



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

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8-8-94

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
AUGUST 8, 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 7:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda noting a change to the July 5th minutes; removed item #1, Change in Position, under Personnel Matters on the Consent Agenda; and, added a new item, School Board Self-Evaluation: 1994-95 Goals.

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

"WE ARE PROUD"

Phil Peterson, community resource coordinator, was recognized for organizing and coordinating Community Education's Summer Safari program. The program was featured on NBC's "Kid's Nationwide" and conducted 23 classes with 230 students enrolled.

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

MN Jobs & Training Grant - Accept the grant from juvenile justice funds for the bilingual student assistance counselor program, in the amount of \$46,048.00

Title Change - Approve the title change for the Director of Transportation to the School Transportation Safety Director.

Change in Position - Action on this item was delayed to a later date.

District Accountant - Approve hiring Beth Astrup, district accountant, C43 Step 7, \$34,978.00, effective as soon as possible.

Donations - Accept the Discovering Intensive Phonics computer software program from the Moorhead Public Library.

Accept the donation of \$50 from Mr. Orville Ellingson for the GED scholarship fund.

Migrant Education Grant Application - Approve the authorization of Bruce R. Anderson as the LEA representative of the migrant education grant for the 1994-95 school year.

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Approval of Minutes - Approve the minutes of July 5, 19 & 25, 1994 as amended.

Claims - Approve the August claims, subject to audit, in the amount of \$358,658.74.

General Fund:	\$262,459.18
Food Service:	2,547.55
Transportation:	7,940.43
Community Service:	3,352.07
Capital Expenditure:	81,287.32
Townsite Centre:	<u>\$ 1,072.19</u>
TOTAL	\$358,658.74

Motion carried 7-0.

COMMITTEE REPORTS: Reports were given regarding the City Planning Commission, Joint Powers and Gang Resistance Day meetings.

1994-95 MIGRANT ISSUES PROJECT: Anderson presented an overview of the proposed changes to the 1994-95 Migrant Issues Project. The proposed changes would reallocate the funds currently used for the coordinator position to fund additional community/school liaison positions. A special meeting of the Joint Powers Committee is scheduled to develop project guidelines to meet the needs of each entity involved.

Anderson noted that no additional funding is being requested from any entity.

FIVE YEAR EDUCATIONAL PLAN: Strategic Area: Facilities, Priority - Instructional Space: Hastad moved, seconded by Foss, accept an extension of the purchase proposal with R.D. Offutt Company in the Meadows Addition for up to 60 days which will allow time to discuss a "like kind" exchange of property. Motion carried 7-0.

SUMMER MAINTENANCE/REPAIR/IMPROVEMENT PROJECTS: Lacher updated the Board on the progress at Thomas Edison, Robert Asp and other summer maintenance projects. Discussion was held on the schedules for food service equipment replacements at the junior and senior high schools, parking lot concerns at the Senior High, and fuel tank removal at Riverside School.

FIRST READING OF POLICY: The Board conducted a first reading on the policy Substitute & Long-Term Substitute Teacher Salaries (GCEA).

APPROVAL OF POLICY: Cummings moved, seconded by Gustafson, to approve the policy Decision Making in Moorhead Schools (AB). Motion carried 7-0.

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SCHOOL BOARD SELF-EVALUATION: 1994-95 GOALS: Hewitt moved, seconded by Hastad, to affirm the goals for the school board for the 1994-95 school year. Motion carried 7-0.

Goals identified and the board members who are responsible are as follows: 1) Increase Board participation in long range planning efforts - Foss, Ladwig; 2) Increase emphasis on accountability on staff performance for student achievement and growth in the Five Year Educational Plan and the School/Program Improvement Plans through the development and utilization of data found in School Profiles for each school - Gustafson, Hewitt, Ladwig; 3) Develop an orientation program for new board members for future use - Cummings, Gustafson; 4) Review/revise the Board/District committee structure - Hastad, Hewitt, Ladwig; 5) Plan/implement school board team building experiences - Cummings, Foss, Gustafson; and, 6) Explore the expanded use of the e-mail as a communications tool and an avenue for conserving paper and costs - Hastad, Hewitt.

This item will be placed on a September agenda to further detail dates and action plans.

The meeting recessed until 8:10 p.m.

CLOSE MEETING: Ladwig moved, seconded by Gustafson, to close the public meeting for the purpose of conducting the superintendent's evaluation. Motion carried 7-0.

SUPERINTENDENT EVALUATION: The Board conducted the superintendent's year-end evaluation.

RECONVENE PUBLIC MEETING: Gustafson moved, seconded by Cummings, to reconvene the public meeting at 9:30 p.m. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Cox requested the Board negotiations representatives meet to discuss one group at a time beginning August 22nd at 5:45 p.m. for complete the negotiations process for the four remaining groups who are unsettled.

ADJOURNMENT: Ladwig moved, seconded by Foss, to adjourn the meeting at 9:31 p.m. Motion carried 7-0.

James Hewitt, Clerk

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

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

MEMBERS ABSENT: Carol Ladwig.

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda adding Closure of Meeting.

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

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

Frameworks in Art Curriculum Grant - Accept involvement in the FACS grant with exact amounts of participation to be determined and brought back to the Board when available.

Set Truth in Taxation Hearings - Set the Truth in Taxation Hearing dates as follows: Tuesday, November 29, 1994 at 7:00 p.m. in the Board Room of Townsite Centre; and, Monday, December 5, 1994, for possible continuation of the hearing.

New Employees

Dawn Schilling - English Teacher, Senior High, BA+15 (7) .571 \$14,632.45 (25626), effective for the 1994-95 school year.

Janice Kreps - Paraprofessional, Robert Asp, B 21 (0) \$8.19 per hour, effective for the 1994-95 school year.

Resignations

Jody Bauer - Computer Systems Operator, Townsite Centre, effective August 18, 1994.

Fern Elofson - Guidance Secretary, Senior High, effective August 12, 1994.

Cathy Obregon - Sign Language Interpreter, district-wide, effective August 12, 1994.

David Stone - Science Teacher, Senior High, effective immediately.

Beth Shelstad - Early Childhood Paraprofessional, Community Education, effective immediately.

Transfers

Deb DeMinck - Elementary Guidance Counselor to Guidance Counselor at Moorhead Junior High.

Gay Galles - Junior High Media Specialist to Senior High Media Specialist.

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REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 25, 1994
PAGE 1

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

MEMBERS ABSENT: Anton Hastad, Jim Hewitt and Bruce R. Anderson.

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

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

APPROVAL OF AGENDA: Gustafson moved, seconded by Foss, to approve the agenda as presented. Motion carried 5-0.

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

Graduation Rule Pilot Site Grant - Accepted the grant from the Minnesota Department of Education for the 1994-95 results-oriented graduation rule pilot site budget, in the amount of \$162,831.39.

Special Education Title VI Resolution - Approved the resolution for the 1994-95 school year as presented.

Health Services Contract - Approved the contract with Clay County Health Services for back-up nursing care for the 1994-95 school year, in the amount of \$868.00.

Special Education Services Contract - Approved the contract with the Dilworth-Glyndon-Felton school district for administrative, pre-school screening and other special education services from July 1, 1994 through June 30, 1995.

Physical Therapy Services Contract - Approved the contract with PT-OT Associates for physical therapy services for the 1994-95 school year, in the amount of \$36.75/hour for 1274 hours.

Investments and Transfers - Accepted the investments and transfers from February 28, 1994 through June 30, 1994.

New Employees

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

Nadine Anderson - Social Studies Teacher, Junior High, BA (6)
\$23,708.00, effective for the 1994-95 school year.

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

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

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

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PAGE 2

Margaret Claymore - English Teacher, Senior High, BA (6)
\$23,708.00, effective for the 1994-95 school year.
Lisa Erpelding - Math Teacher, Junior High, BA (6) .571
\$13,537.27 (23708), effective for the 1994-95 school year.
Joy Fisch - Art Teacher, Junior High, BA (6) .500 \$11,854.00
(23708), effective for the 1994-95 school year.
Belinda Freeman - Kindergarten Teacher, Probstfield, BA (6) .500
\$11,854.00 (23708), effective for the 1994-95 school year.
Heather Hindt - Physical Education Teacher, Senior High, BA (6)
.786 \$18,634.49 (23708), effective for the 1994-95 school year.
Richard Klomstad - Science Teacher, Senior High, BA (6)
\$23,708.00, effective for the 1994-95 school year.
Michaela Ludwig - English Teacher, Junior High, BA+45 (6) .714
\$19,632.86 (27497), effective for the 1994-95 school year.
Scott Middleton - 5th Grade Teacher, Robert Asp, BA+45 (6)
\$27,497.00, effective for the 1994-95 school year.
Karen Reiersen - Kindergarten Teacher, Washington, BA (6)
\$23,708.00, effective for the 1994-95 school year.
Laura Tellefsen - Science Teacher, Senior High, BA (6)
\$23,708.00, effective for the 1994-95 school year.
Jody Harms - Learning Readiness Coordinator, C41 (1) \$11.91 per
hour, effective July 26, 1994.
Bonnie Herman - ABE Coordinator, C43 (1) \$14.39 per hour,
effective July 26, 1994.
Lori Palmer - Library Secretary, Senior High, A13 (0) \$7.90 per
hour, effective August 26, 1994.

Resignations

Lisa Koenig - Chapter I Paraprofessional, Probstfield, effective
immediately.

Transfer

Gayle Johnson - Reading Teacher, Senior High, from EBD Teacher,
Detention Center.

Approval of Minutes - Approved the minutes of June 14 & 28, 1994
as presented.

Claims - Approve the July claims, subject to audit, in the amount
of \$861,663.98.

General Fund:	\$563,987.57
Food Service:	540.95
Transportation:	\$16,893.54
Community Service:	15,271.11
Capital Expenditure:	245,610.12
Building Construction:	13,509.58
Townsite Centre:	\$ 4,391.11
TOTAL	\$861,663.98

Motion carried 5-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 25, 1994
PAGE 3

COMMITTEE REPORTS: A report was given on the Joint Powers meeting held August 7, 1994.

1994-96 NON-ALIGNED EMPLOYEES CONTRACT: Cummings moved, seconded by Gustafson, to approve the total package as presented for the non-aligned employees contract, in the amounts of 3.10% for 1994-95, and 3.07% for 1995-96. Motion carried 5-0.

POLICY APPROVAL: Ladwig moved, seconded by Foss, to approve the Emergency Closing (EBCD) policy as presented. Motion carried 5-0.

POLICY APPROVAL: Foss moved, seconded by Gustafson, to approve the Rental of Music Equipment (DFD) policy as presented. Motion carried 5-0.

POLICY APPROVAL: Ladwig moved, seconded by Cox, to approve the Student Activity Eligibility (IGDJ) policy as presented. Motion carried 5-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Ladwig requested the Board discuss prioritizing its goals for 1994-95. This item will be placed on the August 8th agenda for discussion or possible action.

ADJOURNMENT: Ladwig moved, seconded by Gustafson, to adjourn the meeting at 7:17 p.m. Motion carried 5-0.

James Hewitt, Clerk

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

AUGUST 8, 1994
7:00 p.m.

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

ATTENDANCE:

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

A G E N D A

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Bruce R. Anderson, Superintendent
- C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

D. "We Are Proud"

We are proud of Phil Peterson, Community Resource Coordinator, for organizing and coordinating Community Education's Summer Safari program. The program was featured on NBC's "Kid's Nationwide" and conducted 23 classes with 230 students enrolled.

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

2. *CONSENT AGENDA

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

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SCHOOL BOARD AGENDA - August 8, 1994
PAGE 2

- A. INSTRUCTIONAL MATTERS - Bob Jernberg
 - (1) Acceptance of MN Jobs & Training Grant - Page 5
- B. BUSINESS AFFAIRS - Bob Lacher
 - (1) Approval of Title Change - Page 6
- C. PERSONNEL MATTERS - Brenda Franklin
 - (1) Change in Position - Page 7
 - (2) Approval of District Accountant - Page 8
- D. ADMINISTRATIVE MATTERS - Anderson
 - (1) Acceptance of Donation - Page 9
 - (2) Approval of Migrant Education Grant Application - Pages 10-11
 - (3) Approval of July 5, 19 & 25, 1994 Minutes - Pages 12-18
 - (4) Approval of August Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. 1994-95 MIGRANT ISSUES PROJECT - Anderson
Pages 19-26

Overview of the 1994-95 Migrant Issues Project.

5. FIVE YEAR EDUCATIONAL PLAN: Strategic Area: Facilities, Priority - Instructional Space - Anderson
Page 27

Suggested Resolution: Move to accept an extension of the purchase proposal with R.D. Offutt Company in the Meadows Addition for up to 60 days which will allow time to discuss a "like kind" exchange of property.

Moved by _____ Seconded by _____
Comments _____

6. SUMMER MAINTENANCE/REPAIR/IMPROVEMENT PROJECTS - Kaste

Update on the progress at Thomas Edison, Robert Asp and other summer maintenance projects.

7. FIRST READING OF POLICY - Anderson
Page 28

Conduct a first reading on the policy Substitute & Long-Term Substitute Teacher Salaries (GCEA).

8. APPROVAL OF POLICY - Anderson
Page 29

Suggested Resolution: Move to approve the policy Decision Making in Moorhead Schools (AB).

Moved by _____ Seconded by _____
Comments _____

9. CLOSE MEETING - Cox

Suggested Resolution: Move to close the public meeting for the purpose of conducting the superintendent's evaluation.

Moved by _____ Seconded by _____
Comments _____

10. SUPERINTENDENT EVALUATION - Cox

The Board will conduct the superintendent's year-end evaluation.

11. RECONVENE PUBLIC MEETING - Cox

Suggested Resolution: Move to reconvene the public meeting.

Moved by _____ Seconded by _____
Comments _____

12. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

13. ADJOURNMENT

SCHOOL BOARD AGENDA - August 8, 1994
PAGE 4

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
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.	Madison
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-95-010

TO Dr. Anderson
FROM: Bob Jernberg
RE: MN Dept. of Jobs & Training Grant
DATE: August 2, 1994

The District has received a grant award, in the amount of \$46,048.00 from the State of Minnesota Department of Jobs and Training. The grant will come from juvenile justice funds as a second year recipient and be used to fund the Bilingual Student Assistance Counselor program at Moorhead Senior High through the 1994-95 school year.

Suggested Recommendation: Move to accept the grant as presented.

RJ:cbp

MEMO #: B95.125

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: AUGUST 1, 1994

SUBJECT: STUDENT TRANSPORTATION - 1994 LAWS

Requirements:

1. Each school district must draft a comprehensive policy statement with respect to school bus transportation safety. This must be completed and submitted to the Commissioner of Public Safety by August 1, 1994.
2. Each school district must appoint a School Transportation Safety Director to oversee school bus safety operations. This must be done by August 1, 1994.
3. All school district must provide school bus safety training to all children, grades K-12, within the first three weeks of school, and report on the successful completion of the same to the Commissioner of Education by October 15, 1994.

The deadline has been extended to September 15, 1994.

Suggested Resolution: Move to approve Mr. Dan Bacon, Transportation Supervisor as School Transportation Safety Director.

We are awaiting information from MSBA/SDE on items 1 and 3. We will conduct school bus safety training on the first week of school.

cc: Dan Bacon

MEMO#: P 94.204

TO: Dr. Anderson
FROM: Brenda Franklin
RE: Chapter I/AOM & ESL Program Director
DATE: July 19, 1994

The administration recommends the appointment of Cynthia Sillers to the position of Chapter I/AOM & ESL Program Director. Mrs. Mary Jo Schmid and Mrs. Pat Swedberg provided leadership in the Chapter I/AOM area last year. Mrs. Swedberg has requested that she continue with Chapter I teaching responsibilities in the district. Ms. Sillers has been ESL Program Director as a part of the Community Issues Coordinator position.

The combination of the Chapter I/AOM with the ESL program will encourage efficiency and effectiveness in meeting the needs of the students. The Chapter I/AOM program revenue is up to almost \$700,000 for the 94-95 school year.

Cynthia Sillers - Chapter I/AOM & ESL Program Director from the Community Issues Coordinator.

Suggested Resolution: Move to approve the appointment of Cynthia Sillers as the Chapter I/AOM & ESL Program Director.

MEMO #: B95.127

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: AUGUST 2, 1994

SUBJECT: DISTRICT ACCOUNTANT

The school district advertised for the District Accountant position and had a response of nearly forty applicants.

Basic requirements: 4 year accounting degree
 Public Accounting experience
 Preferred CPA
 MN public school auditing experience

Suggested Resolution: Approve hiring Beth Astrip effective as soon as possible.

Placement: C43 Step 7 on the supervisors salary schedule. The 1993.94 schedule is \$34,978.00.

JUL 26 1994

MEMORANDUM

TO: Dr. Anderson
FROM: Rose Andersen ⁴
DATE: July 18, 1994
RE: Donation to Community Education, Adult Basic Education Program

The Moorhead Public Library has donated the computer software program "Discovering Intensive Phonics" to the Adult Basic Education Program. Orville Ellingson one of our successful GED students has donated \$50 to the GED scholarship fund. The money is used to assist GED students in paying the fee for the GED test.

Suggested Resolution: Move to accept the "Discovering Intensive Phonics" computer software program donated by the Moorhead Public Library and the \$50 donation from Orville Ellingson.

31.software.don



Independent School District No. 152

Townsite Centre - 810 South 4th Avenue

Moorhead, Minnesota 56560

August 4, 1994

TO: Dr. Bruce Anderson

FR: Cynthia Sillers

I am writing to you regarding the Migrant Education Grant in the amount of approximately \$20,000 which is being prepared for the Minnesota Department of Education.

In order to submit the grant application, the School Board needs to authorize you to be the LEA Representative. Your signature is a statement that ensures compliance with the appropriate Federal Statutes, Regulations, and State procedures currently in effect.

P.S. The major portion of this grant has partially funded the Home School Liaison Program in past years.

SUGGESTED RESOLUTION: Approval of the authorization of Dr. Bruce R. Anderson as the LEA Representative of the Migrant Education Grant for the 1994-95 school year.

MEMO #: S-95-022

TO: School Board
FROM: Bruce R. Anderson, Supt. *YKH*
RE: Migrant Issues Project
DATE: August 1, 1994

The Migrant Issues Project has been a successful collaborative effort between the City, Clay County and the School District for several years. Major issues addressed include education in the schools, communication, public safety, and delivery of welfare services and employment.

The selection of Cynthia Sillers for a position in the school district will not result in a change in the mission of the Migrant Issues Project. However, a change in the delivery system will be made.

The attached packet provides an overview of the program description, recommended position descriptions, and budget information.

Suggested Resolution: Move to accept the continuation of the mission of the Migrant Issues Project and the reallocation of funds.

BRA:cbp
Attachment

PROPOSAL

Joint Powers Migrant Issues Project, 1995

Submitted by Moorhead Public School District #152

1. Description of the Program, Target Population and Services

The Migrant Issues Project addresses issues related to Migrants and to Hispanic families who are living permanently in the community. The Project is supported by Clay County, the City of Moorhead and Moorhead School District. The School District currently serves as the fiscal manager for the Project. The population served by the Project is the general population of Clay County including Migrant families, as well as Hispanic families who are living in Moorhead permanently. The issues addressed by the Project include: housing, public education, communication, education in the schools, public safety, delivery of welfare services and employment.

2. Number of Clients to be Served

The Project has the potential of serving the families of at least 500 children.

3. Units of Service to be Provided in 1995

The Project has the potential of serving the families of at least 500 children.

4. Number of Days of Service to be Provided in 1995

The work agreement for each Liaison will be for at least 185 days.

5. Location and Description of Facility where Programs and/or Services will be Provided

The offices for the Project staff will be located throughout the elementary schools, the junior high school and the high school in Moorhead.

6. Description of Staffing with Qualifications

Four FTE Home School Community Liaisons will work under the supervision of the Principals for the school in which their office is located. Guidelines will be established to assure that the Liaisons work collaboratively with Moorhead Public Schools, Clay County and the City of Moorhead.

The job qualification for each will be: a high school diploma required with some college education preferred; able to communicate in both English and Spanish; good communication, organizational and interpersonal skills; and, mileage allowance will be provided.

TITLE: HOME SCHOOL COMMUNITY LIAISON (LEAD LIAISON)

QUALIFICATIONS: HIGH SCHOOL DIPLOMA REQUIRED WITH SOME COLLEGE EDUCATION PREFERRED. ABLE TO COMMUNICATE IN BOTH ENGLISH AND IN SPANISH. GOOD COMMUNICATION, ORGANIZATIONAL AND INTERPERSONAL SKILLS. MILEAGE ALLOWANCE WILL BE PROVIDED.

REPORTS TO: PRINCIPAL OF SCHOOL WHERE HOME SCHOOL LIAISON OFFICE IS BASED.

JOB GOAL: TO PROMOTE A PARTNERSHIP WITH HISPANIC FAMILIES AND THE COMMUNITY THROUGH OUTREACH ACTIVITIES AND COMMUNICATION.

PERFORMANCE RESPONSIBILITIES:

1. Communicates information to Hispanic families (at school, or in homes) whose children are in grades K-6 on a referral basis made to the Principal, by School District, City and County staff.
2. Serves as a communicator of information at meetings when parents of children in grades K-6 do not have a high level of proficiency in English.
3. Works with Principals, counselors, social workers and ESL staff to coordinate and facilitate meetings of Hispanic parents of children in grades K-6 to provide parents with School District information and to gather information from them regarding their concerns. (Communicates information to parents about such issues as academic achievement, involvement in school programs, School District policies, building policies, attendance policies, community education programs, special education assessments/placements, and community agencies and their functions.)
4. Coordinates the bi-lingual communication availability when needed for parent-teacher conferences in grades K-6.
5. Serves as a resource to community committees in need of information about Hispanic culture.
6. Communicates with, and serves as a resource for, community agencies on issues related to Hispanic families with children that the School District and/or agencies (Ex: Life Management Skills Program, Social Services, Law Enforcement, Community Education including ABE and ECFE, Parks and Recreation, Housing Issues, Court Services, Probation, Center for Parents and Children, etc.) are serving.
7. Provides guidance to, and consults with, other Home School Liaisons working throughout the School District.
8. Participates in the collaborative meetings of other home visitors in the School District.
9. Assists some in the collection of data on students for the Migrant Education Family Information forms and the Migrant Student Record Transfer System forms.

TERMS OF EMPLOYMENT: Forty hours per week for 185 days and at the B-32 level in accordance with administrative policy for non-aligned employees.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED TO BY: _____ **DATE:** _____

(Incumbent)

TITLE: HOME SCHOOL COMMUNITY LIAISON

QUALIFICATIONS: HIGH SCHOOL DIPLOMA REQUIRED WITH SOME COLLEGE EDUCATION PREFERRED. ABLE TO COMMUNICATE IN BOTH ENGLISH AND IN SPANISH. GOOD COMMUNICATION, ORGANIZATIONAL AND INTERPERSONAL SKILLS. MILEAGE ALLOWANCE WILL BE PROVIDED.

REPORTS TO: PRINCIPAL OF SCHOOL WHERE HOME SCHOOL LIAISON OFFICE IS BASED (FOR SUPERVISION) AND TO LEAD LIAISON (FOR PROGRAM EXPECTATIONS AND COORDINATION).

JOB GOAL: TO PROMOTE A PARTNERSHIP WITH HISPANIC FAMILIES, AND THE COMMUNITY THROUGH OUTREACH ACTIVITIES AND COMMUNICATION.

PERFORMANCE RESPONSIBILITIES:

1. Communicates information to Hispanic families (at school, or in homes) whose children are in grades K-6 on a referral basis made to the Principal, by School District, City and County staff.
2. Serves as a communicator of information at meetings when parents of children in grades K-6 do not have a high level of proficiency in English.
3. Works with Principals, counselors, social workers and ESL staff to coordinate and facilitate meetings of Hispanic parents of children in grades K-6 to provide parents with School District information and to gather information from them regarding their concerns. (Communicates information to parents about such issues as academic achievement, involvement in school programs, School District policies, building policies, attendance policies, community education programs, special education assessments/placements, and community agencies and their functions.)
4. Coordinates the bi-lingual communication availability when needed for parent-teacher conferences in grades K-6.
5. Communicates with, and serves as a resource for, community agencies on issues related to Hispanic families with children that the School District and/or agencies (Ex: Life Management Skills Program, Social Services, Law Enforcement, Community Education including ABE and ECFE, Parks and Recreation, Housing Issues, Court Services, Probation, Center for Parents and Children, etc.) are serving.
6. Participates in the collaborative meetings of other home visitors in the School District.
7. Assists some in the collection of data on students for the Migrant Education Family Information forms and the Migrant Student Record Transfer System forms.

TERMS OF EMPLOYMENT: Six and one half hours per day for 185 days and at the para level in accordance with administrative policy.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED TO BY:

_____ **DATE:** _____
(Incumbent)

TITLE: HOME SCHOOL COMMUNITY LIAISON

QUALIFICATIONS: HIGH SCHOOL DIPLOMA REQUIRED WITH SOME COLLEGE EDUCATION PREFERRED. ABLE TO COMMUNICATE IN BOTH ENGLISH AND IN SPANISH. GOOD COMMUNICATION, ORGANIZATIONAL AND INTERPERSONAL SKILLS. MILEAGE ALLOWANCE WILL BE PROVIDED.

REPORTS TO: PRINCIPAL OF SCHOOL WHERE HOME SCHOOL LIAISON OFFICE IS BASED (FOR SUPERVISION) AND TO LEAD LIAISON (FOR PROGRAM EXPECTATIONS AND COORDINATION).

JOB GOAL: TO PROMOTE A PARTNERSHIP WITH HISPANIC FAMILIES, AND THE COMMUNITY THROUGH OUTREACH ACTIVITIES AND COMMUNICATION.

PERFORMANCE RESPONSIBILITIES:

1. Communicates information to Hispanic families (at school, or in homes) whose children are in grades 7-8 on a referral basis made to the Principal, by School District, City and County staff.
2. Serves as a communicator of information at meetings when parents of children in grades 7-8 do not have a high level of proficiency in English.
3. Works with Principals, counselors, social workers and ESL staff to coordinate and facilitate meetings of Hispanic parents of children in grades 7-8 to provide parents with School District information and to gather information from them regarding their concerns. (Communicates information to parents about such issues as academic achievement, involvement in school programs, School District policies, building policies, attendance policies, community education programs, special education assessments/placements, and community agencies and their functions.)
4. Coordinates the bi-lingual communication availability when needed for parent-teacher conferences in grades 7-8.
5. Communicates with, and serves as a resource for, community agencies on issues related to Hispanic families with children that the School District and/or agencies (Ex: Life Management Skills Program, Social Services, Law Enforcement, Community Education including ABE and ECFE, Parks and Recreation, Housing Issues, Court Services, Probation, Center for Parents and Children, etc.) are serving.
6. Participates in the collaborative meetings of other home visitors in the School District.
7. Is responsible for collecting data on students for the Migrant Education Family Information forms and the Migrant Student Record Transfer System forms.

TERMS OF EMPLOYMENT: Six and one half hours per day for 185 days and at the para level in accordance with administrative policy.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED TO BY:

(Incumbent) **DATE:** _____

TITLE: HOME SCHOOL COMMUNITY LIAISON

QUALIFICATIONS: HIGH SCHOOL DIPLOMA REQUIRED WITH SOME COLLEGE EDUCATION PREFERRED. ABLE TO COMMUNICATE IN BOTH ENGLISH AND IN SPANISH. GOOD COMMUNICATION, ORGANIZATIONAL AND INTERPERSONAL SKILLS. MILEAGE ALLOWANCE WILL BE PROVIDED.

REPORTS TO: PRINCIPAL OF SCHOOL WHERE HOME SCHOOL LIAISON OFFICE IS BASED (FOR SUPERVISION) AND TO LEAD LIAISON (FOR PROGRAM EXPECTATIONS AND COORDINATION).

JOB GOAL: TO PROMOTE A PARTNERSHIP WITH HISPANIC FAMILIES, AND THE COMMUNITY THROUGH OUTREACH ACTIVITIES AND COMMUNICATION.

PERFORMANCE RESPONSIBILITIES:

1. Communicates information to Hispanic families (at school, or in homes) whose children are in grades 9-12 on a referral basis made to the Principal, by School District, City and County staff.
2. Serves as a communicator of information at meetings when parents of children in grades 9-12 do not have a high level of proficiency in English.
3. Works with Principals, counselors, social workers and ESL staff to coordinate and facilitate meetings of Hispanic parents of children in grades 9-12 to provide parents with School District information and to gather information from them regarding their concerns. (Communicates information to parents about such issues as academic achievement, involvement in school programs, School District policies, building policies, attendance policies, community education programs, special education assessments/placements, and community agencies and their functions.)
4. Coordinates the bi-lingual communication availability when needed for parent-teacher conferences in grades 9-12.
5. Communicates with, and serves as a resource for, community agencies on issues related to Hispanic families with children that the School District and/or agencies (Ex: Life Management Skills Program, Social Services, Law Enforcement, Community Education including ABE and ECFE, Parks and Recreation, Housing Issues, Court Services, Probation, Center for Parents and Children, etc.) are serving.
6. Participates in the collaborative meetings of other home visitors in the School District.
7. Assists some in the collection of data on students for the Migrant Education Family Information forms and the Migrant Student Record Transfer System forms.

TERMS OF EMPLOYMENT: Six and on half hours per day for 185 days and at the para level in accordance with administrative policy.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.

APPROVED BY: _____

DATE: _____

REVIEWED AND AGREED TO BY:

DATE: _____

(Incumbent)

INCOME
Migrant Issues Project, Migrant Education Grant for the Home School Community
Liaison Program, and Migrant Student Record Transfer System (MSRTS)
& Family Information Form (FIF) Data Collection,
Chapter I/Assurance of Mastery (AOM) Programs
and the English as a Second Language (ESL) Program

Source of Income	Amount of Income Available 1993-94	Amount of Income Anticipated 1994-95
1) Migrant Issues Project Sch. Dist. Contribution	\$ 22,590.28	\$ 22,590.28
2) Migrant Issues Project Clay County Contribution	\$ 16,942.71	\$ 10,000.00
3) Migrant Issues Project City of Moorhead Contribution	\$ 16,942.71	\$ 16,942.71
4) Migrant Issues Project Red River Valley Sugar Beet Grower's Assoc.	\$ 2,500.00	0
5) Migrant Education Grant Home-School Liaison Program and MSRTS and FIF Data Collection	\$ 19,885.00	\$ 19,885.00
6) Community Education Parent Involvement Funds	\$ 10,000.00	\$ 10,000.00
Chapter I/AOM Coordinator & Secretary Salary & Benefits	\$ 9,838.34	\$ 29,566.17
8) Chapter I/AOM program funds in addition to item 7 above (without administrative costs)	\$ 691,009.40	\$ 692,964.83
9) ESL Teacher/Para Reimbursement by Minnesota Department of Education (MDE)	\$ 76,887.52	\$ 91,067.23
10) General Fund of ISD #152 (In addition to Migrant Issues Project Contribution)	\$ 142,543.54	\$ 161,414.11
Total	\$1,009,139.50	\$1,054,430.30

NOTE: The additional ESL teaching position for 1994-95 is included in the District's Annual Operational Plan.

