



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

JULY 15, 1996  
7:00 p.m.

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

ATTENDANCE:

Bill Cox _____	Anton "Butch" Hastad _____
Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. 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"

\*\*\* Congratulation to Mike Siggerud for being named the Western Division's Assistant Principal of the Year by the Minnesota Association of Secondary School Principals (MASSP).

- E. Matters Presented by Citizens/Other Communications (Non-Agenda Items)
- F. Moorhead Senior High Water Main Break Update

2. ORGANIZATION OF THE SCHOOL BOARD - Gustafson

- A. Election of Officers - Officers were reaffirmed at the January 1996 meeting to hold their current offices through December 1996.

S-M9-805  
MIN  
7-15-96

B. Meeting Date, Time and Location

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

C. School Board Compensation

Suggested Resolution: Move to set the board member compensation rate at \$5,400.00 per year.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

D. Committee Appointments  
Pages 5-6

Committee appointments will be determined at the meeting.

3. \*CONSENT AGENDA

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

A. INSTRUCTIONAL MATTERS - Jernberg

- (1) Approval of 1996-97 Minnesota Academic Excellence Foundation Membership - Pages 7-8
- (2) Acceptance of Goals 2000 & Graduation Standards Implementation Funding - Page 9
- (3) Acceptance of Grants - Page 10
- (4) Approval of Grant Submissions - Pages 11-15
- (5) Acceptance of Gifts - Page 16

B. BUSINESS AFFAIRS - Lacher

- (1) Approval of Official Depositories - Page 17
- (2) Approval of Authorization of Procedures for Investment of Excess Funds - Pages 18-19
- (3) Approval of Investment Guidelines - Pages 20-21
- (4) Authorization of Financial Transactions  
- Pages 22-23

C. PERSONNEL MATTERS - Skinkle

- (1) Approval of New Employees - Page 24
- (2) Acceptance of Resignations - Page 25
- (3) Approval of Leaves of Absence - Page 26
- (4) Approval of Family/Medical Leaves - Page 27

SCHOOL BOARD AGENDA - July 15, 1996  
PAGE 3

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of Official Newspaper - Pages 28-30
- (2) Approval of Legal Assistance - Page 31
- (3) Approval of Minnesota School Boards Association Membership - Pages 32-37
- (4) Approval of Lakes Country Service Cooperative Service Agreement - Pages 38-42
- (5) Approval of Prairie School Television Membership - Pages 43-46
- (6) Approval of Minnesota State High School League Membership - Pages 47-48
- (7) Acceptance of Community Education Donations - Pages 49-50
- (8) Acceptance of Community Education Grants - Page 51
- (9) Approval of Resolution Establishing Dates for Filing Affidavits of Candidacy for the School Board Election - Pages 52-53
- (10) Approval of June 10 & 24, 1996 Minutes - Pages 54-63
- (11) Approval of July Claims

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

4. COMMITTEE REPORTS

5. 1997 TRUTH IN TAXATION HEARING - Lacher  
Page 64

Suggested Resolution: Move to set the public hearing of the 1997 proposed property tax levy for \_\_\_\_\_, and the continuation of the hearing, if necessary, for \_\_\_\_\_.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

6. UTILITY EASEMENT - Lacher  
Pages 65-67

Suggested Resolution: Move to approve the utility easement along the east end of the track then running west to the corner of 24th Street and 2nd Avenue South as shown in the diagram.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

7. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

8. ADJOURNMENT

SCHOOL BOARD AGENDA - July 15, 1996  
PAGE 4

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Administrative Retreat	Sun., Aug. 4 - Tues., Aug. 6		Glenwood
MDCFL Superintendents Conference	Wed., Aug. 14		Mpls.
MSBA Summer Seminar	Thurs., Aug. 15 - Fri., Aug. 16		Mpls.
Substitute Teacher Workshop	Tues., Aug. 20	10 am - 12 Noon	Senior High Auditorium
Elements of Instruction Workshop	Wed., Aug. 21 - Thurs., Aug. 22	9 am	Townsite Board Room
Benefits Fair	Tues., Aug. 27	9 am - 4 pm	Senior High
First Day to File for School Board Election	Tues., Aug. 27		Townsite
All-Staff Workshop	Wed., Aug. 28	8 am - 9:30 am	Senior High Auditorium
K-12 Workshops	Mon., Aug. 26 - Fri., Aug. 30		District-wide
Labor Day	Mon., Sept. 2		
K-12 Classes Begin	Tues., Sept. 3		
Last Day to File for School Board Election	Tues., Sept. 10		Townsite Centre
MEA Conference (no classes)	Thurs., Oct. 17 - Fri., Oct. 18		
End 1st Qtr.	Fri., Nov. 1		
Election Day (no activities 6-8 pm)	Tues., Nov. 5		
P/T Conferences (grades vary)	Fri., Nov. 22 - Tues., Nov. 26		
Thanksgiving Holiday	Thurs., Nov. 28 - Fri., Nov. 29		
Winter Break (grades vary)	Mon., Dec. 23 - Sun., Jan. 5, 1997		
K-12 Classes Resume	Mon., Jan. 6		

MEMO #: S-97-002

TO: School Board

FROM: Bruce Anderson, Supt. *BA*

RE: Board Committee Appointments

DATE: July 9, 1996

The following is a list of committees on which board members may serve. Appointments for 1996-97 will be discussed at the meeting.

DISTRICT-WIDE STANDING COMMITTEES: These are committees recognized by the School Board as having a defined purpose, are defined by law and/or Board policy, involve members of the community and school staff, meet on a regular basis during the school year, and include voting representatives of the School Board.

Responsibilities - review mission and formulate/affirm appropriate mission statement, record and communicate minutes of meetings, require regular membership rotation, develop an annual calendar submitted to the Superintendent for coordination of a district calendar, files a year-end report and/or makes a presentation to the School Board for the past year activities, district administrators or supervisors serve as ex-officio members.

95-96

MG,BC \_\_\_\_\_ Planning, Evaluating, Reporting (PER) - plans, evaluates and reports on district curriculum.

JH,BH \_\_\_\_\_ Human Rights - monitors textbook selection and works with human resources on the direction of multicultural, gender fair, and disability sensitive issues.

BH,JC \_\_\_\_\_ Long Range Planning (LRP) - carries out strategic planning, evaluating and reporting of the District's Five Year Educational Plan.

JC,MG \_\_\_\_\_ Policy Review - reviews current policies and makes recommendation of new policies.

SF,CL \_\_\_\_\_ Community Education Advisory Council - evaluates and recommends programs that meet the community's needs.

BC,JH \_\_\_\_\_ Activities Council - reviews and recommends extra- and co-curricular activity/academic policies and is knowledgeable of Minnesota High School League activities.

CL,SF \_\_\_\_\_ District Student/Staff Assistance - reviews and recommends policies and activities related to student and staff prevention, post-vention and crisis issues involving chemical use, violence, grieving, and other related issues.

ADMINISTRATIVE COMMITTEES: These are committees recognized by the School Board as serving in an advisory capacity to the Board and administration, serve a specific area, program or segment of the district, involve members of the staff and others as needed, meet for a specific purpose until it is completed, may or may not include an appointed Board member, designee or liaison, complete a written report.

Responsibilities - are to review the purpose/task for establishment of the committee, record and communicate minutes to appropriate people, and file a written report of activities when task completed.

95-96

Board Administrative Committees

MG	_____	ComNet
MG, SF	_____	Negotiations
	_____	Board Goals
	_____	Adopt-A-School
	_____	Edison
	_____	Riverside/Voyager
	_____	Washington
	_____	Probstfield
	_____	Asp
	_____	Junior High
	_____	Senior High

District Administrative Committees

_____	Calendar
_____	Community Arts
_____	Technology
_____	Sabbatical Leave
_____	Vocational Relicensure
_____	Continuing Education
_____	Transportation
_____	Indian Education
_____	Chapter I/AOM
_____	Global Education

COMMUNITY COMMITTEES: These are committees that are not under the full jurisdiction of the school district and/or are shared with other entities and organizations. Representatives are appointed by the Board, administration or others as appropriate.

Responsibilities - serve as representative of the school district either in voting or non-voting capacity, share and communicate committee information to the appropriate people.

95-96

Board Community Committees

SF	_____	Learning Bank
JC	_____	Lakes Country Service Cooperative
CL, JC	_____	Joint Powers
MG	_____	Police Liaison
BH	_____	Clay County Health Services
CL	_____	Parent Communication Network
SF	_____	Interagency Early Intervention Committee (IEIC)

Administrative Community Committees

_____	Learning Bank
_____	Joint Powers
_____	Moorhead 2000
_____	Healthy Community Initiative
_____	PEW Collaborative Grant

BRA:cbf

MEMO #: I-97-004

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RG*

SUBJECT: Minnesota Academic Excellence Foundation Membership

DATE: July 9, 1996

Attached is a copy of the Academic Excellence League 1996-97 Membership Application.

Suggested Resolution: Move to approve the Minnesota Academic Excellence League membership as presented.

RMJ/mdm  
Attachment



**MINNESOTA  
ACADEMIC  
EXCELLENCE  
FOUNDATION**

**A Public-Private Partnership**

## Academic Excellence League 1996-1997 Membership Application

Any legally defined school district may join the Academic Excellence League. A "district" is defined as any number of schools governed by a local school board. Nonpublic schools with a local board are included in this definition and may join as a district. (Please print.)

Name of district or nonpublic school Moorhead Public Schools District # 152 (if public) County Clay

Address 810 Fourth Avenue So. City Moorhead Zip 56560

Phone 218-236-6400 Check one: ☐ New Application ☒ Renewal of 1996-1997 Membership

Name of contact person/liaison to Academic League Marilyn Green Position/Title STEP Instructor

Address 2300 Fourth Ave. So., Mhd Zip 56560 Phone 218-236-6400

Number of school buildings for 1996-97 8 Circle grades served: K - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12

Total projected enrollment for 1996-97                      Please attach a roster of school names, addresses, telephone numbers, grade span, and projected building enrollment for all buildings in your district.

Districts will be eligible for membership services upon payment of \$100 annual membership fee and documentation of commitment to academic excellence and to Academic League activities.

☒ **MEMBERSHIP FEE ENCLOSED - \$100 FOR 1996-97 SCHOOL YEAR.**

Make check payable to Minnesota Academic Excellence Foundation. Membership year is July 1, 1996 through June 30, 1997. Membership and services commence upon receipt of application and fee.

☒ **COMMITMENT TO ACADEMIC EXCELLENCE - PLEASE COMPLETE THE FOLLOWING RESOLUTION:**

**WHEREAS** Independent School District #152  
Name of district or nonpublic school  
believes that all students need and want to pursue academic excellence and seek opportunities to test themselves against their own accomplishments and those of their peers.

**AND WHEREAS**  
the Minnesota Academic Excellence League exists to encourage and support schools where academic excellence is visibly valued, recognized and rewarded.

**BE IT RESOLVED THAT** Independent School District #152  
Name of district or nonpublic school  
becomes a member of the Minnesota Academic Excellence League, joining other Minnesota schools and communities in a commitment to provide all students with intellectually and socially challenging activities and to increasingly celebrate academic achievement.

7/15/96 7/15/96  
Superintendent/Administrator Date Board Chairperson Date

**SERVICES AVAILABLE**

As a member of the Minnesota Academic Excellence League, your district will be eligible for the following services. (Please check services you desire in 1996-97.)

- ☐ Development of a district and school profiles in academic activities and help in developing a long-range plan.
- ☐ In-service informational session for teachers, coaches, and others interested in knowing more about academic activities.
- ☐ Help in creating district team of staff members and volunteers to plan a strong, balanced program of academic activities.
- ☐ Help in creating an Academic Booster Club.
- ☐ Help in conducting student roundtables about learning.
- ☐ Help in working with the media.

Name and address of local newspaper: The Forum - Box 69, Moorhead, MN 56560

**RETURN COMPLETED APPLICATION WITH CHECK TO:**

Minnesota Academic Excellence Foundation, 971 Capitol Square, 550 Cedar Street, St. Paul, MN 55101

MEMO #: I-97-001

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Goals 2000 Graduation Standards Implementation Funding  
and Graduation Standards Pilot Funding

DATE: July 9, 1996

The district has received \$30,755 of Goals 2000 funding for implementation of the graduation standards based on completing technical training and an implementation manual. Implementation activities will include extended curriculum work for staff, employment of a half-time secretary for 1996-97 and 1997-98 only, supplies, administration, and inservice for Board, PER Committee and a Graduation Standards Advisory Panel.

The district has also received \$30,000 for graduation standards piloting during the 1996-97 school year. Funding will be used for teachers to pilot performance packages that have been reviewed by the state and published in order to compare students work to the performance standard. The standards have been grouped into 17 categories. Staff will be working with at least one standard in each category across high school, middle, intermediate, and primary levels.

Suggested Resolution: Move to accept the Goals 2000 Graduation Standards Implementation funding in the amount of \$30,755 and the Graduation Standards Pilot funding in the amount of \$30,000.

RMJ/mdm

MEMO #: I-97-003

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Acceptance of Lake Agassiz Arts Council Grant

DATE: July 9, 1996

Moorhead Senior High School has received a grant from the Lake Agassiz Arts Council in the amount of \$4,600. Funds will be used for the completion of the Moorhead High School Mural Project. Principal Doug Price will coordinate this project.

Suggested Resolution: Move to accept the grant as presented.

RMJ/mdm

MEMO #: I-97-002

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RB*

SUBJECT: Approval of Submission of Grants

DATE: July 9, 1996

Attached are portions of a Descretionary Funding Application for the Education of Homeless Children and Youth Project in the amount of \$25,000. These funds will be used to continue utilization of a part-time social worker for homeless students, computer and software, contracted services, and miscellaneous expenses.

Also attached are portions of a Descretionary Funding Application for the Prevention and Intervention Delinquent Program in the amount of \$15,700. These funds will be used to continue partial funding for a paraprofessional at the West Central Juvenile Detention Center, anger management training, computer and software, and miscellaneous expenses.

Suggested Resolution: Move to authorize submission of these grants to the Minnesota Department of Children, Families and Learning.

RMJ/mdm  
Attachments



State and Federal Programs  
809 Capitol Square - 550 Cedar  
St. Paul MN 55101-2273

STATE AND FEDERAL PROGRAMS  
DISCRETIONARY FUNDING APPLICATION

ED-02145-02

Due: 7/5/96

**GENERAL INFORMATION AND INSTRUCTIONS:** Because of the Improving America Schools Act (IASA) the following State and Federal Discretionary Funding Programs have been reauthorized. The application process has been streamlined and can be used for each grant program. The information on this application is in accordance with the following Federal programs and all applicable Minnesota statutes:

- Even Start - P.L. 103-382 Part B / CFDA 84.213
- Education for Homeless Children and Youth - P.L. 101-645 / CFDA 84.196
- Prevention and Intervention Delinquent Programs - P.L. 103-382 Part D / CFDA 84.010

The CFDA numbers are provided for Federal audit records. Provide all requested information and return a completed application to the above address by July 5, 1996 for each discretionary program that is applied for.

PROGRAM TYPE (Check One):

- ☐ EVEN START  
☒ HOMELESS  
☐ DELINQUENT

APPLICATION TYPE:

- ☐ NEW ☒ CONTINUATION

IDENTIFICATION INFORMATION

Fiscal Agent:

Independent School District #152

Applicant District / Community Agency Name(s)

Moorhead School District

Name of LEA Representative

Robert Jernberg

Title

Asst. Supt. - Curr. & Inst.

District Number

152

FAX Number

(218) 233-1610

Telephone Number

(218) 299-6224

FAX Number

(218) 233-1610

Mailing Address

810 4th Ave. S.

City

Moorhead

Zip Code

56560

Name of Program Contact Person

Deb Pender

Title

Special Education Coord.

Telephone Number

(218) 299-6271

FAX Number

(218) 233-1610

Mailing Address

810 4th Ave. S.

City

Moorhead

Zip Code

56560

Name of Program Contact Person (Summer)

Deb Pender

Title

Special Education Coord.

Telephone Number

(218) 299-6271

FAX Number

(218) 233-1610

APPLICATION SUMMARY INFORMATION

PROJECT DURATION FOR OBLIGATION OF FUNDS

PROGRAM DATES

1996-1997 PROGRAM SOURCES OF FUNDING

Beginning Date: JULY 1, 1996

First day: July 1, 1996

Program Funds . . . . . \$ 25,000

Ending Date: SEPTEMBER 30, 1997

Last day: Sept. 30, 1997

All Other Funding . . . . . \$ In-kind

Total 1996-1997 Funds . . . \$ 25,000

LOCAL BOARD OF EDUCATION ACTION

The Local Board of Education of this school district, at a meeting held on (date) July 15, 1996 authorized the undersigned to act as the LEA Representative in filing an application for Office of State and Federal Discretionary funds, for the Fiscal Year 1996 - 1997. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal Statutes, Regulation, and State procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this application. At this same

meeting, (Name of person) Deb Pender was also approved as the Contact Person (optional).

Signature of LEA Representative

Date

DO NOT WRITE IN THE SPACES BELOW

FOR MINNESOTA DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING USE

Total Funds Approved

\$

Signature

Date

Final Approval Signature

Date

Comments:

BUDGET  
EDUCATION OF HOMELESS CHILDREN AND YOUTH PROJECT  
1996-97

**Personnel:**

Salary - Social Worker (.5 FTE) @ \$28,325.00 = \$14,162.50  
Benefits - Social Worker @ .165 = \$2,336.81  
Total: \$16,499.31

**Contracted Services:**

Translation and Interpretation Services = \$151.00  
Contracted Support Services (Youthworks) = \$4,000.00  
To link MCAP students to services  
offered beyond the school day (ie:  
Crisis Intervention, Life Skills  
Management, Anger Management, Family  
Support, Emergency Shelter, etc.)  
Total: \$4,151.00

**Capitol Expenditures:**

Hardware - 1 MacIntosh 5400 Computers = \$2,299.00  
Software - 1 Computer Bundle = \$200.00  
Miscellaneous - Cables, Printer Cartridges, etc. = \$100.00  
Total: \$2,599.00

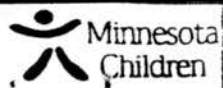
**Miscellaneous:**

Related Social Worker Expenses  
Mileage = \$300.00  
Office Supplies = \$150.00  
Client Meetings = \$25.00  
Professional Development = \$75.00

Related Client Expenses  
Stipends - Advisory Council - 10 meetings @ \$35.00 = \$350.00  
Fees, Miscellaneous Expenses - Track Student Records = \$50.00  
Tutoring, Academic Enrichment = \$400.00  
Homeless Awareness Activities = \$150.00  
School Supplies = \$250.00  
Transportation = \$300.00  
Total: \$2,050.00

**TOTAL BUDGET** \$25,000.00

NOTE: Moorhead School District's Title I Grant application for 1996-97 has designated an additional \$6,500 for this Project.



State and Federal Programs  
809 Capitol Square - 550 Cedar  
St. Paul MN 55101-2273

STATE AND FEDERAL PROGRAMS  
DISCRETIONARY FUNDING APPLICATION

ED-02145-02

Due: 7/5/96

**GENERAL INFORMATION AND INSTRUCTIONS:** Because of the Improving America Schools Act (IASA) the following State and Federal Discretionary Funding Programs have been reauthorized. The application process has been streamlined and can be used for each grant program. The information on this application is in accordance with the following Federal programs and all applicable Minnesota statutes:

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- Education for Homeless Children and Youth - P.L. 101-645 / CFDA 84.196
- Prevention and Intervention Delinquent Programs - P.L. 103 -382 Part D / CFDA 84.010

The CFDA numbers are provided for Federal audit records. Provide all requested information and return a completed application to the above address by July 5, 1996 for each discretionary program that is applied for.

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- ☐ EVEN START
- ☐ HOMELESS
- ☒ DELINQUENT

APPLICATION TYPE:

- ☐ NEW ☒ CONTINUATION

IDENTIFICATION INFORMATION

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Independent School District #152

Applicant District / Community Agency Name(s)

Moorhead School District/Detention Center

District Number

152

FAX Number

(218) 233 - 1610

Name of LEA Representative

Robert Jernberg

Title

Asst. Supt. - Curr. & Inst.

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Name of Program Contact Person (Summer)

Deb Pender

Title

Special Education Coord.

Telephone Number

(218) 299 - 6271

FAX Number

(218) 233 - 1610

APPLICATION SUMMARY INFORMATION

PROJECT DURATION FOR OBLIGATION OF FUNDS

PROGRAM DATES

1996-1997 PROGRAM SOURCES OF FUNDING

Beginning Date: JULY 1, 1996

First day: July 1, 1996

Program Funds . . . . . \$ 15,700

Ending Date: SEPTEMBER 30, 1997

Last day: Sept. 30, 1997

All Other Funding . . . . . \$ In-kind

Total 1996-1997 Funds . . . \$ 15,700

LOCAL BOARD OF EDUCATION ACTION

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meeting, (Name of person) Deb Pender was also approved as the Contact Person (optional).

Signature of LEA Representative

Date

DO NOT WRITE IN THE SPACES BELOW

FOR MINNESOTA DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING USE

Total Funds Approved

\$

Signature

Date

Final Approval Signature

Date

Comments:

**BUDGET**  
**Prevention and Intervention Delinquent Program**

**Personnel:**

Paraprofessional (Technician) - .5 FTE = \$5,100.00

Flexible Benefits = \$412.00

(Note: Includes 3% increase from 1995-96 rate.)

**Total** **\$5,512.00**

**Purchased Services:**

In-service Activities - Josten's = \$1,700.00

Anger Management Training to be provided by

Youthworks = \$1,500.00

Cable hook-up - AS400 (E-Mail) = \$350.00

Translation and Interpretation Services = \$150.00

**Total** **\$3,700.00**

**Supplies and Materials:**

Computer software for recycled IBM computers = \$800.00

Josten's ESL software = \$1,600.00

**Total** **\$2,400.00**

**Capitol Expenditures:**

1 MacIntosh 5400 computer = \$2,299.00

1 Hard Drive @ \$500.00 = \$500.00

2 Sets of classroom materials (ESL)

@ \$650.00 = \$1,300.00

**Total** **\$4,099.00**

**Miscellaneous:**

Head Sets - ESL, shipping, etc. = \$89.00

Cable, power strips, etc. = \$136.00

**Total** **\$ 225.00**

**TOTAL REQUESTED:** **\$15,900.00**

**NOTE:** Moorhead School District has designated \$6,500 from the Title I grant to this Project.

MEMO #: I-97-005

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Acceptance of Gifts

DATE: July 9, 1996

The following schools have received gifts from the Nash Finch Company for their participation in the Sunmart Support Our Schools Program:

Probstfield - \$1,000  
Junior High School - \$990  
Edison - \$1,000

The funds will be used for equipment and instructional materials.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMO #: B97.104

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: JULY 9, 1995

SUBJECT: OFFICIAL DEPOSITORIES FOR 1996-97


The following investment brokers and depositories are recommended for approval: Norwest Bank; Financial Northeastern; MN School District Liquid Asset Fund Plus; Mutual Money Desk, Inc.; C.D. Securities, Inc., and Gibraltar Securities Co., Multibank Securities, Inc. and Hawley State Bank.

Bonds are handled by American National, St. Paul; Norwest, Minneapolis; and, Depository Trust Corporation.

Suggested Resolution: Move to designate the official depositories as presented.

MEMO #: B97.102

MEMO TO: DR. ANDERSON

FROM: R. LACHER 

DATE: JULY 9, 1996

SUBJECT: RESOLUTION FOR INVESTMENT OF EXCESS FUNDS

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

Suggested Resolution: Move to approve the resolution as presented.

Attachment

RESOLUTION

TO

AUTHORIZE PROCEDURES FOR THE INVESTMENT OF EXCESS FUNDS

The Assistant Superintendent for Business, or designee, be hereby vested with the authority and responsibility to invest funds which are not currently needed in accordance with M.S. 118.01, 118.005, 124.05, and 475.66.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

MEMO #: B97.103

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: July 9, 1995

SUBJECT: INVESTMENT GUIDELINES

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

Attached is the proposed resolution.

Suggested Resolution: Move to approve the resolution as presented.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION ON INVESTMENTS GUIDELINES

BE IT RESOLVED, for the 1996.97 School Year by the School Board of Independent School District No. 152, as follows:

The board of directors authorizes all federally insured banks and savings and loans as depositories for Independent School District No. 152. Robert Lacher, Assistant Superintendent for Business, or designee, be hereby vested with the authority and responsibility to invest funds which are not currently needed in accordance with M.S. 118.01, 118.005, 124.05, and 475.66.

BE IT FURTHER RESOLVED, that the Assistant Superintendent or designee be authorized to select depositories paying interest rates which they deem most beneficial to the district for the 1995.96 school year. At no time shall the deposits at any one bank exceed the federal insurance coverage and 90% of the pledged collateral coverage.

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

The following voted against: \_\_\_\_\_.

whereupon said resolution was declared duly passed and adopted.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
DATE

MEMO #: B97.101

MEMO TO: DR. ANDERSON

FROM: R. LACHER *R. Lacher*

DATE: JULY 9, 1996

SUBJECT: AUTHORIZED STAFF TO INDICATE FINANCIAL TRANSACTIONS

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

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

Attachment



# Independent School District No. 152

Townsite Centre - 810 4th Avenue South

Moorhead, Minnesota 56560

July 9, 1996

B97.101

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

Dear Mr. VanHavermaet:

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

Authority to make phone transfers:

Robert Lacher  
Beth Astrup  
Nancy Evans  
Bruce Anderson

Authority to request stop payments:

Robert Lacher  
Beth Astrup  
Nancy Evans  
Sue Winter  
Julie Bauer  
Bruce Anderson

Authority to obtain account information:

Robert Lacher  
Beth Astrup  
Nancy Evans  
Sue Winter  
Julie Bauer  
Eric Grindberg  
Bruce Anderson  
Mark Gustafson  
Stacey Foss

This authority extends to the following district accounts:

#10110  
#901204  
#14138  
#12538  
#541013109

Thank you,

---

Mark Gustafson, School Board Chairperson

---

Stacey Foss, School Board Treasurer

---

Jim Hewitt, School Board Clerk

"An Equal Opportunity Employer"

MEMORANDUM P 96.052

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JSS*

DATE: July 8, 1996

SUBJECT: New Employees

The administration requests approval of the employment of the following persons (some salaries based on 1994-1995 salary schedule), subject to satisfactory completion of federal, state and school district statutes and requirements:

- Jason Brandt - Kindergarten/Reading Teacher, Washington Elementary, BA (0-6) \$23,740.00, effective for the 1996-97 school year.  
(Replace Julie Trudeau/Karen Reiersen)
- Thomas Gravel - Social Studies Teacher, Senior High, MA+15 (7) \$31,180.00, effective for the 1996-97 school year.  
(Replace Maria Wright)
- Brenda Harms - First Grade Teacher, Washington Elementary, BA (6.5) \$24,190.50, effective for the 1996-97 school year.  
(Replace Donna Olthoff)
- Terrie Lura - Elementary Music, Voyager and Asp, MA+45 (10) \$37,238.00, effective for the 1996-97 school year.  
(Replace Joan Degerness who replaced Christa Lestmeister)
- Mary Overmann - Reading Recovery Teacher, Thomas Edison Elementary, BA+30 (7) \$13,613.50 which is .50 FTE of \$27,227, effective for the 1996-97 school year.  
(New Position)
- Angela Schultz - Music Teacher, Junior High, BA (6) \$6,789.64 which is .286 FTE of \$23,740, effective for the 1996-97 school year.  
(Replace Leah Hoffman)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM

P 96.053

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JSS*  
DATE: July 8, 1996  
SUBJECT: Resignation of District Employees

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

Kent Amundson - English Teacher, Assistant Boys Basketball Coach and Freshman Baseball Coach, Senior High, effective immediately.

Michael Benson - In-School Suspension Supervisor, Junior High, effective immediately.

Suggested Resolution: Move to accept the resignation as presented.

JDS:sdh

MEMORANDUM

P 96.054

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JS*

DATE: July 8, 1996

SUBJECT: Leave of absence

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

Jennifer Hartsworm - Science Teacher, Senior High, beginning from October 16 through November 27, 1996.

Cathy Davis - Kindergarten Teacher, Edison Elementary, for the school year 1996-97.

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

JDS:sdh

MEMORANDUM P 96.055

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JS*  
DATE: July 8, 1996  
SUBJECT: Family/Medical Leave

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

Mary Jo Gaugler - P.O.H.I. Paraprofessional, Voyager Elementary, to begin approximately September 20, 1996 for twelve weeks.

Stephanie McNab - Chapter I Teacher, Probstfield Elementary, to begin approximately August 18, 1996 for twelve weeks.

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

JDS:sdh

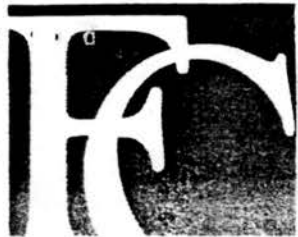
MEMO #: S-97-003

TO: School Board  
FROM: Bruce Anderson, Supt. *BA*  
RE: Official Newspaper Designation  
DATE: July 9, 1996

Attached please find the bid from The Forum requesting to be designated the school district's official newspaper for the 1996-97 school year.

Suggested Resolution: Move to designate The Forum as the district's official newspaper for the 1996-97 school year.

BRA: *(cbf)*  
Attachment



## Forum Communications Company

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

JUN 4 1996

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

June 3, 1996

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

Dear Mr. Anderson:

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

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

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

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

Sincerely,

Charles T. Bohnet  
Vice President and General Manager

CTB:jmb

# The Forum

FARGO-MOORHEAD

A Pulitzer Prize Winning Newspaper

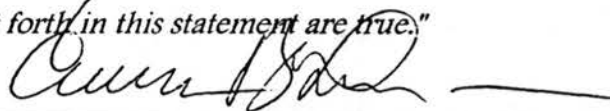
FORUM PUBLISHING CO., BOX 2020  
FARGO, N. DAK. 58107 PHONE (701) 235-7311

## PUBLISHER'S STATEMENT OF MINNESOTA CIRCULATION

12 MONTHS ENDING MARCH 31, 1996  
(Subject to audit by Audit Bureau of Circulation)

<u>COUNTY</u>	<u>DAILY CIRCULATION</u>	<u>OCCUPIED HOUSING UNITS*</u>
BECKER	2,682	10,477
CLAY	9,966	17,490
BAKER	43	
BARNESVILLE	591	
COMSTOCK	10	
FELTON	122	
GEORGETOWN	79	
GLYNDON	415	
HAWLEY	760	
HITTERDAL	89	
MOORHEAD/DILWORTH	7,520	
SABIN	125	
ULEN	212	
MAHNOMEN	662	1,805
NORMAN	1,524	3,118
OTTER TAIL	2,382	9,510
POLK	417	11,984
WILKIN	663	2,805
MISCELLANEOUS	<u>1,340</u>	
TOTAL IN MINNESOTA:	19,636	

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



Charles Bohnet, General Manager

\* Based on 1990 Census.  
(Prepared by Jane Mohrbacher - Circulation Department)

MEMO #: S-97-004

TO: School Board  
FROM: Bruce Anderson, Supt. *BKA*  
RE: Legal Services  
DATE: July 9, 1996

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

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

BRA, *cbf*

MEMO #: S-97-005

TO: School Board  
FROM: Bruce Anderson, Supt. <sup>BRA</sup>  
RE: 1996-97 MSBA Membership Fees  
DATE: July 9, 1996

The 1996-97 membership fees to the Minnesota School Boards Association (MSBA) will be \$5,459.

The following is a history of the fee structure for the past few years:

1992-93 = \$4,775  
1993-94 = \$4,687 (formula changed PPU to TU)  
1994-95 = \$4,946  
1995-96 = \$5,295

Suggested Resolution: Move to approve the 1996-97 Minnesota School Board Association membership, in the amount of \$5,459.

BRA:cbf  
Attachment

**SCHOOL DISTRICTS****BASE DUES SCHEDULE**

- A. School Districts with less than 400 students, \$746.00 plus \$1.39 for each student.
- B. School Districts with 400 or greater and less than 800 students, \$798.00 plus \$1.26 for each student.
- C. School Districts with 800 or greater and less than 1,200 students, \$935.00 plus \$1.09 for each student.
- D. School Districts with 1,200 or greater and less than 2,000 students, \$1,143.00 plus \$.92 for each student.
- E. School Districts with 2,000 or greater and less than 3,200 students, \$1,484.00 plus \$.75 for each student.
- F. School Districts with 3,200 or greater and less than 6,400 students, \$2,061.00 plus \$.57 for each student.
- G. School Districts with 6,400 or greater and less than 9,600 students, \$3,153.00 plus \$.40 for each student.
- H. School Districts with 9,600 or greater and less than 20,000 students, \$5,574.00 plus \$.15 for each student.
- I. School Districts with 20,000 or greater students, \$8,662.00.

