



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

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

NOVEMBER 14, 1994
7:00 p.m.

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

ATTENDANCE:

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

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

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

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

D. "We Are Proud"

*** Jim Ellingson, fourth grade teacher at Probstfield School, has been appointed to serve a three-year term on the National Assessment Governing Board by Richard Riley, U.S. Secretary of Education. The Board is charged with formulating policy guidelines for the National Assessment of Educational Progress. Among other duties, the Board identifies achievement goals for each age and grade in selected subject areas, develops assessment objectives and specifications, designs methodology and develops standards and procedures for interstate, regional and national comparisons of assessment results.

*** Congratulations to Moorhead High art teacher, Jay Raymond, who placed 1st in the Professional category of the Regional Art Show. His piece was in acrylics and titled "Transformation II".

Students Adam Sorenson placed 3rd in student work with a watercolor piece titled "The Fish"; and, Nate Nerby and Bobbie Cruikshank received merit awards for their entries.

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

509-604-11
Hb-41-11
N/W

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 Major Magnitude Field Trip - Pages 5-11
- B. BUSINESS AFFAIRS - Bob Lacher
 - (1) Approval of Investments and Transfers - Pages 12-13
 - (2) Approval of Senior High Change Order #1
 - Pages 14-15
 - (3) Approval of Building Signage Change Order #3
 - Pages 16-17
- C. PERSONNEL MATTERS - Brenda Franklin
 - (1) Approval of New Employees - Page 18
 - (2) Approval of Retirement - Page 19
 - (3) Acceptance of Resignation - Page 20
- D. ADMINISTRATIVE MATTERS - Anderson
 - (1) Approval of October 10 & 24, 1994 Minutes
 - Pages 21-27
 - (2) Approval of Claims
 - (3) Approval of Summer Migrant Education Resolution -
 - Pages 28-29

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. FAMILY SERVICES COLLABORATIVE IMPLEMENTATION GRANT -
Jernberg Pages 30-31

Overview of the Family Service Collaborative Implementation Grant proposal by Mr. Davis Leino Mills and Mr. Al Swedberg. Action will be recommended at the November 28 meeting.

5. 1994-95 BUILDING IMPROVEMENT PLANS - Anderson
Page 32

Update of the Five Year School Improvement Plans for Moorhead Junior High, Moorhead Senior High and Moorhead Community Education.

6. PROGRESS REPORTS & INDIVIDUAL LEARNING PLANS - Jernberg
Pages 33-37

Overview of the revised K-6 progress reports and individual learning plans by Committee Chair, Dr. Betty Myers.

7. FIRST READING OF POLICIES - Anderson
Pages 38-42

Conduct a first reading of the following policies: Academic Letter (JIA); Cashing Checks out of Cash Deposits (DMA); and, Policy Adoption (BFC).

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 the purpose of discussing negotiations strategies.

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>
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/ no classes; 1-12 classes held)	Fri., Nov. 18		
P/T Conferences (K-day/no classes; 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
Joint Powers Mtg.	Thurs., Dec. 1	7:00 a.m.	Townsite
North Central Association Visit	Sun., Dec. 4 - Wed., Dec. 7		
Winter Break	Thurs., Dec. 22 - Mon., Jan. 2		District- wide
Classes Resume	Tues., Jan. 3		District- wide

MEMO #: I-95-096

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Field Trip Proposal (Major Magnitude)

DATE: November 7, 1994

In accordance with school board policy IICCA-AB, the administration recommends approval of the major magnitude field trip for the Moorhead High School Wind Ensemble to attend the "1995 ALL AMERICAN MUSIC FESTIVAL - Capital Performance" held in Washington D.C. in May 1995. Students will begin fund-raising activities to help pay for the trip after Board approval.

Suggested Resolution: Move to approve the field trip for the Moorhead High School Wind Ensemble as presented.

RMJ/mdm
Attachment



Moorhead Senior High School Instrumental Music

Douglas C. Engstrom, Director
2300 4th Avenue South
Moorhead, MN 56560
(218) 299-6328

Board of Education Members,

As a result of application and audition procedures, the Moorhead High School Wind Ensemble has been accepted for admission into the ALL-AMERICAN MUSIC FESTIVAL in Washington D.C. in May of 1995.

Performance and travel of this nature has, in the past, proven to be enriching and broadening for the students, musically and culturally. At the same time, multiple competitions and performances enhance the band's musical standards, unity, and spirit. In all of this, both the Wind Ensemble and the participating students honorably represent our school, our community and our region at a national level.

These students will be actively involved with various fund raising projects to earn portions of their tour expenses, as all costs incurred are the individual students responsibility.

We are asking that approval be granted for this performance tour to enable us to begin with details and preparation thereof.

Thank you for your support of the Moorhead High School Wind Ensemble!

Sincerely,

Douglas C. Engstrom

DE/nk



"1995 ALL AMERICAN MUSIC FESTIVAL"

NEW YORK CITY - WASHINGTON, D.C.

SPECIAL PROPOSAL

September 30, 1994

Imagine yourself in exciting and historic Washington D.C. and New York City! The stage is set, your band begins to perform at our Festival amid Washington's many historically riveting landmarks, their music is inspiring! The moment is magical everyone is enlightened and uplifted. You will do all this and more when you participate in the "All American Music Festival!"

YOUR TRIP WILL INCLUDE THE FOLLOWING:

- * Roundtrip jet air transportation** from Minneapolis, Minnesota to Washington National and returning from Newark, New Jersey via regularly scheduled flights.
- * Roundtrip transfers** - included for all attractions based on your itinerary throughout your tour in Washington D.C. and New York City. (based on a minimum of 44 paying passengers per motorcoach).
- * Instrument truck** for instrument transport between Washington National and Newark, New Jersey Airport and the hotel.
- * Four nights Deluxe hotel accommodations: Two nights -New York City & Two nights in the Washington D.C. area.** All are quality hotels and most feature swimming pools, game areas, and restaurants. All are located within minutes of Washington D.C.'s historical landmarks and exciting New York City!
- * Four days of escorted sightseeing of New York City and Washington attractions,** including admissions. (see enclosed information). Professional tour guide service provided by Guide Services of Washington, Inc. and Guide Services of New York City.

- * Participation in the 1995 All American Music Festival and Awards Ceremony.** High school is a time for making memories. That's what the All American Music Festival is about. In the tradition of good sportsmanship and fair contests, the festival is a forum for students to showcase their musical talents. Trophies, plaques, and taped and written adjudication provided for each performing group.
- * Two complimentary land packages.**
- * Arrangement of performance opportunities, and a commemorative plaque for each performance.**
- * Admission to a Broadway Musical in New York City.**
- * Four full American breakfasts and Four Dinners - including tax and tip.**
- * One million dollar tour liability insurance coverage and NTA Consumer Protection Plan.**
- * NEW FOR 1995! A Complimentary Red Hot Collectable AAMF Telecard for all tour participants.** The telecard lets you stay in touch with family and friends while travelling (10 minutes of free calling time).
- * Services and assistance of American Tours and Travel's staff members in your destination including 24 hour electronic paging service.**

*** LAND PACKAGE PRICE - \$329.95 per person, quad occupancy.**

The price for roundtrip AIR transportation will be \$ 290.00 * per person.

*** Air price includes current \$ 12.00 Passenger Facility Charges's, (PFC) which are FAA regulated and may increase or decrease by date of travel.**

*** AIR TRANSPORTATION PRICE - \$99.00 per person, one way from Fargo, North Dakota and Minneapolis, Minnesota.**

SIGHTSEEING TOURS AVAILABLE

ILLUMINATED TOUR

Lincoln Memorial
Jefferson Memorial
Iwo Jima Memorial
Washington Monument

FULL DAY CITY TOUR

Washington Monument
National Museum of American History
National Museum of Natural History
National Air & Space Museum
National Archives
National Gallery of Art

SECOND DAY CITY TOUR

Lincoln Memorial
Vietnam Veteran's Memorial
White House
Supreme Court
U.S. Capitol Building
Arlington National Cemetery

BLACK HISTORY TOUR

National Museum of African Art
Mary McLeod Bethune Statue and Home
Martin Luther King Library
Howard University
Frederick Douglass Home (appt. only)

Additional Washington D.C. historical sites available.
Many are available by appointment only, so please book in advance.

Moorhead Senior High School

Thursday

am

pm

5:30 pm

7:00 pm

10:00 am

Depart from Minneapolis via scheduled jet air to Washington National Airport.

Arrive Washington D.C.! Transfer to hotel for check-in.

Dinner at Union Station.

Washington D.C. Illuminated Tour!

Return to Hotel.

Friday

7:30 am

9:00 am

5:00 -10:00 pm

10:30 pm

Full American Breakfast at hotel.

Depart hotel and meet step-on guide for a full day of sight seeing in Washington D.C. Lunch on own.

All American Music Festival, location and exact performance times TBA. Dinner in Washington D.C..

All American Music Festival Awards Presentation.

Saturday

7:30 am

8:30 am

9:00 am

11:00 am

1:00 pm

5:00 am

7:00 pm

8:00 pm

10:00 am

Full American Breakfast at hotel.

Room check-out. Load luggage on Motorcoach.

Arlington Cemetery.

Depart Washington D.C. and transfer to New York City.

Philadelphia - here we will stop for lunch (on own), the Liberty Bell and tour the US Mint.

Arrive New York City! Transfer to hotel for check-in.

Dinner in Manhattan.

New York City Illuminated Tour!

Return to Hotel.

Sunday

7:30 am

9:00 am

5:30 pm

8:30 pm

11:00 pm

Full American Breakfast at hotel.

Begin Full Day sightseeing tour of Manhattan..

Dinner in Manhattan.

Broadway Musical in New York City!

Return to hotel.

Monday

7:30 am

8:30 am

9:00 am

2:00 pm

4:00 pm

Full American Breakfast at hotel.

Room check-out. Load luggage on Motorcoach.

Sightseeing/Shopping tour of Manhattan.

Transfer to Newark International Airport.

Depart New York City for return trip home.

OCT 21 1994

MEMO #: B95105.1
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER *Robert Lacher -*
DATE: OCTOBER 18, 1994
SUBJECT: INVESTMENTS

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

Suggested Resolution: Move to approve the investments 564.12 to 585 and file information for future audit.

Attachment: List of investments dated 10/14/94

INVESTMENTS

14-Oct-94

INVEST NO.	DATE OF PURCHASE	PURCHASE PRICE	MATURITY DATE	MATURITY VALUE	INTEREST RATE(YTM)	ESTIMATED INTEREST	DAYS	BANK OR S&L	BROKER
554	02-17-94	\$99,000.00	02-17-95	99,000.00	3.80%	3,762.00	365	Citizens Bank, Shawano, WI	FIN NORTHEASTERN
556	03-22-94	398,625.00	03-31-95	400,000.00	3.88%	17,236.00	374	U.S.TREASURIES	FIN NORTHEASTERN
558	04-14-94	199,125.00	03-31-95	200,000.00	4.34%	8,310.00	351	U.S.TREASURIES	FIN NORTHEASTERN
559	04-26-94	74,000.00	04-26-95	74,000.00	4.50%	3,330.00	365	SANWA BANK OF CA	FIN NORTHEASTERN
560	05-06-94	197,875.00	04-30-95	200,000.00	4.99%	7,624.00	359	U.S.TREASURIES	FIN NORTHEASTERN
561	05-31-94	99,062.50	04-30-95	100,000.00	4.93%	4,469.00	334	U.S.TREASURIES	FIN NORTHEASTERN
562	06-13-94	99,000.00	12-12-94	99,000.00	4.75%	2,345.00	182	ATLANTIC BANK & TRUST	FIN NORTHEASTERN
563	06-30-94	99,000.00	12-27-94	99,000.00	4.75%	2,319.00	180	First Nat'l. Bank, San Diego	FIN NORTHEASTERN
564	06-30-94	99,000.00	12-27-94	99,000.00	4.75%	2,319.00	180	Peoples Bank, AK	FIN NORTHEASTERN
564.12	09-22-94	1,483,383.27	12-19-94	1,500,000.00	4.75%	16,616.73		Fanny Mae Discounted Notes	Gibraltar Securities Co.
565	06-30-94	99,000.00	12-27-94	99,000.00	4.65%	2,270.00	180	First Nat'l. Bank of Ainsworth, NE	FIN NORTHEASTERN
567	08-12-94	99,000.00	12-22-94	99,000.00	5.06%	1,811.62	132	Freemont Invest. & Loan, Orange, CA	FIN NORTHEASTERN
568	08-12-94	100,000.00	12-22-94	100,000.00	5.02%	1,815.45	132	First Deposit Nat Credit Bank, Conc. NH	FIN NORTHEASTERN
569	08-15-94	99,000.00	12-22-94	99,000.00	5.20%	1,805.33	128	Guardian Bank, LA, CA	CD Securities, Inc.
570	08-15-94	99,000.00	12-22-94	99,000.00	5.50%	1,894.56	127	First Bank of Immokalee, FL	CD Securities, Inc.
571	08-17-94	100,000.00	02-15-95	100,000.00	5.45%	2,717.33	182	OBA Federal S & L Assoc., Gathersburg, MD	Gibraltar Securities Co.
572	08-17-94	99,000.00	02-15-95	99,000.00	5.50%	2,715.04	182	First Federal Savings Bank, Santurce, PR	Gibraltar Securities Co.
573	08-18-94	99,000.00	02-16-95	99,000.00	5.40%	2,665.68	182	Queens City Bank, CA	Gibraltar Securities Co.
574	08-19-94	99,000.00	02-16-95	99,000.00	5.60%	2,764.41	182	Equitable FSB	Gibraltar Securities Co.
575	08-19-94	99,000.00	02-16-95	99,000.00	5.30%	2,601.94	181	Southern Pacific T & L	Gibraltar Securities
576	08-25-94	99,000.00	02-28-95	99,000.00	5.25%	2,577.39	181	Frontier State Bank, Redondo Beach, CA	Gibraltar Securities
577	08-31-94	99,000.00	02-28-95	99,000.00	5.30%	2,601.94	181	Mercantile Nat'l Bank, CA	Gibraltar Securities
578	08-31-94	99,000.00	02-28-95	99,000.00	5.15%	2,528.30	181	First Federal Bank, CA	Gibraltar Securities
579	08-31-94	99,000.00	01-31-95	99,000.00	5.15%	2,137.18	133	Colonial Nat'l Bank, DE	Gibraltar Securities
580	08-31-94	99,000.00	01-31-95	99,000.00	5.10%	2,116.43	133	Mission S & L, San Francisco	Gibraltar Securities
581	08-31-94	99,000.00	01-31-95	99,000.00	5.25%	2,178.68	133	US Community Bank, San Franc	Gibraltar Securities
582	08-31-94	99,000.00	02-28-95	99,000.00	5.26%	2,382.30	181	East-West Fed Bank, Alhambra	Gibraltar Securities
583	08-31-94	99,000.00	02-28-95	99,000.00	4.95%	2,430.11	181	Franklin Bank, San Mateo, CA	Gibraltar Securities
584	08-31-94	1,498,462.50	05-15-95	1,550,000.00	4.90%	51,529.37	256	US Treas. Bank of America NYC	Gibraltar Securities
585	08-31-94	499,571.00	02-15-95	510,000.00	4.56%	10,427.40	167	US Treas. Bank of America NYC	Gibraltar Securities
Norwest Savings		2,542.45			1.90%				
Norwest Trust		416,616.87			4.00%				
Total a/c 01.10400		\$7,049,263.59							
7	12-16-92	\$77,650.90	11-15-94	85,000.00	4.45%	7,349.10	700	TIGRS-Ser 12	MSBA Fund Plus
7	12-16-92	676,019.60	11-15-94	740,000.00	3.76%	63,980.40	700	TIGRES-Series 19	MSBA Fund Plus
566.1	08-02-94	100,000.00	12-01-94	100,000.00	4.70%	1,558.08	121	ITT Federal Bank CA	MSBA Fund Plus
566.2	08-02-94	100,000.00	12-01-94	100,000.00	5.30%	1,756.99	121	Plaza Home Mort. Ca	MSBA Fund Plus
MSDLAF		63.55							
Total a/c 06.10400		\$93,734.05							
Total Investments		\$8,002,997.64							

NOV 07 1994

MEMO #: B95.177

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: NOVEMBER 2, 1994

SUBJECT: SR. HIGH KITCHEN REMODELING
CHANGE ORDER #1

We need to install ceramic wall tile on the
Southeast and west walls of the wash area.

\$3,961.00

We are unable to match the existing glazed tile.

Suggested Resolution: Move to approve the ceramic tile
substitute in change order #1 for \$3,961.00.

Project: Food Service Remodeling
Independent School District #152
Moorhead, Minnesota

Change Order No.: 01

Project No.: 9001-40,41,42

To: Comstock Construction, Inc.
P. O. Box 1145
Wahpeton, ND 58074

Contract For: All Work

Contract Date: March 3, 1994

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

Senior High:

Due to extensive wall cutting and demolition to allow for mechanical and electrical rough ins to be installed in existing glazed masonry units, decision made to provide ceramic tile wall finish on south, east, and west walls of wash area.