The City of Moorhead will reserve \$15,000.00 to \$30,000.00 for other needs to be identified.

Clay County will reserve an additional \$6,942.71 for other needs to be identified.

Chapter I/AOM program funding significantly increased for the 1993-94 school year based on findings of 1990 census data related to poverty indicators. The 1992-93 Chapter I/AOM total expenditures were \$530,916 including program coordinator and secretarial costs.

EXPENDITURES

Migrant Issues Project, Migrant Education Grant for the Home School Community Liaison Program and Migrant Student Record Transfer System (MSRTS) & Family Information Form (FIF) Data Collection, Chapter I/Assurance of Mastery (AOM) Programs and the English as a Second Language (ESL) Program

Program/Staff	Expenditure 1993-94	Anticipated Expenditure 1994-95
1) Migrant Issues Project School District, County and City	\$ 58,975.70	See item 2 below regarding change/expansion of program.
2) Home School Community Liaison and MSRTS and FIF Program (Migrant Educ. Grant & Parent Involvement \$ 4.0 Liaison)	\$ 29,885.00 1.5 Liaisons (Salary & Benefits) & MSRTS & FIF Hours	\$ 64,500.00 1 Lead Hm. Sch. Liaison & MSRTS & FIF Outreach and 3.0 additional Liaisons (Salary & Benefits)
3) Chapter I/AOM Coordinator (Salary & Benefits)	\$ 7,678.00	\$ 22,000.00
4) Chapter I/AOM program costs in addition to item 3 above (without administrative costs)	\$ 731,009.49	\$ 735,407.60
ESL Director (.25 FTE) (Salary & Benefits)	0 (Part of Migrant Issues Project)	\$ 11,000.00
6) Chapter I/AOM Secretary (Salary & Benefits) (3 Hrs. per day)	\$ 4,819.17	\$ 7,566.17
7) ESL Secretary (Salary & Benefits) (2 Hrs. per day)	0 (Part of Migrant Issues Project)	\$ 5,044.11
8) ESL Teachers (4 FTE-1993-94 & 5 FTE-1994-95) and Paras (3 FTE both 1993-94 and 1994-95) Salaries	\$ 153,607.18	\$ 181,354.00
9) ESL Teachers & Para Benefits	\$ 23,164.96	\$ 27,558.51
Total	\$1,009,139.50	\$1,054,430.30

E: Chapter I/AOM program expenditures significantly increased for the 1993-94 school year based on findings of 1990 census as it related to poverty indicators. The 1992-93 Chapter I/AOM total expenditures were \$530,916 including program coordinator and secretarial costs.

MEMO #: S-95-024

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Land Purchase with R.D. Offutt, Inc.
DATE: August 1, 1994

Representatives from R.D. Offutt, Inc. have requested an extension of 60 days to the proposed sale of their property. In addition, they are requesting a "like kind" exchange of property.

Suggested Resolution: Move to accept an extension of the purchase proposal with R.D. Offutt, Inc. in the Meadows Addition for up to 60 days which will allow time to discuss a "like kind" exchange of property.

BRA: *(cbp)*

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: GCEA DATE ADOPTED: 08-12-81 REVISED: 08-14-90
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(Draft 6/94)

SUBSTITUTE & LONG-TERM SUBSTITUTE TEACHER SALARIES

The basic rate of pay for substitutes will be established by the School Board. The pay rate will be reviewed periodically to maintain a rate which will enable the school district to attract competent substitutes. Substitutes who are employed for less than ten (10) consecutive days in one position shall be paid at the Board-established daily rate \$60/00 per day effective with the 1990+91 school year and \$62/00 per day for 1991+92. The salary for substitutes working ten (10) or more consecutive working days shall be paid at the Board-established long-term rate \$88/00 per day effective with the 1990+91 school year and \$90/00 per day for 1991+92. Leaves of absence which are known to be forty-five (45) consecutive days or more will be treated as regular teaching vacancies and long-term substitutes for those positions shall be paid at the rate as a regular full-time teacher.

Regular teachers who substitute will be paid at the established hourly rate.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: AB DATE ADOPTED: REVIEWED/REVISED:
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(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 and stakeholders 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, students and community members
- * 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.

5-M9-805
MIN
8-22-94

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

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

MEMBERS ABSENT: Carol Ladwig.

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda adding Closure of Meeting.

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

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

Frameworks in Art Curriculum Grant - Accept involvement in the FACS grant with exact amounts of participation to be determined and brought back to the Board when available.

Set Truth in Taxation Hearings - Set the Truth in Taxation Hearing dates as follows: Tuesday, November 29, 1994 at 7:00 p.m. in the Board Room of Townsite Centre; and, Monday, December 5, 1994, for possible continuation of the hearing.

New Employees

Dawn Schilling - English Teacher, Senior High, BA+15 (7) .571 \$14,632.45 (25626), effective for the 1994-95 school year.
Janice Kreps - Paraprofessional, Robert Asp, B 21 (0) \$8.19 per hour, effective for the 1994-95 school year.

Resignations

Jody Bauer - Computer Systems Operator, Townsite Centre, effective August 18, 1994.
Fern Elofson - Guidance Secretary, Senior High, effective August 12, 1994.
Cathy Obregon - Sign Language Interpreter, district-wide, effective August 12, 1994.
David Stone - Science Teacher, Senior High, effective immediately.
Beth Shelstad - Early Childhood Paraprofessional, Community Education, effective immediately.

Transfers

Deb DeMinck - Elementary Guidance Counselor to Guidance Counselor at Moorhead Junior High.
Gay Galles - Junior High Media Specialist to Senior High Media Specialist.

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

Change in Contract

Camille Bloom - Inclusion Teacher, Riverside, from full time to .857 for the 1994-95 school year.
Theresa Haugtvedt - E.B.D. Teacher, Washington, to half-time leave from September 8-October 7 and from October 17-November 11, 1994.

Leave of Absence

Deb Lontz - Paraprofessional, Washington, for the 1994-95 school year.

Family/Medical Leaves

Arlys Christianson - POHI Paraprofessional, Riverside, effective immediately.
Gloria Crosby - MSMH Paraprofessional, Senior High, for approximately six (6) weeks.

Teachers on Special Assignment

Lynn Kovash - Teacher on Special Assignment .5 F.T.E. at Riverside
Lynn Johnson - Teacher on Special Assignment .5 F.T.E. at Voyager

94-95 Calendar Correction - Amend the 1994-95 school calendar and consider April 12, 1995 as a regular instructional day for K-12 students.

Motion carried 6-0.

COMMITTEE REPORTS: Reports were given regarding the Joint Powers Committee and City Planning Commission meetings.

SUPERINTENDENT EVALUATION REPORT: Cox presented an overview of the superintendent's year-end evaluation conducted August 8, 1994. The Board is very satisfied with the performance of the superintendent.

SCHOOL BREAKFAST PROGRAM: Hastad moved, seconded by Cummings, to approve the expansion of the breakfast program to all buildings of the school district. Motion carried 6-0.

FIVE YEAR EDUCATIONAL PLAN: Gustafson moved, seconded by Hewitt, to accept the revised 1993-98 Five Year Educational Plan, the revised 1993-94 Five Year Educational Plan Outcomes Results, and the revised School Profiles. Motion carried 6-0.

This item may be presented at the Minnesota School Boards Association conference in the future.

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

AS/400 UPDATE: Gustafson moved, seconded by Foss, to approve purchasing the equipment, hardware and software to upgrade the AS/400 computer system and add the Human Resource module, in the amount of \$129,154 from referendum and capital outlay funds. Motion carried 6-0.

POLICY APPROVAL: Foss moved, seconded by Cummings, to approve the Substitute & Long-Term Substitute Teacher Salaries (GCEA) policy as presented. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Cummings distributed election information if the school district were to conduct odd-year elections due to the uniform election law recently passed.

CLOSURE OF PUBLIC MEETING: Hastad moved, seconded by Hewitt, to close the meeting at 8:12 p.m. for the purpose of discussing negotiations strategies for groups unsettled. Motion carried 6-0.

NEGOTIATIONS STRATEGIES: The Board will place the dietary & food service unit contract on the next agenda for approval and set a meeting with negotiations representatives and administrators for Monday, September 12 at 5:45 p.m. to discuss the supervisors' unit negotiations.

OPEN PUBLIC MEETING: Gustafson moved, seconded by Cummings, to reconvene the public meeting at 8:49 p.m. Motion carried 6-0.

ADJOURNMENT: Cummings moved, seconded by Foss, to adjourn the meeting at 8:50 p.m. Motion carried 6-0.

James Hewitt, Clerk

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

AUGUST 22, 1994
7:00 p.m.

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

ATTENDANCE:

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

A G E N D A

1. CALL TO ORDER

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

2. *CONSENT AGENDA

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

S-179-805
mm
8-22-94

- A. INSTRUCTIONAL MATTERS - Bob Jernberg
 - (1) Acceptance of Frameworks in Art Curriculum Grant - Pages 5-7
- B. BUSINESS AFFAIRS - Bob Lacher
 - (1) Set Truth in Taxation Hearings - Page 8
- C. PERSONNEL MATTERS - Brenda Franklin
 - (1) Approval of New Employees - Page 9
 - (2) Acceptance of Resignations - Page 10
 - (3) Approval of Transfers - Page 11
 - (4) Approval of Change in Contract - Page 12
 - (5) Approval of Leave of Absence - Page 13
 - (6) Approval of Family/Medical Leaves - Page 14
 - (7) Approval of Teachers on Special Assignment - Page 15
- D. ADMINISTRATIVE MATTERS - Anderson
 - (1) Approval of 94-95 Calendar Correction - Page 16-17

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. SUPERINTENDENT EVALUATION REPORT - Cox

Overview of the superintendent's year-end evaluation conducted August 8, 1994.

5. SCHOOL BREAKFAST PROGRAM - Lacher
Pages 18-23

Suggested Resolution: Move to approve the morning buses to arrive at the schools up to ten minutes earlier than last year in order to make the breakfast program more accessible to the students.

Moved by _____ Seconded by _____
Comments _____

6. FIVE YEAR EDUCATIONAL PLAN - Jernberg
Page 24

Suggested Resolution: Move to accept the revised 1993-98 Five Year Educational Plan, the revised 1993-94 Five Year Educational Plan Outcomes Results, and the revised School Profiles.

Moved by _____ Seconded by _____
Comments _____

7. AS/400 UPDATE - Anderson
Pages 25-39

Suggested Resolution: Move to approve purchasing the equipment, hardware and software to upgrade the AS/400 computer system and add the Human Resource module, in the amount of \$129,154 from referendum and capital outlay funds.

Moved by _____ Seconded by _____
Comments _____

8. POLICY APPROVAL - Franklin
Page 40

Suggested Resolution: Move to approve the Substitute & Long-Term Substitute Teacher Salaries (GCEA) policy as presented.

Moved by _____ Seconded by _____
Comments _____

9. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

10. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
School Board Mtg.	Mon., Aug. 22	7:00 p.m.	Townsite
Substitute Teacher Workshop	Tues., Aug. 23	9:00 a.m.	Sr. High
Elements of Instruction for New Staff	Wed., Aug. 24 - Thurs., Aug. 25		Townsite
New Staff Breakfast	Wed., Aug. 24	7:30 a.m.	Madison
K-12 Workshops	Fri., Aug. 26		District-wide
MEA New Teacher Luncheon	Fri., Aug. 26	11:30 a.m.	Madison
All Staff Workshop	Mon., Aug. 29	8:00 - 11:00 a.m.	Sr. High
K-12 Workshops	Mon., Aug. 29 - Wed., Aug. 31		
Classes Begin	Thurs., Sept. 1		

MEMO #: I-95-011

TO: Dr. Anderson
FROM: Bob Jernberg
RE: Frameworks in Art Curriculum Strategies Grant (FACS)
DATE: August 2, 1994

The district received the attached letter from the Minnesota FACS project indicating that we have been chosen as a pilot site to develop performance standards in the Arts. Three districts have been chosen and will share the budget allocation as part of a statewide total allocation of \$100,000. Several district staff members and I will attend the planning meeting and we will be asking the Board to accept the grant in September assuming the grant allocation is appropriate for our district.

It is planned that Mary Regelstad and Carol Kline will assume project coordination.

RJ:cbp

Attachment

c: Building Principals
Carole Kline
Mary Regelstad



The Minnesota FACS Project

July 28, 1994

Robert M. Jernberg
Independent School District #152
810 South 4th Ave.
Moorhead, MN 56560

Dear Mr. Jernberg,

I am very pleased to tell you that the Moorhead Public Schools have been chosen as a pilot site for the FACS Project's *Performance Standards*. The committee was very impressed by your course offerings, and we are looking forward to working with you during the coming school year.

Multiple copies of the *Performance Standards* will be sent to your district in a few weeks so you can prepare for our orientation meeting which will be held at the Minnesota Center for Arts Education on Friday August 26. Registration forms, maps, and an agenda will be sent along with the *Performance Standards*, but here is basic information you will want to share with the other participating staff members.

1. **Meeting time:** Friday August 26. 9:00 a.m. until 3:30 p.m.
MN Center for Arts Education
6125 Olson Memorial Highway
Golden Valley, MN 55422
2. **Hotel accommodations** will be arranged so you can arrive on Thursday. Meals will be provided and/or reimbursed. Please keep your receipts.
3. **People who should plan on attending:**

At least one administrator such as your Curriculum Director, Superintendent, or Assistant Superintendent

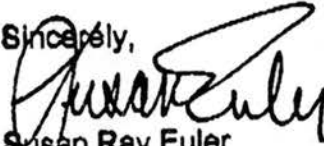
At least one faculty member from each of the arts disciplines you are teaching - If possible, please invite a mix of teachers from the elementary, middle, and secondary schools.

4. The person who will be acting as the FACS Project Coordinator for your district if this person has already been hired.

If you have questions or concerns, please call me at (612) 935-7947.

Again, congratulations on being chosen as a pilot site. I look forward to meeting with you on the 26th.

Sincerely,



Susan Ray Euler
FACS Project Director

AUG 11 1994

MEMO #: B95.131

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: AUGUST 10, 1994

SUBJECT: TRUTH IN TAXATION

Based on a telephone call from the Clay County Auditor, Pauline Sarbaum, we had to give her the dates for our Truth in Taxation Levy hearing today.

Restrictions limit our choice of dates to:

Truth in Taxation Hearing	Tuesday, Nov. 29, 1994
Possible Continuation of Hearing	Monday, Dec. 5, 1994
Set Levy	Monday, Dec. 12, 1994

Suggested Resolution: Move to set the Truth in Taxation Hearing dates:

Truth in Taxation Hearing	Tuesday, Nov. 29, 1994
Possible Continuation of Hearing	Monday, Dec. 5, 1994
Set Levy	Monday, Dec. 12, 1994

All meetings to be at 7:00 p.m. at:

Townsite Centre
Board Room
810 4th Ave. So.
Moorhead, MN 56560

cc: Beth Astrup
Bob Jernberg

MEMORANDUM

P 94.210

TO: Dr. Bruce Anderson

FROM: Brenda Franklin

DATE: August 15, 1994

SUBJECT: New Employees

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

Dawn Schilling - English Teacher, Senior High,
BA+15 (7) .571 \$14,632.45 (25626), effective for
the 1994-95 school year.
(New Position)

Janice Kreps - Paraprofessional, Robert Asp Elementary,
B 21 (0) \$8.19 per hour, effective for the 1994-95
school year.
(Replace Minka Leeser)

Suggested Resolution: Move to approve the employments as
presented.

BMF:sdh

MEMORANDUM

P 94.211

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: August 15, 1994
SUBJECT: Resignation of District Employee

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

Jody Bauer - Computer Systems Operator - Townsite Centre,
effective August 18, 1994.

Fern Elofson - Guidance Secretary, Senior High, effective August
12, 1994.

Cathy Obregon - Sign Language Interpreter, Moorhead Schools,
effective August 12, 1994.

David Stone - Science Teacher, Moorhead Senior High, effective
immediately.

Beth Shelstad - Early Childhood Paraprofessional, Community
Education, effective immediately.

Suggested Resolution: Move to accept the resignations as
presented.

BMF:sdh

MEMORANDUM

P 94.212

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: August 15, 1994
SUBJECT: Transfer

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

Deb DeMinck - Elementary Guidance Counselor to Guidance Counselor
at Moorhead Junior High.

Gay Galles - Junior High Media Specialist to Senior High Media
Specialist.

Suggested Resolution: Move to accept the transfers as presented.

BMF:sh

MEMORANDUM P 94.213

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: August 15, 1994
SUBJECT: Change in Contract

The administration requests approval of the change in contract for the following persons:

Camille Bloom - Inclusion Teacher, Riverside Elementary, from full time to .857 for the 1994-95 school year.

Theresa Haugtvedt - E.B.D. Teacher, Washington Elementary, to half-time leave from September 8-October 7 and from October 17-November 11, 1994.

Suggested Resolution: Move to approve the change in contracts as presented.

BMF:sdh

MEMORANDUM

P 94.214

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: August 15, 1994
SUBJECT: Leave of absence

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

Deb Lontz - Paraprofessional, Washington Elementary, for the
1994-95 school year.
(further schooling in individualized education)

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

BMF:sdh

MEMORANDUM

P 94.215

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: August 15, 1994
SUBJECT: Family/Medical Leave

The administration requests a family/medical leave for the following persons:

Arlys Christianson - POHI Paraprofessional, Riverside Elementary,
effective immediately.

Gloria Crosby - MSMH Paraprofessional, Senior High School,
for approximately six (6) weeks.

Suggested Resolution: Move to approve the family/medical leaves
as presented.

BMF:sdh

MEMORANDUM

P 93.216

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: August 15, 1994
SUBJECT: Special Assignment

The administration requests approval of the assignment of the following persons to Teacher on Special Assignment for Riverside/Voyager Campus.

Lynn Kovash - Teacher on Special Assignment .5 F.T.E. at
Riverside

Lynn Johnson - Teacher on Special Assignment .5 F.T.E. at
Voyager

These teachers will be working under the leadership of the acting Principals, Mr. Jernberg and Dr. Anderson until Mr. Sewell is in the schools.

Suggested Resolution: Move to approve the assignment of the above persons on Special Assignment as presented.

BMF:sdh

MEMO #: S-95-028

TO: School Board
FROM: - Bruce R. Anderson, Supt. *BRA*
RE: 1994-95 School Calendar
DATE: August 17, 1994

In reviewing the final draft of the school calendar, April 12, 1995 was labeled a K-12 MEEP day and it should be and will be a regular instruction day for students.

Suggested Resolution: Move to amend the 1994-95 school calendar and consider April 12, 1995 as a regular instruction day for students.

BRA:cbp
Attachment

July 1994

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

October

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

January

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

April

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

August

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

November

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

February

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

May

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

September

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

December

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

March

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

June 1995

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

- △ MEEP
□ Workshop
○ Vacation
() P/T Conference
— Teacher Comp. Day

Snow Make-Up:

Feb. 17
April 17
June 2

Payroll/Direct Dep.
Dates:

July 29 / Aug. 1, 1994
Aug. 31 / Sept. 1
Sept. 30 / Oct. 3
Oct. 31 / Nov. 1
Nov. 30 / Dec. 1
Dec. 21 / Dec. 22
Jan. 31 / Feb. 1, 1995
Feb. 28 / Mar. 1
Mar. 31 / Apr. 3
Apr. 28 / May 1
May 31 / June 1
June 30 / July 3

1994-95 SCHOOL CALENDAR

1994

Aug. 26 Teacher Workshops K-12
29, 30, 31 Teacher Workshops K-12
Sept. 1 First Day of School
5 Labor Day
Oct. 20, 21 MEA
Nov. 4 End of 1st Quarter
4 MEEP Day K-12
18 P/T Kind. Conferences
21 P/T Kind. Conf.; K-12 Eve.
22 P/T K-12 Conf. Day & Eve.
23 Teacher Comp. Day K-12
24, 25 Thanksgiving Holiday
Dec. 22-30 Winter Break

1995

Jan. 2 Winter Break
3 Classes Resume K-12
18 End of 2nd Quarter
18 MEEP Day K-6

1995 (continued)

Jan. 19 Teacher Workshops K-12
20 Break K-12
Feb. 17 MEEP Day K-6; 7-12 Break
20 Teacher Workshops K-12
Mar. 7 P/T Kind. Conf.; K-12 Eve.
8 P/T Kind. Conferences
9 P/T K-12 Conf. Day & Eve.
10 Teacher Comp. Day K-12
24 End of 3rd Quarter
Apr. 13-17 Spring Break
18 Teacher Comp. Day K-6
May 29 Memorial Day
June 1 Last Day for Students K-12
1 End of 4th Quarter
2 Last Day for Staff K-12
4 Graduation Day

MEMO #: B95.136

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER
MARY BONEMEYER



DATE: AUGUST 17, 1995

SUBJECT: SCHOOL BREAKFAST PROGRAM

ISD #152 participates in the National School Lunch Program (NSLP) and given recent changes in state laws we must also offer the School Breakfast Program (SBP) at those sites that have a significant percentage of lunches served to free/reduced price students. (33% participation of free/reduced price lunch meals in the 1992.93 school year).

We have been offering the Breakfast Programs at:

Sr. High
YES
Edison
Riverside
Washington

Based on the new requirements we must add Robert Asp this fall and we want to add the Jr. High, Voyager and Probstfield schools.

In order to make the Breakfast Program more accessible to all students we are suggesting a revision to the morning bus schedules so that the students will have up to ten more minutes to participate before school starts.

Suggested Resolution: Move to approve the morning buses to arrive at the schools up to ten minutes earlier than last year in order to make the Breakfast Program more accessible to the students.

Service to Breakfast Program:

School	School Start	Early	Late
Washington	8:05	7:30	7:50
Riverside	8:20	7:45	8:05
Edison	9:00	8:25	8:45
Probstfield	8:50	8:15	8:35
ASP	8:00	7:25	7:45
Voyager	8:00	7:25	7:45
Jr. High	8:10	7:35	7:55
Sr. High	8:30	7:55	8:15
Sr. High	7:30	6:55	7:15
St. Joseph	8:00	7:25	7:45
Park Christian	8:45	8:10	8:30

The earliest student pickup times last year were 6:25 for high school students attending 7:30 class and 6:50 for Washington and ASP Elementary students. We will attempt to meet the required schedules without having pickups earlier than this. It may not be possible in all cases.

Attachments: June 6, 1994 Memo from Mary Bonemeyer
August 11, 1994 Memo from Dan Bacon

To : Bob Lacher
From : Mary Bonemeyer
Re : Breakfast Program
Date : June 6, 1994

This memo is to follow-up our conversation regarding legislative changes in the school breakfast program. See attached letter from MDE.

We are currently offering a breakfast program at the Senior High, YES, Edison, Riverside and Washington. Under the new legislation, we would implement a program at Asp.

Based on the following data, I think we should discuss the idea of offering breakfast programs in all of our schools and how we can improve the accessibility of the program for all students:

- 1) The link between learning and eating a nourishing breakfast has been strongly established.
- 2) The current percentage of participation in our breakfast program is 2.7% or 185 meals/day.
- 3) The percentage of free/reduced meals served is 36% and increasing. We have 1927 students eligible for needy meals.
- 4) Paying students purchase 25% of the breakfasts served. It is not a program for the needy only.
- 5) A large percentage (60 - 65%) of our students ride the bus to school. The buses do not arrive in time for students to participate. Options include scheduling buses to arrive earlier or offering breakfast after the school day begins.

I would suggest a meeting with administration, principals, and transportation to discuss the expansion of our program.



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

612/296-6986

May 23, 1994

Bruce Anderson, Superintendent
ISD #152
810 4th Avenue S
Moorhead, MN 56560-2892

Agreement Number: 1-152-000
Affected Site: Robert Asp Elementary

Dear Mr. Anderson:

This is to inform you about action you need to take in response to a recent change in state law (copy attached). This change affects the requirement that public schools participating in the National School Lunch Program (NSLP) must also participate in the School Breakfast Program (SBP) if those sites have a significant percentage of lunches served to free/reduced price students. School breakfast has been the subject of state legislation several times in recent years, probably because of the importance of a nutritious breakfast to the school day.

Effective for School Year 1994-95, public schools with free/reduced price lunch participation of 33 percent or more during the 1992-93 school year are required to offer a breakfast program. Robert Asp Elementary is, therefore, required to offer breakfast in September. Additional state funding was also provided by the 1994 Legislature to help districts with sites in the 33 to 40 percent range to operate their breakfast program "in the black".

Previously, the level at which breakfast was required to be offered was 40 percent or more free/reduced price lunch participation. Those sites receive federal "severe need" funding, which is greater than the non-severe need federal breakfast reimbursement.

Robert Asp Elementary had 34.1 percent free/reduced price lunch participation in School Year 1992-93, but is not currently offering the School Breakfast Program. This site must begin a breakfast program by the start of School Year 1994-95 unless it is exempt as described below. If you have started a breakfast program at this site, please notify this office so that we can correct our database.

Reimbursement for sites with 33 to 40 percent free/reduced price participation: To help offset breakfast costs, these sites will receive state funding in addition to the federal funds which are the primary funding source for the SBP. The 1993 Legislature established state funding of up to \$.051 for all breakfasts other than "severe need" breakfasts. The 1994 Legislature added up to \$.105 for all free and reduced price breakfasts at sites in the 33 to 40 percent range. The state funds appropriated by the 1993 and 1994 Legislatures total up to \$.156 per breakfast for these sites.



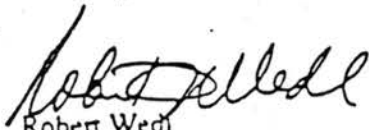
Reimbursement for sites with 40 percent or more free/reduced price participation: For these sites, federal "severe need" funding is paid if needed to cover costs. Federal "severe need" payments for free and reduced price breakfasts are currently up to \$.1825 more than the rate for breakfasts at "nonsevere need" sites. Breakfasts served to 'paid' students do not receive additional "severe need" funding; therefore, they are reimbursed with a basic federal payment and up to an additional \$.051 from the state.

Exemption If Few Will Participate: If fewer than 25 children will participate at the site (as specified by state law), you may seek an exemption from the breakfast requirement for that school year. You may, of course, decide to offer a breakfast program for fewer than 25 children. Two options are available if you think the site will have very low participation:

1. This office recommends that you offer a breakfast program on a trial basis and promote participation through children, teachers, and families. We can help with ideas that have been successful, or can put you in touch with other districts that have started a breakfast program. A successful breakfast program can be offered in a variety of ways, for instance an alternative such as a "nutrition break" after classes have started may be preferred. Refer to the attached list of "Suggestions for Promoting Participation in the School Breakfast Program". If, after promoting breakfast participation and offering the program for a period of time, it can be documented that the participation is fewer than 25 students you may submit a written request for an exemption from offering the breakfast program at the site for the school year. The exemption would be granted based on information from you as requested by this office.
2. If you expect the participation to be fewer than 25 students, you may document this by means of a survey. Prior to conducting the survey, emphasis should be placed on promotional as well as educational awareness of the overall health benefits derived from offering a Breakfast Program. The survey must be conducted just prior to, or at the beginning of, the 1994-95 School Year. Additional information concerning survey requirements will be sent with the School Year 1994-95 application packet. After having completed an educational/promotional campaign to encourage participation in the Breakfast Program, you can document that less than 25 students plan to participate per site via returned survey results you may submit a written request for an exemption.

If you have any questions about promoting or beginning a breakfast program, please call a contact person listed on the reverse side of the "Suggestions for Promoting Participation in the School Breakfast Program" (attached).

Sincerely,



Robert Wedel
Assistant Commissioner
Education Resources and Services

Attachments (2)

cc: Superintendent (if not addressee)
Principals
Food Service Director (if not addressee)

August 11, 1994

TO: Bob Lacher

FROM: Dan Bacon

SUBJECT: Route Time Changes Resulting From The Breakfast Program

In order to schedule buses into buildings sufficiently early to allow students to take part in the breakfast program, many routes will have to be moved up by 5 to 10 minutes.

In past years we attempted to have buses arrive from 10 to 25 minutes prior to school starting, we will move that to be 15 to 35 minutes prior to school starting time.

The schedule starting times and bus arrival windows were:

	School Start	Early	Late
Washington	8:05	7:40	7:55
Riverside	8:20	7:55	8:10
Edison	9:00	8:35	8:50
Probstfield	8:50	8:25	8:40
Asp	8:00	7:35	7:50
Voyager	8:00	7:35	7:50
Junior High	8:10	7:45	8:00
Senior High	8:30	8:05	8:20
Senior High (early class)	7:30	7:05	7:20
St Joseph	8:00	7:35	7:50
Park Christian	8:45	8:20	8:35

With service to Breakfast Program, the schedule will be:

	School Start	Early	Late
Washington	8:05	7:30	7:50
Riverside	8:20	7:45	8:05
Edison	9:00	8:25	8:45
Probstfield	8:50	8:15	8:35
Asp	8:00	7:25	7:45
Voyager	8:00	7:25	7:45
Junior High	8:10	7:35	7:55
Senior High	8:30	7:55	8:15
Senior High (early class)	7:30	6:55	7:15
St Joseph	8:00	7:25	7:45
Park Christian	8:45	8:10	8:30

The earliest student pickup times last year were 6:25 for High School Students attending 7:30 class and 6:50 for Washington and Asp

Elementary Students. I will attempt to meet the required schedules without having pickups earlier than this. It may not be possible in all cases.