For the purpose of this Schedule, the term "students" shall be as defined by the Board of Directors.



JUL 1 1996

## MINNESOTA SCHOOL BOARDS ASSOCIATION

1997 LEADERSHIP CONFERENCE JANUARY 16, 17, 1997

1900 West Jefferson Avenue  
St. Peter, Minnesota 56082-3015

Tel. 507/931-2450 Metro 612/333-8577  
Minnesota Only 800/324-4459  
FAX 507/931-1515

June 26, 1996

### OFFICERS AND DIRECTORS

#### PRESIDENT

Jon Hovde  
Fertile-Beltrami

#### VICE PRESIDENT

Peg Swanson  
Orono

#### PAST PRESIDENT

Arlene Bush  
Bloomington

#### DIRECTOR DISTRICT 1

Bruce Peterson  
Goodhue

#### DIRECTOR DISTRICT 2

Sandra Gundlach  
St. Peter

#### DIRECTOR DISTRICT 3

Jeff Kruse  
Marshall

#### DIRECTOR DISTRICT 4

Bev O'Connor  
Robbinsdale

#### DIRECTOR DISTRICT 5

Dennis Halverson  
Centennial

#### DIRECTOR DISTRICT 6

Jean Brown  
South Washington County

#### DIRECTOR DISTRICT 7

Janet Wendt  
Shakopee

#### DIRECTOR DISTRICT 8

Becky Montgomery  
St. Paul

#### DIRECTOR DISTRICT 9

Gale Bacon  
Rockford

#### DIRECTOR DISTRICT 10

Cathy Neuman  
Fergus Falls

#### DIRECTOR DISTRICT 11

Paul Brinkman  
Virginia

#### DIRECTOR DISTRICT 12

Debra Blackburn  
Crookston

#### EXECUTIVE DIRECTOR

Richard J. Anderson  
St. Peter

Dear School Board Member:

The board of directors of the Minnesota School Boards Association is very sensitive to the tight financial situation faced by many school districts around our state. They simultaneously know and understand that school boards need the services and programs provided through MSBA in order to more adequately address local governance responsibilities. With those realities in mind, the board adopted an operating expenditure budget for fiscal year 1996-97 of \$1,969,094.

Dues are the stabilizing support of any association, and it is particularly true for MSBA. Without the strong support of the membership through the payment of dues, MSBA could neither expand its programs and services nor maintain the quality of its programs and services. The basic philosophy of the board of directors is to increase dues only when it is essential to maintain the integrity of the Association's ability to provide programs and services. Remaining consistent to its policies and basic philosophy on your behalf, the board approved a modest 2.9% dues increase.

In addition to the increased requests for service, the programs and benefits of the MSBA Insurance Trust continue to grow. Those programs – Workers' Compensation, Property/Casualty, Health, etc. – have saved school districts many millions of dollars over the years. Also, the newer programs in the investment area (MSDLAF+), the borrowing program (MNTAAB), and the lease-purchase program (MSDLPP) will provide significant monetary benefits to participants.

Please note that MSBA's annual report is being sent to you under separate cover. Please take the time to read about the extensive work and accomplishments of your association. We also take this opportunity to remind you of the Phase II Orientation meeting for Newly-Elected or Appointed School Board Members, and the Election Seminar being held concurrently on Monday, July 15, 1996, at the Holiday Inn in St. Cloud, Minnesota. Your school district office previously received registration information for these meetings, and we urge your participation in these valuable meetings.

(over)

We urge you to review your pocket calendar (mailed with the June 14th Boardcaster) which lists a number of other inservice meetings to be sponsored by MSBA during the next fiscal year. The Annual Leadership Conference scheduled for January 16-17, 1997, is perhaps one of the most cost effective inservice offerings to your school district, since MSBA has chosen to charge no fee for this conference; and, as you are probably aware, the market place usually requires several hundred dollars for such a conference.

The dues invoice for your school board's continued membership in the Minnesota School Boards Association has been processed according to the Bylaws of the Association and sent to your school district office. All Minnesota public school boards are members of the Association. The board of directors urges your early remittance, but all dues must be remitted no later than November 15, 1996.

The Minnesota School Boards Association is recognized nationwide as an outstanding service organization. The MSBA board of directors and staff are very appreciative of your cooperation and assistance, and look forward to working with you as a member of a public school board. If you have any questions, please do not hesitate to call your Association office.

Sincerely,



Jon D. Hovde  
President



Richard J. Anderson  
Executive Director

JH:RJA:ph  
enc.

## MSBA COLLABORATIONS

### National

MSBA is a founding member of the National School Boards Association and maintains a leadership position in the national association. Through MSBA, members have a voice in determining the policies and action of the NSBA. Minnesota's board members are also directly involved with legislation at the national level through NSBA's Federal Relations Network. MSBA also participates in a Central Regional Organization of NSBA and endorses participation in the NSBA National Affiliate Program.

### State

Your Association maintains a close working relationship with state agencies and other organizations interested in providing the youth of Minnesota with the best possible education. Among these are: State Department of Education, State Board of Technical Colleges, State Board of Education, Association of Minnesota Counties, Shared Decisions MN Inc., Minnesota Association of Secondary Administrators, Minnesota Association of Secondary School Principals, Minnesota Elementary School Principals Association, Minnesota Education Association, Minnesota Federation of Teachers, Minnesota State High School League, Minnesota School Labor-Management Committee, Council of School Attorneys, Minnesota Congress of Parents, Teachers and Students, Minnesota School Public Relations Association and numerous other state advisory councils.

### MSBA INSURANCE TRUST

The MSBA Insurance Trust, founded in 1972, is a nonprofit trust under which insurance programs are offered to MSBA members. It is governed by a board of seven Trustees, and all programs are voluntary as far as local school district participation is concerned. The following programs are offered:

#### **Self-Insured Programs:**

Property-Casualty  
Workers' Compensation  
Errors and Omissions  
Health/Dental Plan  
Volunteer Accident Coverage

#### **Endorsed Programs:**

Long-Term Disability  
Life Insurance  
Employee Assistance Program

### CASH BORROWING PROGRAM

MSBA endorses the Minnesota School Districts Cash Flow Borrowing Program for Tax and Aid Anticipation Certificates of Indebtedness. The program offers a cost effective method of borrowing for cash flow purposes due to its simplicity and low costs of issuance.

### MSBA INVESTMENT PROGRAM

The Minnesota School District Liquid Asset Fund Plus (MSDLAF+) is a professionally managed investment program developed specifically for Minnesota school districts and governed by eleven trustees consisting of school board members, superintendents, and business officials. Combining safety of principal with convenience and attractive rates of return, the program includes money market funds, a fixed-rate investment service, and cash management consultation.



Serving the entire education  
community in Minnesota.

## MINNESOTA SCHOOL BOARDS ASSOCIATION

1900 West Jefferson Avenue  
St. Peter, MN 56082-3015

#### **Telephone:**

507-931-2450  
612-333-8577  
800-324-4459 (MN Only)

#### **Fax:**

507-931-1515

# **YOUR ORGANIZATION**

Founded in 1920, the Minnesota School Boards Association is the eighth oldest school boards organization in the United States. MSBA is incorporated under the laws of the State of Minnesota and is a nonprofit education corporation.

MSBA is recognized by the National School Boards Association as one of the finest school management organizations in the country. The organization has not only increased in membership, but also in continued services to local school districts. 100 percent of Minnesota's eligible school boards have been members of the Association for over 25 years, which enables the organization to maintain a statewide perspective in all of our services and activities.

## **Mission:**

The purpose of the Association is to assist elected school board members in meeting their fundamental governance roles of vision, structure, accountability and advocacy in order to achieve their goals of excellence, equity, and representative government in public education.

## **MEMBER SERVICES**

### **Inservice Training**

MSBA offers over 100 regional and statewide meetings yearly. These training programs, designed for both new and veteran board members, cover a wide range of topics to assist local school boards and school management in dealing with the ever-changing demands placed on public education. With topics ranging from negotiations and communications to school district policies, MSBA offers the most comprehensive training program in the state for local school officials. MSBA's Awards Program honors continued participation in these inservice programs.

### **Publications**

The Association provides regular publications and special guidebooks to its members as part of the membership dues. All school board members, superintendents, associate and affiliate members, members of the legislature, the news media and various state agencies automatically receive the regular publications.

### **Lobbying**

MSBA representatives maintain daily contacts with legislators on school problems and testify at hearings on school legislation. During the legislative session, the MSBA Lobby Line is updated daily, legislative reports are issued weekly, and new legislation is reported and explained at regional meetings or via teleconference. In addition, the Association seeks sponsorship of numerous legislative proposals that will benefit public education and local school districts.

### **Research and Information**

Research is available on subjects of concern to local school boards. These reports provide in-depth, authoritative information on a variety of topics. Information is available on salaries and related information for district personnel, school finance, insurance coverage, district election laws, tenure, board-staff relations and many other topics.

### **Consultation**

All MSBA staff members are available to assist local school districts in employee relations, collective bargaining, elections, insurance programs, public relations, publications, policies, superintendent search, board self assessment and other specific problems. We are as close as the telephone and encourage you to call.

## **PUBLICATIONS**

### **MSBA Service Manual**

Issued to all school board members, the Manual contains comprehensive information in the areas of the school board and its powers, employee negotiations, board-staff relationships, district education program, school facilities, public school insurance, public school finance, transportation, elections, and other areas related to public education.

### **Journal**

The Journal is the official publication of MSBA. It contains editorial comment, features stories about school districts and articles of current interest relating to education.

### **Boardcaster**

This bi-weekly newsletter contains information about state and national meetings, school board members and administrators, school bond and levy elections, and many other educational items of interest.

### **House and Senate Loggers**

Issued weekly while the Minnesota Legislature is in session, the Loggers provide a brief description of all bills introduced relating to education and the operation of school districts.

### **Salaries and Related Information**

These comprehensive publications contain facts and figures on district salary schedules, work day and year, fringe benefits, enrollment figures, board meetings and board member compensation - a complete, factual look at school districts throughout Minnesota. Published for licensed, non-licensed, and administrative staffs.

### **Other MSBA Publications:**

Management Services Newsletter  
Council of School Attorneys Newsletter  
Research Bulletins  
NSBA National Affiliate  
Legislative Updates  
Salary Settlement Reports  
Grievance Arbitration Summaries

MEMO #: S-97-007

TO: School Board  
FROM: Bruce Anderson, Supt. *BRA*  
RE: 1996-97 Lakes Country Service Cooperative Agreement  
DATE: July 9, 1996

Attached please find the 1996-97 service agreement with the Lakes Country Service Cooperative (formerly ECSU).

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

Suggested Resolution: Move to approve the 1996-97 Lakes Country Service Cooperative service agreement as presented.

BRA:cbf  
Attachment



# Lakes Country Service Cooperative

Formerly West Central ECSU

MAY 29 1996

DuWayne Balken, Executive Director

• 1001 East Mount Faith • Fergus Falls, MN 56537 • Telephone: 218-739-3273 • Fax: 218-739-2459 • TDD 218-739-9182 •

*To provide and promote the development of quality services that are sensitive and responsive to customers' needs*

May 22, 1996

TO: Region IV Superintendents

FR: DuWayne Balken, Executive Director  
Charlene Bevre, Manager of Finance

*D. Balken*  
*Bevre*

RE: Enclosed LCSC Contract and Service Agreement

Please find attached the Contract and Service Agreement for the 1996-97 school year. The far left hand column indicates those programs your district participated in during the 1995-96 school year. You may indicate which programs you plan to participate in for next year by simply putting a check mark in the "yes" column of the form. **Please return this form no later than June 19, 1996.** Also enclosed are the Summer equipment repair service contracts.

We will be using the 1994-95 Minnesota Education Directory for the student count information needed for calculating some of our fee charges. The actual billings that will be sent to your district in July will use an updated child count to be taken from the 1995-96 Minnesota Education Directory. The new directories are on order at this time, but they have not yet arrived.

The enclosed contracts reflect no fee increases for Fiscal Year 1997.

You will see the capital outlay account in the same format as last year. It was and still remains the position of the Administrator's Advisory Council (AAC) and the Lakes Country Service Cooperative Board of Directors to allow districts to allocate a portion of their membership fee from either their capital outlay facilities account or their maintenance fund. The capital outlay account is for the maintenance of facilities and/or equipment for both properties owned by LCSC. It is the position of the AAC and the LCSC Board that all member districts need to participate in supporting the maintenance of the Fergus Falls site, \$600 annually, and therefore retain equal ownership. However, if a district chooses not to support the maintenance of the Moorhead site at \$400 annually, they will relinquish all ownership rights to any share in the assets of that property (current estimated value approximately \$10,000 per district). If a district chooses not to support the maintenance account of the Moorhead site, it must do so by board action.

We look forward to serving your district again throughout the 1996-97 school year. Please have the enclosed 1996-97 Contract and Service Agreements signed and returned to our office, to the attention of Charlene Bevre, no later than June 19, 1996. Summer maintenance contracts for Computer and AV repair should be returned as soon as possible.

Chairperson  
Duane Swenson, Barnesville  
Linda Krabberhoft, Glyndon-Felton  
Norman Kolstad, Underwood

Vice Chairperson  
Mike Boen, Pelican Rapids  
Annette Hustad, Minnewaska  
Stella Bowland, Alexandria

Service Cooperative Board of Directors

Clerk  
David Schomack, Perham  
Thelma Kaste, Ashby  
Supt. Russell Larson, Ex-officio, Hancock

Treasurer  
Tom Kummrow, Fergus Falls

Supt. Dennis Wahl, Ex-officio, Dilworth-Glyndon-Felton

"AN EQUAL OPPORTUNITY EMPLOYER"

Serving the Counties of: Becker • Clay • Douglas • Grant • Otter Tail • Pope • Stevens • Traverse • Wilkin

CONTRACTS AND SERVICE AGREEMENTS BETWEEN THE  
LAKES COUNTRY SERVICE COOPERATIVE  
AND REGION IV SCHOOLS AND ASSOCIATE MEMBERS  
1996-97

The Moorhead School/Member will be participating in the following service agreements with the Lakes Country Service Cooperative for 1996-97.

Will Participate  
FY 97 Services

Current 95-96	YES	NO	SERVICE	COST PER UNIT	TOTAL
<b>ADMINISTRATIVE SERVICES</b>					
<u>X</u>	<u>✓</u>	<u>   </u>	1. LCSC Membership	\$1,200 per district plus \$1.50 per student to a maximum of \$5,000. \$500 Associate Members. \$250 Associate Members (single service).	<u>5000.00</u>
Capital Outlay/Maintenance Fund					
			LCSC Site	\$600 per district	<u>600.00</u>
			Moorhead Site	\$400 per district	<u>400.00</u>
<u>X</u>	<u>✓</u>	<u>   </u>	2. Administrative Inservice/ Workshops	Charge to be amount necessary to cover cost of training.	<u>   </u>
<u>   </u>	<u>   </u>	<u>   </u>	3. Comparable Worth	A. \$185 per day plus expenses. B. \$25/hr. follow-up service.	<u>   </u>
<u>   </u>	<u>   </u>	<u>   </u>	4. Co-op Purchasing	\$200 membership fee	<u>   </u>
<u>X</u>	<u>✓</u>	<u>   </u>	5. Health and Safety	Health & Safety -contracts have been previously mailed out.	<u>   </u>
<u>   </u>	<u>   </u>	<u>   </u>	6. Insurance/Risk Management	LCSC PREFERRED A. Health Pool B. Life Pool C. LTD Pool D. Prop/Casualty Pool E. Student Accident F. Dental Pool G. Annuities H. Other	<u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u>
<u>   </u>	<u>   </u>	<u>   </u>	7. Printing (Newsletters, envelopes, letterhead, etc.)	Time and materials	<u>   </u>

Will Participate  
FY 97 Services

Current 95-96	YES	NO	SERVICE	COST PER UNIT	TOTAL
<b>EDUCATIONAL SERVICES</b>					
X	✓		8. Center for Educational Excellence	No membership fee. Information will be sent for various workshops. Fees will be charged only for workshops.	
			9. Center for Continuous Learning Improvement	\$700 per district plus 30 cents per student to a maximum of \$1200.	
			10. CPR Mannequins	\$40 - 1 adult plus 1 baby for one week. \$20 - 1 torso for 1 week	
			11. Driver Simulator - 16 place	\$325 per week plus towing.	
			12. Drug /Violence pooling of Federal funds for staff development/training	Based on funding formula.	
			13. Early Childhood/Family Education	\$730 plus 55 cents per 0-4 child count.	
			14. Early Childhood Educators/ Learning Readiness	Contracted for individual districts.	
			15. Early Childhood Lending Library	Parenting materials and ECFE educational curriculums. \$200 per district with unlimited usage. \$175 per district if member of regional services (#13).	
			16. Energy Test Equipment	\$20 - 1 week equipment rental Must have taken the energy course or arrangements can be made to offer the course to your district.	
			17. Media	\$4.75 per student	
<b>ACADEMIC</b>					
			18. Academic Decathlon	Fee to be determined.	
X	✓		19. Knowledge Bowl-Sr. High	\$190 per team.	
X	✓		20. Knowledge Bowl-Jr. High	\$35 per team.	
			21. <del>Knowledge Bowl Jr. High</del>	<del>\$35 per team.</del>	
X	✓		22. Homework Helpline	No Cost	

Will Participate  
FY 97 Services

Current

95-96 YES NO SERVICE COST PER UNIT TOTAL

ACADEMIC (Cont'd)

—	—	—	23.	Honors Program (Banquet)	\$250 scholarship local district responsibility plus cost of banquet meal for district participants.	—
—	—	—	24.	Inventors Congress	\$20 per participant.	—
—	—	—	25.	Project for Activity Centered Science K-8 Hands-On Learning Kits (PACS Kits)	Various fees for each kit.	—
X	✓	—	26.	Spelling Bee	\$90 per participant based on 1 student per 1000 enrollment K-12.	—
—	—	—	27.	Young Writer's Conference	\$20 per participant.	—

SPECIAL SERVICES

X	✓	—	28.	Special Ed/ Carl Perkins Consortium	Pooling of federal dollars based on funding formula.	—
X	✓	—	29.	Special Ed/Low Incidence	Levy amount based on 1996 legislative session.	—

EQUIPMENT REPAIR

—	—	—	30.	Computer Repair	\$45.00/hr. labor plus parts. (No charge for those repairs that are covered under warranty).	—
—	—	—	31.	Typewriter Repair	\$39.00/hr. labor plus parts year round.	—
—	—	—	32.	AV Repair	\$35.00/hr. labor plus parts during school year.	—
—	—	—	33.	Summer cleaning service	AV: Billed at \$16/hr. with the minimum of 10 hours at each school plus mileage and parts Computer: Billed at \$15 per system and \$10 per laser printer.	—

Bruce Anderson 6/17/96  
Superintendent's Signature Date

LCSC Executive Director Date

RETURN BY: JUNE 19, 1996

RETURN TO: CHARLENE BEVRE, LAKES COUNTRY SERVICE COOP.,  
1001 EAST MOUNT FAITH, FERGUS FALLS, MN 56537

MEMO #: S-97-008

TO: School Board

FROM: Bruce R. Anderson, Supt. *BICA*

RE: 1996-97 Prairie School Television Contract

DATE: July 9, 1996

Attached please find the 1996-97 contract for instructional television services with North Central Council for School Television, Inc. through Prairie Public Broadcasting. The total amount of the contract is \$12,561.88 based on 1995-96 enrollments.

Suggested Resolution: Move to approve the contract with North Central Council for School Television, Inc. for the 1996-97 school year, in the amount of \$12,561.88.

BRA:cbf  
Attachment

# North Central Council for School Television, Inc.

P.O. Box 3240  
Fargo, North Dakota 58108-3240  
(701) 241-6900

Agreement made this 11th day of APRIL, 1996,

between MOORHEAD SCHOOL DISTRICT #152 herein called "Member,"  
and North Central Council for School Television, Inc, herein called "Council," to provide  
instructional television services via the facilities of Prairie Public Television as specified  
below subject to conditions on back hereof.

July 1, 1996

Beginning Date

June 30, 1997

Ending Date

## Additional Information:

1. This contract covers the cost of providing instructional television services for 6098 students, K-12, based on 1995-96 enrollments, at the rate of \$ 2.06 per student, for a total of \$ 12561.88.
2. Payments will be due on the following dates:  

July 1, 1996	\$ 4187.29	
October 1, 1996	\$ 4187.29	
January 1, 1997	\$ 4187.30	(to be adjusted to reflect your 1996-97 enrollment)
3. Sign and return one copy of this contract to North Central Council for School Television, Inc. prior to May 1, 1996.  
You will be invoiced separately for the above payments.

## Contract

Total Cost \$ 12561.88

North Central Council for School Television, Inc.

By Beverly A Pearson

Member MOORHEAD SCHOOL DISTRICT #152

By \_\_\_\_\_

White-Sign and return

Yellow-School Copy

Pink-NCCST Copy

75 01499961 MC R9697

0000 S-02

MOORHEAD

MN

# Prairie Public Television

207 North Fifth Street  
P.O. Box 3240  
Fargo, ND 58108-3240  
(701) 241-6900

*Prairie  
School  
Television*

APR 18 1996

April 16, 1996

Dr Bruce R Anderson Supt  
Moorhead School District #152  
810 4th Ave S  
Moorhead, MN 56560

Dear Dr Anderson :

While your students are starting to think about summer vacations and leisure pursuits, you're busy making plans and working toward making the 1996-97 school year the most productive ever for your students. As you know, your past membership in the North Central Council for School Television (Prairie School Television) has provided your teachers with a learning-effective service which really does make a difference in classroom performance. It is now time to renew that membership on which your teachers have come to rely. Your 1996-97 contract is enclosed for your signature.

Technology utilization remains one of the most cost-effective ways to expand curriculum offerings and to assist classroom teachers in enhancing lessons. As a member of the Prairie School Television consortium of schools, you can make technology and video-based materials accessible to every teacher at a fraction of the cost of purchasing or renting the same materials. **The total cost for many schools continues to be less than the cost of one video series, one laser disk, or even one workbook per student.** The Prairie School Television "group purchasing" allows member schools to use any of over 1200 video programs using a technology (VCR and monitor) that is already available to every teacher in your district.

Prairie School Television member services include:

- daily instructional broadcasts
- teacher guides for most programs
- "block feeds" in the Taping Service for convenient taping of video series
- duplication service providing publisher quality video
- monthly newsletter
- the **Resource Guide & Schedule** giving program descriptions and schedules
- in-services on the effective use of television and video in the classroom
- staff development resources

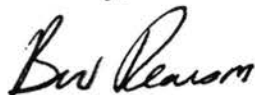
This year, membership also includes a free subscription for limited Internet access for your school via the community-based online service, Prairie Online.

The K-12 instructional programs span the curriculum including two weekly current event programs for use in middle elementary through high school classes. Further, each Friday, the overnight taping service features staff development or other special programs of interest to educators, i.e. administrators, specialized instructors, as well as classroom teachers.

Make the Prairie School resources available again to your staff and students by signing the white copy of the enclosed contract and returning it in the self-addressed envelope as soon as possible. This year's membership fee is based upon your 1995-96 K-12 enrollment at \$2.06 per student or \$103.00 minimum fee for schools under 50 students and will be adjusted in the fall to your new enrollment numbers.

The staff at Prairie School Television looks forward to providing your teachers and students with quality instructional video and services for the coming year and continue to work on new telecommunication and electronic initiatives. If you have questions or concerns, please call me at 701-239-7575.

Sincerely,



Beverly Alfson Pearson, Coordinator  
Prairie School Television

enc.

MEMO #: S-97-006

TO: School Board

FROM: Bruce Anderson, Supt. *BRA*

RE: Minnesota State High School League Membership

DATE: July 9, 1996

Attached please find the 1996-97 MSHSL membership form.

Suggested Resolution: Move to approve the resolution of membership into the Minnesota State High School League for 1996-97.

BRA: *cbf*  
Attachment



MINNESOTA STATE HIGH SCHOOL LEAGUE  
2100 Freeway Boulevard  
Brooklyn Center, MN 55430-1735  
Telephone: (612) 560-2262 -- FAX: (612) 569-0499

**1996-97 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

**RESOLVED**, that the Governing Board of School District Number 152,  
MOORHEAD High School, County of CLAY, State  
of Minnesota delegates the control, supervision and regulation of interscholastic athletic and  
other extracurricular activities (referred to in MN Statutes, Section 128C.01) to the Minnesota  
State High School League, and so hereby certifies to the State Commissioner of Education as  
provided for by Minnesota Statutes.

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

MOORHEAD SENIOR HIGH

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

1. Make new application for membership in the Minnesota State High School League; OR;  
X Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

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

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

Signed \_\_\_\_\_  
Clerk/Secretary - Local Governing Board

\_\_\_\_\_  
Superintendent/Head of School

Date July 15, 1996

Date July 15, 1996

School Address 2300 Fourth Avenue South, Moorhead, MN 56560  
School Phone # (218) 299-6315

**RETURN ONE COPY TO THE MSHSL NO LATER THAN SEPTEMBER 1, 1996. Retain  
one copy for the school files.**

JUN 24 1996

To: Dr. Anderson *ml*  
From: Mary Davies  
Date: June 19, 1996  
Re: Donation to Community Education...Adult Basic Education program

Community Education has received a check for \$100.00 from Karen Shander, Denver, Colorado, for the Ellingson Education Fund. The money is used to assist GED students pay the fee for the GED test. Ms. Shander is Orville Ellingson's daughter and says in her letter, "My father instilled in me the importance of education, curiosity and resource development. Whenever money presents a barrier to individuals in this program, we hope this fund can be of assistance."

Suggested Resolution: Move to accept the \$100 donation from Karen Shander to the Orville Ellingson GED Scholarship Fund.

JUL 1 1996

MEMORANDUM

TO: Dr. Anderson  
FROM: <sup>md</sup> Mary Davies, Community Education  
DATE: June 28, 1996  
RE: Donations to Moorhead Community Education

Community Education has received a donation of \$25 from the Veteran's of Foreign Wars. The money is designated for scissors that are given to children as part of the Early Childhood Screening.

**Suggested action:** Move to accept the \$25 donation from Veteran's of Foreign Wars to Early Childhood Screening for the purchase of scissors.

To: Dr. Anderson

From: Mary Davies 

Date: July 8, 1996

Re: grant to Community Education

Community Education has been awarded \$29,000 for after-school programming for 9-13-year-olds and \$4,000 to more fully integrate service learning methodology into the after school enrichment programs. This money is part of the grant from the Minnesota Department of Children, Families and Learning to the Moorhead Healthy Community Initiative.

Program criteria and guidelines will be developed. Since funds are limited, the intention is to focus programming on Robert Asp/Voyager and the Junior High.

This money is to provide programs and activities for youth ages 9-13 who are not currently engaged in after school activities.

**SUGGESTED BOARD ACTION:** Move to accept the grants to Moorhead Community Education of \$29,000 and \$4,000 from the Moorhead Healthy Community Initiative to fund after school programming for youth ages 9-13.

MEMO #: S-97-009

TO: School Board  
FROM: Bruce R. Anderson, Supt. *B.R.A.*  
RE: Election Resolution  
DATE: July 9, 1996

Attached is the Resolution Establishing Dates for Filing Affidavits of Candidacy for the November School Board election.

Suggested Resolution: Move to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy for the November school board election.

:cbf/  
Attachment

RESOLUTION ESTABLISHING DATES  
FOR FILING AFFIDAVITS OF CANDIDACY

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 152 shall begin on Tuesday, August 27, 1996 and shall close on Tuesday, September 10, 1996. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on September 10, 1996.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the Forum, the official newspaper of the district, at least two weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 152 shall begin on Tuesday, August 27, 1996 and shall close at 5:00 p.m. on Tuesday, September 10, 1996.

The general election shall be held on Tuesday, November 5, 1996. At that election, 2 members will be elected to the School Board; 1 member for a term of three years and 1 member for a term of five years.

Affidavits of Candidacy are available from the school district clerk, at 810 Fourth Avenue South-Moorhead. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for 30 days before the general election, and must have no other affidavit on file for any other office at the same general election.

The affidavit of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on Tuesday, September 10, 1996.

Dated: \_\_\_\_\_

BY ORDER OF THE SCHOOL BOARD

/s/ \_\_\_\_\_  
School District Clerk

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

JULY 29, 1996  
7:00 p.m.

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

ATTENDANCE:

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

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

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

C. Approval of Meeting Agenda

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

D. "We Are Proud"

\*\*\* We are proud of all the people involved in the clean up efforts, especially Orv Kaste, Director of Buildings and Grounds, and Cliff Steinert, Head Custodian at Moorhead High, for their quick response to the crisis following the water main break.

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

2. \*CONSENT AGENDA

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

S-M-1-605  
MIN  
7-29-96

- A. INSTRUCTIONAL MATTERS - Jernberg
- B. BUSINESS AFFAIRS - Lacher
- C. PERSONNEL MATTERS - Skinkle
  - (1) Acceptance of Resignations - Page 5
  - (2) Approval of Change in Contracts - Page 6
- D. ADMINISTRATIVE MATTERS - Anderson

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

3. COMMITTEE REPORTS

4. BID AWARD - BUS PURCHASE - Lacher  
Pages 7-9

Suggested Resolution: Move to award the bus bids as follows: (total amount \$160,411)

Olson & Johnson - 77 passenger International w/Amtran body,  
in the amount of \$48,787;  
Hoglund - 77 passenger w/lift International w/Thomas body,  
in the amount of \$55,812; and,  
Hoglund - 77 passenger w/lift International w/Thomas body,  
in the amount of \$55,812.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

5. LEGAL ASSISTANCE - Anderson  
Page 10

Suggested Resolution: Move to approve retaining the Peterson & Hektner, Ltd. law firm for the recovery of damages sustained by the Moorhead school district associated with any uninsured losses resulting from water damage occurring at the Moorhead Senior High School on July 4, 1996. It is further moved that the Peterson & Hektner, Ltd. firm be paid thirty-three and one-third percent of any recovery of uninsured expenses and reasonable expenses incurred related only to the claim of the district.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

6. BID AWARD - TELEPHONE SYSTEM - Lacher  
Page 11

Suggested Resolution: Move to award the bid to the low bidder meeting specifications, \_\_\_\_\_, in the amount of \_\_\_\_\_, for replacement of the District's telephone system.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

7. BID AWARD - VINYL ASBESTOS TILE AT MOORHEAD HIGH - Lacher  
Page 12

Suggested Resolution: Move to award the bid to the low bidder meeting specifications, \_\_\_\_\_, in the amount of \_\_\_\_\_, for the removal and replacement of damaged flooring at Moorhead High School.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

8. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

9. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Administrative Retreat	Sun., Aug. 4 - Tues., Aug. 6		Glenwood
MDCFL Superintendents' Conference	Wed., Aug. 14		Mpls.
MSBA Summer Seminar	Thurs., Aug. 15 - Fri., Aug. 16		Mpls.
Substitute Teacher Workshop	Tues., Aug. 20	10 am - 12 Noon	Senior High Auditorium
Elements of Instruction Workshop	Wed., Aug. 21 - Thurs., Aug. 22	9 am	Townsite Board Room
Benefits Fair	Tues., Aug. 27	9 am - 4 pm	Senior High
First Day to File for School Board Election	Tues., Aug. 27		Townsite
All-Staff Workshop	Wed., Aug. 28	8 am - 9:30 am	Senior High Auditorium
K-12 Workshops	Mon., Aug. 26 - Fri., Aug. 30		District-wide
Labor Day	Mon., Sept. 2		
K-12 Classes Begin	Tues., Sept. 3		
Last Day to File for Board Election	Tues., Sept. 10		Townsite
MEA Conference (no classes)	Thurs., Oct. 17 - Fri., Oct. 18		
End 1st Qtr.	Fri., Nov. 1		
Election Day	Tues., Nov. 5		
P/T Conferences (grades vary)	Fri., Nov. 22 - Tues., Nov. 26		
Thanksgiving Holiday	Thurs., Nov. 28 - Fri., Nov. 29		
Winter Break	Mon., Dec. 23		
K-12 Classes Resume	Mon., Jan. 6, 1997		

MEMORANDUM

P 96.056

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JDS*  
DATE: July 24, 1996  
SUBJECT: Resignation of District Employees

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

Doug Price - Principal, Moorhead Senior High School, effective August 2, 1996.

Suzanne Price - Grade Two Teacher, Riverside Elementary, effective immediately.

Leah Burke - English Teacher, Moorhead Junior High, effective immediately.

Paula Weiler - Speech Language Pathologist, Moorhead Senior High, effective immediately.

Jennifer Grinde - LD/MMMI Paraprofessional, Moorhead Senior High, effective immediately.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

MEMORANDUM P 96.057

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JSS*

DATE: July 24, 1996

SUBJECT: Changes in Contract

The administration requests approval of the change in contracts for the following persons for the school year 1996-1997:

Jerry Harter - Interim Principal, Moorhead Senior High, from paylevel D62(15) \$61,422.00 to D72 (9) \$66,484.00 (salary to be based on 96-97 Principal salary schedule), effective August 5, 1996 and for such period of time until the position of Senior High Principal has been filled on a permanent basis.

