision-Making Parameters in ISD 152

Decisions at all levels must:

- * Be focused on how the decision will first affect students
- * Be directed toward the improvement of instruction and student achievement
- * Be inclusive of parents
- * Be aligned with the mission and beliefs of the District
- * Be research based and data driven
- * Be aligned with and support the Five Year Educational Plan and the School Improvement/Program Plan
- * Be consistent with the assumptions in the Annual Operation Plan
- * Be reflective of School Board Policy and Administrative Regulations
- * Be in compliance with Federal, State and Local laws, regulations and mandates
- * Be congruent with bargaining unit master contract language

The final decision regarding parameters and level at which decisions are made is determined by the superintendent unless parameters are otherwise specified by the Board of Education, rules and statutes promulgated by the State of Minnesota, or the federal government.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: GCQC DATE ADOPTED: REVIEWED/REVISED:
--	---

(Draft 3/94)

EMPLOYEE COPYRIGHTS/ROYALTIES

The Moorhead Board of Education supports and encourages staff members to publish or develop materials related to the educational profession and wishes to establish the principle of rewarding creativity by the staff. The Board of Education does not wish to become an entrepreneur in either publishing or manufacturing enterprises, yet if there is a commercial return on the investment of District funds, the Board wishes to receive a return on that investment.

It is suggested that staff members who desire to develop products make such action known to the Superintendent, or his/her designee), prior to the time such work is started so that proper procedures can be established to assure that District interests and the interests of staff members are protected.

REGULATIONS

Materials developed by staff on their own time on their own equipment:

Rights to copyrights or patents of books, materials, computer software or templates, devices, etc. developed by staff members of ISD 152 on their own time will be vested in the employee and be copyrighted or patented and/or marketed, if at all, in his or her name.

Materials developed by staff on their own time on school district-owned resources:

The ownership of materials developed by an employee on their own time, using district resources, shall be with the employee. The institution shall be reimbursed out of the royalties for an amount agreed upon by the institution and the employee. Fair market value is used for any facilities, personnel or resources, except those considered part of the normal academic environment including library facilities.

If the employee is developing materials on their own time, but using district resources, the following should occur:

- a. notify the Superintendent or designee of their plans
- b. keep a log which includes dates and hours worked on the project, activities engaged in and school district resources involved.

Materials developed by staff on school time:

Rights to copyrights or patents of books, materials, computer software or templates, devices, etc. developed or produced solely for the district and at district expense will be vested in the district and will be copyrighted or patented and/or marketed, if at all, in its name.

In the event that any of these products have commercial appeal, the Superintendent, or his/her designee, is authorized to secure copyrights, patents, etc. to ensure the ownership of the product by the District. The Superintendent, or his/her designee, is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal.

In an effort to stimulate the innovative and creative development of specific materials and/or programs, 30% of the proceeds will be distributed to the creator(s) of the material(s) or program(s). The remaining 70% will be retained by the Board. A portion of the royalties will be used to provide any necessary user support of the marketed product and/or continuation of product development.

The district shall have six months in which to assess the commercial viability and patentability of the product. If the District judges the discovery not to be copyrightable and/or marketable, or decides not to pursue a copyright or market the product, all rights will revert to the employee.

Noncopyrighted Materials:

Software programs or templates, materials, etc. that have been developed by an individual on their own time using either their own or district equipment, may have value for use throughout the district in a curricular area or as a teacher productivity tool. In order to stimulate the innovative and creative development of such materials, a fund will be established by the Superintendent which will compensate employees for products that have a district-wide appeal.

The appropriateness of the software for district wide use will be determined by a committee made up of representatives from the appropriate curriculum committee, the Asst. Superintendent of Instruction, and other appropriate representatives as determined by the Asst. Superintendent of Instruction. If the software is determined to have merit for district wide use, the District will pay the developer for their work. The amount paid is based on the complexity of the program as well as the extent of district application. Payment will be made using a tiered system ranging from simple to complex programs based on established criteria.

If the district decides to copyright and/or market the product, the District would receive 70% and the developer(s) 30% of any royalties generated by sales of the product as outlined under the above area.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: DFD DATE ADOPTED: 7/1/81 REVIEWED/REVISED:
--	---

(DRAFT 4/94)

RENTAL OF DISTRICT MUSICAL INSTRUMENTS

A rental fee of ~~\$10/00~~ \$20.00 per semester, (~~\$20/00~~ \$40.00 per year), will be assessed each family whose child is playing a school-owned instrument.

A maximum of \$50.00 per year for any one family for all activities, including athletics, music, drama, etc., will be observed.

The requirement may be waived if any of the following circumstances prevail:

1. If a family has previously owned or purchased the instrument on which the child originally began instruction upon first entering the public school instrumental program.

(This is to accommodate instances where, because of various circumstances, it has become necessary for a student to change to a different instrument during his/her tenure as a school musician: e.g. by request of the director to help fill out instrumentation.)
2. If a family cannot afford to pay the fee (as determined by the building principal by checking the free hot lunch roster).
3. In situations where students who provide their own musical instruments are asked to switch to a school-owned instrument to obtain a balance in instrumentation, no fee will be requested.

No student will be denied the right to participate in music because of any or all of the above.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JECI DATE ADOPTED: 02-12-80 REVIEWED/REVISED: 02-13-90
--	---

(Draft 4/94)

CHEMICAL USE

It is the goal of Moorhead Public Schools to create a caring atmosphere for each student within the system. It is recognized that it is this caring environment that is the first step in preventing an individual from becoming harmfully involved with chemicals. This prevention is instituted by nurturing interpersonal relationships, promoting skills in decision making and problem solving, while providing for a student's academic growth.

In spite of such efforts, the district understands that a student may become harmfully involved with some chemical. This involvement would create considerable concern for themselves and/or others. At this juncture, the school must continue to operate as a caring rather than a punitive community, through the provision of ongoing support. The harmfully involved individual will be assisted in seeking supportive and rehabilitative services. If treatment becomes necessary outside the school setting, every effort must be exerted to affect a successful continuation in/or re-entry into the school setting.

The Board of Education for Independent School District #152 endorses this philosophy emphasizing prevention, identification of the harmfully involved, appropriate intervention with provision for support services, and the continuation of staff training.

The administration of Moorhead Public Schools is charged to implement this policy through procedures to provide for the following:

- I. Staff Training
- II. Prevention
- III. Procedures in the helping process
 - a. Identification of harmfully involved students
 - b. Determination of the problem, utilizing crisis management, preassessment teams which include chemical use facilitators
- IV. Immediate Intervention
- V. Support Services

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JECJ DATE ADOPTED: REVIEWED/REVISED:
--	---

(Draft 5/94)

DRUG FREE SCHOOL POLICY FOR STUDENTS

1. Health problems of youth are primarily the responsibility of the home and community, but schools share in that responsibility because chemical use problems often interfere with school behavior, safety, student learning, and the fullest possible development of each student.
2. The Moorhead School District recognizes that the use of illicit drugs and the unlawful possession and underage use of alcohol is WRONG and HARMFUL.
3. The responsibility for a comprehensive Drug Free education and prevention program for students in the school setting is a shared one.
 - a. The administration has overall responsibility for developing and proposing possible school chemical awareness programs to the Board of Education and implementing one, once approved, through the appointment of a coordinator. Included in this overall responsibility is the dissemination of pertinent information concerning the chemical awareness program and policies to students, employees and the community at-large.
 - b. The certified staff is responsible for assisting in program development and for implementing the adopted program.
 - c. The Board of Education is responsible for reviewing possible chemical awareness programs in the school setting, approving one, providing funding for it, and reviewing results on a periodic basis.
 - d. The parents and community are responsible for learning about the school chemical awareness program and cooperating in its implementation.
 - e. The student is responsible for cooperating in the implementation of the school-provided program, learning from it, and participating actively in its various components as necessary.
4. The Moorhead School District Chemical Awareness, Drug-Free School Environment Program for students shall include, as a minimum, the following components:
 - a. A student chemical awareness coordinator shall be appointed to facilitate program development and implementation.

- b. The district shall provide one or more training sessions within or outside the district for all district personnel to provide accurate and up-to-date information about and prevention of chemical use/abuse among students and the problems students may have as a result of chemical use/abuse in their families, households, peer group, and schools.
- c. Curriculum in K-12 stress chemical use education and prevention shall be continued at all grade levels. The curriculum shall be reviewed and modified, as needed, on a regular basis.
- d. The curriculum will be developmentally based, addressing health, legal, and social consequences and teaching skills to resist peer pressure.
- e. If a student's observed behaviors and/or achievement level indicate possible chemical use or dependency, based on a reasonable person standard, then the following procedures will be implemented:
 - 1) The staff observer reports observed behavior orally to named administrative staff position and follows up with a written report.
 - 2) The named administrative staff position reviews all available information and institutes appropriate action which may involve one or more of the following:
 - a) Conference with the student;
 - b) Determination of whether an immediate health or safety danger to the student or others is present;
 - c) Notification to parents; and,
 - d) Notification to law enforcement authorities, if appropriate.
 - 3) During the course of treatment, instruction will be provided in the least restrictive setting which may include homebound and/or tutorial instruction. Upon return to school, transfer between schools within the district may be considered.
- f. Academic credit may be granted to a student who completes a treatment program for chemical dependency providing that the educational program meets the standards and procedures as established by the district and state.
- g. The district will provide support groups in each school building for students who are affected by chemical dependency/abuse to the extent that group facilitators are available.

CHEMICAL USE REPORTING REQUIREMENTS

1. Statement of Policy:

- a. Chemical use by students is illegal, a threat to health and safety of students and others, and harmful to learning.
- b. Minnesota Statute 126.034, Chapter 691 sets forth requirements for school personnel to help resolve problems created by chemical abuse by students.
- c. Compliance with the law by District 152 personnel is mandatory.

2. Statement of Procedure:

- a. The principal in each school is required to establish a Chemical Abuse Pre-Assessment Team.
 - 1) The responsibility of the Chemical Abuse Pre-Assessment Team is as follows: "...for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individually reported cases."
 - 2) This team must be composed of classroom teachers, administrators, and to the extent possible, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff.
 - 3) The team may be a new, stand alone unit to carry out the intent of the law. Or, another team with comparable membership that is already in existence for another purpose may be assigned the additional responsibility of carrying out the intent of Chapter 691.
 - 4) Appropriate responses will take into consideration guidelines and procedures developed by the School and Community (Chemical Abuse) Advisory Team as well as the Memorandum of Understanding in this same regard that is worked out between school personnel and law enforcement agencies.
- b. A school teacher who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or while involved in school-related activities, shall immediately notify the principal or, in the principal's absence, the school's chemical use pre-assessment team leader of this information.

- 1) School employees who are not teachers but who have reason to know about or suspect chemical abuse are expected to report the same to the principal, or in the principal's absence, other teachers or administrators who are members of the Pre-Assessment Chemical Abuse Team.

c. Definitions:

- 1) "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the person's normal functioning in academic, school, or social activities is chronically impaired.
- 2) "Contraband" means property that is illegal to possess under federal or state law.
- 3) "Teacher" means any school employee who carries the licensure of "teacher", even though the position description may carry a different title.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JECK DATE ADOPTED: REVIEWED/REVISED:
--	---

(Draft 5/94)

CHEMICAL FREE SCHOOL ENVIRONMENT POLICY

1. Philosophy: Moorhead School District 152 is committed to providing a safe and supportive chemical-free school environment for all students, employees, and patrons. A five point rationale underlies this chemical-free policy. See addendum "A" for more details on tobacco:
 - a. Health Rationale: District 152 is committed to the promotion of good health for all students and employees.
 - b. Productivity Rationale: District 152 is committed to a more effective, economical operating organization.
 - c. Educational Rationale: District 152 is committed to a comprehensive, age appropriate, developmentally based, united health education program for students.
 - d. Community Rationale: District 152 is committed to community wellness and accepts a shared responsibility as a public institution. This commitment follows the lead taken by the State of Minnesota in two laws: 1975 Minnesota Clean Indoor Air Act and 1985 Omnibus Non-Smoking and Disease Prevention Act. It also is consistent with statements by the United States Surgeon General and the Drug-Free Schools and Communities Act enacted by the United States Congress.
 - e. General Wellness Rationale: District 152 is committed to personal wellness and safety and life management to enable all individuals to achieve their educational, personal, and professional goals.
2. Definintions:
 - a. School Environment: Any school owned or leased building and grounds; any school owned or leased vehicle or any other school approved vehicle used to transport students to or from school or school activities; or off school property during any school sponsored or school approved activity, event or function, such as a field trip, or co-curricular activity.
 - b. Chemicals: Chemical shall be defined as all tobacco products; alcoholic beverages, malt beverages or fortified wine or other intoxicating liquor, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined by state and federal law.