CONTRACT SUMMARY:

Original Contract Sum	\$ 163,500.00
Net change by previous Change Orders	\$ -0-
Contract Sum prior to this Change Order was	\$ 163,500.00
Contract Sum will be (increased) (decreased) by this Change Order	\$ 3,961.00
New Contract Sum including this Change Order will be	\$ 167,461.00
Unchanged	
Contract Time will be (increased) (decreased) by	0 Days

FOSS ASSOCIATES
Architecture Engineering
& Interiors

Comstock Construction
Wahpeton, North Dakota
Contractor

Independent School District #152
Moorhead, Minnesota
Owner

By W. Cowman

Dave Dwyer

Title Architect

Title ESTIMATE

Title _____

Date October 19, 1994

Date 10-24-94

Date _____



FOSS ASSOCIATES
Architecture Engineering & Interiors

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

OCT 31 1994

MEMO #: B95.173

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: OCTOBER 25, 1994

SUBJECT: BUILDING SIGNAGE - CHANGE ORDER #3

Delete signage at Lincoln School - \$537.00

Signage will be included in remodeling of the building.

Suggested Recommendation: Approve change order #3 to delete
signage at Lincoln School. Deduct \$537.00.

CHANGE ORDER

Project: Building Signage Projects
Independent School
District No. 152
Moorhead, Minnesota

Change Order No.: 03
Project No.: 9001.69
Contract For: All Work
Contract Date: June 21, 1994

To: Clare's Engraving
P. O. Box 1012
Moorhead, MN 56561

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

Deduct room signage at Lincoln School
as per attached letter _____ **Total Deduct \$537.00**

CONTRACT SUMMARY:

Original Contract Sum	\$ 39,000.00
Net change by previous Change Orders	\$ 6,900.62
Contract Sum prior to this Change Order was	\$ 45,900.62
Contract Sum will be (increased) (decreased) by this Change Order	\$ (537.00)
New Contract Sum including this Change Order will be	\$ 45,363.62
Contract Time will be (increased) (decreased) by _____ unchanged	0 Days

FOSS ASSOCIATES
Architecture Engineering
& Interiors

Clare's Engraving
Moorhead, Minnesota
Contractor

Independent School District #152
Moorhead, Minnesota
Owner

By W. Worman

Clare Beckett

Title Architect

Title owner

Title _____

Date October 17, 1994

Date 10-18-94

Date _____



FOSS ASSOCIATES
Architecture Engineering & Interiors

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

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: November 8, 1994
SUBJECT: New Employees

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

Jill Nuorala - MSMI Paraprofessional, Probstfield Elementary,
B21 (0) \$8.19 per hour, 6.5 hours daily.
(Replace Billie Sue Ellingson)

Sandra McMaines - MSMI Paraprofessional, Washington Elementary,
B21 (0) \$8.19 per hour, 6.5 hours daily.
(New Position-Special Ed. contingency fund)

Kathleen Cole - Media Generalist, Moorhead Junior High,
MA+30 (7) \$31,941.00
(Replace Gay Galles)

Susan Vettleson - Computer Lab Secretary, Senior High,
A13 (0) \$7.90 per hour, 4.00 hours daily.
(Replace Marnie Wettstein)

Betty Braun - Special Services Secretary, Senior High,
A13 (0) \$7.90 per hour, 3.25 hours daily.
(Replace Marnie Wettstein)

Suggested Resolution: Move to approve the employment as presented.

BMF:sdh

MEMORANDUM

P 94.240

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: November 7, 1994
SUBJECT: Retirement of District Employee.

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

Arlys Buland - Nurses Secretary, Moorhead Senior High, on LTD,
effective November 30, 1994.

Suggested Resolution: Move to accept the retirement as presented.

BMF:sdh

MEMORANDUM

P 94.241

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: November 7, 1994
SUBJECT: Resignation of District Employees

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

Gail Discher - AOM Paraprofessional, Robert Asp Elementary,
effective immediately.

Suggested Resolution: Move to accept the resignation as presented.

BMF:sdh

MEMOS #: S-95-070

TO: School Board
FROM: Bruce Anderson, Supt. *BA*
RE: 1995 Summer Migrant Education Project
DATE: November 9, 1994

Attached please find the School Board resolution for the 1995 Summer Migrant Education Project. This resolution is a mutual commitment between the Department of Education, Tri-Valley Opportunity Council and the school district that allows planning for next year's program.

Suggested Resolution: Move the approve the resolution for the 1995 Summer Migrant Education Project as presented.

(cbp)
Attachment



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

SCHOOL BOARD RESOLUTION

WHEREAS in recognition of the special educational needs of the children of migratory farm workers the United States Congress has declared it to be the policy of the United States to provide funds to State Departments of Education for the purpose of providing educational programs designed to meet the special educational needs of the children of migratory farm workers and

WHEREAS School District # 152 at Moorhead
(city or town)
is centrally located in an area of the state in which large numbers of migratory farm workers are employed on a seasonal basis, and

WHEREAS the School District is being requested by the State Department of Education to cooperate in an effort to provide an educational program for the children of migratory farm workers designed to meet their special educational needs during their residence in the area (six or seven weeks);

BE IT THEREFORE RESOLVED that the School District shall submit an application for a Chapter 1 Migrant Education grant to operate a Migrant Education project during the summer of 1995. The State Department of Education will coordinate the activities of this project with Tom Doohar/Scott Matheson who is hereby
(name of District staff person)
designated as the District contact person for the 1995 Migrant Education summer project.

IT IS UNDERSTOOD that coordinated with the Chapter 1 Migrant Education project, day care and Head Start services will be provided directly by Tri-Valley Opportunity Council, Inc. to the pre-school aged children of migratory workers and that Tri-Valley has all the authority, responsibility and liability for those services. The District will provide appropriate space for this activity and cooperate as needed in the operation of this preschool component, thereby assisting in the provision of comprehensive services to migrant children.

SIGNATURE

Chairperson - Board of Education

TITLE

November 14, 1994

DATE

MEMO #: I-95-101

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Family Services Collaborative Implementation Grant

DATE: November 8, 1994

Attached is a schematic outlining a Family Service Collaborative Implementation Grant proposal which is being submitted to the state of Minnesota requesting the amount of \$240,000.

The grant will supplement the current programming for families with children ages 0-5 in Clay County. The initial focus will be on families with new births and children 3-5 years of age.

The grant will be jointly submitted by the Clay County Social Services, Clay County Public Health and the school districts within Clay County through the Cornerstone Collaborative.

Suggested Resolution: Mr. Davis Leino Mills and Mr. Al Swedberg will review the grant with the board. Action will be delayed until the November 28 meeting.

RMJ/mdm
Attachment

Draft: 11/4/94

Cornerstone Family Services Implementation Grant

Funding Request:
\$240,000

GRANT MANAGEMENT TEAM

CCSS, CCPH, Sch. Dists., Others

Hire a Coordinator
Coordinate Funding
Standardize Policies/Procedures
Monitor staff/activities
Ensure Family Involvement
Cross Training
Computerize Systems
Management/Evaluation System

Project Coordinator

Objective One

Prevention Program Work Group

Create action plan
Expand eligibility criteria
Coordinate Outreach
Integrate service network

Objective Two

Family Assessment Work Group

Define Concept of Family Life Skills
Develop assessment tool
Promotion/Information
Implement: new births &
3-5 year olds
Computerize assessment
information
Criteria for follow up

Objective Three

Data Base Work Group

Hire Computer Consul.
Create integrated data
base to monitor:
activities
clients
assessments,
follow up
outcomes &
Services

Case Management Work Group

Standardize Intake and
Referral forms
Designate Case Managers
Set Procedures for family plan,
follow up, & records,
Integrate existing data systems
Access transportation

Targets:
Families with:
New Births (690)
Children 3 to 5 yrs.
(750).

Proposed Staff

**1 Project
Coordinator**
1 Clerical
2 Case Managers
**.75 FTE Public
Health Nurse**

MEMO #: I-95-095

TO: Dr. Bruce Anderson

FROM: Bob Jernberg /w

SUBJECT: Review of 1994-95 Building Improvement Plans

DATE: November 7, 1994

Dr. Richard Jones, Principal of Moorhead Junior High School; Doug Price, Principal of Moorhead Senior High School; and Rose Andersen, Director of Community Education, 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 #: I-95-100

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Progress Reports and Individual Learning Plans

DATE: November 8, 1994

Dr. Betty Myers, Chair of the K-6 Progress Report Committee, will review the progress reports and individual learning plans with the Board. Progress reports for grades 3 and 6 are attached.

Dr. Myers will review the progress reports and discuss the process used in revising the progress reports and individual learning plans.

RMJ/mdm
Attachments

LEARNING PLAN

Progress Code:	
Shows excellent performance	4
Demonstrates competency	3
Shows progress	2
Unsatisfactory progress	1

PERSONAL DEVELOPMENT

PERSONAL DEVELOPMENT		Mid Yr.	Yr. End
1. Demonstrates a positive attitude toward learning • seeks help when needed • accepts suggestions / criticism • displays self confidence • keeps trying			
2. Demonstrates effective organizational skills • manages time well • uses materials appropriately • arrives ready to learn • completes work			
3. Exercises self discipline • uses self-directed time appropriately • takes responsibility for own actions • stays on task • follows school / classroom rules			
4. Works productively with others • contributes to group work • shows respect for others • participates in class activities			

5. Creates and displays Ideas through Illustration, construction, and other forms of art

6. Identifies strong beat and rhythmic notation

7. Identifies and performs melody

Attendance	1st Sem.	2nd Sem.
Days Present:		
Days Absent:		
Times Tardy:		

___ IEP ___ Chapter I / AOM Reading
 ___ Chapter I / AOM Math ___ E.S.L.
 Assignment for 19___ is Grade ___

This is a cooperative learning plan between home and school which includes: strengths, needs, recommendations and a plan of action for this learner.

We have conferred with District 152 Staff regarding this Learning Plan.

Teacher

Family

STUDENT:

COMMUNICATIONS		Mid Yr.	Yr. End
8. Listening: Understands and responds appropriately			
<ul style="list-style-type: none"> • follows oral directions • retells or paraphrases what has been heard 			
9. Listening: Demonstrates appropriate listening behaviors			
<ul style="list-style-type: none"> • maintains eye contact • displays respect for others when listening 			
10. Speaking: Expresses thoughts, information, and ideas			
<ul style="list-style-type: none"> • stays on the topic • plans what to say 			
11. Speaking: Demonstrates appropriate speaking behaviors			
<ul style="list-style-type: none"> • uses effective volume, rate, & expressions • makes frequent eye contact 			
12. Reading: Understands and responds appropriately			
(using materials that are ___ easier, ___ grade level, or ___ more challenging) <ul style="list-style-type: none"> • summarizes • follows directions • develops interpretations, makes judgments 			
13. Reading: Demonstrates effective reading strategies and skills			
<ul style="list-style-type: none"> • uses context to unlock unknown words • decodes words • accesses information from reference material 			
14. Writing: Expresses thoughts, information, and ideas			
<ul style="list-style-type: none"> • generates ideas on a topic • writes 10 or more sentences on a topic 			
15. Writing: Demonstrates appropriate writing strategies and mechanics			
<ul style="list-style-type: none"> ___ Uses legible cursive handwriting ___ Reflects spelling growth during writing 			

PHYSICAL EDUCATION			
16. Develops, transfers, and integrates motor skills used in lifetime activities			
17. Understands the importance of fitness and participates to improve personal fitness			
18. Demonstrates social behavior that shows: respect, cooperation, fairness, and responsibility			

Unmarked areas have not been assessed during the marking period.

MATHEMATICS		Mid Yr.	Yr. End
19. Understanding: Uses mathematical knowledge meaningfully			
<ul style="list-style-type: none"> • uses problem solving strategies • uses reasoning strategies • uses estimation skills 			
20. Number relationships: Understands number meanings and relationships			
___ Understands number patterns ___ Understands place value through thousands			
21. Operations and Computation: Understands and applies number operations			
___ Solves addition problems with regrouping ___ Solves subtraction problems with regrouping			
22. Statistics and Measurement: Measures, collects data and communicates results			
___ Measures in U.S. customary units ___ Tells time in one minute intervals			
23. Geometry and Pattern Relationships: Develops spatial sense			
___ Describes and classifies geometric shapes ___ Recognizes, extends and creates patterns			

SCIENCE AND HEALTH			
24. Observes and compares through scientific exploration			
25. Develops an awareness of healthy choices			

SOCIAL STUDIES AND ENVIRONMENTAL EDUCATION			
26. Differentiates between U.S. physical features			
27. Realizes the importance of respecting, conserving, and protecting the environment			

PROGRESS REPORT

Student: _____
 Year: _____ Grade: 6
 Teacher: _____
 School: Robert Asp School

Progress Code:	
Shows excellent performance	4
Demonstrates competency	3
Shows progress	2
Unsatisfactory progress	1

Unmarked areas have not been assessed during this marking period.

PERSONAL DEVELOPMENT		Mid Yr.	Yr. End
1. Demonstrates a positive attitude toward learning • seeks help when needed • accepts suggestions / criticism • displays self confidence • keeps trying			
2. Demonstrates effective organizational skills • manages time well • uses materials appropriately • arrives ready to learn • turns work in on time			
3. Exercises self discipline • uses self-directed time appropriately • takes responsibility for own actions • stays on task • follows school / classroom rules			
4. Works productively with others • contributes to group work • shows respect for others • participates in class activities			

MUSIC		
5. Performs melody and harmony by singing and/or using classroom instruments		
6. Demonstrates good musicianship through positive attitude and active participation		
7. Demonstrates growth in music listening skills and use of musical terminology		

Attendance	1st Sem.	2nd Sem.
Days Present:		
Days Absent:		
Times Tardy:		

Special Programs:
 ___ IEP ___ E.S.L. ___ Advanced Math ___ S.T.E.P.
 ___ Chapter 1/AOM Reading ___ Chapter 1/AOM Math
 Assignment for 19___ is Grade ___

This is a cooperative learning plan between home and school which includes:
strengths, needs, and recommendations for this learner.

IWe have conferred with District 152 Staff regarding this Learning Plan.

Teacher

Family

STUDENT:

COMMUNICATIONS		Mid Yr.	Yr. End
8. Listening: Understands and responds to what has been heard			
<ul style="list-style-type: none"> • responds with relevant questions/comments • can follow oral directions • can summarize information heard • is a courteous listener 			
9. Speaking: Expresses thoughts, information, and ideas			
<ul style="list-style-type: none"> • presents information in an organized manner • gives a formal presentation • shares relevant comments in group setting • gives a book talk 			
10. Reading: Understands & responds appropriately to what has been read (using materials that are ___ easier, ___ grade level, or ___ more challenging)			
<ul style="list-style-type: none"> • makes sense of reading: predicts / questions • verifies responses through rereading • builds on prior knowledge • uses context to compare & contrast • summarizes 			
11. Reading: Demonstrates effective reading strategies and skills			
<ul style="list-style-type: none"> • uses references (Readers Guide, thesaurus, and almanacs) • uses study skills independently • uses technology to access information • is fluent when reading orally • identifies meaning of words 			
12. Writing: Expresses thoughts, information, and ideas through writing			
<ul style="list-style-type: none"> • is aware of point of view & sense of audience • writes a well developed, organized product including: theme, plot, setting, and characterization • writes for a variety of purposes 			
13. Writing: Demonstrates writing strategies and mechanics			
<ul style="list-style-type: none"> ___ Generates ideas and writes first draft ___ Uses technology skills to publish ___ Uses revising techniques ___ Uses accurate spelling in written work ___ Edits for spelling, grammar, & usage ___ Writes legibly 			

SCIENCE, HEALTH AND ENVIRONMENTAL EDUCATION		
14. Understands scientific concepts through exploration		
15. Applies scientific processes: observing, comparing, organizing, and relating		
16. Realizes the importance of respecting, conserving, and protecting the environment		
17. Understands how certain actions can promote physical and emotional health		

18. ART: Creates and displays ideas through illustration, construction, and other forms of artistic expression		
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Unmarked areas have not been assessed during that marking period.

MATHEMATICS		Mid Yr.	Yr. End
19. Understanding: Uses mathematical knowledge meaningfully			
<ul style="list-style-type: none"> • uses problem solving strategies • communicates mathematical ideas • uses reasoning strategies • connects math to everyday experiences • uses estimation skills • demonstrates productive math work habits 			
20. Number relationships: Understands the value and relationships of numbers			
<ul style="list-style-type: none"> ___ Uses patterns to represent & solve problems ___ Understands the concept of variables ($n + 7 = 10$) ___ Determines equivalent expressions such as: ($1/2 = 50\% = 0.5$) 			
21. Operations and Computation: Applies computation skills to solve problems			
<ul style="list-style-type: none"> ___ Computes with fractions & mixed numbers ___ Solves simple algebraic equations ___ Computes with decimals ___ Calculates ratios, proportions, and percents 			
22. Statistics and Probability: Interprets data and makes predictions			
<ul style="list-style-type: none"> ___ Collects and organizes data ___ Determines probability by doing experiments ___ Interprets data and displays in tables, charts, and graphs ___ Makes predictions that are based on probability experiments 			
23. Geometry and Measurement: Measures and applies geometric properties			
<ul style="list-style-type: none"> ___ Applies concepts of area, perimeter, & volume ___ Selects & uses appropriate measurement units and tools in a particular situation ___ Understands & applies geometric properties & relationships (i.e., congruence, similarities) 			

SOCIAL STUDIES		
24. Interprets information from graphs, charts, maps, and globes		
25. Shows an understanding of other cultures through global units of study		

PHYSICAL EDUCATION		
26. Develops, transfers, and integrates motor skills used in lifetime activities		
27. Understands the importance of fitness and participates to improve personal fitness		
28. Demonstrates social behavior that shows: respect, cooperation, fairness, and responsibility		

MEMO #: S-95-071

TO: School Board
FROM: Bruce R. Anderson, Supt. *BLA*
RE: First Reading of Policies
DATE: November 10, 1994

The attached policies, Academic Letter (JIA), Cashing Checks Out Of Cash Deposits (DMA) and Policy Adoption (BFC), have been reviewed by the Policy Review Committee. Primary changes to all the policies were of a grammatical nature, along with the deletion of procedural functions which the committee feels is not necessary to include in district policy statements.