DB:bh9504

MEMO #: I-95-017
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Five Year Educational Plan
DATE: August 15, 1994

Attached please find the following documents which are recommended for acceptance by the school board:

- * The Revised 1993-98 Five Year Educational Plan
- * The Revised 1993-94 Five Year Educational Plan Outcome Results
- * The Revised School Profiles

Suggested Resolution: Move to accept the Revised 1993-98 Five Year Educational Plan, Revised 1993-94 Five Year Educational Plan Outcome Results and Revised School Profiles as recommended by administration.

RMJ/mdm
Attachments

MEMO #: B94.347 (REVISED)

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: AUGUST 16, 1994

SUBJECT: COMPUTER HARDWARE AND SOFTWARE
1992 REFERENDUM
1994.95 CAPITAL OUTLAY
LINE 44 - DISTRICT WIDE EQUIPMENT

\$65,369
\$95,000

The B model will no longer be supported.

*Model 9406-300	\$60,409
Automatic Backup	
7202-012 8MM Tape Drive	4,960
	\$65,369
Add CIMS One Time	\$19,991
Up-grade Charge	\$85,360

We will add 8 MB of memory and 2.3 GB of disk which is included in the change.

To enable the district to better manage their staffing, time sheets for substitutes, professional development and make available features to use in position applications and openings.

Purchase the CIMS III Human Resource Module.

Description

HMS	\$25,101.00
Enhancements: 3 Year Contract	\$10,693.00
(First year included in purchase price)	
Training	\$ 8,000.00

Suggested Resolution: Move to approve purchasing the equipment, hardware and software to upgrade to AS/400 Computer System and add the Human Resource Module in the amount of \$129,154 from the referendum and C.O. funds.

1. AS400 9406-300 with trade in of some components, and the automatic backup (technology referendum) \$ 65,369
 2. One time CIMS Up-grade (capital outlay) 19,991
 3. HMS/CIMS III Module (capital outlay) 25,101
 4. 3 Year Enhancements (capital outlay) 10,693
 5. Training (Up to 8 days) (capital outlay) 8,000
- \$129,154

*Includes version 3, 400 Operating System at a cost of \$13,031.

Eide Helmeke & Co.

Certified Public Accountants & Consultants

August 15, 1994

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

I have completed my analysis of the hardware and software options for the Independent School District No. 152, hereafter, referred to as the district.

My recommendation for each functional area, as outlined in the engagement letter, is presented below:

REPLACEMENT OF AS/400 B45

In the area of upgrade options available to the district as it pertains to the possible replacement of the existing AS/400 Model B45, my recommendation is to replace the system with the new AS/400 Advanced System 9406-300 Model 2040. After evaluating the cost of replacing the current B45 with an AS/400 Model F35 or implementing the new IBM Advanced System 9406-300 Model 2040, we found that the cost difference is within \$5,000 (see attached addendum A). The replacement cost of \$5,000 will be recovered in the first three years in reduced maintenance fees. Additional benefits will be the added disk capacity of 1 Gigabyte and the district will be receiving leading edge technology. There is also some equipment attached to the AS/400 Model B45 that belongs to the district. The equipment could be sold to a third party reseller or another AS/400 user. We would estimate the market value to be between \$2,500 - \$5,000.

The justification for upgrading is due to the planned addition of the CIMS Human Resource Module. Demands will increase for additional resources in disk capacity, increased user access and processing power. In addition, if imaging capabilities are added within the CIMS software, newer technology will be required to take advantage of this resource.

NCS is offering a special upgrade promotion which expires in October. The promotion offers CIMS users the option to convert to an enrollment based price for \$19,991. After October 31, 1994, the price increases to \$28,391. This one time charge from NCS eliminates any future charges for the installed software due to hardware upgrades. This may be an additional impetus to upgrade now versus waiting another year.

IMPLEMENTATION OF IMAGING AND FAX TECHNOLOGIES

Based upon reviews from NEWS 3X/400 Product Quarterly, CMA-Ettworth Inc.'s Telex/Fax/400 product received good reviews. The cost to implement software and hardware on the AS/400 would be \$15,300 (see attached addendum B and C). We are recommending an AS/400 product, due to the amount of information stored on the AS/400, that could be utilized for fax purposes.

If the intention is to fax information directly from the AS/400 to sites within the district, it may be more cost effective to use existing workstations, PCs and printers that are already in place. Using E-Mail from within Office Vision would be more cost effective. Adding fax equipment would be utilized to send faxes to remote sites not connected within your AS/400 network.

We feel imaging capabilities could produce efficiencies within user departments. Possible usages would be filing personnel records and contracts, applicant information, bid contracts, correspondence, board material, student records and archival information versus manual files. Once information is stored on optical equipment, interfaces can be created to transfer information to other AS/400 applications reducing manual keying operations.

We, also, recommend that the Townsite location begin using the image technology first. As knowledge is gained on how to best utilize this technology, gradual implementation to additional sites should be performed.

Whether this technology should be implemented on the AS/400 or through a network attached to the AS/400 cannot be determined without more analysis. If the intent is to utilize imaging with existing AS/400 applications, in addition to the possible usages stated above, the software and hardware should be implemented on the AS/400. A stand-alone system would probably work, but would not be as seamless as an AS/400 solution.

We priced two different systems, a stand-alone system and an AS/400 solution. Please understand that the two scenarios that are listed below do not necessarily represent the floor or ceiling of possible costs and are only two possible options. We arbitrarily picked two solutions that were popular within this area. The stand-alone system priced out at approximately \$61,600, plus \$6,200 for annual maintenance for a 5 user system. IBM's solution priced out at approximately \$83,000, plus \$4,200 for annual maintenance for a 4 user system. Please see addendum D for price comparisons. There may be better options for each scenario where cost savings could be realized.

POLICY OF REPLACING EXISTING PC HARDWARE

Due to the ever-increasing speed of technology advances, we recommend that a plan be implemented that would entail replacing a certain percentage of PC hardware each year. The plan would involve replacing older micro computer hardware with newer equipment which would fully replace the majority of your equipment over a 4-5 year span. This would prevent large capital outlays in any one given year and also allow newer technology to improve efficiencies within the district offices. This recommendation should take into consideration that there may be instances where replacing existing hardware may not produce cost savings and in these cases, remaining with the older technology may be a better solution.

INTERNET COMMUNICATIONS CAPABILITY

Upgrading the AS/400 would allow you to utilize the INTERNET capabilities. Whether this is the best solution remains to be seen, but going with the AS/400 upgrade will definitely NOT prevent you from connecting to the INTERNET Super Highway.

CLOSING

If you would like to discuss any of the information in this report, please give us a call. Also, we would like to thank your staff for their assistance and cooperation during our evaluation.

Sincerely,

EIDE HELMEKE & CO.

James A. Meyer

15-Aug-94
02:19:53 PM

Addendum A
INDEPENDENT SCHOOL DISTRICT NO. 152
PRICE COMPARISON F35 TO 9406-300

LINE #	F35 Description - RPF 4.8 & 6.5 GB Disk	Qty	Current AS/400 F35 Prices	5/13/94 AS/400 F35 Prices	AS/400 9406-300 Prices	Variance	Qty 9406-300 Description - RPR 4.2 & 7.4 GB Disk
1	B45 8MB Memory to F35 16MB Memory Model Upgrade ?Why no discount	1	35,500	33,000	16,400	19,100	1 9406-300-2040 8MB Memory & 1.03 GB Disk
2	Feature 2608 to 2621 Tape Attach Conversion	1	1,976	1,976	2,472	(496)	1 Feature 2621 - Tape Controller
3	Feature 3101 - 32 MB Memory (Replaces feature 3060)	1	5,530	5,837	7,200	(1,670)	1 8MB Memory (\$1440) 32MB Memory (\$5760)
4	Feature 2802 2.0 GB Internal Disk	1	4,800	5,680	6,000	(1,200)	3 Feature 4652 - 1.03 GB Disk Drive
5	ECS Comm Line Standard on F Models	1	0	0	432	(432)	1 Feature 2612 - One Line Comm Adapter
6	Feature 2654 - Two Line Comm Adapter Card	4	3,130	3,130	2,347	783	3 Feature 26098 - Two Line Comm Adapter
7	Feature 2623 - Six Line Comm Controller	2	3,456	3,456	1,728	1,728	1 Feature 2623 - Six Line Comm Controller
8	Feature 6050 - Twinax Workstation Controller	1	1,900	1,900	1,900	0	1 Feature 8152 - Twinax Controller (40 Port)
9	Feature 6141 - ASCII Workstation Controller. Why do you need this? Have one	1	1,380	1,380		1,380	1 Feature 5006 - Pre-Load Back-Up
10					206	(206)	1 Feature 5142 - Power Tower Attach Power Supply
11					3,600	(3,600)	1 Feature 6112 - Disk Controller Card (For 9338)
12					2,668	(2,668)	1 Feature 6147 - Diskette Controller Card (For 9331)
13					480	(480)	1 Feature 6390 - Internal 7.0 GB 8MM Tape Drive
14	Feature 7208-012 - 8MM Tape Drive - 5.5 GB Capacity	1	4,960	4,960	4,960	0	1 Feature 9331-011 8" Diskette Unit
15					1,220	(1,220)	
16			62,632	61,319	51,613	11,019	
17	Hardware Subtotal		(3,575)	(4,750)	(3,575)		
18	Less: Trade-In Credits						
19			59,057	56,569	48,038	11,019	
20	Hardware Subtotal less Trade-In Allowance						
21			1,450	1,450	4,300	(2,850)	Migrate Load Source and Data from B-Model to new Model 300
22	Migration Services to transfer 9332 data to new internal drives						
23							
24	SOFTWARE UPGRADES						
25			375	375	2,704	(2,329)	Operating System/400 - 75 User
26	Operating System/400		0	0	1,440	(1,440)	RPG/400
27	RPG/400		0	0	1,560	(1,560)	Application Development Toolset/400
28	Application Development Tools		0	0	52	(52)	Language Dictionaries/400
29	Language Dictionaries/400		0	0	2,640	(2,640)	OfficeVision/400 - 100 User
30	Office Vision/400		0	0	300	(300)	Query/400 - 3 User
31	Query/400		0	0	4,000	(4,000)	Client Access/400 - 125 User
32	PC Support/400		0	0	335	(335)	Performance Tools/400
33	Performance Tools/400						
34			375	375	13,031	(12,656)	
35	Software Subtotal						
36			60,882	58,394	65,369	(4,487)	
37	Total HARDWARE/MIGRATION/SOFTWARE						
38							
39			3,900	3,900	2,940	960	Annual Maintenance
40	Annual Maintenance AS/400		660	660		660	
41	8MM Tape Drive Annual Maintenance						
42			4,560	4,560	2,940	1,620	
43	ANNUAL MAINTENANCE						

addendum B

Vendor Product Reader Service Number	AllFax, Inc. FaxAll #500	American Data Technology, Inc. Smart FaxServer #501	American Data Technology, Inc. SmartFAXnet #502
Technical Capabilities/Requirements Platform Minimum AS/400 configuration Minimum configuration of attached PCs	AS/400 connected to PCs AS/400 with dedicated PC PC/XT with 300 K available to client program	PC-based N/A —	PC-based N/A PC/XT- or /AT-compatible, 640 K RAM, 2 MB hard drive
Fax protocol(s) supported Maximum transmission speed Automatic fallback support Attaches via Number of 1-page faxes transmitted per fax line per hour to different recipients Maximum number of fax lines per controller Hardware included	G3, TR 29.1 BFT 9.6 Kbps • Comm line, twinax, T-R, Ethernet 60 31 Voice/fax board PS coprocessor board; additional voice/fax boards	G3 14.4 Kbps • Comm line, T-R, Ethernet 60 16 1 fax port, 200 MB hard drive, 1.4 MB floppy drive Additional fax ports up to 16/ server, 500 MB or 1 GB hard drive	G3 14.4 Kbps • Comm line, T-R, Ethernet 60 16 Fax board —
Optional hardware			
Features			
Fax scheduling	•	•	•
Public/private distribution lists	•/•	•/•	•/•
Authorization-only distribution lists	•	•	•
Others authorized to fax on your behalf	•	•	•
Single-recipient phonebook faxing	•	•	•
Private phonebooks	•	•	•
Temporary recipients	•	•	•
Grouping multiple faxes to one recipient	•	•	•
Prioritizing fax transmissions	•	•	•
Auto redial if line is busy	•	•	•
Support for PC Support virtual print	•	•	•
Auto page numbering/date/time stamping	•/•	•/•	•/•
Ad hoc faxing	•	•	•
Output transmission queue monitoring	•	•	•
Determining recipient by document/output queue	•	•	•
Cover sheet generation	•	•	•
Auto selection of least expensive carrier	•	•	•
Fax viewing before transmission	•	•	•
Archiving for future reference	•	•	•
Auto purging of archived faxes	•	•	•
Resending/readdressing w/o regenerating fax	•	•	•
APIs supplied	•	•	•
Native AS/400 interface supplied	•	•	•
Access to status/errors from user interface	•	•	•
Routing of errors to	•	•	•
Activity reporting by	•	•	•
Distribution list/phonebook entry reporting	•	•	•
Error log reporting	•	•	•
Support for incoming faxes	•	•	•
Received faxes converted into OV documents	•	•	•
Automatic routing of received faxes	•	•	•
Integration with what other services	•	•	•
Font and Graphics Support			
Resolutions/page orientations	S,F/P,L	S,F/P	S,F/P
Lines per inch/characters per inch	Any, with scalable fonts	6/25	6/25
Underline, bold, and italics	•	•	•
Line draw capability	•	•	•
Forms design tools	•	•	•
Full support for OV/400	•	•	•
Custom graphics/forms included	•	•	•
Graphics file formats	•	•	•
Forms overlay	•	•	•
Graphics secured from unauthorized use	•	•	•
Font/data stream support	•	•	•
Pricing, Warranty, and Support			
Basic product price	\$3,495	\$3,995	\$1,295
Options pricing	Call vendor	\$795/additional fax port	\$795/additional fax port
Hardware/software warranty period	12 mo./12 mo.	12 mo./—	12 mo./—
Technical support	9-5, M-F	8-5, M-F	8-5, M-F
Reviewed by NEWS 3X/400	•	•	•

Notes:

• = Yes
○ = No

* = Optional
F = Fine

L = Landscape
N/A = Not Applicable

OV = OfficeVision/400
P = Portrait

PS = PostScript
S = Standard

T-R = Token Ring
TT = TrueType

¹ When used with Rasterman Print Imager
² Only in Windows

Biscom, Inc.
Faxcom for AS/400
#503

AS/400, S/36, PC LAN, others
Any
286

G3
14.4 Kbps

Comm line, twinax, T-R, Ethernet

100
16
Fax server unit

Expansion ports, multihost
connection, DID controller, tape
backup unit, PS coprocessor

cma-ettworth, Inc.
Telex/Fax/200
#504

AS/400, S/3X, others
Any
386

G3, G4, Store & Forward
14.4 Kbps

Comm line, twinax, T-R, Ethernet

100
Unlimited
Fax modem

Twinax adapter

cma-ettworth, Inc.
Telex/Fax/400
#505

AS/400, S/3X
Any
386

G3, G4, Store & Forward
14.4 Kbps

Comm line, twinax

100
Unlimited
FaxBox modem

Ettworth twinax adapter

Cobwebb Communications
Cobwebb/400 Multi-Service Message System
#506

AS/400
1 comm port available
PCS, PCO

G3
9.6 Kbps

Comm line, twinax

40
1
Hasler fax unit

Twinax adapter

Sender, system admin.
User, dept., cost allocation

Export, Print, Refax, View

E-Mail

Sender, system admin.
User, dept., cost allocation

Change, Create Graphic, Cut &
Paste, Forward, Print, Refax,
Rotate, Route, Tile, View, Zoom

Advantis, AT&T, Comtext,
EasyLink, E-Mail, LDDS, MCI
Mail, Telex

Sender, system admin.
User, dept., cost allocation

Change, Connect, Create Graphic, Cut &
Paste, Forward, Print, Refax, Rotate,
Route, Tile, View, Zoom

Advantis, AT&T, Comtext, Easylink,
E-Mail, LDDS, MCI Mail, Telex

Sender, system admin.
User, dept., cost allocation

View

AT&T, Comtext, Easylink, E-Mail
Message Switch, Novell MMS, Telex

S,F/P,L,11x14
Any

.FX80,.PCL,.PCX,.PS,.TIFF

PS*.TT*(AFP/IPDS-1994)

\$5,995

Call vendor
12 mo./12 mo.
8-5, M-F

S,F/P,L
Any

.EPS, GIF, IPDS, PCL, PCX, TIFF

PS, TT

\$3,495-\$4,995

Call vendor
6 mo./6 mo.
8-6, M-F

S,F/P,L
Any

.EPS, GIF, IPDS, PCL, PCX, TIFF

AFP/IPDS, PS, TT

\$4,995-\$12,495

\$2,495/modem line
6 mo./6 mo.
8:30-5:30, 7 days
Spring 1994

S,F/P
Any/10,12,17

.LGO,.PCX,.TIFF

\$5,400

Call vendor
12 mo./12 mo.
7-7, M-F
March 1991

*Provided by Advanced Function Print Utility (optional product)
*Rates not supported

PRODUCT QUARTERLY

Vendor contact information appears on page 59

SPRING 1994 NEWS 3X/400 61

Vendor Product Reader Service Number	Computer Keyes KeyesFile Image & Fax #507	DataFax Systems FaxLink II #508	DCE Corporation FaxBox #509
Technical Capabilities/Requirements			
Platform	AS/400	AS/400, S/3X, mainframe	AS/400, S/38, S/36
Minimum AS/400 configuration	1 comm port available	Any	1 RS-232 port available
Minimum configuration of attached PCs	N/A	N/A	N/A
Fax protocol(s) supported	G3	G2, G3	G3
Maximum transmission speed	14.4 Kbps	9.6 Kbps	14.4 Kbps
Automatic fallback support	•	•	•
Attaches via	Comm line	Comm line, twinax	Comm line, twinax, T-R, Ethernet
Number of 1-page faxes transmitted per fax line per hour to different recipients	40	70	50
Maximum number of fax lines per controller	N/A	4	1
Hardware included	Modem adapter for each fax line	386 PC, 4 MB RAM, 130 MB hard drive, monitor, keyboard, floppy, 1-4 fax boards	FaxBox
Optional hardware	Fax modem for each line	Fax boards, extra hard drive and/or memory, remote diagnostics	Twinax/T-R/Ethernet adapters
Features			
Fax scheduling	•	•	•
Public/private distribution lists	•/•	•/•	•/•
Authorization-only distribution lists	•	•	•
Others authorized to fax on your behalf	•	•	•
Single-recipient phonebook faxing	•	•	•
Private phonebooks	•	•	•
Temporary recipients	•	•	•
Grouping multiple faxes to one recipient	•	•	•
Prioritizing fax transmissions	•	•	•
Auto redial if line is busy	•	•	•
Support for PC Support virtual print	•	•	•
Auto page numbering/date/time stamping	•/•	•/•	•/•
Ad hoc faxing	•	•	•
Output transmission queue monitoring	•	•	•
Determining recipient by document/output queue	•	•	•
Cover sheet generation	•	•	•
Auto selection of least expensive carrier	•	•	•
Fax viewing before transmission	•	•	•
Archiving for future reference	•	•	•
Auto purging of archived faxes	•	•	•
Resending/readdressing w/o regenerating fax	•	•	•
APIs supplied	•	•	•
Native AS/400 interface supplied	•	•	•
Access to status/errors from user interface	•	•	•
Routing of errors to	Sender, system admin.	System admin.	—
Activity reporting by	User, dept., cost allocation	User, dept., cost allocation	—
Distribution list/phonebook entry reporting	•	•	•
Error log reporting	•	•	•
Support for incoming faxes	Print, View	Print, View	Print only
Received faxes converted into OV documents	•	•	•
Automatic routing of received faxes	•	•	•
Integration with what other services	—	—	—
Font and Graphics Support			
Resolutions/page orientations	S,F/P,L	S,F/P,L	S,F/P,L
Lines per inch/characters per inch	3,6,8/4,5,6,...25	6,8,10/10,12,18,22	Any
Underline, bold, and italics	•	•	•
Line draw capability	•	•	•
Forms design tools	•	•	•
Full support for OV/400	•	•	•
Custom graphics/forms included	•	•	•
Graphics file formats	ASCII, PCL, PCX, TIFF	PCL4, PCX	G3, PCL, PCX, PS, TIFF
Forms overlay	•	•	•
Graphics secured from unauthorized use	•	•	•
Font and data stream support	—	—	AFP/IPDS*, PS, TT
Pricing, Warranty, and Support			
Basic product price	\$2,495-\$9,995	\$3,995	\$2,495-\$4,495
Options pricing	\$150/fax modem	Extra ports, \$995; extra input, \$450; remote diagnostics, \$325	Call vendor
Hardware/software warranty period	5 yrs./12 mo.	12 mo./12 mo.	12 mo./N/A
Technical support	8-5, M-F	8-5, M-F	9-5, M-F
➤ Reviewed by <i>NEWS 3X/400</i>	•	•	•

Notes: • = Yes * = Optional L = Landscape OV = OfficeVision/400 PS = PostScript T-R = Token Ring 1 When used with Rasterman Print Imager editor
 • = No F = Fine N/A = Not Applicable P = Portrait S = Standard TT = TrueType 2 Only in Windows

DC Software and Services
True Fax
#510

AS/400
Standard comm port
N/A
G3
19.2 Kbps
Comm line

50
No maximum
decNet 200 fax modem

System admin.
User

S/P
6/10,15

\$1,500
\$905/extra fax modem

90 days/3 mo.
24 hours, 7 days

Fax*Star
Fax*Star 5250
#511

AS/400, S/3X
Any
Attached via 5250 emulation or PCS
G3
14.4 Kbps
Comm line, twinax, T-R, Ethernet

60
4
Fax unit with 1 fax modem, 1 data
modem, 1 disk drive, 1 printer port
Extra fax modems/diskette drives;
PS, pager, AFP hardware/software

Sender, system admin.
User, dept., cost allocation

Print, View

S,F/P,L
6,8,8,7/5,6,8,10,12,15,17,20,25

G3, PCX, TIFF

AFP/IPDS*, PS*

\$4,500
\$1,800, 2nd line; \$1,500, 3rd
4th lines; \$200, disk drive;
\$2,000, PS or AFP; \$500, pager
2 yrs./2 yrs.
6-5, M-F
Spring 1993

Holodyne Corporation
SQLFax: Image Transporter Edition
#512

AS/400
PCS V2R1.1, SQL/400
DOS 5.0, Windows 3.1, 4 MB 386 processor
G3
14.4 Kbps
T-R, Ethernet

60
8
—
286 PC for fax server, fax cards, NIC

Sender, system admin.
User, dept., cost allocation

Print, View

E-Mail, Imaging

S,F/P,L
Any*

.BMP, .CMP, .DCX, .EPS, .GIF, .JPEG,
.PCX, .TIFF, .TGA, .WMF

PS*, TT*

\$2,995
\$99 Rasterman Print Imager edition

N/A/90 days
9-6, M-F

IBM
Facsimile Support/400
None

AS/400
15 MB DASD
6 MB RAM, 70 MB DASD
G3
9.6 Kbps
Twinax, T-R, Ethernet

60
6
—
PS/2 fax controller, FaxConcentrator card(s)

(via API)

(for text)

Sender, system admin.
User

Archive, Copy, File, Forward, Print, Refax, View

CallPath, E-Mail, anything using Facsimile
Support/400 APIs

S,F/P,L
Any

AFP, AS/400 Spools

AFP/IPDS

Tiered per model
Fax Requester/400, \$2,000

N/A/2 yrs.
24 hours, 7 days

*Provided by Advanced Function Print Utility (optional product)
*Not supported

Vendor Product Reader Service Number	Logicode Technology Quicktel Fax Modem #513	Milouad Industries and Computers MilFax/400 #514	Orion Network Solutions Orion Base Product #515
Technical Capabilities/Requirements			
Platform	PC-based	AS/400	AS/400, S/36
Minimum AS/400 configuration	Serial port	9402, 8 MB DASD	Any
Minimum configuration of attached PCs	Serial port	386 AT, 1 MB RAM, 3 MB disk space, PCS or 5250 emulation	N/A
Fax protocol(s) supported	G3, V.17, V.29, V.27	G3, V.29	G3
Maximum transmission speed	14.4 Kbps	14.4 Kbps	9.6 Kbps
Automatic fallback support	•	•	•
Attaches via	Comm line	Twinax, T-R, Ethernet	Comm line
Number of 1-page faxes transmitted per fax line per hour to different recipients	40	40	40
Maximum number of fax lines per controller	1	1	1
Hardware included	6' phone cable, AC adapter for external versions	—	DCE FaxBox model 30 model 1
Optional hardware	—	Full PC gateway; fax card	Epson-compatible printer
Features			
Fax scheduling	•	•	•
Public/private distribution lists	•/•	•/•	•/•
Authorization-only distribution lists	•	•	•
Others authorized to fax on your behalf	•	•	•
Single-recipient phonebook faxing	•	•	•
Private phonebooks	•	•	•
Temporary recipients	•	•	•
Grouping multiple faxes to one recipient	•	•	•
Prioritizing fax transmissions	•	•	•
Auto redial if line is busy	•	•	•
Support for PC Support virtual print	•	•	•
Auto page numbering/date/time stamping	•/•	•/•	•/•
Ad hoc faxing	•	•	•
Output transmission queue monitoring	•	•	•
Determining recipient by document/output queue	•	•	•
Cover sheet generation	•	•	•
Auto selection of least expensive carrier	•	•	•
Fax viewing before transmission	•	•	•
Archiving for future reference	•	•	•
Auto purging of archived faxes	•	•	•
Resending/readdressing w/o regenerating fax	•	•	•
APIs supplied	•	•	•
Native AS/400 interface supplied	•	•	•
Access to status/errors from user interface	•	•	•
Routing of errors to	•	•	•
Activity reporting by	•	•	•
Distribution list/phonebook entry reporting	•	•	•
Error log reporting	•	•	•
Support for incoming faxes	•	•	•
Received faxes converted into OV documents	•	•	•
Automatic routing of received faxes	•	•	•
Integration with what other services	•	•	•
Font and Graphics Support			
Resolutions/page orientations	S,F,P,L	S,F,P,L	S/P
Lines per inch/characters per inch	4,6/10,15	4,6/10,15	6,8/10,12,17,20
Underline, bold, and italics	•	•	•
Line draw capability	•	•	•
Forms design tools	•	•	•
Full support for OV/400	•	•	•
Custom graphics/forms included	•	•	•
Graphics file formats	.GIF,.PCX,.TIFF	.PCX	Epson T4
Forms overlay	•	•	•
Graphics secured from unauthorized use	•	•	•
Font and data stream support	PS,TT	—	—
Pricing, Warranty, and Support			
Basic product price	\$299	\$4,000	Starts at \$3,490
Options pricing	Call vendor	Call vendor	Call vendor
Hardware/software warranty period	Lifetime/Lifetime	N/A/12 mo.	12 mo./90 days
Technical support	8:30-5, M-F	7-5/Israel/Su-F	8-5, M-F
► Reviewed by NEWS 3X/400	•	•	•

Notes: • = Yes
• = No

* = Optional
F = Fine

L = Landscape
N/A = Not Applicable

OV = OfficeVision/400
P = Portrait

PS = PostScript
S = Standard

T-R = Token-Ring
TT = TrueType

* When used with Rasterman Print Inager edition
* Only in Windows

**Quadrant Software
FastFax/Blue
#516**

AS/400
8 MB memory, min. DASD, 1 wrkstn.
PCS

G3
9.6 Kbps
●
T-R, Ethernet

75
8
—

Fax controller

Sender, system admin.
User, dept., cost allocation
●
Print, Refax, View
●
E-Mail, Facsimile Support/400, OV

S,F,P,L,AFP COR
Any supported by AS/400

4PDS, Any PC
a FastFax/WindowFax)

AFP/1PDS,PS,TT

\$2,670-\$15,495
\$500-\$7,000
12 mo./12 mo.
24 hours

**Quadrant Software
FastFax/Plus
#517**

AS/400
8 MB memory, min. DASD, 1 wrkstn.
Attached via PCS or 5250 emulation

G3
9.6 Kbps
●
Comm line, twinax

75
No maximum
FastFax/Plus processor

FastFax/Plus MUX kit (attaches up to
8 processors/AS/400 comm line)

Sender, system admin.
User, dept., cost allocation
●
File, Print, Refax, View
●
E-Mail, OV

S,F/P,L
6,8/10,12,15,17,20

.PCX

\$3,995
\$1,495-\$3,495
12 mo./12 mo.
24 hours
Fall 1993

**Quadrant Software
FastFax/Text
#518**

AS/400
8 MB memory, min. DASD, 1 wrkstn.
Attached via PCS or 5250 emulation

G3
9.6 Kbps
●
Comm line

60
8
FastFax/Text processor

Sender, system admin.
User, dept., cost allocation
●
—
O
O
OV

S,F/P
6/12,17

N/A

\$1,995-\$6,495
\$500-\$1,000
12 mo./12 mo.
24 hours

**Rydex Industries Corporation
Rydex Fax System
#519**

AS/400, S/38, S/36
8.5 MB, plus min. 1.6 MB for data files
286, 4 MB RAM, 40 MB hard drive,
attached via 5251 twinax emulation

G3
9.6 Kbps
●
Twinax

50
4
386 PC, emulation card, fax card(s),
monitor, keyboard
Hard drive, disk drive, fax cards

Sender, system admin.
User
●
Print only
●
Rydex Mail System, OV

S,F,drat/P,L
6,8/1-144

.PCX,PS

PS

\$5,500
Call vendor
12 mo./3 mo.
6-6, M-F
July 1991

*Provided by Advanced Function Print Utility (optional product)
*Blinks not supported

PRODUCT QUARTERLY

Vendor contact information appears on page 59

SPRING 1994 NEWS 3X/400 65

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
SEPTEMBER 12, 1994
PAGE 1

*S-mg-805
m.m.
9-12-94*

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

MEMBERS ABSENT: Bill Cox.

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

PREVIEW OF AGENDA: Superintendent Anderson introduced the new district accountant Beth Astrup and previewed the agenda removing items #10 and #11, Closure of Public Meeting.

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

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

Violence Reduction Funding - Approve the use of the funding in the amount of \$13,083 for violence reduction and peer mediation purposes in the 1994-95 school year.

Robert Asp Change Order - Approve change order #1 to re-route under floor heating pipe, in the amount of \$543.58.