- c. Employee: Employee shall be defined as any person who assists in the operation of the institution for wages, salary, other remuneration, or who may be assisting as a volunteer, chaperone, student teacher or intern, etc.

3. Basic Policy:

- a. The Moorhead School District shall provide a chemical-free environment for all students, employees, and patrons.
 - 1) No person, employee, student or member of the public will unlawfully manufacture, distribute, dispense, possess or use on or in the school environment any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or any other controlled substance, as defined by state and federal law.
- b. Moorhead School District does not condone--and actively discourages illegal or abusive use of chemicals.
- c. Employees associating with students have a responsibility of modeling behavior that is consistent with district policy.
 - 1) An employee will not engage in chemical use while supervising students directly.
 - 2) An employee will not engage in chemical use while acting in loco parents, such as may occur on an extended field trip or other school related function where employees are serving as the agent of the parent.
 - 3) An employee is prohibited from being under the influence of alcohol or any other controlled substance use when engaged in employee duties or school-related responsibilities.
- d. Employees who officially represent Moorhead Schools at functions which are off the school grounds, which happen after normal school hours, which do not include students, and which permit use of chemicals shall exercise good judgment; that is, elective use and quantity of use should not pose a risk to others or reflect negatively upon the district.
- e. It is not a violation of this policy for appropriate use of a prescribed controlled substance for medical purposes under the supervision of a physician.

4. Help Program:

- a. The employer shall maintain an updated list of chemical-free help programs which are available in the metropolitan area. Criteria by which tobacco-free programs can be evaluated are found in Addendum "B". For other chemicals, the employee shall refer to Policy C-13, Chemical Dependency Policy for Employees.
- b. Furthermore, Moorhead School District will be proactive in tobacco-free help programs.
 - 1) A list of several resources will be made available for the convenience and preference of the employee.
 - 2) Also, following reinforcement theory, the District will provide some financial assistance up front for costs associated with tobacco-free programs and will provide additional reimbursement for said charges following six months of tobacco-free living.
- c. Student help programs will be provided for students as outlined in School Board Policy C-14, Chemical Free Policy for Students.

5. Follow Through:

- a. The administration is responsible for the development and implementation of a Communication Plan so this policy might become known to employees and all others who use school buildings, grounds, and vehicles.
- b. Further, the administration shall adopt procedures to ensure follow-through compliance with the intent of the policy, using progressive disciplinary steps that are consistent with Minnesota Statutes, master agreement contracts, school discipline policies, and board policies.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JECL DATE ADOPTED: REVIEWED/REVISED:
--	---

(Draft 5/94)

CHEMICAL FREE POLICY FOR EMPLOYEES

1. In accordance with the District's continuing interest in the personal welfare, professional development, and performance of all employees, the objective of this policy is to aid in retaining and continuing the health and productivity of employees who are, or who may become, chemically dependent or who are affected by chemical dependency in their family situation.
2. The Moorhead School District recognizes that chemical dependency is a health problem and that it should be treated as such.
3. The majority of chemically dependent persons can be helped to achieve freedom from active dependency when appropriate and reasonable assistance is offered. The District assumes the responsibility within resource capabilities to provide such assistance.
4. The chemical dependency of household or family member may have a deleterious effect upon other members. Employees in whose families or households such a situation exists are encouraged to utilize all available assistance.
5. When an employee is pursuing a chemical dependency treatment program, District agreement provisions relative to insurance, leave of absence, and sick leave will apply. When a member of an employee's family or household is pursuing a chemical dependency treatment program, the employee, upon recommendation of a physician and with administrator approval, will be granted serious illness leave to participate in the treatment of the dependent.
6. Job security and/or advancement will not be affected when impairment of performance due to chemical dependency has been corrected.
7. The administration will develop and implement a chemical dependency program for employees or will include chemical dependency assistance as part of a more general employee assistance program.
 - a. The employee chemical dependency program will promote awareness and prevention of chemical abuse so that chemical dependency may be identified at the earliest stage.
 - b. A supervisor will initiate action so that the problem will be discussed with the employee and an offer will be made to assist in correcting the problem.

- c. It is the employee's responsibility to take whatever steps are necessary to correct the problem.
 - d. It is the joint responsibility of the supervisor, chemically dependent employee, and concerned persons to discuss and evaluate post-treatment performance.
8. It is the responsibility of the Board of Education to review and act upon a chemical dependency program or general employee assistance program developed and implemented by the administration.

S-179-B05
MIN
6-28-94

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 28, 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 7:03 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda adding the "We Are Proud" section.

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

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

Block Grant Application - Approved the 1994-95 Block Grant application in the amount of \$37,333 for 1994-95.

Chapter I Grant Application - Approved the submission of the 1994-95 Chapter I grant to the Minnesota Department of Education.

Chapter I Neglected & Delinquent Grant Application - Approved the submission of the 1994-95 Chapter I Neglected & Delinquent grant to the Minnesota Department of Education.

Acceptance of Gifts - Accepted the gifts for safety patrol students to attend a Twins game: Moorhead Education Association, \$100; Clay County Safety Council, \$500; Moorhead American Legion Post 21, \$1,000; Moorhead Veteran of Foreign Wars, \$1,000; John C. Arneson Agency, \$100; Auto Club Trust Fund, \$350; Gjerve, McLarnan, Hannaher, Vaa, Skatvold, and McLarnan Law Firm, \$25; Marguerites Music of Moorhead, \$10; Preston's Quality Dry Cleaning, \$50; Vikingland Kiwanis, \$200; Clay County Licensed Day Care Assoc., \$25; Moorhead Optimists Club, \$100; Catholic Daughters of America, \$100; Hornbacher's, \$100; PTACs - Thomas Edison \$300, Probstfield \$300, Riverside \$300, George Washington \$300, Robert Asp \$200; TOTAL \$5,060.

Accepted the Nash Finch Company donation of \$1,500 for Knowledge Bowl expenses.

Accepted the Voyager PTAC donation of \$1,900 to be used for classroom computer software, band ensemble music, general music supplies, and a donation towards a timer at the Senior High pool.

Check Signing Authority - Authorized Mrs. Julie Bauer as one of the district's signatures for check signing purposes.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 28, 1994
PAGE 2

New Employees

Sandra Asleson - Kindergarten Teacher, Moorhead State-Thomas Edison, BA (0-6) .5 FTE, \$11,854.00 (23708), effective the 1994-95 school year.
Cathy Davis - Kindergarten Teacher, Thomas Edison, BA (0-6) \$23,708.00, effective the 1994-95 school year.
Blaine Gerlach - EBD Teacher, Senior High, BA+30 (0-6) \$26,234.00, effective the 1994-95 school year.
Jane Holtz - MSMT Teacher, Washington, MA (7) \$29,416.00, effective the 1994-95 school year.
Michelle Kaspari - ESL Teacher, Thomas Edison, BA+15 (0-6) \$23,708.00, effective the 1994-95 school year.
Amy Swenson - L. D. Teacher, Senior High, BA (0-6) \$23,708, effective the 1994-95 school year.
David Traaseth - 4th Grade Teacher, Riverside, BA (7) \$24,361.00, effective the 1994-95 school year.
Katherine Zander - EBD Teacher, Senior High, BA+45 (0-6) \$27,497.00, effective the 1994-95 school year.
Steven Zielinski - 4th Grade Teacher, Washington, BA (0-6) \$23,708.00, effective the 1994-95 school year.
Kim Pladson - Library Secretary, Senior High, A13 (2) \$8.20 per hour, effective the 1994-95 school year.

Retirement

Ruth Legg - District Accountant, Townsite Centre, effective June 30, 1994.

Resignations

Tammy Schatz - Paraprofessional, Robert Asp, effective immediately.
Joanne Molstre - Paraprofessional, Trinity Day Care as ECSE effective immediately.

Transfer

Patricia King - Kindergarten Teacher, St. Ansgar-Washington Elementary, BA (0-6) .5 \$11,854.00 (23708), from Chapter I Kindergarten Home School Liaison.

Motion carried 7-0.

COMMITTEE REPORTS: There were no committee reports.

SCHOOL PROFILES: Jernberg presented an overview of the draft School Improvement Plan Profiles for each building. The profiles will be maintained each year to track the progress and changes to each building with regard to student progress, facilities and demographic information.

WORK EXPERIENCE PROGRAM: Cummings moved, seconded by Gustafson, to accept the report of the Work Experience program review and approve the purchase of textbooks and materials as presented.
Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 28, 1994
PAGE 3

WORK EXPERIENCE PROGRAM: Cummings moved, seconded by Gustafson, to accept the report of the Work Experience program review and approve the purchase of textbooks and materials as presented. Motion carried 7-0.

EIDE HELMEKE AGREEMENT: Hastad moved, seconded by Hewitt, to engage the services of Eide Helmeke & Company for consulting tasks regarding the AS/400 upgrade, in the amount of up to \$2,900. Motion carried 7-0.

This will be paid from the capital equipment budget.

BID AWARD-LINCOLN SCHOOL REMODELING: Hastad moved, seconded by Foss, to reject the bids for the Lincoln school remodeling project. Motion carried 7-0.

COMPARABLE WORTH CHANGES: Cummings moved, seconded by Ladwig, to maintain the classifications as presented. Motion carried 7-0.

POLICY APPROVAL: Hastad moved, seconded by Gustafson, to approve the policy, Discipline (JK), as presented. Motion carried 7-0.

FIRST READING OF POLICIES: The Board conducted first readings of the following policies: Decision Making in Moorhead Public Schools (AB); Employee Copyrights/Royalties (GCQC); Rental of District Music Equipment (DFD); Chemical Use (JECI); Drug Free School Policy for Students (JECJ); and, Chemical Free Environment for Employees (JECL).

The first reading of the Chemical Free School Environment Policy (JECK) was delayed until the next meeting.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

The Board discussed changing meeting nights to Mondays beginning in July. This will be finalized at the organizational meeting.

Cummings moved, seconded by Gustafson, to change the time of the Board meeting on Tuesday, July 5, 1994, from 7:00 p.m. to 7:00 a.m. Motion carried 7-0.

ADJOURNMENT: Hastad moved, seconded by Cummings, to adjourn the meeting at 9:05 p.m. Motion carried 7-0.

Carol Ladwig, Clerk

S-M 9-805
MIN
7-5-94

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

JULY 5, 1994
7:00 a.m.

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

ATTENDANCE:

Bill Cox _____	Anton Hastad _____
James Cummings _____	James Hewitt _____
Stacey Foss _____	Carol Ladwig _____
Mark Gustafson _____	Bruce R. Anderson _____

A G E N D A

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Bruce R. Anderson, Superintendent
- C. Approval of Meeting Agenda
Moved by _____ Seconded by _____
Comments _____
- D. Matters Presented by Citizens/Other Communications
(Non-Agenda Items)

2. **ORGANIZATIONAL OF THE SCHOOL BOARD - Cox**

A. Election of Officers

Chair -
Vice-Chair -
Treasurer -
Clerk -

Moved by _____ Seconded by _____
Comments _____

B. Meeting Date, Time and Location

Suggested Resolution: Move to set regular meetings of the School Board on the second and fourth Monday of each month at 7:00 p.m. in the Board Room of Townsite Centre or other specified locations.

Moved by _____ Seconded by _____
Comments _____

C. School Board Compensation

Suggested Resolution: Move to set the board member compensation rate at \$5,400 per year.

Moved by _____ Seconded by _____
Comments _____

D. Committee Appointments

Determine the process for review of school board/district committees.