A recommendation for approval will be presented to the School Board at the November 28 meeting.

cbp

Attachments

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: JIA
DATE ADOPTED: 3/24/87
REVIEWED/REVISED:

(Draft 10/94)

ACADEMIC LETTER

The purpose of the academic letter is to motivate students to achieve, incentive to achieve and recognize of work well done.

The guidelines are as follows:

1. a) The qualifications for each grade are as follows:

grade 9 - 3.8 cumulative GPA through first semester of grade 9

grade 10 - 3.7 cumulative GPA through first semester of grade 10

grade 11 - 3.6 cumulative GPA through first semester of grade 11

grade 12 - 3.5 cumulative GPA through first semester of grade 12

"or"

- b) A 3.8 GPA must be achieved for the two semesters preceding award determination date.

2. Grade Period: A cumulative grade point average for all subjects.

3. This program is distinct and separate from Moorhead High School Honor Society.

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: DMA
DATE ADOPTED:
REVIEWED: 05-90

(Draft 10/94)

CASHING CHECKS OUT OF CASH DEPOSITS

As district policy Since all school district deposits, by statute, are to be made intact, it is the policy of ISD #152 that, no checks, including third party checks, are to be cashed for anyone (staff or students) out of cash deposits made by the district (food service, tuition & fees or any other cash deposits) for the following reasons:

- 1/ All school district deposits, by statute, are to be made intact.
- 2/ If such checks are returned for any reason, we have a difficult time collecting them since they are not checks in payment for goods or services.
- 3/ Checks that are not related to the purpose of the deposit make it more difficult to trace deposit information when necessary.

Further information can be received from the accounting office is available in the Business Affairs Office.

Reference: Minnesota Statute 123.133
Eide Helmer Letter Dated 3/13/90

Eide Helmeke & Co.
Certified Public Accountants

Melroy C. Clark, C.P.A.
Partner

March 15, 1990

Mr. Robert Lacher
Assistant Superintendent of Business
Independent School District No. 152
Townsite Centre - 810 South 4th Avenue
Moorhead, Minnesota 56560

Dear Bob:

This letter is in response to your letter dated February 28, 1990, relative to the Moorhead Technical College cashing checks for students.

As your letter states, our management letters in the past and the State Auditor's comments have emphasized a significant internal control factor over cash receipts is that "receipts be deposited intact on a timely basis." Thus, taken literally, there should be no cashing of checks from such receipts.

We understand there has been some discussion as to establishing an imprest fund to accomodate cashing of such checks. Although state statutes do not specifically prohibit such, they do not provide for establishing such a fund either. Specifically, Section 123.335, Imprest Cash funds, states in part, "the board may establish one or more imprest funds for the payment in cash of any proper claim against the district which it is impractical to pay in any other manner....." Clearly, cashing a check is not a claim against the district.

I also discussed this matter with the state auditor's office recently and, along with the fact there is no authority for establishing such a fund, it was their opinion, and we agree, that it is generally just not a good practice to provide for the cashing of such checks.

If you have any questions, please call.

Sincerely,

EIDE HELMEKE & CO.


Melroy C. Clark, CPA

mkj

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: BFC DATE ADOPTED: 05-90 REVIEWED/REVISED:
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(Draft 10/94)

POLICY ADOPTION

The Adoption of new policies and the revision or repeal of existing policies is solely the responsibility of the Board of Education.

The Board will adhere to the following procedure in considering and adopting policy proposals ~~to ensure that they are well examined before final action:~~

1. First meeting -- the proposal shall be presented as an information item.
2. Second meeting -- the proposal shall be presented for a second reading, discussion and final vote.

During discussion of a policy proposal, the views of the stakeholders will be considered. Amendments may be proposed by Board members. An amendment will not require that the policy go through an additional reading ~~except as~~ unless the Board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve a policy to meet an emergency condition; however, the above procedure is required before the policy will be considered permanent.

5-mg-Bos
MIN
11-14-94

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

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

MEMBERS ABSENT: Anton Hastad

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda requesting to hold item #7, Academic Letter, for further review; and, add item - School Board Committee Task Force Report.

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

"WE ARE PROUD"

*** Jim Ellingson, fourth grade teacher at Probstfield School, was recognized for being appointed to serve a three-year term on the National Assessment Governing Board by Richard Riley, U.S. Secretary of Education. The Board is charged with formulating policy guidelines for the National Assessment of Educational Progress. Among other duties, the Board identifies achievement goals for each age and grade in selected subject areas, develops assessment objectives and specifications, designs methodology and develops standards and procedures for interstate, regional and national comparisons of assessment results.

*** Congratulations were expressed to Moorhead High art teacher, Jay Raymond, who placed 1st in the Professional category of the Regional Art Show. His piece was in acrylics and titled "Transformation II".

High School students recognized were: Adam Sorenson - placed 3rd in student work with a watercolor piece titled "The Fish"; and, Nate Nerby and Bobbie Cruikshank received merit awards for their entries.

CONSENT AGENDA: Cummings requested item # A.(1), Approval of Major Magnitude Field Trip, be removed from the Consent Agenda.

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

Investments and Transfers - Approve the investments 564.12 to 585 and file information for future.

Senior High Change Order #1 - Approve the ceramic tile substitute change order in the amount of \$3,961.00.

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

Building Signage Change Order #3 - Approve change order to delete signage at Lincoln School in the amount of \$537.00.

New Employees

Jill Nuorala - MSMI Paraprofessional, Probstfield, B21 (0) \$8.19 per hour, 6.5 hours daily.

Sandra McMaines - MSMI Paraprofessional, Washington, B21 (0) \$8.19 per hour, 6.5 hours daily.

Kathleen Cole - Media Generalist, Junior High, MA+30 (7) \$31,941.00

Susan Vettleson - Computer Lab Secretary, Senior High, A13 (0) \$7.90 per hour, 4.00 hours daily.

Betty Braun - Special Services Secretary, Senior High, A13 (0) \$7.90 per hour, 3.25 hours daily.

Retirement

Arlys Buland - Nurses Secretary, Senior High, on LTD, effective November 30, 1994.

Resignation

Gail Discher - AOM Paraprofessional, Robert Asp, effective immediately.

Approval of Minutes - Approved the minutes of October 10 & 24, 1994 as presented.

Claims - Approve the November claims, subject to audit, in the amount of \$853,368.38.

General Fund:	\$317,985.80
Food Service:	151,547.28
Transportation:	145,329.33
Community Service:	23,122.39
Capital Expenditure:	137,024.55
Building Construction:	72,325.89
Townsite Centre:	6,033.14
TOTAL	\$853,368.38

Summer Migrant Education Resolution - Approve the resolution for the 1995 Summer Migrant Education Project.

Motion carried 6-0.

COMMITTEE REPORTS: Reports were given on the Activity, Joint Powers Committee meetings and the Healthy Community Initiative Town Meeting.

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

FAMILY SERVICES COLLABORATIVE IMPLEMENTATION GRANT: Mr. Davis Leino Mills, Mr. Dewey Possehl and Mr. Al Swedberg presented an overview of the \$240,000 Family Service Collaborative Implementation Grant proposal. Clay County Social Services, Clay County Public Health and county-wide school districts through the Cornerstone Collaborative would jointly submit the proposal. The grant would supplement the current programming for families with children ages 0-5 in Clay County. The initial focus will be on families with new births and children 3-5 years of age.

Action will be recommended at the November 28 meeting.

1994-95 BUILDING IMPROVEMENT PLANS: Principals Jones and Price, and Director Andersen updated the Board regarding the Five Year School Improvement Plans for Moorhead Junior High, Moorhead Senior High and Moorhead Community Education.

PROGRESS REPORTS & INDIVIDUAL LEARNING PLANS: Committee Chair Myers presented an overview of the revised K-6 progress reports and individual learning plans. She stated the plan is meant to review the progress of each student not label them.

FIRST READING OF POLICIES: The policy, Academic Letter (JIA), was delayed for further review regarding adding information regarding athletic letters.

A first reading was conducted of the following policies: Cashing Checks out of Cash Deposits (DMA); and, Policy Adoption (BFC). A recommendation will be presented at the November 28 meeting.

MAJOR MAGNITUDE FIELD TRIP: This item was briefly discussed regarding costs and fundraising efforts. Action will be taken at the November 28 meeting.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Board Committee Task Force - Ladwig briefly reviewed the task force's proposal.

Cox moved, seconded by Foss, to approve the designation of district-wide Standing Committees, Administrative Committees, and Community Committees beginning 1995-96 as presented. Motion carried by majority roll call vote 5-1; Gustafson dissenting.

Ladwig moved, seconded by Hewitt, to make the appointments to committees at the first meeting in July. Motion carried 6-0.

The meeting recessed at 8:45 p.m. for 5 minutes.

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

CLOSE PUBLIC MEETING: Hewitt moved, seconded by Cummings, to close the public meeting at 8:50 p.m. for the purpose of discussing negotiations strategies. Motion carried 6-0.

The Board discussed negotiations for the supervisory, principal and administrative units.

OPEN PUBLIC MEETING: Ladwig moved, seconded by Foss, to reopen the public meeting at 10:15 p.m. Motion carried 6-0.

ADJOURNMENT: The meeting adjourned at 10:16 p.m.

James Hewitt, Clerk

S-179-B05
MIN
11-28-94

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 28, 1994
PAGE 1

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

MEMBERS ABSENT: None

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda adding the item, Personnel Matter, at the end of the agenda and changed item 2. D-1 to be for acceptance instead of for approval.

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

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

Gifts - Accept the gift of used encyclopedias from the Society of St. Vincent de Paul in Fargo, for the Moorhead Community Alternative Program.

Accept the \$500 memorial in the name of Ruth Hovey for the purchase of library materials at George Washington School.

Major Magnitude Field Trip - Approve the Moorhead High School Wind Ensemble field trip to Washington, D.C. in May 1995.

New Employees

Patty Miranowski - Library Secretary, Probstfield, A12 (0) \$7.62 per hour, 4 hours daily.

Christopher Teal - Night/Day Custodian, Senior High, A12 (3) \$8.07 per hour, 8 hours daily.

Armondo Torres - Paraprofessional, MCAP, B21 (0) \$8.19 per hour, 6.5 hours daily.

Resignation

Kathy Duval - Food Service, Probstfield, effective November 18, 1994.

Leaves of Absence

Lynette Anderson - Principal's Secretary, Voyager, for 2 1/2 hours each day for 56 days beginning November 28, 1994 until February 24, 1995, to complete educational program.

Rolando Flores - Paraprofessional, Senior High, from November 2, 1994 through November 27, 1994, to attend to family business.

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

Transfer

Mary Broberg - EBD Teacher at Detention Center to EBD Teacher at MCAP Center effective November 29, 1994.

Change in Contracts

James Kapitan - Adapted Physical Education Teacher, District Wide increase .286.

Jennifer Autumnstar - Paraprofessional, MCAP, increase from half time to full time.

Indian Education Resolution - Accept the recommendations of the Indian Education Program Parent Committee, within the context of the observations of Donna Longie, Indian Education Coordinator.

COMMITTEE REPORTS: Reports were heard regarding the Youth Advisory and PER meetings.

NORTH CENTRAL ASSOCIATION VISIT: Jernberg reviewed the scheduled North Central Association review and follow-up process for the visit in December.

AUDITING SERVICES BID AWARD: Ladwig moved, seconded by Gustafson, to accept the proposal from Eide Helmeke & Co. for financial auditing services as follows: 1995 - \$15,000; 1996 - \$15,750; and, 1997 - \$16,500. Motion carried 7-0.

1995 TAX ANTICIPATION CERTIFICATES: Foss moved, seconded by Hewitt, to set February 13, 1995, as the date to sell \$4,000,000 of tax anticipation certificates. Motion carried 7-0.

JOINT POWERS MIGRANT ISSUES PROJECT PROPOSAL: Hewitt moved, seconded by Cummings, to approve the recommended changes in the Migrant Issues Project as approved unanimously by the Joint Powers members and supported by the School Board representatives. Motion carried 7-0.

1994-95 FINAL BUDGET: Gustafson moved, seconded by Cummings, to approve the final budgets for 1994-95 as follows:

Fund	Revenues	Expenses
General	\$30,959,586	\$30,840,537
Food Service	1,049,138	1,193,181
Transportation	1,767,074	2,064,240
Community Services	913,766	1,144,881
Capital Outlay	1,760,960	2,045,704
Building Construction	237,834	1,411,659
Debt Redemption	1,039,294	976,470
Townsite Leasing	284,149	249,765

Motion carried 7-0.

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

LIFE/LTD INSURANCE BID AWARDS: Foss moved, seconded by Ladwig, to award the bids to the lowest responsible bidders for life insurance at the rates of .102/\$1,000 and .02/\$1,000 to Madison Mutual; and, LTD insurance at the rate of .43/\$100 to SIF (School Ins. Fund-Madison National), effective December 1, 1994. Motion carried 7-0.

POLICY APPROVAL: Hewitt moved, seconded by Gustafson, to approve the policy, Cashing Checks Out of Cash Deposits (DMA), as presented. Motion carried 7-0.

POLICY APPROVAL: Cummings moved, seconded by Foss, to approve the policy, Policy Adoption (BFC), as presented. Motion carried 7-0.

FIRST READING OF POLICY: The Board conducted a first reading of the draft policy, Drug Testing of Transportation Employees (GBEC). Drug testing of commercially-licensed drivers must begin January 1, 1995, as directed by federal law.

Administration will work on additional policies that address testing of other staff who transport students.

PERSONNEL MATTER: Cummings moved, seconded by Foss, to approve the resolution proposing to immediately discharge Gerald D. Christenson and to suspend Gerald D. Christenson with pay until the conclusion of hearing proceedings. Motion carried by majority roll-call vote 7-0.

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

CLOSE PUBLIC MEETING: Gustafson moved, seconded by Hastad, to close the public meeting at 8:15 p.m. for the purpose of discussing negotiations strategies. Motion carried 7-0.

OPEN PUBLIC MEETING: Ladwig moved, seconded by Foss, to reopen the public meeting at 10:08 p.m. Motion carried 7-0.

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

James Hewitt, Clerk

SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 29, 1994
PAGE 1

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Föss, 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 no changes.

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

TRUTH IN TAXATION PROPERTY TAX HEARING: Cox explained the procedure for the evening which will include Lacher reviewing the levy information and receiving testimony from citizens. Action will be taken at the December 12 meeting.

Lacher reviewed the 1994 payable 1995 property tax levy and explained that this is for the 1995-96 school year budget.

Testimony was heard from Mr. Jerry Jacobs, Mr. Charles Donning, and Mr. Bill Tomhave. Concerns were expressed that something must be done to stop the large increases in taxes for school district residents. It was suggested the district communicate and work closely with area legislators to remedy the situation.

Cox called for further questions. Hearing none, he thanked everyone for attending the meeting.

ADJOURNMENT: Cummings moved, Gustafson seconded, to adjourn the meeting at 8:10 p.m.

James Hewitt, Clerk

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

NOVEMBER 28, 1994
7:00 p.m.

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

ATTENDANCE:

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

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

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

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

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

2. *CONSENT AGENDA

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

S-179-805
MIN
11-28-94

SCHOOL BOARD AGENDA - November 28, 1994
PAGE 2

- A. INSTRUCTIONAL MATTERS - Bob Jernberg
 - (1) Acceptance of Gifts - Page 6
 - (2) Approval of Major Magnitude Field Trip - Pages 7-8
- B. BUSINESS AFFAIRS - Bob Lacher
- C. PERSONNEL MATTERS - Brenda Franklin
 - (1) Approval of New Employees - Page 9
 - (2) Acceptance of Resignation - Page 10
 - (3) Approval of Leaves of Absence - Page 11
 - (4) Approval of Transfer - Page 12
 - (5) Approval of Change in Contracts - Page 13
- D. ADMINISTRATIVE MATTERS - Anderson
 - (1) Approval of Indian Education Resolution - Page 14

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. NORTH CENTRAL ASSOCIATION VISIT - Jernberg
Pages 15-17

Overview of the scheduled North Central Association review and follow-up process.

5. AUDITING SERVICES BID AWARD - Lacher
Pages 18-21

Suggested Resolution: Move to accept the proposal from Eide Helmeke & Co. for financial auditing services as follows:
1995 - \$15,000; 1996 - \$15,750; and, 1997 - \$16,500.

Moved by _____ Seconded by _____
Comments _____

6. 1995 TAX ANTICIPATION CERTIFICATES - Lacher
Pages 22-23

Suggested Resolution: Move to set February 13, 1994 as the date to sell \$4,000,000 of tax anticipation certificates.

Moved by _____ Seconded by _____
Comments _____

7. JOINT POWERS MIGRANT ISSUES PROJECT PROPOSAL - Anderson
Pages 24-35

Suggested Resolution: Move to approve the recommended changes in the Migrant Issues Project as approved unanimously by the Joint Powers members and supported by the School Board representatives.

Moved by _____ Seconded by _____
Comments _____

8. 1994-95 FINAL BUDGET - Lacher
Page 36

Suggested Resolution: Move to approve the final budgets for 1994-95 as presented.