Russell Henegar - Administrative Assistant, Moorhead Senior High, effective August 7, 1996, (five days added to existing contract) and for such period of time until the position of Senior High Principal has been filled on a permanent basis.

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

JDS:sdh

MEMO#: B97.114

MEMO TO: DR. ANDERSON

FROM: R. LACHER *x Lacher*

DATE: JULY 22, 1996

SUBJECT: BUS PURCHASE BIDS

I. 77 passenger school bus.

Olson and Johnson- 95 International w/ AmTran body  
Marshall, Mn \$ 48,787

Hoglund- 96 International Thomas body  
Monticello, Mn \$ 51,025

X North Central Coach- 96 GMC w/ Blue Bird body  
St. Cloud, Mn \$ 48,823

II. 65 passenger or greater w/ lift

Olson and Johnson- 95 International, AmTran body \$ 55,694

Hoglund 96 International w/ Thomas body \$ 55,812

X North Central Coach- 97 GMC w/ Blue Bird body \$ 51,489

III. 25 passenger or greater w/ lift

Olson and Johnson- 97 International w/ AmTran body 25  
passenger \$ 51,799

Hoglund- 96 International w/ Thomas body 77 passenger \$ 55,812

X North Central- 97 GMC w/ Blue Bird body 26 passenger  
to be paid from the Bus Purchase account \$ 49,288

X = Production Model

SUGGESTED RESOLUTION: AWARD THE BUS BIDS TO OLSON  
AND JOHNSON 77 PASSENGER INTERNATIONAL W/ AMTRAN BODY \$ 48,787

HOGLUND- 77 PASSENGER W/ LIFT INTERNATIONAL  
W/ THOMAS BODY \$ 55,812

HOGLUND- 77 PASSENGER W/ LIFT INTERNATIONAL  
W/ THOMAS BODY  
\$ 55,812  
\$160,411

ATTACHED: BID SUMMARY FROM MR. BACON

Bid I 71 or Greater Capacity School Bus								
Vendor	Body	Vehicle Type	Passenger Cap	Chassis	Year	Engine	Brake System	
Olson and Johnson	AmTran	Conventional	77	Int'l 3800	1995	T444E 210 HP	Hydraulic Disc	\$ 48,787.00
Olson and Johnson	AmTran	Conventional	77	Int'l 3800	1996	T444E 190 HP	Hydraulic Disc	\$ 48,090.00
Olson & Johnson	AmTran	Transit (rear engine)	78	amtran rear engine	1996	T444E 190 HP	Air 4 channel ABS	\$ 54,824.00
Hoglund Bus Company	Thomas Built	Conventional	77	Int'l 3800	1996	T444E 210 HP	Hydraulic Disc	\$ 48,428.00
Hoglund	Thomas Built	Conventional Body only	71 or 77	na	1996-8	na	na	\$ 18,732.00
North Central Coach	Blue Bird	Conventional	71	GMC Topkick	1997	Cat 3116 185HP	Air 4 channel ABS	48,406
North Central Coach	Blue Bird	Conventional	71	na	1997	na	na	19050
Nelson International Trucks	na	na	na	Int'l 3800	1997	T444E 175 HP	Air 4 channel ABS	33766.58
Bid II 65 or greater w/ lift								
Olson & Johnson	AmTran	Conventional	65	Int'l 3800	1995	T444E 210 HP	Hydraulic Disc	55,894
Hoglund Bus Company	Thomas Built	Conventional	77	Int'l 3800	1996	T444E 210 HP	Hydraulic Disc	47772
Hoglund Bus Company	Thomas Built	Conventional	77	na	1996	na	na	24177
North Central Coach	Blue Bird	Conventional	65	GMC Topkick	1997	Cat 3116 185 HP	Air Brake	51488
North Central Coach	Blue Bird	Conventional	65	na	1997	na	na	21810
Bid III 25 or Greater Cap w/ lift								
Olson and Johnson	AmTran	Conventional	25	Int'l 3800	1997	T444E 175 HP	Air 4 channel ABS	51799
Hoglund	Thomas Built	Conventional	77	Int'l 3800	1996	T444E 190 HP	Hydraulic disc	47772
Hoglund	Thomas Built	Conventional	30	na	1997	na	na	22353
North Central Coach	Blue Bird	Conventional	26	GMC Topkick	1997	Cat 3116 185 HP	Air Brake	49288
North Central Coach	Blue Bird	Conventional	26	na	1997	na	na	20580

Page 2

MEMO #: S-97-013

TO: School Board  
FROM: Bruce R. Anderson, Supt. *BRA*  
RE: Legal Assistance  
DATE: July 24, 1996

The Peterson & Hektner firm is representing our insurance carrier on the issues related to the damage at the senior high school.

It would be to our advantage to utilize the same firm in representing the District in the event of any uninsured losses.

Suggested Resolution: Move to approve retaining the Peterson & Hektner, Ltd. law firm for the recovery of damages sustained by the Moorhead school district associated with any uninsured losses resulting from water damage occurring at the Moorhead Senior High School on July 4, 1996. It is further moved that the Peterson & Hektner, Ltd. firm be paid thirty-three and one-third percent of any recovery of uninsured expenses and reasonable expenses incurred related only to the claim of the district.

BRA *cbf*

MEMO #: S-97-011

TO: School Board  
FROM: Bruce R. Anderson, Supt. <sup>BRA</sup>  
RE: Bid Award - Telephone System  
DATE: July 24, 1996

Bids will be opened on Friday, July 26 for the replacement of the District's telephone system damaged by the water main break at Moorhead High School.

A bid summary will be available in the Business Office at 12 noon on Monday, July 29, and presented at the meeting that evening.

Suggested Resolution: Move to award the bid to the low bidder meeting specifications, \_\_\_\_\_, in the amount of \_\_\_\_\_, for replacement of the District's telephone system.

BRA:cbf

MEMO #: S-97-012

TO: School Board

FROM: Bruce R. Anderson, Supt. *BRA*

RE: Bid Award - Remove/Replace Vinyl Asbestos Tile

DATE: July 24, 1996

Bids will be opened on Friday, July 26 for the removal and replacement of vinyl asbestos tile at Moorhead High due to damage as a result of the water main break at that building.

A bid summary will be available in the Business Office at 12 noon on Monday, July 29, and presented at the meeting that evening.

Suggested Resolution: Move to award the bid to the low bidder meeting specifications, \_\_\_\_\_, in the amount of \_\_\_\_\_, for the removal and replacement of damaged vinyl asbestos flooring at Moorhead High School.

BRA (cbf)

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

AUGUST 12, 1996  
7:00 p.m.

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

ATTENDANCE:

Bill Cox _____	Anton "Butch" Hastad _____
Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. 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 Jeremiah Givers for receiving the Lake Agassiz Regional Arts Council Youth Award. The Gooseberry Park Players nominated him for his contributions to the arts through his talents, advocacy for the arts and leadership abilities, both on and off stage.

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

2. \*CONSENT AGENDA

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

S-M9-805  
MIN  
8-12-96

- A. INSTRUCTIONAL MATTERS - Jernberg
  - (1) Acceptance of Drug & Violence Prevention Grant - Pages 5-6
  - (2) Approval of 1996-97 Tuition Fees - Pages 7-8
  - (3) Acceptance of Gifts - Page 9
- B. BUSINESS AFFAIRS - Anderson
  - (1) Approval of Townsite Centre Lease Renewal - Pages 10-12
- C. PERSONNEL MATTERS - Skinkle
  - (1) Approval of New Employees - Page 13
  - (2) Acceptance of Resignations - Page 14
  - (3) Approval of Family/Medical Leave - Page 15
- D. ADMINISTRATIVE MATTERS - Anderson
  - (1) Approval of Community Education Grant - Page 16
  - (2) Approval of July 15 & 29, 1996 Minutes - Pages 17-24
  - (3) Approval of August Claims

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

3. COMMITTEE REPORTS

4. ROBERT ASP ADDITION - Anderson  
Pages 25-28

Suggested Resolution: Move to approve the construction documents related to the addition to Robert Asp School, and authorize the administration to bid the project.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

5. TECHNOLOGY PLAN - Jernberg/Norstan Representatives  
Page 29

Review of the working draft of the Technology Plan revision.  
(The document will be available at the meeting.)

6. FOOD SERVICE MEAL PRICE INCREASES - Anderson  
Pages 30-35

Suggested Resolution: Move to approve a .20 cent increase to elementary meal prices, a .25 cent to secondary and adult meal prices, and a .5 cent increase to milk prices for the 1996-97 school year.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

7. 1997-98 SCHOOL CALENDAR - Anderson/Kopperud  
Pages 36-37

Review of the draft 1997-98 school calendar.

8. FALL WORKSHOP REVIEW - Jernberg  
Pages 38-44

Review of the Fall workshop schedule.

9. MOORHEAD SENIOR HIGH WATER MAIN BREAK UPDATE - Anderson

An update of the renovation progress at Moorhead High will be given.

10. SCHOOL BOARD/STAFF/COMMUNITY DIALOGUE  
(This section is a first effort on the part of the Board to communicate more informally at the first meeting of each month with the staff and community representatives on a wide variety of programs and issues.)

TITLE I & ASSURANCE OF MASTERY PROGRAM UPDATE -  
Jernberg/King Pages 45-47

11. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

12. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
MDCFL Superintendents' Conference	Wed., Aug. 14		Mpls.
MSBA Summer Seminar	Thurs., Aug. 15 - Fri., Aug. 16		Mpls.
Substitute Teacher Workshop	Tues., Aug. 20	10 am - 12 Noon	Senior High Auditorium
Elements of Instruction Workshop	Wed., Aug. 21 - Thurs., Aug. 22	9 am	Townsite Board Room
K-12 Workshops	Mon., Aug. 26 - Fri., Aug. 30		District-wide
Benefits Fair	Tues., Aug. 27	9 am - 4 pm	Senior High
First Day to File for School Board Election	Tues., Aug. 27		Townsite
All-Staff Workshop	Wed., Aug. 28	8 am - 9:30 am	Senior High Auditorium
Labor Day	Mon., Sept. 2		
K-12 Classes Begin	Tues., Sept. 3		
Last Day to File for Board Election	Tues., Sept. 10		Townsite
MEA Conference (no classes)	Thurs., Oct. 17 - Fri., Oct. 18		
End 1st Qtr.	Fri., Nov. 1		
Election Day	Tues., Nov. 5		
P/T Conferences (grades vary)	Fri., Nov. 22- Tues., Nov. 26		
Thanksgiving Holiday	Thurs., Nov. 28 - Fri., Nov. 29		
Winter Break	Mon., Dec. 23		
K-12 Classes Resume	Mon., Jan. 6, 1997		

MEMO #: I-97-025

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Comprehensive Drug and Violence Prevention Grant Award

DATE: August 7, 1996

The District's proposed budget for Comprehensive Drug and Violence Prevention funds has been approved.

The grant award includes \$47,464.35 for safe and drug-free schools and \$11,651.24 for violence prevention as indicated on the attached Notification of Grant Award.

Funding will be utilized for continuation of outreach workers through the Touch Love Center, inservice for district Student/Staff Assistance Steering Committee members and building care teams, conflict resolution and acquainting parents, staff and community utilizing a consultant through the Healthy Community Initiative.

Suggested Resolution: Move to accept the Comprehensive Drug and Violence Prevention funding as presented.

RMJ/mdm  
Attachment

# NOTIFICATION OF GRANT AWARD

MN Department of Children, Families, and Learning	OFFICE OF COMMUNITY COLLABORATION 976 Capitol Square, 550 Cedar St. St. Paul, MN 55101	COMPREHENSIVE DRUG AND VIOLENCE PREVENTION	ED-01881-07
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GENERAL INFORMATION AND INSTRUCTIONS: This document is official notification of program funding under the authority of the Safe and Drug-Free Schools and Communities Act (Title IV, Improving American's Schools Act, 1994) and Minnesota Violence Prevention Education (MS 126.77) for the purpose of establishing programs of violence and drug abuse education and prevention. A copy of this grant award should be retained in school files for fiscal audit purposes.

## GRANT AWARD INFORMATION

SAFE AND DRUG-FREE SCHOOLS, SOURCE CODE 400, FINANCE CODE 433		
VIOLENCE PREVENTION, SOURCE CODE 300, FINANCE CODE 338		
GRANT AWARDED TO: MOORHEAD	DISTRICT NO: 0152	GRANT PERIOD: 7-1-95 TO 6-30-96
GRANT TYPE: ORIGINAL	GRANT AWARD DATE: 7-16-96	
SPECIAL BUDGET/PROGRAM CONSIDERATIONS:  INCLUDES \$23,500.95 "HIGH NEED" SDFS FUNDS.		

## APPROVED PROGRAM BUDGET DATA

OBJECT SERIES	EXPENDITURE DESCRIPTION	SAFE AND DRUG- FREE SCHOOLS	VIOLENCE PREVENTION
100	SALARIES AND WAGES	\$3,355.00	\$9,830.00
200	EMPLOYEE BENEFITS	\$256.74	\$1,621.24
300	PURCHASED SERVICES (consultants, rental, leasing, etc.)	\$42,505.00	\$200.00
366	TRAVEL EXPENSES	\$0.00	\$0.00
400	SUPPLIES AND MATERIALS	\$1,347.61	\$0.00
800	OTHER EXPENSES	\$0.00	\$0.00
GRANT TOTALS		\$47,464.35	\$11,651.24

MEMO #: I-97-027  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *B*  
SUBJECT: Tuition Policy  
DATE: August 8, 1996

Due to the fact that the district will not receive additional revenue per pupil for 1996-97, the tuition rates will remain the same.

The tuition rates are listed on the attached policy.

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

RMJ/mdm  
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JECB DATE ADOPTED: 09/13/88 REVISED: 08/28/95
--	--

(DRAFT 8/96)

#### TUITION FEES

Tuition fees for full time students attending the Moorhead Public Schools ~~for the 1995/96 school year~~ are as follows:

Kindergarten	\$2,088.00
Elementary	\$4,176.00
Secondary	\$5,395.00

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

Reviewed/Revised: 8/13/91  
7/6/93  
8/28/95

MEMO #: I-97-023  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Acceptance of Gifts  
DATE: August 7, 1996

The following schools have received gifts from the Nash Finch Company for their participation in the Sunmart Support Our Schools Program:

Robert Asp School - \$1,000  
George Washington School - \$2,000

The funds will be used for equipment and instructional materials.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

JUL 29 1996

MEMO #: B97.117

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: JULY 26, 1996

SUBJECT: DEPARTMENT OF CORRECTIONS LEASE

Attached is the Department of Corrections Lease Agreement effective September 1, 1996 through April 30, 1997 (8 Months).

SUITE #	SQ. FT.	RATE	TOTAL RENT (8 MONTHS)	MONTHLY RENT
204	600	\$ 9.80	\$ 3,920.00	\$ 490.00
206	102	\$ 9.80	\$ 666.40	\$ 83.30
206 (WAITING ROOM)	92	\$10.00	<u>\$ 613.36</u>	<u>\$ 76.67</u>
			\$ 5,199.76	\$ 649.97

Suggested Resolution: Move to accept the 8 month Lease Agreement for The Department of Corrections from September 1, 1996 through April 30, 1997 for \$5,199.76.

# AMENDMENT OF LEASE

Amendment No.3 to

Lease Agreement No. 9760

THIS AGREEMENT made this 9th day of July, 1996 by and between Independent School District No. 152, Box 100 Administration Building, 810 4th Avenue South, Moorhead, Minnesota 56560, hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, hereinafter referred to as LESSEE, acting for the benefit of the Department of Corrections shall be considered as an amendment and addition to Lease Agreement No. 9760.

## WITNESSETH:

WHEREAS, LESSOR and LESSEE entered into Lease Agreement No. 9760, dated July 19, 1991, involving the rental of approximately Six Hundred (600) usable square feet of office space on the second floor of the building known as Townsite Centre located at 810 4th Avenue in Moorhead and,

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease Agreement,

NOW THEREFORE, LESSOR and LESSEE agree to substitution and/or addition of the following terms and conditions which shall become a part of the Lease Agreement No. 9760, effective as of the date set forth hereinafter.

1. Effective September 1, 1996 and continuing through April 30, 1997, LESSOR grants and LESSEE accepts the lease of an additional one hundred two (102) usable square feet of office space, and one-half of the waiting room square footage equal to ninety-two (92) usable square feet as shown on the attached Exhibit A resulting in a new total of seven hundred ninety-four (794) usable square feet of office/waiting room space.
2. Effective September 1, 1996 and continuing through April 30, 1997, LESSEE shall pay LESSOR according to the following new rent schedule:

LEASE PERIOD	SQ. FT.	RATE PER SQ FT	FOR LEASE PERIOD	RENT MONTHLY PAYMENT
9/1/96-4/30/97 Office	702	\$ 9.80	\$4,586.40	\$573.30
9/1/96-4/30/97 Waiting room	92	\$10.00	\$ 613.36	\$ 76.67
Total:			\$5,199.76	\$649.97

3. Except as modified by the provisions of this Amendment, said Lease Agreement is ratified and confirmed as originally written.

IN WITNESS WHEREOF, the parties have set their hands on the date(s)  
indicated below intending to be bound thereby.

APPROVED:  
STATE OF MINNESOTA  
DEPARTMENT OF CORRECTIONS

LESSOR: INDEPENDENT SCHOOL  
DISTRICT NO. 152

By *Julia Baker*  
Title *Asst. Commissioner*  
Date *7-17-96*

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

DEPARTMENT OF CORRECTIONS  
Expenditure Authorization Entered

By *Mary Kahake*  
Date *7-16-96*

LESSEE:  
STATE OF MINNESOTA  
DEPARTMENT OF ADMINISTRATION  
ELAINE S. HANSEN, COMMISSIONER

By \_\_\_\_\_  
Real Estate Management Division  
Date \_\_\_\_\_

As to form and execution  
OFFICE OF THE ATTORNEY GENERAL

Date \_\_\_\_\_

By \_\_\_\_\_  
Legal Assistant

MEMORANDUM P 96.058

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JSS*  
DATE: August 6, 1996  
SUBJECT: New Employees

The administration requests approval of the employment of the following persons (some salaries based on 1994-1995 salary schedule), subject to satisfactory completion of federal, state and school district statutes and requirements:


- Brenda Werner - English Teacher, Moorhead Senior High, MA+45 (7)  
\$33,985.00, effective for the 1996-97 school year.  
(Replace Alfred Melting)
- Sandy Koski - English Teacher, Moorhead Senior High, BA (0-6)  
\$23,740.00, effective for the 1996-97 school year.  
(Replace Nichole Martinez)
- Ramona Svercl - MSMT Teacher, Moorhead Junior High, BA (7)  
\$24,631.00, effective for the 1996-97 school year.  
(Replace Becky Gehrke)
- Heather Sand - L.D. Teacher, Probstfield Elementary, BA (0-6)  
\$23,740.00, effective for the 1996-97 school year.  
(Replace Dawn Schultz)
- Susan Pepsin - Computer Secretary, Community Education, A12 (1)  
\$7.77 per hour, 20 hours per week.  
(Replace Lori Hanson)
- Daniel Britten - AS/400 Evening Operator, Townsite Centre, A13  
(3) 8.35 per hour, for 4 hours daily, effective August 13, 1995.  
(Replace Pete Tveten)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM

P 96.059

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle   
DATE: August 6, 1996  
SUBJECT: Resignation of District Employees

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

Greg Johnson - Sixth Grade Teacher, Robert Asp Elementary,  
effective immediately.

Angela Schultz - Music Teacher, Moorhead Junior High, effective  
immediately.

Lorie Skarpness - MMMI Paraprofessional, Washington Elementary,  
effective August 1, 1996.

Patricia Gerdes - MMMI Paraprofessional, Probstfield Elementary,  
effective immediately.

Jill Nuorala - MSMI/MMMI Paraprofessional, Probstfield  
Elementary, effective immediately.

Corrine Scilley - Food Service, Moorhead Junior High, effective  
immediately.

Donna Kolle - Paraprofessional, Extended School Year, effective  
immediately.

Suggested Resolution: Move to accept the resignations as  
presented.

JDS:sdh

MEMORANDUM P 96.060

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JSS*  
DATE: August 6, 1996  
SUBJECT: Family/Medical Leave

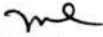
The administration requests a family/medical leave for the following person:

Joanne Schafer - Spanish Teacher, Moorhead Senior High, to begin about December 2, 1996 through April 18, 1996.

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

JDS:sdh

## MEMORANDUM

TO: Dr. Anderson  
FROM:  Mary Davies  
DATE: August 7, 1996  
RE: Grant to Moorhead Community Education

Moorhead Community Education has received a grant of \$500 from city of Moorhead funds, as distributed to the Lake Agassiz Arts Council for regranting. The grant is to be used for the Hispanic dance group Raices de Mexico.

Suggested Resolution: Move to accept the \$500 from the city of Moorhead to be used for the Hispanic dance group Raices de Mexico.

31.moorhead.grt

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JULY 15, 1996  
PAGE 1

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

MEMBER ABSENT: None

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda noting the addition of item 7., Emergency Resolution for Moorhead Senior High.

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

"WE ARE PROUD"

\*\*\* Congratulations were expressed to Mike Siggerud for being named the Western Division's Assistant Principal of the Year by the Minnesota Association of Secondary School Principals (MASSP).

MOORHEAD SENIOR HIGH WATER MAIN BREAK UPDATE: Lacher updated the Board regarding the progress of clean up and repair to the high school after the water main break on July 4. Meetings will be held to determine the extent of damages and the process for repairs. Extensive structural damage was found where sheetrock, cabinetry and doors will need to be replaced throughout the first floor of the building. It is still to be determined whether or not the flooring will need to be replaced. Major damage was found with the district's telephone system which will need to be replaced. Depending on the extent of damage the start of school may or may not be affected.

Lacher thanked the staff and all the people involved in the clean up efforts, especially Orv Kaste, the Director of Buildings and Grounds, and Cliff Steinert, Head Custodian at Moorhead High, for the quick response to the problem.

ORGANIZATION OF THE SCHOOL BOARD: Gustafson stated for the record that the election of officers will be foregone at this meeting because officer positions were reaffirmed at the January 1996 meeting to hold their current offices through December 1996.

Meeting Date, Time and Location - Hastad moved, seconded by Foss, to set the regular meetings of the school board on the second and fourth Monday of each month at 7:00 p.m. in the Board Room of Townsite Centre or other specified locations. Motion carried 7-0.

School Board Compensation - Cummings moved, seconded by Foss, to set the board member compensation rate at \$5,400.00 per year. Motion carried 7-0.

Committee Appointments - After a brief discussion on whether or not to change committee assignments for the fiscal or calendar year, the following motion was made.

Hewitt moved, seconded Cox, to leave the committee assignments as they are until the first meeting in January (after November elections). Motion failed by majority roll-call vote 2-5; Foss, Hastad, Ladwig, Gustafson, Cummings dissenting.

Committee assignments were made as follows:

DISTRICT-WIDE STANDING COMMITTEES

Gustafson/Ladwig - Planning, Evaluating, Reporting (PER)  
Hewitt/Cummings - Human Rights  
Ladwig/Foss - Long Range Planning (LRP)  
Cummings/Hewitt - Policy Review  
Foss/Cox - Community Education Advisory Council  
Cox/Hastad - Activities Council  
Hastad/Gustafson - District Student/Staff Assistance

ADMINISTRATIVE COMMITTEES

Gustafson - ComNet  
Foss/Hewitt - Negotiations  
Adopt-A-School:  
Foss - Edison  
Gustafson - Riverside  
Hewitt - Washington  
Cummings - Probstfield  
Cox - Robert Asp/Voyager  
Ladwig - Junior High  
Hastad - Senior High

COMMUNITY COMMITTEES

Foss - Learning Bank  
Cummings - Lakes Country Service Cooperative  
Ladwig/Cummings - Joint Powers  
Hastad - Police Liaison  
Hastad - Clay County Health Services  
Hewitt - Interagency Early Intervention Committee (IEIC)

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

1996-97 Minnesota Academic Excellence Foundation Membership - Approve the membership as presented.

Goals 2000 & Graduation Standards Implementation Funding - Accept the Goals 2000 graduation standards implementation funding, in the amount of \$30,755 and the graduation standards pilot grant funding, in the amount of \$30,000 as presented.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JULY 15, 1996  
PAGE 3

Lake Agassiz Arts Council Grant - Accept the grant, in the amount of \$4,600 as presented.

Grant Submissions - Authorize submission of the Education of Homeless Children and Youth Project and the Intervention Delinquent Program grants.

Gifts - Accept the gifts from the Nash Finch Company for participation in the SunMart Support-Our-Schools program: Probstfield - \$1,000; Junior High - \$990; and Edison - \$1,000.

Official Depositories - Approve Norwest Bank; Financial Northeastern; Minnesota School District Liquid Asset Fund Plus; Mutual Money Desk, Inc.; C.D. Securities, Inc.; Gibraltar Securities Co.; Multibank Securities, Inc.; and, Hawley State Bank as official depositories.

Authorization of Procedures for Investment of Excess Funds - Approve the resolution to authorize investment of excess funds according to Minnesota statutes.

Investment Guidelines - Approve the resolution authorizing approved personnel to invest school funds.

Financial Transactions - Authorize the listed district personnel to make transactions on the listed accounts.

New Employees (All effective for the 96-97 school year.)

Jason Brandt - Kindergarten/Reading Teacher, Washington, BA (0-6) \$23,740.00.

Thomas Gravel - Social Studies Teacher, Senior High, MA+15 (7) \$31,180.00.

Brenda Harms - First Grade Teacher, Washington, BA (6.5) \$24,190.50

Terrie Lura - Elementary Music, Voyager and Asp, MA+45 (10) \$37,238.00

Mary Overmann - Reading Recovery Teacher, Thomas Edison, BA+30 (7) \$13,613.50, .50 FTE, (\$27,227)

Angela Schultz - Music Teacher, Junior High, BA (6) \$6,789.64, .286 FTE, (\$23,740)

Resignations

Kent Amundson - English Teacher, Assistant Boys Basketball Coach and Freshman Baseball Coach, Senior High, effective immediately.

Michael Benson - In-School Suspension Supervisor, Junior High, effective immediately.

Leaves of Absence

Jennifer Hartsworm - Science Teacher, Senior High, beginning from October 16 through November 27, 1996.

Cathy Davis - Kindergarten Teacher, Thomas Edison, for the school year 1996-97.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JULY 15, 1996  
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Family/Medical Leaves

Mary Jo Gaugler - P.O.H.I. Paraprofessional, Voyager, to begin approximately September 20, 1996 for twelve weeks.  
Stephanie McNab - Chapter I Teacher, Probstfield, to begin approximately August 18, 1996 for twelve weeks.

Official Newspaper - Designate The Forum as the official newspaper of the 1996-97 school year.

Legal Assistance - Authorized administration to obtain legal assistance on a time-and-materials basis.

Minnesota School Boards Association Membership - Approve the 1996-97 Minnesota School Boards Association membership, in the amount of \$5,459.

Lakes Country Service Cooperative Service Agreement - Approve the 1996-97 Lakes Country Service Cooperative service agreement as presented.

Prairie School Television Membership - Approve the contract for the 1996-97 school year with North Central Council for School Television, Inc., in the amount of \$12,561.88.

Minnesota State High School League Membership - Approve the resolution of membership to the Minnesota State High School League for 1996-97.

Community Education Donations - Accept the donation of \$25 from the VFW #1223 for the purchase of scissors for the Early Childhood Screening program.

Community Education Grants - Accept the grants to Moorhead Community Education of \$29,000 and \$4,000 from the Moorhead Healthy Community Initiative to fund after-school programming for youth ages 9-13.

Resolution Establishing Dates for Filing Affidavits of Candidacy for the School Board Election - Approve the resolution establishing dates for filing affidavits of candidacy for the November school board election.

Approval of Minutes - Approve the minutes of June 10 & 24, 1996 as presented.

At the end of the meeting - Hewitt moved, seconded by Cummings, to amend the June 24, 1996 minutes to correct the action reported on the Cultural Diversity Project Grant item - no action was taken, it was removed from the agenda. Motion carried 7-0.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JULY 15, 1996  
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Claims - Approve the July claims, subject to audit, in the amount of \$766,369.63.

General Fund:	\$501,899.10
Food Service:	21,702.66
Transportation:	22,516.67
Community Service:	16,404.69
Capital Expenditure:	198,800.71
Townsite Centre:	<u>5,045.80</u>
TOTAL	\$766,369.63

Motion carried 7-0.

COMMITTEE REPORTS: Gustafson reported that the School Board self-evaluation and the Superintendent's year-end evaluation were conducted at the June 24 meeting. The Board's evaluation went well and dealt with issues needing discussing.

The Superintendent's evaluation also went well. The Board is pleased with the fine job Dr. Anderson is doing and appreciates the high standards that are being set for the district. They will work on setting goals for the 1996-97 school year.

1997 TRUTH IN TAXATION HEARING: Hewitt moved, seconded by Cummings, to set the public hearing of the 1997 proposed property tax levy for Monday, December 2, 1996 at 7:00 p.m. in the board room of Townsite Centre, and the continuation of the hearing for Monday, December 9, 1996 at 7:00 p.m., if necessary. Motion carried 7-0.

UTILITY EASEMENT: Ladwig moved, seconded by Cox, to approve the utility easement along the east end of the track then running west to the corner of 24th Street and 2nd Avenue South as shown in the diagram. Motion carried 7-0.

EMERGENCY RESOLUTION: Cummings moved, seconded by Hastad, to approve the emergency resolution for the Moorhead Senior High School declaring the water main break a "State of Emergency" and directing the administration to take necessary steps to expedite the repair work. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Change Meeting Date - Hastad moved, seconded by Hewitt, to reschedule the second meeting in July (22nd) to Monday, July 29, 1996 at 7:00 p.m. Motion carried 7-0.

ADJOURNMENT: Cummings moved, seconded by Hewitt, to adjourn the meeting at 8:03 p.m. Motion carried 7-0.

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James Hewitt, Clerk

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
July 29, 1996  
PAGE 1

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

MEMBERS ABSENT: Anton "Butch" Hastad.

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

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

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

"WE ARE PROUD"

\*\*\* We are proud of all the people involved in the clean up efforts at Moorhead High, especially Orv Kaste, Director of Buildings and Grounds, and Cliff Steinert, Head Custodian, for their quick response to the crisis following the water main break.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS

Chairman Gustafson read a letter of thanks the Board received from English as a Second Language (ESL) students from Moorhead High. The students praised their teachers, Judy Mathison, Mary Ann Jasken, and Shirley Tweten, and assistants, Lil Mathsen, Kristi Schelinder, Tammy Schatz and Rachel Nolte, for the high quality of education they have received.

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

Resignations

Doug Price - Principal, Moorhead Senior High, effective August 2, 1996.

Suzanne Price - Grade Two Teacher, Riverside, effective immediately.

Leah Burke - English Teacher, Moorhead Junior High, effective immediately.

Paula Weiler - Speech Language Pathologist, Moorhead Senior High, effective immediately.

Jennifer Grinde - LD/MMI Paraprofessional, Moorhead Senior High, effective immediately.

Change in Contracts

Jerry Harter - Interim Principal, Moorhead Senior High, from pay level D62 (15) \$61,422.00 to D72 (9) \$66,484.00 (salary to be based on 96-97 Principals' salary schedule), effective August 5, 1996 and for such period of time until the position of Senior High Principal has been filled on a permanent basis.

Russell Henegar - Administrative Assistant, Moorhead Senior High, effective August 7, 1996 (five days added to existing contract) and for such period of time until the position of Senior High Principal has been filled on a permanent basis.

Motion carried 6-0.

COMMITTEE REPORTS: There were no committee reports given.

BID AWARD - BUS PURCHASE: Ladwig moved, seconded by Cox, to award the bus bids as follows: Olson & Johnson - 77 passenger International w/Amtran body, in the amount of \$48,787; Hoglund - 77 passenger w/lift International w/Thomas body, in the amount of \$55,812; and, Hoglund - 77 passenger w/lift International w/Thomas body, in the amount of \$55,812. (Total amount \$160,411.) Motion carried 6-0.

LEGAL ASSISTANCE: Cox moved, seconded by Cummings, to approve retaining the Peterson & Hektner, Ltd. law firm for the recovery of damages sustained by the Moorhead school district associated with any uninsured losses resulting from water damage occurring at the Moorhead Senior High School on July 4, 1996. It is further moved that the Peterson & Hektner, Ltd. firm be paid thirty-three and one-third percent of any recovery of uninsured expenses and reasonable expenses incurred related only to the claim of the district. Motion carried 6-0.

BID AWARD - TELEPHONE SYSTEM: Mr. Greg Frederickson and Mr. Jeff Lesmeister of Lesmeister and Associates, reviewed the bid summary with the Board.