3. *CONSENT AGENDA

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

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Approval of Tuition Fees - Pages 4-5
- (2) Approval of Draft 1993-94 Annual Report on Curriculum and Student Performance - Pages 6-10

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Official Depositories - Page 11
- (2) Approval of Authorization of Procedures for the Investment of Excess Funds - Pages 12-13
- (3) Approval of Authorization for Payment of Goods and Services Advance of School Board Approval - Pages 14-15
- (5) Approval of Investment Guidelines - Pages 16-17
- (4) Approval of Townsite Lease Extensions - Page 18

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of New Employees - Page 19
- (1) Acceptance of Resignation - Page 20
- (2) Approval of Leave of Absence - Page 21

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of Claims - Claims will be approved at the second meeting in July. As in the past, checks will be processed and sent prior to the second meeting.
- (2) Approval of Official Newspaper - Pages 22-24
- (3) Approval of Legal Assistance - Page 25
- (4) Approval of Minnesota School Boards Association Membership - Page 26
- (5) Approval of Minnesota State High School League Membership - Pages 27-28
- (7) Approval of ECSU Service Agreement - Pages 29-32
- (8) Acceptance of Technology Bids - Pages 33-34

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

Moved by _____ Seconded by _____
Comments _____

4. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

5. ADJOURNMENT

MEMO #: I-94-432

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: 1994-95 Tuition Fees

DATE: June 29, 1994

Attached is a recommended revision of Policy JECB: Tuition Fees. Changes for the 1994-95 school year are based on increased expenditures resulting from an increase in general education revenue.

Suggested Resolution: Move to approve Policy JECB: Tuition Fees as presented.

RMJ/mdm
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JECB DATE ADOPTED: 09-13-88 REVISED: 07-06-93
--	--

(Draft 6/94)

TUITION FEES

Tuition fees for full time students attending the Moorhead Public Schools for the ~~1993-94~~ 1994-95 school year are as follows:

Kindergarten	\$ 1/987/00 2,033.50
Elementary	\$ 3/967/00 4,066.00
Secondary	\$ 3/131/90 5,285.90

Special Education students and students attending under the Minnesota Attendance Options programs shall have financial arrangements based on state approved procedures.

MEMO #: I-94-434

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: 1993-94 Annual Report on Curriculum
and Student Performance (Draft)

DATE: June 29, 1994

Enclosed is the draft 1993-94 Annual Report on Curriculum and Student Performance which is a result of the Planning, Evaluating and Reporting process and actions.

Suggested Resolution: Move to approve the 1993-94 Annual Report on Curriculum and Student Performance, direct administration to mail the report to all District residents and forward the report to the Minnesota Department of Education.

RMJ/mdm
Enclosure

MEMO #: B95.101

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: JULY 1, 1994

SUBJECT: RESOLUTION FOR INVESTMENT OF EXCESS FUNDS

Attached find the resolution giving authority and responsibility to invest funds which are not currently needed in accordance with M.S. 118.01, 118.05, 124.05, and 475.66.

Suggested Resolution: Move to approve the resolution as presented.

Attachment

RESOLUTION

TO

AUTHORIZE PROCEDURES FOR THE INVESTMENT OF EXCESS FUNDS

BE IT HEREBY RESOLVED, for the 1994-95 school year, the Assistant Superintendent for Business, or designee, be hereby vested with the authority and responsibility to invest funds which are not currently needed in accordance with M.S. 118.01, 118.005, 124.05, and 475.66.

Chair

Clerk

Date

MEMO #: B95.102

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: JULY 1, 1994

SUBJECT: RESOLUTION AUTHORIZING PAYMENT OF GOODS & SERVICES

Attached find the resolution providing authorization to make payment of goods and services in advance of board approval consistent with M.S. 123.335, 123.35 and 471.38.

Suggested Resolution: Move to approve the resolution as presented.

RESOLUTION

TO

AUTHORIZE PAYMENT OF GOODS AND SERVICES

IN ADVANCE OF BOARD APPROVAL

BE IT HEREBY RESOLVED, for the 1994-95 school year, consistent with M.S. 123.335, 123.35 and 471.38, the Assistant Superintendent for Business, or designee, be hereby vested with the authority to make the following payments in advance of Board approval when necessary.

- A. Payment of expense claims against the district:
 - 1. Postage meter and bulk mailing payments
 - 2. Purchases made by school personnel which do not exceed one hundred dollars; provided, however, such purchases have been authorized by an administrator
 - 3. Officials, referees and judges fees
 - 4. Special program speaker and consulting fees
 - 5. Petty cash fund replenishments
 - 6. Utility bills
 - 7. Registration and travel expenses
 - 8. Employee group insurance payments
 - 9. Employee retirement plan payments
 - 10. Payments necessary for discount privileges
 - 11. Contractual progress payments, common to building construction, as necessary to meet established due dates
- B. Investment purchases
- C. Electronic funds transfer payments covering investments and bond principal, interest, and fiscal agent service charges. Assistant Superintendent for Business Affairs shall follow these policy controls:
 - The disbursing bank shall keep on file a certified copy of this authorization which allows electronic funds transfer.
 - The initiator shall document the request and obtain approval from the Assistant Superintendent for Business, or designee, before making the transfer.
 - A written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used to support the transaction.

Chair

Clerk

Date

MEMO #: B95.103

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: July 1, 1994

SUBJECT: INVESTMENT GUIDELINES

Financial institutions are requesting an updated copy of a resolution authorizing approved ISD #152 personnel and myself to invest school funds.

Attached is the proposed resolution.

Suggested Resolution: Move to approve the resolution as presented.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION ON INVESTMENTS GUIDELINES

BE IT RESOLVED, for the 1994.95 school year by the School Board of Independent School District No. 152, as follows:

The board of directors authorizes all federally insured banks and savings and loans as depositories for Independent School District No. 152. Robert Lacher and approved ISD #152 personnel are authorized to select depositories paying interest rates which they deem most beneficial to the district for the 1994.95 school year. At no time shall the deposits at any one bank exceed the federal insurance coverage and 90% of the pledged collateral coverage.

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: _____

_____. The following voted against: _____.

whereupon said resolution was declared duly passed and adopted.

Robert Lacher
Asst. Superintendent - Business

JUN 30 1994

MEMO #: B94.396
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER
DATE: JUNE 29, 1994

SUBJECT: EXTENSION OF LEASES FOR STATE OFFICES

The state has requested a three months extension for the noted offices.

<u>SUITE #</u>	<u>TENANT</u>	<u>SQ. FT.</u>	<u>RATE PER MONTH</u>	<u>TOTAL</u>
206	Service for the Blind	600	\$ 425.00	\$ 1,275.00
220	Vocational Rehab	900	\$ 671.25	\$ 2,013.75
156	Job Services	<u>4,069</u>	<u>\$2,858.47</u>	<u>\$ 8,575.41</u>
		5,569	\$3,954.72	\$11,864.16

Suggested Resolution: Move to approve the extension of the above leases for three (3) months, July 1, 1994 thru September 30, 1994.

MEMORANDUM

P 94.199

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: July 1, 1994
SUBJECT: New Employees

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

DeAnn Sabby - L.D. Teacher, Junior High, MA (0-6) \$28,761.00,
effective for the 1994-95 school year.
(New Position)

Christy Erickson - Special Assignment Teacher, Robert Asp,
BA (0-6) \$23,708.00, effective for the 1994-95
school year.
(New Position)

Barbara Schumacher - L. D. Teacher, Probstfield Elementary,
BA+30 (0-6) \$26,234.00, effective for the
1994-95 school year.
(Replace Marcy Christenson)

Joanne Molstre - E.B.D. Teacher, Junior High, MA+45 (0-6)
\$32,552.00, effective for the 1994-95 school
year.
(New Position)

Suggested Resolution: Move to approve the employments as
presented.

BMF:sdh

MEMORANDUM

P 94.198

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: July 1, 1994
SUBJECT: Resignation of District Employee

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

Julie Morben - Counselor Junior High, effective July 1, 1994.

Suggested Resolution: Move to accept the resignation as presented.

BMF:sdh

MEMORANDUM

P 94.200

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: July 1, 1994
SUBJECT: Leave of absence

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

Nancy Ouderkirk - Orchestra Teacher, Moorhead Junior High, for the 1994-95 school year.

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

BMF:sdh

MEMO #: S-95-003

TO: School Board
FROM: Bruce Anderson, Supt. *BKA*
RE: Official Newspaper Designation
DATE: June 30, 1994

Attached please find the bid from The Forum requesting to be designated the school district's official newspaper for the 1994-95 school year.

Suggested Resolution: Move to designate The Forum as the district's official newspaper for the 1994-95 school year.

BRA:cbp
Attachment



MAY 17 1994

Forum Communications Company

101 Fifth Street North • Box 2020 • Fargo ND • 58107 • Phone 701 241 5402 • Fax 701 241 5406

Charles T. Bohnet
Vice President and
General Manager of
The Forum

May 16, 1994

Bruce Anderson
Superintendent
Independent School District No. 152
810 4th Avenue South
Moorhead, MN 56560

Dear Mr. Anderson:

The Forum wishes to submit our bid on all legal and official notices for the Moorhead School District for the forthcoming year.

As you know, the legal rate is established by the Legislature and we will bill according to the official rate.

The Forum has filed the required "Affidavit of Legal Newspaper" with the Minnesota Secretary of State and I have included our Statement of Minnesota Circulation.

Thank you for your consideration. I can assure you The Forum will be most anxious to provide excellent service in the publication of all legals.

Sincerely,

Charles T. Bohnet
Vice President and General Manager

CTB:jmb

enclosures

The Forum

FARGO-MOORHEAD

A Pulitzer Prize Winning Newspaper

FORUM COMMUNICATIONS COMPANY, BOX 2020
FARGO, ND 58107 PHONE (701) 235-7311

PUBLISHER'S STATEMENT OF MINNESOTA CIRCULATION

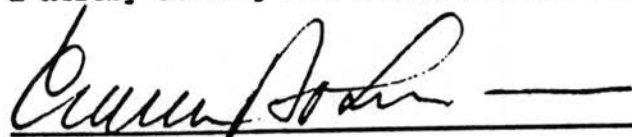
12 Months Ending March 31, 1994

Subject to Audit by Audit Bureau of Circulation

<u>COUNTY</u>	<u>OCCUPIED HOUSING UNITS</u> <u>1990 CENSUS</u>	<u>DAILY</u> <u>CIRCULATION</u>
BECKER	10,477	2,542
CLAY	17,490	
Baker		46
Barnesville		602
Comstock		10
Felton		126
Georgetown		83
Glyndon		439
Hawley		769
Hitterdal		97
Moorhead and Dilworth		7,721
Sabin		150
Ulen		210
MAHNOMEN	1,805	637
NORMAN	3,118	1,588
OTTER TAIL	19,510	2,031
POLK	11,984	426
WILKIN	2,805	660
MISCELLANEOUS		<u>1,247</u>
TOTAL IN MINNESOTA:		19,384

I hereby certify all statements set forth in this statement are true.

24



Charles Bohnet
General Manager

MEMO #: S-95-006

TO: School Board
FROM: Bruce Anderson, Supt. *BRA*
RE: Legal Services
DATE: June 30, 1994

In regards to legal assistance, the school district obtains services on a time and material basis.

Suggested Resolution: Move to approve obtaining legal assistance on a time and materials basis.

BRA:cbp

MEMO #: S-95-002

TO: School Board
FROM: Bruce Anderson, Supt. *BRA*
RE: 1994-95 MSBA Membership Fee
DATE: June 30, 1994

MSBA has informed us, by telephone, that the 1994-95 membership fee will be \$4,946.00. The official memo from their office is to be sent next week but, to expedite matters we placed this on the organizational meeting agenda.

The fee for 1993-94 was \$4,687.00.

Suggested Resolution: Move to approve the 1994-95 Minnesota School Board Association membership in the amount of \$4,946.00.

BRA:cbp

MEMO #: S-95-005

TO: School Board
FROM: Bruce Anderson, Supt. *BRA*
RE: Minnesota State High School League Membership
DATE: June 30, 1994

Attached please find the 1994-95 MSHSL membership form.

Suggested Resolution: Move to approve the resolution of membership into the Minnesota State High School League for 1994-95.

BRA:cbp
Attachment

Directions: Prior to the September 2, 1994 deadline, please fill in each blank on this form for the 1994-95 school year and return one copy to:

MINNESOTA STATE HIGH SCHOOL LEAGUE
2100 Freeway Boulevard
Brooklyn Center, Minnesota 55430-1735

Please note: The second copy of this form is to be retained in the school files.

1994-95 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that this Governing Board of School District Number 152,

Moorhead Public Schools, County of Clay,
(Name of District/School)

State of Minnesota, delegates the control, supervision and regulation of interscholastic athletic and other extra-curricular activities (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes,

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Moorhead Senior High

is (are) authorized by this, the Governing Board of said school district or school to:

- (Check one) ☐ A. **Make new application for membership** in the Mn State High School League;
☒ B. **Renew its membership** in the MN State High School League, and
- Participate in the approved inter-school activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, By-Laws, Rules and Regulations of said League and all amendments thereto as the same are published in this latest edition of the League's Official Handbook, on file at the office of the school district, as the minimum standards Governing participation in said League sponsored activities, and that the administration and responsibility for supervision of such activities are assigned to the official representative.