Junior High Change Order - Approve change order #1 for the addition of 3 building directories in the amount of \$420.00.

Authorization for Financial Transactions - Authorize district personnel to make transactions on specified district accounts.

Acceptance of Investments - Approve the investments for February 17 through August 18, 1994.

Easements at Moorhead Junior High - Approve the permanent easement and construction easement at the corner of 11th Street South and 22nd Avenue South, in the amount of \$12,150, for the construction of a force main.

New Employees

Debra Pender - EBD Coordinator, Townsite Centre, C 52 (8)
\$43,797.00

Kathleen Andrews - E.S.L. Teacher, Junior High, BA+45 (7) .571
\$16074.79 (28152)

Cheryl Burroughs - Home School Liaison/Chapter I Teacher, Edison,
BA (0-6) \$23,708.00

Jill Carney - EBD Teacher, Junior High, BA (0-6) \$23,708

Mary Colson - Science Teacher, Junior High, MA+30 (0-6) .571
\$17,864.31 (31286)

Sean Daly - Social Studies Teacher, Junior High, BA (7) .571
\$13,910.13 (24361)

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
SEPTEMBER 12, 1994
PAGE 2

Teresa DeVries - EBD & LD Teacher, Washington/Voyager, BA (0-6)
\$23,708
John Freeland - Physical Science Teacher, Senior High, MA+45
(0-6) \$32,552.00
Elizabeth Hiestand - Elementary Art Teacher, Moorhead Sports
Center, BA+30 (10) \$29,597.00
Pam Kiser - Chapter I Teacher, Edison, BA (0-6) .714 \$16,927.51
(23708)
Christine Madole - Biology Teacher, Senior High, BA (0-6) .286
\$6780.49 (23708)
Teresa Puffe - Home Economics Teacher, Junior High, BA (0-6) .571
\$13,537.27 (23708)
Shelley Zahradka - Inclusion Teacher, Probstfield, BA (0-6)
\$23,708
Vicky Stelter - ESL Paraprofessional, Robert Asp, B 21 (0) \$8.19
per hour
Renee Smith - EBD Paraprofessional, Washington, B 21 (0) \$8.19
per hour
Sandra Elton - Guidance Counselor Secretary, Senior High, B 21
(3) \$8.64 per hour
Tamara Kern - Inclusion Paraprofessional, Probstfield, B 21 (0)
\$8.19 per hour
Sharon Chesley - Interpreter of the Deaf, Edison, B 23 (8) \$10.10
per hour
Angela Niebuhr - Interpreter of the Deaf, Senior High, B 23 (12)
\$10.70 per hour
Mattia Leach - Food Service Server, Edison, \$5.15 per hour, 2
hours daily
Audrey Stoa - Food Service Server, Probstfield, \$5.15 per hour, 2
1/2 hours daily
Jean Blanchard - Food Service Server, Probstfield, \$5.15 per
hour, 2 1/2 hours daily
Cynthia Olson - Food Service Server, Probstfield, \$5.15 per hour,
2 1/2 hours daily
Jose Trevino - EBD Paraprofessional, MCAP Center, B 21 (3) \$8.64
per hour

Denial of Leave of Absence

Timothy Angstman - Paraprofessional, Washington, for the 1994-95
school year.

Resignations

Robert Arman - EBD Paraprofessional, Outreach Center, effective
immediately.
Robert Garcia Jr. - Paraprofessional, Washington, effective
immediately.
Jeanne Hegre - Paraprofessional, Riverside, effective
immediately.
Kyle Olthoff - Paraprofessional, Washington, effective
immediately.
Barbara Skjefte - Paraprofessional on Leave of Absence, effective
immediately.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
SEPTEMBER 12, 1994
PAGE 3

Janice Hegg - Food Service Server, Junior High, effective immediately.
Lois Novacek - Food Service Server, Robert Asp, effective immediately.
Pamela Togstad - Paraprofessional, Junior High, effective immediately.
Stacey Rouse - AOM Paraprofessional, Robert Asp, effective immediately.

Adjustment to Retirement Date

Ruth Samson - English Teacher, Junior High, changed from October 19, 1994 to October 12, 1994.

Approval of Minutes - Approve the minutes of August 8 and 22, 1994 as presented.

Claims - Approve the September claims, subject to audit, in the amount of \$797,369.52.

General Fund:	\$454,245.15
Food Service:	31,561.47
Transportation:	8,340.40
Community Service:	10,922.86
Capital Expenditure:	252,909.81
Building Construction:	29,374.25
Townsite Centre:	10,042.58
TOTAL	\$797,396.52

Motion carried 6-0.

COMMITTEE REPORTS: A report was given regarding the Joint Powers Committee meeting held September 1st.

OPENING DAY ENROLLMENT UPDATE: Jernberg reviewed the 1994-95 enrollment figures as of September 7, 1994. Overall, the district is down 28 student pupil units from projections.

GRADUATION RULE PILOT SITE GRANT: Jernberg reviewed the 1994-95 budget for the pilot site grant and explained the staffing changes which will take place for 1994-95. Mike Siggerud will be an Administrator of Special Assignment working with the pilot site grant, Russ Henegar will become Dean of Students and Carol Nelson will become a counselor.

1994-97 DIETARY/FOOD SERVICE AGREEMENT: Cummings moved, seconded by Foss, to approve the 3-year total package of 3.02%, 3.03% and 2.99% for the 1994-97 Dietary and Food Service contract. Motion carried 6-0.

PRELIMINARY 1994 PAYABLE 1995 LEVY: Foss moved, seconded by Ladwig, to set the maximum allowable preliminary levy at \$9,508,650.03 for the 1994 payable 1995 levy. Motion carried 6-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
SEPTEMBER 12, 1994
PAGE 4

FIRST READING OF POLICY: The Board conducted the first reading of the Student Transportation Safety (EEAAC) policy.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Ladwig reported the Migrant Issues Project Ad Hoc Committee will meet on September 14th and requested project expectations from board members for discussion at that meeting. A report is expected in six weeks.

The representation for the city's Planning Commission was discussed. A letter requesting the commission representation remain the same was sent to the mayor and city council members.

ADJOURNMENT: Ladwig moved, seconded by Cummings, to adjourn the meeting at 8:45 p.m. Motion carried 6-0.

James E. Hewitt, Clerk

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

SEPTEMBER 12, 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.

- A. INSTRUCTIONAL MATTERS - Bob Jernberg
(1) Acceptance of Violence Reduction Funding - Page 5

5-M9-B05
MIN
9-12-94

- B. BUSINESS AFFAIRS - Bob Lacher
- (1) Approval of Robert Asp Change Order - Pages 6-7
 - (2) Approval of Junior High Change Order - Page 8
 - (3) Authorization for Financial Transactions
- Pages 9-10
 - (4) Acceptance of Investments - Page 11
 - (5) Approval of Easements at McIneal Junior High
- Pages 12-14
- C. PERSONNEL MATTERS - Brenda Franklin
- (1) Approval of New Employees - Pages 15-16
 - (2) Denial of Leave of Absence - Page 17
 - (3) Acceptance of Resignations - Page 18
 - (4) Adjustment to Retirement Date - Page 19
- D. ADMINISTRATIVE MATTERS - Anderson
- (1) Approval of August 8 & 12, 1994 Minutes
- Pages 20-25
 - (2) Approval of September Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. OPENING DAY ENROLLMENT UPDATE - Jernberg
Pages 26-27

Overview of the 94-95 enrollment figures as of September 7, 1994.

5. GRADUATION RULE PILOT SITE GRANT - Anderson
Pages 28-30

Overview of the 1994-95 Graduation Rule grant and Senior High staffing plans.

6. 1994-97 DIETARY/FOOD SERVICE AGREEMENT - Franklin
Pages 31

Suggested Resolution: Move to approve the total package as presented for the 1994-97 Dietary and Food Service contract.

Moved by _____ Seconded by _____
Comments _____

7. PRELIMINARY 1994 PAYABLE 1995 LEVY - Anderson
Pages 32-33

Suggested Resolution: Move to set the maximum allowable preliminary levy at \$9,508,650.03 for the 1994 payable 1995 levy.

Moved by _____ Seconded by _____
Comments _____

8. FIRST READING OF POLICY - Anderson
Pages 34-52

Conduct the first reading of the Student Transportation Safety (EEAAC) policy.

9. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

10. CLOSE PUBLIC MEETING - Cox

Suggested Resolution: Move to close the public meeting at _____ p.m. for the purpose of discussing negotiations strategies.

Moved by _____ Seconded by _____
Comments _____

11. RECONVENE PUBLIC MEETING - Cox

Suggested Resolution: Move to reconvene the public meeting at _____ p.m.

Moved by _____ Seconded by _____
Comments _____

12. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Back-to-School Night	Thurs., Sept. 8	6:00 p.m.	Edison
Community Ed. Advisory Committee	Tues., Sept. 13	7:00 p.m.	Townsite
PER Committee	Thurs., Sept. 15	7:00 a.m.	Townsite
Ministerium Meeting	Thurs., Sept. 15	12:00 noon	Townsite
Back-to-School Night	Thurs., Sept. 15	6:30 p.m.	Riverside
Back-to-School Night	Mon., Sept. 19	6:30 p.m.	Probstfield
Policy Review	Mon., Sept. 19	7:00 p.m.	Townsite
Long Range Planning	Tues., Sept. 20	3:45 p.m.	Townsite
Supt. Advisory Council	Tues., Sept. 20	7:00 p.m.	Townsite
"New Educator Welcome" (Chamber sponsore)	Wed., Sept. 21	5:00 p.m.	Hjemkomst Center
Back-to-School Night	Thurs., Sept. 22	6:30 p.m.(5th) 7:30 p.m.(6th)	Robert Asp
Back-to-School Night	Thurs., Sept. 22	7:00 p.m.	Senior High
School Board Mtg.	Mon., Sept. 26	7:00 p.m.	Townsite
Community Ed. Classes Begin	Mon., Sept. 26		
Joint Powers Mtg.	Thurs., Oct. 6	7:00 a.m.	Townsite
School Board Mtg.	Mon., Oct. 10	7:00 p.m.	Townsite

MEMO #: I-95-027
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Violence Reduction Grant
DATE: September 6, 1994


The district has received \$13,083 for violence reduction and peer mediation for the 1994-95 school year in cooperation with the West Central Educational Cooperative Service Unit.

It is recommended that this funding be utilized for peer mediation including \$625 each for peer mediation advisors who will provide training and assistance at each building. The remaining funds will be used for violence prevention issues related to the Healthy Community Initiative and other violence prevention needs.

Suggested Resolution: Move to approve the use of the violence reduction funding as recommended.

RMJ/mdm

AUG 17 1994

MEMO #: B95.135
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER 
DATE: AUGUST 16, 1994
SUBJECT: ASP ELEVATOR CHANGE ORDER #1

Need to re-route the under floor heating pipe, add \$543.58.

Suggested Resolution: Approve change order #1 to re-route under floor heating pipe for \$543.58.

CHANGE ORDER

Project:	Robert Asp Elevator Project Independent School District #152 Moorhead, Minnesota	Change Order No.:	01
To:	Comstock Construction, Inc. P. O. Box 1145 Wahpeton, ND 58074	Project No.:	9001-70
		Contract For:	All Work
		Contract Date:	March 3, 1994

You are authorized to make the following changes in this Contract:

Re-route underfloor heating system at elevator shaft.	Add	\$543.58
---	-----	----------

CONTRACT SUMMARY:

Original Contract Sum	\$	77,600.00
Net change by previous Change Orders	\$	-0-
Contract Sum prior to this Change Order was	\$	77,600.00
Contract Sum will be (increased) (decreased) by this Change Order	\$	543.58
New Contract Sum including this Change Order will be	\$	78,143.58
Contract Time will be (increased) (decreased) by		Days

FOSS ASSOCIATES
Architecture Engineering
& Interiors

Comstock Construction
Wahpeton, North Dakota
Contractor

Independent School District #152
Moorhead, Minnesota
Owner

By *U. Worman*

Steve Dwyer

Title Architect

Title ESTIMATOR

Title _____

Date August 4, 1994

Date 8-9-94

Date _____



FOSS ASSOCIATES
Architecture Engineering & Interiors

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

MEMO #: B95.145

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: SEPTEMBER 6, 1994

SUBJECT: CHANGE ORDER #1 - JR HIGH ACCESSIBLE SIGNAGE

Add 3 building directories

\$420.00

Suggested Resolution: Move to approve the addition of 3 building directories in change order #1 for \$420.00

AUG 31 1994

MEMO #: B95.142

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: AUGUST 29, 1994

SUBJECT: AUTHORIZED STAFF TO INDICATE FINANCIAL TRANSACTIONS

The attached letter to Mr. Dale VanHavermaet of Norwest Bank indicates the names of district personnel who have authority to make transactions on the listed accounts.

Suggested Resolution: Move to authorize the listed district personnel to make transactions on the listed accounts.

Attachment



Independent School District No. 152

Townsite Centre - 810 South 4th Avenue

Moorhead, Minnesota 56560

August 26, 1994

Mr. Dale VanHavermaet
Norwest Bank
Post Office Box 340
Moorhead, MN 56560

Dear Mr. VanHavermaet:

We would like to update the list of district personnel who have access to our accounts.

Authority to make phone transfers:

Robert Lacher
Beth Astrup
Nancy Evans

Authority to request stop payments:

Robert Lacher
Beth Astrup
Nancy Evans
Sue Winter
Julie Bauer

Authority to obtain account information:

Robert Lacher
Beth Astrup
Nancy Evans
Sue Winter
Julie Bauer
Joyce Habiger

This authority extends to the following district accounts:

#10110
#10129
#901204
#14138
#12538
#541013109

Thank you,

Bill Cox, School Board Chairperson

Stacey Foss, School Board Treasurer

Jim Hewitt, School Board Clerk

"An Equal Opportunity Employer"

Memo #: B95.137

Memo To: Dr. Anderson

From: Robert Lacher

Date: 08/17/94

Subject: Investments

AUG 18 1994

The authorized Business personnel have made the following investments:

MOORHEAD PUBLIC SCHOOLS
INVESTMENT RECORD

FROM June 30, 1994 TO 17-Aug-94

INVEST NO.	DATE	AMOUNT	MATURITY DATE	INTEREST RATE	ESTIMATED INTEREST	Days	BANK OR S&I	BROKER	INTEREST EARNED
554	02-17-94	99,000	02-17-95	3.80%	3762		Citizens Bank, Shawano, WI	FIN NORTHEASTERN	
555	02-25-94	99,000	03-31-94	4.00%	369		COLONIAL NB - CA	FIN NORTHEASTERN	
556	03-22-94	398,625	03-31-95	3.88%	17236		U.S. TREASURIES	FIN NORTHEASTERN	
557	03-31-94	99,000	09-27-94	4.13%	2016		HORIZON SAVINGS	FIN NORTHEASTERN	
558	04-14-94	199,125	03-31-95	4.34%	8310		U.S. TREASURIES	FIN NORTHEASTERN	
559	04-26-94	74,000	04-26-95	4.50%	3330		SANWA BANK OF CA	FIN NORTHEASTERN	
560	05-06-94	197,875	04-30-95	4.99%	7624		U.S. TREASURIES	FIN NORTHEASTERN	
561	05-31-94	99,062	04-30-95	4.93%	4469		U.S. TREASURIES	FIN NORTHEASTERN	
562	06-13-94	99,000	12-12-94	4.75%	2345		ATLANTIC BANK & TRUST	FIN NORTHEASTERN	
563	06-30-94	99,000	12-27-94	4.75%	2319		First Nat'l. Bank, San Diego	FIN NORTHEASTERN	
563.1	08-01-94	400,000	09-30-94	4.00%	2630		60 U.S. TREASURIES	NORWEST INVESTMENTS	
564	06-30-94	99,000	12-27-94	4.75%	2319		Peoples Bank, AK	FIN NORTHEASTERN	
564.1	08-01-94	1,500,000	12-21-94	4.00%	24689		U.S. TREASURIES	NORWEST INVESTMENTS	
565	06-30-94	99,000	12-27-94	4.65%	2270		First Nat'l. Bank of Ainsworth, NE	FIN NORTHEASTERN	
565.1	08-01-94	1,000,000	02-28-95	3.88%	22290		U.S. TREASURIES	NORWEST INVESTMENTS	
566.1	08-02-94	100,000	12-01-94	4.70%	1558		121 FTT Federal Bank CA	MSBA Fund Plus	
566.2	08-02-94	100,000	12-01-94	5.30%	1757		121 Plaza Home Mort. Ca	MSBA Fund Plus	
567	08-12-94	99,000	12-22-94	5.06%	1812		132 Freemont Invest & Loan, Orange, CA	FIN NORTHEASTERN	
568	08-12-94	100,000	12-22-94	5.02%	1815		132 First Deposit Nat Credit Bank, Conc. NH	FIN NORTHEASTERN	
569	08-15-94	99,000	12-22-94	5.20%	1819		129 Guardian Bank, I.A. CA	CD Securities, Inc.	
570	08-15-94	99,000	12-22-94	5.50%	1924		129 First Bank of Immokalee, FL	CD Securities, Inc.	
571	08-17-94	100,000	02-15-95	5.45%	2688		180 First Home Loan Bank, Atlanta, GA	Gibraltar Securities Co.	
572	08-17-94	99,000	02-15-95	5.50%	2685		180 First Federal Savings Bank New York, NY	Gibraltar Securities Co.	
573	08-18-94	99,000	02-16-95	5.40%	2636		180 Queens City Bank, CA	Gibraltar Securities Co.	
574	08-18-94	99,000	02-16-95	5.60%	2734		180 Topa Savings Bank, CA	Gibraltar Securities Co.	
5,555,687 TOTAL INTEREST					127,407				

Recommendation:

Accept investments as listed above, subject to audit.

Disk: INVEST: "INV942"

AUG 31 1994

MEMO #: B95.139

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: AUGUST 19, 1994

SUBJECT: CONSTRUCTION EASEMENT AND PERMANENT EASEMENT FOR
FORCE MAIN AT JR. HIGH SITE

Attached are the documents that need to be signed.

The city has approved the purchase of a permanent easement and a construction easement for \$12,150 for the construction of a force main at the corner of 11th St. So. and 22nd Ave. So.

The details of the project were transmitted in Memo B94.371 on May 19, 1994 (attached).

The construction will begin next summer.

Suggested Resolution: Move to approve the permanent easement and construction easement at the corner of 11th St. So. and 22nd Ave. So. for the construction of a force main.

Accept payment of \$12,150 for the easement.

Attachments: Memo B94.371
August 17, 1994 letter from the City

MEMO #: B94.371

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

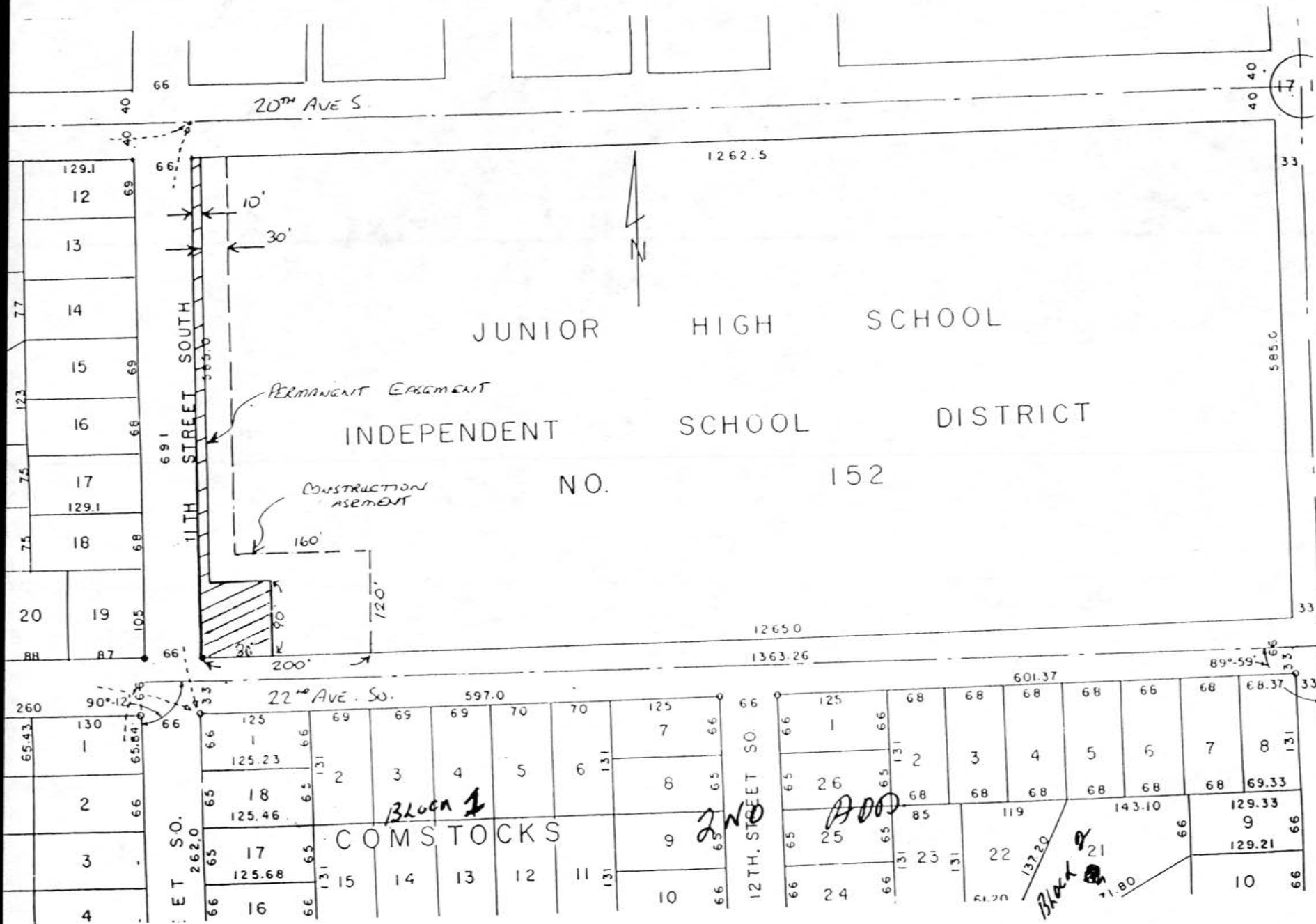


DATE: MAY 19, 1994

SUBJECT: SANITARY SEWER FORCE MAIN
CORNER OF 11TH ST. & 22ND AVE. SO.
CONSTRUCTION EASEMENT
SALE OF 4000 SQ. FT.

The city has purposed the purchase of land at \$1.00 per square foot for 4000 sq. ft. to construct a force main on the Jr. High site. Dr. Jones and the staff have determined the most appropriate location.

The temporary construction easement "A" and construction location is attached. Also included is the profiles of the permanent structure.



MEMORANDUM

P 94.217

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

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

Debra Pender - EBD Coordinator, Townsite Centre,
C 52 (8) \$43,797.00.
(Replace Anne Moyano)

Kathleen Andrews - E.S.L. Teacher, Junior High School,
BA+45 (7) .571 \$16074.79 (28152).
(Diane Erickson)

Cheryl Burroughs - Home School Liaison/Chapter I Teacher, Edison
Elementary, BA (0-6) \$23,708.00
(Replace Pat King)

Jill Carney - EBD Teacher, Junior High School,
BA (0-6) \$23,708.
(Replace Teri Walseth)

Mary Colson - Science Teacher, Junior High School,
MA+30 (0-6) .571 \$17,864.31 (31286).
(New Position)

Sean Daly - Social Studies Teacher, Junior High School,
BA (7) .571 \$13,910.13 (24361).
(New Position)

Teresa DeVries - EBD & LD Teacher, Washington/Voyager,
BA (0-6) \$23,708.
(.50 New Position and Lynn Johnson replacement)

John Freeland - Physical Science Teacher, Senior High School,
MA+45 (0-6) \$32,552.00.
(Replace David Stone)

Elizabeth Hiestand - Elementary Art Teacher, Moorhead Sports
Center, BA+30 (10) \$29,597.00
(Replace Crystal Thorson)

Pam Kiser - Chapter I Teacher, Thomas Edison Elementary,
BA (0-6) .714 \$16,927.51 (23708).
(Replace Cathy Davis)

Christine Madole - Biology Teacher, Senior High School,
BA (0-6) .286 \$6780.49 (23708).
(New Position)

Teresa Puffe - Home Economics Teacher, Junior High School,
BA (0-6) .571 \$13,537.27 (23708)
(New Position)

Shelley Zahradka - Inclusion Teacher, Probstfield Elementary,
BA (0-6) \$23,708.
(Replace Helen Pemble)

Vicky Stelter - ESL Parprofessional, Robert Asp Elementary,
B 21 (0) \$8.19 per hour.
(Replace Pam Kiser)

Renee Smith - EBD Parprofessional, Washington Elementary,
B 21 (0) \$8.19 per hour.
(Replace Kyle Olthoff)

Sandra Elton - Guidance Counselor Secretary, Senior High School,
B 21 (3) \$8.64 per hour.
(Replace Fern Elofson)

Tamara Kern - Inclusion Paraprofessional, Probstfield Elementary,
B 21 (0) \$8.19 per hour.
(New Position)

Sharon Chesley - Interpreter of the Deaf - Edison Elementary
B 23 (8) \$10.10 per hour.
(Replace Cathy Obregon)

Angela Niebuhr - Interpreter of the Deaf - Senior High,
B 23 (12) \$10.70 per hour.
(Replace Lori Modjtabei)

Mattia Leach - Food Service Server, Thomas Edison Elementary,
\$5.15 per hour, 2 hours daily.
(Replace Janice Hegg)

Audrey Stoa - Food Service Server, Probstfield Elementary,
\$5.15 per hour, 2 1/2 hours daily.
(Replace Lois Novachek)

Jean Blanchard - Food Service Server, Probstfield Elementary,
\$5.15 per hour, 2 1/2 hours daily.
(Replace open position)

Cynthia Olson - Food Service Server, Probstfield Elementary.
\$5.15 per hour, 2 1/2 hours daily.
(Replace Wendy Fevig)

Jose Trevino - EBD Paraprofessional, MCAP Center,
B 21 (3) \$8.64 per hour.
(Replace Robert Arman)

Suggested Resolution: Move to approve the employments as presented.

BMF:sdh

MEMORANDUM

P 94.219

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

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

Timothy Angstman - Paraprofessional, Washington Elementary, for the 1994-95 school year.

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

BMF:sdh

MEMORANDUM

P 94.218

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

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

Robert Arman - EBD Paraprofessional, Outreach Center, effective immediately.

Robert Garcia Jr. - Paraprofessional, Washington Elementary, effective immediately.

Jeanne Hegre - Paraprofessional, Riverside Elementary, effective immediately.

Kyle Olthoff - Paraprofessional, Washington Elementary, effective immediately.

Barbara Skjefte - Paraprofessional on Leave of Absence, effective immediately.

Janice Hegg - Food Service Server, Junior High School, effective immediately.

Lois Novacek - Food Service Server, Robert Asp Elementary, effective immediately.

Pamela Togstad - Paraprofessional, Junior High School, effective immediately.

Stacey Rouse - AOM Paraprofessional, Robert Asp Elementary, effective immediately.

Suggested Resolution: Move to accept the resignations as presented.

BMF:sdh

SEP 6 1994

MEMORANDUM P 94.220

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: September 6, 1994
SUBJECT: Adjustment to retirement date.

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

Ruth Samson - English Teacher, Junior High, changed from October 19, 1994 to October 12, 1994.

Suggest Resolution: Move to accept the retirement as present.

BMF:sdh

MEMO #: I-95-030

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: September 7 Enrollment

DATE: September 8, 1994

Attached is the September 7 enrollment. I will review the enrollment with the Board at the September 12 meeting.

RMJ/mdm
Attachment

ENROLLMENT
MOORHEAD PUBLIC SCHOOLS

DATE: September 7, 1994

SCHOOL BLDGS	KINDER	GRADE 1	GRADE 2	GRADE 3	GRADE 4	SELF-CONT SPECIAL EDUC.	TOTALS	Sept. 93 TOTALS
Edison	22-22	24-24	24-24	21-21	23-23	19		
	22-22	24-24	24-24	21-21	23-23			
	MSU 20	24	24	21	23	19	587	604
	108	120	120	105	115			
Probstfield	22-21	24-24	22-22	25-24	27-27	0		
	21-21	22-22	24-23	25-26	28-28			
	20-21	24-23	23-23	22-24	28-28			
	21		23				758	788
Riverside	147	139	160	146	166			
	21-22	17-17	24-24	27-28	25-25	0		
	22-22	16-17	25	27	25			(Riv/Linc)
	87	67	73	82	75		384	434
Washington	18-18	25-25	27-27	28-27	25-26	5 - 9		
	22-22	25-25	27-27	27-26	25-25			
	22-23	26-26	27	26-26	26-26			
	FSC 19							
	144	152	135	160	153	14	758	662
Elementary Preschool							16	10
Total By Grade	486	478	488	493	509	33	2,503	2,498
Grade 5 Grade 6 Special Ed.								
Robert Asp	381	376	Self Contained			5	762	736
Voyager	117	123	0				240	239
TOTAL ELEMENTARY (Preschool & Special Ed.)							3,505	3,473
Grade 7 Grade 8 Special Ed.								
Junior High School	486	516	(Self Contained, Outreach, & MCAP)			28	1,030	995
Grade 9 Grade 10 Grade 11 Grade 12								
Senior High	455	412	393		383		1,643	1,568
Senior High Special Ed. (Self Contained, Outreach, & MCAP)							44	27
SENIOR HIGH TOTAL							1,687	1,595
TOTAL KINDERGARTEN THROUGH GRADE 12							6,206	6,053
TOTAL PRESCHOOL THROUGH GRADE 12							6,222	6,063

SPECIAL EDUCATION COUNT 992

MSU = Moorhead State University Early Education Center
FSC = Family Service Center of Clay County

MEMO #: I-95-029

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Graduation Rule Pilot Site Budget

DATE: September 6, 1994

Attached is the graduation rule budget including carryover in 1994-95 grant money related to the graduation rule pilot site.

Mr. Jernberg will briefly review budget items and Doug Price, Principal, will discuss the alternative staffing plans related to implementation of this project.

Suggested Resolution: This item is for information purposes only.