Moved by _____ Seconded by _____
Comments _____

9. LIFE/LTD INSURANCE BID AWARDS - Lacher
Page 37

Suggested Resolution: Move to award the bids to the lowest responsible bidders for life and LTD insurance to Madison Mutual and SIF (School Ins. Fund-Madison National), respectively as presented, effective December 1, 1994.

Moved by _____ Seconded by _____
Comments _____

10. POLICY APPROVAL - Anderson
Pages 38-40

Suggested Resolution: Move to approve the policy, Cashing Checks Out of Cash Deposits (DMA), as presented.

Moved by _____ Seconded by _____
Comments _____

11. POLICY APPROVAL - Anderson
Pages 41-42

Suggested Resolution: Move to approve the policy, Policy Adoption (BFC), as presented.

Moved by _____ Seconded by _____
Comments _____

12. FIRST READING OF POLICY - Anderson
Pages 43-47

Conduct a first reading of the draft policy, Drug Testing of Transportation Employees (GBEC).

13. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

14. 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 _____

15. OPEN PUBLIC MEETING - Cox

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

Moved by _____ Seconded by _____
Comments _____

16. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Thanksgiving Holiday	Thurs., Nov. 24 - Fri., Nov. 25		
School Board	Mon., Nov. 28	7:00 p.m.	Townsite
Joint Powers Mtg.	Thurs., Dec. 1	7:00 a.m.	Townsite
North Central Association Visit	Sun., Dec. 4 - Wed., Dec. 7		District- wide
Choir Concert	Thurs., Dec. 8	6:30 p.m.	Robert Asp
School Board	Mon., Dec. 12	7:00 p.m.	Townsite
Band Concert	Thurs., Dec. 15	6:45 p.m.	Robert Asp
Choir, Band & Orchestra Concert	Mon., Dec. 19	6:30 p.m. &	Senior High
Orchestra Concert	Tues., Dec. 20	5th Gr. 6:30 pm 6th Gr. 7:30 pm	Robert Asp
Winter Break	Thurs., Dec. 22 - Mon., Jan. 2		District- wide
Classes Resume	Tues., Jan. 3		District- wide

MEMO #: I-95-106
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Acceptance of Gifts
DATE: November 22, 1994

The district has received a used set of encyclopedias from the Society of St. Vincent De Paul in Fargo. The encyclopedias will be used in the Moorhead Community Alternative Program (MCAP).

The district has also received a \$500 memorial gift in the name of Ruth Hovey. Library materials will be purchased and utilized at George Washington School.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMO #: I-95-096

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Field Trip Proposal (Major Magnitude)

DATE: November 7, 1994

In accordance with school board policy IICCA-AB, the administration recommends approval of the major magnitude field trip for the Moorhead High School Wind Ensemble to attend the "1995 ALL AMERICAN MUSIC FESTIVAL - Capital Performance" held in Washington D.C. in May 1995. Students will begin fund-raising activities to help pay for the trip after Board approval.

Suggested Resolution: Move to approve the field trip for the Moorhead High School Wind Ensemble as presented.

RMJ/mdm
Attachment



Moorhead Senior High School Instrumental Music

Douglas C. Engstrom, Director
2300 4th Avenue South
Moorhead, MN 56560
(218) 299-6328

Board of Education Members,

As a result of application and audition procedures, the Moorhead High School Wind Ensemble has been accepted for admission into the ALL-AMERICAN MUSIC FESTIVAL in Washington D.C. in May of 1995.

Performance and travel of this nature has, in the past, proven to be enriching and broadening for the students, musically and culturally. At the same time, multiple competitions and performances enhance the band's musical standards, unity, and spirit. In all of this, both the Wind Ensemble and the participating students honorably represent our school, our community and our region at a national level.

These students will be actively involved with various fund raising projects to earn portions of their tour expenses, as all costs incurred are the individual students responsibility.

We are asking that approval be granted for this performance tour to enable us to begin with details and preparation thereof.

Thank you for your support of the Moorhead High School Wind Ensemble!

Sincerely,

Douglas C. Engstrom

DE/rk

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: November 21, 1994
SUBJECT: New Employees

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

Patty Miranowski- Library Secretary, Probstfield Elementary,
A12 (0) \$7.62 per hour, 4 hours daily.
(Replace Donna Voxland)

Christopher Teal - Night/Day Custodian, Moorhead Senior High,
A12 (3) \$8.07 per hour, 8 hours daily.
(Replace Brad Beaton who transferred)

Armando Torres - Paraprofessional, MCAP Townsite Centre,
B21 (0) \$8.19 per hour, 6.5 hours daily.
(\$2964.89 cost after state reimbursement comes
from contingency fund. Contingency balance
\$1464.92 after this expense.)

Suggested Resolution: Move to approve the employment as presented.

BMF:sdh

MEMORANDUM

P 94.243

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: November 21, 1994
SUBJECT: Resignation of District Employees

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

Kathy Duval - Food Service, Probstfield Elementary,
effective November 18, 1994.

Suggested Resolution: Move to accept the resignation as presented.

BMF:sdh

MEMORANDUM

P 94.244

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: November 21, 1994
SUBJECT: Leave of absence

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

Lynette Anderson - Principals Secretary, Voyager Elementary, for 2 1/2 hours each day for 56 days beginning November 28, 1994 until February 24, 1995, to complete educational program.

Rolando Flores - Paraprofessional, Senior High, from November 2, 1994 through November 27, 1994, to attend to family business.

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

BMF:sdh

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: November 21, 1994
SUBJECT: Transfer

Mary Broberg - EBD Teacher at Detention Center to EBD Teacher at MCAP Center effective November 29, 1994.

BMF:sh

MEMORANDUM P 94.246

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: November 21, 1994
SUBJECT: Change in Contract

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

James Kapitan - Adapted Physical Education Teacher, District Wide
increase .286.
(\$4471.20 additional cost covered by Part B
Federal dollars.)

Jennifer Autumnstar - Paraprofessional, MCAP, increase from half
time to full time.
(\$3273.95 additional cost covered by Part B
Federal Dollars)

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

BMF:sdh

MEMO #: S-95-072

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Indian Education Program Resolution
DATE: November 11, 1994

The ISD #152 Indian Education Program Parent Committee has recommended the following:

1. All teachers attend a workshop at least once per year on topics relevant to Indian education (e.g. learning styles, values, culture, American Indian learner outcomes, etc.)
2. Curriculum will include Native American contributions not just at Thanksgiving but all subjects, (e.g. history of the constitution, agriculture, values, etc.)
3. Hiring more Native American teachers in the school district to provide role models.

These recommendations are consistent with the desire, beliefs and mission of the school district and thus I recommend their approval.

Suggested Resolution: Move to approve the above recommendations of the Indian Education Program Parent Committee, within the context of the observations of Donna Longie, Indian Education Coordinator.

BRA:cbp
Attachment

MEMO #: I-95-113

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: North Central Association Visitation

DATE: November 22, 1994

Attached is a copy of the North Central Association Visitation schedule. The visitation will be held from December 4 - 7.

Self-study teams have spent significant time in preparing self studies in the areas of Food Services, Gifted and Talented, Guidance Services, Nursing Services, Reading, Special Education, and Transportation Services.

The PER Committee has reviewed the strengths, limitations and needs. Mr. Jernberg will briefly comment on the North Central Association review and follow-up process.

Copies of the North Central Association self-study reports will be available for Board members who wish to review them.

RMJ/mdm
Attachment

SCHEDULE FOR NORTH CENTRAL VISITATION

Sunday, December 4

- 5:00 p.m. - NCA Committee check in at Madison Hotel
- 5:30 p.m. - Visiting Chair and Team Meeting, "Dakota Room C"
- 6:00 p.m. - Opening session at Madison Hotel, "Minnesota 3"
- Welcome by Mark Gustafson, Vice Chair,
 Board of Education
- Dinner and Entertainment
- Remarks - Dr. Bruce Anderson, Superintendent
 Bob Jernberg, Asst. Supt. of Instruction
 Dr. Michael Trok, Chairperson, Visitation
 Team
- 7:45 p.m. - Plenary Session, NCA Team/Dr. Michael Trok
 "Dakota Room C"

Monday, December 5

- 6:00 -
- 7:30 a.m. - Breakfast, Madison Hotel, "Courtneys"
- 8:00 a.m. - Visitation at various school sites
- 12:00 - Lunch at respective school cafeterias
- 1:00 p.m. - Visitation continues at various school sites
- 1:30 p.m. - Nursing Services Meeting - Senior High School
 Conference Room
- 2:30 p.m. - Food Service Meeting - Townsite Centre Board Room
- 3:30 p.m. - Transportation Meeting - Townsite Centre Board Room
- 3:30 p.m. - Reading Committee Meeting
 George Washington School Library
- 3:30 p.m. - Gifted/Talented Program Meeting
 Robert Asp School, Room 174
- 3:30 p.m. - Guidance Meeting - Senior High School Conference
 Room
- 3:30 p.m. - Special Education Meeting - Senior High School
 Library
- 5:30 p.m. - Dinner, Madison Hotel, "Dakota Room C"
- 7:00 p.m. - Plenary Session, Madison Hotel, "Dakota Room C"

Tuesday, December 6

- 6:00 -
- 7:30 a.m. - Breakfast, Madison Hotel, "Courtneys"
- 8:00 a.m. - Visitation at various school sites
- 12:00 - Lunch at school cafeterias
- 1:00 p.m. - Visitation continues at various school sites
- 1:30 p.m. - Nursing Services Meeting - Senior High School Conference Room
- 2:30 p.m. - Food Service Meeting - Townsite Centre, Room 266
- 3:30 p.m. - Transportation Meeting - Townsite Centre, Room 266
- 3:30 p.m. - Guidance Meeting - Senior High School Conference Room
- 3:30 p.m. - Reading Committee Meeting - Senior High School Library
- 3:30 p.m. - Gifted/Talented with Coordinators Meeting - Junior High School Library
- 3:30 p.m. - Special Education Meeting - Senior High School Library
- 6:00 p.m. - Dinner, Madison Hotel, "Dakota Room C"
- 7:00 p.m. - Plenary Session, Madison Hotel, "Dakota Room C"

Wednesday, December 7

- 7:00 a.m. - Breakfast, Madison Hotel, "Courtneys"
- 8:00 a.m. - Visitation continues and time to prepare and turn in
- 12 noon final report
- 12:00 - NCA Committee Hotel Check Out
- 3:30 p.m. - Exit report by Visiting Chair to Staff,
Administration and Board - Senior High School, Room 222

MEMO #: B95.183

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: NOVEMBER 17, 1994

SUBJECT: FINANCIAL AUDIT

Eide Helmeke & Co. has proposed revising the fee for the 1995 Audit and adding two years to the letter of engagement.

Year	Proposed Fees	Cost Increase/Decrease
1994	\$18,600	
1995	\$15,000	-19.4%
1996	\$15,750	+ 4.7%
1997	\$16,500	+ 5.1%

Suggested Recommendation: Move to accept the proposal from Eide Helmeke & Co. for financial auditing services as follows:

1995	\$15,000
1996	\$15,750
1997	\$16,500

cc: Beth Astrup

Attachment: 11/11/94 Proposal

Eide Helmeke & Co.

Certified Public Accountants & Consultants

November 11, 1994

The Board of Education
Independent School District No. 152
810 4th Avenue South
Moorhead, Minnesota 56560

This letter is to explain our understanding of the arrangements for the services we are to perform for Independent School District No. 152 for the years ending June 30, 1995, 1996 and 1997. We ask that you either confirm or amend that understanding.

Audit of Financial Statements

Our audits will be made for the purpose of forming a qualified opinion on the fairness of the presentation of the district's financial statements as of June 30, 1995, 1996 and 1997 in conformity with generally accepted accounting principles. We anticipate that our opinion will be qualified because we will be unable to make an audit of the balance sheet of the general fixed assets account group. If, during the course of our audit, information should come to our attention which would require or permit us to issue a significantly different type of report, we will discuss the reasons with you.

We direct your attention to the fact that management has the primary responsibility for properly recording transactions in the records, for safeguarding assets and for preparing reliable financial statements. Our basic audit function is to add reliability to those financial statements.

Our audit will be conducted in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act of 1984; and the provisions of OMB Circular A-128, Audits of State and Local Governments. We will plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatement. We will examine, on a test basis, evidence supporting the amounts and disclosures in the financial statements. We will assess and evaluate the accounting principles used, significant estimates made by management and the overall financial statement presentation. Our procedures will not include a detailed audit of all transactions and is not designed to discover all defalcations, irregularities or illegal acts, should any exist. If the district desires that we expand the scope of our services in this regard, this letter of understanding will require revision.

As a result of our audit, we will report to you any material weaknesses in the system of internal accounting control that we observe.

We will try to initiate ideas or observations that we believe will help achieve the objectives of the district. We will also be pleased to respond to inquiries you might have about financial or other business matters.

The assistance to be supplied by your personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with your accountant. The timely completion of this work will assist us in performing our work efficiently.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Charges for Services

Our fees for these services will be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We estimate the work will be completed at a total cost of fees and expenses as follows:

For year ended June 30, 1995	\$ 15,000
For year ended June 30, 1996	15,750
For year ended June 30, 1997	16,500

Our fees are based, in part, on the expectation that your personnel will: (1) prepare various required account analyses, schedules and other worksheets, (2) make invoices, contract and other documents readily available for us upon request and (3) prepare the draft of the annual report. If your personnel do not provide these services in an accurate, complete and timely fashion, we will bring the matter to your attention. If we are required to perform additional work as a result of these deficiencies, we will bill you for the additional work based on our standard hourly rates and the time required, plus expenses.

It is further understood that additional charges other than those described above may be incurred in the process of conducting the engagement. Eide Helmeke & co. may provide a "change order" providing for such changes and charges incurred thereby. Change orders are payable upon receipt of the billing. Any change order shall be approved by you in advance.

All other services, such as business consultation, etc., will be billed separately as the charges are incurred for these services.

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

If this letter defines the arrangements as you understand them, please sign and date the enclosed copy and return it to us. Thank you for this opportunity to be of assistance to you. We appreciate your business.

EIDE HELMEKE & CO.

By 

ACCEPTED:

Name

Title

Date

NOV 01 1994

MEMO #: B95.175

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: OCTOBER 31, 1994

SUBJECT: 1995 TAX ANTICIPATION CERTIFICATES

We are planning to finance \$4,000,000 with a bond proceed. The sale will be February 13, 1994. The costs are projected at \$8,325.00.

Suggested Resolution: Move to set February 13, 1994 as the date to sell \$4,000,000 of tax anticipation certificates.

cc: Beth Astrup

OCT 28 1994



EVENSEN DODGE INC

FINANCIAL CONSULTANTS

October 27, 1994

Mr. Bob Lacher
Asst. Supt. - Business
Ind. School District No. 152
810 South 4th Avenue
Moorhead, MN 56560

RE: Tax Anticipation Certificate Financing

As requested, indicated below is a proposed timeline and anticipated issuance costs for a TAC issue size of \$4.0 million by the Moorhead School District.

Listed below are the issuance costs for a \$4.0 million TAC issue by Moorhead School District:

Evensen Dodge	\$6,500
Bond Attorney	1,200
Official Statement Printing	350
Transcript	175
Misc./Mailing	100
Bond Printing	incl.
Registration	incl.
Bond Rating	none
Total	<u>\$8,325</u>

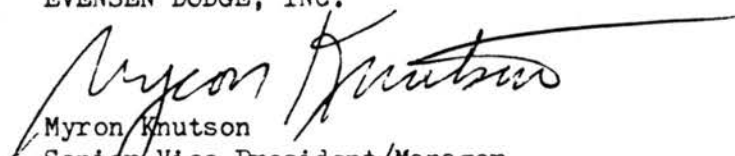
Issuance costs as a percentage of issue size are less than .21%.

We will also provide the necessary documentation so the District will be able to qualify this issue for the State credit enhancement program. There is no cost for the credit enhancement and no bond rating is required.

Last years TAC issue was sold on February 8th, 1994 and is due March 24, 1995. Staying on the same timeline this year the TAC sale would be the first Board meeting in February.

We look forward to working with the Moorhead School District on another successful TAC financing. Please let me know if you have questions or need any additional information.

Sincerely,
EVENSEN DODGE, INC.


Myron Knutson
Senior Vice President/Manager
Fargo/Moorhead Office
601 Second Avenue South, Suite 5100
Minneapolis, MN 55402
612/338-3535 800/328-8200
612/338-7264 FAX

Columbus, Ohio
(Delaware)
614/363-5577
800/628-7900
614/363-4887 Fax

Costa Mesa, California
714/545-1212
800/322-0171
714/557-9126 Fax

Des Moines, Iowa
515/282-6138
515/282-0252 Fax

Detroit, Michigan
(Livonia)
313/591-4040
800/589-2800
313/591-4554 Fax

Fargo, North Dakota
701/235-4416
800/328-8200
701/239-4597 Fax

Indianapolis, Indiana
800/328-8200
612/338-7264 Fax

Irving, Texas
214/444-2599
800/842-6574
214/869-7230 Fax

New York, New York
212/541-3917
212/541-3919 Fax

Orlando, Florida
407/841-0757
800/624-8222
407/872-2326 Fax

Portland, Oregon
503/220-1688
800/554-7221
509/493-4901 Fax

San Francisco, California
415/955-2675
415/955-2676 Fax

MEMO #: S-95-078

TO: School Board

FROM: Joint Powers Representatives:
Carol Ladwig
Jim Cummings
Bruce R. Anderson *BR*

RE: Migrant Issues Project Proposed Changes

DATE: November 22, 1994

Attached is the information sent in the November 17 transmittal.