The above Resolution was adopted by the Governing Board of this School District and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

SIGNATURES:

Clerk or Secretary of Local Governing Board

Superintendent or Head of School

Date: _____

Date: _____

MEMO #: S-95-004

TO: School Board
FROM: Bruce Anderson, Supt. *BRA*
RE: 1994-95 ECSU Service Agreement
DATE: June 30, 1994

Attached please find the 1994-95 service agreement with the West Central Educational Cooperative Service Unit (ECSU).

The membership and co-op purchasing costs are \$6,000.00. All other services are fee based.

Suggested Resolution: Move to approve the 1994-95 service agreement as presented.

BRA:cbp
Attachment

**CONTRACTS AND SERVICE AGREEMENTS BETWEEN THE WEST CENTRAL ECSU
AND REGION IV SCHOOLS AND ASSOCIATE MEMBERS
1994-95**

The Moorhead School District will be participating
in the following service agreements with the West Central ECSU for 1994-95

Will Participate
FY 95 Services

Current 93-94	YES	NO	SERVICE	COST PER UNIT	TOTAL
------------------	-----	----	---------	---------------	-------

ADMINISTRATIVE SERVICES

<u>X</u>	<u>✓</u>	<u> </u>	1. ECSU Membership	\$1,200 per district plus \$1.50 per student to a maximum of \$5,000. \$500 Associate Members. \$250 Associate Members (single service).	<u>5000.00</u>
----------	----------	------------	--------------------	---	----------------

Capitol Outlay / Maintenance Fund

ECSU Site	\$600	
Moorhead Site	\$400	

600
400 - added
6-1-94

<u>X</u>	<u>✓</u>	<u> </u>	2. Administrative Inservice/ Workshops	Charge to be amount necessary to cover cost of training.	<u> </u>
<u> </u>	<u> </u>	<u> </u>	3. Comparable Worth	A. \$185 per day plus expenses. B. \$25/hr. follow-up service.	<u> </u>
<u> </u>	<u> </u>	<u> </u>	4. Co-op Purchasing	\$200 membership fee	<u> </u>
<u>X</u>	<u>✓</u>	<u> </u>	5. Health and Safety	<u>Health & Safety</u> - 2nd year of two year contract.	<u> </u>
<u>X</u>	<u>✓</u>	<u> </u>	6. Insurance/Risk Management	ECSU PREFERRED A. Health Pool B. Life Pool C. LTD Pool D. Prop./Casualty Pool E. Student Accident F. Dental Pool I. Other	<u>X</u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>

<u> </u>	<u> </u>	<u> </u>	7. Printing (Newletters, envelopes, letterhead, etc.)	Time and materials	<u> </u>
------------	------------	------------	---	--------------------	------------

EDUCATIONAL SERVICES

<u>X</u>	<u>✓</u>	<u> </u>	8. Center for Educational Excellence	No membership fee. Information will be sent for various workshops. Fees will be charged only for workshops.	<u> </u>
----------	----------	------------	---	--	------------

Contracts and Service Agreements 1994-95

Current 93-94	YES	NO	SERVICE	COST PER UNIT	TOTAL
EDUCATIONAL SERVICES (Con't)					
—	—	—	9. Center for Continuous Learning Improvement	\$700 per district plus 30 cents per student to a maximum of \$1200.	—
—	—	—	10. CPR Manikins	\$40 - 1 adult plus 1 baby for one week. \$20 - 1 torso for 1 week	—
—	—	—	11. Driver Simulator - 16 place	\$325 per week plus towing.	—
X	✓	—	12. Drug Education pooling of Federal Flow thru share for staff development	Based on funding formula.	—
—	—	—	13. Early Childhood/Family Education	\$730 plus 55 cents per 0-4 child count.	—
—	—	—	14. Early Childhood Educators/Learning Readiness	Contracted for individual districts.	—
—	—	—	15. Early Childhood Lending Library	Parenting materials and ECFE educational curriculums. \$200 per district with unlimited useage. \$175 per district if member of regional services (#12).	—
—	—	—	16. Energy Test Equipment Must have taken the energy course or arrangements can be made to offer the course to your district.	\$20 - 1 week equipment rental	—
—	—	—	17. Media	\$4.75 per student (based on 1993-94 State Directory) plus \$200 per district. Maximum of \$15,000.	—
X	✓	—	18. MN Educational Effectiveness Program (MEEP)	No Cost	—
X	✓	—	19. PER - State/Regional	No Cost	—
—	—	—	20. Title II Math Science pooling for staff development/training	Based on funding formula.	—
X	✓	—	21. Violence Prevention pooling for staff development/training	Based on funding formula.	—
ACADEMIC					
X	✓	—	22. Academic Decathlon	Fee to be determined.	—
—	—	—	23. Citizen's Bee	Fee to be determined.	—
X	✓	—	24. Knowledge Bowl-Sr. High	\$170 per team.	—
31	—	—	25. Knowledge Bowl-Jr. High	\$35 per team.	—

Contracts and Service Agreements 1994-95

Current 93-94	YES	NO	SERVICE	COST PER UNIT	TOTAL
------------------	-----	----	---------	---------------	-------

ACADEMIC (con't)

—	—	—	26. Homework Helpline	No Cost	—
—	—	—	27. Honors Program (Banquet)	\$250 scholarship local district responsibility plus cost of banquet meal for district participants.	—
—	—	—	28. Inventors Congress	\$20 per participant.	—
—	—	—	29. Project for Activity Centered Science K-8 Hands-On Learning Kits (PACS Kits)	Various fees for each kit.	—
X	✓	—	30. Spelling Bee	\$90 per participant based on 1 student per 1000 enrollment K-12.	—
—	—	—	31. Young Writer's Conference	\$20 per participant.	—
X	✓	—	32. Special Ed. Carl Perkins Consortium	Pooling of federal dollars based on funding formula.	—
X	✓	—	33. Special Ed./Low Incidence	Levy amount based on 1994 legislative session.	—
X	✓	—	34. Special Ed. Support Services Facilitator	No Cost	—
X	✓	—	35. Special Ed. Regional Interagency Systems Change (RISC)	No Cost	—

EQUIPMENT REPAIR

—	—	—	36. Computer Repair	\$45.00/hr. labor plus parts. (No charge for those repairs that are covered under warranty).	—
X	—	✓	37. Typewriter Repair	\$39.00/hr. labor plus parts year round.	—
—	—	—	38. AV Repair	\$35.00/hr. labor plus parts during school year.	—
—	—	—	39. Summer cleaning service	AV: Billed at \$16/hr. with the minimum of 10 hours at each school plus 27 cents per mile plus parts Computer: Billed at \$15 per system and \$10 per laser printer.	—

Superintendent's Signature 5/18/94
Date

ECSU Executive Director 5-27-94
Date

RETURN BY: JUNE 17, 1994

RETURN TO: PAMELA WESTERN, WEST CENTRAL ECSU



MEMO

TO: Dr. Anderson
FROM: Janice Buckner, *Janice Buckner* Technology Coordinator
RE: Bid Acceptance
DATE: June 29, 1994

Attached please find the bid summary for six additional computers, six digitizers, one plotter, a plotting network, and nine licenses for AutoCad. This equipment is for the drafting lab in the industrial technology department at Moorhead High.

Allocated referendum dollars will be used to finance this purchase as outlined in memo B94.184 transmitted to you on October 8, 1993. The software costs are covered by dollars from the Senior High.

Suggested Resolution: Move to accept the bid from CONCAD Technologies for computer equipment in the industrial technology department's drafting lab, in the amount of \$28,448.97.

JB:cbp
Attachment

Bid Comparisons for Industrial Technology Drafting Lab

Bids for the Industrial Technology Drafting lab were opened May 16. Five vendors responded to the bid. Only two vendors are licensed to sell AutoCad software to schools at an educational discount. The CPU, digitizer, plotter, plotter network, and software were specified as separate items allowing maximum opportunity to get the best pricing yet realizing the benefit of purchasing all items from a single vendor.

Because of concerns about the CPU solutions received, the CPU portion was rebid. Only three vendors chose to rebid. The cost summaries are shown below. They represent the cost per station with the exception of the plotter network which is the total cost.

It appears that CBI was the low bid during the second bidding process; however, examination of the bid indicated the product did not meet the specifications. ConCAD provides a 3 year parts and labor on the CPU. The other vendors provided a one year warranty.

ConCAD will install the total lab for no charge if all purchases are made from them.

	ConCAD	Network Ctr	CBI
CPU	\$2,020.18	\$2,085.00	\$1,829.57
installation/station	(included)	\$65.00	
digitizer	\$288.00	\$340.00	\$307.00
plotter	\$2,665.65	\$3,500.00	No Bid
plotter network	\$171.24	\$165.00	No Bid
Sub Total	\$5,145.07	\$6,155.00	\$2,136.57
AutoCad	\$1,307.00	No Bid	No Bid
TOTAL including Software	\$6,452.07	\$6,155.00	\$2,136.57

Total Expenditure Breakdown for ConCAD bid

	Cost/Item	Number	Total
CPU	\$2,020.18	6	\$12,121.08
didgitizer	\$288.00	6	\$1,728.00
ink jet plotter	\$2,665.65	1	\$2,665.65
plotter network	\$171.24	1	\$171.24
Hardware Subtotal	\$5,145.07		\$16,685.97
AutoCad	\$1,307.00	9	\$11,763.00
TOTAL	\$6,452.07		\$28,448.97

NOTE: Other vendors who bid the first time are ComputerLand and L.A.B. Corp

5-MG-PAS
min
7-5-94

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 5, 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: Superintendent Anderson called the meeting to order at 7:03 a.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: The agenda was previewed without changes.

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

ORGANIZATIONAL OF THE SCHOOL BOARD

Election of Officers - Cummings moved, seconded by Hastad, to nominate the following officers during 1994-95: Chair - Bill Cox; Vice-Chair - Mark Gustafson; Treasurer - Stacey Foss; Clerk - James Hewitt. Motion carried 7-0.

Meeting Date, Time and Location - Hastad moved, seconded by Foss, to set regular meetings of the School Board on the second and fourth Monday of each month at 7:00 p.m. in the Board Room of Townsite Centre or other specified locations. Motion carried by majority roll call vote 6-1; Ladwig dissenting.

School Board Compensation - Foss moved, seconded by Hewitt, to set the board member compensation rate at \$5,400 per year. Motion carried 7-0.

For the record, Gustafson noted this is the 3rd, 4th or 5th year that the Board has had no increase in compensation.

Committee Appointments - Ladwig and Hastad will work with administration to review/update the school board and district committees list. The information will be discussed at the first meeting in August. Board committee assignments will be done after that date.

CONSENT AGENDA: Hastad requested removal of the Technology Bids item from the Consent Agenda.

Ladwig moved, seconded by Cummings, to approve the following items on the Consent Agenda:

Tuition Fees - Approved the policy Tuition Fees (JECB) for 1994-95, in the amount of Kindergarten-\$2,033.50, Elementary-\$4,066.00, Secondary-\$5,285.90.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 5, 1994
PAGE 2

1993-94 Annual Report on Curriculum and Student Performance -
Approved the draft report.

Official Depositories - Approved the following investment brokers and depositories: Norwest Bank; American Bank and Trust; American Federal Savings and Loan; Moorhead Federal Savings and Loan Association; F&M Marquette National; Kiene-Wooters, Dain Bosworth; Merrill-Lynch; Piper, Jaffray & Hopwood; First Bank; Fargo National; Dakota Band and Trust; NRX; American Savings & Loan; Financial Northeastern; CitiBank Card; MSBA Liquid Asset Fund Plus; Witt Financial, and Peak Management; Great Eastern Management, Inc.; Mutual Money Desk, Inc.; United Savings of Southwest; C.D. Securities, Inc.; American National, St. Paul; Norwest, Minneapolis; and, Depository Trust Corporation.

Authorization of Procedures for the Investment of Excess Funds -
Approved the resolution authorizing the investment of excess funds as presented.

Authorization for Payment of Goods and Services Advance of School Board Approval - Approved the resolution authorizing the payment of goods and services in advance of Board approval as presented.

Investment Guidelines - Approved the resolution outlining investment guidelines as presented.

Townsite Lease Extensions - Approve the three-month lease extensions for the Services for the Blind, Vocational Rehabilitation and Minnesota Job Services offices at Townsite Centre, in the total amount of \$11,864.16.