Ladwig moved, seconded by Cox, to award the bid to the low bidder meeting specifications, Advanced Business Telephone, Inc., in the amount of \$58,534.00, for the purchase of a Mitel SX2000 Light Switch plus installation. Motion carried 6-0.

BID AWARD - VINYL ASBESTOS TILE AT MOORHEAD HIGH: Mr. Jerry Day, of Environmental Audit & Appraisals, Inc. reviewed the bid summary with the Board.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
July 29, 1996  
PAGE 3

Cummings moved, seconded by Cox, award the bid to the low bidder meeting specifications, Horsely Specialties Inc. (HSI), in the amount of \$129,563.00, for the removal of damaged flooring and 15 days air monitoring at Moorhead High School. Motion carried 6-0.

ADJOURNMENT: Cox moved, seconded Ladwig, to adjourn the meeting at 7:38 p.m. Motion carried 6-0.

---

James Hewitt, Clerk

MEMO #: S-97-020

TO: School Board  
FROM: Bruce R. Anderson, Supt. <sup>BRA</sup>  
RE: Robert Asp Addition  
DATE: August 7, 1997

Progress is continuing on the proposed addition to Robert Asp School in accordance with the following schedule:

- \* Schematic Design: March 18 - April 26
- \* Design Development: April 29-June 7
- \* Construction Documents: June 10-August 2
- \* Bids (originally set for Aug. 29): September 12
- \* School Board Action: September 16

There should be no surprises in the design of the building as it remains consistent with the material sent to the State for review and comment, included in the July 18 Transmittal. One additional alternate is being bid to hopefully provide you more flexibility as the bids are reviewed for action in September.

Suggested Resolution: Move to approve the construction documents related to the addition to Robert Asp School, and authorize the administration to bid the project.

BRA:cbf  
Attachment



FOSS ASSOCIATES  
Architecture Engineering & Interiors

August 8, 1996

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

Re: Robert Asp Middle School  
Classroom Addition  
Independent School District No. 152  
Moorhead, Minnesota #9508.11

Dear Dr. Anderson:

Enclosed for your use is our Construction Cost Estimate for the subject project and floor plans on 11" x 17" format.

Our schedule is to have the documents 100% complete with reproduction and distribution for bid purpose by August 22, 1996. Bids would be received September 12, 1996.

I will be present at your Board of Education meeting August 12, 1996 to answer questions.

Sincerely,

Foss Associates

By

William Cowman, AIA  
Architect

WC/lr

Enclosures



FOSS ASSOCIATES  
Architecture Engineering & Interiors

August 8, 1996

Robert Asp Middle School  
Classroom Addition  
Independent School District No. 152  
Moorhead, Minnesota #9508.11

Construction Cost Estimate

New Construction:

General Construction	25,560 S.F. at \$52.40	\$ 1,339,000.00
Mechanical Construction	25,560 S.F. at \$13.14	336,000.00
Electrical Construction	25,560 S.F. at \$ 7.70	<u>197,000.00</u>
Subtotal New Construction	25,560 S.F. at \$73.24	\$ 1,872,000.00

Kitchen Equipment \$ 40,000.00

**Total Base Bid Construction Cost \$1,912,000.00**

A/E Fees	\$ 125,000.00
Printing/Postage	3,000.00
Topo Survey	<u>1,000.00</u>
Subtotal Nonconstruction Cost	\$ 129,000.00

**Total Project Cost \$2,041,000.00**

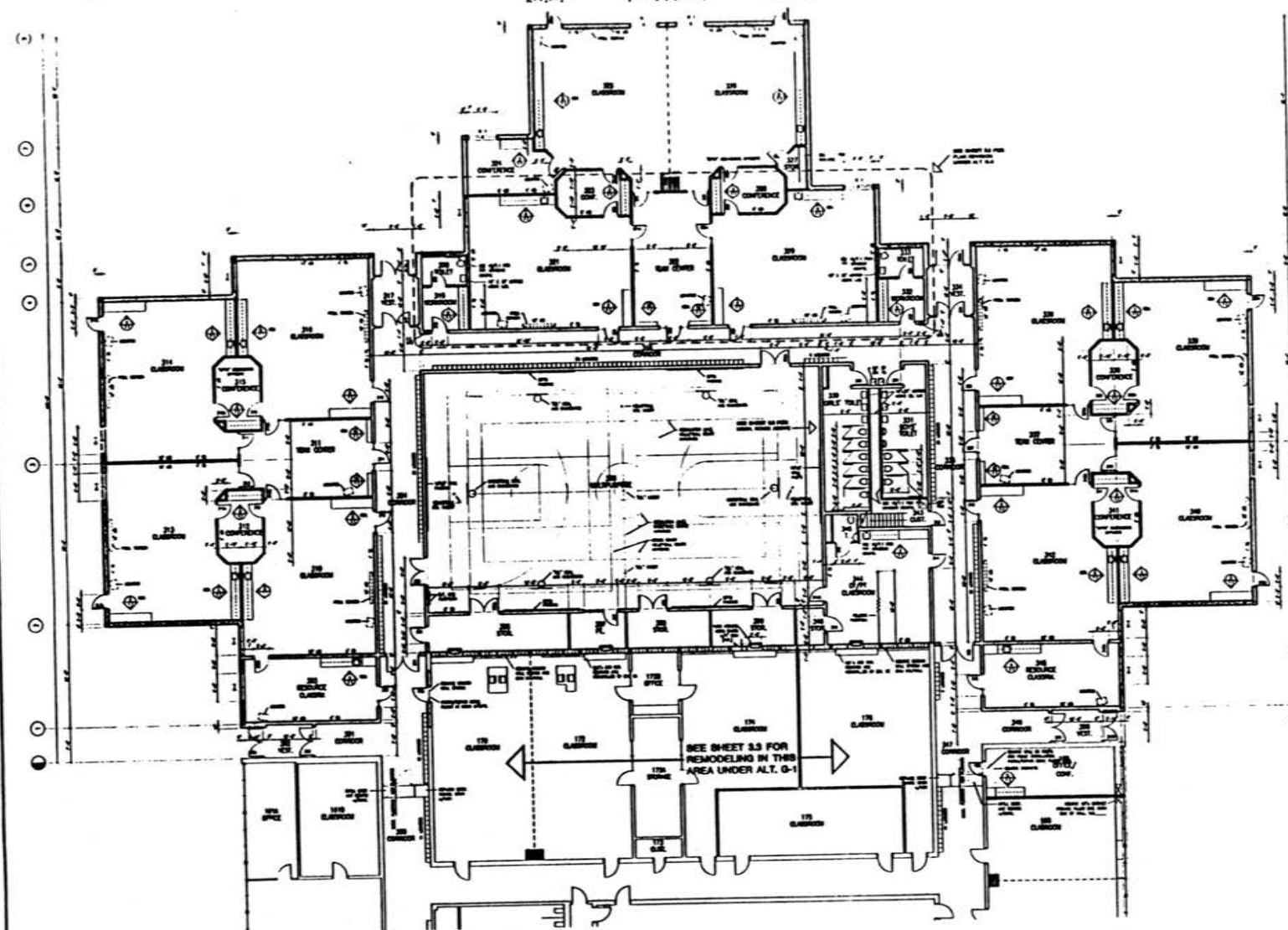
Deduct Alternate:

1. Delete Conference Room 324, Classrooms 325 and 326 - \$ 125,000.00

Add Alternates:

1. Air Conditioning + \$ 130,000.00  
2. Computer Wiring, Network Cards and Server + \$ 213,600.00  
3. Music and Art Classrooms Remodeling + \$ 187,200.00

A/E Fee for All Alternates \$ 34,500.00



CLASSROOM ADDITION

ROBERT ASP  
MIDDLE SCHOOLISO #152  
MOORHEAD, MINNESOTA

**FOSS ASSOCIATES**  
Architecture Engineering & Interiors

1500 N. 1st St.  
Suite 100  
Minneapolis, MN 55412  
Phone: 612-338-1111

1500 N. 1st St.  
Suite 100  
Minneapolis, MN 55412  
Phone: 612-338-1111

1500 N. 1st St.  
Suite 100  
Minneapolis, MN 55412  
Phone: 612-338-1111

THIS FLOOR PLAN IS A PART OF A SET OF ARCHITECTURAL DRAWINGS FOR THE CLASSROOM ADDITION TO ROBERT ASP MIDDLE SCHOOL. IT IS TO BE USED IN CONJUNCTION WITH THE OTHER DRAWINGS IN THE SET.

DATE: 10/1/88  
BY: J. L. Foss  
CHECKED: J. L. Foss  
SCALE: 1/8" = 1'-0"

FLOOR PLAN

KEY PLAN

3.1

MEMO #: I-97-022

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Comprehensive Technology Plan Consultant

DATE: August 7, 1996

At the May 13 meeting the Board of Education approved Norstan Inc. as the consulting firm to assist in revision of the Comprehensive Technology Plan. The resulting plan will address the integration of voice, video and related data communication within the district.

Norstan staff Jim Traynor and Jim Kostello will review the project draft recommendations with the Board. Based on input from the Board and staff a final project report and recommendations will be completed and presented at the August 26 meeting.

RMJ/mdm

MEMO #: B97.124  
 MEMO TO: DR. ANDERSON  
 FROM: ROBERT LACHER  
 DATE: AUGUST 7, 1996  
 SUBJECT: LUNCH PRICE INCREASE

We will need to increase our lunch prices by the following:

Elementary Lunch 1996/1997	Secondary Lunch 1996/1997	Adult Lunch 1996/1997	Adult Entree 1996/1997	Student Milk 1996/1997	Adult Milk 1996/1997
\$ .85/\$1.05	\$ .90/\$1.15	\$1.95/\$2.20	\$1.65/\$1.85	\$ .25/\$ .30	\$ .30/\$ .35

Suggested Resolution: Move to accept the price increases of 20 cents for elementary students, 25 cents for secondary students, 25 cents for adult lunch, 20 cents for adult entrees, 5 cents for student milk and adult milk.

JUL 12 1996

To : Robert Lacher  
From : Mary Bonemeyer  
Re : 1996-97 Budget  
Date : July 12, 1996

Attached are the revised Food Service revenue and expenditure budgets for 1996-97.

Expenditures will increase in 1996-97 due to the following:

- 1) changes in the federal meal pattern which will require increased servings of grains/breads and fruits/vegetables
- 2) increased cost of milk (a minimum of .025 per carton)
- 3) increased food prices
- 4) severance pay

Revenues will decrease due to the following:

- 1) a decrease in the number of free meals served
- 2) a decrease in state revenue for kindergarten milk

The revenue budget reflects a 20 cent price increase for elementary students and a 25 cent increase for secondary students and adults and a 5 cent increase for milk.

The last price increase for lunch was 5 cents in 1987.  
We have had only a 5 cent increase in lunch prices in 14 years.

Also attached are the participation figures for the district and 1996-97 area ticket prices.

1996-97 Lunch Prices

	<u>Elementary</u>	<u>Secondary</u>	<u>Breakfast</u>
Fargo	\$1.40	\$1.55	.80
Thief River	1.35	1.50	.85
Crookston	1.35	1.45	1.25
Grand Forks	1.35	1.45	.75
Bemidji	1.25	1.50	1.00
E. Grand Forks	1.20	1.35	.85
West Fargo	1.15	1.30	.75
D-G-F	1.10	1.25	.75
Moorhead	1.05	1.15	.65
Brainerd	1.00	1.10	.60
Detroit Lakes	.90	1.10	1.25

## ANALYSIS OF PARTICIPATION

YEAR	ADP	% PARTICIPATION	NOTES
1978-79	3052	60.63	
1979-80	2969	62.68	
1980-81	2720	60.82	15 Cent Increase
1981-82	2276	55.24	15 Cent Increase
1982-83	2336	57.72	
1983-84	2346	59.60	Strike
1984-85	2499	63.10	
1985-86	2598	65.70	
1986-87	2696	65.30	
1987-88	2753	64.5	5 Cent Increase
1988-89	2935	66.0	
1989-90	3005	66.7	
1990-91	3157	66.3	1st Full Year of Bon Appetit
1991-92	3226	65.2	
1992-93	3342	64.9	
1993-94	3428	64.9	
1994-95	3493	66.1	
1995-96	3313	62.8	ALA CARTE AT SENIOR HIGH

DATE • 7/11/96  
TIME • 12:46:13  
PRG • GNL.570  
REPT • 02BUDGET EXP

MOORHEAD INDEPENDENT SCHOOL DIST. # 152  
FOOD SERVICE EXPENDITURE BUDGET

PAGE 1

June 30, 1997

ACCOUNT NUMBER / TITLE	95-96 BUDGET	EXPENDITURES THRU 6/30/96	ENCUMBRANCES	BUDGET BALANCE	96-97 BUDGET	
FUND 02 FOOD SERVICE						
OBJ 00100						
02.005.770.701.00112.000 PROGRAM DIRECTOR	44,050.00	44,049.00	.00	1.00	45,370.00	45 370
02.005.770.701.00169.000 NOONHOUR/DETENTION SUPVR	23,000.00	23,000.00	.00	.00	23,000.00	23 000
02.005.770.701.00170.000 SEC/CLERICAL SAL.	18,950.00	17,439.20	.00	1,510.80	19,518.00	19 518
02.005.770.701.00175.000 FOOD SERVICE SALARIES	239,000.00	245,118.28	.00	6,118.28	246,366.00	246 366
02.005.770.701.00180.000 CUSTODIAL SALARIES	5,600.00	270.50	.00	5,329.50	5,600.00	5 330
02.005.770.701.00191.000 SEVERANCE PAY	5,850.00	.00	.00	5,850.00	6,000.00	6 000
02.005.770.701.001XX.XXX	336,450.00	329,876.98	.00	6,573.02	345,854.00	345 854
OBJ 00200						
02.005.770.701.00210.000 FICA	24,000.00	23,540.64	.00	459.36	24,700.00	24 500
02.005.770.701.00214.000 PERA	10,500.00	10,385.82	.00	114.18	9,830.00	11 400
02.005.770.701.00220.000 GROUP HOSPITALIZAT.	2,725.00	3,027.12	.00	302.12	2,800.00	3 300
02.005.770.701.00230.000 GROUP LIFE	700.00	441.60	.00	258.40	700.00	6 00
02.005.770.701.00235.000 DENTAL INS	330.00	323.55	.00	6.45	350.00	3 50
02.005.770.701.00240.000 LONG TERM DISABILITY	900.00	800.00	.00	100.00	900.00	9 00
02.005.770.701.00270.000 WORKMENS COMPENSAT.	15,000.00	15,830.00	.00	830.00	16,500.00	17 000
02.005.770.701.002XX.XXX	54,155.00	54,348.73	.00	193.73	55,780.00	55 780
OBJ 00300						
02.005.770.701.00350.000 CONTRACTED R & M	11,000.00	9,922.90	.00	1,077.10	9,010.00	12 000
02.005.770.701.00366.000 INDISTRICT TRAVEL	340.00	336.46	.00	3.54	350.00	3 50
02.005.770.701.00367.000 TRAVEL-PROF DEVELOPMENT	6,000.00	3,462.31	.00	2,537.69	6,000.00	6 000
02.005.770.701.00399.000 ADMIN SERVICE	29,700.00	30,600.00	.00	900.00	30,000.00	32 000
02.005.770.701.003XX.XXX	47,040.00	44,321.67	.00	2,718.33	45,360.00	45 360
OBJ 00400						
02.005.770.701.00402.000 OFFICE EXPENSE	41,000.00	32,754.11	.00	8,245.89	42,000.00	36 000
02.005.770.701.00490.000 FOOD	380,000.00	362,676.85	.00	17,323.15	392,290.00	392 290
02.005.770.701.00492.000 COMMODITIES	88,760.00	89,909.74	.00	1,149.74	91,423.00	91 423
02.005.770.701.00495.000 MILK	122,000.00	117,036.29	.00	4,963.71	125,000.00	125 000
02.005.770.701.004XX.XXX	631,760.00	602,376.99	.00	29,383.01	650,713.00	650 713
OBJ 00500						
02.005.770.701.005XX.XXX	.00	.00	.00	.00	.00	
OBJ 00800						
02.005.770.701.00899.000 MISC. EXP.	12,500.00	11,094.19	470.00	935.81	15,965.00	16 000
02.005.770.701.008XX.XXX	12,500.00	11,094.19	470.00	935.81	15,965.00	
OBJ 00400						
02.005.770.703.004XX.XXX	.00	.00	.00	.00	.00	
OBJ 00800						
02.005.770.703.008XX.XXX	.00	.00	.00	.00	.00	
OBJ 00400						
02.005.770.705.004XX.XXX	.00	.00	.00	.00	.00	
OBJ 00800						
02.005.770.705.008XX.XXX	.00	.00	.00	.00	.00	
OBJ 00500						
02.005.770.707.00530.000 EQUIPMENT	80,000.00	82,375.29	.00	2,375.29	10,000.00	10 000
02.005.770.707.005XX.XXX	80,000.00	82,375.29	.00	2,375.29	10,000.00	

TOTAL

470  
1,161,905. 1,124,393.85 37,041.15 1,123,672.  
# 1,157,965.00

34

MOORHEAD INDEPENDENT SCHOOL DIST. # 152  
FOOD SERVICE REVENUE BUDGET

PAGE 1

June 30, 1997

ACCOUNT NUMBER / TITLE	94-95 ACTUAL REVENUE	95-96 REVENUE BUDGET	REC'D TO 6/30/96	96-97 REVENUE BUDGET
FUND 02 FOOD SERVICE				
02.000.000.701.70319.000 ST SCHL LUNCH PROG	36,007.54-	28,795.00-	30,687.86-	.00 27,594.35
02.000.000.701.70471.000 SCHOOL LUNCH	142,313.83-	99,344.00-	95,200.48-	.00 97,959.94
02.000.000.701.70472.000 FREE/REDUCED LUNCH-FED AID	284,381.91-	334,261.00-	298,461.85-	.00 305,668.50
02.000.000.701.70474.000 COMMODITY	108,222.12-	88,760.00-	89,909.74-	.00 90,000
02.000.000.701.70601.000 TYPE A-PUPILS	449,375.18-	432,955.00-	426,928.69-	.00 523,312.05
02.000.000.703.70319.000 ST SCHL LUNCH PROG	7,670.04-	6,100.00-	4,995.19-	.00 9,380.28
02.000.000.703.70475.000 SPEC MILK AIDS	3,151.28-	3,223.00-	5,487.80-	.00 -
02.000.000.705.70319.000 ST SCHL LUNCH PROG	3,682.59-	4,113.00-	4,151.43-	.00 3,680.20
02.000.000.705.70476.000 BREAKFAST-FED AID	46,667.75-	47,732.00-	43,394.12-	.00 44,264.15
02.000.000.707.70092.000 INTEREST REVENUE	9,365.79-	6,000.00-	15,998.69-	.00 6,500
02.000.000.707.70099.000 MISC REV-LOCAL SOURC	.00	.00	94.20-	.00 -
02.000.000.707.70604.000 PUPIL ALA CARTE	.00	13,000.00-	36,373.27-	.00 36,373
02.000.000.707.70608.000 SPECIAL FUNCTIONS	8,594.84-	5,300.00-	7,471.62-	.00 5,000
02.000.000.707.70644.000 TRANS FR. OTH. FUNDS	108,500.00-	10,000.00-	10,000.00-	.00 10,000
02.XXX.XXX.XXX.XXXXX.XXX FOOD SERVICE	1,207,932.87-	1,079,583.00-	1,069,154.94-	.00 1,159,732.30
REPORT TOTAL	1,207,932.87-	1,079,583.00-	1,069,154.94-	.00 1,159,732.30

MEMO #: S-97-019

TO: School Board  
FROM: Bruce R. Anderson, Supt. *BRA*  
RE: 1997-98 School Calendar  
DATE: August 7, 1996

Upon approval of the 1996-97 calendar, the Board requested that a second year be presented for approval. The recommended calendar that is attached, may be reviewed in early 1997, as the 1998-99 calendar is brought to the Board for consideration.

The April 17, 1996, calendar cover letter indicated that in deference to the staff who wanted more and longer breaks, the 1997-98 calendar would be extended into the first week of June.

This item is for discussion at this evening's meeting and action anticipated at the second meeting in August.

BRA *(cbf)*  
Attachment

<b>July 1997</b>	<b>August</b>	<b>September</b>
1 2 3 4	1	① 2 3 4 5
7 8 9 10 11	4 5 6 7 8	8 9 10 11 12
14 15 16 17 18	11 12 13 14 15	15 16 17 18 19
21 22 23 24 25	18 19 20 21 22	22 23 24 25 26
28 29 30 31	25 26 27 28 29	29 30
<b>October</b>	<b>November</b>	<b>December</b>
1 2 3	3 4 5 6 7	1 2 3 4 5
6 7 8 9 10	10 11 12 13 14	8 9 10 11 12
13 14 15 16 17	17 18 19 20(21)	15 16 17 18 19
20 21 22 23 24	(24)(25) 26 27 28	22 23 24 25 26
27 28 29 30 31		29 30 31
<b>January 1998</b>	<b>February</b>	<b>March</b>
1 2	2 3 4 5 6	2 3 4 5 6
5 6 7 8 9	9 10 11 12 13	(9)(10) 11(12) 13
12 13 14 15 16	16 17 18 19 20	16 17 18 19 20
19 20 21 22 23	23 24 25 26 27	23 24 25 26 27
26 27 28 29 30		30 31
<b>April</b>	<b>May</b>	<b>June 1998</b>
1 2 3	1	1 2 3 4 5
6 7 8 9 10	4 5 6 7 8	8 9 10 11 12
13 14 15 16 17	11 12 13 14 15	15 16 17 18 19
20 21 22 23 24	18 19 20 21 22	22 23 24 25 26
27 28 29 30	25 26 27 28 29	29 30

- ☐ SD Workshops  
☐ Vacation  
 ( ) P/T Conference  
 — Teacher Comp. Day

**Snow Make-Up:**

June 4, 5

**Payroll Dates:**

July 31, 1997  
 August 29  
 September 30  
 October 31  
 November 25  
 December 19  
 January 30, 1998  
 February 27  
 March 31  
 April 30  
 May 29  
 June 30

**1997-98 SCHOOL CALENDAR**

	<b>1997</b>		<b>1998 (continued)</b>
Aug. 26-29	K-12 Teacher Workshops	Feb. 16	President's Day Holiday
Sept. 1	Labor Day	17	K-12 Workshops
2	K-12 Classes Begin	Mar. 9&10	K- P/T Day Conferences (day)
Oct. 16-17	MEA	10	K-12 P/T Conferences (6-9pm)
31	End of 1st Quarter	12	K-12 P/T Confs. (8-1, 2-5, 6-9)
31	K-12 Teacher Workshops	13	K-12 No School/Tch. Comp.
Nov. 21&24	K- P/T Conferences (daytime)	27	End of 3rd Quarter
24	K-12 P/T Conferences (5-8pm)	30&31	ITBS Testing Grades 2-6
25	K-12 P/T Confs. (8-1, 2-5, 6-9)	Apr. 1-3	ITBS Testing Grades 2-6
26	K-12 No School/Tch. Comp.	8	K-12 Workshops
27&28	Thanksgiving Holiday	9-13	Spring Break/No School
Dec. 22	Winter Break Begins	May 25	Memorial Day
	<b>1998</b>	June 3	Last Day for Students
Jan. 5	K-12 Classes Resume	4	Last Day for Staff/Workshops
22	End of 2nd Quarter/Semester	June 7	Graduation
23	K-12 Teacher Workshops		

MEMO #: I-97-021

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: 1996-97 Preschool - Grade 12 and Community  
Education Fall Workshop Schedule

DATE: August 7, 1996

Attached is a copy of the 1996-97 Fall Workshop schedule.

Administration will review the schedule with the Board  
discussing portions of which Board members may wish to attend.

RMJ/mdm  
Attachment

1996 - 1997  
PRESCHOOL - GRADE 12 AND COMMUNITY EDUCATION  
FALL WORKSHOP SCHEDULE

Staff whose schedules include elementary and secondary should follow the schedule based on the building they serve the majority of the time and may contact principals if they have specific concerns.

Tuesday, August 20

- 10 a.m. - 11:30 a.m.      Substitute Teacher and Substitute  
Paraprofessional Workshop - Senior High  
Auditorium
- 1 p.m. - 3 p.m.          Junior High New Teacher Workshop - Junior  
High School Media Center

Wednesday, August 21

- 7:15 a.m. - 8:45 a.m.      New Staff Breakfast - Red River Inn  
(formerly Madison)
- 7:30 a.m. - 4:30 p.m.      CPI Training - New Staff - Junior High  
School Media Center
- 9 a.m. - 3:30 p.m.        Elements of Effective Instruction -  
New Staff Fall '96 and New Staff '95 that  
have not participated - Townsite Centre  
Board Room

Thursday, August 22

- 8 a.m. - 12 Noon          Elements of Effective Instruction - New  
K-12 Staff Fall '96 and New K-12 Staff  
'95 that have not participated - Townsite  
Centre Board Room
- 7:30 a.m. - 11:30 a.m.      CPI Training - Special Education  
Paraprofessionals (Renewal) Group 1 -  
Junior High School Media Center
- 12:30 p.m. - 3:30 p.m.      CPI Training - Special Education  
Paraprofessionals (Renewal) Group 2 -  
Junior High School Media Center

Friday, August 23

- 7:30 a.m. - 4:30 p.m.      CPI Training - New Junior High Staff, New  
Special Education Paraprofessionals, and  
Special Education Teachers not trained -  
Townsite Centre Board Room

Friday, August 23 (Continued)

- 8 a.m. - 3 p.m. New Senior High School Staff - Senior High Media Center
- 8 a.m. - 3:30 p.m. Reading Recovery Teachers - Riverside School

Monday, August 26

- 8 a.m. - 3:30 p.m. Building Meetings (Principals and Leadership Teams)
- 8 a.m. - 4 p.m. Transportation Department School Bus Driver Inservice Training

Tuesday, August 27

- 7 a.m. - 7:45 a.m. New Educator Breakfast/Metropolitan Chamber of Commerce Reception - Best Western Doublewood Inn
- 8 a.m. - 3:30 p.m. Grades K-12 Building Work Sites (Unless at designated meeting.)
- 8 a.m. - 4 p.m. Transportation Department School Bus Driver Inservice Training
- 9 a.m. - 4 p.m. Drop in: Employee Benefits Fair - Senior High Cafeteria (see enclosure)  
(An opportunity to receive employee benefit information) ALL STAFF WELCOME!  
Mandatory for New Staff
- 8 a.m. - 9:30 a.m. Reading Inservice for Staff using Harcourt Brace Jovanovich Materials in Grades K-2 - Senior High School Media Center (Bring your HBJ Teacher Material)
- 10 a.m. - 11:30 a.m. Reading Inservice for Staff using Harcourt Brace Jovanovich Materials in Grades 3-6 - Senior High School Media Center (Bring your HBJ Teacher Material)
- 8 a.m. - 9:45 a.m. District Special Education - Licensed Special Education Staff Grades 3-8 - Senior High School Study Hall Rooms 251, 252 and 253
- 10 a.m. - 12 Noon District Special Education - Licensed Special Education Staff Grades K-2 and Grades 9-12 - Senior High School Study Hall Rooms 251, 252 and 253

Tuesday, August 27 (Continued)

1 p.m. - 2 p.m. Activity Supervisors - Orientation Meeting and Hepatitis B Training - Senior High School

1 p.m. - 2:15 p.m. District Media Specialists - Senior High School Media Center

1 p.m. - 2:30 p.m. District Health Services - Health Aides and Nurses - Townsite Centre Board Room

1 p.m. - 3:30 p.m. IEP - New Requirements - All K-12 Licensed Special Education Staff - Senior High School Study Hall Rooms 251, 252 and 253

1:30 p.m. - 3 p.m. Title I Teachers - Townsite Centre Room 266

2:15 p.m. - 3 p.m. District Technology Committee - Senior High School Media Center

2:30 p.m. - 3:30 p.m. Senior High School Staff - "Inhalants in the Schools" - Senior High Auditorium

7 p.m. - 9 p.m. Athletic Coaches - Orientation Meeting and Hepatitis B Training - Senior High School Study Hall

Wednesday, August 28

8 a.m. - 9:30 a.m. District Staff Development Inservice - All Staff - "A Sampler - Something for Everyone" - Senior High School Auditorium and Gyms

9:45 a.m. - 11:45 a.m. Grade Level and Department Meetings:  
K-6 Math and Reading Summer Work  
Kindergarten - Probstfield, Sue  
Botner's Room  
Grade 1 - Washington, Diane Thiel's Room  
Grade 2 - Riverside, Joslyn Larson's Room  
Grade 3 - Washington, Nancy Pearson's Room  
Grade 4 - Washington, Del Larson's Room  
Grade 5 - Asp, Kate Russell's Room  
Grade 6 - Asp, Charles Leitheiser's Room

Wednesday, August 28 (Continued)

- Grades 7 and 8 - Junior High, Each  
Department should meet in Department  
Chair's Room  
Elementary Music - Edison, Kathy  
Ferreira's Room  
Elementary Physical Education -  
Washington Media Center  
Elementary Art - Art Center
- 9:45 a.m. - 3:15 p.m. Senior High School Staff Development  
Workshop - Jan Mezich - "Cooperative  
Learning" - Senior High School Auditorium
- 10 a.m. - 2 p.m. Community Education Staff Inservice -  
Lincoln Community Education Center
- 11 a.m. - 11:30 a.m. District Physical Education Teachers and  
Emergency Teams - Hepatitis B Training  
(Mandated Session) - Senior High School
- 2 p.m. - 3:30 p.m. Grades K-6 Social Studies Update (Please  
bring new materials and ideas to share.)  
Kindergarten - Probstfield, Sue  
Botner's Room  
Grade 1 - Washington, Diane Thiel's  
Room  
Grade 2 - Riverside, Joslyn Larson's  
Room  
Grade 3 - Washington, Nancy  
Pearson's Room  
Grade 4 - Washington, Del Larson's  
Room  
Grade 5 - Asp, Kate Russell's  
Room  
Grade 6 - Asp, Charles Leitheiser's  
Room

Thursday, August 29

- 8 a.m - 3:30 p.m. Grades K-8 Building Work Sites

Friday, August 30

- 8 a.m. - 3 p.m. Senior High School Staff Development  
Workshop - Jan Mezich - "Interactive  
Strategies" - Senior High School  
Auditorium
- 7:30 a.m. - 11:30 a.m. CPI Renewal Group 3 - Special Education  
Staff - Townsite Centre Board Room
- 8 a.m - 3:30 p.m. Grades K-12 Building Work Sites

If paraprofessionals are uncertain of their schedule they should contact their building principal's secretary prior to workshop.

Note: The Detention Center, Moorhead Community Alternative Program (MCAP) and Outreach Program teaching staff are to be considered as a part of the Senior High staff.

Unscheduled time during workshops is reserved for preparation by staff.

MEMO #: I-97-024  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Title I/AOM  
DATE: August 7, 1996

Attached is a brief outline of the Title I/AOM program including goals, an overview of funding and information regarding staffing and student selection.

Program Director Pat King will briefly review this information with the Board as well as discuss annual planning and student progress. A discussion of the program will follow.

RMJ/mdm  
Attachment

## Title I / Assurance of Mastery

In 1994, Congress reauthorized many of the elementary and secondary education programs under the Improving America's Schools Act (IASA).

Some major thrusts of the Act are:

- ◆ Focuses on High Standards
- ◆ Brings Title I Decisions to the Building Level
- ◆ Requires Comprehensive Instructional Reform
- ◆ Reforms Title I Programs in Targeted Assistance Schools
- ◆ Emphasis Intensive and Sustained Professional Development
- ◆ Focuses on Increasing Parental Involvement
- ◆ Strengthens Title I School-Community Collaborations
- ◆ Simplifies Eligibility Procedures
- ◆ Ensures Equitable Learning Opportunities
- ◆ Develops a New Performance-based Accountability System
- ◆ Builds Program Capacity

### **Moorhead Title I / Assurance of Mastery Program (AOM)**

Our program serves students who are not performing at the same level as their peers. We strive to identify students who are at risk of failing in the areas of math and / or reading and bring them up to that level. This process is not one that can always be completed within one year. We feel that early intervention is very important and we have implemented Kindergarten Home School Program and a Reading Recovery Program. The teachers and paras in grades 1-6 work with students using various models. The Junior High has implemented a math and reading Computer Lab.

Also included are:

- ◆ Set aside funds for Neglected or Delinquent
- ◆ Set aside funds for Homeless
- ◆ Set aside funds for Parent Involvement

### **Title I / Assurance of Mastery Program Budget, 1996-1997:**

◆ Title I	\$652,503.00
◆ AOM	137,525.30
◆ Match	<u>74,170.00</u>
◆ Total	\$790,028.30

- ◆ Funds are combined in order to provide the best possible assistance.