Here is a recap of what is included:

1. The Community Diversity Issues Council Proposal
2. A copy of the proposed budget prior to changing to a Community Diversity Issues Council.
3. The new Community Diversity Issues Council proposed budget for 1995 (put together by the County, the proposed fiduciary).
4. Timeline and additional information relating to the proposed changes.

It is a unanimous recommendation by Carol Ladwig, Jim Cummings, and me that the School Board approve the proposed changes that the Joint Powers recommends and support the financial commitment.

Suggested Resolution: Move to approve the recommended changes in the Migrant Issues Project as approved unanimously by the Joint Powers members and supported by the School Board representatives.

BRA:cbp
Attachments

Memorandum

To: School Board Members

From: Joint Powers Representatives:
Bruce Anderson
Jim Cummings
Carol Ladwig

Re: Cultural Diversity Issues Council

Date: 11/17/94

Attached are several items to review prior to the Board Meeting on November 28th. This topic will be on the agenda at that meeting. It includes:

1. The Community Diversity Issues Council Proposal
2. Copy of the Proposed budget prior to changing to a Community Diversity Issues Council
3. The new Community Diversity Issues Council Proposed Budget for 1995 (put together by the County, the proposed fiduciary.)
4. Time line and additional information relating to the changes.

It is our unanimous recommendation that the Board approve the changes that the Joint Powers recommends and support the financial commitment.

If you have any questions or concerns, please feel free to contact any of the above representatives.

**Joint Powers
Community Diversity Issues Council**

(Presentation Draft for Joint Powers Meeting Nov. 3, 1994)

Vision:

The Community Diversity Issues Council will serve as a key focus group of the Joint Powers to

- facilitate (dialogue, refer, connect),
- communicate (between all groups, agencies, entities),
- disseminate (accurate information; education, inform),
- offer a point of contact (media, community, individuals) and,
- exemplify community commitment and collaboration (entities, agencies, groups, and individuals)

in overcoming social and cultural barriers in our community.

Mission Statement:

The mission of the Joint Powers Community Diversity Issues Council is to identify and address cultural diversity and social issues affecting our community, and recommend solutions to make our community a more inclusive, safe, and inviting place to live.

Council Goals:

1. Cultural and social issues based on diversity will be identified.
2. Accessibility and communication to all members of the community identified with an issue will be encouraged.
3. Potential solutions, strategies, and communication will be facilitated between individuals, groups, agencies and entities on issues identified .
4. Efforts to transcend lines of jurisdiction of authority in an effort of collaboration will be supported.
5. Appropriate opportunities for education and accurate communication to the media, to individuals, and within the community will be promoted.
6. Efforts reflecting communication and collaboration on issues will be disseminated to appropriate bodies.
7. Opportunities for additional resources that support the mission of the Council (i.e. grants, foundations, donations, etc.) will be sought.

Council Membership:

1. Elected Chair and Vice Chair
2. Community Diversity Issues Coordinator

3. Individuals representing the following areas:
 - a. Social Services
 - b. Education
 - c. Public Safety
 - d. Business
 - e. Housing
 - f. Religious Community
 - g. Industry
 - h. Employment and/or Training
 - i. Legal Services
 - h. Health-related Services
 - i. Community and Minority Organizations
 - j. Contributing Entities
 - k. Community Diversity Issue Coordinator Supervisor

Council Meetings:

Community Diversity Issues Council meetings will be held quarterly, with additional or special meetings as needed following Roberts Rules of Order. Minutes are recorded at each meeting, communicated to members of the Council, and approved at the following meeting.

Council Leader Election/Terms/Vacancies:

- a. The first Chair is elected by majority vote to serve a one year term .
- b. The Vice Chair is elected annually by majority vote for a term of 2 years (One year as Vice-Chair and to succeed the following year in the position of Chair.)
- c. In the event of a vacancy of the Chair, the Vice Chair moves up to Chair. In the event of a vacancy of the Vice-Chair, nominations for Vice Chair for the remainder of the term are presented at the following meeting for election to take place.

Council Leader Responsibilities:

Chair's Responsibilities:

- a. Facilitate at regular and special meetings
- b. Work together with the Community Diversity Issues Coordinator to develop an agenda
- c. Represent the Community Diversity Issues Council at Joint Powers Meetings
- d. Appoint as needed any ad/hoc, special, or task force committee
- e. Prepare in collaboration with the Community Diversity Issues Coordinator a written year-end report.

Vice Chair's Responsibilities:

- a. Facilitate regular and special meetings if the Chair is unavailable
- b. Work with the Chair and Community Diversity Issues Coordinator on the development of the agenda
- c. Represent the Chair at the Joint Powers Meetings if the Chair is unavailable
- d. Serve as needed on Council ad/hoc or special committees

Funding:

1. Primary source of funding will be equal contributions by the governing bodies using the services of the Cultural Diversity Issue Council or Coordinator.
2. Contributing entities will have a 5-year commitment effort to be renewed annually through the budgeting process.
3. Grants and other sources of funding may be sought and accounted into the funding program if deemed appropriate.

Community Diversity Issues Coordinator's Position:

Title: Community Diversity Issues Coordinator

Qualifications: College graduate (Master's Degree preferred), bilingual preferred, knowledgeable and previous experience in working with community organizations, leadership skills, strong planning and administrative experience, good organizational and interpersonal skills including ability to communicate and relate effectively in diverse sensitive situations.

Reports to: The Administrative/Supervisory Committee (School Superintendent, City Manager, and Clay County Administrator). Lead Coordinator and Fiscal Agent is Clay County.

Job Mission: To support and increase the effectiveness of the Community Diversity Issues Council and entities in ways that address the community's needs as related to issues of diversity.

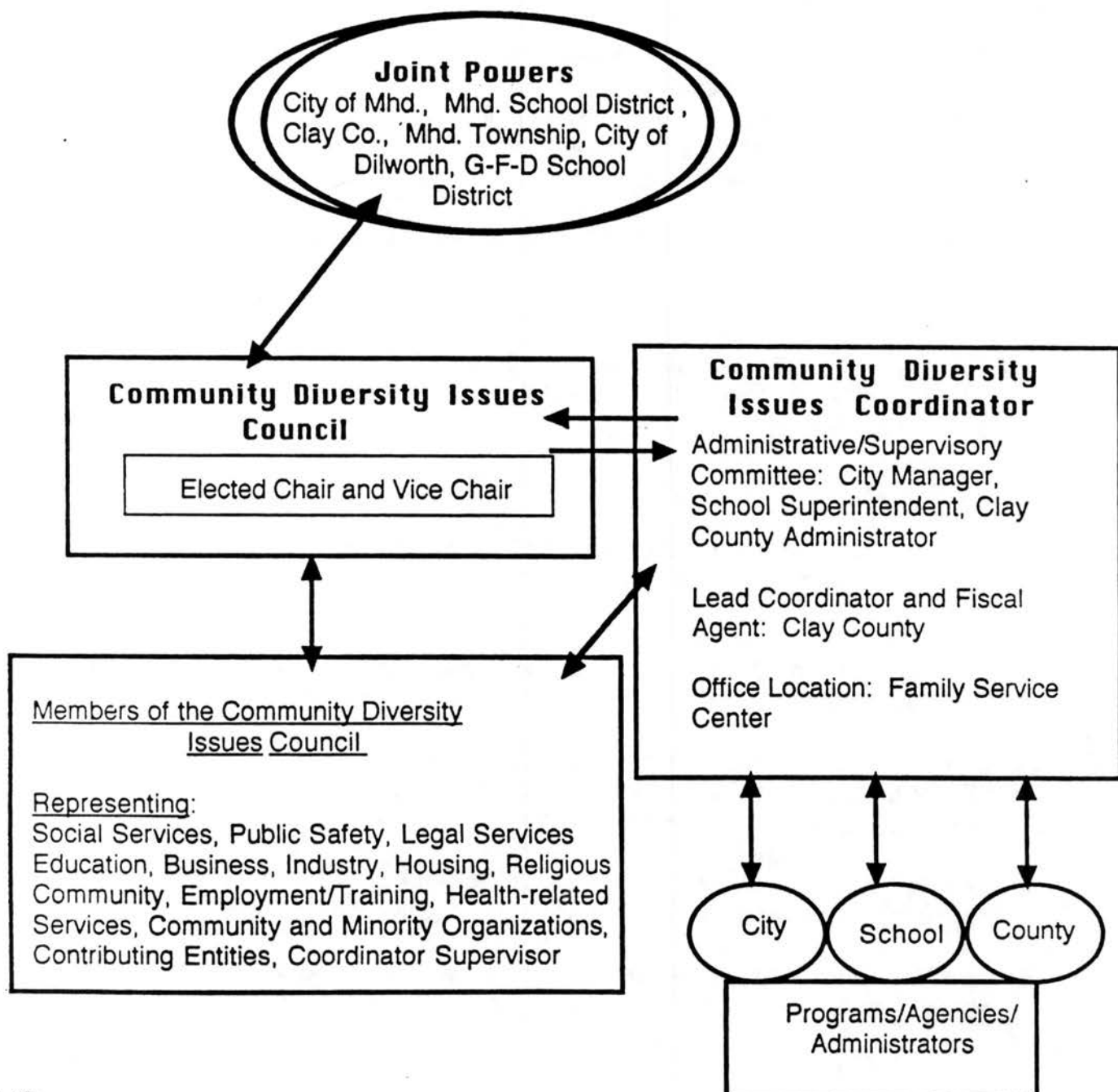
Job Responsibilities:

1. Establish credibility by opening lines of communication between minority individuals, groups, agencies, entities, and the community.
2. Serve as a catalyst, communicator, facilitator, and sounding board in relations between the Community Diversity Issues Council and minority individuals, groups, agencies, entities and the community.
3. Use leadership skills to work toward inclusiveness, awareness, and appreciation of cultural differences as well as assisting minority and diverse populations overcome barriers to successful community acclimation.
4. Knowledgeable about community agencies, referral services and works with people, situations and cultures in a sensitive, positive way.
5. Provides an up-to-date inventory of services available in the community to meet the needs of cultural minority individuals.

6. Serves as a grant writer to find additional resources that support the mission and vision of the Community Diversity Issues Council and supporting entities.
7. Evaluates the effectiveness and results of communication and collaboration efforts with the Council Chair and files an annual written report with recommendations for changes with the Community Diversity Council and Joint Powers.

Office location: Clay County Family Service Center

Community Diversity Issues Council/Joint Powers Relationships:



Anticipated Cash Income

	<u>1994</u>	<u>1995</u>
Government Grants and Contracts	—	—
Local Contributions	58975.70	60744.97
Foundations	—	—
Red River Valley Sugar Beet Growers Association Executive Board	—	—
Red River Valley Sugar Beet Growers Association-Moorhead Factory Board	—	—

Local Contributions Breakdown

	<u>1994</u>	<u>1995</u>
Clay County (30% of total local contributions)	17692.71	18223.49
City of Moorhead (30% of total local contributions)	17692.71	18223.49
Moorhead Public School District (40% of total local contributions)	23590.28	24297.99

7. * Line Item Budget

Joint Powers Migrant Issues Project
Comparison of September 1, 1994 to August 31, 1994 to
September 1, 1994 to August 31, 1995

	<u>1993-94</u>		<u>1994-95 (3% inc.)</u>	
Expenses	CASH	IN-KIND	CASH	IN-KIND
Salaries & Benefit (full-time coordinator and half-time secretary)	53725.70		55337.47	
Travel	2310.00		2379.30	
Telephone	525.00	525.00	540.75	540.75
Postage & Printing	210.00	1365.00	216.30	1405.95
Occupancy		1050.00		1081.50
Supplies	105.00	420.00	108.15	432.60
Equipment		3150.00		
Contracted Services	1050.00		1081.50	
Administrative Expenses		2205.00		2371.15
Other/Miscellaneous	1050.00		1081.50	
* TOTAL EXPENSES	58975.70	8715.00	60744.97	5831.95

* Local Contributions and Line Item Budget breakdown for 1995 is based on 1994 authorized contributions. An amount of \$707 was added to salary, however, because of a recent reclassification of the coordinator's salary.

**COMMUNITY DIVERSITY ISSUES COUNCIL
PROPOSED BUDGET - 1995**

BUDGET ITEM	CASH	IN KIND
Salaries & Benefits		
Full time coordinator & 1/2 time secretary	\$55,340	
Travel	2,380	
Telephone	2,000*	
Postage & Printing	1,500	
Occupancy (200 sq.ft. @\$11.45/sq.ft.)	2,290	
Supplies	500	
Equipment	3,440**	
Contracted Services	1,100	
Administrative Support		2,400
Miscellaneous	1,100	
TOTAL	\$69,690	\$2,400

* Includes \$1400 one time installation cost (2 phones with voice mail hookup) + \$200 for annual line rental + \$400 long distance

** Includes two Gateway 2000 personal computers: 486 DX2 66 MHZ 540 MB w/CD Rom @ \$1590 + one HP Desk Jet Ink Jet printer @ \$300.

Local contribution 1/3 each from the City, County and School District = $\$69,690/3 = \$23,230$

*\$9,000 incr. over
proposed budget of
6-21-94
\$5,000. one-time set-up
costs.*

Additional helpful information regarding changes :

Time lines:

1. The Migrant Issues Project was formed in 1989. It was a proposal by the Joint Powers to the city, school district, and county for the purpose of working with the Migrants coming to Moorhead and facilitate, coordinate, and collaborate their connection with the "systems" of the the entities (City, School, and County). These "systems" included social services, welfare, housing, schooling, law enforcement if needed, employment, health, legal services, etc.
2. Cynthia Sillers was hired as the Coordinator of the Project. A Migrant Issues Task Force Committee was formed that included 40-45 individuals representing organizations that work with Migrant Workers. (Attached is the list)
3. The project was originally housed at the County and later moved to Townsite at the request of the County.
3. Cynthia Sillers reported to the Joint Powers monthly. The Migrant Issues Task Force Committee met regularly. Dewey Possehl, County Commissioner, Chaired the meetings.
4. In April 1994, the Joint Powers Committee requested that the Migrant Issues Task Force Committee do a self evaluation and projection on what direction the project should continue. (April 1994 Joint Powers Minutes). This was not completed.
5. In July 1994, the School District approached the City and County about ways to make changes in the project. This was presented at the August 1994 Joint Powers meeting. A special meeting was designated to review the vision and mission of the project.
6. An evaluation form was prepared by the Chair of Joint Powers and Migrant Issues Task Force Committee Chair and mailed to all Migrant Issues Task Force members to bring or mail in their ideas and thoughts on the future of the project to a Migrant Issues Task Force meeting held August 11, 1994.
7. On August 22, the Joint Powers met, reviewed the summary of the evaluation form and input from the Migrant Issues Task Force Meeting and requested an Ad-hoc committee be appointed to to use the information and do further review of the Project.
8. September 8, 1994 a Joint Powers Ad-Hoc Committee was appointed. (see attached letter)

9. The Ad hoc Committee met:
- September 14 (Voting and Liaison Members)
Reviewed original Project mission, recent evaluation, and how to proceed.
 - September 21 (Voting and Liaison Members)
Reviewed perceptions and issues, visions and focus
 - September 28 (Voting Members only)
Continued discussion on the vision, mission, name (Began Draft 1)
 - October 6 (Voting Members only)
Working on goals, council structure (Draft 2)
 - October 12 (Voting Members only)
Continue refining, coordinators job description (Draft 3)
 - October 19 (Voting and Liaison Members)
Discussed Draft 4 and requested input and changes
 - October 25 (Voting and Liaison Members)
Reviewed Draft 5 requesting changes needed; requested County prepare budget proposal based on move to Family Service Center for 1995.
10. The regular November Joint Powers Meeting was held November 3, 1994. The Joint Powers Ad-hoc Committee "Community Diversity Issue Council" proposal was mailed with agenda and discussed. Discussion included review of the new budget proposal (with \$9,000 increase of which \$5,000 is a one time setup cost), and correlation with PEW Project, (ViJay Sethi, a member of the Ad-hoc Liaison members and Steering Committee member of the Pew Project reported that he had spoken with Pew Coordinator Yoke Sim Guerrano regarding this proposal. Comments included: This proposal could be used as a blueprint for similar projects in Fargo, W.F. and Dilworth; that this proposal had long-term commitment from established entities, while the PEW grant is a 3-year grant; that this proposal is quite focused on social service and governmental involvement for minority cultures and not advocacy or promotion of minority cultures where as PEW will address broader areas and issues; and that PEW would like to be involved and would be welcome to participate on the Council.). Also discussed was that English as a Second Language is not part of this project, and would continue as the responsibility of the School District; the reasoning behind changing the name to be more inclusive off all minorities vs. labeling a specific group; moving the office of the project to the Family Service Center to ease connecting families with many of the services; and continued importance that each entity support it equally as it was originally established. (It requires support from all three entities to continue.)
- The Joint Powers Committee voted unanimously to support the Community Diversity Issues Council proposal and forward the proposal to the governmental entities for review and support.

JOINT POWERS COMMITTEE

"Community Communication and Collaboration"

TO: Joint Powers Committee
Ad Hoc Committee Members

FROM: Carol Ladwig, Chair *CL*

RE: Joint Powers Ad Hoc Committee

DATE: September 9, 1994.