New Employees

DeAnn Sabby - L.D. Teacher, Junior High, MA (0-6) \$28,761.00, effective for the 1994-95 school year.
Christy Erickson - Special Assignment Teacher, Robert Asp, BA (0-6) \$23,708.00, effective for the 1994-95 school year.
Barbara Schumacher - L. D. Teacher, Probstfield Elementary, BA+30 (0-6) \$26,234.00, effective for the 1994-95 school year.
Joanne Molstre - E.B.D. Teacher, Junior High, MA+45 (0-6) \$32,552.00, effective for the 1994-95 school year.

Resignation

Julie Morben - Counselor, Junior High, effective July 1, 1994.

Leave of Absence

Nancy Ouder Kirk - Orchestra Teacher, Moorhead Junior High, for the 1994-95 school year.

Claims - Claims will be approved at the second meeting in July. As in the past, checks were processed and sent prior to the second meeting.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 5, 1994
PAGE 3

Official Newspaper - Designated The Fargo Forum as the district's official newspaper for the 1994-95 school year.

Legal Assistance - Approved obtaining legal assistance on a time and materials basis.

Minnesota School Boards Association Membership - Approved the 1994-95 membership in the amount of \$4,946.00.

Minnesota State High School League Membership - Approved the 1994-95 membership.

ECSU Service Agreement - Approved the 1994-95 service agreement in the amount of \$6,000.00.

Motion carried 7-0.

TECHNOLOGY BID AWARD: Cummings moved, seconded by Gustafson, to accepted the bid from CONCAD Technologies for computer equipment in the industrial technology department's drafting lab, in the amount of \$28,448.97. Motion carried 7-0.

CANCEL MEETING: Gustafson moved, seconded by Cummings, to cancel the July 11, 1994 meeting. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Hastad requested the Board conduct trial meetings at the city council chambers this year. This would provide opportunities to explore collaboration between governmental entities with public facilities.

ADJOURNMENT: Foss moved, seconded by Gustafson, to adjourn the meeting at 7:21 a.m. Motion carried 7-0.

James Hewitt, Clerk

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

JULY 19, 1994
4:00 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 _____

2. DAIRY & BAKERY BID AWARD - Lacher
Pages 3-8

Suggested Resolution: Move to approve the bids for dairy and bakery items to the low bidder meeting specifications: Dairy - Cass Clay Creamery, and Bakery - Metz Baking Company.

Moved by _____ Seconded by _____
Comments _____

3. CAPITAL OUTLAY BID AWARD - Lacher
Pages 9

Suggested Resolution: Move to approve the low bidders meeting specifications to Northern School Supply - \$16,154.36, and Reardon Office Equipment - \$450.00.

Moved by _____ Seconded by _____
Comments _____

S-199-1305
MVA
7-19-94

4. FOOD SERVICE REMODELING BID AWARDS - Lacher
Pages 10-11

Suggested Resolution: Move to award the low bidder meeting specifications to Comstock Construction Company, in the amount of \$163,500, for food service remodeling at Robert Asp, the junior and senior high schools.

Moved by _____ Seconded by _____
Comments _____

5. EMERGENCY SCHOOL CLOSING RESOLUTION - Anderson
Pages 12-14

Suggested Resolution: Move to approve the resolution declaring the incident an emergency and direct the administration to take the steps necessary to expedite repair work.

Moved by _____ Seconded by _____
Comments _____

6. ADJOURNMENT

JUL 14 1994

MEMO #: B95.111

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: JULY 14, 1994

SUBJECT: DAIRY & BAKERY BID

The Dairy and Bakery Bids were opened on July 11, 1994. Attached are the bid summaries for Dairy and Bread.

Suggested Resolution: Move to approve the bids for Dairy and Bakery to lowest bidders meeting specifications. Dairy Bid - Cass Clay Creamery and Bakery Bid - Metz Baking Company.

Attachments

To : Robert Lacher
From : Mary Bonemeyer
Re : 1994-95 Dairy and Bakery Bids
Date : July 11, 1994

Attached are the 1994-95 dairy and bakery bid summaries.

The bids should be awarded to Cass-Clay Creamery and Metz Baking company.

1994-95 MILK BID SUMMARY

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>Cass Clay</u>	<u>Bridgeman</u>
	1. Half Pint Size 3.25% White/per container	<u>.1405</u>	<u>.1628</u>
	2. Half Pint Size 1.0% Chocolate/per container	<u>.1430</u>	<u>.1838</u>
	3. Half Pint Size 2.0% Butterfat White/per container	<u>.1355</u>	<u>.1628</u>
	4. Half Pint Size Skim Milk/per container	<u>.1300</u>	<u>.1628</u>
	5. Half Pint Size NU-A Milk/per container	<u>.1365</u>	<u>-----</u>
	6. Homo Milk 1/2 Gallon	<u>1.11</u>	<u>1.1350</u>
	7. QT. - Buttermilk	<u>.5448</u>	<u>.6040</u>
	8. Quarts 2%	<u>.5500</u>	<u>.5640</u>
	9. Pt. - Half & Half	<u>.3975</u>	<u>.4716</u>
	10. Pt. - Whipping Cream	<u>.8875</u>	<u>.8855</u>
400 GAL	11. Shake Mix-Vanilla	<u>2.81</u>	<u>2.30</u>
950 GAL	12. Shake Mix-Chocolate	<u>3.08</u>	<u>2.46</u>
1,500 BX	13. Novelties, 2 Dozen Per Box		
	A. Dixie Cups Ice Cream	<u>3.80</u>	<u>4.97</u>
	Sherbet	<u>3.30</u>	<u>4.36</u>
	B. Creme Freeze	<u>4.40</u>	<u>3.01</u>
	C. Fudgesicles	<u>3.78</u>	<u>3.39</u>
	D. Cheerios	<u>4.88</u>	<u>5.01</u>
	E. Ice Cream Sandwiches	<u>3.60</u>	<u>4.70</u>
	F. Drumsticks	<u>9.07</u>	<u>6.04</u>

	<u>Cass Clay</u>	<u>Bridgeman</u>
14. -4- Lb. Sour Cream	<u>2.75</u>	<u>2.98</u>
15. Lb. Butter A Parch	<u>1.00</u>	<u>1.05</u>
16. Lb. Butter Chip 90	<u>1.20</u>	<u>1.21</u>
17. Lb. Butter Tray Pak	<u>1.40</u>	<u>1.34</u>
18. -8- Lb. Butter Cups	<u>1.56/LB</u>	<u>1.34/LB</u>
19. -2- Lb. Rolled Butter	<u>2.00</u>	<u>2.14</u>
20. -5- Lb. Cottage Cheese, small curd	<u>4.20/4#</u>	<u>5.8125</u>
21. -5- Lb. American Cheese	<u>8.94</u>	<u>7.46</u>
22. -5- Lb. Cheddar Cheese	<u>10.75</u>	<u>9.06</u>
23. -5- Lb. Swiss Cheese	<u>11.88</u>	<u>2.43/LB</u>
24. -5- Lb. Monterey Jack Cheese	<u>11.50</u>	<u>9.06</u>

Base Price if escalator clause
proposed (per hundredweight).
Adjusted for: 2% escalator clause
attached.

12.71

FIRM



Cass-Clay

CREAMERY Inc.

Box 2947

Phone (701) 293-Milk

200 NORTH 20th St.

FARGO, NORTH DAKOTA 58108

We wish to submit the following bid for the school year, 1994, 95.

All homogenized milk to contain no less than 3.25% butterfat. The prices for dairy products specified in this bid proposal are based upon July, 1994 raw milk prices of \$12.71 per hundred weight. If these prices are accepted by you, they shall be effective until you are notified by Cass Clay Creamery during the term of our agreement, that such prices must be increased or decreased due to a change in the cost of raw milk, based on Federal Order No. 68.

It is understood and agreed that if the total raw milk cost which Cass Clay Creamery must pay increases .10 per hundred weight, the prices bid and accepted by you will increase .01 per gallon and .00063 per half pint. If the raw milk cost decreases .10 per hundred weight, we would decrease the prices using the same formula.

Ice Cream Novelties:

The bid month Federal Order price for Class II ice cream novelties shall be the base for any increase or decrease in ice cream novelties bid. If during the delivery month the Federal Order price increases or decreases from the bid month, the ice cream novelties shall be adjusted 1¢ per dozen for each 10¢ per hundred weight change in the Federal Order price for Class II.

Cottage Cheese & American Cheese:

The bid month Federal Order price for Class II cottage cheese shall be the base for any increase or decrease in cottage cheese bid. If during the delivery month the Federal Order price increases or decreases from the bid month, the cottage cheese shall be adjusted .00063 per pound for each 10¢ per hundred weight change in the Federal Order price for Class II.

Ice Cream Mix:

The bid month Federal Order price for Class II ice cream mix shall be the base for any increase or decrease in ice cream mix bid. If during the delivery month the Federal Order price increases or decreases from the bid month, the ice cream mix shall be adjusted .05 per gallon for each 10¢ per hundred weight change in the Federal Order price for Class II.



"THE RED RIVER VALLEY'S FINEST"

1994-95 BREAD BID SUMMARY

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>Pan-O-Gold</u>	<u>Metz</u>
15,060 LVS	1 1/2 Lb.Bread, white (slices per loaf= <u>21</u>)	<u>.85</u>	<u>.70</u>
4,000 LVS	1 1/2 Lb.Bread, whole wheat or rye (slices per loaf= <u>21</u>)	<u>.92</u>	<u>.72</u>
5,750 DOZ	Coney Buns, sliced, bulk pack, standard length	<u>.85</u>	<u>.72</u>
24,265 DOZ	Hamburger buns, white/dark, plain/sesame seed, sliced, bulk pack 4".	<u>.85</u>	<u>.70</u>
1,800 LVS	French Bread 1 Lb.	<u>.85</u>	<u>.75</u>
1,900 DOZ	Footlong Buns, sliced, bulk pack, 10"	<u>1.40</u>	<u>1.18/8 ct</u>
<u>1.18/8ct</u>			
10,300 DOZ	Tea Biscuits, white\dark, dozen	<u>.89</u>	<u>.80</u>
3,240 DOZ	Steak Bun, plain/sesame seed 6" sliced, dozen	<u>1.10</u>	<u>.98</u>
1,000 LVS	1 1/2 Lb. Pullman	<u>.85</u>	<u>.70</u>
1,750 LVS	Texas Toast, 2#	<u>.85</u>	<u>.68/1 1/2#</u>
260 DOZ	4" Croissant (4 per pkg)	<u>.96</u>	<u>1.33/4 ct</u>
600 DOZ	Hoagie Buns, plain/sesame seed, 6" sliced, dozen	<u>1.25</u>	<u>1.02</u>

JUL 14 1994

MEMO #: COBID
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER
DATE: JULY 13, 1994



SUBJECT: CAPITAL OUTLAY BID AWARD

Capital Outlay Bids were opened on July 11, 1994. Listed are the vendors who were low bidders meeting specifications.

Northern School Supply Fargo, ND	\$16,154.36
Reardon Office Equipment Moorhead, MN	\$ 450.00
	<hr/>
	\$16,604.36

Suggested Resolution: Move to approve the low Capital Outlay Bidders meeting specifications.

Bids can be seen in the Business Office

JUL 14 1994

MEMO #: B95.106
 MEMO TO: DR. ANDERSON
 FROM: ROBERT LACHER
 DATE: JULY 8, 1994
 SUBJECT: FOOD SERVICE REMODELING PROJECT

We received bids on July 7, 1994 for:

	BUDGET	COMSTOCK CONST. CO.	GAST CONST. CO.
Sr. High:	\$ 62,706	\$ 76,300	\$ 85,896
New dishwasher			
3 compartment sink			
Remodel to accommodate			
new health standards			
Jr. High:	\$ 46,572	\$ 52,200	\$ 63,498
Freezer shelving			
New dishwasher			
New serving line			
Remodel to accommodate			
Robert Asp:	\$ 40,067	\$ 37,900	\$ 49,296
Shelving/storage			
New walk in cooler			
New walk in freezer			
Remodel to accommodate			
Sub Total:	\$149,345	\$166,400	\$198,690
Discount for Combined:		\$ 2,900	\$ 2,000
Total	\$149,345	\$163,500	\$196,690

Suggested Resolution: Move to award bid to low bidder meeting specifications to: Comstock Const. Co. for \$163,500.