### **Title I / Assurance of Mastery Program Staff, 1996-1997:**

- ◇ 1.5 Kindergarten Home School Teachers
- ◇ 7 Reading Recovery Teachers
- ◇ 13 Title I / AOM Teachers, grades 1-8
- ◇ 36 Title I / AOM Paraprofessionals, grades 1-8
- ◇ 2 Title I / AOM Paraprofessionals, grades 1-6, St. Joseph's School
- ◇ 2 Title I / AOM Junior High Math & Reading Teachers

### **Student Selection and Assessment:**

#### **Kindergarten:**

- ◇ Informal Kindergarten Referral Form completed by K teacher
- ◇ Kindergarten Progress Report (November), (students not performing at grade level as identified by K. teacher)
- ◇ Parent request and / or teacher judgment (fall conferences)

#### **Grade 1:**

- ◇ Checklist currently being developed by Title I & Gr. 1 Teachers
- ◇ Grade 1 Progress Report (November), (students not performing at grade level as identified by grade 1 teacher)
- ◇ Parent request and / or teacher judgment (fall conferences)
- ◇ Student in Title I in Kindergarten, goals unmet

#### **Grade 2:**

- ◇ Skills checklist currently being developed by Title I & Gr. 2 Teachers
- ◇ Grade 2 Progress Report (November), (students not performing at grade level as identified by grade 1 teacher)
- ◇ Parent request and / or teacher judgment (fall conferences)
- ◇ Student in Title I in Grade 1, goals unmet

#### **Grades 3-6:**

- ◇ ITBS, below 40% in Reading and / or Math
- ◇ Parent request and / or teacher judgment (fall conferences)

#### **Grades 7-8:**

- ◇ ITBS, below 40% in Reading and / or Math
- ◇ Wide Range Achievement Test in Math, below 40%
- ◇ Gates McGinitie Reading test, below 40%

### **Process for Review / Revision of Program:**

- ◇ Annual Plan
- ◇ End of Year Reports
- ◇ Sustained Effects

### **Discussion**

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

August 26, 1996  
7:00 p.m.

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

ATTENDANCE:

Bill Cox _____	Anton "Butch" Hastad _____
Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. 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 Karin Schumacher, Moorhead High School head volleyball coach, for being inducted into the Minnesota Volleyball Coaches Hall of Fame. Karin was the youngest of 17 coaches honored. Schumacher has coached for 19 years, has been named "Coach of the Year" twice, owns a 421/101 win/loss record, has led teams to 13 state tournament appearances, and led the 1988 team to claim the state championship title.

\*\*\* Congratulations to Joan Nelson, owner of Nelson Bus Services, Inc., for being named 1996 Transportation Specialist by the Minnesota School Bus Operators Association (MSBOA). Nelson was cited for her dedication, professionalism, and concern for students. Nelson Bus Services has provided quality service to Moorhead Public Schools for many years.

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

S-M-19-BOS  
MIN  
8-26-96

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 - Jernberg

- (1) Acceptance of Grant - Pages 5-7
- (2) Approval of Special Education Service Agreement - Pages 8-10
- (3) Approval of Title VI Resolution - Pages 11-12
- (4) Approval of Grant Submission - Pages 13-16

B. BUSINESS AFFAIRS - Lacher

C. PERSONNEL MATTERS - Skinkle

- (1) Approval of New Employees - Pages 17-18
- (2) Acceptance of Resignations - Page 19
- (3) Approval of Family/Medical Leave - Page 20

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of Early Childhood Screening Service Agreement - Pages 21-24

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

3. COMMITTEE REPORTS

4. 1997-98 SCHOOL CALENDAR - Anderson/Kopperud  
Pages 25-26

Suggested Resolution: Move to approve the 1997-98 school calendar as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

5. MOORHEAD SENIOR HIGH WATER MAIN BREAK UPDATE - Lacher

An update of the renovation progress at Moorhead High will be given.

6. POLICY ADOPTION - Anderson  
Pages 27-28

Suggested Resolution: Move to approve the policy, Tuition Fees (JECB), as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

7. CLOSE PUBLIC MEETING - Gustafson

Suggested Resolution: Move to close the public meeting at \_\_\_\_\_ p.m., pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

8. OPEN PUBLIC MEETING - Gustafson

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

9. 1996-98 NON-ALIGNED EMPLOYEES SALARY & BENEFITS - Anderson

This package will be presented for Board action following the closed session in the event the Board is prepared to take action.

10. 1995-98 SUPPORT STAFF MASTER AGREEMENTS - Skinkle


These packages will be presented for Board action following the closed session if the issue under review by the mediator is resolved.

11. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

12. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
K-12 Workshops	Mon., Aug. 26 - Fri., Aug. 30		District- wide
Benefits Fair	Tues., Aug. 27	9 am - 4 pm	Senior High
First Day to File for School Board Election	Tues., Aug. 27		Townsite
All-Staff Workshop	Wed., Aug. 28	8 am - 9:30 am	Senior High Auditorium
Labor Day	Mon., Sept. 2		
K-12 Classes Begin	Tues., Sept. 3		
Last Day to File for Board Election	Tues., Sept. 10		Townsite
MEA Conference (no classes)	Thurs., Oct. 17 - Fri., Oct. 18		
End 1st Qtr.	Fri., Nov. 1		
Election Day	Tues., Nov. 5		
P/T Conferences (grades vary)	Fri., Nov. 22- Tues., Nov. 26		
Thanksgiving Holiday	Thurs., Nov. 28 - Fri., Nov. 29		
Winter Break	Mon., Dec. 23		
K-12 Classes Resume	Mon., Jan. 6, 1997		

MEMO #: I-97-036  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg   
SUBJECT: Acceptance of Grants  
DATE: August 20, 1996

The district has received the following grants:

1. A grant in the amount of \$1,229 from the Lakes County Service Cooperative for a Moorhead Community Alternative Program (MCAP) Youth-Service Learning Project which involves writing and reading to younger children.
2. Moorhead Junior High School has received a mini-grant for the project entitled Material World: A Global Family Portrait in the amount of \$500. These funds will be used for Junior High School staff development purposes related to geographic education.

Suggested Resolution: Move to accept the grants as presented.

RMJ/mdm

MEMO #: I-97-037  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Acceptance of Grants  
DATE: August 20, 1996

At the July 17 Board meeting the Board approved submission of a grant for Education for Homeless Children and Youth in the amount of \$25,000. Attached is a memo indicating that the district will receive an award of \$23,000. These funds will be used to continue utilization of a part-time social worker for homeless students, computer and software, contracted services, and miscellaneous expenses.

The Board also (7/17) approved submission of an application for Prevention and Intervention Delinquent Program in the amount of \$15,700. Due to the reduced award of the Homeless grant we received \$16,225, \$525 more than originally requested. These funds will be used to continue partial funding for a paraprofessional at the West Central Juvenile Detention Center, anger management training, computer and software, and miscellaneous expenses.

Suggested Resolution: Move to accept the grants as presented.

RMJ/mdm  
Attachment

  
**Minnesota Children**  
Minnesota Department of Children, Families & Learning

July 30, 1996

Deb Pender  
Moorhead School District  
810 Fourth Avenue South  
Moorhead MN 56560

Dear Deb:

We are pleased to announce that Moorhead School District has received an Education For Homeless Children and Youth Grant. Moorhead requested \$25,000 and was awarded \$23,000 dollars. The grant was scored at 83.5% and received a priority of 3.5 (highest priority rating is 4).

This was a very difficult year for the Review Panel to determine awards. Most of the grants submitted were at least "above average" in quality. Last year we had approximately \$340,000 dollars to distribute (\$300,000 plus carryover). This year due to the 19 percent cut in funding and Reauthorization changes (\$100,000 minimum level for all States), we had only \$219,000 for Local Education Agency Grants. Some previously funded programs were eliminated or received less dollars than last year.

We will be calling you to negotiate the workplans. Before funds are released, we need to know the Title I reservation that your district has set aside for homeless students (legal requirement.) If you have questions please call me at 612/296-4322.

Sincerely,



Tom Gray, Coordinator  
Education for Homeless Children and Youth

MEMO #: I-97-035  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *PJ*  
SUBJECT: Special Education Contract  
DATE: August 20, 1996

Attached is the contract for special education services with Dilworth-Glydon-Felton School District. The contract authorizes them to purchase various special education services from the Moorhead School District.

The Dilworth-Glyndon-Felton School District will be billed for administrative services and other special education services utilized from July 1, 1996 through June 30, 1997.

Suggested Resolution: Move to accept the contract as presented.

RMJ/mdm  
Attachment

CONTRACTUAL AGREEMENT FOR  
SPECIAL SERVICES PERSONNEL AND PROGRAMS  
1996-97

This agreement made this 23<sup>rd</sup> day of July 1996, between Independent School District No. 2164, Dilworth/Glyndon/Felton, Minnesota and Independent School District No. 152, Moorhead, Minnesota for Special Services personnel and program listed below subject to the following terms:

I. Director of Special Services

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

II. Special Education Instructional Programs

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

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

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

### III. Preschool Screening

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

A statement for the above services will be submitted yearly (after June 1, 1997) to Independent School District No. 2164, Dilworth/Glyndon/Felton Minnesota and shall be payable on or before July 31, 1997.

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

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

Dated this 23<sup>rd</sup> day of July, 1996

Dated this \_\_\_\_ day of \_\_\_\_, 1996

Approved by

Chairman

*Gary J. Landrum*  
Clerk

Approved by

Chairman

Clerk

Independent School Dist 2164  
Dilworth, Minnesota 56529

Independent School Dist 152  
Moorhead, Minnesota 56560

MEMO #: I-97-034  
TO: Dr. Bruce Anderson  
FROM: Robert Jernberg *RJ*  
SUBJECT: Title VI Resolution  
DATE: August 20, 1996

Attached is the Title VI Resolution declaring the school district's intention to carry out the policy of the Congress of the United States and the State of Minnesota Legislation to meet the needs of handicapped children and to apply for financial assistance under P.L. 101.476 for the school districts of Moorhead and Dilworth/Glyndon/Felton for the 1996-1997 school year.

Suggested Resolution: Move to accept the resolution as presented.

RMJ:drd

TITLE VI RESOLUTION

School Year 1996-1997

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

BE IT RESOLVED, That School district #152 apply for financial assistance under P.L. 94-142 for the School Districts of Moorhead, Dilworth/ Glyndon/Felton and that Dr. Bruce Anderson, Superintendent of Schools of Moorhead, be named as the Local Agency Representative and be directed to execute and file applications on behalf of the School Districts and otherwise act as an authorized representative of the School Districts in all activities related to P.L. 94-142 for the 1996-97 school year.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

MEMO #: S-97-028

TO: Dr. Bruce R. Anderson

FROM: Robert M. Jernberg *RJ*

RE: MCAP Grant Submission

DATE: August 22, 1996

Attached please find a grant proposal offered by the Department of Economic Security for youth at-risk. It is requesting \$27,500 to fund a half-time school social worker at the MCAP. This funding will include salary, fringe benefits, supplies and materials, travel and parent involvement expenses.

While the funding is only for one year, it has been learned that those programs which were accepted for funding have been funded on an on-going basis since 1983. As a result, this would be a strong addition to our existing program. If one-year funding is received and discontinued next year, the District will not assume the costs of continuing the program and position.

Suggested Resolution: Move to approve the submission of the grant proposal as presented.

:cbf  
Attachment

## Narrative

### Project Summary

The Moorhead Community Alternative Program (MCAP) serves disadvantaged youth, ages 12 to 18, who are residents of the Moorhead School District. Students are referred to the MCAP by school counselors, probation officers, social workers, mental health case managers, parents and other significant adults. To enroll in the program students must meet the eligibility criteria of the Minnesota High School Graduation Incentives Initiative for youth at-risk and demonstrate the need for a smaller non-traditional setting. The MCAP students are considered the most critically at-risk in the Moorhead School District for dropping out of school and failing to achieve economic and self-sufficiency as adults. The students present compound risk factors such as poverty, homelessness, chemical health issues, poor academic progress, limited english proficiency, and mental health issues. Approximately one hundred students were identified and served at the MCAP in 1995-96, with fifty-five being youth of color. Ninety-six percent of the students acknowledge significant personal, social and family problems at intake. Two thirds of the MCAP student population have a history with human services for reasons other than economic assistance. Court services reported open cases on more than half of the MCAP student population. While approximately one third of the MCAP students have committed serious offenders, many of the youth entered the system under a C.H.I.P.S. petition for chronic problems such as truancy, aggressiveness, lack of compliance with rules and limits, and other violations such as shoplifting, curfew violations, etc. The entire MCAP population is at great risk for entering and/or progressing toward more serious involvement in the correctional system. These youth have histories of early and persistent anti-social behavior, lack of commitment to school, family conflict, frequent transitions and mobility, and family histories of problem behavior. Research indicates that these are critical factors in the prediction of future delinquent activity.

The MCAP aspires to provide a continuum of prevention and intervention services for students at-risk which promote academic, personal, social, and vocational development. There are five components of the MCAP which include the following:

1. Assessment:
2. Academic Personalization:
3. Support Services:
4. Life Skills Management
5. Vocational Development:

The MCAP promotes student growth through a variety of individualized programming and creative "hands-on" alternatives which capitalize on student strengths and interests. Program options include a computer based learning lab and other technology, youth service learning, jobs and job training, post-secondary options, and collaborative projects. Not all students attend the program full-time. Some students elect to work toward reintegration into the traditional school setting. The program

offers a continuum of service delivery options for diverse experiences, including satellite sites in the regular buildings, an extended day lab, and community based work sites. Youth service learning projects for 1996-97 include the continued development of a thrift store at a local homeless shelter, the writing and dissemination of children's books, and a hands on approach to studying the continuum of care for the elderly. The mission of the MCAP program is to encourage student growth and development in an effort to promote future economic and self-sufficiency. The goal of the program is to engage students in the academic learning process, prepare them for meeting the proficiencies of the proposed State Graduation Standards and Goals 2000, and provide them with a solid background for meeting vocational and educational goals beyond high school. This is consistent with the Moorhead School District's mission to develop the maximum potential of every learner to thrive in a changing world. The program will assist the students in realizing the ultimate vision of becoming life long learners who know how to learn, can set goals for themselves, believe in themselves, and can monitor their own success.

This intent of the current project is to expand support services for the MCAP youth through the addition of a part-time licensed school social worker. The project will be part of a larger initiative to develop the student support services component of the MCAP. This is a collaborative effort. The Clay County Local Coordinating Council identified support services at MCAP as a top priority for program development in 1995-96. While there is some on-site programming in place at this time, ie. Lakeland Mental Health, Youth Works, Student Assistance, etc., it is insufficient to meet the demands of the student who "falls between the cracks". The social worker will support these students by providing direct services such as student support groups, coaching of prosocial skill development in real life settings, coordination of the thrift store project at the Homeless Shelter, etc. The social worker will co-facilitate a multi-family support group to encourage parent participation and to promote positive involvement in the student's growth plan. The social worker will collaborate with community agency and service providers who provide services on-site to the MCAP youth. Support services and family-involvement are critical components of the MCAP. Increased academic and vocational opportunities are meaningless if risk factors create barriers which overshadow the promotion of healthy student growth and development. This project will contribute to the important balance between educational services and interpersonal support for these youth. Further, the project will be part of an effort to promote an understanding of the complexity of the at-risk student's needs and behavior among school and community organizations and to advocate for their involvement in meeting the challenge of providing quality prevention and intervention programming to this population and their families.

DEPARTMENT OF ECONOMIC SECURITY  
 WORKFORCE PREPARATION BRANCH  
 OFFICE OF YOUTH DEVELOPMENT  
 YOUTH INTERVENTION PROGRAM  
 RESOLUTION OF SPONSORSHIP

All applicants must adopt and submit the following or an equivalent resolution.

Resolution authorizing submission of the grant application and execution of the grant agreement.

Be it resolved that Moorhead Public School District 152  
 (sponsoring agency or unit of government)

act as sponsoring agency or unit of government and grantee for the project titled

Moorhead Community Alternative Program: Support Services  
 (project title)

to be conducted by Moorhead Public Schools  
 (implementing agency)

during the period from 1/1/97 through 12/31/97  
 (start date) (ending date)

Debra M. Pender, MCAP Coordinator is hereby authorized to apply  
 (title of authorized official)

to the Workforce Preparation Branch, Department of Economic Security for

funding of the project and execute such agreements as are necessary to

implement the project on behalf of Moorhead Public School District 152  
 (Sponsoring agency or unit of government)

I certify that the above resolution was adopted by the School Board  
 (City Council, County Board, Board of Directors, etc.)

of Moorhead Public School District 152 on August 26, 1996.  
 (sponsoring agency or unit of government) (date)

**SIGNED:**

**WITNESS:**

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (title)

\_\_\_\_\_  
 (date)

\_\_\_\_\_  
 (title)

\_\_\_\_\_  
 (date)

## MEMORANDUM

P 96.061

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JS*  
DATE: August 20, 1996  
SUBJECT: New Employees

The administration requests approval of the employment of the following persons (some salaries based on 1994-1995 salary schedule), subject to satisfactory completion of federal, state and school district statutes and requirements:

- Mark Ring - Music Teacher, Moorhead Senior High, MA+45 (0-6)  
\$32,900.00, effective for the 1996-97 school year.  
(Replace Rod Rothlisberger)
- Patrick Widboom - Grade 6 Teacher, Robert Asp, BA (7) \$24,641.00,  
effective for the 1996-97 school year.  
(Replace Greg Johnson)
- Becky Anderson - Grade 2 Teacher, Riverside Elementary, BA (0-6)  
\$23,740.00, effective for the 1996-97 school  
year.  
(Replace Suzanne Price)
- Rochelle Walswick - Kindergarten Teacher, Family Service Center,  
BA (0-6) \$11,870.00 half-time (23740),  
effective for the 1996-97 school year.  
(Replace Brenda Harms)
- Bryan Woodley - Social Studies Teacher, Moorhead Junior High,  
BA (0-6) \$23,740.00, effective for the 1996-97  
school year.  
(Replace Kent Wolford)
- Susan Geihl - Elementary Art Teacher, Robert Asp, BA (0-6)  
\$23,740.00, effective for the 1996-97 school year.  
(Replace Elizabeth Hiestand)
- Nancy Oster - ESL Teacher, Probstfield Elementary, BA (0-6)  
\$18,992.00 .80 FTE (23,740), effective for the  
1996-97 school year.  
(New position)
- Heather Schmitz - Music Teacher, Moorhead Junior High, BA (7)  
\$7047.32 .286 FTE (24641), effective for the  
1996-97 school year.  
(Replace Leah Hoffman)
- Ross Vettleson - Social Studies Teacher and In-School Suspension,  
Moorhead Junior High, BA (0-6) \$3394.82 .143 FTE  
(23740) and 6 hours ISS, B21 (0) Non-Aligned  
contract, effective for the 1996-97 school year.  
(Replace Michael Benson)

- Catherine Olson - EBD/LD Teacher, Senior High and MCAP, BA (0-6)  
\$23,740.00, effective for the 1996-97 school  
year.  
(Replace Ann Perrizo)
- Jeanette Endres - Counselor, Moorhead Junior High, MA (7)  
\$29,814.00, effective for the 1996-97 school  
year.  
(Replace John Ostlie)
- Tonya Braseth - ECFE Paraprofessional, ECFE, B21 (0) \$8.19 per  
hour, 20 hrs per week, effective for the 1996-97  
school year.  
(Replace Noel Brekke)
- Tamara Wellman - Autism Paraprofessional, Robert Asp, B21(0)  
\$8.19 per hour, 6.5 hours daily, effective for  
the 1996-97 school year.  
(Replace Andrea Lisko)
- Carol Gallatin - MSMI Paraprofessional, Robert Asp, B21 (0) \$8.19  
per hour, 6.5 hours daily, effective for the  
1996-97 school year.  
(New position-bill to DGF)
- Michael Benson - Chapter I Paraprofessional, Moorhead Junior  
High, B21 (0) \$8.19 per hour, 5 hours daily,  
effective for the 1996-97 school year.  
(Replace James Houseman)
- Deb Peterson - Switchboard Operator, Moorhead Senior High, B21  
(1) \$8.34 per hour, 4.75 hours daily, effective  
August 27, 1996.  
(Replace Lori Shasky)
- Sharon Klinkhammer - Library Secretary, Washington Elementary,  
A12 (0) \$7.62 per hour, 4 hours daily,  
effective for the 1996-97 school year.  
(Replace Julie Hays)
- Karen Widboom - POHI Paraprofessional, 3 hours, Thomas Edison  
and AOM Paraprofessional, 3.5 hours, Robert Asp,  
B21 (0) \$8.19 per hour, effective for the  
1996-97 school year.  
(New Position)

Suggested Resolution: Move to approve the employment as  
presented.

JDS:sdh

MEMORANDUM

P 96.063

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JDS*  
DATE: August 20, 1996  
SUBJECT: Resignation of District Employees

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

Mark Lowry - EBD Paraprofessional, MCAP, effective immediately.

Scott Vosper - MSMI Paraprofessional, Washington, effective immediately.

Peter Tveten - Nighttime computer operator, Townsite Centre, effective August 9, 1996.

Elizabeth Hiestand - Elementary Art Teacher, Robert Asp, effective immediately.

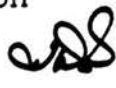
Joan Lordeman - AOM Paraprofessional, Voyager, effective immediately.

Susan Austin - Noon Supervision, Voyager, effective immediately.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

MEMORANDUM      P 96.064

TO:            Dr. Bruce Anderson  
FROM:         Dr. John Skinkle   
DATE:         August 20, 1996  
SUBJECT:      Family/Medical Leave

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

Lisa Seljevold - Grade 1 Teacher, Washington, to begin August 26 until October 10, 1996.

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

JDS:sdh

TO: Dr. Anderson  
FROM: Mary Davies, Community Education Director  
DATE: August 20, 1996  
RE: Early Childhood Screening

We continue to look at ways to improve our services to preschool children and their families. Contracting with Clay County to provide early childhood screening is one way we can pull services together, avoid duplication, and continue to offer a comprehensive screening. Advantages to contracting with Clay County include: coordination with other agencies, using their expertise; screening can be scheduled year-around; multiple screening/duplication will be avoided; can still hold screenings at Lincoln; and immunizations will be offered at the screening.

The school district will pay \$25 to Clay County Health for each child screened (the amount of our reimbursement from the state). We will use ECFE staff to provide the summary interview as we have done this past year.

We see this as an evolution from special services offering the screening to Community Education/ECFE to the link with Clay County Health. This will be a good connection for our ECFE program and for the school district..

**SUGGESTED RESOLUTION:** Move to enter into agreement with Clay County Public Health to provide early childhood screening to children in ISD 152. Community Education will pay \$25 to Clay County Health for each child screened.

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

The Moorhead School District, hereinafter referred to as the "School" and Clay County Public Health, Moorhead, Minnesota hereinafter referred to as the "Provider" enter into this agreement.

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

**I. PROVIDER RESPONSIBILITIES:**

1. Assist with mailings to families in the school district with children 3 1/2 to 5 years of age.
2. Schedule ECS appointments for the targeted children.
3. Perform the ECS required components of:
  - \*Growth: height and weight
  - \*Immunization review/referral
  - \*Hearing screening
  - \*Vision screening
  - \*Developmental screeningThe components provided will be for screening purposes only and do not include diagnosis or treatment.
4. Provide supplies and equipment necessary to complete the components.

**II. SCHOOL RESPONSIBILITIES:**

1. Assist with mailings to families in the school district with children 3 1/2 to 5 years of age.
2. Provide appropriate space to complete the components of ECS.
3. Provide the Summary interview with those families participating in the screening process, as well as Referral and Follow-up.

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

### **III. STAFF:**

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

### **IV. RECORDS:**

1. Screening results will be submitted to the school district. Individual school health records will be maintained and kept on file in the School in accordance with school policy.
2. Information exchanged will be done in compliance with the Data Privacy Act which includes notification of data collected, release of information, and safeguarding the record.

### **V. COST OF SERVICES:**

1. Provider will bill Medical Assistance (MA) for eligible children.
2. For those children for whom MA reimbursement is not received, the School will be billed at \$25.00 per child.
3. The School agrees to pay the Provider, upon receipt of the bill, \$25.00 per child. The Provider will bill the School monthly specifying the dates and number of children screened and the amount being billed. The bill will be payable upon receipt.

### **VI. TERMS OF AGREEMENT:**

This agreement shall be effective September 1, 1996, and shall be in effect until August 31, 1997. This agreement may be canceled by the School or Provider at any time, with or without cause, upon thirty (30) days written notice to the other party and subject to approval by the Clay County Board of Commissioners.

It is understood and agreed upon that the entire agreement of the parties is contained herein and that this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

In conformity with Minnesota Statutes (16.095), the books, records, documents, and accounting procedures and practices of the contractors are subject to examination by the departments, and either the legislative auditor or the state auditor as appropriate.

Any amendments to this contract shall be valid only when they have been reduced to writing, duly signed and attached to the original of this agreement.

\_\_\_\_\_  
School Superintendent (date)

\_\_\_\_\_  
Chair, School Board (date)

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

\_\_\_\_\_  
Administrator, Clay County Public Health (date)

MEMO #: S-97-027

TO: School Board

FROM: Bruce R. Anderson, Supt. *BRA*

RE: 1997-98 School Calendar

DATE: August 22, 1996

Attached please find the 1997-98 school calendar recommended for approval.

Suggested Resolution: Move to approve the 1997-98 school calendar as presented.

*BRA*:cbf  
Attachment

<b>July 1997</b>	<b>August</b>	<b>September</b>
1 2 3 4	1	① 2 3 4 5
7 8 9 10 11	4 5 6 7 8	8 9 10 11 12
14 15 16 17 18	11 12 13 14 15	15 16 17 18 19
21 22 23 24 25	18 19 20 21 22	22 23 24 25 26
28 29 30 31	25 26 27 28 29	29 30
<b>October</b>	<b>November</b>	<b>December</b>
1 2 3	3 4 5 6 7	1 2 3 4 5
6 7 8 9 10	10 11 12 13 14	8 9 10 11 12
13 14 15 16 17	17 18 19 20(21)	15 16 17 18 19
20 21 22 23 24	(24)(25) 26 27 28	22 23 24 25 26
27 28 29 30 31		29 30 31
<b>January 1998</b>	<b>February</b>	<b>March</b>
1 2	2 3 4 5 6	2 3 4 5 6
5 6 7 8 9	9 10 11 12 13	(9)(10) 11(12) ⑬
12 13 14 15 16	16 17 18 19 20	16 17 18 19 20
19 20 21 22 23	23 24 25 26 27	23 24 25 26 27
26 27 28 29 30		30 31
<b>April</b>	<b>May</b>	<b>June 1998</b>
1 2 3	1	1 2 3 4 5
6 7 8 9 10	4 5 6 7 8	8 9 10 11 12
⑬ 14 15 16 17	11 12 13 14 15	15 16 17 18 19
20 21 22 23 24	18 19 20 21 22	22 23 24 25 26
27 28 29 30	25 26 27 28 29	29 30

- ☐ SD Workshops  
☐ Vacation  
 ( ) P/T Conference  
 — Teacher Comp. Day

**Snow Make-Up:**

June 4, 5

**Payroll Dates:**

July 31, 1997  
 August 29  
 September 30  
 October 31  
 November 25  
 December 19  
 January 30, 1998  
 February 27  
 March 31  
 April 30  
 May 29  
 June 30

**1997-98 SCHOOL CALENDAR**

<b>1997</b>	<b>1998 (continued)</b>
Aug. 26-29 K-12 Teacher Workshops	Feb. 16 President's Day Holiday
Sept. 1 Labor Day	17 K-12 Workshops
2 K-12 Classes Begin	Mar. 9&10 K- P/T Day Conferences (day)
Oct. 16-17 MEA	10 K-12 P/T Conferences (6-9pm)
31 End of 1st Quarter	12 K-12 P/T Confs. (8-1, 2-5, 6-9)
31 K-12 Teacher Workshops	13 K-12 No School/Tch. Comp.
Nov. 21&24 K- P/T Conferences (daytime)	27 End of 3rd Quarter
24 K-12 P/T Conferences (5-8pm)	30&31 ITBS Testing Grades 2-6
25 K-12 P/T Confs. (8-1, 2-5, 6-9)	Apr. 1-3 ITBS Testing Grades 2-6
26 K-12 No School/Tch. Comp.	8 K-12 Workshops
27&28 Thanksgiving Holiday	9-13 Spring Break/No School
Dec. 22 Winter Break Begins	May 25 Memorial Day
<b>1998</b>	June 3 Last Day for Students
Jan. 5 K-12 Classes Resume	4 Last Day for Staff/Workshops
22 End of 2nd Quarter/Semester	June 7 Graduation
23 K-12 Teacher Workshops	

MEMO #: I-97-027  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Tuition Policy  
DATE: August 8, 1996

Due to the fact that the district will not receive additional revenue per pupil for 1996-97, the tuition rates will remain the same.

The tuition rates are listed on the attached policy.

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

RMJ/mdm  
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JECB DATE ADOPTED: 09/13/88 REVISED: 08/28/95
--	--

(DRAFT 8/96)

#### TUITION FEES

Tuition fees for full time students attending the Moorhead Public Schools ~~for the 1995/96 school year~~ are as follows:

Kindergarten	\$2,088.00
Elementary	\$4,176.00
Secondary	\$5,395.00

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

Reviewed/Revised: 8/13/91  
7/6/93  
8/28/95

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

September 9, 1996  
7:00 p.m.

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

**ATTENDANCE:**

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

**A G E N D A**

1. **CALL TO ORDER**

A. Pledge of Allegiance

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

C. Approval of Meeting Agenda

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

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

2. **\*CONSENT AGENDA**

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

- A. INSTRUCTIONAL MATTERS - Jernberg
  - (1) Approval of Nursing Services Agreement - Pages 5-7
  - (2) Acceptance of Improving America's Schools Grant - Pages 8-9
  - (3) Acceptance of Gift - Page 10
- B. BUSINESS AFFAIRS - Lacher
- C. PERSONNEL MATTERS - Skinkle
  - (1) Approval of New Employees - Page 11
  - (2) Acceptance of Resignations - Page 12
  - (3) Approval of Family/Medical Leave - Page 13
- D. ADMINISTRATIVE MATTERS - Anderson
  - (1) Approval of August 12 & 26, 1996 Minutes - Pages 14-21
  - (2) Approval of September Claims

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

3. COMMITTEE REPORTS

4. SCHOOL BOARD/STAFF/COMMUNITY DIALOGUE: Anderson  
(This section is an effort on the part of the Board to communicate more informally at the first meeting of each month with the staff and community representatives on a wide variety of programs and issues.)

READING RECOVERY PROGRAM UPDATE - Sewell/Christenson  
Pages 22-33

K-12 GUIDANCE & COUNSELING SERVICES - Henegar/Thom/DeMinck/  
Matheson/Kashmark Pages 34-53

5. OPENING OF 1996-97 SCHOOL YEAR: Anderson/Jernberg  
Pages 54-55

Opening day enrollment data will be reviewed with the Board.

6. BUILDING PROFILES: Jernberg  
Page 56

The 1992-1996 Building Profiles will be reviewed with the Board. Action is expected at the next meeting.

7. 1995-96 ANNUAL REPORT ON STUDENT PROGRESS: Jernberg  
Page 57

Review of the Annual Report on Student Progress (formerly the Planning, Evaluating and Reporting Report). Action is expected at the next meeting.

8. NON-ALIGNED EMPLOYEES AGREEMENT: Skinkle

Suggested Resolution: (Materials will be distributed at the meeting.)

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

9. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

10. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Last Day to File for Board Election	Tues., Sept. 10		Townsite
Back-to-School Night	Thurs., Sept. 12	6-7 pm	Riverside
Back-to-School Night	Mon., Sept. 16	6:30 pm	Washington
Fall Community Ed. Classes Begin	Mon., Sept. 26		
MEA Conference (no classes)	Thurs., Oct. 17 - Fri., Oct. 18		
End 1st Qtr.	Fri., Nov. 1		
Election Day	Tues., Nov. 5		
P/T Conferences (grades vary)	Fri., Nov. 22- Tues., Nov. 26		
Thanksgiving Holiday	Thurs., Nov. 28 - Fri., Nov. 29		
Winter Break	Mon., Dec. 23		
K-12 Classes Resume	Mon., Jan. 6, 1997		

MEMO #: I-97-049

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: 1996-97 Clay County Public Health Contract

DATE: September 4, 1996

Attached is a contract with Clay County Health allowing Moorhead Schools to purchase nursing services as outlined if and when both school nurses are out of the district or absent from work. The rate will be \$35 per hour and will not exceed \$700 for the 1996-97 school year.

Suggested Resolution: Move to accept the contract as presented.

RMJ/mdm  
Attachment

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

The Moorhead School District, hereinafter referred to as the "School" and Clay County Public Health, Moorhead, Minnesota hereinafter referred to as the "Provider" enter into this agreement for the period September 1, 1996 through August 31, 1997.