The Cities
of
Dilworth
and
Moorhead

As mentioned at the September Joint Powers Committee meeting, an Ad Hoc committee has been appointed. Much appreciation to everyone who willingly accepted the responsibility and opportunity to serve.

Ad Hoc Voting Committee Members:

Jim Cummings (Moorhead Schools)
Maria Garcia (Migrant Issues Task Force Committee)
Morrie Kelsven (City of Moorhead)
Bob Olson (Moorhead Township)
Dewey Possehl (Clay County)

Clay County

Non-Voting Liaison Members:

Bruce Anderson (Moorhead Schools)
Jim Antonen (City of Moorhead)
Vijay Sethi (Clay County)
Cynthia Sillers (Community Issues Coordinator)

Moorhead
Township

Mission of the Ad Hoc Committee:

1. Revisit the mission of the Migrant Issues Task Force Committee.
2. Evaluate how well that mission has been met through their activities.
3. Bring recommendation to the Joint Powers Committee.

The School
Districts
of
Dilworth-
Glyndon-
and
Moorhead

Proposed Time Line:

1. Meet as needed September through October;
2. Present a written recommendation at the November 3rd Joint Powers meeting;
3. Any recommended changes approved by the Joint Powers Committee be initiated by January 1, 1995.

The first meeting will be held Wednesday, September 14th at 1:00 p.m. in the Board Room of Townsite Centre. All Ad Hoc and liaison members are requested to attend. Subsequent meetings will be decided by the Ad Hoc Committee members.

CL:cbp

MIGRANT ISSUES TASK FORCE MEMBERS

NAME	ORGANIZATION
Dr. Bruce Anderson	Moorhead Public Schools
Dave Aho	MN Dept. of Jobs and Training
Joan Altenbernd	Migrant Health Services, Inc.
Chuck Anderson	Clay County Sheriff's Dept.
James Antonen	City of Moorhead
Abner Arauza	Moorhead State University
Sgt. Wayne Arnold	Moorhead Police Department
Bruce Bekkerus	Community Member
Rev. James Bergquist	Good Shepherd Lutheran Church
Casey Brantner	Clay County Commission
Richard Camerer, Youth Dir.	Good Shepherd Lutheran Church
Bea Castillo	Moorhead Public Schools
Mary Deutsch-Schneider	Northwest MN Legal Services
Tom Dooher	Moorhead Public Schools
Maria Garcia	Migrant Health Services, Inc.
Sylvia Garcia	F-M Convention & Visitors Bur.
Rosie Gonzalez	Migrant Legal Services
Pablo Guajardo	MN Dept. of Jobs & Training
Ted Guerrero	Northwest Technical College
Alvin Hansen	Sugar Beet Grower
Craig Hertsgaard	Red River Sugar Beet Assoc.
Scott Hutchins	City of Moorhead
Lanette Inderieden	Churches United For The Homeless
Scott Thompson	Norwest Bank - Hornbachers
Douglas Krabbenhoft	Red River Sugar Beet Assoc.
David Kragnes	Red River Sugar Beet Assoc.
Mary Larson	F-M Apt. Owners Assoc.
Dennis Lien	Clay County Social Services
Raul Luna	Community Member
Tom Magin	U.S. Department of Labor
Scott Mathison	Moorhead Public Schools
Tom Olson	Lutheran Social Services of MN
Cindy Palmer	Community Member
Joe Pederson	Clay County Social Services
Dewey Possehl	Clay County Commission
Darla Roy	Moorhead Public Schools
Gary Schulz	Moorhead Fire Department
Cynthia Sillers	Moorhead Public Schools
Lynn Sipe	Moorhead Public Schools
Helen Steffens	Midwest Farmworkers Empl & Trn
Chuck Vaala	Migrant Legal Services
Mark Weber	Red River Sugar Beet Assoc.
Diane Wray-Williams	Community Member

MEMO #: B95.182

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: NOVEMBER 15, 1994

SUBJECT: 1994.95 FINAL BUDGET FOR THE FOLLOWING FUNDS

Based on the 1993.94 Audit Actual Data and the 1994.95 Assumptions,
the 1994.95 Revised Budgets are:

	<u>Fund</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Ending Fund Balance</u>
I	General Fund	\$30,959,586	\$30,840,537	\$2,493,584
II	Food Service	\$ 1,049,138	\$ 1,193,181	\$ 145,534
III	Transportation	\$ 1,767,074	\$ 2,064,240	(\$ 124,008)
IV	Community Services	\$ 913,766	\$ 1,144,881	\$ 223,406
V	Capital Outlay	\$ 1,760,960	\$ 2,045,704	\$ 336,535
VI	Building Const.	\$ 237,834	\$ 1,411,659	\$ 0
VII	Debt Redemption	\$ 1,039,294	\$ 976,470	\$ 297,895
VIII	Townsite Leasing	\$ 284,149	\$ 249,765	(\$ 643,529)

Suggested Resolution: Approve Final 1994.95 Budgets as listed.

Attachment: Fund Summary Data

cc: Beth Astrup

MEMO #: B95.185

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: NOVEMBER 22, 1994

SUBJECT: LIFE INSURANCE/LTD INSURANCE

Bids were opened on Monday, November 21, 1994 at 2:00 p.m.

Life Insurance Bids:

Present Rates: \$.15 per \$1,000 Basic
\$.02 per \$1,000 AD&D

	Basic	AD&D
Lincoln	\$.14	\$.025
Sec. Life	.14	.02
Pioneer Mutual	.11	.02
Madison National	.108	.02
AM United	.11	.02
Comm.	.138	.02
MII Life	.16	.03
Mutual of Omaha	.14	.02
North American Life	.13	.02
Trust Mark	.14	.02
Sun Life of Canada	.12	.02
Prudential	.13	.03

LTD Insurance Bids:

Present Rates: \$.511

		Alternate Zero Residual
Ohio National	\$.55	\$.58
Unum	.62	.63
SIF (School Ins. Fund - Madison National)	.43	.43
Fortis	.50	.50

Suggested Resolution: Move to award bid to lowest responsible bidder.

Life Insurance: Madison Mutual for Basic Group coverage at:
\$.108 per thousand dollars and AD&D for \$.02 per thousand dollars.

LTD Insurance: SIF at: \$.43 per hundred dollars of salary for alternate zero option.

Effective date: December 1, 1994.

Attachments

MEMO #: S-95-080

TO: School Board
FROM: Bruce R. Anderson, Supt.
RE: Policy Approval
DATE: November 23, 1994

Attached please find the policy, Cashing Checks Out of Cash Deposits (DMA).

Suggested Resolution: Move to approve the policy, Cashing Checks Out of Cash Deposits (DMA), as presented.

:cbp
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: DMA DATE ADOPTED: REVIEWED: 05-90
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(Draft 10/94)

CASHING CHECKS OUT OF CASH DEPOSITS

As district policy Since all school district deposits, by statute, are to be made intact, it is the policy of ISD #152 that, no checks, including third party checks, are to be cashed for anyone (staff or students) out of cash deposits made by the district (food service, tuition & fees or any other cash deposits) for the following reasons:

- 1/ All school district deposits, by statute, are to be made intact.
- 2/ If such checks are returned for any reason, we have a difficult time collecting them since they are not checks in payment for goods or services.
- 3/ Checks that are not related to the purpose of the deposit make it more difficult to trace deposit information when necessary.

Further information can be received from the accounting office is available in the Business Affairs Office.

Reference: Minnesota Statute 123.133
Eide Helmer Letter Dated 3/13/90

Eide Helmeke & Co.
Certified Public Accountants

Melroy C. Clark, C.P.A.
Partner

March 15, 1990

Mr. Robert Lacher
Assistant Superintendent of Business
Independent School District No. 152
Townsite Centre - 810 South 4th Avenue
Moorhead, Minnesota 56560

Dear Bob:

This letter is in response to your letter dated February 28, 1990, relative to the Moorhead Technical College cashing checks for students.

As your letter states, our management letters in the past and the State Auditor's comments have emphasized a significant internal control factor over cash receipts is that "receipts be deposited intact on a timely basis." Thus, taken literally, there should be no cashing of checks from such receipts.

We understand there has been some discussion as to establishing an imprest fund to accomodate cashing of such checks. Although state statutes do not specifically prohibit such, they do not provide for establishing such a fund either. Specifically, Section 123.335, Imprest Cash funds, states in part, "the board may establish one or more imprest funds for the payment in cash of any proper claim against the district which it is impractical to pay in any other manner....." Clearly, cashing a check is not a claim against the district.

I also discussed this matter with the state auditor's office recently and, along with the fact there is no authority for establishing such a fund, it was their opinion, and we agree, that it is generally just not a good practice to provide for the cashing of such checks.

If you have any questions, please call.

Sincerely,

EIDE HELMEKE & CO.

Melroy C. Clark
Melroy C. Clark, CPA

MEMO #: S-95-081

TO: School Board
FROM: Bruce R. Anderson, Supt.
RE: Policy Approval
DATE: November 23, 1994

Attached please find the policy, Policy Adoption (BFC).

Suggested Resolution: Move to approve the policy, Policy Adoption (BFC).

:cbp
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: BFC DATE ADOPTED: 05-90 REVIEWED/REVISED:
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(Draft 10/94)

POLICY ADOPTION

The Adoption of new policies and the revision or repeal of existing policies is solely the responsibility of the Board of Education.

The Board will adhere to the following procedure in considering and adopting policy proposals ~~to ensure that they are well examined before final action:~~

1. First meeting -- the proposal shall be presented as an information item.
2. Second meeting -- the proposal shall be presented for a second reading, discussion and final vote.

During discussion of a policy proposal, the views of the stakeholders will be considered. Amendments may be proposed by Board members. An amendment will not require that the policy go through an additional reading ~~except as~~ unless the Board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve a policy to meet an emergency condition; however, the above procedure is required before the policy will be considered permanent.

MEMO #: S-95-079

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Drug Testing of Transportation Employees Policy
DATE: November 22, 1994

Attached please find a policy required by law and to be implemented by January 1, 1995. It addresses drug testing for school district bus drivers, including contracted drivers.

In working with other school districts who are implementing the policy, the suggestion is to have a concise Board policy with an administrative procedure to implement it.

The proposed policy will be reviewed by the Policy Review Committee prior to the December Board meeting when action hopefully can occur.

BRA:cbp
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: GBEC DATE ADOPTED: REVIEWED/REVISED:
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(DRAFT)

DRUG TESTING OF TRANSPORTATION EMPLOYEES

The Omnibus Transportation Employee Testing Act of 1991 (Part 49 CFR 382.103) requires that all operators of commercial motor vehicles (CMVs) subject to the Commercial Driver's Licensure (CDL) be tested for controlled substances and alcohol. Moorhead Schools employees who are licensed to drive a school bus shall be required to participate in the Moorhead Public Schools Drug Testing Program as outlined in the Transportation Drug Testing Procedures (GBEC-A).

ADMINISTRATIVE POLICY OF THE MOORHEAD PUBLIC SCHOOLS	DISTRICT CODE: GBEC-A DATE ADOPTED: REVIEWED/REVISED:
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(DRAFT)

TRANSPORTATION DRUG TESTING PROCEDURES

These procedures cover all applicants (including rehires) and current employees (including temporary employees) who have been hired by the district to drive a school bus to transport people for any school-related purpose.

TESTING PROGRAM

Moorhead Public Schools has established a testing program for drugs (including alcohol and controlled substances) for employees operating school buses to transport people for school-related activities. Testing will be conducted as follows:

1. Pre-employment - as a condition of employment
2. Random - during the course of employment
3. Post accident
4. Return to work/follow up
5. Reasonable suspicion

Pre-Employment Testing

The Moorhead Public Schools will test all applicants, whether new employees or rehires, as a condition of employment. The Moorhead Public Schools require that every newly hired and licensed school bus driver (CDL) be free of illegal drugs, controlled substances or alcohol. Each offer of employment shall be conditioned upon the successful completion of a test for illegal drugs, controlled substances and alcohol as prescribed by the federal law. Any applicant who tests positive in the pre-employment drug/alcohol test shall be rejected and shall be ineligible for hire for 12 months unless the applicant adequately establishes a legal basis for the use of the drug, controlled substance or alcohol with respect to which the applicant tested positive.

Random Testing

Employees who have been hired to drive a school owned/operated or leased school bus shall be subject to random testing annually at a rate of 50 percent of work force for drugs and 25 percent of work force for alcohol.

Post Accident

Any employee involved in an accident while driving a school owned/operated or leased school bus will be required to participate in a post-accident drug testing.

Return to Work

Any employee who has voluntarily terminated employment, been released from duties, or who has participated in an employee benefit program as a result of a positive drug test, will be required to take a drug test prior to returning to work at the Moorhead Public Schools.

Reasonable Suspicion Testing

Whenever the Moorhead Public Schools, during the course of an investigation by the Transportation Safety Director or his/her designee, has reasonable suspicion that an employee has used illegal drugs, controlled substances or alcohol, the Moorhead Public Schools may require the employee to submit a urine or other acceptable sample for testing, as prescribed by the Moorhead Public Schools.

TESTING PROCEDURES

1. Prior to testing, the Moorhead Public Schools will afford applicants and employees (subject to testing) the opportunity to list all prescription and non-prescription drugs and controlled substances they have used and to explain the circumstances surrounding the use of such drugs and controlled substances. Failure of any employee to adequately establish a legal basis for the use of any drug or controlled substance with respect to which the employee tests positive shall constitute a violation of this policy.
2. Applicants and employees subject to testing must, prior to testing, sign an approval form agreeing to the testing, authorizing the release of test results to the Moorhead Public Schools Transportation Safety Director, and authorizing the disclosure of the results by the Transportation Department to a personnel representative. The Transportation Department will obtain the results of the analyses and communicate or disclose such results to a personnel representative in accordance with Moorhead Public Schools policies and procedures. The Moorhead Public Schools officers, employees, agents, and representatives may use such information in connection with school business and for the purpose of employment and disciplinary actions, and disclose it when required to Government agencies and to others upon valid legal requests, legal proceedings, and other situations to protect the interests of and otherwise in accordance with policies on employee data privacy.
3. The Moorhead Public Schools, prior to taking any action, will give all employees who test positive the opportunity to explain in writing the test results. Failure of any employee to establish adequately a legal basis for use of any drug, alcohol, or controlled substance with respect to which the employee tests positive shall constitute a

violation of this policy. Additionally, any employee who tests positive on the initial screening shall have the opportunity to re-test, at their expense.

4. The Moorhead Public Schools will establish and maintain any and all additional testing programs and requirements that may be necessary or appropriate to comply with applicable rules and regulations of all Government agencies.

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

DECEMBER 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. "We Are Proud"

*** Congratulations to the following fall athletic teams for receiving honors as a result of their team GPAs:

The Boys Cross Country team for being named Section 8AA Academic Champions with a GPA of 3.94 This also earned them the State AA Academic Championship.

The Volleyball team was named Section 8AA Academic Champions with a GPA of 3.75.

Both the Girls and Boys Soccer teams were named Section 5AA Academic Champions. With a GPA of 3.74 the boys team also was State AA Academic Champions. The girls, with a 3.75 GPA, were named runners-up at the state level.

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

2. *CONSENT AGENDA

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

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Acceptance of Frameworks in Art Curriculum Strategies Grant (FACS) - Page 6
- (2) Acceptance of Gift - Page 7
- (3) Approval of Revised Agreement with Clay County Social Services - Pages 8-11
- (4) Approval of Revised Agreement with Lakeland Mental Health Center - Pages 12-15

B. BUSINESS AFFAIRS - Bob Lacher

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Leave of Absence - Page 16
- (2) Approval of Terminations - Page 17
- (3) Approval of New Employees - Page 18

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of October 17, November 14, 28, & 29, 1994 Minutes - Pages 19-27
- (2) Approval of December Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. MENTORSHIP PROGRAM UPDATE - Jernberg
Page 28

Overview of the Mentorship program at Moorhead High by students, Chris Thompson and Saunya Peterson, and instructor, Marilyn Green.

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5. 1994 PAYABLE 1995 PROPERTY TAX LEVY - Lacher
Pages 29-33

Suggested Resolution: Move to set the 1994 payable 1995 levy of \$10,205,069.91 less HACA of \$1,106,597.00, for a net levy of \$9,098,572.91.

Moved by _____ Seconded by _____
Comments _____

6. 1995-96 ANNUAL OPERATION PLAN - Anderson
Page 34

Initial presentation and review of the 1995-96 Annual Operation Plan: Community Education, Transportation and Debt Redemption.

7. SCHOOL IMPROVEMENT PLAN - Anderson
Page 35

Overview of the Riverside and Voyager schools School Improvement Plans by Principal Kerry Sewell.

8. ESL STAFFING - JUNIOR HIGH - Jernberg
Page 36-41

Suggested Resolution: Move to approve an increase of .429 FTE in ESL staffing at Moorhead Junior High School.

Moved by _____ Seconded by _____
Comments _____

9. APPROVAL OF POLICY - Anderson
Pages 42-43

Suggested Resolution: Move to approve the new policy, Drug Testing of Transportation Employees policy (GBEC), as presented.

Moved by _____ Seconded by _____
Comments _____

10. BID AWARD - DRUG TESTING OF TRANSPORTATION EMPLOYEES - Lacher
Pages 44-46

Suggested Resolution: Move to award the drug testing contract to MedTox, complying with Federal Statute 391.81, Sub-Part H - Controlled Substance testing, effective January 2, 1995.

11. APPROVAL OF POLICY - Anderson
Pages 47-48

Suggested Resolution: Move to approve the policy, Policy Adoption (ADA) as presented.