RMJ/mdm
Attachment

MOORHEAD'S OPERATIONAL BUDGET FOR 1994-95 - GRADUATION RULE PILOT

		Carryover estimated	43295.03
		94-95 Allocation	162831.39
		Total Budget	206126.42
Substitute Rates	60.00		
Curriculum Salaries August	17.51		
Curriculum Salaries 94-95	17.51		
Benefits	0.1579		

Item One: Prepare for Basic Math and Assessment Packages

	People	Rate	Hours	Salary	Benefits	Total Paid
Basic Skills T.	10	17.51	42	7354.20	1161.23	8515.43
Secondary T.	20	17.51	42	14708.40	2322.46	17030.86
						25546.28

Item Two: Try Out Assessments In English and Revise by July '95

94-95	People	Rate	Hours	Salary	Benefits	Total Paid
	1	17.51	25	437.75	69.12	506.87
	19	17.51	25	8317.25	1313.29	9630.54
						10137.41

Item Three: Implement Reading & Math Minimum Competency Tests & Analyze Results

	People	Rate	Hours/Days	Salary	Benefits	Total Paid
August 94						
Design	6	17.51	15	1575.90	248.83	1824.73
Subs	6	60.00	3	1080.00	170.53	1250.53
Total Budget						216.04
						3291.31

Item Four: P - 8 Standard Setting

	People	Rate	Hours	Salary	Benefits	Total Paid
Subs	30	60.00		1800.00	284.22	2084.22
Travel						4530.00
						6614.22

Item Five: Train Staff In Assessment

Phase I- Train all high school teachers except Spec. Ed. & World Lang.

	People	Rate	Hours/Days	Salary	Benefits	Total Paid
Training	72	60.00	2	8640.00	1364.26	10004.26
Implement	72	17.51	42	52950.24	8360.84	61311.08
						71315.34

Item Six: Create Plan for Implementing Grad Rule In 97-9

	People	Rate	Hours/Days	Salary	Benefits	Total Paid
94-95 Subs	24	60.00	6	8640.00	1364.26	10004.26
						10004.26

Preliminary approval by Iris McGinnis

Item Seven: Resource Teacher: Assessment

	People	Rate	Hours/Days	Salary	Benefits	Total Paid
Travel						5800.00
94-95	1			35218.40	10729.00	45947.40
						51747.40

Item Eight: Preparing for Science & Writing Basic Tests

	People	Rate	Hours	Salary	Benefits	Total Paid
Item One						
Basic Skills T.	16	17.51	30	8404.80	0.00	8404.80
						8404.80

Carryover fund

Item 9: Training for Sr. High Special Ed. & World Lang. Teachers

	People	Rate	Hours/Days	Salary	Benefits	Total Paid
Subs	33	60.00	1	1980.00	312.64	2292.64
Implementation	33	17.51	25	14445.75	2280.98	16726.73
						19019.38

Grand TOTAL:	206080.40
Moorhead's GRANT	206126.42

MEMORANDUM

P 94.221

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: September 6, 1994
SUBJECT: Dietary and Food Service Contract.

The following is the Total Package for the Dietary and Food Service Contract for 1994-97.

	1993-94	1994-95	1995-96	1996-97
Total Salaries	136,351.63	140,471.90	144,731.74	149,068.98
FICA	10,430.90	10,746.10	11,071.98	11,403.78
PERA	6,108.55	6,293.14	6,483.98	6,678.29
Workers Comp	927.19	955.21	984.18	1,013.67
LTD	696.76	717.81	739.58	761.74
Life	127.50	127.50	127.50	127.50
Total Package	154,642.53	159,311.66	164,138.96	169,053.96
Total Package % Increase		3.02%	3.03%	2.99%

Suggested Resolution: Move to approve the the total package as present for the 1994-97 Dietary and Food Service Contract.
BMF:sdh

MEMO #: B95.146

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: SEPTEMBER 7, 1994

SUBJECT: PRELIMINARY 1994 PAYABLE 1995 LEVY

The data provided by the Department of Education based on funding levels set by the state legislature and actions of the school district.

FUND

General Fund	\$ 7,171,296.64
Transportation	769,442.68
Community Services	302,632.45
CAP Expenditures	1,421,353.86
General Debt Services	<u>950,471.40</u>
	\$10,615,197.03
HACA	<u>1,106,547.00</u>
Net Levy	\$ 9,508,650.03

We will not be able to increase the levy, only reduce it.

Suggested Resolution: Set maximum allowable preliminary levy of \$9,508,650.03

Attachment: Levy history 1985.86 to 1994.95
Levy limitation and certification 1985.1994

33

08 - Sep - 94

MOORHEAD PUBLIC SCHOOLS

LEVY LIMITATION AND CERTIFICATION

LEVY PAYABLE	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	93 vs 94 \$ Difference	93 vs 94 % Difference	EXPENDITURE/EXPENDITURES		EXPENDITURE		EXPENDITURE		EXPENDITURE		EXPENDITURE		EXPENDITURE		
	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995				91-92 Actual	92-93 Actual	% INCREASE	93-94 Budget	% of Total	% INCREASE	94-95 Budget	% of Total	% INCREASE	95-96 Budget	% of Total	% INCREASE	
MAINTENANCE	5528828	5907549	5357094	6389240	4840548	4594825	5055515	5911666	45	6,593,594	32	7,171,296	64	25,570,750	27,420,674	7.25%	28,164,893	84.36%	2.75%	30,529,027	86.34%	8.39%				
TRANSPORTATION	464670	458461	868731	699203	606676	710426	538651	612479	80	690,869	74	769,442	68	1,357,897	1,490,089	9.66%	1,651,190	4.95%	10.89%	1,502,501	4.25%	-9.00%				
COMMUNITY SERV	143918	174527	171416	229130	212455	226301	264841	264103	24	291,192	53	302,632	45	667,899	812,404	21.65%	900,042	2.30%	10.79%	897,470	2.54%	-0.29%				
CAP EXP	789294	906524	556168	1315929	1170119	665979	269295	702554	36	571,197	28	1,421,553	86	2,621,786	2,094,508	-20.11%	1,685,615	5.05%	-19.52%	1,432,630	4.05%	-15.08%				
GEN DEBT SERV	911583	613608	485997	481172	367110	417776	373149	101501	0	1,029,198	86	950,471	40	349,941	353,160	0.92%	986,322	2.95%	179.28%	996,322	2.82%	1.01%				
TC DEBT SERV	159625	232293	179778	170810				0	0		0	0	0	0	0	ERR										
TC OTHER	28560	22104	102705			22000	18125	0	0		0	0	0	0	0	ERR										
TOTAL	7,997,918	8,321,522	7,641,288	9,408,387	7,217,129	6,617,308	6,497,575	8,638,212	02	8,976,872	73	10,615,197	05	30,568,160	32,169,828	5.24%	33,168,062	100.00%	3.79%	35,557,950	100.00%	5.90%				
\$ CHANGE		323,604	(680,234)	1,767,099	(2,191,758)	(519,820)	(159,711)	2,140,657	338,641	1,638,324	30															
% CHANGE		4.05%	-8.17%	23.13%	-23.29%	-7.76%	-2.40%	37.95%																		
CERTIFIED EXCESS																										
GEN DEBT SERV	193,800	75,000					70,800	110,630			0.00	ERR														
TC DEBT SERV	49,895	72,695	56,256	55,469	52,898																					
Deduct	243,695	147,695	56,256	55,469	52,898	0	70,800	110,630	0	0	0.00	ERR														
Deduct HACA						1,082,952	1,149,874	1,243,177	1,106,547	00	0.00	0.00%														
LEVY	7,754,223	8,173,827	7,585,033	9,354,918	7,164,231	5,574,356	5,277,301	7,284,425	7,870,325	73	9,508,650	05	1,638,324	20.82%												
\$ CHANGE		419,605	(588,795)	1,769,885	(2,190,687)	(1,589,874)	(297,256)	2,007,324	585,908	1,638,324	30															
% CHANGE		5.41%	-7.20%	23.55%	-23.42%	-22.19%	-5.35%	38.04%	8.04%	20.82%																

* The following items were not listed as initially proposed:

Community Service	29,344							12,729	32,816
Gen Debt Service	51,808	0				70,800	110,630	0	
T.C. Debt Service	161,560								
	242,712					70,800	123,359	32,816	

Disk Levy 91-92 Program "LF VYHIST"

MEMO #: S-95-033

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Student Transportation Safety Policy
DATE: September 8, 1994

Legislation enacted during the 1994 Legislative session requires school districts to develop and implement a comprehensive, written policy governing pupil transportation safety.

Attached please find a draft policy originated by the Minnesota School Boards Association and revised slightly by our administration.

cbp
Attachment

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: EEAAC
DATE ADOPTED:
REVIEWED/REVISED:

(DRAFT 8/94)

STUDENT TRANSPORTATION SAFETY

I. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week.

The first week of school is designated as school bus safety week.

B. Student Training.

The School District shall provide students enrolled in grades kindergarten through 12 with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

1. transportation by school bus is a privilege not a right;
2. District policies for student conduct and school bus safety;
3. appropriate conduct while on the bus;
5. procedures for safely boarding and leaving a school bus;
6. procedures for safe vehicle lane crossings; and
7. school bus evacuation and other emergency procedures.

Student school bus safety training shall commence during school bus safety week. All students who are transported by school bus and are enrolled during the first week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students who enroll in a school after first week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within three weeks of the first day of attendance. The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability.

The District will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.

II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal's designee. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

A. School Bus and Bus Stop Rules.

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

B. Rules at the Bus Stop.

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco, or drugs.

C. Rules on the Bus.

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body and personal belongings inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

D. Consequences.

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

1. Elementary (K-6).

- 1st offense -- warning
- 2nd offense -- 3 school day suspension from riding the bus
- 3rd offense -- 5 school day suspension from riding the bus
- 4th offense -- 20 day suspension from riding the bus/meeting with parent
- 5th offense -- suspended from riding the bus for the remainder of the school year

Further offenses -- individually considered.
Students may be suspended for longer periods of time, including the remainder of the school year.

NOTE: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

2. Secondary (7-12).

- 1st offense -- warning
- 2nd offense -- 5 day suspension from riding the bus/meeting with parents
- 3rd offense -- 10 day suspension from riding the bus/meeting with parents
- 4th offense -- 20 day suspension from riding the bus/meeting with parent
- 5th offense -- suspended from riding the bus for the remainder of the school year.

3. Other Discipline.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

4. Records.

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

5. Vandalism/Bus Damage.

Student damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in loss of bus privileges until damages are paid.

6. Notice.

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

7. Criminal Conduct.

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

III. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities For Transportation Safety.

1. Become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

B. Parent and Guardian Notification.

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

IV. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These shall include:

A. Operating the vehicle in a safe and efficient manner.

1. Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.

2. Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
 3. Driving Adjustments. Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
 4. Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
 5. Service Door. The service door of the bus must be closed at all times while the bus is in motion.
 6. Overloads. The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should a vehicle become overloaded.
 7. Railroad Crossings. All vehicles used to transport must stop at railroad crossings, using required procedures, whether they are loaded or empty. School buses shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.
 8. Speeding and Other Moving Violations. No bus will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
 9. Smoking Prohibited. Smoking by either the driver or the passengers is prohibited on any school bus, Type III vehicle, or on school property.
- B. Conduct thorough pre-trip and post-trip inspections of the vehicle and special equipment.
1. Bus Inspections. Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and article left on the bus after each route segment.

2. Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the District. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.
 3. Bus Cleaning. Drivers are required to keep the interior of their buses swept and free of trash at all times.
 4. Fueling. The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling.
- C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus. (See Section II).
- D. Meeting emergency situations in accordance with operating procedures. (See Section V).
- E. Communicating effectively with school staff, students, parents, law enforcement officials and the motoring public.
1. Relations with Students. Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.
 2. Relations with School Officials. School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.
 3. Relations with the Public. It is important to remember that to the general public, the driver represents the School. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.

4. Student Discipline. Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. Any denial of bus-riding privileges can come only from the school authorities.
5. Route Changes. No driver is to make changes in the pick-up or drop-off schedule for his or her route without prior authorization. No stops are to be added, deleted or moved without approval. No driver may deviate from the established routes without prior permission except as required by an emergency or temporary road condition.
6. Route Problems. Any problems, of whatever kind, encountered by a driver on the routes or trips should be brought to the attention of the designated individual as soon as possible.
7. Unauthorized Passengers. Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved.
8. Notice. It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

F. Completing required reports.

It is the responsibility of the driver to completely fill out and timely turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

G. Completing required reports.

H. Providing maximum safety for passengers during loading and unloading.

1. Standeers Prohibited. Standees are not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
2. Dangerous Article. No weapons or article that may be classified as dangerous, may be transported on a school bus. This includes any and all items. Possession of weapons on school property or the bus will not be tolerated. Companion dogs are allowed.

- I. Wearing driver's seat belt whenever the bus is in motion.

Additional driver duties and responsibilities may be found in the driver handbook. All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Safety directions.

V. OPERATING RULES AND PROCEDURES

A. General Operating Rules.

1. All routes shall be on file with the School District's School Transportation Safety Director.
2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in ~~or assigned to~~ a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.
4. The parent/guardian may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
5. Students who misbehave severely may be returned to the school immediately and reported to the Building Principal or other designated individual.
6. Safety evacuation drills for the student-passengers shall be conducted at least twice a year.
7. There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when students are in the bus the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile. The driver should not leave the vehicle unless required to do so for business relating to the safe transportation of students or an emergency.
8. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.

9. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
10. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
11. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall not leave the bus but may send two responsible students to the nearest house to summon help. The driver may also request a passing motorist or other adult to summon help.
12. The District may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.

B. Use of Signals, Loading or Unloading.

1. The driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students when outside and incorporated municipality, and 100 feet when operating within an incorporated municipality, and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
3. Prior to discharging students, open door, activate red flashing lights and extend the stop arm. Discharge students only after all traffic (front and rear) has come to a complete stop.
4. Keep door open and eight-light system operating until all student have been loaded or unloaded safely.
5. The driver should avoid loading or unloading students where the view is obstructed to other motorist for 200 feet in either direction.
6. The driver will not permit students to stand or get off the bus while it is in motion.
7. The driver will bring the bus to a full stop and disengage gears by shifting gear shift lever into neutral position or selector into neutral or park position before loading or unloading students.
8. Buses shall load and unload students only at designated locations.

C. Crossing Highways and Streets.

1. The driver shall be responsible for safely delivering the student who must cross the highway or street by one of the following methods:
 - a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or
 - b. The student shall pass approximately 10 feet in front of the bus so as to be seen by the driver and be conducted across the road by the school bus patrol, or
 - c. The driver shall personally conduct the student across the road after following required procedures for disabling the bus.
 - d. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.

D. Type III Vehicles.

1. Any vehicle designed to carry more than 10 passengers must meet all legal requirements for a school bus and cannot be treated as a Type III vehicle. Any Type III vehicle used to transport students must carry all emergency equipment listed in Section IV. B. 2. If District-owned, the District name will be clearly marked on the side of the vehicle.
2. Students will not be regularly transported in private vehicles. However, private vehicle may be used for convenience or in an emergency. The District has no system of inspection for private vehicles.

VI. SCHOOL BUS DRIVER TRAINING

A. Training.

All new bus drivers shall be provided with pre-service training, including invehicle (actual driving) instruction before transporting students and shall meet the competences specified by the Department of Public Safety. All school bus drivers shall receive a minimum of eight hours of in-service training annually.

1. Pre-Trip Inspection.
Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law including:

The engine compartment -- belts, valves, fluid leaks
Engine start, warning lights, gauges, horn
Fuel level

- Brakes -- pedal reserve and air/vacuum gauges
- Interior -- seats, floor, lights
- Electrical charging system
- Emergency door
 - a. smooth latch operation
 - b. alarm buzzer
- Entrance door operation
- Lift door operation and alarm
- Lift equipment for wheelchairs
- Wheels, service brakes, emergency brake
- Exterior lights -- headlights, brake lights, market lights, turn signals
- Exhaust system
- Windows, windshield, and inspection sticker
- Eight-light system and stop arm
- Emergency equipment -- first aid kit, bodily fluids clean-up kit, flashlight, reflectors, two-way radio

2. Fundamentals and Techniques of School Bus Driving.
The driver training program must include:

- Relevant laws
- Rules of the road and School District safety policies
- Defensive driving
- Driving in inclement weather conditions
 - a. reduced visibility -- rain, snow, fog
 - b. wet roads
 - c. icy roads
- Dealing with pedestrians and students in traffic
- Operation of the manual or automatic transmission
- The use of the drive train for stopping the school bus
- Situations where the hand brake will and will not stop a moving bus
- Steering and turning techniques
- Right and left turn maneuvers
- Gauging the speed of other vehicle on cross streets
- Use of mirrors
- Merging into traffic
- Visual perceptions
- Safe following distances
- Safe backing procedures
- Use of the eight-light system and School District policy regarding its use
- Loading and unloading procedures
- Knowledge of the danger zone concept
- Policies and Procedures for grade level railroad crossings
- Emergency use of the public address system
- Response to an approaching emergency vehicle while unloading
- Leaving the bus unattended at school sites

3. Special Education Transportation
Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers will be familiar with:

What to do in a medical emergency
Handling of wheelchairs
Operation of lift equipment
Proper use of wheelchair securement devices
School District policies on the use of seat belts on designated students
Handicapping conditions
Responsibilities of the bus driver and the bus aide
School District policy in situations where a responsible person is not available to receive a student

4. Emergency Procedure.
Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdown, fire, accident, or passenger injury. Drivers are to receive training in:

Identifying the degree of an emergency before beginning an evacuation
Identifying a safe evacuation unloading area
Preplanning emergency evacuations for both conventional and lift buses
a. front, rear, and both door evacuations
b. evacuation of special education students
c. evacuation of physically disabled students and students using wheelchairs
d. placement of students in a safe location
Cooperation in emergency evacuation drills
Mechanical breakdowns
a. stop bus in safe location
b. keep passengers in bus if safe to do so
c. take steps to warn motorists
d. radio or call for assistance
How to secure the school bus and place emergency triangles
Use of the two-way communication system in an emergency
When it is appropriate to evacuate the school bus
How to supervise an emergency evacuation
Emergency evacuation of the disabled
Special considerations when evacuating a lift bus
Lifting techniques for handling disabled students in an emergency situation
Priorities when dealing with injured passengers
How to use the school bus first aid kit
Use and operation of the fire extinguisher
Dealing with other motorists and the police

Use of emergency reflectors and hazard lights
Control of exposure to blood borne pathogens
Use of body fluid clean-up kits
School District policy on medical emergencies
Recognition and handling of epileptic seizures
How to respond if a passenger has a weapon on the bus

5. First Aid/CPR

All drivers must demonstrate proficiency in first aid and CPR. This may be shown by current certification in CPR and first aid by the American Red Cross or American Heart Association or equivalent.

6. Private or Confidential Student Information

Types of student data that are considered private or confidential under Minnesota Statutes

7. Student Discipline

Creating a positive attitude on the school bus
Oral and visual communications skills between the driver and the passenger
Dealing confidently with a disruptive student
District discipline policy
Developing and enforcing workable rules
Incident report forms
District policy on possession of weapons by a student
District policy on sexual, racial and religious harassment/violence
District policy on smoking

8. Human Relations

Appropriate driver behavior
Sensitivity to a diverse student population
Sensitivity to handicapped conditions
Relations with parents and school staff
Working with a special education bus aide

9. Chemical Abuse

How alcohol and/or drugs can affect driving skills
Drug-testing programs
State and federal requirements

B. Evaluation.

All drivers will be evaluated for the following competencies at least once annually:

1. safely operate the type of school bus the driver will be driving
2. understand student behavior including issues relating to student with disabilities
3. ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately

4. know and understand relevant laws, rules of the road and local school bus safety policies
5. handle emergency situations
6. safely load and unload students, and
7. demonstrate proficiency in first aid and CPR procedures

VII. EMERGENCY PROCEDURES

A. Fire

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safe before attempting to put out the fire.

B. Injuries/Medical Emergencies

Drivers will be familiar with first aid and CPR procedures. Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the students' name and the name of the hospital where the student is sent.

C. Tornado.

If there is likelihood that the tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on them and instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

D. Evacuation.

Drivers should evacuate buses only when there is danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When safely possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

E. Accident.

In case of an accident, the driver should immediately assess students for injuries and begin any emergency first aid procedures if necessary. The driver must also notify the School District and law enforcement of any school bus accidents immediately.

Upon providing emergency care and notifying the District, the driver shall:

1. In cooperation with police officer and/or ambulance service, assist with the care of students.
2. See that all injured students receive proper medical care.
3. Determine facts pertaining to accident.
4. Call Transportation/District staff to give list of names and circumstances so they can begin calling parents.
5. Discuss the accident only with police and School District officials.
6. Record all students' names.
7. Not leave the scene of an accident until released by the driver's supervisor.

Before leaving for the day, the driver shall fill out an accident report. All bus accidents will be reported to the Department of Public Safety.

F. Cold Weather Stop.

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.

G. Dangerous Weapons.

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform the passenger suspected of having the weapon that he or she knows of the weapon.

H. Lights.

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights.

I. Getting Assistance.

Use the two-way radio communications system to get assistance. Drivers should report the location and number of the bus, the nature of the problem, and the status of the passengers. If the driver cannot use a radio to contact the dispatcher, ask a passerby or other motorist to do so from the nearest telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

VIII. VEHICLE MAINTENANCE STANDARDS

- A. All school vehicle shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the School District.
- B. All school vehicles shall be inspected in accordance with legal requirements.
- C. Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected.

IX. EXPENDITURES FOR SCHOOL BUS SAFETY ACTIVITIES

A description of School District funds expended for school bus safety activities from student transportation reserved revenue is kept in the office of the Superintendent and is available for review. As required by law, these expenditures will be annually reported to the Department of Public Safety.

The School District's expenditures for transportation safety are incorporated by reference into this policy.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The School Board has designated an individual to serve as the School District's School Transportation Safety Director. The name, address and telephone number of the School Transportation Safety Director are on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the School Transportation Safety Director.

FOLLOW THESE
BUS RULES

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

5-179-85
MIN
9-26-94

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
SEPTEMBER 26, 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 6:04 p.m.

CLOSE MEETING: Hastad moved, seconded by Gustafson, to close the public meeting. Motion carried unanimously.

The Board discussed a personnel item pursuant to M.S. 471.705 subd. 1 d.

Foss moved, seconded by Cummings, to adjourn the closed meeting at 7:02 p.m. Motion carried 7-0.

CALL TO ORDER: Chairperson Cox called the regular meeting to order at 7:10 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda adding item #3, Personnel, and delaying item #6, Senior High Parking Lot Speed Limits, until the next meeting.

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

"WE ARE PROUD"

*** Sophomores Anna Goodin and Jennifer Gader were recognized for forming a club called "The Earth Club." They held a dance and raised \$400 which they used to purchase 11 maple trees. The trees were planted at Robert Asp School.

*** Congratulations were expressed to fifth grade students for placing 5th and 10th, respectively, in the regional Math Masters competition held last May. Team members are: Kelly Mayerich, Erin Olson, David Kath, and Robert Bekkerus; and, A.J. Flom, Shantel Gray, Lindsey Gunderson, Rachel Soupa, David Wan, and Tim Ness.

CONSENT AGENDA: Hastad requested item B. 1, Approval of Revised 1994 Payable 1995 Levy, be removed from the Consent Agenda.

Hewitt moved, seconded by Hastad, to approve the following items on the Consent Agenda as amended:

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

Lakeland Mental Health Center Service Agreement - Approve the revised agreement with Lakeland Mental Health Center, Inc., in the amount of \$342,598, contingent upon the approval of the Clay County Social Services Board.

Clay County Social Services Service Agreement - Approve the revised agreement with the Clay County Department of Social Services, in the amount of \$140,980, contingent upon the approval of the Clay County Social Services Board.

Drug-Free Schools Grant - Accept the use of the Regional Drug-Free Schools grant, in the amount of \$37,699.

Additional Personnel for Financial Transactions - Authorize the School Board Treasurer, Clerk and Superintendent to obtain financial account information.

Cash-Flow Line of Credit - Approve a cash-flow line of credit with Norwest Bank-Moorhead, in the amount of \$900,000.

Family/Medical Leaves of Absence

Janelle Frost-Geiser - Social Studies Teacher, Junior High, on or about January 9 until approximately the beginning or middle of April, 1995.

Shirley Grindberg - Secretary, Probstfield, extended 1.5 hours during noon for approximately 4 weeks to 3 months.

Resignations

Timothy Angstman - MMMI Paraprofessional, Washington, effective September 15, 1994.

Donn Bryant - AOM Paraprofessional, Robert Asp, effective August 26, 1994.

New Employees

James Kapitan - Adapted Physical Education Teacher, BA (0-6) .50, \$11,854.00 (23708).

Patricia Thoreson - Home Economics Teacher, Senior High, BA (0-6) .571, \$13,537.27. (23708)

Lori Nappe - AOM Paraprofessional, Thomas Edison, B21 (0) \$8.19 per hour, 5 hours daily.

Kirk Wilmore - Inclusion Paraprofessional, Washington, B21 (0) \$8.19 per hour, 6.5 hours daily.

Albert Hunt - ABE Paraprofessional, Townsite Centre, B21 (0) \$8.19 per hour, 20 hours weekly.

Cindy Andel - Inclusion Paraprofessional, Probstfield, B21 (0) \$8.19 per hour, 3.25 hours daily.

Kay Glaseman - AOM Paraprofessional, Thomas Edison, B21 (0) \$8.19 per hour, 5 hours daily.

Dana Kath - AOM Paraprofessional, Washington, B21 (0) \$8.19 per hour, 2.5 hours daily.

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

Veronica Ochoa - EBD Paraprofessional, Junior High, B21 (0) \$8.19 per hour, 6.5 hours daily.
Michele Olson - Inclusion Paraprofessional, Washington, B21 (0) \$8.19 per hour, 6.5 hours daily.
Amy Saewert - AOM Paraprofessional, Edison, B21 (0) \$8.19 per hour, 5 hours daily.
Linda Peterson - AOM Paraprofessional, Edison, B21 (0) \$8.19 per hour, 3 hours daily.
Deb Weber - Inclusion Paraprofessional, Washington, B21 (0) \$8.19 per hour, 6.5 hours daily.
Trent Marking - Inclusion Paraprofessional, Washington, B21 (0) \$8.19 per hour, 6.5 hours daily.
Sue Lattimore - MSMI Paraprofessional, Junior High, B21 (0) \$8.19 per hour, 6.5 hours daily.
Rosa Vargas - MSMI Paraprofessional, Junior High, B21 (0) \$8.19 per hour, 6.5 hours daily.

Motion carried 7-0.

STAFFING ISSUE: Gustafson moved, seconded by Hastad, to adopt the resolution to not renew the contract of Richard Lara, Bilingual Student Assistance Counselor, as presented. Motion carried by majority roll call vote 7-0.

FIVE YEAR EDUCATIONAL PLAN: Facilities/Sites: Cummings moved, seconded by Hewitt, to approve the purchase agreement for the St. Francis property for the sum of \$896,000.00 as part of the 1992 referendum project. Motion carried 7-0.

NEW RESIDENTIAL DEVELOPMENT: Jernberg presented an overview of the new residential developments within the city of Moorhead.

SENIOR HIGH PARKING LOT SPEED LIMITS: This item was delayed until a future date.

STUDENT TRANSPORTATION SAFETY POLICY: The Board discussed the policy. A concern was expressed regarding whether the contracted bus drivers are held to the same standards as district-employed drivers as far as training, etc. The Board requested language be changed and the policy return for a final reading at the next meeting.

Cox recessed the meeting at 8:05 p.m. for 10 minutes. Hewitt left the meeting.

The meeting reconvened at 8:15 p.m.

POLICY APPROVAL: Gustafson moved, seconded by Ladwig, to approve the policy, Employee Copyrights/Royalties (GCQC), as presented. Motion carried 6-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
SEPTEMBER 26, 1994
PAGE 4

POLICY APPROVAL: Ladwig moved, seconded by Cummings, to approve the policy, Gifts (KH), as presented. Motion carried 6-0.

HOME-SCHOOL LIAISON STAFFING: Cummings moved, seconded by Ladwig, to approve an additional .5 FTE home-school liaison position. Motion carried by majority roll call vote 5-1; Hastad dissenting.

REVISED 1994 PAYABLE 1995 LEVY: Hastad questioned why the revision was necessary. Lacher responded that additional revised information was received from the State on September 12th which was too late for the Board meeting in which the previous levy was approved.

Cox moved, seconded by Gustafson, to set the revised maximum allowable preliminary levy at \$9,268,967.91. Motion carried by majority roll call vote 6-1; Hastad dissenting.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

After discussing the Adopt-A-School policy with building principals who were present at the meeting, the Board consensus was to try the open-door policy where any and all schools are available to all board members. The Board will discuss committee assignments and hear from the sub-committee reviewing district committees at the October 10th meeting.

Student/School Board meetings will be held at the senior high school and Early Childhood Family Education Center this year.

ADJOURNMENT: Foss moved, seconded by Ladwig, to adjourn the meeting at 9:00 p.m. Motion carried 6-0.

James E. Hewitt, Clerk

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

SEPTEMBER 26, 1994

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 _____

6:00 P.M.

CLOSED MEETING - Cox

The Board will conduct a closed session pursuant to M.S. 471.705 subd. 1.D (b)(c); and, 471.705 subd. 1.D (c).

A G E N D A

7:00 P.M.

1. CALL TO ORDER

A. Pledge of Allegiance

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

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

D. "We Are Proud"

*** We are proud of sophomores Anna Goodin and Jennifer Gader formed a club called "The Earth Club." They held a dance and raised \$400 which they used to purchase 11 maple trees. The trees were planted at Robert Asp School with.

*** We are proud of two fifth grade teams for placing 5th and 10th, respectively, in the regional Math Masters competition held last May. Team members are: Kelly Mayerich, Erin Olson, David Kath, and Robert Bekkerus; and, A.J. Flom, Shantel Gray, Lindsey Gunderson, Rachel Soupa, and David Wan.