BUDGETS

\$ 32,651 Food Service 93.94 Capital Outlay
 \$ 10,000 Food Service 94.95 Capital Outlay
 \$ 55,000 Food Service Fund Balance
 \$ 65,849 Food Service/Bldg. Construction

\$163,500 Annual Operating Plan has \$35,000 for Sr. High Dishwasher

Attachment: Bid Summary

TABULATION OF BIDS

FOOD SERVICE REMODELING PROJECT
INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

PROJECT NO. 9001.40, 41, 42

FOSS ASSOCIATES
Architecture, Engineering & Interiors
Moorhead, Minnesota

BID OPENING: July 7, 1994

General Contractors	A d d e n d u m	S e c u r i t y	C a l. D a y s	Base Bid 1 - All Work at Senior High	Base Bid 2 - All Work at Junior High	Base Bid 3 - All Work at Robert Asp	Base Bid 4 - Combined Bid (All Work at 3 Schools)	Name of Mechanical Subcontractor	Name of Electrical Subcontractor	Name of Kitchen Equipment Subbidder
Comstock Construction, Inc.* Wahpeton, North Dakota	x	x	120	\$76,300.00	\$52,200.00	\$37,900.00	\$163,500.00	Robert Gibb & Sons	C.B. Electric	Dakota Food Equipment
Gast Construction Company Wahpeton, North Dakota	x	x	150	\$85,896.00	\$63,498.00	\$49,296.00	\$196,690.00	Gibb & Sons	C.B. Electric	Dakota Food

* Apparent Low Bidder

MEMO #: S-95-011

TO: School Board
FROM: Bruce R. Anderson, Supt. BRA
RE: Edison Emergency Closing
DATE: July 14, 1994

The following are facts related to the Edison emergency closing issue:

- At approximately 2:30 a.m. on Monday, July 11, 1994 lightning struck the chimney of Thomas Edison School,
- The top one third of the chimney was damaged,
- A hole was punctured in the roof up to 4 feet in diameter,
- There was water damage to the roof and interior of building,
- Roof damage was evident in three sections of the building, (up to 40-50 yards from the chimney)
- Damage was caused to various mechanical equipment on the roof,
- It will take several weeks to repair the chimney damage,
- Roof work cannot begin until chimney work is completed.

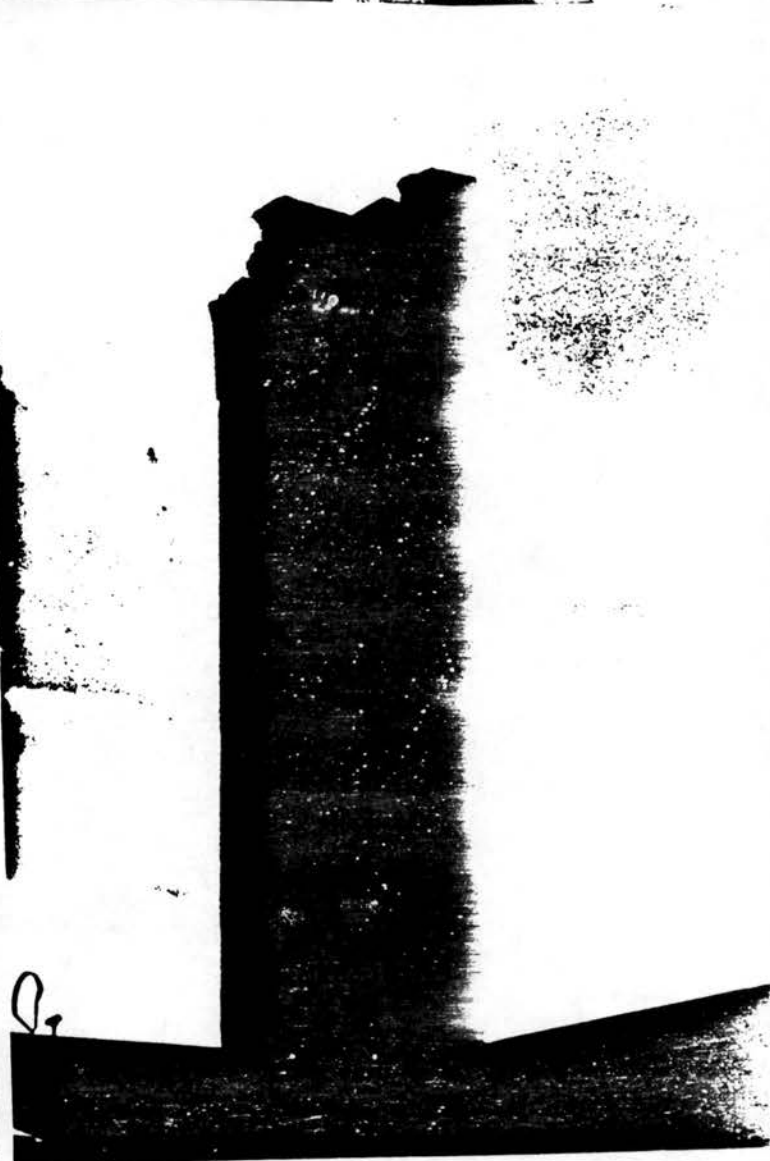
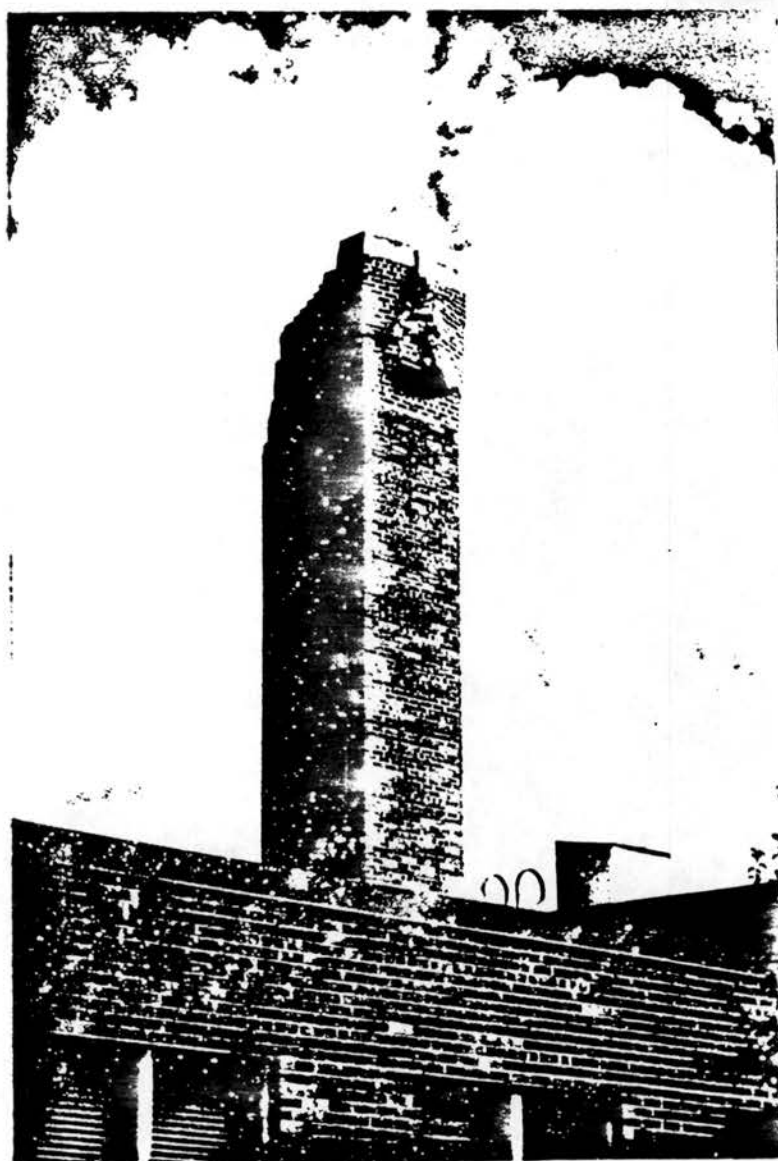
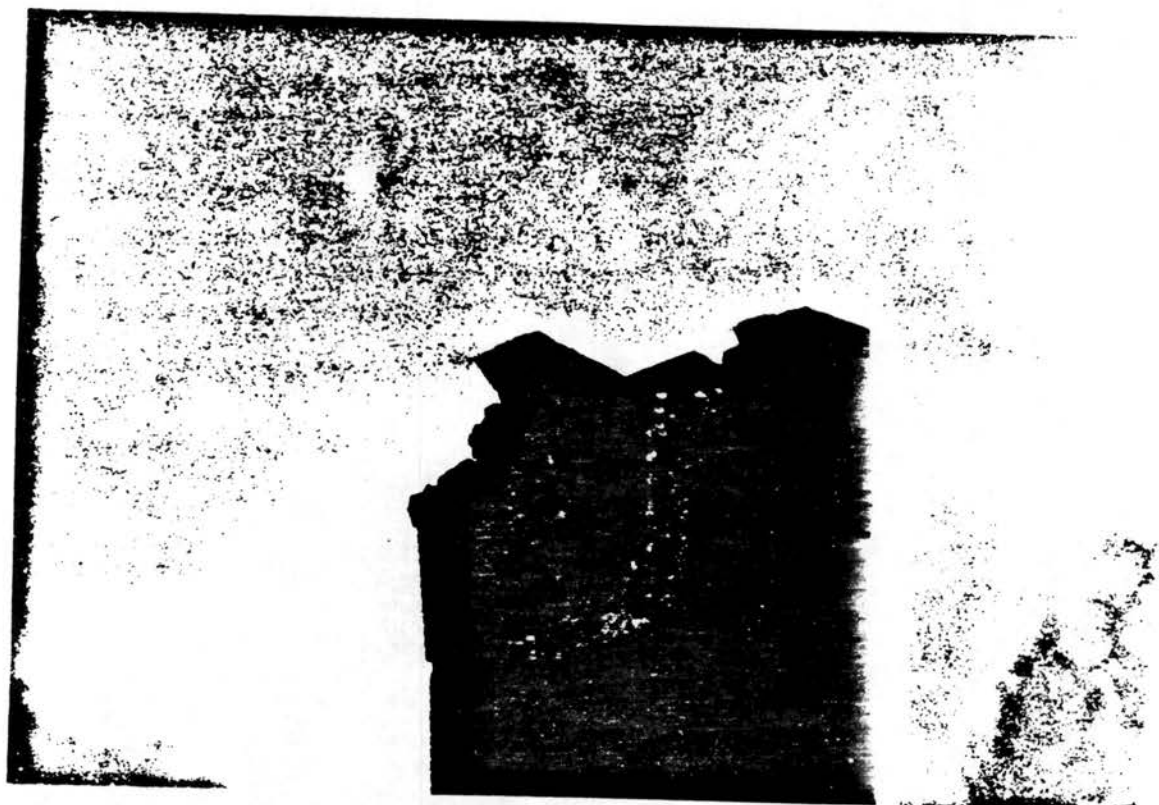
In order to have the building ready for classes by the end of August and avoid further property damage or personal injury, it is necessary to have the work completed quickly. The seriousness of the damage and need to repair it quickly does not allow the time that would be needed to follow a formal bidding process.

Legal council for the district has suggested adopting a resolution declaring the incident an emergency would be appropriate.

Suggested Resolution: Move to adopt the resolution declaring the incident an emergency and direct the administration to take the steps necessary to expedite repair work.

BRA:cbp
Attachments: Pictures of damage





5-mg-805
m.w.
7-19-94

**SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 19, 1994
PAGE 1**

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

MEMBERS ABSENT: Anton Hastad and James Hewitt.

CALL TO ORDER/PLEDGE OF ALLEGIANCE: Chairperson Cox called the meeting to order at 4:05 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 MEETING AGENDA: Cummings moved, seconded by Gustafson, to approve the agenda as presented. Motion carried 5-0.

DAIRY & BAKERY BID AWARD: Foss moved, seconded by Ladwig, to approve the bids for dairy and bakery items to the low bidder meeting specifications to Cass Clay Creamery and Metz Baking Company as presented. Motion carried 5-0.

CAPITAL OUTLAY BID AWARDS: Gustafson moved, seconded by Foss, to approve the low bidders meeting specifications to Northern School Supply, \$16,154.36; and, Reardon Office Equipment, \$450.00. Motion carried 5-0.