Moved by _____ Seconded by _____
Comments _____

12. CANCEL REGULAR MEETING - Anderson
Page 49

Suggested Resolution: Move to cancel the second meeting in December that is scheduled for December 26, 1994.

Moved by _____ Seconded by _____
Comments _____

13. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

14. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Choir Concert	Thurs., Dec. 8	6:30 p.m.	Robert Asp
School Board	Mon., Dec. 12	7:00 p.m.	Townsite
Band Concert	Thurs., Dec. 15	6:45 p.m.	Robert Asp
Choir, Band & Orchestra Concert	Mon., Dec. 19	6:30 p.m. & 8:00 p.m.	Senior High
Orchestra Concert	Tues., Dec. 20	5th Gr. 6:30 pm 6th Gr. 7:30 pm	Robert Asp
Winter Break	Thurs., Dec. 22 - Mon., Jan. 2		District- wide
Classes Resume	Tues., Jan. 3		District- wide
Joint Powers	Mon., Jan. 5	7:00 a.m.	City Hall
School Board	Mon., Jan. 9	7:00 p.m.	Townsite
Policy Review	Mon., Jan. 16	7:00 p.m.	Townsite
Long Range Planning	Tues., Jan. 17	3:45 p.m.	Townsite
End of 2nd Qtr.	Wed., Jan. 18		
MEEP Day (K-6 no classes)	Wed., Jan. 18		
Teacher Workshops (K-12 no classes)	Thurs., Jan. 19		
PER	Thurs., Jan. 19	7:00 a.m.	Townsite
Supt. Advisory Council (SAC)	Thurs., Jan. 19	7:00 p.m.	Townsite
K-12 Break (no classes)	Fri., Jan. 20		
School Board	Mon., Jan. 23	7:00 p.m.	Townsite

MEMO #: I-95-125

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Acceptance of Gift

DATE: December 6, 1994

The district has received a \$2,840 gift from the Riverside PTAC to purchase and utilize technology software at Riverside School.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

MEMO #: I-95-124

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *[Signature]*

SUBJECT: Frameworks in Art Curriculum Strategies Grant (FACS)

DATE: December 6, 1994

At the August 22 Board meeting the involvement in the Frameworks in Art Curriculum Strategies Grant (FACS) was accepted.

This grant allows Moorhead to be a pilot site in the development of performance standards in the arts. Funding is a part of the congressional allotment for Goals 2000.

We have now negotiated the amount of funding which has been set at \$30,000 for the Moorhead Schools' portion of the grant.

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

Suggested Resolution: Move to accept the FACS grant in the amount of \$30,000.

RMJ/mdm
Attachment

MEMO #: I-95-127

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Revised Agreement with Clay County Department
of Social Services

DATE: December 6, 1994

Attached is a renewal agreement with the Clay County Department of Social Services to continue mental health services and instructional services to severely emotionally handicapped children and their parents as part of the Clay County Day Treatment Program.

The renewal agreement is in the amount of \$161,540.97 less \$128,076. of anticipated M.A. funds provided to the school district from the Clay county Social Services.

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

AKS:rem
Attachment

AGREEMENT

FOR

THE CLAY COUNTY DAY TREATMENT PROGRAM/OUTREACH

This Agreement entered into by and between the following agencies:

Clay County Social Service Department
Moorhead Independent School District #152

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

Witnesseth that:

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

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

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

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

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

and to recommend, where necessary, alterations and improvements;

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

The Clay County Department of Social Services agrees to pay the Moorhead Independent District #152 not to exceed \$161,540.97 less \$128,076. of Medical Assistance dollars upon receipt of billing from the Moorhead Independent School District #152.

It is anticipated the Moorhead Independent School District #152 will collect from the Unique Learners' Section of the State Department of Education \$112,629.03 in State reimbursement and \$128,076.00 from Lakeland Mental Health Center, Inc. medical assistance dollars for a total of \$240,705.03

If State reimbursement is less than \$112,629.03 and Medical Assistance reimbursement is less than \$128,076., Clay County Department of Social Services will be responsible for the difference.

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

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

TERMINATION This contract shall commence January 1, 1995 and terminate December 31, 1995. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152 and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If the contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 90 days prior to proposed action.

Signed at _____, in the County of _____,

this _____ day of (Revised, December 12, 1994.)

BY: _____
Director, Department
of Social Services

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

BY: _____
Chair, Board of
County Commissioners

DATE: _____

Approved as to Form and Execution

(County Attorney)

Date

MEMO #: I-95-128
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Revised Agreement with Lakeland Mental Health Centre
DATE: December 6, 1994

Attached is a renewal agreement with Lakeland Mental Health Center, Inc. to to continue mental health services to emotionally handicapped students and their families as part of the Clay County Day Treatment Program.

The renewal agreement is in the amount of \$274,170. The entire cost of this program is paid with a combination of state aid, medical assistance funds and payment from the Clay County Social Services.

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

AKS:rem
Attachment

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

THIS AGREEMENT is entered into the 12th day of December 94 and is in force for a period from January 1, 1995 to December 31, 1995.

WITNESSETH

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

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

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

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

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

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

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

1. Licensed mental health professionals (3.0FTE) will be employed by Lakeland Mental Health Center, Inc. for the length of the contract.
2. Two and one half (2.5 FTE) social worker will be employed by Lakeland Mental Health Center, Inc. for the length of this contract to begin January 1, 1995.
3. Direct service will be provided each day school is in session, including the regular school year, Extended School Year and beyond.
4. Schedule flexibility will be allowed so that evening parent education and family services may be provided and the day treatment mental health component can be integrated, and coordinated with the educational component.
5. Services will consist of program development and implementation, including diagnostic assessments, treatment planning, individual and group counseling, parent education, family counseling, consultation, team meetings, report writing, and meeting other applicable policies and procedures of the Moorhead Independent School District #152, Clay County Department of Social Services, and Lakeland Mental Health Center, Inc.
6. The mental health professionals will receive back-up clinical consultation from appropriate psychiatrists, psychologists, and clinical social workers of Lakeland Mental Health Center, Inc.
7. Direct clinical time (.25 FTE) and direct administrative supervision will be provided by the Lakeland Mental Health Center, Inc. staff.
8. The Moorhead Independent School District #152 agrees to provide the facility, including appropriate space for the provision of mental health including the services for children/families enrolled in the program.
9. The cost of the Interagency Day Treatment Program for children, including the clinical back-up consultation for program staff at Lakeland Mental Health Center, Inc., therapy supplies and equipment, travel, postage and printing, secretarial expenses, maintenance/utilities, benefits and administrative expenses will be \$274,170.00. (See required components on Appendix A.)
10. The Moorhead Independent School District #152 agrees to pay Lakeland Mental Health Center, Inc. \$274,170.00 in accordance with the following:

Twelve equal monthly payments of \$22,847.50

- 10.5 The Moorhead Independent School District #152 will bill Lakeland Mental Health Center, Inc. \$10,673.00 monthly from January 1, 1995 through December 31, 1995 for a total of \$128,076.00 of Medical Assistance revenue received by Lakeland Mental Health Center for services provided to help reduce excess costs to Clay County Social Services. If Lakeland Mental Health Center does not receive M.A. dollars as anticipated, the monthly billing will be reduced.
11. The Moorhead Independent School District #152 will collect from the Unique Learner's Section of the State Department of Education for an estimated \$112,629.03 in State reimbursement.
12. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152 and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 90 days prior to proposed action.

Chair, Board of Education
Moorhead Independent School District #152

Lakeland Mental Health Center, Inc.

Date

MEMORANDUM P 94.250

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: December 5. 1994
SUBJECT: Leave of absence

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

Patricia Babolian - Paraprofessional, Moorhead Junior High, for
three (3) hours each day for 10 weeks.
(To finish her college education)

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

BMF:sdh

MEMORANDUM P 94.252

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: December 6, 1994
SUBJECT: Termination of employees.

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

Rolando Flores - Paraprofessional, Senior High, effective
November 28, 1994.

Trent Marking - Paraprofessional, Washington Elementary,
effective December 7, 1994.

Brandi Berg - Community Education Secretary, effective
immediately.

Suggested Resolution: Move to accept the terminations as
presented.

BMF:sdh

MEMORANDUM

P 94.253

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: December 7, 1994
SUBJECT: New Employees

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

- Susan Peterson - Enrichment Teacher, Washington Elementary,
BA (6) \$14,300 (23,708) for 110 days effective
December 15, 1994.
(ILDA Funds)
- James Houseman - Enrichment Teacher, Washington Elementary,
BA (6) \$14,300 (23,708) for 110 days effective
December 15, 1994.
(ILDA Funds)
- Julie Trudeau - Enrichment Teacher, Washington Elementary,
BA (6) 14,300 (23,708) for 110 days effective
December 15, 1994
(ILDA Funds)
- Scott Vosper - Enrichment Teacher, Washington Elementary,
BA (6) 14,300 (23,708) for 110 days effective
December 15, 1994.
(ILDA Funds)
- Sandra VanDyke - Enrichment Teacher, Washington Elementary,
BA (6) \$6252.96 (23,708) 14 hours week for 24
weeks effective December 15, 1994.
(ILDA Funds)
- Theresa Bednarski - Enrichment Teacher, Probstfield Elementary,
BA (6) \$7909.25 (23,708) 25 hours week for
17 weeks effective December 15, 1994.
(ILDA Funds)

Suggested Resolution: Move to approve the employment as presented.

BMF:sdh

MEMO #: I-94-126
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Mentor Class Update
DATE: December 7, 1994

Teacher, Marilyn Green, and students, Saunya Peterson and Chris Thompson, will review the successful implementation of the mentor program from the teacher and student viewpoint.

RMJ/mdm

MEMO #: B95.200

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: DECEMBER 7, 1994

SUBJECT: RECOMMENDED 1994 PAYABLE 1995 LEVY

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

<u>FUND</u>	<u>MAXIMUM ALLOWABLE LEVY</u>	<u>RECOMMENDED LEVY</u>	<u>CHANGE</u>
Gen. Tax Cap. Ref.	\$ 48,352.56	\$ 48,352.56	\$
General Fund	7,118,174.69	7,118,174.69	
Transportation	769,442.68	769,442.68	
Community Services	302,632.45	(1) 283,543.45	- 19,090.00
CAP Expenditures	1,186,441.13	(2) 1,135,085.13	- 51,356.00
General Debt Services	950,471.40	850,471.40	- 100,000.00
	<u>\$10,375,514.91</u>	<u>\$10,205,069.91</u>	<u>-\$170,446.00</u>
HACA	1,106,597.00	1,106,547.00	
Net Levy	\$ 9,268,967.91	\$ 9,098,522.91	

This represents a decrease of \$170,446.00 (1.67%) from the maximum levy allowable levy.

- (1) Early Child/Family: Under levy by \$19,090.00.
- (2) Building/Land lease: Under levy by \$51,356.00 includes additional \$5,000.00 for sports center lease.
- (3) Initial debt service: Under levy by \$100,000.00.

Suggested Resolution: Set 1994 Payable 1995 levy of \$10,205,069.91 less HACA of \$1,106,597.00 for a net levy of \$9,098,572.91.

LVYLIMO15201
DISTRICT NO. 0152 TYPE 01
DISTRICT NAME MOORHEAD
ECSU REGION 04 CLAY

STATE DEPARTMENT OF EDUCATION
LEVY LIMITATION AND CERTIFICATION
1994 PAYABLE 1995

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SCHOOL DISTRICT LEVY CATEGORY	EQUALIZED LEVIES EXCLUDED FROM HACA ALLOCATION *		ALL OTHER LEVY COMPONENTS (INCLUDED IN HACA ALLOCATION)		TOTAL LEVY	
	MAXIMUM LEVY LIMITATION	FINAL CERTIFIED LEVY	MAXIMUM LEVY LIMITATION	FINAL CERTIFIED LEVY	MAXIMUM LEVY LIMITATION	FINAL CERTIFIED LEVY
GENERAL--MARKET VALUE REFERENDUM			NONE	NONE		
GENERAL--TAX CAP. REFERENDUM	48,352.56		NONE	NONE	48,352.56	48,352.56
OTHER GENERAL - ON TAX CAPACITY	5,214,786.59		1,903,388.10		7,118,174.69	7,118,174.69
TRANSPORTATION	333,929.32		435,513.36		769,442.68	769,442.68
COMMUNITY SERVICE	NONE	NONE	302,632.45		302,632.45	283,543.45
CAPITAL EXPENDITURE	327,193.78		859,247.35		1,186,441.13	1,135,085.13
GENERAL DEBT SERVICE	NONE	NONE	950,471.40		950,471.40	950,471.40
TC DEBT SERVICE	NONE	NONE				
TC OTHER	NONE	NONE				
TOTAL LEVY BEFORE ADJUSTMENT	5,924,262.25		4,451,252.66		10,375,514.91	10,305,069.91

* THE FOLLOWING EQUALIZED LEVIES ARE EXCLUDED FROM HACA ALLOCATION:
MARKET VALUE REFERENDUM, TAX CAPACITY REFERENDUM, GENERAL EDUCATION,
SUPPLEMENTAL, BASIC TRANSPORTATION, CAPITAL EXPENDITURE FACILITIES,
AND CAPITAL EXPENDITURE EQUIPMENT.

** NET DEBT EXCESS IS THE DEBT SERVICE EXCESS AMOUNT CERTIFIED TO THE
MINNESOTA DEPARTMENT OF EDUCATION LESS ANY AMOUNT APPROVED BY THE
COMMISSIONER OF EDUCATION TO BE RETAINED. THE COUNTY AUDITOR MUST
REDUCE THE GENERAL DEBT SERVICE LEVY BY THE FULL AMOUNT SHOWN AT RIGHT.
THE COUNTY AUDITOR MUST ALSO REDUCE THE TECHNICAL COLLEGE DEBT SERVICE
LEVY BY THE AMOUNT OF TECHNICAL COLLEGE DEBT SERVICE EXCESS AND THE
AMOUNT OF THE STATE TC DEBT SERVICE AID SHOWN AT RIGHT.

SCHOOL DISTRICTS CERTIFYING LESS THAN THE MAXIMUM LEVY LIMITATION FOR ANY
CATEGORY MUST COMPLETE THE APPROPRIATE SECTIONS OF PAGES 17 THROUGH 23 AS
NEEDED TO DOCUMENT THE SPECIFIC AMOUNTS CERTIFIED FOR EACH LEVY COMPONENT.

THE SCHOOL DISTRICT MUST SUBMIT THE COMPLETED ORIGINAL OF THIS FORM TO THE
HOME COUNTY AUDITOR BY SEPTEMBER 15, 1994. A DUPLICATED COPY MUST BE
SUBMITTED TO THE MINNESOTA DEPARTMENT OF EDUCATION, EDUCATION FUNDING,
BY SEPTEMBER 15, 1994.

REDUCTION FOR NET GENERAL DEBT SERVICE EXCESS **	100,000.00
REDUCTION FOR TC DBT SERV EXCESS	
REDUCTION FOR TC DEBT SERV AID	
REDUCTION FOR HACA	1,106,547.00
SUBTOTAL CERTIFIED LEVY SPREAD ON TAX CAPACITY AFTER ADJUST'S (EXCLUDES MKT VALUE REFERENDUM)	
GRAND TOTAL CERTIFIED LEVY AFTER ADJUST'S (INCL. MKT VALUE REF)	9,098,522.91

THE CERTIFIED LEVY LISTED ABOVE IS THE LEVY VOTED
BY THE SCHOOL BOARD FOR TAXES PAYABLE IN 1995.

SIGNATURE OF
SCHOOL BOARD CLERK _____

DATE OF CERTIFICATION _____

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LVYLIMO15201
DISTRICT NO. 0152 TYPE 01
DISTRICT NAME MOORHEAD
ECSU REGION 04 CLAY

STATE DEPARTMENT OF EDUCATION
LEVY LIMITATION AND CERTIFICATION
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I. COMPUTATION OF 1994 PAYABLE 1995 LEVY LIMITATION BY FUND (BEFORE ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENT	ABATEMENT ADJUSTMENTS	TACONITE ADJUSTMENT	MAXIMUM LEVY LIMITATION
GENERAL (MKT REF)			N/A	N/A	48,352.56
GENERAL (NTC REF)	49,512.99	1,160.43-	N/A	N/A	7,118,174.69
GENERAL (OTHER)	7,027,797.09	86,471.46	3,906.14		
TOTAL GENERAL	7,077,310.08	85,311.03	3,906.14		7,166,527.25
TRANSPORTATION	745,112.33	23,451.47	878.88		769,442.68
COMMUNITY SERVICE	302,767.67	225.72-	90.50		302,632.45
CAPITAL EXPEND	1,109,885.11	75,751.39	804.63		1,186,441.13
GEN DEBT SERVICE	947,793.00	291.44-	2,969.84	N/A	950,471.40
TC DEBT SERVICE				N/A	
TC OTHER					
TOTAL	10,182,868.19	183,996.73	8,649.99		10,375,514.91

II. COMPARISON OF 1993 PAYABLE 1994 LEVY LIMITATION WITH 1994 PAYABLE 1995 LEVY LIMITATION (BEFORE ADJUSTMENTS):

FUND	93 PAY 94 LIMITATION	94 PAY 95 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
TOTAL GENERAL	6,393,594.32	7,166,527.25	772,932.93	12.09 %
TRANSPORTATION	690,889.74	769,442.68	78,552.94	11.37
COMMUNITY SERVICE	291,392.53	302,632.45	11,239.92	3.86
CAPITAL EXPENDITURE	571,397.28	1,186,441.13	615,043.85	107.64
GENERAL DEBT SERVICE	1,029,598.86	950,471.40	79,127.46-	7.69-
TECH COLLEGE DEBT SERVICE				
TECH COLLEGE OTHER				
TOTAL	8,976,872.73	10,375,514.91	1,398,642.18	15.58 %

III. COMPARISON OF 1993 PAYABLE 1994 CERTIFIED LEVY PLUS ADJUSTMENTS WITH
1994 PAYABLE 1995 CERTIFIED LEVY PLUS ADJUSTMENTS:

FUND	PAY 94 CERT LEVY + ADJUSTMENTS	PAY 95 CERT LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
TOTAL GENERAL	6,393,594.32			%
TRANSPORTATION	690,889.74			
COMMUNITY SERVICE	258,576.43			
CAPITAL EXPENDITURE	571,397.28			
GENERAL DEBT SERVICE *	1,029,598.86			
TECH COLLEGE DEBT SERVICE *				
TECH COLLEGE OTHER				
REDUCTION FOR HACA	1,106,547.00-	1,106,547.00-		%
TOTAL AFTER ADJUSTMENTS	7,837,509.63			

* NOTE: AMOUNTS SHOWN REFLECT REDUCTIONS FOR DEBT SERVICE EXCESS AND DEBT SERVICE AID.