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

S-119-805
MIN
9-26-94

2. *CONSENT AGENDA

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

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Approval of Lakeland Mental Health Center Service Agreement - Pages 5-9
- (2) Approval of Clay County Social Services Service Agreement - Pages 10-13
- (3) Acceptance of Drug-Free Schools Grant - Page 14

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Revised 1994 Payable 1995 Levy - Pages 15-16
- (2) Authorize Additional Personnel for Financial Transactions - Pages 17-18
- (3) Approval of Cash-Flow Line of Credit - Page 19

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Family/Medical Leaves of Absence - Page 20
- (2) Acceptance of Resignations - Page 21
- (3) Approval of New Employees - Pages 22-23

D. ADMINISTRATIVE MATTERS - Anderson

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. FIVE YEAR EDUCATIONAL PLAN: Facilities/Sites - Anderson
Page 24

Suggested Resolution: Move to approve the purchase agreement for the St. Francis property for the sum of \$896,000.00 as part of the 1992 referendum project.

Moved by _____ Seconded by _____
Comments _____

5. NEW RESIDENTIAL DEVELOPMENT - Jernberg
Page 25

Overview of the new residential developments within the city of Moorhead.

6. SENIOR HIGH PARKING LOT SPEED LIMITS - Lacher
Pages 26-27

Suggested Resolution: Move to set a public hearing on Monday, November 28, 1994 at 7:00 p.m. in the Board Room of Townsite Centre for the purpose of establishing speed limits on the school property.

Moved by _____ Seconded by _____
Comments _____

7. POLICY APPROVAL - Anderson
Pages 29-47

Suggested Resolution: Move to approve the policy, Student Transportation Safety (EEAAC) as presented.

Moved by _____ Seconded by _____
Comments _____

8. POLICY APPROVAL - Anderson
Pages 48-50

Suggested Resolution: Move to approve the policy, Employee Copyrights/Royalties (GCQC) as presented.

Moved by _____ Seconded by _____
Comments _____

9. POLICY APPROVAL - Anderson
Pages 51-52

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

Moved by _____ Seconded by _____
Comments _____

10. HOME-SCHOOL LIAISON STAFFING - Anderson
Page 53

Suggested Resolution: Move to approve an additional .5 FTE home-school liaison position.

Moved by _____ Seconded by _____
Comments _____

11. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

12. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Homecoming	Friday, Sept. 23		
School Board Mtg.	Mon., Sept. 26	7:00 p.m.	Townsite
Community Ed. Classes Begin	Mon., Sept. 26		
Global Exchange Mtg.	Wed., Sept. 28	3:45 p.m.	Townsite
Cabinet Mtg.	Thurs., Sept. 29	3:45 p.m.	Townsite
Chamber of Commerce Annual Meeting	Tues., Oct. 4	6:00 p.m.	MSU
Joint Powers Mtg.	Thurs., Oct. 6	7:00 a.m.	Townsite
School Board Mtg.	Mon., Oct. 10	7:00 p.m.	Townsite
Policy Review	Mon., Oct. 17	7:00 p.m.	Townsite
Long Range Planning	Tues., Oct. 18	3:45 p.m.	Townsite
PER	Thurs., Oct. 20	7:00 a.m.	Townsite
MEA Break	Thurs., Oct. 20 Fri., Oct. 21		District-wide

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

October 10, 1994
7:00 p.m.

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

ATTENDANCE:

Bill Cox _____
James Cummings _____
Stacey Foss _____
Mark Gustafson _____

Anton Hastad _____
James Hewitt _____
Carol Ladwig _____
Bruce R. Anderson _____

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

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

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

D. "We Are Proud"

*** Congratulations to Washington School student, Sarah Tollerud, for being a winner in the 1994-95 NSP Energy Safety Poster Contest. She is one of 12 chosen from the State; there were 5,000 entrants. The winning posters will be featured in NSP's 1994-95 Energy Safety School Calendar.

*** Congratulations to the following Moorhead High students for placing during competition at the Minnesota State Fair last summer. Chadwick Desmith - 1st in Architectural Modeling and Architectural Drafting; Brian Chenoweth - 2nd in Architectural Modeling; Adam Bakken - 2nd in Architectural Drafting; Rebecca Roe - 1st in Presentation Drawings; and, Jason Burggraph - 1st in Open Division (CNC Router Project).

*** Moorhead High instructor, Tony Kinsella, received recognition for outstanding dedication to his students and the 1994 Minnesota State Fair. The plaque was awarded at the Minnesota Technology Education convention in St. Cloud.

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

S-119-1805
MID
10-10-94

2. *CONSENT AGENDA

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

- A. INSTRUCTIONAL MATTERS - Bob Jernberg
 - (1) Approval of Eisenhower Grant Application - Pages 5-10
 - (2) Acceptance of Donations - Page 11
- B. BUSINESS AFFAIRS - Bob Lacher
 - (1) Approval of Increase to Petty Cash Account - Pages 12-13
 - (2) Approval of Townsite Lease Agreement - Page 14
- C. PERSONNEL MATTERS - Brenda Franklin
 - (1) Approval of New Employees - Pages 15-16
 - (2) Approval of Family/Medical Leave - Page 17
 - (3) Acceptance of Resignations - Page 18
- D. ADMINISTRATIVE MATTERS - Anderson
 - (1) Approval of September 12 & 26, 1994 Minutes - Pages 19-26
 - (2) Approval of Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. CURRICULUM PRESENTATION - Jernberg
Page 27

Overview of the interactive simulation, "Civilization," used in the Junior High social studies classes.

5. ENROLLMENT DATA & PROJECTIONS - Jernberg
Pages 28-36

Overview of enrollment data from 1993-94 through 1998-99, cohort projections for the next five years, ethnic makeup of student population, and student counts in the exceptional education areas.

6. APPROVAL OF POLICY - Anderson
Pages 37-55

Suggested Resolution: Move to approve the policy, Student Transportation Safety (EEAAC), as presented.

Moved by _____ Seconded by _____
Comments _____

7. POLICY APPROVAL - Anderson
Pages 56-58

Suggested Resolution: Move to approve the policy, Chemical Free Policy for Employees (JECL), as presented.

Moved by _____ Seconded by _____
Comments _____

8. SECURITY SERVICES - Franklin
Page 59

Suggested Resolution: Move to approve the contract for additional security services at Moorhead Public Schools for the 1994-95 school year not to exceed \$45,000.

Moved by _____ Seconded by _____
Comments _____

9. DISTRICT COMMITTEE RESTRUCTURING

Report from the School Board sub-committee regarding the review of district committees.

10. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

11. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Policy Review	Mon., Oct. 17	7:00 p.m.	Townsite
Long Range Planning	Tues., Oct. 18	3:45 p.m.	Townsite
PER	Thurs., Oct. 20	7:00 a.m.	Townsite
MEA Break	Thurs., Oct. 20 Fri., Oct. 21		District- wide
Supt. Advisory Council	Thurs., Oct. 20	7:00 p.m.	Townsite
Global Exchange Mtg.	Wed., Oct. 26	3:45 p.m.	Townsite
K-12 Meep Day (no classes)	Fri., Nov. 4		District- wide
End 1st Qtr.	Fri., Nov. 4		

MEMO #: I-95-060

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Consider Dwight D. Eisenhower Mathematics and Science
Education Act Flow-Through Application 1994-95

DATE: October 4, 1994

Attached is the 1994-95 Dwight D. Eisenhower Mathematics and Science Education Act Flow-Through Application. The amount of the grant proposal is \$20,591.68. Seventy-three percent of the funds must be used for training elementary teachers in math and science. The school board must authorize the district to execute and file this application for funds provided in P.L. 100-297, Title II.

Suggested Resolution: Move to approve the 1994-95 Eisenhower Grant Application.

RMJ/mdm
Attachment



State and Federal Programs
669 Capitol Square - 330 Cedar
St. Paul, MN 55101-2273

DWIGHT D. EISENHOWER MATHEMATICS & SCIENCE
EDUCATION ACT FLOW THROUGH APPLICATION
1994-95

ED-01732-10

Deadline:
9/30/94

GENERAL INFORMATION AND INSTRUCTIONS: This form is to be used in making application for funds under the provisions of the Dwight D. Eisenhower Mathematics and Science Education Act, P.L. 100-297, Title II, for the purpose of improving skills of teachers and quality of instruction in mathematics and science. Submit two copies of this application to the above address.

IDENTIFICATION INFORMATION

District Name Moorhead		District Number 152
Address 810 Fourth Avenue South		City Moorhead
		Zip Code 56560
Contact Person Robert M. Jernberg	Title Asst. Superintendent	Telephone Number (218) 299 - 6227

APPLICATION/APPLICANT INFORMATION

Project Title Math and Science Standards and Assessments		Program Duration July 1, 1994 - June 30, 1995
Application Type (check one) <input checked="" type="checkbox"/> Application for 1994-95 School Year <input type="checkbox"/> Amendment to Application	Applicant Classification (check one) <input type="checkbox"/> School District/Host LEA Cooperative (Provide Information at Right) <input type="checkbox"/> Single School District* (Complete Remainder of Application) * Waiver required if allocation is less than \$6,000. (See page 7)	Program Allocation is to be paid directly to (Host LEA Identification): Our Allocation is \$ <u>20,591.68</u> Refer to page 1 of the instructions for further completion and forwarding directions.

COOPERATING AGENCIES

Enter names of agencies cooperating in this in-service effort, such as school districts, institutions of higher education, ECSUs, private agencies, etc.

AGENCY NAME	AGENCY NUMBER	CITY	AGENCY TYPE/CLASSIFICATION

STATEMENT OF ASSURANCES

THE APPLICANT ASSURES AND CERTIFIES THAT:

1. The School Board, at a meeting held on Oct. 10, 1994, authorized the undersigned to execute and file this application for funds provided under P.L. 100-297, Title II.
2. Equitable participation of nonpublic schools (if any) will be provided. Nonpublic representatives participated in planning and their needs were addressed through this application.
3. Funds will be used to supplement, not supplant, non-federal funds for mathematics and science.
4. Planning took into account the need for greater access to and participation in mathematics and science by students and teachers from historically underrepresented groups including females, minorities, individuals with limited English proficiency, the economically disadvantaged and the handicapped.
5. Evaluation reports will be submitted as specified by MDE including numbers of teachers and students affected.
6. This application has been approved by the chairpersons and/or staff of the mathematics and science programs/departments in the school district as attested by the signatures below.

Signature - Mathematics Department

Signature - Science Department

Signature - Responsible Authority

Date

CURRICULUM NEEDS

3.

Indicate current curriculum needs for each of the subject areas below. Use your district PER Plan, teacher suggestions, learner outcomes, assessment results, etc. for reference material.

MATHEMATICS :

All K - 12 Math Teachers were surveyed for areas of need in Mathematics training. The main priority was to better understand the philosophy of the NCTM Standards and the implications that the Standards would have on instruction.

The elementary teachers felt that they needed training in assessment that was aligned with the Standards and would help them evaluate student performance on District outcomes.

Secondary teachers wanted specific NCTM training in topics that they teach. They felt the best way to get that training was by attending the NCTM Convention. In addition, they wanted to work with local consultants in the area of technology and instructional practices that would help students meet the Standards.

SCIENCE :

PROGRAM
DESCRIPTION

List specific activities starting with elementary and middle school and number each activity so that it will correlate with estimated expenditures on page 4 of this application. Indicate specific name of activity, specific mathematics or science content, number of teachers, length in days, and location. Indicate how funds will be used to meet the needs on previous page and/or above. All funded activities must be "of high quality and of sufficient duration to promote a lasting and positive effect on teacher performance."

Elementary Math

Activity 1 - 22 Elementary Math Teachers will receive training to align assessments with Math Outcomes and performance criteria using the NCTM Standards, MDE materials and District outcomes for reporting. 3 training dates in September and October will be used.

Activity 2 - The 22 teachers will share their training with other teachers at their grade level so that a total of 140 Math Teachers have at least 1 1/2 hours of training concerning examples of how to assess using the NCTM Standards and District Outcomes. This training will take place after school at the end of October

Activity 3 - 16 Elementary Math teachers will have inservice on the philosophy and latest trends in Math instruction. A half day consultant will work with the group in December.

Activity 4 - The core team of 8 Elementary Math Teachers will receive training from a consultant so that this group can provide inservice for other teachers during the summer. Training will involve a half day and four additional hours beyond contract time during the month of April.

Activity 5 - Eight teachers will receive training in using problem solving software (including spreadsheets) with students. A consultant will work with teachers in a two hour, after school training session. (St. Joseph's teachers)

Junior High

Activity 6 - The four junior high math teachers will attend the NCTM National Convention in April to be trained in the latest techniques for addressing the Math Standards. When they return, they will share what they have learned within their department. (Registration and substitutes)

Senior High

Activity 7 - Eleven senior high math teachers will have two hours of training on the Graphic Calculator and the Math Standards on October 12.

Activity 8 - Eight senior high math teachers will attend the NCTM National Convention in April. They will share within their department when they return. (Registration)

EXPENDITURE ESTIMATES FOR ACTIVITIES

List expenditure estimates for each activity listed in Program Description. Totals must equal those in Budget Summary on Page 5.

EXCESS FUNDS FOR ELEMENTARY AND MIDDLE SCHOOL(S)

ACT. NO. (See Page 3)	ORG CODE 100, 200, 300	PROG CODE #256 MATH #260 SCI	UFARS OBJECT SERIES CODE (See Page 5)	EXPENDITURE ITEM	NO. OF UNITS	COST PER UNIT	TOTAL COST
1				Math		\$	\$
2				Outcomes - Asses			4,584
3				Inservice Others			4,258
4				16 Teacher Inservice			556
5				8 Inservice Providers			957
				8 Teacher Inservice Tech			450
TOTAL ELEMENTARY & MIDDLE SCHOOL(S)							\$10,805

(This amount must equal at least 74% of allocation)*

SECONDARY SCHOOL(S)

	ORG CODE 300						
6				NCTM Conference			969
7				11 Teacher Inservice			596
8				8 NCTM Conference			360
TOTAL SECONDARY							\$ 1,925

TOTAL DIRECT COSTS → \$12,730

*Note: See allocation memo for this amount.

CURRICULUM NEEDS

3.

Indicate current curriculum needs for each of the subject areas below. Use your district PER Plan, teacher suggestions, learner outcomes, assessment results, etc. for reference material.

MATHEMATICS :

SCIENCE :

Science Teachers were asked to consider their needs for further training. At all levels teachers indicated that further training was needed in using technology for Science applications. Teachers wanted training in spreadsheets and laser disc technologies. Several teachers indicated that they needed an update on new media materials to supplement some of their units and they also needed the training to put that medium into practice.

Since there were several new staff members in our District, those teachers would need training in implementing the units and using available resources.

Elementary Science

PROGRAM DESCRIPTION

Activity 1 - Ten Elementary Science Teachers who are new to our District will receive training in how to use the specific Science units at their grade level as they practice the philosophy of "Hands-on Minds-on Teaching". Two half days of training with a mentor will take place in the fall and late winter.

Activity 2 - Eighteen Elementary Science Teachers will have training in using new media materials that supplement their existing science units. These teachers will then serve as trainers for other teachers at their grade level on a District workshop day in February.

Activity 3 - Four Elementary Science Teachers will attend the NSTA Conference in Minneapolis for the purpose of finding new materials and teaching methods for specific units that teachers find difficult to teach. They will share this information with the Science Committee.

Activity 4 - Five Trainers will conduct Technology Integration Training with 30 teachers at Grades Two through Six in after school sessions. The training will involve the collection, recording, and display of scientific data through the use of spreadsheets. Teachers will use science integration topics relating to their grade level units.

Jr. High

Activity 5 - Four Jr. High Science Teachers will attend the Earth Science Conference at the State Science Museum in St. Paul on February 10.

Activity 6 - One Jr. High Science Teacher will attend a Science/Technology Conference at Moorhead State University on October 8.

Activity 7 - Two Jr. High Science Teachers will attend a Technology Conference at North Dakota State University in April.

Sr. High

Activity 8 - Five Senior High Science Teachers will receive further training by attending the National Science Teachers Regional Convention in Minneapolis during November 3 - 5. (Subs for 3 teachers for 2 days each)

Activity 9 - Two Senior High Science Teachers will be trained in using a computer assisted Physics lab. They will have hands-on training by working with consultants in Minneapolis Schools the last week in October. (Subs for 2 teachers on 2 days, hotel for 1 night)

Activity 10 - Three Senior High Science Teachers will be trained in using a computer assisted Chemistry lab using a local consultant. They will have hands-on training during the second week in November. (Subs for 3 teachers)

EXPENDITURE ESTIMATES FOR ACTIVITIES

List expenditure estimates for each activity listed in Program Description. Totals must equal those in Budget Summary on Page 5.

EXCESS FUNDS FOR ELEMENTARY AND MIDDLE SCHOOL(S)

ACT. NO. (See Page 3)	ORG CODE 100, 200, 300	PROG CODE #256 MATH #260 SCI	UFARS OBJECT SERIES CODE (See Page 5)	EXPENDITURE ITEM	NO. OF UNITS	COST PER UNIT	TOTAL COST
1				<u>Science</u>		\$	\$
2				10 New Teacher Training			980
3				Media Training			1,260
4				4 Teachers NSTA			1,869
				Technology Integration			811
TOTAL ELEMENTARY & MIDDLE SCHOOL(S)							\$ 4,920

(This amount must equal at least 74% of allocation)*

SECONDARY SCHOOL(S)

	ORG CODE 300						
5				Earth Science Conference			741
6				Science/Technology Conf.			219
7				NDSU Tech Conference			15
8				NSTA			420
9				Computer Assisted Physics			330
10				Computer Assisted Chemistry			210
TOTAL SECONDARY							\$ 1,935

TOTAL DIRECT COSTS → \$ 6,855

*Note: See allocation memo for this amount.

MEMO #; I-95-054

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Acceptance of Donations

DATE: September 29, 1994

The district has received the following donations:

1. Bob Seigel, Seigel Communications Service, has donated a SAMS PHOTOFACTS Library, consisting of 715 Photofacts manuals and reference materials to the senior high electronics department. Mr. Seigel estimated the value at \$3,575.
2. Brenda Romdalvik has donated a wheelchair which will be used for students who have not yet received wheelchairs or students whose wheelchairs are requiring repair. Ms. Romdalvik estimated the value at \$2,000.
3. Wendy Rheault has donated a \$120 memorial on behalf of her father, Walter "Bub" Owings, to purchase library books at Probstfield School.
4. Betty Myers has donated two ImageWriter printers (\$598) and one MacIntosh SE computer (\$499). Dr. Myers estimated the value at \$1,097.

Suggested Resolution: Move to accept the donations as presented.

RMJ/mdm

MEMO #: B95.157

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: SEPTEMBER 26, 1994

SUBJECT: JR. HIGH PETTY CASH

Dr. Jones has requested an increase in his buildings petty cash fund by \$25.00 for a total of \$75.00.

Suggested Resolution: Move to approve an increase of \$25.00 in the Jr. High petty cash fund for a total of \$75.00

TO: RLACHER TOWNSITE Robert Lacher
FROM: RJONES SOUTH Richard Jones
DATE: September 16, 1994
TIME: 03:35:25 PM
SUBJECT: request for increase a allotment of petty cash

I have been directed by Deb to contact you to request that the amount that for petty cash be increased from \$50 to \$75.

The reason for this request relates to our frequently running out of revenue in this fund due to our sending certified letters to parents when students are suspended from school. This type of notification is required by law.

A certified letter currently cost \$2.30 per letter and on some days we could several letters to go out.

Your assistance in this issue would be greatly appreciated.

If you are in need of additional information, please let me know.

SEP 30 1994

MEMO #: B95.159
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER
DATE: SEPTEMBER 27, 1994
SUBJECT: TOWNSITE CENTRE LEASE

Trans Em, an organization that provides job counseling has entered into a lease for part of Suite 206 (SW Office), 168 sq. ft. at \$9.00 per foot, \$1,512 annually and \$126.00 per month. Effective September 26, 1994.

They have a right of first refusal if another party wishes to lease the entire suite.

Suggested Resolution: Move to approve a one year lease with Trans Em giving them the right of first refusal for \$126.00 per month.

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: October 4, 1994
SUBJECT: New Employees

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

- Heather Schmitz - Orchestra Teacher, Junior High School,
BA (0-6) \$23,708.00.
(Replace Nancy Ouderkirk on leave)
- Melodye Hansen - Guidance Counselor, Probstfield and Riverside,
MA+30 (7) \$31,941.00.
(Replace Gay Galles)
- F. Wendell Whitford - Industrial Technology Teacher, Senior High,
BA+30 (10) \$29,597.00.
(Replace Nancy Ouderkirk on leave)
- Tammy Ressler - MMMI Teacher, Senior High,
BA (0-6) .571 \$12,049.56 (23708).
(Marilyn Larson allocation MMMI and 1 hour new)
- Ruben Garcia - Student Resource Assistant, Senior High,
\$23,016.16, October 5, 1994 through June 30, 1995.
(Replace Richard Lara)
- Azalia Arce - AOM Paraprofessional, Robert Asp, B21 (0) \$8.19
per hour, 5 hours a day.
- Gail Discher - AOM Paraprofessional, Robert Asp, B21 (0) \$8.19
per hour, 5 hours a day.
- Wendy Payne - AOM Paraprofessional, Robert Asp, B21 (0) \$8.19 per
hour, 5 hours a day.
- Joel Berglin - Inclusion Paraprofessional, Washington Elementary,
B21 (0) \$8.19 per hour, 6.5 hours daily.
(Replace Tim Angstman)
- Lorie Skarpness - Inclusion/AOM Paraprofessional, Washington
Elementary, B21 (0) \$8.19 per hour, 4.5 hours
daily.
(Replace Juneve Givers)
- Ron NoHeart - Inclusion Paraprofessional, Junior High,
B21 (0) \$8.19 per hour, 6.5 hours daily.
(New Position)
- Susana de Llano - AOM Paraprofessional, Senior High,
B21 (3) \$8.64 per hour, 6.5 hours daily.
(New Position)
- Sarah Doran - AOM Paraprofessional, Probstfield Elementary,
B21 (0) \$8.19 per hour, 5 hours daily.

Cheryl Edenberg - Inclusion Paraprofessional, Junior High,
B21 (0) \$8.19 per hour, 6.5 hours daily.
(New Position)

William Johnson - Interpreter of the Deaf, Robert Asp
B23 (12) \$10.70 per hour, 7 hours daily.
(New Position)

Ann McLarnan - AOM Paraprofessional, Riverside Elementary,
B21 (0) \$8.19 per hour, 5 hours daily.

Dennis Sumption - MMI Paraprofessional, Robert Asp,
B21 (0) \$8.19 per hour, 6.5 hours daily.
(New Position)

Suggested Resolution: Move to approve the employments as
presented.

BMF:sdh

MEMORANDUM P 94.230

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: October 4, 1994
SUBJECT: Family/Medical Leave

The administration requests a family/medical leave for the following persons:

Ruth Christianson - EBD Teacher, Junior High, on or about January 9, 1995 until approximately the beginning or middle of March, 1995.

Joni Jacobson - O. T. Teacher, District Wide, on or about March 21, 1995 for six weeks.

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

BMF:sdh

MEMORANDUM P 94.229

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: October 4, 1994
SUBJECT: Resignation of District Employees

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

Wade Harles - Custodian, Moorhead Senior High, effective
September 30, 1994.

Claudia Simon - Adult Basic GED Teacher, effective August 31,
1994.

Billie Sue Ellingson - Inclusion Paraprofessional, Probstfield
Elementary, effective October 17, 1994.

Marnie Wettstein - Special Education and Mac Lab Secretary,
Moorhead Senior High, effective
October 31, 1994.

Suggested Resolution: Move to accept the resignations as
presented.

BMF:sdh

MEMO #: I-95-061

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Staff and Student Social Studies Presentation

DATE: October 4, 1994

Junior High social studies staff members Sandy Argent, Janelle Frost-Geiser, and Steve Morben with students from the 8th grade STEP geography classes will present information on interactive simulation, "Civilization" and will discuss how it is being utilized in the classroom.

RMJ/mdm

MEMO #: I-95-059

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Enrollment Data and Projections

DATE: October 4, 1994

The attached information contains October 1993 enrollment data, cohort projections for the next five years, graphs of enrollment data from 1993-94 through 1998-99 as projected, and a report of the ethnic makeup of the student population.

This information will be reviewed at the October 10 Board meeting.

RMJ/mdm
Attachments

ENROLLMENT
MOORHEAD PUBLIC SCHOOLS

DATE: October 3, 1994

SCHOOL BLDGS	KINDER	GRADE 1	GRADE 2	GRADE 3	GRADE 4	SELF-CONT SPECIAL EDUC.	TOTALS	Sept. 94 TOTALS
	20-22	23-24	23-23	19-20	22-22	24		
	22-22	23-24	23-22	20-19	22-23			
	MSU-22	24	23	20	22			
Edison	108	118	114	98	111	24	573	574
	21-22	23-22	23-23	25-25	28-28			
	21-22	23-23	24-24	23-23	28-28			
	21-21	24-24	23-23	24-23	28-28			
	22		24					
Probstfield	150	139	164	143	168		764	764
	22-21	16-17	23-25	27-28	25-25			
	22-22	17-16	25	27	26			
Riverside	87	66	73	82	76		384	376
	18-18	25-25	27-26	25-26	25-25	15		
	23-23	25-25	26-26	26-26	25-25			
	23-23	25-25	27	26-26	25-26			
FSC-18								
Washington	146	150	132	155	151	15	749	755
Elementary Preschool						16	16	10
Total By Grade	491	473	483	478	506	55	2,486	2,479
Grade 5						Grade 6		Special Ed.
Robert Asp	363	353	Self Contained			33	749	756
Voyager	117	123	0				240	240
TOTAL ELEMENTARY (Preschool & Special Ed.)							3,475	3,475
Grade 7						Grade 8		Special Ed.
Junior High School	477	513	(Self Contained, Outreach, & MCAP)			32	1,022	1,030
Grade 9						Grade 10		Grade 11
Senior High	452	406	383		377		1,618	1,658
Senior High Special Ed. (Self Contained, Outreach, & MCAP)							44	44
SENIOR HIGH TOTAL							1,662	1,702
TOTAL KINDERGARTEN THROUGH GRADE 12							6,143	6,197
TOTAL PRESCHOOL THROUGH GRADE 12							6,159	6,207

SPECIAL EDUCATION CHILD COUNT

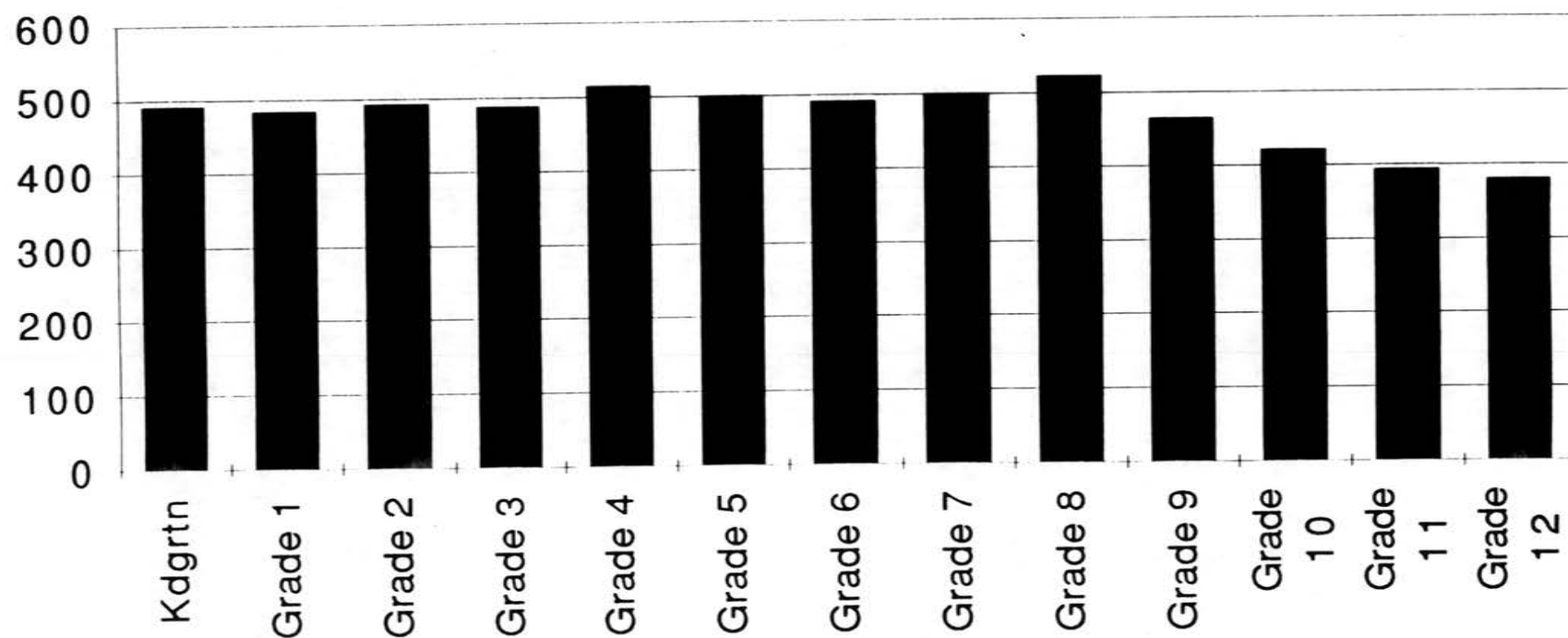
904

MSU = Moorhead State University Early Education Center
FSC = Family Service Center of Clay County