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

**I. PROVIDER RESPONSIBILITIES:**

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

**II. SCHOOL RESPONSIBILITIES:**

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

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

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

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

### III. STAFF:

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

### IV. RECORDS:

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

### V. COST OF SERVICES:

The School agrees to pay the Provider, upon receipt of the bill, \$35.00 per hour spent by the public health nurse on school premises and consultation hours in the Provider's office, up to a maximum of \$ 700.00 per year. The cost of supplies shall be in addition to this amount. The Provider will bill the School monthly specifying the dates and number of hours service was provided, and the amount being billed. The bill will be payable upon receipt.

### VI. INDEMNIFICATION:

The School hereby agrees, to the extent permitted by law, to at all times indemnify provider against any and all claims, suits, actions, debts, damages, costs, charges and expenses, including court costs and attorneys fees, and against all liability, losses, and damages of any nature whatever, that provider shall or may at any time sustain or be put to by reason of the performance by provider of its obligations under this agreement, with the exception of any claims, suits, actions, debts, damages, costs, charges, expenses, liability and/or negligence of the provider, its officers, employees and agents.

\_\_\_\_\_  
School Superintendent (date)

\_\_\_\_\_  
Chair, School Board (date)

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

\_\_\_\_\_  
Administrator, Clay County Public Health (date)

MEMO #: I-97-044  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Acceptance of Grant  
DATE: September 4, 1996

The district has received approval for the Consolidated Application for Improving America's Schools Act with funding for Title I in the amount of \$652,503.69, Title II (Eisenhower Math and Science Planning) in the amount of \$27,210 and Title VI (Block Grant) in the amount of \$34,096 which will be used for literacy and technology at the secondary level.

Attached is the grant cover sheet as approved. The grant proposal was approved by the Board of Education on June 10.

Suggested Resolution: Move to accept funding for the Improving America's School Act as presented.

RMJ/mdm  
Attachment



State and Federal Programs  
Department of Education  
St. Paul, MN 55101-2273

MINNESOTA CHILDREN'S REVIEW / APPROVAL APPLICATION FOR  
IMPROVING AMERICA'S SCHOOLS ACT  
S. Y. 1996 - 1997

DUE: 6/15/96

GENERAL INFORMATION AND INSTRUCTIONS: Please send the signed original and one copy to the above address by May 10, 1996. For further instructions refer to the Supplemental Instructions on Page S. I. (1).

UNIFORM DISTRICT IDENTIFICATION

District Name Moorhead Public Schools		District Number 152	
Address 810 4th Avenue South		City Moorhead	Zip Code 56560
LEA Representative Name Robert Jernberg	Title Asst. Superintendent	Telephone Number (218) 299-6227	FAX Number (218) 233-1610

FUNDING INFORMATION

TITLE I	TITLE II	TITLE VI	TOTALS
\$652,503.69 \$ Total Amt. Requested	\$27,210 \$ Total Amt. Requested	\$34,096 \$ Total Amt. Requested	\$713,809.69 (Amount Requested)
\$ Amount of Funds in Schoolwide Programs	\$ Amount of Funds in Schoolwide Programs	\$ Amount of Funds in Schoolwide Programs	
\$20,878.40 \$ Reserved for Admin.	\$ Reserved for Admin.	\$ Reserved for Admin.	\$20,878.40 (Administration)
\$68,040.00 \$ Amount of Funds Used to Match AOM		\$ Amount of Funds Used to Match AOM	
\$ ADDENDUM #	\$ ADDENDUM #	\$ ADDENDUM #	

LOCAL BOARD OF EDUCATION ACTION

The local Board of Education of ISD #152 (district name) has authorized Robert Jernberg (person's name) at a monthly meeting held on June 10, 1996 to act as the LEA Representative in filing an application for funds as provided under Public Law 103-382 for the school year 1996-97. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal Statutes, Regulations, and State Procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this application. The following persons are authorized as contact persons for:

Title I	<u>Patricia King</u>	Telephone Number: (218) 299-6257	FAX Number: (218) 233-1610
Title II	<u>Mary Regelstad</u>	Telephone Number: (218) 299-6376	FAX Number: ( ) -
Title VI	<u>Jan Buckner</u>	Telephone Number: (218) 299-6337	FAX Number: ( ) -

Robert M. Jernberg  
Signature of LEA Representative

6/11/96  
Date

MINNESOTA CHILDREN REVIEW / APPROVAL

Area Director Signature <u>[Signature]</u>	Area # <u>3</u>	Date <u>June 24, 96</u>
Final Approval Signature <u>[Signature]</u>		Date <u>8/17/96</u>
Comments <u>Replaced budget pages and classification of Title III budget now better concerning ESC service at MCN.</u>		


MEMO #: I-97-042  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Acceptance of Gift  
DATE: September 3, 1996

The district has received \$500 from the American Crystal Sugar Company for use by the Migrant Summer School Service-Learning Project which was conducted in partnership with the University of Minnesota.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: September 2, 1996

SUBJECT: New Employees

The administration requests approval of the employment of the following persons subject to satisfactory completion of federal, state and school district statutes and requirements:

Linda Sheet - Social Worker, Moorhead Public Schools, BA (7)  
\$24,641.00, effective for the 1996-97 school year.  
(Grant and Katherine Zander)

Kari Ewert - Speech Teacher, Moorhead Senior High, BA (0-6)  
\$10683.00, for .45 FTE, effective for the 1996-97  
school year.  
(Replace Paula Weiler)

Rachel Stotts - Speech Teacher, Voyager/Washington, BA+45 (0-6)  
\$9637.25, for .35 FTE, effective for the 1996-97  
school year.  
(Replace Sarah King)

Mary K. Johnson - Computer Operator Food Service, Moorhead  
Junior High, \$5.30 per hour, 2.75 hours per  
day, effective September 3, 1996.

Karen Evanson - Food Server, Riverside Elementary, \$5.30 per  
hour, 2 hours daily, effective September 3, 1996.

Betty Storbakken - Food Server, Robert Asp, \$5.30 per day, 2.25  
hours daily, effective September 3, 1996.

Audrey Savageau - MSMI Paraprofessional, Moorhead Junior High,  
B21 (0) \$8.51 per hour, 6.5 hours daily,  
effective immediately.  
(Replace Cheryl Edenborg)

Paula Meyers - MMMI Paraprofessional, Probstfield Elementary, B21  
(0) \$8.51 per hour, 6.5 hours daily, effective  
immediately.  
(Replace Phyllis Burrous)

Sandy Kupfer - MMMI Paraprofessional, Probstfield Elementary, B21  
(0) \$8.51 per hour, 6.5 hours daily, effective  
immediately.  
(Replace Jay Lokken and Kay Mergens)


Timothy Truscinski - Mechanic Maintenance Garage, B23 (10)  
\$10.72, effective immediately.  
(Replace Dale Sylander)

Suggested Resolution: Move to approve the employment as  
presented.

JDS:sdh

MEMORANDUM

P 96.071

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle   
DATE: September 2, 1996  
SUBJECT: Resignation of District Employees

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

Cheryl Edenberg - MSMI Paraprofessional, Moorhead Junior High,  
effective August 26, 1996.

Kristen Lowry - In-School Suspension, Robert Asp, effective  
immediately.

Nancy Warling - Food Service, Robert Asp, effective immediately.


Ronald No Heart - MSMI Paraprofessional, Moorhead Junior High,  
effective September 3, 1996.

Suggested Resolution: Move to accept the resignations as  
presented.

JDS:sdh

MEMORANDUM

P 96.072

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle   
DATE: September 2, 1996  
SUBJECT: Family/Medical Leave

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

Michaela Ludwig - English Teacher, Moorhead Junior High, to begin approximately December 9, 1996 until the beginning of March, 1997.

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

JDS:sdh

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
AUGUST 12, 1996  
PAGE 1

MEMBERS PRESENT: Jim Cummings, Stacey Foss, Anton "Butch" Hastad, James Hewitt, Carol A. Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: Bill Cox, Mark Gustafson.

CALL TO ORDER: Acting Chairwoman Ladwig 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: Cummings moved, seconded by Hewitt, to approve the agenda as presented. Motion carried 5-0.

"WE ARE PROUD"

\*\*\* Congratulations was expressed to Jeremiah Givers for receiving the Lake Agassiz Regional Arts Council Youth Award. The Gooseberry Park Players nominated him for his contributions to the arts through his talents, advocacy for the arts and leadership abilities, both on and off stage.

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

Drug & Violence Prevention Grant - Accept the Comprehensive Drug and Violence Prevention funding, in the amount \$59,115.59.

1996-97 Tuition Fees - The policy was presented for a first reading and will be acted upon at the August 26th meeting.

Gifts - Accept the gift of \$3,000 from Sunmart Support-Our-Schools program sponsored by Nash Finch Company for the Robert Asp and George Washington schools.

The money will be used to purchase equipment and instructional materials.

Townsite Centre Lease Renewal - Accept the eight (8) month lease agreement with the Minnesota Department of Corrections, from September 1, 1996 through April 30, 1997, in the amount of \$5,199.76.

New Employees (All effective the 96-97 school year unless stated otherwise.)

Brenda Werner - English Teacher, Senior High, MA+45 (7)  
\$33,985.00

Sandy Koski - English Teacher, Senior High, BA (0-6) \$23,740.00

Ramona Svercl - MSMI Teacher, Junior High, BA (7) \$24,631.00

Heather Sand - LD Teacher, Probstfield, BA (0-6) \$23,740.00

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
AUGUST 12, 1996  
PAGE 2

Susan Pepsin - Computer Secretary, Community Education, A12 (1)  
\$7.77 per hour, 20 hours per week  
Judith Cooper - English Teacher, Junior High, BA (7) \$24,641.00

Resignations

Greg Johnson - Sixth Grade Teacher, Robert Asp, effective immediately.  
Angela Schultz - Music Teacher, Junior High, effective immediately.  
Lorie Skarpness - MMMI Paraprofessional, Washington, effective August 1, 1996.  
Patricia Gerdes - MMMI Paraprofessional, Probstfield, effective immediately.  
Jill Nuorala - MSMI/MMMI Paraprofessional, Probstfield, effective immediately.  
Corrine Scilley - Food Service, Junior High, effective immediately.  
Donna Kolle - Paraprofessional, Extended School Year, effective immediately.

Family/Medical Leave

Joanne Schafer - Spanish Teacher, Senior High, to begin about December 2, 1996 through April 18, 1996.

Community Education Grant - Accept the gift of \$500 from the city of Moorhead to be used for the Hispanic dance group Raices de Mexico.

Approval of Minutes - Approve the minutes of July 15 & 29, 1996 as presented.

Claims - Approve the August claims, subject to audit, in the amount of \$832,683.46.

General Fund:	649,234.44
Food Service:	1,994.22
Transportation:	7,576.60
Community Service:	5,499.30
Capital Expenditure:	164,404.03
Townsite Centre:	3,974.87
TOTAL	\$832,683.46

Motion carried 5-0.

COMMITTEE REPORTS: There were not committee reports.

ROBERT ASP ADDITION: Bill Cowman of Foss Associates presented the final design and responded to questions regarding the Robert Asp addition project.

Cummings moved, seconded by Hewitt, to approve the construction documents related to the addition to Robert Asp School, and authorize the administration to bid the project. Motion carried 5-0.

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TECHNOLOGY PLAN: Jim Traynor and Jim Kostillo gave a presentation of the Technology Plan revisions.

The meeting recessed at 9:00 p.m. for 10 minutes; the meeting reconvened at 9:10 p.m.

FOOD SERVICE MEAL PRICE INCREASES: After considerable discussion regarding the need for and timing of the proposed increases, the following motions were made.

Hewitt moved, seconded Hastad, to approve an increase of .10 cents for elementary, .15 cents secondary, .25 cents for adult meal prices, and .05 cents for milk for 1996-97. Motion failed 1-4; Hastad, Foss, Cummings, Ladwig dissenting.

Hastad moved, seconded by Foss, to approve a .20 cent increase to elementary meal prices, a .25 cent to secondary and adult meal prices, and a .5 cent increase to milk prices for the 1996-97 school year. Motion carried 4-1; Hewitt dissenting.

1997-98 SCHOOL CALENDAR: Principal Kevin Kopperud gave a short presentation of the draft school calendar for 1997-98. A recommendation for action will be presented at the August 26th meeting.

SCHOOL BOARD/STAFF/COMMUNITY DIALOGUE (This section of the meeting is a first effort on the part of the Board to communicate more informally at the first meeting of each month with the staff and community representatives on a wide variety of programs and issues.)

TITLE I & ASSURANCE OF MASTERY PROGRAM UPDATE: Title I/AOM Coordinator Pat King, and teacher Steph McNab gave a presentation of the effectiveness of the programs.

FALL WORKSHOP REVIEW: Jernberg gave a review of the upcoming fall workshop schedule.

MOORHEAD SENIOR HIGH WATER MAIN BREAK UPDATE: Superintendent Anderson gave an update of the renovation progress at Moorhead High. He reported things are ahead of schedule and school will start on time with some inconveniences.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Jim Hewitt and Jim Cummings will be attending the MSBA Summer Seminar in Minneapolis.

ADJOURNMENT: Cummings moved, seconded by Foss, to adjourn the meeting at 11:00 p.m. Motion carried 5-0.

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James Hewitt, Clerk

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MEMBERS PRESENT: Jim Cummings, Stacey Foss, Mark Gustafson, James Hewitt, Bruce R. Anderson.

MEMBERS ABSENT: Bill Cox, Anton "Butch" Hastad, Carol A. Ladwig.

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda noting that items 2. A-2 and D-1 will be removed from the Consent Agenda and acted upon separately.

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

"WE ARE PROUD"

\*\*\* Congratulations was expressed to Karin Schumacher, Moorhead High School head volleyball coach, for being inducted into the Minnesota Volleyball Coaches Hall of Fame. Karin was the youngest of 17 coaches honored. Schumacher has coached for 19 years, has been named "Coach of the Year" twice, owns a 421/101 win/loss record, has led teams to 13 state tournament appearances, and led the 1988 team to claim the state championship title.

\*\*\* Congratulations went to Joan Nelson, owner of Nelson Bus Services, Inc., for being named 1996 Transportation Specialist by the Minnesota School Bus Operators Association (MSBOA). Nelson was cited for her dedication, professionalism, and concern for students. Nelson Bus Services has provided quality service to Moorhead Public Schools for many years.

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

Grants - Accept the Lakes Country Service Cooperative grant, in the amount of \$1,229, for a Moorhead Community Alternative Program Youth-Service Learning project.

Accept the mini-grant of \$500 to Moorhead Junior High for the staff development project entitled **Material World: A Global Family Portrait**.

Accept the grant of \$23,000 for the education of homeless children and youth.

Accept the grant of \$16,225 for the Prevention and Intervention Delinquent Program.

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Title VI Resolution - Approve the Title VI resolution to carry out the federal and state policies dealing with the needs of handicapped children for the Moorhead and Dilworth-Glyndon-Felton school districts.

Grant Submission - Approve submitting the Youth-at-Risk grant to the Department of Economic Security, in the amount of \$27,500.

New Employees (All effective the 96-97 school year unless stated otherwise.)

Mark Ring - Music Teacher, Senior High, MA+45 (0-6) \$32,900.00  
Patrick Widboom - Grade 6 Teacher, Robert Asp, BA (7) \$24,641.00  
Becky Anderson - Grade 2 Teacher, Riverside, BA (0-6) \$23,740.00  
Rochelle Walswick - Kindergarten Teacher, Family Service Center, BA (0-6) \$11,870.00 half-time (23740)  
Bryan Woodley - Social Studies Teacher, Junior High, BA (0-6) \$23,740.00  
Susan Geihl - Elementary Art Teacher, Robert Asp, BA (0-6) \$23,740.00  
Nancy Oster - ESL Teacher, Probstfield, BA (0-6) \$18,992.00 .80 FTE (23,740)  
Heather Schmitz - Music Teacher, Junior High, BA (7) \$7047.32 .286 FTE (24641)  
Ross Vettleson - Social Studies Teacher and In-School Suspension, Junior High, BA (0-6) \$3394.82 .143 FTE (23740) and 6 hours ISS, B21 (0) Non-Aligned contract  
Catherine Olson - EBD/LD Teacher, Senior High and MCAP, BA (0-6) \$23,740.00  
Jeanette Endres - Counselor, Junior High, MA (7) \$29,814.00  
Tonya Braseth - ECFE Paraprofessional, ECFE, B21 (0) \$8.19 per hour, 20 hrs per week  
Tamara Wellman - Autism Paraprofessional, Robert Asp, B21(0) \$8.19 per hour, 6.5 hours daily  
Carol Gallatin - MSMI Paraprofessional, Robert Asp, B21 (0) \$8.19 per hour, 6.5 hours daily  
Michael Benson - Chapter I Paraprofessional, Junior High, B21 (0) \$8.19 per hour, 5 hours daily  
Deb Peterson - Switchboard Operator, Senior High, B21 (1) \$8.34 per hour, 4.75 hours daily, effective August 27, 1996.  
Sharon Klinkhammer - Library Secretary, Washington, A12 (0) \$7.62 per hour, 4 hours daily  
Karen Widboom - POHI Paraprofessional, 3 hours, Thomas Edison and AOM Paraprofessional, 3.5 hours, Robert Asp, B21 (3) \$8.64 per hour  
Jacquelyn Karch - Senior Citizen Coordinator, Townsite Centre, C41 (0) \$11.76 per hour, 20 hours per week, effective immediately.  
Sandra Nelson - EBD Paraprofessional, Washington, B21 (0) \$8.19 per hour, 6.5 hours daily  
Deb Parise - Sub Caller, Townsite Centre, B23 (0) \$8.42 per hour, Non-Aligned Contract, 4 hours daily  
Ryan Martin - MSMI Paraprofessional, Washington, B21 (0) \$8.19 per hour, 6.5 hours daily, effective immediately.

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Jennifer Becker - POHI Paraprofessional, Washington, B21 (0)  
\$8.19 per hour, 6.5 hours daily, effective immediately.  
Mari Lourdes Iverson - ESL Teacher, Washington, BA (0-6) .70 FTE  
\$16,618.00 (\$23,740)  
Demaris Boschee - Title I Teacher, Probstfield, BA (0-6) .50 FTE  
\$11869.38 and Home-School Kindergarten Liaison, .50 FTE for 120  
days at \$7783.20  
Matt Hallquist - English Teacher, Junior High, BA+45 (0-6)  
\$27,535.00  
Mary Johnson - EBD Teacher, Senior High, BA (0-6) \$23,740  
Angella Burud - O.T. Teacher, District Wide, BA (0-6) \$23,740.00  
Joanne Isaac - MMMI Paraprofessional, Edison, B21 (0) \$8.19 per  
hour, 6.5 hours daily, effective immediately.  
Beth Wallman - EBD Paraprofessional, MCAP Townsite Centre, B21  
(0) \$8.19 per hour, 6.5 hours daily, effective immediately.  
Erica Cantu - Title I Paraprofessional, Washington, B21 (0) 8.19  
per hour, 3 hours daily and 1.5 hours noon supervisor, effective  
immediately.  
Ellen Wagner - Title I Paraprofessional, Edison, B21 (0) \$8.19  
per hour, 5 hours daily, effective immediately.  
Chris Peloubet - Title I Paraprofessional, Edison, B21 (0) \$8.19  
per hour, 5 hours daily, effective immediately.  
Donna LeQuire - EBD Teacher, MCAP Townsite Centre, BA+30 (0-6)  
\$26,270.00  
Audrey Stoa - MSMI and ECSE Paraprofessional, Probstfield, B21  
(0) \$8.19 per hour, 6.5 hours daily, effective immediately.  
Nicole Harriger - ECSE and AOM Paraprofessional, Probstfield,  
B21 (0) \$8.19 per hour, 6.5 hours daily, effective immediately.

Resignations

Mary Johnson - LD Paraprofessional, Senior High, effective  
immediately.  
Phyllis Burrous - MMMI Paraprofessional, Probstfield, effective  
immediately.  
Mark Lowry - EBD Paraprofessional, MCAP, effective immediately.  
Scott Vosper - MSMI Paraprofessional, Washington, effective  
immediately.  
Peter Tveten - Night Computer Operator, Townsite Centre,  
effective August 9, 1996.  
Elizabeth Hiestand - Elementary Art Teacher, Robert Asp,  
effective immediately.  
Joan Lordeman - AOM Paraprofessional, Voyager, effective  
immediately.  
Susan Austin - Noon Supervision, Voyager, effective immediately.

Change in Contract

Katherine Zander - EBD Teacher, MCAP, from full time BA+45 (8)  
\$29,506.00 to half time BA+45 (8) \$14,753.00, for the 1996-97  
school year.

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Family/Medical Leave

Lisa Seljevold - Grade 1 Teacher, Washington, to begin August 26 until October 10, 1996.

Motion carried 4-0.

EARLY CHILDHOOD SCREENING SERVICE AGREEMENT: Discussion was held regarding services continuing as when Community Education administered the program, the duplication of efforts between the county and school district, and that ECFE staff will continue to assist in the interviewing process.

Hewitt moved, seconded by Cummings, to approve the agreement with Clay County Public Health to provide early childhood screening to children in ISD #152. Motion carried 4-0.

SPECIAL EDUCATION SERVICE AGREEMENT: Cummings moved, seconded by Foss, to accept the contract to provide special education administrative services to Dilworth-Glyndon-Felton from July 1, 1996 through June 30, 1997. Motion carried 4-0.

COMMITTEE REPORTS: Cummings and Hewitt will prepare a report of the MSBA Summer Seminar for distribution to the Board.

1997-98 SCHOOL CALENDAR: Hewitt moved, seconded by Foss, to approve the 1997-98 school calendar as presented. Motion carried 4-0.

Any issues that may occur with regard to legislative changes would be handled in early 1997.

MOORHEAD SENIOR HIGH WATER MAIN BREAK UPDATE: Lacher reported the clean up is progressing, and the school will be ready for opening September 3 (with some inconveniences).

POLICY ADOPTION: Foss moved, seconded by Cummings, to approve the policy, Tuition Fees (JECB), as presented. Motion carried 4-0.

Gustafson called a five minute recess at 7:30 p.m.; the meeting resumed at 7:36 p.m.

CLOSE PUBLIC MEETING: Foss moved, seconded by Hewitt, to close the public meeting at 7:37 p.m., pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies. Motion carried 4-0.

The Board discussed negotiations strategies for the principals, supervisors, support staff, and non-aligned employee groups.

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OPEN PUBLIC MEETING: Cummings moved, seconded by Foss, to reopen the public meeting at 9:50 p.m. Motion carried 4-0.

1996-98 NON-ALIGNED EMPLOYEES SALARY & BENEFITS: No action was taken on this item.

1996-97 PART-TIME & SUBSTITUTE EMPLOYEES PAY SCHEDULE: Hewitt moved, seconded by Cummings, to approve the pay schedule as presented. Motion carried 4-0.

1995-98 SUPPORT STAFF MASTER AGREEMENTS: Cummings moved, seconded by Foss, to approve the language and total package increase, in the amounts of 2.99%, 3.17% and 4.74%, respectively. Motion carried 4-0.

ADJOURNMENT: Cummings moved, seconded by Foss, to adjourn the meeting at 9:55 p.m. Motion carried 4-0.

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James Hewitt, Clerk

MEMO #: I-97-048  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: Reading Recovery Program  
DATE: September 4, 1996

Attached is information related to the Reading Recovery Program including a general description, budget, staffing, student selection and assessment, and process for review.

Reading Recovery Teacher-Trainer Marcy Christenson, Site Coordinator Dr. Kerry Sewell and staff members will briefly review highlights and discuss the Reading Recovery Program with the Board.

RMJ/mdm

## READING RECOVERY PROGRAM

### Program Description

Reading Recovery is a one-time early intervention program for first grade children who are having difficulty learning to read and write. It is a "second chance" program which seeks to accelerate children in an effort to prevent a problem from occurring which would require long-term help. Children receive daily one-to-one services in addition to classroom instruction for approximately 12-20 weeks. The goal of Reading Recovery is to have children performing within the average range of the first-grade classroom in reading and writing. They should be independent readers whose reading and writing improve whenever they read and write. The program operates under high standards of accountability for student progress, involves intensive and ongoing professional development which is grounded in reading theory and specific teaching procedures, and emphasizes parental involvement.

### 1995-96 Budget

Budget supplies and salaries ..... \$226,386

Program funding includes Title I, Individualized Learning Development Aid (ILDA) and Assurance of Mastery (AOM) funds.

### Staff

To be recognized as a Reading Recovery site, guidelines state that each training site must have a certified Reading Recovery Teacher Leader, as well as, a designated administrator to serve in the role as site coordinator. Seven Reading Recovery teachers will be serving children in Moorhead's four elementary schools. They are half-time positions. To be a fully implemented site, three more Reading Recovery teachers will need to be trained, as well as, accommodations for a substitute Reading Recovery teacher in the case a teacher leaves. In addition, some area districts have shown interest in having staff trained by the Moorhead site.

### Student Selection and Assessment

Kindergarten teachers throughout the district are asked to rank order their students according to need in the area of language arts. The bottom portion of each class is screened by the Reading Recovery teachers during the first and second weeks of school. The first grade classroom teachers also provide input on any other children for whom they have concern.

Reading Recovery teachers administer the Observation Survey which includes six reading and writing tasks of high validity and reliability since they mirror authentic reading and writing tasks within the first grade classroom. The lowest (most emergent readers) within reason are selected to receive services, first pending consultation with the classroom teachers. Students are monitored closely each day of the program. When the Reading Recovery teachers and the classroom teacher consider a child to be performing within the average range, the teacher leader is consulted as the process for discontinuation from the program is engaged. The Observation Survey is re-administered and pending adequate results, the child is discontinued or has successfully completed the program.

#### Process for Review

An annual site report is prepared by the teacher leader (see enclosure) and sent to the Ohio State University who monitors our results.

Included in the report are data which compare Reading Recovery children to the average band of the classroom, as well, as comments from teachers, parents, and administrators regarding the program.

READING RECOVERY SITE REPORT

Moorhead Independent School District #152  
Moorhead, Minnesota Site

Y E A R O N E

1995-96

Prepared by:

Marcy Christenson, Reading Recovery Teacher Leader

# SITE RESULTS

<u>Children Served</u>	<u>Program Children</u>	<u>Number Discontinued</u>	<u>% of Success</u>	<u>Number of Teachers</u>
70	49	47	96%	9

Total Number of First Grade Children

472 + 36 = 508

Percent of First Grade Children Served

14%

TABLE 1

PROPORTION OF DISCONTINUED\* READING RECOVERY CHILDREN  
SCORING EQUAL TO OR EXCEEDING THE AVERAGE BAND  
AT END-OF-YEAR TESTING

Measure	Average Band	Number of Discontinued Children Equal to or Exceeding Average Band	Proportion of Discontinued RR Children Equal to or Exceeding Average Band
Writing Vocab.	33.43 - 47.93	46	98%
Dictation	32.53 - 36.75	46	98%
Text Reading Level	14.82 - 24.26	47	100%

\* Discontinued = Children who successfully completed the program during the year or who are now performing at average reading levels in the regular first-grade classroom reading program.

Number of Discontinued Reading Recovery Children Tested in the Spring = 47

TABLE 2

PROPORTION OF READING RECOVERY PROGRAM\* CHILDREN SCORING  
EQUAL TO OR EXCEEDING THE AVERAGE BAND AT END-OF-YEAR TESTING

Measure	Average Band	Number of RR Program Children Equal to or Exceeding Average Band	Proportion of RR Program Children Equal to or Exceeding Average Band
Writing Vocab.	33.43 - 47.93	48	98%
Dicta- tion	32.53 - 36.75	47	96%
Text Reading Level	14.82 - 24.26	47	96%

\* Program = All Children who received 60 or more lessons or who were discontinued.

Number of Program Children Tested in the Spring = 49

Classroom teachers judgment of the 50 random sample students used to obtain the average band was as follows:

Below Average = 10  
Average = 24  
Above Average = 16

Total                      50

Random sample data will be collected again for the 1996-97 school year. We will compare how close our present sample is with that received next year.

Some factors affecting children not discontinued:

Moved                      = 4  
Attendance = 3  
Behavior                  = 3  
Did not have time by May for 60 lessons = 3  
Qualified for Special Education = 3

PRINCIPALS, CLASSROOM TEACHERS AND PARENTS COMMENT VERY POSITIVELY ABOUT THE FIRST YEAR OF READING RECOVERY IMPLEMENTATION

Principals

One hundred percent of the principals gave Reading Recovery the top rating of 5 (a very good program).

The following were some concerns expressed:

1. The cost.
2. Ensuring appropriate parent support.
3. Finding appropriate staff members to train.
4. Ensuring that Reading Recovery be fully implemented and that it maintains the support needed to be effective.

Here are a few of the comments from our administrators:

"I feel the Reading Recovery Program has had a major impact on the children served this year. The feedback from the Reading Recovery teachers-in-training and first grade teachers has been extremely positive. The parents I have talked with about the program have had nothing but positive things to say about it. Not only has it helped their child learn how to read, but it has also built upon their self-esteem."

"This program has reached students that would not have made the gains they did this year without it."

"There was excellent reading progress for the majority of the children in the program. I am very pleased we have Reading Recovery. The first grade teachers are pleased with the literature used, the strategies being taught and the children's progress."

"There are lower frustration levels for first grade students having problems and teachers are feeling good about the impact made."

"There was definite progress in reading. Students can and want to read in this program."

Classroom Teachers

Most (17/21) district classroom teachers at the first grade level gave the program a top rating of 5 (a very good program). Two of the 17 teachers even ranked it above the top score by giving it an outstanding rating. 4/21 teachers ranked it a 4 (a good program).

Some of the comments from first grade teachers were:

"I was so pleased with the progress made and have observed how these students use reading strategies throughout the day! These children have gained the skills needed to become independent in most reading and writing tasks. Also the confidence level of my most needy students greatly increased and the parents have been thrilled with the progress their children have made!"

"I have been impressed with this program. One of my students went from a low reading level to a high reading level within weeks."

"I think the one-to-one is excellent."

"The kids really benefit if they are willing to work hard."

"It works!"

"There is no better program. We are fortunate to have it."

"This program has been highly successful in its first year of implementation. I have seen tremendous gains in the children that participated. The children have confidence, have taken ownership in the reading process, have enthusiasm for print, and have acquired reading strategies."

"I wish it could impact even more children! I think it has been tremendously successful for those who have had the opportunity to take advantage of it. I have been better at personal, regular assessments in my class because of Reading Recovery. Keep it up!"

"This program is successful in turning at-risk first graders into independent, happy readers. I'm 100 percent plus sold on this program!"

"I have never seen progress like this with any program. It teaches them how to read, not simply decode. (These are children who will not need Chapter 1). The changes in the children are incredible. They are transferring the strategies learned in Reading Recovery to practical work in the classroom. They are not struggling or at-risk. They have become competent readers and writers! The self-esteem that grows as they see themselves as both readers and writers is tremendous!"

"This is a great program. As many children as possible need to be served. I experienced positive reading gains in all of my Reading Recovery students."

## Parents

42/50 parent surveys were returned. All but one of these parents rated Reading Recovery high to very high on a scale of 1 to 5. They were overwhelmingly positive and appreciative when describing it. Two parents gave Reading Recovery a rating above a 5. The following are a sample of what they felt:

"We are truly grateful for the extra help our son received. He refused to cooperate at home when we tried to teach him letters and words. He would get impatient, say 'It's too hard.' and just absolutely refused to learn. Along comes the Reading Recovery Program and within months he reads fluently, and finally enjoys reading. This is an excellent program and has given our son a more positive outlook on school and on himself, which is very important if a child is going to make it in school. For us, the Reading Recovery Program was nothing short of a miracle."

"I would have nothing but positive comments for the Reading Recovery Program. I feel that it was a blessing for my son. I cannot applaud it enough. My son had a very hard time reading and his reading has improved tremendously. I know that without this program he would have been left in the dark. This program has been a bright spot and has given him the self-esteem to be the best he can be. I saw his excitement and accomplishments progress and that made us as parents very thankful. I truly hope that this program will continue because I feel that there are so many children and parents who would benefit from such a positive and exciting program. 'Thank you' to everyone who is involved with Reading Recovery."

"It is the best thing that's ever happened to our son. He seems to enjoy school more because he can now read with ease. It is a very wonderful and necessary program. The end result is terrific. I can't say enough good about it."

"I think my child has developed a passion for reading. She reads as she watches T.V. and while waiting for us to go places."

"It was one of the best programs we have been in."

"It's a fantastic program. The one-on-one teaching at school and reading at home served to make my daughter aware of how special she was. Thank you!"

"I hope that this program will always be there for the kids that need it. It is a very beneficial program. Thanks for giving my child the opportunity to participate. It has made her much more confident and excited to read. She is very eager to read as soon as she gets home from school."

"My son has been proud of his ability to read."