FOOD SERVICE REMODELING BID AWARDS: Ladwig moved, seconded by Cummings, to award the low bidder meeting specifications to Comstock Construction Company, in the amount of \$163,500, for food service remodeling at Robert Asp, the junior and senior high schools. Motion carried 5-0.

It was noted the remodeling will not be done in time for the start of school. Therefore, these buildings will be using styrofoam utensils for a short while.

EMERGENCY SCHOOL CLOSING RESOLUTION: Gustafson moved, seconded by Foss, to approve the resolution declaring the incident an emergency and direct the administration to take the steps necessary to expedite repair work. Motion carried 5-0.

Administration will develop an alternate plan for the start of school at Edison if repairs are not complete by the beginning of the school year.

ADJOURNMENT: Ladwig moved, seconded by Foss, to adjourn the meeting at 4:30 p.m. Motion carried 5-0.

James Hewitt, Clerk

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

JULY 25, 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 - Mr. Robert Jernberg, Assistant Supt.

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

D. 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 Graduation Rule Pilot Site Grant - Pages 4-5
(2) Approval of Special Education Resolution - Pages 6-7
(3) Approval of Health Services Contract - Pages 8-10
(4) Approval of Special Education Services Contract - Pages 11-13
(5) Approval of Physical Therapy Services Contract - Pages 14-16
- B. BUSINESS AFFAIRS - Bob Lacher
(1) Approval of Investments and Transfers - Pages 17-18
- C. PERSONNEL MATTERS - Brenda Franklin
(1) Approval of New Employees - Pages 19-20
(2) Acceptance of Resignations - Page 21
(3) Approval of Transfer - Page 22
- D. ADMINISTRATIVE MATTERS - Anderson
(1) Approval of June 14 & 28, 1994 Minutes - Pages 23-30
(2) Approval of July Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. 1994-96 NON-ALIGNED EMPLOYEES CONTRACT - Franklin
Page 31

Suggested Resolution: Move to approve the total package as presented for the 1994-96 Non-Aligned Employees contract.

Moved by _____ Seconded by _____
Comments _____

5. POLICY APPROVAL - Jernberg
Pages 32-33

Suggested Resolution: Move to approve the Emergency Closing (EBCD) policy as presented.

Moved by _____ Seconded by _____
Comments _____

6. POLICY APPROVAL - Jernberg
Pages 34-35

Suggested Resolution: Move to approve the Rental of Music Equipment (DFD) policy as presented.

Moved by _____ Seconded by _____
Comments _____

7. POLICY APPROVAL - Jernberg
Pages 36-41

Suggested Resolution: Move to approve the Student Activity Eligibility (IGDJ) policy as presented.

Moved by _____ Seconded by _____
Comments _____

8. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

9. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Administrative Retreat	Wed., Aug. 3 - Thurs., Aug. 4		Alexandria
Joint Powers	Thurs., Aug. 4	7:00 a.m.	Townsite
School Board Mtg.	Mon., Aug. 8	7:00 p.m.	Townsite
MDE Supt. Conference	Wed., Aug. 17		Mpls.
MSBA Seminar	Thurs., Aug. 18 Fri., Aug. 19		Mpls.
School Board Mtg.	Mon., Aug. 22	7:00 p.m.	Townsite
New Staff Breakfast	Wed., Aug. 24	7:30 a.m.	TBD
K-12 Workshops	Fri., Aug. 26		
MEA New Teacher Luncheon	Fri., Aug. 26	11:30 a.m.	Madison
K-12 Workshops	Mon., Aug. 29 - Wed., Aug. 31		
Classes Begin	Thurs., Sept. 1		

MEMO #: I-95-001

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Graduation Rule Pilot Site Grant Acceptance

DATE: July 19, 1994

The district has received \$162,831.39 from the Minnesota Department of Education for the Results-Oriented Graduation Rule Pilot Site budget for the 1994-95 school year. The notification is attached.

Suggested Resolution: Move to accept the funds as presented.

RMJ/mdm
Attachment

JUL 19 1994



MINNESOTA DEPARTMENT OF
EDUCATION

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

July 15, 1994

Robert Jernberg
Independent School District #152
810 South 4th Avenue
Moorhead, MN 56560

Dear Mr. Jernberg,

The budget proposal you submitted on June 28th has been reviewed and approved with one change. The sum of \$3000 has been added to category #3 to cover costs of set up for competency testing in the areas of Science and Writing. This brings your bottom line figure to \$162,831.39.

Please call me to answer questions you may have in regards to this budget, and to let me know how I can be of help with any of your pilot site needs.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. A. Elliott', followed by a horizontal line.

Ro Anne Elliott
Standards Specialist
Office of Graduation Standards

MEMO

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

DATE: July 19, 1994

SUBJECT: Title VI Resolution

Attached is the Title VI Resolution which declares the school district's intention to carry out the policy of Congress of the United States and the State of Minnesota Legislature to meet the needs of handicapped children and to apply for financial assistance under P.L. 94-142 for the school districts of Moorhead and Dilworth-Glyndon-Felton for the 1994-95 school year.

Suggested Resolution: Move to accept the Title VI Resolution as presented.

AKS:rem

TITLE VI RESOLUTION

School Year 1994-95

WHEREAS, School District #152 has declared its intention to carry out the policy of Congress of the United States and State of Minnesota Legislation by developing projects in connection with current State and Federal 94-142 Regulations and Guidelines to expand and improve the educational programs by various means which contribute particularly to meeting the special education needs of handicapped children.

BE IT RESOLVED, That School district #152 apply for financial assistance under P.L. 94-142 for the School Districts of Moorhead, Dilworth/Glyndon/Felton and that Dr. Bruce Anderson, Superintendent of Schools of Moorhead, be named as the Local Agency Representative and be directed to execute and file applications on behalf of the School Districts and otherwise act as an authorized representative of the School Districts in all activities related to P.L. 94-142 for the 1994-95 school year.

Clerk

Date

MEMO

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

DATE: July 19, 1994

SUBJECT: Contract for Clay County Health Services

Attached is the contract with Clay County Health Department authorizing the school district to obtain back-up nursing services and other related health services during the 1994-95 school year. This contract is in the amount of \$868.00

Suggested Resolution: Move to approve the contract with Clay County Health as presented.

AKS:rem

III. STAFF:

The Provider shall make every reasonable effort to maintain sufficient staff, facilities and equipment to deliver the above mentioned services. The Provider shall notify the School if ever the Provider will be unable to provide the required quality or quantity of purchased services. Upon notification, School and Provider shall determine whether such inability will require a modification or cancellation of the contract.

IV. RECORDS:

1. Individual school health records will be maintained by the school health aide and kept on file in the School in accordance with school policy.
2. Necessary health forms will be provided by the School.
3. The School is responsible to comply with the Data Practices Act which includes notification of data collected, release of information and safeguarding the record.

V. COST OF SERVICES:

The School agrees to pay the Provider, upon receipt of the bill, \$33.00 per hour spent by the public health nurse on school premises and consultation hours in the Provider's office, up to a maximum of \$ 868.00 per year. The cost of supplies shall be in addition to this amount. The Provider will bill the School monthly specifying the dates and number of hours service was provided, and the amount being billed. The bill will be payable upon receipt.

VI. INDEMNIFICATION:

The School hereby agrees to at all times indemnify provider against any and all claims, suits, actions, debts, damages, attorneys fees, and against all liability, losses, and damages of any nature whatever, that provider shall or may at any time sustain or be put to by reason of the performance by provider of its obligations under this agreement, excluding the negligence and willful misconduct of the Provider.

School Superintendent (date)

Chair, School Board (date)

Director of Maternal Child Health Nursing, Clay County Public Health (date)

Administrator, Clay County Public Health (date)

**AGREEMENT BETWEEN
CLAY COUNTY HEALTH DEPARTMENT
AND
MOORHEAD SCHOOL DISTRICT**

The Moorhead School District, hereinafter referred to as the "School" and the Clay County Health Department, Moorhead, Minnesota hereinafter referred to as the "Provider" enter into this agreement for the period September 1, 1994 through August 31, 1995.

Whereas the Provider is a certified health care provider in Clay County and; Whereas the Provider has authorized the development of school health services and; Whereas the School wishes to purchase such services from the Provider; Now, therefore, in consideration of the mutual understandings and agreements set forth, the School and Provider agree as follows:

I. PROVIDER RESPONSIBILITIES:

1. Perform "nursing procedures" for students as requested by the School and under Physician orders on file at the school.
2. Provide nursing back-up in the School as requested.
3. Provide nursing consultation per phone or in person to the School as requested.
4. Assistance with communicable disease control as requested by the School.
5. The public health nurse shall provide the above services to the school district. The day of the week and the length of time spent in the school may vary according to the activity planned and requested by the school.

II. SCHOOL RESPONSIBILITIES:

The school shall appoint a health service aide in each building to assist the public health nurse. The aide shall at all times remain the employee and agent of the School. The School shall cooperate with all reasonable requests of the Provider in connection with the furnishings of the above service.

The School shall provide ample space for the public health nurse to care for students. The space shall be appropriate for the activity provided.

The School will give 48 hours (or more if possible) notice to Provider when services are needed to provide back-up for scheduled days off for the school nurse (e.g. for attendance at conferences, vacation days).

No person or persons shall on the ground of race, color, national origin, handicap, age, sex, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program service or benefit advocated, authorized, or provided by this Department.

MEMO

TO: Dr. Anderson
FROM: Bob Jernberg
RE: Special Education Services Contract
DATE: July 19, 1994

Attached is the contract for special education services with Dilworth-Glyndon-Felton Public Schools. The contract authorizes them to purchase various special education services from the Moorhead School District. The D-G-F school district will be billed for administrative services, pre-school screening services and other services utilized from July 1, 1994 through June 30, 1995.

Suggested Resolution: Move to approve the contract for services as presented.

AKS:rem
Attachment

CONTRACTUAL AGREEMENT FOR
SPECIAL SERVICES PERSONNEL AND PROGRAMS
1994-95

This agreement made this ___ day of ___ 1994 between Independent School District No. 2164, Dilworth, Glyndon, Felton, Minnesota and Independent School District No. 152, Moorhead, Minnesota for Special Services personnel and program listed below subject to the following terms:

I. Director of Special Services

- A. Agrees to provide limited administrative services to Independent School District No. 2164 Special Services Program.
- B. Agrees to provide consultation to the Dilworth/Glyndon/Felton administration in the evaluation of District provided special services.
- C. Agrees to provide limited supervision of the Special Services Program on a periodic basis.
- D. Agrees to provide consultative services to the Dilworth/Glyndon/Felton administration upon request and whenever the Director finds it is necessary for the good of Independent School District No. 2164 Special Services Program.
- E. Agrees to provide help in the making of the financial reports relative to the Special Services Program.

II. Special Education Instructional Programs

- A. Moorhead, Independent School District No. 152, will provide special education services for students from Dilworth/Glyndon/Felton enrolled in the regular education or special education programs and requiring resource and/or consultative special education services, including occupational therapy, physical therapy, Developmental/Adaptive physical education, the physically and other health impaired, hearing impaired, vision impaired, emotional disturbances, speech/language disorders and special learning disabilities.
- B. Moorhead, Independent School District No. 152, will provide special education services for students from Dilworth/Glyndon/Felton enrolled in the Mild to Moderate Mentally Handicapped, the Moderate to Severe Mentally Handicapped Programs and the Severe Behavior Problems Program requiring intensive special education services.

- C. Moorhead, Independent School District No. 152, will provide special education services for students from Dilworth enrolled in the Moorhead Early Childhood: Special Education Program requiring intensive special education services.

The costs for providing the above services as outlined in the above sections will be a rate of actual costs minus special education aid. The cost will include teacher salaries, supplies, equipment, materials, administration, instructional supervision, operation, repair and upkeep of plant, Fixed Charges, Capitol Outlay, and Debt Service (Except that Independent School District No. 152 will not be obligated to add staff or purchase major equipment or services when a small Dilworth/Glyndon/Felton enrollment added to Moorhead student population makes distribution of costs disproportionate).

III. Preschool Screening

- A. Moorhead, Independent School District No. 152, will screen the Dilworth/Glyndon/Felton preschool children (ages 3 1/2 and 4 year olds) for developmental and health problems as mandated by M.S. 437.

A statement for the above services will be submitted yearly (after June 1, 1994) to Independent School District No. 2164, Dilworth/Glyndon/Felton Minnesota and shall be payable on or before July 31, 1995.

It is further agreed that nothing in this contract shall affect the relationships of these districts as to organization, legal status, and right to receive state apportionment, income tax aid and transportation aid. District No. 152 absolves itself of any transportation or housing commitments.