MOORHEAD PUBLIC SCHOOLS COHORT PROJECTIONS OCT 1											1993 projected for Oct 1 1994	Variance
October 94	GRADE	* 90/91	91/92	92/93	93/94	94/95	95/96	96/97	97/98	98/99	99/00	
	KINDERGARTEN	* 493	492	499	490	491 *	482	466	471	460	460 *	501 -10
	GRADE 1	* 516	496	496	491	484 *	490	481	465	470	459 *	501 -17
	GRADE 2	* 491	502	507	507	492 *	488	494	485	469	474 *	499 -7
	GRADE 3	* 485	495	499	521	488 *	494	490	497	487	471 *	501 -13
	GRADE 4	* 488	475	488	489	515 *	480	487	483	489	480 *	521 -6
	GRADE 5	* 441	497	485	503	498 *	528	492	499	495	501 *	500 -2
	GRADE 6	* 423	442	493	481	491 *	496	526	490	497	493 *	503 -12
	GRADES K-4	* 2473	2460	2489	2498	2470 *	2435	2418	2400	2375	2344 *	2523 -53
	GRADES K-5	* 2914	2957	2974	3001	2968 *	2963	2911	2899	2870	2845 *	3024 -56
	GRADES 5 & 6	* 864	939	978	984	989 *	1024	1018	989	992	994 *	1004 -15
	GRADE 7	* 409	444	470	521	499 *	517	522	553	516	523 *	504 -5
	GRADE 8	* 387	429	450	459	523 *	506	524	529	561	523 *	529 -6
	GRADES 7 & 8	* 796	873	871	980	1022 *	1023	1045	1082	1076	1046 *	1033 -11
	GRADE 9	* 386	395	424	441	465 *	525	508	526	531	563 *	463 2
	GRADE 10	* 353	389	387	406	422 *	456	515	498	515	520 *	432 -10
	GRADE 11	* 314	340	372	390	394 *	417	450	508	492	509 *	396 -2
	GRADE 12	* 303	300	344	355	381 *	394	417	450	508	492 *	379 2
	GRADES 9-12	* 1356	1424	1527	1592	1662 *	1792	1890	1982	2047	2084 *	1671 -9
	GRADES K-6	* 3337	3399	3467	3482	3459 *	3459	3436	3390	3367	3338 *	3527 -68
	GRADES 7-12	* 2152	2295	2398	2572	2684 *	2841	2951	3079	3123	3130 *	2703 -19
	GRADES K-12	* 5489	5694	5865	6054	6143 0	6300	6387	6469	6490	6468 *	6230 -87
Projected Pupil Units		Kindergarten		253	248	240	243	237	237			
		Grades 1-6		3146	3155	3149	3094	3081	3051			
		Grades 7-12		3489	3693	3836	4003	4060	4069			
Adjusted for PSNO, YNS, Early Ed, Tuition				55	55	55	55	55	57			
		Total		6822	6943	7152	7280	7394	7433	7413		
Annual Operating Plan Projected				6994	7194	7363	7478					
				-50.8 0	-42.3	-83.2	-83.9					

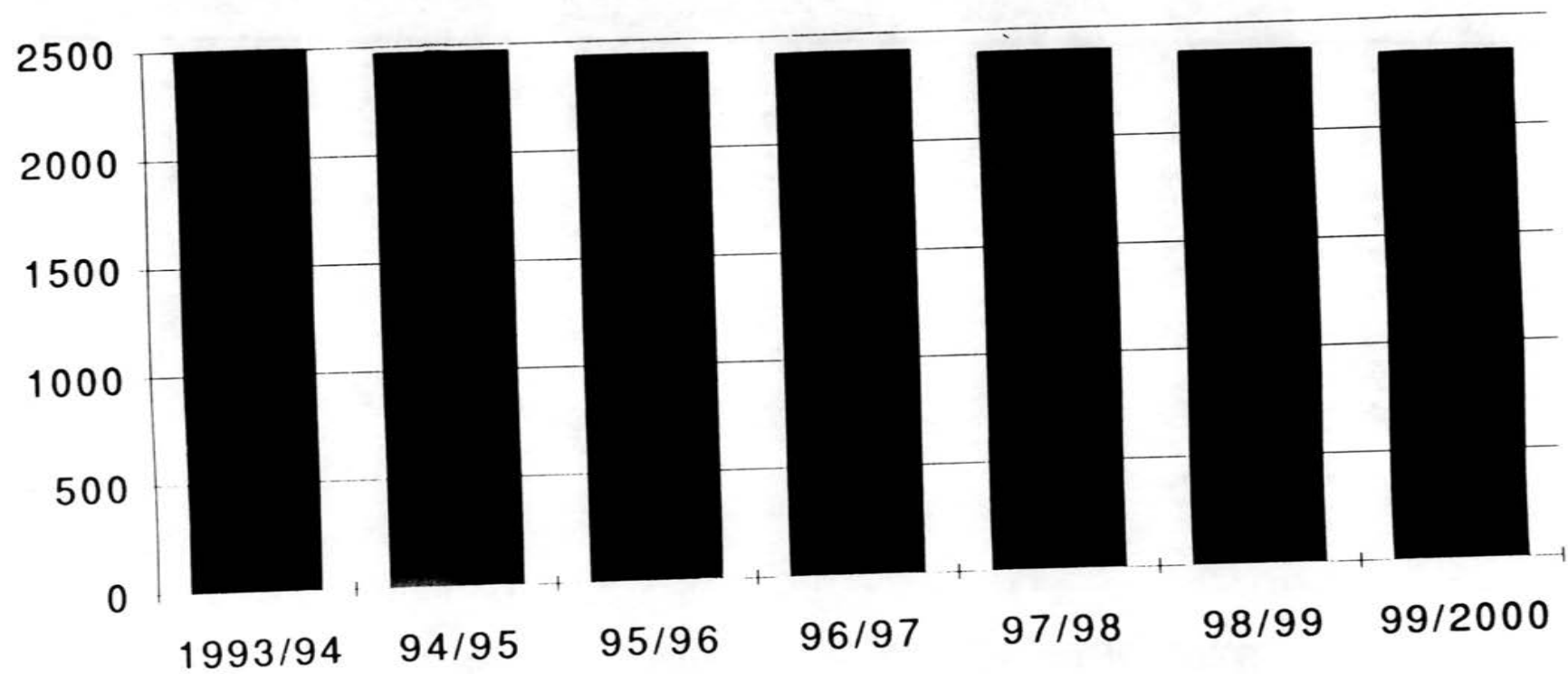
DISTRICT INCREASE FROM 1993 IS 89 STUDENTS WHICH IS A 121 PUPIL UNIT INCREASE

Moorhead Public Schools



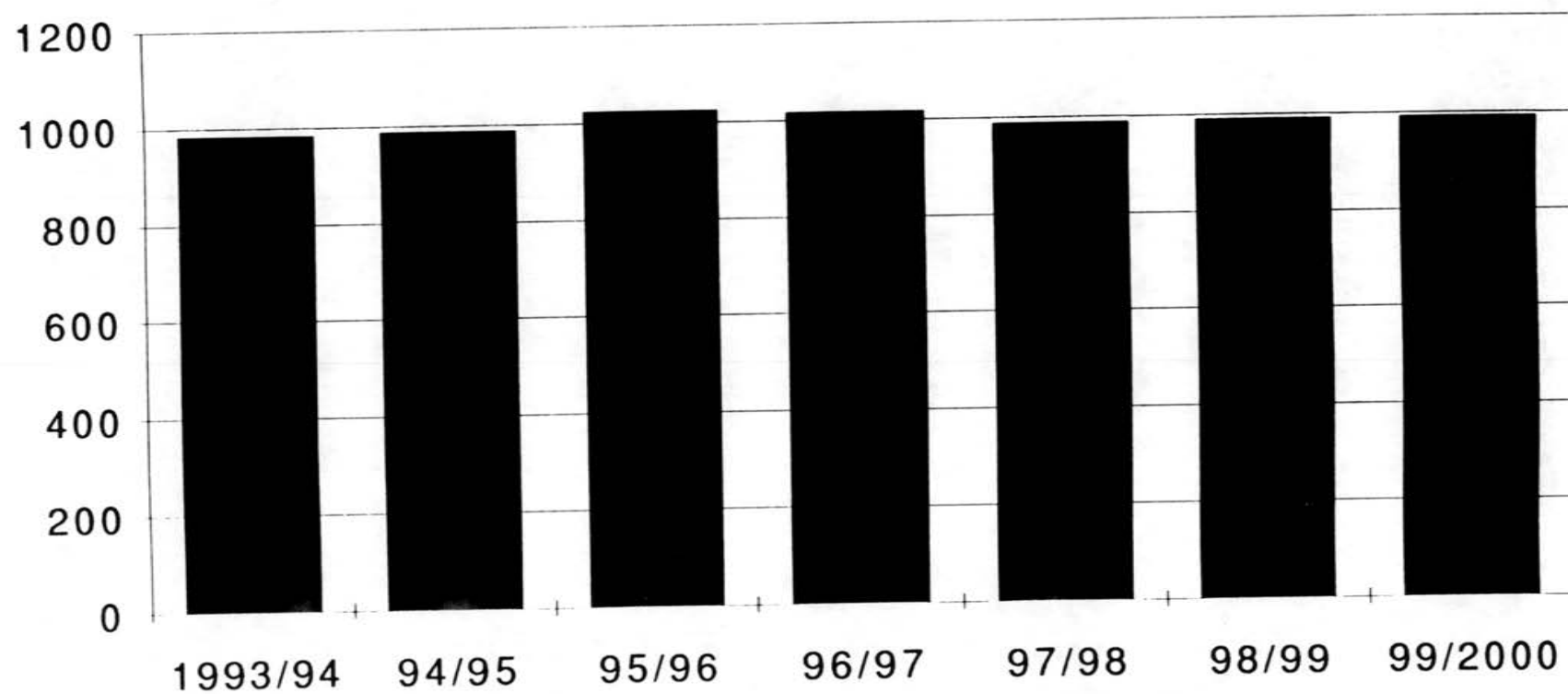
Enrollment in grades K-12 Oct. 1, 1994

Moorhead Enrollment K-4



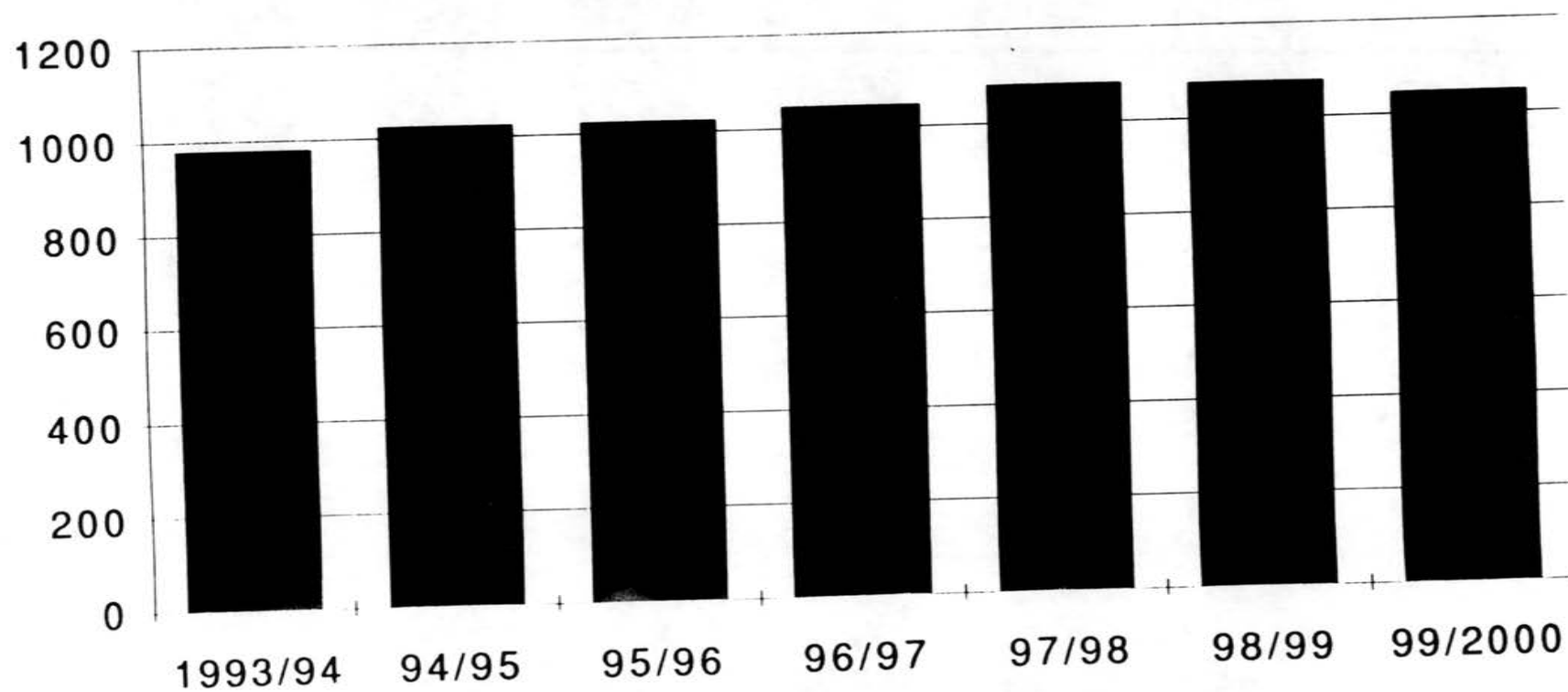
Based on cohort projection of Oct. 1, 1994

Moorhead Enrollment Grades 5&6



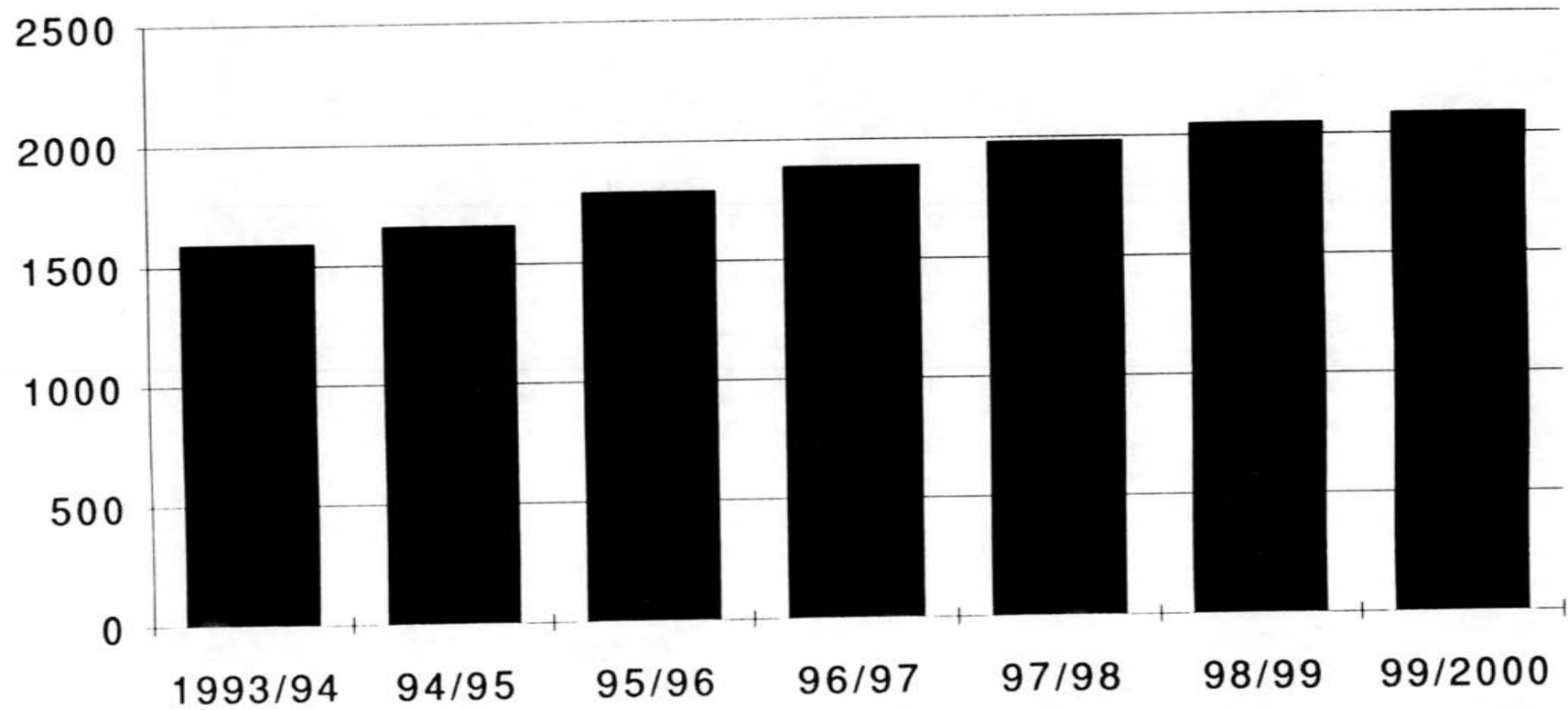
Based on cohort projection of Oct. 1, 1994

Moorhead Enrollment Grades 7&8



Based on cohort projection of Oct. 1, 1994

Moorhead Enrollment Grades 9-12



Based on cohort projection of Oct. 1, 1994

MOORHEAD PUBLIC SCHOOLS
COUNT AND PERCENTAGE OF STUDENTS ENROLLED/ATTENDING
BY SCHOOL AND RACIAL/ETHNIC CATEGORY

October 3, 1994

SCHOOL	AMERICAN INDIAN	ASIAN	HISPANIC	BLACK	WHITE	MINORITIES
Senior High PERCENT	23 1.3	47 2.8	108 6.5	12 0.7	1,472 88.6	190 11.4
Junior High PERCENT	30 2.9	11 1	93 9	6 0.5	882 86.3	140 13.7
Edison PERCENT	52 9	6 1	81 14.1	7 1.2	427 74.5	146 25.4
Probstfield PERCENT	19 2.4	13 1.7	74 9.6	10 1.3	648 84.8	116 15.1
Washington PERCENT	21 2.8	7 0.9	95 12.6	4 0.5	622 83	127 17
Riverside/Lincoln PERCENT	20 5.2	3 0.7	44 11.4	2 0.5	315 82	69 18
Asp PERCENT	27 3.6	15 2	68 9	8 1	631 84.2	118 15.8
Voyager PERCENT	9 3.7	0 0	22 9.1	8 3.3	201 83.7	39 16.3
TOTAL PERCENT	201 3.2	102 1.7	585 9.5	57 1	5,198 84.6	945 15.4

OCTOBER 1, 1993 TOTALS	176 3	87 1	494 8	52 1	5,245 87	809 13
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MEMO #: S-95-050

TO: School Board
FROM: Bruce R. Anderson, Supt.
RE: Student Transportation Safety Policy
DATE: October 6, 1994

The suggested changes were made to page 11 regarding training of new bus drivers as requested by the Board.

Suggested Resolution: Move to approve the policy, Student Transportation Safety (EEAAC) as presented.

:cbp

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

STUDENT TRANSPORTATION SAFETY

I. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week.

The first week of school is designated as school bus safety week.

B. Student Training.

The School District shall provide students enrolled in grades kindergarten through 12 with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

1. transportation by school bus is a privilege not a right;
2. District policies for student conduct and school bus safety;
3. appropriate conduct while on the bus;
5. procedures for safely boarding and leaving a school bus;
6. procedures for safe vehicle lane crossings; and
7. school bus evacuation and other emergency procedures.

Student school bus safety training shall commence during school bus safety week. All students who are transported by school bus and are enrolled during the first week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students who enroll in a school after first week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within three weeks of the first day of attendance. The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability.

The District will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.

II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal's designee. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

A. School Bus and Bus Stop Rules.

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

B. Rules at the Bus Stop.

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco, or drugs.

C. Rules on the Bus.

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body and personal belongings inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

D. Consequences.

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

1. Elementary (K-6).

- 1st offense -- warning
- 2nd offense -- 3 school day suspension from riding the bus/conference (meeting/phone) with parents
- 3rd offense -- 5 school day suspension from riding the bus/conference (meeting/phone) with parents
- 4th offense -- 20 day suspension from riding the bus/meeting with parent
- 5th offense -- suspended from riding the bus for the remainder of the school year

Further offenses -- individually considered.
Students may be suspended for longer periods of time, including the remainder of the school year.

NOTE: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

2. Secondary (7-12).

- 1st offense -- warning
- 2nd offense -- 5 day suspension from riding the bus/conference (meeting/phone) with parents
- 3rd offense -- 10 day suspension from riding the bus/conference (meeting/phone) with parents
- 4th offense -- 20 day suspension from riding the bus/meeting with parent
- 5th offense -- suspended from riding the bus for the remainder of the school year.

3. Other Discipline.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

4. Records.

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

5. Vandalism/Bus Damage.

Student damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in loss of bus privileges until damages are paid.

6. Notice.

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

7. Criminal Conduct.

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

III. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities For Transportation Safety.

1. Become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.
11. Provide for emergency shelter in the event inclement weather prevents transportation services.

B. Parent and Guardian Notification.

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

IV. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These shall include:

A. Operating the vehicle in a safe and efficient manner.

1. Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.

2. Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
 3. Driving Adjustments. Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
 4. Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
 5. Service Door. The service door of the bus must be closed at all times while the bus is in motion.
 6. Overloads. The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should a vehicle become overloaded.
 7. Railroad Crossings. All vehicles used to transport must stop at railroad crossings, using required procedures, whether they are loaded or empty. School buses shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.
 8. Speeding and Other Moving Violations. No bus will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
 9. Smoking Prohibited. Smoking by either the driver or the passengers is prohibited on any school bus, Type III vehicle, or on school property.
- B. Conduct thorough pre-trip and post-trip inspections of the vehicle and special equipment.
1. Bus Inspections. Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and article left on the bus after each route segment.

2. Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the District. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.
 3. Bus Cleaning. Drivers are required to keep the interior of their buses swept and free of trash at all times.
 4. Fueling. The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling.
- C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus. (See Section II).
- D. Meeting emergency situations in accordance with operating procedures. (See Section V).
- E. Communicating effectively with school staff, students, parents, law enforcement officials and the motoring public.
1. Relations with Students. Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.
 2. Relations with School Officials. School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.
 3. Relations with the Public. It is important to remember that to the general public, the driver represents the School. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.

4. Student Discipline. Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. Any denial of bus-riding privileges can come only from the school authorities.
5. Route Changes. No driver is to make changes in the pick-up or drop-off schedule for his or her route without prior authorization. No stops are to be added, deleted or moved without approval. No driver may deviate from the established routes without prior permission except as required by an emergency or temporary road condition.
6. Route Problems. Any problems, of whatever kind, encountered by a driver on the routes or trips should be brought to the attention of the designated individual as soon as possible.
7. Unauthorized Passengers. Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved.
8. Notice. It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

F. Completing required reports.

It is the responsibility of the driver to completely fill out and timely turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

G. Completing required reports.

H. Providing maximum safety for passengers during loading and unloading.

1. Standeers Prohibited. Standees are not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
2. Dangerous Article. No weapons or article that may be classified as dangerous, may be transported on a school bus. This includes any and all items. Possession of weapons on school property or the bus will not be tolerated. Companion dogs are allowed.

- I. Wearing driver's seat belt whenever the bus is in motion.

Additional driver duties and responsibilities may be found in the driver handbook. All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Safety directions.

V. OPERATING RULES AND PROCEDURES

A. General Operating Rules.

1. All routes shall be on file with the School District's School Transportation Safety Director.
2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in ~~or assigned to~~ a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.
4. The parent/guardian may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
5. Students who misbehave severely may be returned to the school immediately and reported to the Building Principal or other designated individual.
6. Safety evacuation drills for the student-passengers shall be conducted at least twice a year.
7. There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when students are in the bus the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile. The driver should not leave the vehicle unless required to do so for business relating to the safe transportation of students or an emergency.
8. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.

9. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
10. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
11. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall not leave the bus but may send two responsible students to the nearest house to summon help. The driver may also request a passing motorist or other adult to summon help.
12. The District may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.

B. Use of Signals, Loading or Unloading.

1. The driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students when outside and incorporated municipality, and 100 feet when operating within an incorporated municipality, and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
3. Prior to discharging students, open door, activate red flashing lights and extend the stop arm. Discharge students only after all traffic (front and rear) has come to a complete stop.
4. Keep door open and eight-light system operating until all student have been loaded or unloaded safely.
5. The driver should avoid loading or unloading students where the view is obstructed to other motorist for 200 feet in either direction.
6. The driver will not permit students to stand or get off the bus while it is in motion.
7. The driver will bring the bus to a full stop and disengage gears by shifting gear shift lever into neutral position or selector into neutral or park position before loading or unloading students.
8. Buses shall load and unload students only at designated locations.

C. Crossing Highways and Streets.

1. The driver shall be responsible for safely delivering the student who must cross the highway or street by one of the following methods:
 - a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or
 - b. The student shall pass approximately 10 feet in front of the bus so as to be seen by the driver and be conducted across the road by the school bus patrol, or
 - c. The driver shall personally conduct the student across the road after following required procedures for disabling the bus.
 - d. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.

D. Type III Vehicles.

1. Any vehicle designed to carry more than 10 passengers must meet all legal requirements for a school bus and cannot be treated as a Type III vehicle. Any Type III vehicle used to transport students must carry all emergency equipment listed in Section IV. B. 2. If District-owned, the District name will be clearly marked on the side of the vehicle.
2. Students will not be regularly transported in private vehicles. However, private vehicles may be used for convenience or in an emergency. The District has no system of inspection for private vehicles.

VI. SCHOOL BUS DRIVER TRAINING

A. Training.

All new bus drivers ~~shall be provided with pre-service~~ must complete approved pre-service training, including invehicle (actual driving) instruction before transporting students and shall meet the competences specified by the Department of Public Safety. All school bus drivers shall receive a minimum of eight hours of in-service training annually.

1. Pre-Trip Inspection.

Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law including:

The engine compartment -- belts, valves, fluid leaks
Engine start, warning lights, gauges, horn
Fuel level

- Brakes -- pedal reserve and air/vacuum gauges
- Interior -- seats, floor, lights
- Electrical charging system
- Emergency door
 - a. smooth latch operation
 - b. alarm buzzer
- Entrance door operation
- Lift door operation and alarm
- Lift equipment for wheelchairs
- Wheels, service brakes, emergency brake
- Exterior lights -- headlights, brake lights, market lights, turn signals
- Exhaust system
- Windows, windshield, and inspection sticker
- Eight-light system and stop arm
- Emergency equipment -- first aid kit, bodily fluids clean-up kit, flashlight, reflectors, two-way radio

2. Fundamentals and Techniques of School Bus Driving.
 The driver training program must include:

- Relevant laws
- Rules of the road and School District safety policies
- Defensive driving
- Driving in inclement weather conditions
 - a. reduced visibility -- rain, snow, fog
 - b. wet roads
 - c. icy roads
- Dealing with pedestrians and students in traffic
- Operation of the manual or automatic transmission
- The use of the drive train for stopping the school bus
- Situations where the hand brake will and will not stop a moving bus
- Steering and turning techniques
- Right and left turn maneuvers
- Gauging the speed of other vehicle on cross streets
- Use of mirrors
- Merging into traffic
- Visual perceptions
- Safe following distances
- Safe backing procedures
- Use of the eight-light system and School District policy regarding its use
- Loading and unloading procedures
- Knowledge of the danger zone concept
- Policies and Procedures for grade level railroad crossings
- Emergency use of the public address system
- Response to an approaching emergency vehicle while unloading
- Leaving the bus unattended at school sites

3. Special Education Transportation

Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers will be familiar with:

- What to do in a medical emergency
- Handling of wheelchairs
- Operation of lift equipment
- Proper use of wheelchair securement devices
- School District policies on the use of seat belts on designated students
- Handicapping conditions
- Responsibilities of the bus driver and the bus aide
- School District policy in situations where a responsible person is not available to receive a student

4. Emergency Procedure.

Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdown, fire, accident, or passenger injury. Drivers are to receive training in:

- Identifying the degree of an emergency before beginning an evacuation
- Identifying a safe evacuation unloading area
- Preplanning emergency evacuations for both conventional and lift buses
 - a. front, rear, and both door evacuations
 - b. evacuation of special education students
 - c. evacuation of physically disabled students and students using wheelchairs
 - d. placement of students in a safe location
- Cooperation in emergency evacuation drills
- Mechanical breakdowns
 - a. stop bus in safe location
 - b. keep passengers in bus if safe to do so
 - c. take steps to warn motorists
 - d. radio or call for assistance
- How to secure the school bus and place emergency triangles
- Use of the two-way communication system in an emergency
- When it is appropriate to evacuate the school bus
- How to supervise an emergency evacuation
- Emergency evacuation of the disabled
- Special considerations when evacuating a lift bus
- Lifting techniques for handling disabled students in an emergency situation
- Priorities when dealing with injured passengers
- How to use the school bus first aid kit
- Use and operation of the fire extinguisher
- Dealing with other motorists and the police

Use of emergency reflectors and hazard lights
Control of exposure to blood borne pathogens
Use of body fluid clean-up kits
School District policy on medical emergencies
Recognition and handling of epileptic seizures
How to respond if a passenger has a weapon on the bus

5. First Aid/CPR

All drivers must demonstrate proficiency in first aid and CPR. This may be shown by current certification in CPR and first aid by the American Red Cross or American Heart Association or equivalent.

6. Private or Confidential Student Information

Types of student data that are considered private or confidential under Minnesota Statutes

7. Student Discipline

Creating a positive attitude on the school bus
Oral and visual communications skills between the driver and the passenger
Dealing confidently with a disruptive student
District discipline policy
Developing and enforcing workable rules
Incident report forms
District policy on possession of weapons by a student
District policy on sexual, racial and religious harassment/violence
District policy on smoking

8. Human Relations

Appropriate driver behavior
Sensitivity to a diverse student population
Sensitivity to handicapped conditions
Relations with parents and school staff
Working with a special education bus aide

9. Chemical Abuse

How alcohol and/or drugs can affect driving skills
Drug-testing programs
State and federal requirements

B. Evaluation.

All drivers will be evaluated for the following competencies at least once annually:

1. safely operate the type of school bus the driver will be driving
2. understand student behavior including issues relating to student with disabilities
3. ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately

4. know and understand relevant laws, rules of the road and local school bus safety policies
5. handle emergency situations
6. safely load and unload students, and
7. demonstrate proficiency in first aid and CPR procedures

VII. EMERGENCY PROCEDURES

A. Fire

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safe before attempting to put out the fire.

B. Injuries/Medical Emergencies

Drivers will be familiar with first aid and CPR procedures. Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the students' name and the name of the hospital where the student is sent.

C. Tornado.

If there is likelihood that a tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on them and instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

D. Evacuation.

Drivers should evacuate buses only when there is danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When safely possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

E. Accident.

In case of an accident, the driver should immediately assess students for injuries and begin any emergency first aid procedures if necessary. The driver must also notify the School District and law enforcement of any school bus accidents immediately.

Upon providing emergency care and notifying the District, the driver shall:

1. In cooperation with police officer and/or ambulance service, assist with the care of students.
2. See that all injured students receive proper medical care.
3. Determine facts pertaining to accident.
4. Call Transportation/District staff to give list of names and circumstances so they can begin calling parents.
5. Discuss the accident only with police and School District officials.
6. Record all students' names.
7. Not leave the scene of an accident until released by the driver's supervisor.