"The program has made us feel much better about our girl's experiences at school and about her positive outlook. It is an excellent reading pull-out program. We are very glad the program is available."

"It has enabled my boy to keep up with the rest of his classmates in reading. It helped to build his confidence to read and inspires him to keep reading."

"I can't stress how important of a role the program has played on changing my boy's outlook on school. It was the best opportunity for him. It has boosted his self-esteem tremendously. He'll take on things even if he is unsure of them. He says, 'Yes, I can do it!' This program changed his whole outlook on learning."

"Thanks a million for the help my daughter clearly needed. It's a great program! It has been a world of difference to her. She has improved 100 percent. She doesn't struggle anymore with reading. She loves to read."

"My child improved 100 percent in his reading and writing since starting Reading Recovery. He is more confident in his reading and improving his grades in the classroom. If the student is struggling, I would recommend the program 100 percent to another parent. I'm very happy with my boy's reading and writing."

"It is great for a child who is having a hard time learning to read. I feel it has helped him succeed at reading. He was really struggling before. Now he loves to show me he can read the books he brings home."

"If your child was having difficulty reading, get him or her into the program because it works! It has made reading a fun experience for my daughter. She talks about going to read with the teacher all the time."

"It is a very effective program. It has been a positive experience for my boy. I am very pleased with his progress."

"It's a wonderful program. The books are excellent and interesting. Our girl has been very positively affected by Reading Recovery. She has enjoyed the one-on-one attention and her reading skills have really benefited. I'm glad she had the opportunity to be in the program. She enjoys reading."

"It helped my son very much by showing him the importance of reading and that reading can be fun. Thank you."

"We are so thankful for the Reading Recovery Program."

HOW READING RECOVERY WAS SHARED DURING THE YEAR

Fall of '95 - Inservice for District Grade 1 Teachers on assessment.

Presentation to the District School Board.

Presentation to the District PER Committee (Planning, Evaluating and Reporting).

Presentation to some Concordia College students and faculty.

Collaboration with Moorhead State University.

Media clip on WDAY - Channel 6.

Media clip on KXJB - Channel 4.

Information to West Fargo - Jerry Barnum, Principal

Spring of '96 - Informational visit to coordinators/administrators at Fergus Falls - high interest Presentation scheduled for September 18, 1996 at Fergus Falls.

Site visit by Detroit Lakes.  
Fall '96 - second site visit.

Presentation to Western Minnesota Principal's Association - interest shown by Detroit Lakes and Perham/Dent.

Presentation at Riverside Elementary Parent Information Night.

Presentation to Probstfield Elementary Staff on April 3 - MEEP Day.

Mini-session at the Concordia Reading and Writing Conference.

## PLANS FOR 1996-97 AT THE MOORHEAD SITE

### Site Operations

During 1996-97 Marcy Christenson, teacher leader, will provide continuing contact sessions for 7 Reading Recovery teachers. These will be held at the site on Fridays from 12:30-3:30 -approximately once per month. Also, two full-day sessions will be conducted, one in August for start-up and one in May for end-of-the-year. Each teacher will also receive school visits from the teacher leader, as well as conduct and receive a minimum of 1 colleague visit.

### Teacher Leader Recommendations

#### I. Recruitment

I recommend that we continue making every effort possible to fully implement Moorhead Independent School District by training three or more additional Reading Recovery teachers. By continuing to recruit area districts with the intent to have a second training class in the 1997-98 school year, this would be possible. A consortium of area school districts will alleviate much of the financial burden incurred at present by Moorhead ISD #152 as well as disseminate the program throughout the area.

#### II. Staff Development

A second recommendation would be that Reading Recovery principles could be shared with interested classroom teachers at K-2, as well as, Title I Teachers and Specific Learning Disabilities Teachers.

MEMO #: I-97-047  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *[Signature]*  
SUBJECT: Guidance Program  
DATE: September 4, 1996

Attached is information prepared by the Guidance Department regarding guidance staff duties and services. The guidance staff will be represented by Elementary Counselors Maret Kashmark and Scott Matheson, Secondary Guidance Counselors Deb DeMinck and Russ Henegar and Student Assistance Counselor Jim Thom.

A brief outline of highlights regarding guidance in grades K-4, 5-6, 7-8 and 9-12 will be given followed by discussion with the Board.

RMJ/mdm  
Attachment

#### K - 4 ELEMENTARY GUIDANCE

- \*Small Group Counseling
- \*Individual Counseling
- \*Teacher Consultation
- \*Parent Consultation
- \*Fast Forward Future
- \*Puppets
- \*Lunch Pals
- \*After School Programs
- \*Character Education
- \*Crisis Management
- \*New Students
- \*Peer Mediation
- \*Referrals
- \*SAP
- \*CARE Teams
- \*Special Programs (CLIMB Theater)
- \*School Atmosphere

Elementary Counseling Update  
Fall of 1996

Edison Elementary School

Listed below is a final summary of the number of referrals and types of problems addressed by the counseling program during the 1995-1996 school year.

Self Referrals:	Parent/Teacher:	Others:	Total:
307	85	5	397

Breakdown of referral concerns:

<u>1. Friends</u>	<u>188</u>
a. Friendships	102
b. Mediation	78
c. Bullies/Bullying behavior	8
<u>2. School</u>	<u>89</u>
a. Behavior	38
b. Grades/Schoolwork	24
c. Other (bus, new students, etc.)	27
<u>3. Family</u>	<u>120</u>
a. Divorce/Separation	8
b. Siblings	19
c. Death	13
d. Abuse	16
e. Fighting	5
f. Addiction/Dependency	6
g. Other Family Issues	53
(incarceration, moving, foster care, ill parents, etc.)	

Small Groups: Many behavior/social skills groups and two family issues groups met throughout the year giving students opportunities to acquire and apply coping skills and strategies.

Classroom Guidance: Several classroom units were taught throughout the year. Topics included: peer pressure, drug/alcohol awareness, feelings, friendships, conflict resolution and many more.

Elementary Counseling Update  
Fall of 1996

Washington Elementary School

Listed below is a final summary of the number of referrals and types of problems addressed by the counseling program during the 1995-1996 school year.

Self Referrals:	Parent/Teacher:	Others:	Total:
179	132	7	318

Breakdown of referral concerns:

<u>1. Friends</u>	<u>105</u>
a. Friendships	48
b. Mediation	47
c. Other (harassment, neighborhood issues)	7
d. Self	3

<u>2. School</u>	<u>89</u>
a. Behavior	56
b. Grades/Schoolwork	12
c. Other (bus, new students, teachers, etc.)	21

<u>3. Family</u>	<u>124</u>
a. Divorce/Separation	20
b. Siblings	12
c. Death	11
d. Abuse	17
e. Addiction/Dependency	21
f. Other Family Issues	43
(incarceration, moving, foster care, ill parents, etc.)	

Small Groups: Many behavior/social skills groups and two family issues groups met throughout the year giving students opportunities to acquire and apply coping skills and strategies.

Classroom Guidance: Guidance units were taught in all K-4 classrooms. Topics included: drug/alcohol awareness, peer pressure, friendship skills, conflict resolution skills, and much more.

**COUNSELING IS FOR EVERYONE**  
**Riverside and Probsfield Schools**  
**Counselor - Melodye Hansen**  
**September 5, 1996**

In the school year 1995-1996 our counseling program at Riverside and Probsfield had:

	Riverside	Probsfield
Self-referral	352	321
Groups	38	32
Individuals	36	42
Parent Referrals	26	18
Teacher Referrals	58	61

We all need special people in our lives to listen to us and help us with various issues in our everyday living. Parents, teachers, friends, and counselors all play a great part in our children's lives. We were fortunate to have two great counseling interns last year that helped in managing the numbers in small group work and individual work.

Another large part of our counseling program is the classroom guidance units we present in the classrooms. Units and grades covered were:

Kindergarten	1. What is a counselor? 2. School Manners
First Grade	Feelings - Defining and expressing our feelings through the use of our "Feelings Puppets".
Second Grade	Friends and Friendship Issues
Third Grade	Working on Self-esteem and Feeling Good About Ourselves
Fourth Grade	Drug and Alcohol Prevention - We use the "Fast Forward Future" curriculum.

Self-referrals are children who may have a one-time specific concern or something they would like to share with someone. The children drop a note in the "Just Between Friends" box and we make a time to visit.

Groups range from friendship issues, feeling good about ourselves, to children who may be struggling with changing family issues.

Individual work is done with children who may need a little extra time each week to discuss what's happening in their daily lives.

Parent referrals are parents who have called and would like the counselor to visit with their son/daughter concerning a particular concern.

Teacher referrals are teachers who may sense a child is struggling with an issue at home or school and would like some ideas or input on how to best meet the child's needs.

Quotes from children on "What is a Counselor?"

- J (2nd) Someone who cares a lot! We get to talk and make stuff.
- A (2nd) Someone you tell your feelings to. Someone you can come to if you're sad.
- D (2nd) A principal. Someone to talk to about my feelings.
- C (3rd) A person you can talk to if you don't have anyone else that understands.
- B (2nd) A person you can tell your problems to and have fun with. They make you happy. We play games and sometimes art and they try to help with your problems. They do not tell anyone what you have done unless they are with you. They help you get over being mad at your parents for being divorced. They teach you a lot of fun games.
- K (3rd) A person who helps you if your parents are divorced, or having problems at school. If you want, they won't tell anyone what you talk about.
- M (1st) A friendly person.
- C (1st) Someone who helps you if someone is being mean to you.
- J (1st) Someone you can tell your feelings to.
- M (Kdg) I like coming to the counselor's office because there are toys, games, and cookies.

Quotes from children on "What is Group?"

- B (4th) I like coming to group because I know I can express my feelings. I know they will not be told.
- C (3rd) In group we solve problems, play games, eat cookies, pick rocks, and a lot of other things.
- B (2nd) In group we play games, we visit with each other and we talk about our feelings, families, and if we're worried about something.
- B (2nd) Group is where we try to make friends and learning about behaviors and how to be good.
- T (3rd) Group is where you talk about feelings, and friends, and family.

### **Small Groups:**

#### **Resiliency Groups: 17 Groups.....4-5 students each**

- \* Began in November.....most once a week for remainder of year
- \* Long term.....designed to develop resilience in students regardless of personal issues
- \* Change self-perception
- \* Learn proactive skills
- \* Develop positive social skills
- \* Increase a student's EQ
- \* Develop appropriate boundaries

#### **Grief and Loss: 2 groups.....5-6 students**

- \* Ongoing throughout the year
- \* Students enter and exit as need and circumstances warrant

#### **Addiction / User Group: 1 Group**

- \* Co-facilitated with Julie Jackson
- \* Also used for truancy diversion

### **Classroom Guidance:**

Designed to develop resilience in every learner, and to equip students with positive coping skills when dealing with problems.

- \* one-half day session scheduled in early Fall for 5th grade students (Conflict Resolution)
- \* one-half day session scheduled in early Spring for 6th grade student (Emotional Intelligence)

Teacher recommendations include: Addressing health curriculum not implemented  
Understanding basic needs  
Death and Dying  
Career Awareness

### **In the Works:**

#### **What's up for the Program!**

- \* Preparing Counseling Pamphlet for parents / community
- \* Scheduling short presentation in each classroom on the nature of counseling program
- \* Meeting with grade level teams on guidance planning; direction for program
- \* Forming a career center
- \* Identifying and reaching out to at-risk students
- \* Developing comprehensive program time line, listing monthly scheduling and testing dates (Gates and ITBS)
- \* Creating resource catalog of materials and video's in guidance department for teacher use and follow-up in the classroom

#### **Inspiration for the beginning of another school year:**

"But once in a while the odd thing happens, Once in a while the dream comes true,  
And the whole pattern of a student's life is altered, Once in a while the moon turns blue"  
W. H. Auden

Or for those slightly more cynical: "If you want to see God laugh, show him your plans"(unknown)

SAM

**Robert Asp and Voyager Schools  
Elementary Counseling Update  
Fall of 1996**

Greetings from your friendly, neighborhood school counselor. A quick glance back at the issues and concerns facing our 5th and 6th graders from last year.

**Individual Counseling:**

**Breakdown of Referral Concerns:**

	<u>Parent/Teacher</u>	<u>Individual</u>	<u>Referral Total</u>	
<b>1. <u>Family Difficulties:</u></b>				
a. Domestic Violence	7	37	44	
b. Physical / Sexual Abuse	5	5	10	
c. Addiction/Dependency	9	14	23	106 / 32 %
d. Physical / Mental Health	12	10	24	
e. Shelter / Foster Care	5		5	
<b>2. <u>Divorce / Step-Family:</u></b>	17	34	51	16 %
<b>3. <u>Conflict / Friendship:</u></b>	7	36	43	13 %
<b>4. <u>Anxiety / Depression:</u></b>	16	14	40	12 %
<b>5. <u>Behavior / Performance:</u></b> (Pre-Referral)	13	15	28	09 %
<b>6. <u>Grief and Loss:</u></b>	11	14	25	08 %
<b>7. <u>Parenting Concerns:</u></b>	16		16	05 %
<b>8. <u>Other:</u></b>	14	4	18	05 %

Includes:.....Suicide (3 attempts, 6 threats of ), Using or Selling Drugs, Gangs, Incarceration, Lying, Stealing, Unemployment, Poverty, Lawsuits, Eating Disorders, Occult, Sexuality.

**Counseling Intervention:** (Designed to be short-term)

- \* Help students identify issues affecting feelings and behavior
- \* Label and practice healthy expression of feelings
- \* Knowledge about issue affecting family or person
- \* Coping Skills for dealing in a positive way with the situation
- \* Action Plan
- \* Building a support base.....Parent and Teacher knowledge and involvement
- \* Follow-up / Outside agency referral

**JUNIOR HIGH GUIDANCE  
1991-1992**

**ON GOING RESPONSIBILITIES**

Enroll, schedule, and confer with new students

Confer individually with each seventh grade student; review cum folder

Attend to the needs of "walk-in" students. Common concerns include peer relations, family difficulties, academic/teacher problems, and locker problems

Mediate student conflicts; teach relationship skills

Career counseling

After-school study program: letters to parents, direct supervision of students, attendance and progress reports

Coordinate-ordinate MSU and Concordia tutoring program (20-25 MSU tutors per quarter)

Establish assignment systems for students in academic difficulty

Obtain progress reports for parents at their request

Confer with students receiving deficiencies, incompletes, and failing grades

Assist with study skills

Be a contact person for parents - consultations and referrals to outside agencies

Consultation with teachers

Lead groups on stress management and family change

Advise student council; chaperone dances; meet with parents at "Ten on Tuesday"

Attend extra-curricular activities

Home visits as needed

Follow-up on excess absenteeism

Coordinate ESL program with Junior High, including transportation

Attend child study meeting - on request

Assist with coordination of educational programs for hospitalized or institutionalized students; attend discharge conferences

Consultation with probation officers and social service personnel

Member of crisis management team

Attend PAC (parent group) meetings and cooperate with its activities

Committee membership: chemical use, building and grounds, Congressional awards, testing, assurance of mastery, ESL, etc.)

Attend continuing education conferences

### **"SEASONAL" RESPONSIBILITIES**

**Fall:** Check summer school attendance and make-up of failing grades

Orientation

Schedule changes

plan for and supervise Stanford Achievement Tests (Sept.)

Participate in fall conferences

**Winter:** Second semester schedule changes

Gates reading test

Coordinate statewide testing for 8th grade

**Spring:** Registration for following year; visits to Asp and Voyager

Consultation in STEP placement and English/reading placement

Spring parent conferences

Summer school: Identify potential summer school students; initial mailing to parents; registration; contacts for final failing grades; follow-up on attendance

(Note: we anticipate involvement in chemical use pre-screening; training took place in 1989-1990, and also in concerned persons group)



Moorhead Senior High School  
Guidance Office  
Russ Henegar, Counselor  
2300 4th Avenue South  
Moorhead, MN 56560  
(218) 299-6304

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## FORWARD

The Moorhead Schools Guidance Systems exists 1) to provide support and encouragement with counselors who assist students, parents, staff, and other helping professionals with individual student concerns, and 2) to provide the vision and leadership necessary for the development and implementation of effective guidance programs for all learners in Moorhead.

The Moorhead School Counselors are committed to the belief that for guidance programs to be effective, all school personnel must become aware of the following principles:

- Guidance programs are developmental and comprehensive
- Guidance programs have regular, planned activities and processes to help students achieve specified competencies.
- Guidance programs focus on the development of an individual's competencies by attending to developmental level and individual learning style.
- Guidance programs are built on a team approach in which all school staff are involved and counselors are central as coordinators who provide direct services to students and work in consultative relations with other members of the team.

## MISSION

The purpose of Guidance is to empower students to lead satisfying lives in the present and to create a desirable future by equipping them with the essential skills, values, and attitudes to become confident, connected, compassionate, and able to choose effectively.

## PHILOSOPHY

We believe:

- Every individual can learn.
- Every individual is capable of learning confidence: an ability to think of themselves from a position of strength rather than a position of vulnerability.

## **SENIOR HIGH GUIDANCE**

### **CALENDAR OF EVENTS FOR GUIDANCE ACTIVITIES**

The counselor Calendar which follows is intended as a guide and aid to the counselors in the performance of their role. The calendar seeks to provide a chronology of the major tasks but does not include the numerous smaller but vital tasks which must be accomplished.

#### **AUGUST**

- Check and correct student schedules
- Meet with and register new students
- Update career educator program
- Review standardized test administration guidelines & time tables
- Confer with and make program changes for students who have reason to make adjustments.
- Provide information to students regarding ACT, SAT, and Achievement Tests.
- Personally meet all new teachers. Preschool workshop is ideal for explaining guidance functions to those new to our system.
- Contact seniors regarding application for graduation.
- Inform students about the guidance program and services.
- Schedule dates and rooms for the financial aid information night in January and the PSEOP informational meeting in February in the main calendar. (See Lisa)

#### **SEPTEMBER**

- Prepare and mail first newsletter to seniors and their parents.
- Maintain throughout the year an appropriate communication system on college catalogs received, scholarships, vocational materials, new publications available, coming events and other information.
- Check information in career center.
- Attend College Board, Post High School Planning and ACT meetings.
- Meet with all new students. Review with them their schedules for all senior high years.
- Become familiar with new information on financial aid, college admissions, etc.
- Attend local college fair.
- Inform students of National College Fair in the Twin Cities.
- Prepare guidance bulletin board. Make arrangement to have it changed at regular intervals. (secretary)
- Be available throughout the school year for the opportunity to represent our department and its work to the various community agencies.
- Check teacher referrals and report back to teacher on a weekly basis.
- Begin study of last year graduates (Follow-up study).
- Confer with National Merit Semi-finalists.
- Schedule juniors and sophomores for PSAT to be given in October.
- Provide information to sophomores and their parents regarding the PLAN test.
- Plan and administer the Iowa Test of Basic Skills to 9th graders.
- Conduct information sessions with seniors regarding careers, post-secondary planning, scholarships and financial aid.

#### **OCTOBER**

- Prepare recommendations from National Merit Semi-finalists.
- Provide information to juniors and sophomores concerning PSAT and administer test.
- Course description book review.
- Contact students with academic problems as indicated on mid-term progress reports.
- Update parents of seniors at risk of not graduating.

## **NOVEMBER**

- Meet with students who have failed one or more subjects.
- Correct errors and make changes in second semester requests.
- Participate in scheduled parent teacher conferences.
- Administer the PLAN test to sophomores who have chosen to take the test.

## **DECEMBER**

- Interpret PSAT results to juniors and sophomores.
- Contact students with academic problems as indicated on progress reports.
- Administer the Gates-MacGinitie Reading Test to all 10th graders.
- Finalize course description book.
- Make Free Application for Federal Student Aid (FAFSA) available to seniors.
- Contact financial aid directors at the area colleges and invite them to participate in the financial aid information night for seniors and their parents.
- Advertise in school newsletter the financial aid information night.

## **JANUARY**

- Resolve any last minute conflicts in second semester schedules.
- Provide registration material to all incoming 9th grade students.
- Continue individual conferences with seniors.
- Contact students who failed classes 1st semester courses.
- Meet with parents as needed.
- Contact early graduates to finalize their post-high school plans.
- Hold financial aid information night for seniors and their parents.
- Submit material requests for next year.
- Arrange and plan parent meetings to interpret the PLAN test in the evening.
- Arrange to collect college text books from students in the PSEOP program.
- Have interested sophomores and juniors sign up if interested in participating in the PSEOP program in the next school year.

## **FEBRUARY**

- Plan and prepare to register students in grades 8, 9, 10, and 11.
- Hold the PSEOP informational meeting for sophomore and junior parents.

## **MARCH**

- Complete registration for all students.
- Contact students who failed classes 3rd quarter.
- Inform parents of seniors who are at risk of not graduating.
- Select Boys/Girls State representatives.
- Finalize order for Advanced Placement tests to be given in May.

## **APRIL**

- GIS Inservice
- Provide students with information on special summer programs for enrichment.
- Send out newsletter to juniors and their parents.
- Contact students with failures and inform of alternatives for making up credit.
- Prepare final senior newsletter and send to parents of seniors.

## **MAY**

### **Summer School Attendance**

Attend Minnesota School Counselors Association spring conference.

Request information from junior high counselors on 8th grade student concerns.

Inform students who have won scholarships and invite them to the awards presentation.

Plan and prepare the scholarship awards assembly with student council advisor.

## **JUNE**

Assist with graduation.

Contact students who have failed courses and help reschedule them.

Finalize summer work dates.

## **GENERAL**

Assist seniors in completing applications and obtaining transcripts.

Update, maintain, and inform students of scholarship opportunities.

Promote and publicize through local media, school newspapers, and daily announcements the accomplishments and awards of our students.

Set up dates, arrange college representative visits and notify interested students of time and place of visit.

Set up career information seminars for students.

Contact students regarding attendance problems.

Complete recommendations for students when asked.

Select committee to review various scholarship applications.

Participate in child study meetings.

Assist seniors with resume writing and interview skills.

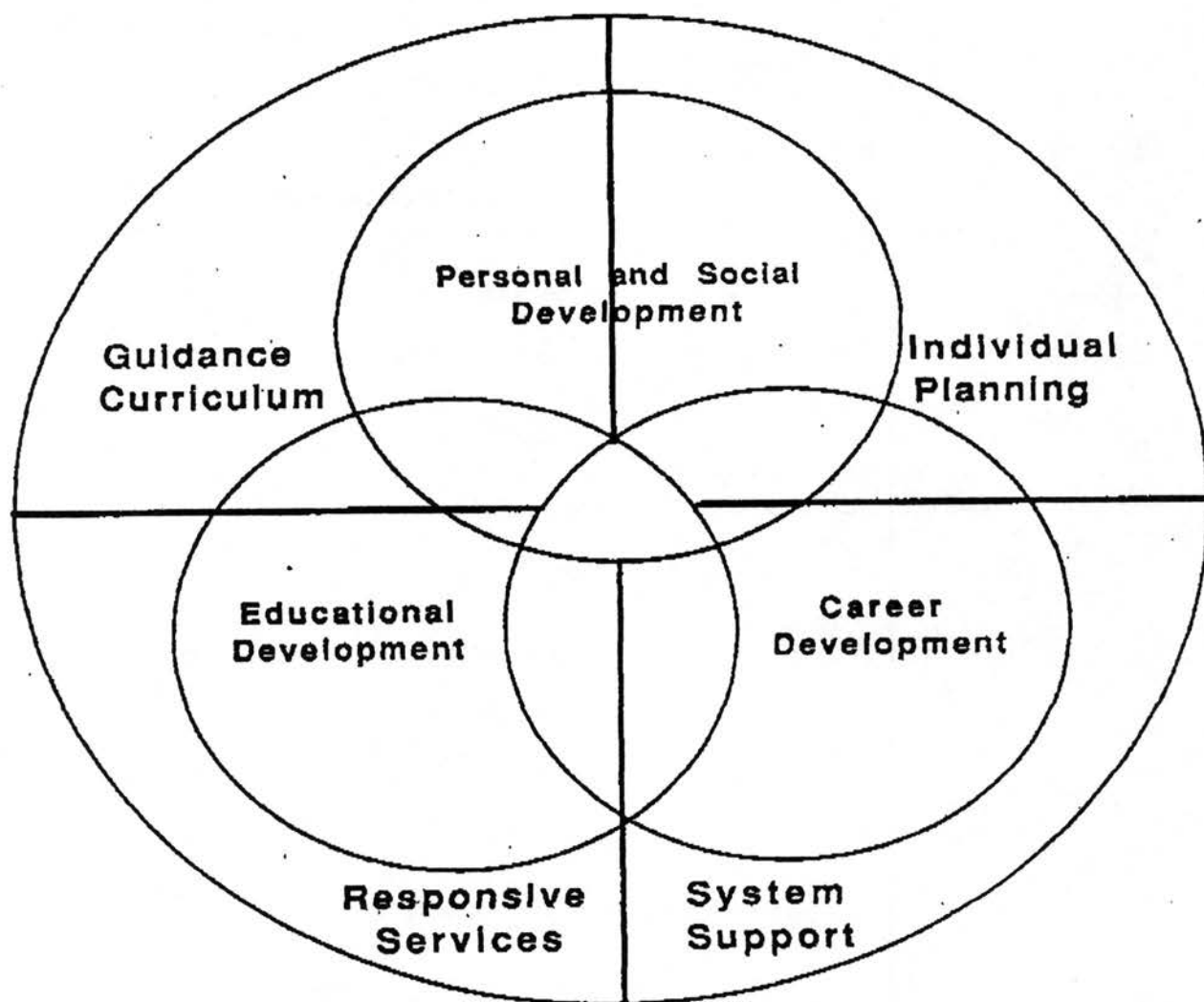
Provide students with study skill information.

Provide students with information regarding tutors.

- Every individual is capable of learning compassion: an ability to establish and maintain caring and responsible relationships with others.
- Every individual is capable of learning choosing ability: competence in decision-making and other self-management skills.
- Every individual is capable of learning that the quality of one's life, personally and intrapersonally, is more essential to one's sense of fulfillment than the quantity of one's income or the status of one's occupation.
- Every individual is capable of acquiring coping skills to deal with emotional stress.
- Confidence, connectedness, compassion, and choosing ability are the skills, values, and attitudes an individual must develop in order to lead a satisfying life in the present and to create a desirable future.
- Every learner must be provided a curriculum which gives appropriate consideration to each individual's needs in the areas of physical, emotional, social, and career development.
- Every learner must be known, nurtured, and encouraged by at least one caring, responsible adult in the school who models confidence, connectedness, compassion, and choosing ability and who communicates that success is measured by the quality of relationships and how one lives.
- Every learner is capable of learning to accept responsibility for their own behavior and choices.

# COMPREHENSIVE GUIDANCE AND COUNSELING PROGRAM

## AN OVERVIEW



Student Assistance Counselor:

Job Description:

Submitted by James Thom

Introduction:

According to district policy "Student Assistance Programming is the proactive structure through which I.S.D. 152 provides comprehensive Education/Prevention/Intervention/and Postvention/ and Referral services to students, which address issues interfering with the individual student's potential to learn. SAP helps maintain a safe learning environment, and provides instruction, support, and resources to students in address of at-risk issues, so that all learners have the potential for success." The concerns addressed through Student Assistance Programs are identified in the National and State Drug/Violence Free Schools Program with a statistical analysis of the incidence of those issues compiled in the Minnesota Health Survey accomplished every three years. The issues that place learners at-risk include ,but are not limited to:

1. Physical, Emotional, or Sexual abuse and Neglect
2. Chemical Abuse
3. Chemical Abuse by Family Members
4. Depression, Suicidal Actions or Self Injury
5. Teen Pregnancy
6. Divorce or Separation of Parents
7. Loss/Death of Family Member
8. Victim or Perpetrator of School Violence or Harrassment
9. Adjustment to New School
10. Eating Disorders Such as Anorexia or Bulimia

Job Description:

- I. Coordinator for the Districts efforts to meet the standards of the Minnesota Drug/Violence Free Schools Program.
  - A. Member/Advisor to the district's Staff/Student Assistance Steering Committee. (Meets Monthly)

- B. Team Leader for the Moorhead Senior High School Student Assistance Teams. (Meets Weekly)
  - 1. Reviews Attendance, Behavior and Completion of Work for referred students
  - 2. Makes decisions about the adviseability of employing alternative education models to keep students on line for graduation.
  - 3. Makes decisions about referral to courts concerning truancy and "chps" petitions for at-risk students
  - 4. Coordinates efforts between school's discipline processes, counseling strategies, and referral processes into the community network.
  - 5. Coordinates the implementation of the school's crisis response plan.
- C. Liason supervisor for the Student Assistance Outreach Program located at Moorhead Senior High School, Moorhead Jr. High School, Asp Elementary, and Washington Elementary.

## II. Counseling Duties:

- A. Pre-assessment Screening
  - 1. Aids the student and family in determining if school related difficulties exist as a result of substance abuse, depression, or family difficulties.
  - 2. Develops an informational base for referral to the community network of helping agencies.
  - 3. Provides referral information to families about where to seek assistance.
  - 4. Provides for in-school referral to student assistance support group process.
  - 5. Recommendations developed out of this process can assist probation workers in assisting families and students to maximize the benefits of the Family Court Services Process.

## B. Group Counseling

### 1. Information/Assessment Group

- a. Helps the student to become aware of the at-risk concerns identified in the Pre-assessment process.
- b. Develops a relationship with the at-risk student based on accurate information.
- c. Encourages the student to become an active participant in the solution of the problem.

### 2. Transition Group

- a. Monitors the at-risk students behavior in school and encourages accepting responsibility for their problems in school versus blaming others and making excuses.
- b. Leads the student to an awareness that a healthy life style does not include mood altering substances.
- c. Creates a peer support base designed to promote healthy change.

### 3. Support Group for Sobriety

- a. Helps students reenter the high school after Chemical Dependency Treatment
- b. Provides an opportunity to teach relapse prevention models.
- c. Links people with common problems to 12 step helping programs in the community.
- d. Aids students to acquire the skills necessary to feel comfortable in 12 step meeting in the community.

### 4. Co-facilitator for the Activities Leadership Council

- a. Provides an opportunity for activity leaders to involve themselves in community service work.

- b. Provides information which emphasizes the role of leadership in keeping activities free of substance use.
- c. Provides peer helping skills to assist students in school to make better choices about chemicals.
- d. Provides an opportunity for activity leaders to model a chemical free lifestyle to the elementary school as part of the DARE Program
- e. Provides an opportunity for activity leaders to promote participation in school activities as an alternative to substance abuse involvement.

### III. Guidance Activities:

#### A. Guidance Counselor for the Moorhead Community Alternative Program.

- 1. Activities assist students and families in accessing alternative school resources through MCAP.
- 2. Aid the students in MCAP in transitioning back to classrooms at the high school.
- 3. Provides Student Assistance resources to the staff and students at MCAP.

#### B. Guidance Counselor for the Independent Learning Center located at the high school.

- 1. Provides an opportunity for students to move toward graduation in an independent study process.
- 2. Provides an opportunity for students to receive tutorial help in subjects they find challenging in the regular ed: program.

MEMO #: I-97-043  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: Opening of the School Year  
DATE: September 4, 1996

Attached is a copy of the September 3, 1996 enrollment. I will briefly review this information with the Board including the comparison to 1995-96 and potential budget ramifications.

This item is for information only.

RMJ/mdm

ENROLLMENT  
MOORHEAD PUBLIC SCHOOLS

DATE: September 3, 1996

SCHOOL BLDGS	KINDER	GRADE 1	GRADE 2	GRADE 3	GRADE 4	SELF-CONT SPECIAL EDUC.	TOTALS	Sept. 95 TOTALS
Edison	21-22	24-25	23-23	21-21	23-22	19	574	611
	21-16	25-25	23-23	21-20	22-22			
	MSU-21	25	23	21	22			
	101	124	115	104	111			
Probstfield	16-17	25-24	24-24	21-22	28-28		730	754
	18-19	24-25	25-25	23-23	28-28			
	19-19	25-25	26-26	23-24	28-28			
	20							
	128	148	150	136	168			
Riverside	18-18	24 *14-13*	24	16 *10-11*	22		340	378
	19-17	23 *14-12*	24	17 * 9-13*	22			
	72	75	73	52	68			
Washington	18-22	24 *12-11*	24	22-23	24-24	11	683	700
	23-21	25 *12-11*	23	23-23	24-26			
	21	25 *12-12*	23	23-24	26			
	FCCC-19	24 *12-12*	24					
	124	146	140	138	124			
Elementary Preschool						42	42	27
Total By Grade	425	493	478	430	471	72	2,369	2,470
Grade 5		Grade 6		Special Ed.				
Robert Asp	371	372		Special Ed. included			743	782
Voyager	97	108		Special Ed. included			205	230
TOTAL ELEMENTARY (Preschool & Special Ed.)							3,317	3,482
Grade 7		Grade 8		Special Ed.				
Junior High School	468	456		(Self Contained, Outreach, & MCAP) 56			980	977
Grade 9		Grade 10		Grade 11		Grade 12		
Senior High	447	499		424		393		1,763 1,733
Senior High Special Ed. (Self Contained, Outreach, & MCAP)							66	50
SENIOR HIGH TOTAL							1,829	1,783
TOTAL KINDERGARTEN THROUGH GRADE 12							6,084	6,215
TOTAL PRESCHOOL THROUGH GRADE 12							6,126	6,242

SPECIAL EDUCATION CHILD COUNT 1,076

MSU = Moorhead State University Early Education Center  
FCCC = Family Child Care Center

\* \* = Ungraded Classrooms

MEMO #: I-97-046  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: Building Profiles  
DATE: September 4, 1996

Enclosed with the agenda are the Building Profiles for the four-year period from 1992-93 through 1995-96.