This agreement entered into and accepted by the School Boards of Independent School District No. 152 and Independent School District No. 2164.

Date this ___ day of ___ 1994 Dated this ___ day of ___ 1994

Approved by _____ Approved by _____
Chairman Chairman

Clerk

Clerk

Independent School District No. 2164
Dilworth, Minnesota 56529

Independent School District No. 152
Moorhead, Minnesota 56560

MEMO

TO: Dr. Anderson
FROM: Bob Jernberg
RE: Physical Therapy Services Contract
DATE: July 19, 1994

Attached is the contract with PT-OT Associates allowing Moorhead Public Schools to purchase physical therapy services for the 1994-95 school year. The cost of this contract is \$36.75 per hour for 1274 hours. Special education aid will reimburse 52% of this contract.

Suggested Resolution: Move to approve the contract for physical therapy services as presented.

AKS:rem
Attachment

MEMORANDUM OF AGREEMENT FOR
PHYSICAL THERAPY SERVICES FOR
SCHOOL YEAR 1994-95

This contract, entered into this 25th day of July 1994 by and between Moorhed Public Schools, Independent School District #152, and PT/OT Associates affirms that:

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

1. The CONSULTANT shall provide the following services, as requested by the AGENCY:
 - a. participate in AGENCY client planning, such as Education Planning committees, Individualized Planning Conferences or Medical Staffings;
 - b. evaluate each client, informally;
 - c. help determine specific program needs and plan appropriate motor activities, exercises, mobility training, self-help skills, and use of special rehabilitation equipment;
 - d. orient, train, and supervise non-professional staff in the prescribed treatment methods and educational techniques;
 - e. provide periodic verbal and written reports to the AGENCY;
 - f. provide inservice training for staff and families as directed.
2. The CONSULTANT shall provide these services to District 152 children enrolled and in need of services, as determined by AGENCY PERSONNEL.
3. The AGENCY/CONSULTANT shall obtain appropriate educational medical information, including medical orders, if necessary, on each client.
4. The date the service will begin is on or about August 26, 1994. The number of hours contracted will be up to 1274 hours during the 94-95 school year.

5. The AGENCY shall monitor the services of the CONSULTANT through AGENCY personnel.
6. The AGENCY shall make payments for services rendered as follows: Upon receipt of statement. Fees charged will be \$36.75 per hour.

Name

Name

Title

Title

City

City

Date

Date

JUL 14 1994

MEMO #: B95.105
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER *R. Lacher*
DATE: JULY 8, 1994
SUBJECT: INVESTMENTS

Attached is a list of investments and transfers to/from the trust account.

Suggested Resolution: Move to accept the information for future audit.

MOORHEAD PUBLIC SCHOOLS

TRANSFERS TO/FROM TRUST ACCOUNT From FEBRUARY 24, 1994 TO JUNE 30, 1994

DATE	Transfers from checking TO TRUST	Transfers FROM TRUST to checking
02-28-94	\$	\$ 300,000
03-30-94		700,000
04-29-94		400,000
05-27-94	2,800,000	
06-01-94		600,000
06-02-94		300,000
06-16-94	700,000	
06-22-94	1,200,000	
06-30-94		700,000

INVESTMENT RECORD

FROM FEBRUARY 24, 1994 TO JUNE 30, 1994

INVEST NO.	DATE	AMOUNT	MATURITY DATE	INTEREST RATE	ESTIMATED INTEREST	BANK OR S&L	BROKER
555	02-25-94	99000	03-31-94	4.00	369	COLONIAL M B - CA	FIN NORTHEASTERN
556	03-22-94	398625	03-31-95	3.875	17236	U.S.TREASURIES	FIN NORTHEASTERN
557	03-31-94	99000	09-27-94	4.13	2016	HORIZON SAVINGS	FIN NORTHEASTERN
558	04-14-94	199125	03-31-95	4.34	8310	U.S.TREASURIES	FIN NORTHEASTERN
559	04-26-94	74000	04-26-95	4.50	3330	SANWA BANK OF CA	FIN NORTHEASTERN
560	05-06-94	197875	04-30-95	4.9945	7624	U.S.TREASURIES	FIN NORTHEASTERN
561	05-31-94	99062	04-30-95	4.93	4469	U.S.TREASURIES	FIN NORTHEASTERN
562	06-13-94	99000	12-12-94	4.75	2345	ATLANTIC BANK & TRUST	FIN NORTHEASTERN
563	06-30-94	99000	12-27-94	4.75	2319	FIRST NATL B SAN DIEGO	FIN NORTHEASTERN
564	06-30-94	99000	12-27-94	4.75	2319	PEOPLES BANK	FIN NORTHEASTERN
565	06-30-94	99000	12-27-94	4.65	2270	FNB OF AINSWORTH	FIN NORTHEASTERN

TOTAL INTEREST

52607

MEMORANDUM

P 94.202

TO: Dr. Bruce Anderson

FROM: Brenda Franklin

DATE: July 19, 1994

SUBJECT: New Employees

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

Mary Diane Allen - Science Teacher, Moorhead Junior High,
BA (6) \$23,708.00, effective for the 1994-95
school year.
(Steve Olson)

Nadine Anderson - Social Studies Teacher, Moorhead Junior High,
BA (6) \$23,708.00, effective for the 1994-95
school year.
(.357 Rodney Thompson and .643 New)

Ruth Berglin - E.S.L. Teacher, Robert Asp Elementary.
BA (6) \$23,708.00, effective for the 1994-95
school year.
(New Position)

Stacy Bossart - 5th Grade Teacher, Voyager Elementary,
BA+15(6) \$24,971.00, effective for the 1994-95
school year.
(Ernestina Gaona)

Lisa Christianson - 1st Grade Teacher, Washington Elementary,
BA (7) \$26,889.00, effective for the 1994-95
school year.
(New Position)

Margaret Claymore - English Teacher, Moorhead Senior High,
BA (6) \$23,708.00, effective for the 1994-95
school year.
(Beth Lenius)

Lisa Erpelding - Math Teacher, Moorhead Junior High School,
BA (6) .571 \$13,537.27 (23708), effective for
the 1994-95 school year.
(New Position)

Joy Fisch - Art Teacher, Moorhead Junior High School,
BA (6) .500 \$11,854.00 (23708), effective for the
1994-95 school year.
(Don Dahlquist)

Belinda Freeman - Kindergarten Teacher, Probstfield Elementary,
BA (6) .500 \$11,854.00 (23708), effective for
the 1994-95 school year.
(New Position)

Heather Hindt - Physical Education Teacher, Moorhead Senior High,
BA (6) .786 \$18,634.49 (23708), effective for the
1994-95 school year.
(.286 Alice Swanson and .500 new)

Richard Klomstad - Science Teacher, Moorhead Senior High,
BA (6) \$23,708.00, effective for the 1994-95
school year.
(Paul Tiffany)

Michaela Ludwig - English Teacher, Moorhead Junior High School,
BA+45 (6) .714 \$19,632.86 (27497), effective
for the 1994-95 school year.
(New Position)

Scott Middleton - 5th Grade Teacher, Robert Asp Elementary,
BA+45 (6) \$27,497.00, effective for the 1994-95
school year.
(New Position)

Karen Reiersen - Kindergarten Teacher, Washington Elementary,
BA (6) \$23,708.00, effective for the 1994-95
school year.
(Marlene Rayment)

Laura Tellefsen - Science Teacher, Moorhead Senior High,
Ba (6) \$23,708.00, effective for the 1994-95
school year.
(Cheryl Feigum)

Jody Harms - Learning Readiness Coordinator, C41 (1) \$11.91 per
hour, effective July 26, 1994.
(New Position)

Bonnie Herman - ABE Coordinator, C43 (1) \$14.39 per hour,
effective July 26, 1994.
(Darla Roy)

Lori Palmer - Library Secretary, Moorhead Senior High, A13 (0)
\$7.90 per hour, effective August 26, 1994.
(Sandra Cegla)

Suggested Resolution: Move to approve the employments as
presented.

BMF:sdh

MEMORANDUM

P 94.201

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

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

Lynn Brosowske - Custodian, Thomas Edison Elementary, effective August 1, 1994.

Lisa Koenig - Chapter I Paraprofessional, Probstfield Elementary, effective immediately.

Suggested Resolution: Move to accept the resignations as presented.

BMF:sdh

MEMORANDUM P 94.203

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: July 19, 1994
SUBJECT: Transfer

The administration requests approval of the transfer of the following employee:

Gayle Johnson - Reading Teacher, Moorhead Senior High from
EBD Teacher, Detention Center.
(Gwen Sallberg)

Suggested Resolution: Move to accept the transfer as presented.

BMF:sh

MEMORANDUM

P 94.205

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: July 19, 1994
SUBJECT: Non-Aligned Contract

The following is the Total Package for the Non-Aligned Contract for 1994-96.

	1993-94	1994-95	1995-96
Total Salaries	157,995.11	162,882.98	167,846.04
FICA	9,795.70	10,098.74	10,406.45
FICA Medical	2,290.93	2,361.80	2,433.77
TRA	1,077.00	1,113.74	1,151.06
PERA	5,898.09	6,081.23	6,267.19
Health	4,447.80	4,714.56	4,950.29
Workers Comp	1,074.37	1,107.60	1,141.35
LTD	807.36	832.33	857.69
Life	1,530.00	1,530.00	1,530.00
Total Package	184,916.35	190,723.00	196,583.85
Total Package \$ Increase		5,806.65	5,860.85
Total Package % Increase		3.10%	3.07%

Suggested Resolution: Move to approve the the total package as presented for the 1994-96 Non-Aligned Contract.
BMF:sdh

MEMO #: S-95-018

TO: School Board
FROM: Bruce R. Anderson, Supt. *BR*
RE: Policy Approval
DATE: July 20, 1994

Attached please find the Emergency Closings (EBCD) policy recommended for approval.

Suggested Resolution: Move to approve the Emergency Closings (EBCD) policy as presented.

:cbp
Attachment

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.

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 and non-school events, will be called off and the building completely vacated of all but custodial personnel.

MEMO #: S-95-019

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Policy Approval
DATE: July 20, 1994

Attached please find the Rental of Music Equipment (DFD) policy recommended for approval.

Suggested Resolution: Move to approve the Rental of Music Equipment (DFD) policies as presented.

:cbp
Attachment

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: DFD
DATE ADOPTED: 7/1/81
REVIEWED/REVISED:

(DRAFT 4/94)

RENTAL OF DISTRICT MUSICAL INSTRUMENTS

A rental fee of \$10/00 \$20.00 per semester, (\$20/00 \$40.00 per year), will be assessed each family whose child is playing a school-owned instrument.

A maximum of \$50.00 per year for any one family for all activities, including athletics, music, drama, etc., will be observed.

The requirement may be waived if any of the following circumstances prevail:

1/ If a family has previously owned or purchased the instrument on which the child originally began instruction upon first entering the public school instrumental program/

(This is to accommodate instances where/ because of various circumstances/ it has become necessary for a student to change to a different instrument during his/her tenure as a school musician e/g/ by request of the director to help fill out instrumentation/)

1.2/ If a family cannot afford to pay the fee (as determined by the building principal by using the free/reduced hot lunch criteria checking the free hot lunch roster).

2.3/ In situations where students who provide their own musical instruments are asked to switch to a school-owned instrument to obtain a balance in instrumentation, no fee will be requested.

No student will be denied the right to participate in music because of any or all of the above.

MEMO #: S-95-020

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Policy Approval
DATE: July 20, 1994

Attached please find the Student Activity Eligibility (IGDJ) policy recommended for approval.

Suggested Resolution: Move to approve the Student Activity Eligibility (IGDJ) policy as presented.

(cbp
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: IGDJ DATE ADOPTED: REVIEWED/REVISED:
--	---

(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 12-month 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 MSHSL 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.

PENALTIES: MOOD-ALTERING CHEMICALS

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.

PENALTIES: SEXUAL HARASSMENT VIOLATIONS (continued)

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.

V. STUDENT CODE OF ETHICS - A student participating in all Moorhead Senior High extra and co-curricular activities understand the MSHSL Student Code of Ethics and accepts the responsibilities. These codes are found in the MSHSL agreement of form IGDJ-A.

PENALTY: STUDENT CODE OF ETHICS

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 and school board policies.

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
---------------------	----------	-----------------	------

Parent/Guardian Signature	Date
---------------------------	------

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