(COMPLETED ONLY BY DISTRICTS THAT CERTIFY LESS THAN THE MAXIMUM CAPITAL EXPENDITURE LEVY LIMITATION)

LIMITATION COMPONENTS	*** FINAL ***		LIMITATION COMPONENTS	*** FINAL ***	
	LIMITATION	/CERTIFIED LEVY *8/		LIMITATION	/CERTIFIED LEVY *8/
(528) FACILITIES	212,971.24 *1	212,971.24	(1515) FY 95 EQUIPMENT ADJUST	4,673.24 *1	4,673.24
(541) EQUIPMENT	114,222.54 *1	114,222.54	(1522) FY 93 EQUIPMENT ADJUST	.02- *1	.02-
(562) HEALTH AND SAFETY	356,638.61 *2	246,638.61	(1531) FY 95 HEALTH & SFTY ADJ	13,296.52- *3	13,296.52-
(568) INTERACTIVE TELEVISION	16,015.42 *1	16,015.42	(1541) FY 94 HEALTH & SFTY ADJ	234,912.75- *4	234,912.75-
(578) DISABLED ACCESS	60,000.00	60,000.00	(1554) FY 93 HEALTH & SFTY ADJ	319,287.40 *5	319,287.40
(579) BUILDING/LAND LEASE	350,037.30	298,681.30	(1556) FY 95 INTERACTIVE TV ADJ		
(580) ALTERNATE FACILITIES			(1557) PUPIL VARIANCE (MEMO)		
(581) COOP BUILDING REPAIR			(1558) BUS TRANSFER ADJUST		
(582) FACILITIES DOWN PAYMENT			(1559) OTHER ADJUST (MEMO)		
(583) CONSOLIDATION/TRANSITION			(2068) ABATEMENT ADJUST	804.63 *6	804.63
(1504) FY 95 FACILITIES ADJUST	.08 *1	.08	(2082) ADVANCE ABATEMENT ADJ	.07	
(1511) FY 93 FACILITIES ADJUST	.04- *1	.04-	(3024) TACONITE ADJUST		
			TOTAL CAPITAL EXPEND	1,186,441.13 *8	1,135,085.13

CAPITAL EXPENDITURE FOOTNOTES:

- *1 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.
*2 DISTRICT UNDERLEVY BELOW THE AMOUNT SHOWN ON PAGE 8, LINE 557 WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.
*3 DIST UNDERLEVY BELOW THE AMOUNT SHOWN ON PAGE 12, LINE 1530 WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.
*4 DIST UNDERLEVY BELOW THE AMOUNT SHOWN ON PAGE 12, LINE 1542 WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.
*5 DIST UNDERLEVY BELOW THE AMOUNT SHOWN ON PAGE 13, LINE 1555 WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.
*6 DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD UP TO THREE YEARS.
*7 PAY 96 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
*8 THE CERTIFIED LEVY COMPONENTS MUST ADD UP EXACTLY TO THE AMOUNT OF THE CERTIFIED CAPITAL EXPENDITURE LEVY ON PAGE 16 OF 23.

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LVYLM015201
DISTRICT NO. 0152 TYPE 01
DISTRICT NAME MOORHEAD
ECSU REGION 04 CLAY

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(COMPLETED ONLY BY DISTRICTS THAT CERTIFY LESS THAN THE MAXIMUM COMMUNITY SERVICE LEVY LIMITATION)

(COMPLETED ONLY BY DISTRICTS THAT CERTIFY LESS THAN THE MAXIMUM)

LIMITATION COMPONENTS	LIMITATION	*** FINAL *** /CERTIFIED LEVY *5 /
(424) BASIC COMMUNITY EDUC	172,301.43 *1	172,301.43
(428) COMMUNITY ED GRANDFATHER		
(433) EARLY CHILD FAMILY	95,451.94 *2	76,362.94
(436) HOME VISITING	3,716.80	3,716.80
(437) ADULTS W/ DISABILITIES	13,000.00	13,000.00
(438) ADULT BASIC EDUCATION	18,297.50	18,297.50
(441) EXTENDED DAY - DISABLED	*2	

LIMITATION COMPONENTS	LIMITATION	*** FINAL *** /CERTIFIED LEVY *5 /
(1408) FY 95 EARLY CHILD FAMILY ADJUST	*2	
(1412) FY 95 HOME VISITING ADJ	238.40	238.40
(1413) ADULTS W/ DISABILIT ADJ		
(1414) OTHER ADJUST (MEMO)	464.12	464.12
(2067) ABATEMENT ADJUSTMENT	90.50 *3	90.50
(2081) ADVANCE ABATEMENT ADJ	*4	
(3025) TACONITE ADJUSTMENT		
TOTAL COMMUNITY SERVICE	302,632.45 *5	238,543.45

COMMUNITY EDUCATION FOOTNOTES:

- *1 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID. DISTRICT MUST PROVIDE
- *2 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID. DISTRICT MUST PROVIDE A COMMUNITY EDUCATION PROGRAM TO QUALIFY FOR THIS LEVY.
- *3 DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD UP TO THREE YEARS.
- *4 PAY 96 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- *5 THE CERTIFIED LEVY COMPONENTS MUST ADD UP EXACTLY TO THE AMOUNT OF THE CERTIFIED COMMUNITY SERVICE LEVY ON PAGE 16 OF 23.

DEC 7 1994

MEMO #: OP95.6
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER
DATE: DECEMBER 7, 1994

SUBJECT: 1995.96 OPERATING PLAN:
 III TRANSPORTATION
 IV COMMUNITY SERVICE
 VII DEBT REDEMPTION

Enclosed are the plans submitted for the three funds noted above.

<u>FUND</u> <u>#</u>	<u>FUND</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>
III	Pupil Transportation	\$2,038,225	\$1,894,417
IV	Community Education	* 850,221	957,969
VII	Debt Redemption	864,320	906,019

* Assumes legislated funding caps stay in place.

DEC 14 1993

DEC 20 1993

December 13, 1993

To: Mr. Lacher
Dr. Anderson

From: Dan Bacon

Re: Drug Testing

We have three proposals for Drug testing at this time.

The first from MEDTOX through the Minnesota Association for Pupil Transportation. The fee structure is:

\$21.00 & includes: Basic Policy; Implementation of Program;
Record Keeping; Supervisor Training (10 provided
to MAPT at no charge, additional sessions are
\$75.00); Employee Training (10 provided through
MAPT at no charge, additional or private sessions
are \$75.00); Training Materials; Support Services;
EAP Referrals; Five Drug NIDA/SAMSHA Panel
Collection Kits; Transport of Samples; Testing;
State Report; 24 Hour Morning Results; Litigation/
Legal Support (expenses only for expert witness
consultant); Random Testing Selection. Medical
Review Office (MRO).

Additional Expenses:

\$ 1.50	Optional Split Specimen Fee
\$25.00	Legal Blood Alcohol (does not include collection)
\$ 3.00	To MAPT for Safety Programs

IH SExpress:

\$37.00 & includes: Testing NIDA DOT 5-Panel Collection Supplies
Collection Services (at contracted provider site)
Locally this is; Dr. Ryan Syvrud
Syvrud Chiropractic
825 25th St SW
Fargo, ND 58103
701-237-5150

Transport of Specimen
MRO Services
Next day negative results
EAP referrals for positive tests (at clients
request)
Random Selection
Statistical Reports
Technical Support
Litigation Support

Fargo Clinic:

\$17.00

\$25.00*

\$10.00*

Collection Fee

Drug Screen NIDA Lab

MRO Services

*If both MRO & Screening is provided the cost is
\$30.00

In summary for Basic Services:

MedTox:

\$21.00

\$ 3.00 to MAPT for Safety Programming

\$17.00 collection site at Fargo Clinic

\$41.00

IHS Express: \$37.00 collection included

Fargo Clinic \$47.00

My preference is:

The program offered through MedTox, because it includes low cost training sessions required by Federal Standards. We would have the advantage of having an ongoing relationship with Business Health support at the Fargo Clinic. The fee going to MAPT would provide significant benefit to the School District in the form of free and inexpensive pupil and driver training materials.

DHB:rms
940113TD

MEMO #: S-95-092

TO: School Board
FROM: Bruce R. Anderson, Supt. *BEA*
RE: Policy Adoption Policy
DATE: December 7, 1994

Attached is the policy, Policy Adoption (DMA), as recommended by the Policy Review Committee.

Suggested Resolution: Move to approve the policy, Policy Adoption (DMA), as presented.

:cbp
Attachment

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: BFC
DATE ADOPTED: 05-90
REVIEWED/REVISED:

(Draft 10/94)

POLICY ADOPTION

The Adoption of new policies and the revision or repeal of existing policies is solely the responsibility of the Board of Education.

The Board will adhere to the following procedure in considering and adopting policy proposals to ensure that they are well examined before final action:

1. First meeting -- the proposal shall be presented as an information item.
2. Second meeting -- the proposal shall be presented for a second reading, discussion and final vote.

During discussion of a policy proposal, the views of the stakeholders will be considered. Amendments may be proposed by Board members. An amendment will not require that the policy go through an additional reading except as unless the Board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve a policy to meet an emergency condition; however, the above procedure is required before the policy will be considered permanent.

In emergency and unusual circumstances (i.e. state law requirements, time-line designations, etc.) the Board may approve a policy to take effect immediately; however, the above procedure is required before the policy will be considered permanent.

MEMO #: S-95-093

TO: School Board
FROM: Bruce R. Anderson, Supt. *BR*
RE: Cancel December Meeting
DATE: December 7, 1994

Due to the Christmas holiday, I recommend cancelling the December 26, 1994 regular meeting.

Suggested Resolution: Move to cancel the second meeting in December that is scheduled for December 26, 1994.

(cbp)

S-179-1805.
M/W
12-12-94

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 12, 1994
PAGE 1

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Mark Gustafson, Anton Hastad, James Hewitt, Carol Ladwig (7:55 pm), 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 adding a Consent Agenda item, Letter of Understanding with Moorhead Education Association.

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

"WE ARE PROUD"

*** Congratulations were expressed to the following fall athletic teams for receiving honors as a result of their team's GPA:

The Boys Cross Country team for being named Section 8AA Academic Champions with a GPA of 3.94 This also earned them the State AA Academic Championship.

The Volleyball team was named Section 8AA Academic Champions with a GPA of 3.75.

Both the Girls and Boys Soccer teams were named Section 5AA Academic Champions. With a GPA of 3.74 the boys team also was State AA Academic Champions. The girls, with a 3.75 GPA, were named runners-up at the state level.

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

Frameworks in Art Curriculum Strategies Grant (FACS) - Accept the grant in the amount of \$30,000.00.

Gift - Accept the gift of \$2,840 from the Riverside PTAC to purchase technology software.

Revised Agreement with Clay County Social Services - Approve the revised agreement with Clay County Department of Social Services, in the amount of \$161,540.97 less \$128,076.00, contingent upon the approval of the Clay County Social Services Board.

Revised Agreement with Lakeland Mental Health Center - Approve the revised agreement with Lakeland Mental Health Center, Inc., in the amount of \$274,170, upon approval by the Clay County Social Services Board.

MEMORANDUM

P 95.004

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: January 3, 1995
SUBJECT: New Employees

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

George Ruiz - MMI Paraprofessional, Washington Elementary,
B21 (0) \$8.19 per hour 6.5 hrs. daily, effective
January 10, 1995.
(Replace Trent Marking)

Cynthia Funk - Inclusion Paraprofessional, Washington Elementary,
B21 (0) \$8.19 per hour 3.25 hrs. daily, effective
January 10, 1995.
(New Position, Contingency Funds)

Kari Rudolph - Enrichment Teacher, Thomas Edison, 5 hours daily,
effective January 10, 1995.
(ILDA Funds)

Carolyn Harris - Food Server, Thomas Edison, \$5.15 per hour, 2
hours daily, effective December 19, 1994.

Lisa Bergerson - Inclusion Paraprofessional, Probstfield
Elementary, B21 (0) \$8.19 per hour, 3.25 hours
daily, effective January 10, 1995.
(Funded by Cass County)

Suggested Resolution: Move to approve the employment as
presented.

BNF:sdh

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 12, 1994
PAGE 2

Leave of Absence

Patricia Babelian - Paraprofessional, Moorhead Junior High, for three (3) hours each day for 10 weeks.

Terminations

Rolando Flores - Paraprofessional, Senior High, effective November 28, 1994.
Trent Marking - Paraprofessional, Washington, effective December 7, 1994.
Brandi Berg - Community Education Secretary, effective immediately.

New Employees

Susan Peterson - Enrichment Teacher, Washington, BA (6) \$14,300 (23,708) for 110 days effective December 15, 1994.
James Houseman - Enrichment Teacher, Washington, BA (6) \$14,300 (23,708) for 110 days effective December 15, 1994.
Julie Trudeau - Enrichment Teacher, Washington, BA (6) 14,300 (23,708) for 110 days effective December 15, 1994.
Scott Vesper - Enrichment Teacher, Washington, BA (6) 14,300 (23,708) for 110 days effective December 15, 1994.
Sandra VanDyke - Enrichment Teacher, Washington, BA (6) \$6252.96 (23,708) 14 hours week for 24 weeks effective December 15, 1994.
Theresa Bednarski - Enrichment Teacher, Probstfield, BA (6) \$7909.25 (23,708) 25 hours week for 17 weeks effective December 15, 1994.

Approval of Minutes: Approve the minutes of October 17, November 14, 28, & 29, 1994 as presented.

Claims - Approve the December claims, subject to audit, in the amount of \$1,872,029.99.

General Fund:	\$470,626.50
Food Service:	64,815.24
Transportation:	147,477.39
Community Service:	25,331.88
Capital Expenditure:	114,570.74
Building Construction:	1,044,702.44
Townsite Centre:	4,505.80
TOTAL	\$1,872,029.99

Motion carried 6-0.

COMMITTEE REPORTS: Foss reported on the Interagency Early Intervention Committee (IEIC) meeting.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 12, 1994
PAGE 3

MENTORSHIP PROGRAM UPDATE: Moorhead High students, Ben Fagerlie and Saunya Peterson, and instructor Marilyn Green, made a presentation regarding the Mentorship program. The program has participants in the professional fields of nursing, law, medical, and insurance. Students were very happy with the program because it allows them to experience career choices before making commitments to post-secondary education options.

1994 PAYABLE 1995 PROPERTY TAX LEVY: Foss moved, seconded by Gustafson, to set the 1994 payable 1995 levy of \$10,205,069.91 less HACA of \$1,106,547.00, for a net levy of \$9,098,522.91. Motion carried 6-0.

1995-96 ANNUAL OPERATION PLAN: Initial presentations were made reviewing the 1995-96 Annual Operation Plans for the Community Education, Transportation and Debt Redemption funds.

The complete Plan will be approved in January or February.

Ladwig joined the meeting at 7:55 p.m.

SCHOOL IMPROVEMENT PLAN: Principal Kerry Sewell presented an overview of the Riverside and Voyager schools School Improvement Plans.

ESL STAFFING - JUNIOR HIGH: Ladwig moved, seconded by Hastad, to approve an increase of .429 FTE in ESL staffing at Moorhead Junior High School. Motion carried 7-0.

APPROVAL OF POLICY: Hastad moved, seconded by Hewitt, to approve the new policy, Drug Testing of Transportation Employees policy (GBEC), as amended. Motion carried 7-0.

BID AWARD - DRUG TESTING OF TRANSPORTATION EMPLOYEES: Hastad moved, seconded by Cummings, to award the drug testing contract to MedTox, complying with Federal Statute 391.81, Sub-Part H - Controlled Substance testing, effective January 2, 1995, as recommended by administration. Motion carried 7-0.

APPROVAL OF POLICY: Hewitt moved, seconded by Ladwig, to approve the policy, Policy Adoption (ADA), as presented. Motion carried 7-0.

CANCEL REGULAR MEETING: Hastad moved, seconded by Foss, to cancel the second meeting in December scheduled for December 26, 1994. Motion carried 7-0.

ADJOURNMENT: Cox moved, seconded by Cummings, to adjourn the meeting at 10:03 p.m. Motion carried 7-0.

James Hewitt, Clerk