Before leaving for the day, the driver shall fill out an accident report. All bus accidents will be reported to the Department of Public Safety.

F. Cold Weather Stop.

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.

G. Dangerous Weapons.

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform the passenger suspected of having the weapon that he or she knows of the weapon.

H. Lights.

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights.

I. Getting Assistance.

Use the two-way radio communications system to get assistance. Drivers should report the location and number of the bus, the nature of the problem, and the status of the passengers. If the driver cannot use a radio to contact the dispatcher, ask a passerby or other motorist to do so from the nearest telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

VIII. VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles and vehicles contracted to the School District shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the School District.
- B. All school vehicles and vehicles contracted to the School District shall be inspected in accordance with legal requirements.
- C. Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected.

IX. EXPENDITURES FOR SCHOOL BUS SAFETY ACTIVITIES

A description of School District funds expended for school bus safety activities from student transportation reserved revenue is kept in the office of the Superintendent and is available for review. As required by law, these expenditures will be annually reported to the Department of Public Safety.

The School District's expenditures for transportation safety are incorporated by reference into this policy.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The School Board has designated an individual to serve as the School District's School Transportation Safety Director. The name, address and telephone number of the School Transportation Safety Director are on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the School Transportation Safety Director.

FOLLOW THESE
BUS RULES

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

MEMO #: S-95-051

TO: School Board
FROM: Bruce R. Anderson, Supt.
RE: Student Transportation Safety Policy
DATE: October 6, 1994

It was discovered the attached policy has not been presented to the Board for a second reading/approval. This is a new policy required to guarantee aids are received.

Suggested Resolution: Move to approve the policy, Chemical Free Policy for Employees (JECL) as presented.

:cbp

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

MEMORANDUM

P 94.231

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: October 5, 1994
SUBJECT: Security Services

The administration requests approval for contracting security services to augment the security already in place at Moorhead Public Schools. At this time the need for security at school entrances would provide an additional measure of security for staff and students as entrance and exit to the building would be monitored.

The projected cost for this would be no more than \$45,000 dependent on experience of security employees as well as number of days worked.

Suggested Resolution: Move to approve contract for additional security at Moorhead Public Schools for the 1994-95 school year not to exceed \$45,000.

5-M9-805-
M/W
10-10-94

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 10, 1994
PAGE 1

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

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda noting minor corrections to information presented for Personnel, the September 26, 1994 minutes, and a memo regarding Chemical Free policy.

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

"WE ARE PROUD"

*** Congratulations were expressed to Washington School student, Sarah Tollerud, for being a winner in the 1994-95 NSP Energy Safety Poster Contest. She is one of 12 chosen from the State; there were 5,000 entrants. The winning posters will be featured in NSP's 1994-95 Energy Safety School Calendar.

*** Congratulations were expressed to the following Moorhead High students for placing during competition at the Minnesota State Fair last summer. Chadwick Desmith - 1st in Architectural Modeling and Architectural Drafting; Brian Chenoweth - 2nd in Architectural Modeling; Adam Bakken - 2nd in Architectural Drafting; Rebecca Roe - 1st in Presentation Drawings; and, Jason Burggraph - 1st in Open Division (CNC Router Project).

*** Moorhead High instructor, Tony Kinsella, was recognized for receiving recognition for outstanding dedication to his students and the 1994 Minnesota State Fair. The plaque was awarded at the Minnesota Technology Education convention in St. Cloud.

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

Eisenhower Grant Application - Approve the 1994-95 Eisenhower Mathematics & Science Education grant application, in the amount of \$20,591.58.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 10, 1994
PAGE 2

Donations - Accept the donations as follows:

Seigel Communications Service donated SAMS PHOTOFACTS Library, with an estimated value of \$3,575.

Brenda Romdalivk donated a wheelchair, with an estimated value of \$2,000.

Wendy Rheault donated \$120 memorial on behalf of her father, Walter "Bud" Owings, to purchase library books at Probstfield School.

Betty Myers donated two ImageWriter printers and a MacIntosh SE computer, with an estimated value of \$1,097.

Increase Junior High Petty Cash Account - Approve an increase of \$25.00 to the Moorhead Junior High petty cash fund, for a total of \$75.00.

Townsite Lease Agreement - Approve a one-year lease with Trans Em, effective September 26, 1994, in the amount of \$1,512 annually.

New Employees

Heather Schmitz - Orchestra Teacher, Junior High, BA (0-6) \$23,708.00.

Melodye Hansen - Guidance Counselor, Probstfield and Riverside, MA+30 (7) \$31,941.00.

F. Wendell Whitford - Industrial Technology Teacher, Senior High, BA+30 (10) \$29,597.00.

Tammy Ressler - MIMI Teacher, Senior High, BA (0-6) .571 \$12,049.56 (23708).

Ruben Garcia - Student Resource Assistant, Senior High, \$23,016.16, October 5, 1994 through June 30, 1995.

Azalia Arce - AOM Paraprofessional, Robert Asp, B21 (0) \$8.19 per hour, 5 hours a day.

Gail Discher - AOM Paraprofessional, Robert Asp, B21 (0) \$8.19 per hour, 5 hours a day.

Wendy Payne - AOM Paraprofessional, Robert Asp, B21 (0) \$8.19 per hour, 5 hours a day.

Joel Berglin - Inclusion Paraprofessional, Washington, B21 (0) \$8.19 per hour, 6.5 hours daily.

Lorie Skarpness - Inclusion/AOM Paraprofessional, Washington, B21 (0) \$8.19 per hour, 4.5 hours daily.

Ron NoHeart - Inclusion Paraprofessional, Junior High, B21 (0) \$8.19 per hour, 6.5 hours daily.

Susana de Llano - AOM Paraprofessional, Senior High, B21 (3) \$8.64 per hour, 6.5 hours daily.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 10, 1994
PAGE 3

Sarah Doran - AOM Paraprofessional, Probstfield, B21 (0) \$8.19 per hour, 5 hours daily.
Cheryl Edenberg - Inclusion Paraprofessional, Junior High, B21 (0) \$8.19 per hour, 6.5 hours daily.
William Johnson - Interpreter of the Deaf, Robert Asp, B23 (12) \$10.70 per hour, 7 hours daily.
Ann McLarnan - AOM Paraprofessional, Riverside, B21 (0) \$8.19 per hour, 5 hours daily.
Dennis Sumption - MMI Paraprofessional, Robert Asp, B21 (0) \$8.19 per hour, 6.5 hours daily.

Family/Medical Leave

Ruth Christianson - EBD Teacher, Junior High, on or about January 9, 1995 until approximately the beginning or middle of March, 1995.
Joni Jacobson - O. T. Teacher, District Wide, on or about March 21, 1995 for six weeks.

Resignations

Wade Harles - Custodian, Senior High, effective September 30, 1994.
Claudia Simon - Adult Basic GED Teacher, effective August 31, 1994.
Billie Sue Ellingson - Inclusion Paraprofessional, Probstfield, effective October 17, 1994.
Marnie Wettstein - Special Education and Mac Lab Secretary, Moorhead Senior High, effective October 31, 1994.

Approval of Minutes - Approve the minutes of September 12, 1994 as written and September 26, 1994 as amended.

Claims - Approve the October claims, subject to audit, in the amount of \$1,095,034.67.

General Fund:	\$389,570.91
Food Service:	50,382.12
Transportation:	277,445.22
Community Service:	15,760.49
Capital Expenditure:	164,927.18
Building Construction:	192,779.21
Townsite Centre:	<u>4,169.54</u>
TOTAL	\$1,095,034.67

Motion carried 7-0.

COMMITTEE REPORTS: Meeting reports were presented regarding the youth Advisory/Policy Liaison and Interagency Early Intervention committees.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 10, 1994
PAGE 4

CURRICULUM PRESENTATION: Instructors Sandy Argent, Steve Morben, and Janell Frostgeiser and, students Rachel Sherman and David Jones, made a presentation of the interactive simulation, "Civilization," which is used in the Junior High social studies classes.

ENROLLMENT DATA & PROJECTIONS: Jernberg presented an overview of enrollment data from 1993-94 through 1998-99, cohort projections for the next five years, ethnic makeup of student population, and student counts in the exceptional education areas.

APPROVAL OF POLICY: Gustafson moved, seconded by Cummings, to approve the policy, Student Transportation Safety (EEAAC), as presented. Motion carried by majority roll call vote 6-1; Hewitt dissenting.

POLICY APPROVAL: Foss moved, seconded by Hewitt, to approve the policy, Chemical Free Policy for Employees (JECL), as presented. Motion carried 7-0.

SECURITY SERVICES: Hastad moved, seconded by Hewitt, to approve the contract for additional security services at Moorhead Public Schools for the 1994-95 school year not to exceed \$45,000. Motion carried 7-0.

DISTRICT COMMITTEE RESTRUCTURING: Ladwig, Hastad and Hewitt presented a report regarding their review of district committees. After brief discussion, it was decided this item will be brought back to the November 14 meeting for further discussion. It was noted that district committees should start housekeeping with regard to their purpose and mission statements, recordkeeping and miscellaneous tasks to provide better accountability.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Cummings asked the status of the 3 outstanding contracts that have not been finalized for the 1993-94 school year. A negotiations meeting with administration and school board representatives is set for 5:45 p.m. on Monday, October 24.

ADJOURNMENT: Ladwig moved, seconded by Hastad, to adjourn the meeting at 8:35 p.m. Motion carried 7-0.

James Hewitt, Clerk

5-m9-805
MIN
10-17-94

SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 17, 1994
PAGE 1

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

CALL TO ORDER: Cox called the meeting to order at 6:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

APPROVAL OF AGENDA: Foss moved, seconded by Hewitt, to approve the agenda as presented. Motion carried 5-0.

REVIEW 1994 PAYABLE 1995 LEVY: Anderson and Lacher presented an overview of the proposed 1994 payable 1995 levy.

ADJOURNMENT: Hewitt moved, seconded by Ladwig, to adjourn the meeting at 8:15 p.m. Motion carried 5-0.

James Hewitt, Clerk

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

OCTOBER 24, 1994
7:00 p.m.

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

ATTENDANCE:

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

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

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

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

D. "We Are Proud"

*** Congratulations to Moorhead's Teacher of the Year, Bob Gerke of Thomas Edison School, who was one of 27 teachers honored as 1994 Minnesota Teachers of Excellence by the Minnesota Education Association. Recognition was given at the Minnesota Teacher of the Year banquet held recently.

*** Probstfield teachers Dawn Schultz and Ira Bailey have been selected to participate in a program of the Minnesota Department of Education entitled, "Building Collaborative Classrooms." They are one of 15 elementary teams selected from across the state to improve collaborative teaching efforts between regular and special education for children with mild disabilities.

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

S-mq-B05
MIN
10-24-94

2. *CONSENT AGENDA

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

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Acceptance of Donations - Page 5

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Building Signage Change Order - Pages 6-7

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of New Employees - Page 8
(2) Approval of Transfer - Page 9
(3) Approval of Family/Medical Leave - Page 10
(4) Acceptance of Resignations - Page 11

D. ADMINISTRATIVE MATTERS - Anderson

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. 1993-94 AUDIT REPORT - Lacher
Page 12

Suggested Resolution: Move to accept the 1993-94 fiscal year audit as presented.

Moved by _____ Seconded by _____
Comments _____

5. 1994-95 BUILDING IMPROVEMENT PLANS - Anderson
Page 13

Update of the Five Year School Improvement Plans for Robert Asp, Thomas Edison, George Washington, and Probstfield schools.

6. ANNUAL SCHOOL BOARD ELECTION RESOLUTIONS - Anderson
Pages 14-16

Suggested Resolution: Move to approve the resolution authorizing general elections in November and extending terms of board members.

Moved by _____ Seconded by _____
Comments _____

Suggested Resolution: Move to approve the resolution providing that school board general elections held after 1997 shall be held in the odd-numbered years.

Moved by _____ Seconded by _____
Comments _____

7. UNITED STATES OFFICE OF OVERSEAS SCHOOLS PROGRAM/SITE VISIT
- Anderson Pages 17-19

Overview of the school-to-school partnerships program.

8. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

9. CLOSE PUBLIC MEETING - Cox

Suggested Resolution: Move to close the public meeting at _____ p.m. for negotiation purposes.

Moved by _____ Seconded by _____
Comments _____

10. OPEN PUBLIC MEETING - Cox

Suggested Resolution: Move to reopen the public meeting at _____ p.m.

Moved by _____ Seconded by _____
Comments _____

11. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
School Board	Mon., Oct. 24	7:00 p.m.	Townsite
Global Exchange Mtg.	Wed., Oct. 26	3:45 p.m.	Townsite
Joint Powers Mtg.	Thurs., Nov. 3	7:00 a.m.	Townsite
Healthy Community Initiative - Town Meeting	Thurs., Nov. 3	7:00 p.m.	Concordia Knutson Center
K-12 MEEP Day (no classes)	Fri., Nov. 4		District- wide
End 1st Qtr.	Fri., Nov. 4		
Election Day (no activities 6-8 p.m.)	Tues., Nov. 8		
American Education Week	Mon., Nov. 14 - Fri., Nov. 18		
School Board	Mon., Nov. 14	7:00 p.m.	Townsite
Long-Range Planning	Tues., Nov. 15	3:45 p.m.	Townsite
PER	Thurs., Nov. 17	7:00 a.m.	Townsite
Supt. Advisory Council	Thurs., Nov. 17	7:00 p.m.	Townsite
P/T Conferences (K only; classes held)	Fri., Nov. 18		
P/T Conferences (K-day; K-12 eve.)	Mon., Nov. 21		
P/T Conferences (K-12 day & eve.)	Tues., Nov. 22		
Teacher Comp. Day (K-12 no classes)	Wed., Nov. 23		
Thanksgiving Holiday	Thurs., Nov. 24 - Fri., Nov. 25		
School Board	Mon., Nov. 28	7:00 p.m.	Townsite

MEMO #; I-95-079
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Acceptance of Donations
DATE: October 18, 1994

The district has received the following donations:

1. Sargent-Welch has donated two student microscopes to be used in the Junior High School science department. Sargent-Welch has estimated each microscope at \$220 each.
2. GM Service Technology Group has donated a 1991 Buick Century (VIN Number 1G4AH54N5M6459894, Donation Number 941929) to be used in auto mechanic classrooms at Moorhead Senior High School. Their estimated value is \$12,000.
3. Riverside PTO has donated \$760 for the purchase of an optical scanner to be used at Riverside School.

Suggested Resolution: Move to accept the donations as presented.

RMJ/mdm

OCT 14 1994

MEMO #: B95.164

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: OCTOBER 13, 1994

SUBJECT: BUILDING SIGNAGE - CHANGE ORDER #2

40 additional building directories were ordered at \$140.00 each for a total of \$5740.00. The revenues are to come from the Accessibility Levy.

Also ordered were 9 van accessible parking signs \$335.62

and

13 additional signs for the Sr. High School 79.00

Suggested Resolution: Move to approve change order #2 for the additional building directories, van accessible parking signs and extra signs at the Sr. High School for a total of \$6,480.62.

CHANGE ORDER

Project: Building Signage Projects
Independent School
District No. 152
Moorhead, Minnesota

Change Order No.: 02

Project No.: 9001.69

Contract For: All Work

To: Clare's Engraving
P. O. Box 1012
Moorhead, MN 56561

Contract Date: June 21, 1994

You are authorized to make the following changes in this Contract:

Provide additional signage and building
directories as per attached letters _____ Total Add \$6,480.62

CONTRACT SUMMARY:

Original Contract Sum	\$ 39,000.00
Net change by previous Change Orders	\$ 420.00
Contract Sum prior to this Change Order was	\$ 39,420.00
Contract Sum will be (increased) (decreased) by this Change Order	\$ 6,480.62
New Contract Sum including this Change Order will be	\$ 45,900.62
Contract Time will be (increased) (decreased) by	0 Days

FOSS ASSOCIATES
Architecture Engineering
& Interiors

Clare's Engraving
Moorhead, Minnesota
Contractor

Independent School District #152
Moorhead, Minnesota
Owner

By

Title

Architect

Title

owner

Title

Date

October 6, 1994

Date

Oct. 7, 1994

Date



FOSS ASSOCIATES
Architecture Engineering & Interiors

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

MEMORANDUM

P 94.233

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: October 18, 1994
SUBJECT: New Employees

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

Ken Greywind - Inclusion Paraprofessional, Moorhead Junior High,
B21 (0) \$8.19 per hour, 6.5 hours daily.
(New Position)

Noel Brakke - Paraprofessional, Community Education ECFE,
B21 (0) \$8.19 per hour, 20 hours per week.
(Replace Beth Shelstad)

Dina Olsen - Computer Operator Assistant, Townsite Centre,
A13 (0) \$7.90 per hour, 15-25 hours per week.
(Replace Chad Murray)

Suggested Resolution: Move to approve the employments as presented.

BMF:sdh

MEMORANDUM

P 94.234

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: October 18, 1994
SUBJECT: Transfer

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

Chad Murray - Computer Assistant A13(3) to AS400 Computer
Operator B21 (3), 30-40 hours per week.
(Replace Jody Bauer)

Suggested Resolution: Move to accept the transfer as presented.

BMF:sh

MEMORANDUM

P 94.235

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: October 18, 1994
SUBJECT: Family/Medical Leave

The administration requests a family/medical leave for the following persons:

Beth Astrup - Accountant, Townsite Centre, from approximately December 1, 1994 until the end of January, 1995.

Lori Nappe - ESL Paraprofessional, Thomas Edison, from October 28, 1994 until December 12, 1994.

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

BMF:sdh

MEMORANDUM

P 94.236

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: October 18, 1994
SUBJECT: Resignation of District Employees

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

Sheila McLeod - Paraprofessional, Moorhead Senior High, effective November 1, 1994.

Donna Voxland - Library Secretary, Probstfield Elementary, effective October 31, 1994.

Suggested Resolution: Move to accept the resignations as presented.

BMF:sdh

OCT 13 1994

MEMO #: B95.161

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: OCTOBER 12, 1994


SUBJECT: 1993.94 FISCAL YEAR AUDIT

Mr. Dave Stende, Partner of Eide Helmeke & Co. will present the audit report review.

Suggested Resolution: Move to accept the 1993.94 fiscal year audit.

MEMO #: I-95-078

TO: Dr. Bruce Anderson

FROM: Bob Jernberg 

SUBJECT: Review of 1994-95 Building Improvement Plans

DATE: October 18, 1994

Dr. Betty Myers, Principal of Robert Asp School; Kevin Kopperud, Principal of Thomas Edison School; Anne Moyano, Principal of Probstfield School; and Mary Jo Schmid, Principal of George Washington School will review the revision of their Building Improvement Plans and update the Board regarding progress and processes related to the Five Year Educational Plan and utilization of school profile information.

This item is for information purposes only.

RMJ/mdm

MEMO #: S-95-066

TO: School Board
FROM: Bruce R. Anderson, Supt. *BKA*
RE: School Board Election Resolutions
DATE: October 18, 1994

In light of the Uniform Election Law that will take effect in 1997, the attached resolutions need to be approved.

The first is a resolution authorizing general elections be held in November and extending terms of board members. The school district has always had the option of conducting its annual election in November election instead of May. It is recommended we change next year to November so the transition process begins for elections being held every other year after 1997.

With this change, elections will be held in conjunction with city elections. It is unknown at this time if the cities of Sabin and Georgetown will elect odd- or even-year elections to conform with the Uniform Election Law. That will determine how those communities will be handled during school district elections.

Also, the second resolution must be passed before January 1, 1995, declaring the school district's intentions of conducting annual school board elections in the odd-numbered years after 1997.

(cbp)
Attachments

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING GENERAL ELECTION
IN NOVEMBER AND EXTENDING TERMS OF BOARD MEMBERS

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

1. Pursuant to Minnesota Statutes, Section 205A.04, the school board hereby provides that, effective with the school district general election to be held in 1995 and for each year thereafter, the general election in Independent School District No. 152 shall be held on the first Tuesday after the first Monday in November.

2. Pursuant to Minnesota Statutes, Section 205A.04, the terms of office of all school board members are lengthened to expired on the January 1 following the date on which they would otherwise have expired.

3. In order to avoid hardship or confusion to the voters of the district, the administration is directed to consult with the various municipalities and governmental entities which will be conducting elections at the same time as the school district general election and to report to the board on measures to coordinate election procedures with those municipalities and entities.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

James E. Hewitt, Clerk

Date

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING THAT
SCHOOL BOARD GENERAL ELECTIONS HELD AFTER
1997 SHALL BE HELD IN THE ODD-NUMBERED YEARS

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

1. School board general elections held after 1997 in Independent School District No. 152 shall be held on the first Tuesday after the first Monday in November of the odd-numbered year.
2. Not later than thirty (30) days prior to the first day to file affidavits of candidacy for the school board general election in 1996, the school board shall comply with the provisions of Laws 1994, Chapter 646, Section 27, subdivision 3, as amended, relating to selection by lot of board members to be elected in 1996 for terms to expire in the years designated therein.
3. The school board shall notify the county auditor of each county in which the school district is located in whole or in part of its determination to hold its general elections in November of the odd-numbered year in 1999 and thereafter.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

James E. Hewitt, Clerk

Date

MEMO #: S-95-064

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRH*
RE: School-to-School Program & Visit
DATE: October 18, 1994

Because of the active support of you as a school board, the Moorhead Global Exchange Committee has been aggressive in establishing school-to-school partners throughout the world.

The partner schools at this time are of two kinds. The first kind is represented by the schools who are involved in the U.S. Office of Overseas Schools. The Overseas Schools program divides the world into six geographical regions. The vision of the Moorhead Global Exchange Committee is that Moorhead Public Schools has at least one overseas partner school in each region.

The second kind of partner schools are direct, personally established school-to-school partnerships. At this time, Odessa, Ukraine, and Perislavl, Russia, are the two cities with whom we have such a relationship. Costs for this program will be born by the individual participating in an exchange and fund raising efforts.

As you are aware, our district has been selected as the school-to-school partner by two U.S. Department of State schools in Africa. One is the American International School of Johannesburg with Mr. Everett Gould the Director and, the second school is the American School of Yaounde, Cameroon.

A Moorhead school board member, Mr. Jim Hewitt and I have been invited to make the first official visits to the schools. The visits will take place the first two weeks in November.

The major costs will be borne by the U.S. Office of Overseas Schools. Both Mr. Hewitt and I will use personal vacation time for the work days missed.

In conclusion, thanks again for your support of the global exchange effort. The affects on students and staff over time will be substantive through many forms of communication and interchange.

BRA *(cbp)*



Global Exchange Programs

Moorhead Public Schools
Townsite Centre 810 4th Ave. So.
Moorhead, Minnesota 56560

♦ (218) 236-6400 ♦



Last Name _____ First Name _____

Address _____

City _____ State _____ Zip Code _____

School _____

Phone Home _____ Phone Work _____

Knowledge of other Languages _____

Area of Concentration ☐ K-4 ☐ 5-6 ☐ 7-8 ☐ 9-12

Position ☐ Teacher ☐ Administrator
☐ Counselor/Psychologist ☐ Student
☐ Paraprofessional ☐ Custodian
☐ Secretary ☐ Food Service
☐ Supervisor ☐ Other

AREAS OF EXPERTISE OR SPECIAL INTEREST

Authentic Assessment ☐ Yes
Classroom environment ☐ Yes
Classroom management ☐ Yes
Collaboration ☐ Yes
Community Involvement ☐ Yes
Cooperative Learning ☐ Yes
Cooperative Teaching ☐ Yes
Discipline ☐ Yes
Enrichment ☐ Yes
High expectations ☐ Yes
Higher level thinking ☐ Yes
Inclusive Education ☐ Yes
Individualized Education Plans ☐ Yes
Individualized Learning Plans ☐ Yes
Integrating curriculum ☐ Yes
Learner outcomes ☐ Yes
Hobbies ☐ Yes
Other ☐ Yes

Learning Styles ☐ Yes
Literature Circles ☐ Yes
Multicultural curriculum ☐ Yes
OBE assessment ☐ Yes
OBE management ☐ Yes
Parent Involvement ☐ Yes
Peer mediation ☐ Yes
Questioning Techniques ☐ Yes
Self discipline self esteem ☐ Yes
Special Education Referrals ☐ Yes
Stress/conflict resolution ☐ Yes
Technology in the classroom ☐ Yes
Technology management ☐ Yes
Thematic teaching ☐ Yes
Whole language ☐ Yes
Working with paraprofessionals ☐ Yes

Level of Education ☐ High School Graduate ☐ MA/MS
☐ BS ☐ MA+/MS+
☐ BS+

Years in education ☐ 1-5 ☐ 5-10 ☐ 10-15 ☐ 15+

SUBJECT STRENGTH AREAS

Art ☐ Yes
 Business/Marketing ☐ Yes
 E/BD ☐ Yes
 Extra Curricular Activities ☐ Yes
 Gifted and talented ☐ Yes
 Guidance ☐ Yes
 Handwriting ☐ Yes
 Health ☐ Yes
 Hearing Impaired ☐ Yes
 Industrial Education ☐ Yes
 Language Arts ☐ Yes
 Life Management ☐ Yes
 Mathematics ☐ Yes
 Media Technology ☐ Yes
 MMMI ☐ Yes
 MSMI ☐ Yes
 Music ☐ Yes
 Other ☐ Yes

OT ☐ Yes
 Physical Education ☐ Yes
 POHI ☐ Yes
 Psychologist ☐ Yes
 PT ☐ Yes
 Reading ☐ Yes
 School leadership/development ☐ Yes
 Science ☐ Yes
 SLD ☐ Yes
 Social Studies ☐ Yes
 Social Work ☐ Yes
 Speaking ☐ Yes
 Speech/Language ☐ Yes
 Spelling ☐ Yes
 Vision ☐ Yes
 Work Experience ☐ Yes
 World Languages ☐ Yes
 Writing ☐ Yes

OTHER WAYS TO BE INVOLVED

Dinner for guests ☐ Yes
 Guide for guests ☐ Yes
 Host Family (over two weeks) ☐ Yes
 Friends/people in other countries ☐ Yes
 Other ☐ Yes
 Other ☐ Yes

Host family (short term) ☐ Yes
 Provide support for foreign exchanges ☐ Yes
 Serving on committee ☐ Yes
 Transportation ☐ Yes

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 24, 1994
PAGE 1

5-ma-805
MIN
10-24-94

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

MEMBERS ABSENT: Mark Gustafson, Anton Hastad.

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

PREVIEW OF AGENDA: Superintendent Anderson introduced Dr. Kerry Sewell who is the new principal for Riverside and Voyager schools. The agenda was previewed noting the deletion of the Closure of Open Meeting item.

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

"We Are Proud"

*** Congratulations were expressed to Moorhead's Teacher of the Year, Bob Gerke of Thomas Edison School, who was one of 27 teachers honored as 1994 Minnesota Teachers of Excellence by the Minnesota Education Association. Recognition was given at the Minnesota Teacher of the Year banquet held recently.

*** Probstfield teachers Dawn Schultz and Ira Bailey have been selected to participate in a program of the Minnesota Department of Education entitled, "Building Collaborative Classrooms." They are one of 15 elementary teams selected from across the state to improve collaborative teaching efforts between regular and special education for children with mild disabilities.

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

Donations - Accept the donation from Sargent-Welch of two (2) student microscopes for the Junior High School science department, with an estimated value of \$220 each; the donation from GM Service Technology Group for the 1991 Buick Century automobile for the auto mechanics classrooms at Moorhead High School, with an estimated value of \$12,000; and, the donation from the Riverside PTAC of \$760 for the purchase of an optical scanner for the school.

Building Signage Change Order - Approve change order #2 for additional building directories, van accessible parking signs and extra signs at Moorhead High School, in a total amount of \$6,480.62.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 24, 1994
PAGE 2

New Employees

Ken Greywind - Inclusion Paraprofessional, Junior High, B21 (0)
\$8.19 per hour, 6.5 hours daily.
Noel Brakke - Paraprofessional, Community Education ECFE, B21 (0)
\$8.19 per hour, 20 hours per week.
Dina Olsen - Computer Operator Assistant, Townsite Centre, A13
(0) \$7.90 per hour, 15-25 hours per week.
Norma Holland - Home/School Liaison, District-wide, Non-Aligned
B21 (4), \$8.23 per hour, 6.5 hours daily, effective October 25,
1994.

Transfer

Chad Murray - Computer Assistant A13 (3) to AS400 Computer
Operator B23 (1), \$9.05 per hour 30-40 hours per week.

Family/Medical Leave

Beth Astrup - Accountant, Townsite Centre, from approximately
December 1, 1994 until the end of January, 1995.
Lori Nappe - ESL Paraprofessional, Thomas Edison, from October
28, 1994 until December 12, 1994.

Resignations

Sheila McLeod - Paraprofessional, Senior High, effective November
1, 1994.
Donna Voxland - Library Secretary, Probstfield, effective October
31, 1994.

Motion carried 5-0.

COMMITTEE REPORTS: Reports were heard regarding the Long Range
Planning and Activities Council meetings.

ANNUAL SCHOOL BOARD ELECTION RESOLUTIONS: Faye Sexton, co-chair
of the League of Women Voters, made a presentation to the Board
stating the reasons why the League favors holding all elections
in even years.

Ladwig moved, seconded by Cummings, approve the resolution
authorizing general elections in November and extending terms of
board members. Motion carried 5-0.

Foss moved, seconded by Hewitt, approve the resolution providing
that school board general elections held after 1997 shall be held
in the odd-numbered years. Motion carried 5-0.

1993-94 AUDIT REPORT: Mr. Dave Stende, partner of Eide Helmeke &
Company, presented the favorable audit report to the Board.

Ladwig moved, seconded by Cummings, to accept the 1993-94 fiscal
year audit report as presented. Motion carried 5-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 24, 1994
PAGE 3

1994-95 BUILDING IMPROVEMENT PLANS: Building principals presented updates of their Five Year School Improvement Plans for Robert Asp, Thomas Edison, George Washington, and Probstfield schools.

UNITED STATES OFFICE OF OVERSEAS SCHOOLS PROGRAM/SITE VISIT: Superintendent Anderson presented an overview of the School-to-School Partnerships program. Anderson and board member Hewitt will travel to South Africa and Cameroon for two weeks in November as a beginning to these partnerships. He explained that all major expenses are being covered by the partner schools and our district may only incur some incidental costs associated with the trip.

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

James E. Hewitt, Clerk