Mr. Jernberg will review a few highlights with the Board and discuss the information provided.

The Board will be asked to receive the Building Profiles at their September 23 meeting.

RMJ/mdm  
Enclosure

MEMO #: I-97-045  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BG*  
SUBJECT: 1995-96 Annual Report on Curriculum  
and Student Performance  
DATE: September 4, 1996

The Board will receive a draft copy of the 1995-96 Annual Report on Curriculum and Student Performance which is a report from the Instruction and Curriculum Advisory Committee (formerly PER Committee) which has been prepared by Brenda Buzick-Ostlie.

A final report will be accepted by the Board at their September 23 meeting, mailed to all district households and forwarded to the Minnesota Department of Children, Families and Learning.

RMJ/mdm

S-M9-B05  
MIN  
9-23-96

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

September 23, 1996  
7:00 p.m.

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

**ATTENDANCE:**

Bill Cox _____	Anton "Butch" Hastad _____
Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. 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 Linda Legreid, Probstfield teacher and Moorhead's 1996 Teacher of the Year, for being selected as a Minnesota Teacher of Excellence. Legreid is one of 24 Teachers of Excellence selected out of the group vying for Minnesota Teacher of the Year, and will continue in the process for possible selection as Minnesota Teacher of the Year.

\*\*\* We are proud of Jon Babler and Deb Larson, Edison teachers, for making a presentation titled "Improving Continuity and Consistency Through Looping" at the Successful School Restructuring fall conference. They presented the logistics, benefits and problems with the strategy of students in a Looping type of class setting. The conference was sponsored by the Minnesota Association for Supervision and Curriculum Development and the Central Minnesota Service Cooperative.

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 - Jernberg

B. BUSINESS AFFAIRS - Lacher

C. PERSONNEL MATTERS - Skinkle

(1) Approval of New Employees - Page 5

(2) Approval of Resignations - Page 6

D. ADMINISTRATIVE MATTERS - Anderson

(1) Approval of Resolution Calling Combined General Election - Pages 7-9

(2) Approval of Notice of Combined General Election Resolution - Pages 10-11

(3) Approval of Resolution Authorizing Use of Electronic Voting System for the Combined General Election - Pages 12-13

(4) Acceptance of Community Education Grant - Page 14

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

3. COMMITTEE REPORTS

4. 1995-96 BUILDING PROFILES: Jernberg  
Pages 15-16

Suggested Resolution: Move to receive the 1995-96 Building Profiles and direct distribution to building principals and administration, and to review them with staff to utilize data in addressing issues as appropriate.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

5. 1995-96 ANNUAL REPORT ON CURRICULUM AND STUDENT PERFORMANCE:  
Jernberg Page 17

Suggested Resolution: Move to accept the 1995-96 Annual Report on Curriculum and Student Performance, and to direct distribution to district residents and the Minnesota Department of Children, Families and Learning.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

6. ENROLLMENT UPDATE & FISCAL IMPLICATIONS: Anderson/Jernberg  
Pages 18-19

Review of the updated enrollment figures and related budget implications.

7. BID AWARD - ROBERT ASP ADDITION: Lacher  
Pages 20-21

Suggested Resolution: Move to reject all bids, due to the reduction in enrollment and the increase in construction costs.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

8. BID AWARD - TENNIS COURTS/TRACK REPAIRS: Lacher  
Pages 22-24

Suggested Resolution: Move to award the low bids meeting specifications to Accurate Surface Installation, Bid #2 in the amount of \$19,850, unit price #1 at \$24.00 per square yard; and, to Seal Kote Inc., Bid #3 in the amount of \$19,900, unit price \$3.75 per linear foot.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

9. REFERENDUM CONVERSION: Lacher  
Pages 25-27

Suggested Resolution: Move to approve the conversion of the excess levy authority to market value.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

10. 1996 PRELIMINARY LEVY PAYABLE 1997: Lacher  
Pages 28-29

Suggested Resolution: Move to approve the maximum 1996 Preliminary Levy Payable 1997.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

11. CLOSE PUBLIC MEETING: Gustafson

Suggested Resolution: Move to close the public meeting at \_\_\_\_\_ p.m., pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies for the Supervisors and Principals employee units.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

12. OPEN PUBLIC MEETING: Gustafson

Suggested Resolution: Move to open the public meeting at \_\_\_\_\_ p.m.

13. 1996-98 SUPERVISORS' MASTER AGREEMENT: Anderson  
Pages 30-31

Suggested Resolution: Move to approve the language and total package costs as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

(The Board may or may not take action on this item.)

14. 1996-98 PRINCIPALS' MASTER AGREEMENT: Anderson  
Pages 32-33

Suggested Resolution: Move to approve the language and total package costs as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

(The Board may or may not take action on this item.)

15. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

16. ADJOURNMENT

MEMORANDUM      P 96.086

TO:            Dr. Bruce Anderson  
FROM:          Dr. John Skinkle  
DATE:          September 17, 1996  
SUBJECT:      New Employees

The administration requests approval of the employment of the following persons subject to satisfactory completion of federal, state and school district statutes and requirements:

Matthew Tangen - Program Monitor, MCAP Townsite Centre, A13 (0)  
\$7.52 per hour, Non-Aligned Policy, effective  
September 24, 1996. (New-Annual Operating Plan)

Kristen Bakko - A.O.M. Paraprofessional, Probstfield, B21 (0)  
\$8.51 per hour, 3 hours daily, effective  
September 24, 1996.  
(Replace Tammy Schatz 3 hours)

Ronda Underwood - A.O.M. Paraprofessional, Probstfield, B21 (0)  
\$8.51 per hour, 3 hours daily, effective  
September 24, 1996.  
(Replace Belinda Freeman and Tammy Schatz 1  
hour)

Curtis Strom - MSMI Paraprofessional, Junior High, B21 (0) \$8.51  
per hour, 6.5 hours daily, effective September 24,  
1996. (Replace Ron No Heart)

John Tesch - Band Teacher, Senior High, MA+45 (7) \$4536.63, for  
one hour daily for 171 days, effective September 3,  
1996.  
(New-Annual Operating Plan)

Catherine Tesch - Band Teacher, Senior High, MA+45 (7) \$4536.63,  
for one hour daily for 171 days, effective  
September 3, 1996.  
(New-Annual Operating Plan)

Suggested Resolution: Move to approve the employment as  
presented.

JDS:sdh

MEMORANDUM

P 96.085

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle  
DATE: September 17, 1996  
SUBJECT: Resignation of District Employees

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

Wayne Werner - Kindergarten Physical Education Teacher,  
Riverside, one day per week, effective  
immediately.

Mary Ann Nahon - L.D. Teacher, Robert Asp, effective November 30,  
1996.

Tammy Schatz - A.O.M. Paraprofessional, Probstfield, effective  
immediately.

Betty Storbakken - Food Service, Robert Asp, effective  
immediately.

Karen Swaser - Lunchroom Supervisor, Probstfield, effective  
September 24, 1996.

Jose Trevino - Home School Liaison, Robert Asp, effective  
September 20, 1996.

Suggested Resolution: Move to accept the resignations as  
presented.

JDS:sdh

MEMO #: S-97-044

TO: School Board

FROM: Bruce R. Anderson, Supt. *BRA*

RE: Election Resolution - Calling Election

DATE: September 18, 1996

Attached please find the Resolution Relating to the Election of School Board Members and Calling the School District Combined General Election for November 5, 1996.

Suggested Resolution: Move to approve the resolution as presented.

*cbf*  
Attachment

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

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

1. It is necessary for the School District to hold its general election in conjunction with state wide elections for the purpose of electing two (2) school board members for terms of one 3-year term and one 5-year term each.

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

M. Wayne Alexander  
Stacey Foss  
Jim Hewitt

2. The combined general election is hereby called and directed to be held on Tuesday, the 5th day of November, 1996, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m., and in conjunction with other state wide elections.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district's voting precincts and polling places for school elections held on the day of a combined state wide election will be those precincts established and designated by the city and township clerks of which the school district is located and on file in the Office of Superintendent, are hereby designated for said general election.

4. The clerk is hereby authorized and directed to cause written notice of said combined general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least forty-five (45) days before the date of said election. The notice shall include the date of said election and the office or offices to be voted on at said combined general election.

The clerk is hereby authorized and directed to cause notice of said combined general election to be posted at the administrative offices of the school district and at each polling place at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said combined general election and to cause a sample ballot to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said combined general election to be published in the official newspaper of the district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of combined general election, so posted and published, shall state the offices to be filled and shall include information concerning each established precinct and polling place.

5. The clerk is authorized and directed to secure all necessary optical scan materials and equipment necessary to properly conduct this combined general election according to Minnesota Statutes.

6. The clerk is further authorized and directed to provide accurate information to the county auditor for the preparation of optical scan ballots for this combined general election.

7. The slate of individuals as designated by resolution of the city councils and county auditor and on file in the Office of Superintendent, each of whom is qualified to serve as an election judge, are hereby appointed as judges of the combined general election, to act as such at the respective polling places and for the respective precincts.

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

Dated: \_\_\_\_\_

BY ORDER OF THE SCHOOL BOARD

/s/  
James Hewitt, Clerk

MEMO #: S-97-045

TO: School Board

FROM: Bruce R. Anderson, Supt. *BRA*

RE: Election Resolution - Notice of Election

DATE: September 18, 1996

Attached please find the Notice of Combined General Election for November 5, 1996.

Suggested Resolution: Move to approve the Notice of Combined General Election as presented.

*cbf*  
Attachment

NOTICE OF COMBINED GENERAL ELECTION  
INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

NOTICE IS HEREBY GIVEN, that the combined general election has been called and will be held in conjunction with state wide elections for Independent School District No. 152 (Moorhead), State of Minnesota, on Tuesday, the 5th day of November, 1996, for the purpose of electing two (2) school board members for one 5-year term and one 3-year term each. The ballot shall provide for the election of two (2) of the three (3) following candidates:

M. Wayne Alexander  
Stacey Foss  
Jim Hewitt

The precincts and polling places for this combined general election will be as designated by the city and township clerks of which the school district is located.

Any eligible voter residing in the school district may vote at said combined general election at the polling place designated by their city or township clerk. The polls for said combined general election will open at 7:00 o'clock a.m. and will close at 8:00 o'clock p.m. on November 5, 1996.

An individual must be a registered voter in order to be eligible to vote in this election. An unregistered individual may register to vote at the polling place on election day.

Dated: \_\_\_\_\_

BY ORDER OF THE SCHOOL BOARD

/s/  
\_\_\_\_\_  
School District Clerk  
Independent School District #152

MEMO #: S-97-046

TO: School Board

FROM: Bruce R. Anderson, Supt. *BRA*

RE: Election Resolution - Use of Electronic Voting System

DATE: September 18, 1996

Attached please find the Resolution Authorizing Use of Electronic Voting System for November 5, 1996.

Suggested Resolution: Move to approve the resolution as presented.

*icbf*  
Attachment

RESOLUTION AUTHORIZING USE OF ELECTRONIC VOTING SYSTEM

BE IT RESOLVED that the school board of Independent School District No. 152 authorizes the use an electronic voting system for the combined general election of the school district to be held on November 5, 1996, which is being held in conjunction with other state wide general elections.

BE IT FURTHER RESOLVED that all necessary requirements for the use of an optical scan voting system during said combined general election shall be carried out by the Office of County Auditor.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Clerk

SEP 9 1996

MEMORANDUM

To: Dr. Anderson

From: Mary Davies 

Date: September 6, 1996

Re: grant to Moorhead Community Education

Moorhead Community Education has received a grant of \$2,000 from the Cultural Diversity Project-minority grants, to be used for the Raices do Mexico Dance group. The funds will be managed by Community Education.

Suggested Resolution: Move to accept the \$2000 from the Cultural Diversity Project for the Hispanic dance group, Raices de Mexico

MEMO #: I-97-058  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: 1995-96 Building Profiles  
DATE: September 17, 1996

At their September 9 meeting the Board received a preliminary copy of the 1995-96 Building Profiles. After such review a change was made on page A2 and a corrected page is attached.

Suggested Resolution: Move to receive the 1995-96 Building Profiles and direct distribution to building principals and administration and to review them with staff to utilize data in addressing issues as appropriate.

RMJ/mdm  
Attachment

Transfers Into District	68	74	85
Transfers Out of District	66	70	58

### 7. Limited English Proficiency

Oct. 92	Oct. 93	Oct. 94	Oct. 95
40	38	53	29

### 8. Free and Reduced Lunch Count

	Oct. 92	Oct. 93	Oct. 94	Oct. 95
Free	180	206	213	173
Reduced	44	47	37	46
% of Free & Reduced	30%	34%	32%	30%

### 9. Retention in Grade

	1992-93	1993-94	1994-95	1995-96
Grade 5	0	0	0	0
Grade 6	0	0	0	0
Total	0	0	0	0

### 10. Special Education Status

	Dec. 92	Dec. 93	Dec. 94	Dec. 95
Speech/Language	10	6	7	30
Mild-Moderate Mentally	11	12	8	5
Moderate-Severe Mentally	0	1	3	5
Physically	3	6	4	3
Hearing	3	5	6	2
Visually	0	0	0	0
Specific Learning	60	66	72	76
Emotional Disorders	40	43	40	35
Deaf-Blind	0	0	0	0
Other Health	3	1	1	10
Autistic	0	1	1	3
Early Childhood Sp. Ed	0	0	0	0
<b>Total disabilities Served</b>	<b>130</b>	<b>141</b>	<b>142</b>	<b>169</b>

MEMO #: I-97-057

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: 1995-96 Annual Report on Curriculum  
and Student Performance

DATE: September 17, 1996

At their September 9 meeting the Board received a draft copy of the 1995-96 Annual Report on Curriculum and Student Performance. The report has now been printed and copies are enclosed with the Board agenda.

Suggested Resolution: Move to accept the 1995-96 Annual Report on Curriculum and Student Performance and to direct distribution to district residents and the Minnesota Department of Children, Families and Learning.

RMJ/mdm  
Enclosure

MEMO #: I-97-056

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Enrollment Update and Consequences  
on Revenue Projections

DATE: September 17, 1996

Attached is the following information:

1. September 3 enrollment with updated September 17 building totals.
2. Pages I-1 and I-2 of the 1996-97 Annual Operational Plan.
3. Pages 1 and 2 of the preliminary Levy Limitation and Certification 1996 Payable 1997 as received from the State Department of Children, Families and Learning.
4. Pages 1 and 2 of the final Levy Limitation and Certification 1995 Payable 1996 as received from the State Department of Children, Families and Learning.

Dr. Anderson, Mr. Jernberg and Mr. Lacher will review this information with the Board.

RMJ/mdm  
Attachments

ENROLLMENT

9/17/96 Updated  
Building Totals

MOORHEAD PUBLIC SCHOOLS

DATE: September 3, 1996

SCHOOL BLDGS	KINDER	GRADE 1	GRADE 2	GRADE 3	GRADE 4	SELF-CONT SPECIAL EDUC.	9/17 TOTALS	Sept. 95 TOTALS
	21-22	24-25	23-23	21-21	23-22			
	21-16	25-25	23-23	21-20	22-22		580	
	MSU-21	25	23	21	22			
Edison	101	124	115	104	111	19	574	611
	16-17	25-24	24-24	21-22	28-28			
	18-19	24-25	25-25	23-23	28-28			
	19-19	25-25	26-26	23-24	28-28		719	
	20							
Probstfield	128	148	150	136	168		730	754
	18-18	24	*14-13*	24	16	*10-11*	22	
	19-17	23	*14-12*	24	17	* 9-13*	22	
Riverside	72	75	73	52	68		338	
							340	378
	18-22	24	*12-11*	24	22-23	24-24		
	23-21	25	*12-11*	23	23-23	24-26		
	21	25	*12-12*	23	23-24	26	673	
	FCCC-19	24	*12-12*	24				
Washington	124	146	140	138	124	11	683	700
							43	
Elementary Preschool						42	42	27
Total By Grade	425	493	478	430	471	72	2,353	
							2,369	2,470
Grade 5						Grade 6		Special Ed.
Robert Asp	371	372	Special Ed. included				745	
							743	782
Voyager	97	108	Special Ed. included				206	
							205	230
TOTAL ELEMENTARY (Preschool & Special Ed.)							3,304	
							3,317	3,482
Grade 7						Grade 8		Special Ed.
Junior High School	468	456	(Self Contained, Outreach, & MCAP)			56	969	
							980	977
Grade 9						Grade 10		Grade 11
			Grade 12					
Senior High	447	499	424	393			1,764	
							1,763	1,733
Senior High Special Ed. (Self Contained, Outreach, & MCAP)							66	50
SENIOR HIGH TOTAL							1,830	
							1,829	1,783
TOTAL KINDERGARTEN THROUGH GRADE 12							6,060	
							6,084	6,215
TOTAL PRESCHOOL THROUGH GRADE 12							6,103	
							6,126	6,242

SPECIAL EDUCATION CHILD COUNT 1,076

MSU = Moorhead State University Early Education Center

FCCC = Family Child Care Center

\* \* = Ungraded Classrooms

SEP 17 1996

MEMO #: B97.141

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R Lacher*

DATE: SEPTEMBER 16, 1996

SUBJECT: ROBERT ASP ADDITION BIDS

Bids were opened Thursday, September 12, 1996. Bids were received from:

	Base Bid	Alt. 1 Music Rm/ Art Room Remodel	Alt. 2 Alternate Classroom Plan	Alt. 3 Air Cond.	Alt. 5 Relocate Softball Diamonds	Est. Roof Material	Est. Bldg. Network Wiring
Comstock Const., Inc. Wahpeton, ND	1,937,000	82,000	-89,000	117,000	6,400		
Lee Jones & Sons Fargo, ND	1,959,000	89,900	-82,000	120,800	5,100		
Meinecke-Johnson Co. Fargo, ND	1,917,700	83,000	-79,000	118,000	7,500	70,000	213,000
Minko Const., Inc. Fargo, ND	1,961,400	83,600	-81,000	118,500	7,000		
TF Powers Const. Co. Fargo, ND	1,997,000	86,000	-76,500	118,000	8,100		
Roers' Const., Inc. Fargo, ND	1,998,000	94,000	-82,000	122,000	12,500		

Suggested Resolution: Due to the reduction in enrollment and the increase in construction costs, move to reject all bids.

Attachment: Bid Summary

SEP 15 1996

Robert Lach

TABULATION OF BIDS

CLASSROOM ADDITION  
ROBERT ASP MIDDLE SCHOOL  
INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

FOSS ASSOCIATES  
Architects & Engineers  
Moorhead, Minnesota

PROJECT NO. 9508.11

BID OPENING: September 12, 1996

General Contractors	A d d e n d a	S e c u r i t y	C a l. D a y s	Base Bid - All Work	Mechanical Subbidder and Bid Amount	Electrical Subbidder and Bid Amount	Alt. No. 1 Music Rm/ Art Room Remodel  (Add)	Alt. No. 2 Alternate Classroom Plan  (Deduct)	Alt. No. 3 Air Condi- tioning  (Add)	Alt. No. 4 Computer Wiring, Network & Server  (Add)	Alt. No. 5 Relocating Softball Diamonds  (Add)
Comstock Construction, Inc. Wahpeton, North Dakota	X	X	312	\$1,937,000.00	F-M Plbg & Htg \$409,500.00	Rick Electric \$187,000.00	+\$82,000.00	-\$89,000.00	+\$117,000	No Bid	+\$6,400.00
Lee Jones & Son Construction Co. Fargo, North Dakota	X	X	330	\$1,959,000.00	F-M Plumbing \$409,500.00	Rick Electric \$187,000.00	+\$89,900.00	-\$82,000.00	+\$120,800	No Bid	+\$5,100.00
Meide & Son, Inc. Wahpeton, North Dakota				NO BID							
Meinecke-Johnson Company * Fargo, North Dakota	X	X	330	\$1,917,700.00	F-M Plbg & Htg \$409,500.00	Rick Electric \$187,000.00	+\$83,000.00	-\$79,000.00	+\$118,000	No Bid	+\$7,500.00
MinKo Construction, Inc. Fargo, North Dakota	X	X	Per Spec	\$1,961,400.00	F-M Plbg & Htg \$409,500.00	Rick Electric \$187,000.00	+\$83,600.00	-\$81,000.00	+\$118,500	No Bid	+\$7,000.00
T.F. Powers Construction Co. Fargo, North Dakota	X	X	330	\$1,997,000.00	F-M Plbg & Htg \$409,500.00	Rick Electric \$187,000.00	+\$86,000.00	-\$76,500.00	+\$118,000	No Bid	+\$8,100.00
Roers' Construction, Inc. Fargo, North Dakota	X	X	300	\$1,998,000.00	F-M Plbg & Htg \$410,000.00	Rick Electric \$187,000.00	+\$94,000.00	-\$82,000.00	+\$122,000	No Bid	+\$12,500.00

\* Apparent Low Bidder

MEMO #: B97.140

MEMO TO: DR. ANDERSON

FROM: R. LACHER *R. Lacher*

SUBJECT: TRACK REPAIR SR HIGH & JR HIGH  
TENNIS COURT REPAIR SR HIGH

Bids were opened Wed September 11, 1996.

VENDOR	BID #1	BID #2	BID #3	UNIT 1	UNIT 2
Accurate Surface Installation Fenton, Michigan	\$24,922	\$19,850	NO BID	\$24.00	NO BID
Blacktop Repair Services Anoka, Minnesota	\$37,900	NO BID	\$31,900	\$50.00	\$15.00
Madsen Specialties Fargo, North Dakota	NO BID	NO BID	\$27,671	NO BID	\$4.25
Seal Kote, Inc. Moorhead, Minnesota	NO BID	NO BID	*\$19,900	NO BID	\$3.75

BUDGET 96.97 AOP \$100,000

SUGGESTED RESOLUTION: Move to award the low bids meeting specifications to Accurate Surface Installation, Bid #2 in the amount of \$19,850, unit price #1 at \$24.00 per square yard, and to Seal Kote Inc., Bid #3 in the amount of \$19,900, unit price \$3.75 per linear foot.

Robert Lacher 23

TABULATION OF BIDS

TRACK REPAIRS - JR./SR. HIGH SCHOOLS AND  
TENNIS COURT REPAIRS - SR. HIGH SCHOOL  
INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

FOSS ASSOCIATES  
Architects & Engineers  
Moorhead, Minnesota

PROJECT NO's. 9508.16 and 9508.17

BID OPENING: September 11, 1996

Contractors	A d d e n d a	S e c u r i t y	C a l. D a y s	Base Bid - Bid Item No. 1 - Moorhead Jr. & Sr. High Running Track (All Work)	Base Bid - Bid Item No. 2 - Moorhead Jr. & Sr. High Running Track (All Work)	Base Bid - Bid Item No. 3 - Moorhead Sr. High Tennis Court (All Work)	Unit Price 1 - Rubber Surfacing Removal/ Replacement  (Add/Subtract - Per S.Y.)	Unit Price 2 - Surfacing Repair  (Add/Subtract - Per L.F.)
Accurate Surface Installation Fenton, Michigan	X	X	14	\$24,922.00	\$19,850.00	No Bid	\$24.00	---
Athletic Surfaces Inc. Loves Park, Illinois				NO BID				
Atlas Track & Tennis Boone, Iowa				NO BID				
Blacktop Repair Services Anoka, Minnesota	X	X	45	\$37,900.00	No Bid	\$31,900.00	\$50.00	\$15.00
C & H Construction Lonsdale, Minnesota				NO BID				
Dakota Fence Company Fargo, North Dakota				NO BID				
Driveway Service Detroit Lakes, Minnesota				NO BID				
F-M Asphalt Dilworth, Minnesota				NO BID				
Finley Brothers Construction Minnetonka, Minnesota				NO BID				

**TABULATION OF BIDS (Continued)**

**TRACK REPAIRS - JR./SR. HIGH SCHOOLS AND  
TENNIS COURT REPAIRS - SR. HIGH SCHOOL  
INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA**

**PROJECT NO's. 9508.16 and 9508.17**

Contractors	A d d e n d a	S e c u r i t y	C a l.  D a y s	Base Bid - Bid Item No. 1 - Moorhead Jr. & Sr. High Running Track (All Work)	Base Bid - Bid Item No. 2 - Moorhead Jr. & Sr. High Running Track (All Work)	Base Bid - Bid Item No. 3 - Moorhead Sr. High Tennis Court (All Work)	Unit Price 1 - Rubber Surfacing Removal/ Replacement  (Add/Subtract- Per S.Y.)	Unit Price 2 - Surfacing Repair  (Add/Subtract - Per L.F.)
Gopher State Seal Coat St. Louis Park, Minnesota				NO BID				
Le'Courts Billings, Montana				NO BID				
Madsen Specialties Company Fargo, North Dakota	X	X	30	No Bid	No Bid	\$27,671.00	No Bid	\$4.25
McBroom Construction New London, Minnesota				NO BID				
Midwest Tennis & Track Co. Denison, Iowa				NO BID				
Northern Improvement Co. Fargo, North Dakota				NO BID				
Hubert Oye & Sons Const. Fargo, North Dakota				NO BID				
Seal Kote Inc. Moorhead, Minnesota	X	X	22	No Bid	No Bid	\$19,900.00	No Bid	\$3.75
Tennis Surfaces Co. Bartlett, Illinois				NO BID				

SEP 10 1996

MEMO #: B97.138

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *RL*

DATE: SEPTEMBER 10, 1996

SUBJECT: REFERENDUM CONVERSION

In order to extend the length of the allowable excess levy the Board of Education expressed their intent to convert their authority to market value.

Suggested Resolution: Move to approve the conversion of the excess levy authority to market value.

JUN 12 1996

MEMO #: B96.328

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: JUNE 7, 1996

SUBJECT: CONVERTING REFERENDUM AUTHORITIES TO REFERENDUM MARKET  
VALUE

Beth Astrup's memo of June 3, 1996 (attached) outlines the steps we must take to be able to continue the levy to 2008. If we do not convert the levy it will cease in 2001, even though the voters approved the levy as ongoing.

The present value of the levy is \$81,000. We must publish the date of intended action 30 days prior to the meeting.

Suggested Resolution: The Board of Education intends to comply with M.S.124A.0311 and convert the current excess levy authority to market value. The date of action is planned for August 12, 1996.

TO: Bob Lacher

FROM: Beth Astrup BA

DATE: June 3, 1996

SUBJECT: Converting Referendum Authorities to Referendum Market Value

We have received a couple of memos from Bob Porter at the Minnesota Department of Children, Families, & Learning. You had forwarded the memos to me asking what my recommendation would be. The following is my understanding of the law and my recommendation as to how the district should handle the conversion:

M.S.124A.0311 states that excess referendum levies based on net tax capacity will cease to exist after fiscal year 2001. In order to retain authority to levy for excess referendum through fiscal year 2008, the district must convert existing referendum authority to referendum market value.

According to the analysis done by the state on ISD 152, our levy would actually be reduced and our aid increased by \$8800. Residential property will see little or no effect, commercial-industrial property will see a slight decrease in tax, and farmland will see a slight increase in tax.

The state gives a number of options for conversion, but I would recommend that we convert as soon as possible which would be for taxes payable in 1998. The Board must pass a resolution by May 31, 1997, stating what is taking place.

Notice of meeting in which the Board is scheduled to act on the conversion must be published in the official newspaper 30 days prior to the meeting. The resolution does not become final until 30 days after the meeting which is the time period allowed to voters to petition requesting an election.

We must notify the Commissioner of Children, Families, & Learning by June 15, 1997 of authority that has been converted.

MEMO #: B97.145

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: SEPTEMBER 19, 1996

SUBJECT: 1996 PRELIMINARY LEVY PAYABLE 1997

The maximum preliminary levy for 1996 is:

1995 Levy	1996 Levy	Decrease	%
\$10,026,765.95	\$9,617,906.87	(\$408,859.08)	-4.08%

We cannot increase the levy in the future from the preliminary levy. By levying the maximum, any changes due to recalculations will automatically be done by the county auditor without a special board meeting.

Suggested Resolution: Move to approve the maximum 1996 Preliminary Levy Payable 1997.

Attachment: Page 18 of 26 Levy sheet

I. COMPUTATION OF 1996 PAYABLE 1997 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	
GENERAL (NTC REF)	106,086.43	13,782.88	N/A	N/A	119,869.31
GENERAL (OTHER)	7,970,282.05	232,914.37	21,314.58	N/A	8,224,511.00
TOTAL GENERAL	8,076,368.48	246,697.25	21,314.58		8,344,380.31
COMMUNITY SERVICE	325,721.00	43.20	848.99		326,613.19
GEN DEBT SERVICE	942,278.00		4,635.37	N/A	946,913.37
TOTAL	9,344,367.48	246,740.45	26,798.94		9,617,906.87

II. COMPARISON OF 1995 PAYABLE 1996 LEVY LIMITATION WITH 1996 PAYABLE 1997 LEVY LIMITATION (BEFORE ADJUSTMENTS):

FUND	95 PAY 96 LIMITATION	96 PAY 97 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
TOTAL GENERAL *1	7,968,917.11	8,344,380.31	375,463.20	4.71 %
COMMUNITY SERVICE	324,080.10	326,613.19	2,533.09	.78
CAPITAL EXPENDITURE *1	790,826.50		790,826.50-	100.00-
GENERAL DEBT SERVICE	942,942.24	946,913.37	3,971.13	.42
TOTAL	10,026,765.95	9,617,906.87	408,859.08-	4.08-%

III. COMPARISON OF 1995 PAYABLE 1996 CERTIFIED LEVY PLUS ADJUSTMENTS WITH  
1996 PAYABLE 1997 CERTIFIED LEVY PLUS ADJUSTMENTS:

FUND	PAY 96 CERT LEVY + ADJUSTMENTS	PAY 97 CERT LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
TOTAL GENERAL *1	7,968,917.11			
COMMUNITY SERVICE	324,080.10			
CAPITAL EXPENDITURE *1	790,826.50			
GENERAL DEBT SERVICE *2	830,906.24			
REDUCTION FOR HACA	937,969.00-	769,391.00-	168,578.00	17.97-
TOTAL AFTER ADJUSTMENTS	8,976,760.95			

TABLES II AND III FOOTNOTES:

- \*1 PAY 97 TOTAL GENERAL INCLUDES CAPITAL EXPENDITURE LEVIES AND ADJUSTMENTS;  
\*2 AMOUNTS SHOWN REFLECT REDUCTIONS FOR DEBT SERVICE EXCESS AND DEBT SERVICE AID.

MEMORANDUM P 96.087

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle

DATE: September 13, 1996

SUBJECT: Total Package Costs for Supervisors Agreement

The following is the Total Recommended Package Costs for the Supervisors. A 3.5% package increase for 1996-97 and 4.5% package increase for 1997-98.

TOTAL PACKAGE COSTS 1996-1998

	1995-96	1996-97	1997-98
TOTAL SALARIES	\$613,123	\$637,163	\$666,895
FICA	37,812	39,320	41,141
FICA-MED	8,890	9,239	9,670
TRA	24,841	25,827	27,080
PERA	13,796	14,331	14,973
LIFE INS	2,150	2,150	2,150
LTD INS	2,636	2,740	2,868
HEALTH INS	25,929	25,929	25,929
WORKERS COMP	3,679	3,823	4,001
TUITION (COURSE)	1,980	0	0
DENTAL	4,267	4,480	4,703
 TOTAL PACKAGE	 \$739,104	 765,002	 799,410
 TOTAL PACKAGE \$ INCREASE		25,899	34,407
 TOTAL PACKAGE % INCREASE		3.50%	4.50%

Benefit/Language Changes

Article X Early Retirement

Section 1. Qualification - Revise and Relocate to New Sections 2,3,&5  
See Attached

Section 2. Formula Proration - Revise and relocate to New Section 3  
See Attached language

Section 3. Payments - Relocate to New Section 4  
See language attached

Added Sections

Section 4. Payments  
See Attached language

Section 5. Election  
See Attached language

Section 6. Deferred Compensation - New  
See Attached new language

Article XI Books, Tuition and Registration Reimbursements

Section 1 & 2 Eliminate (1980.00 shifted to schedule)  
Shift dollars to schedule

Article XII Vacation Time

Section 1. Change 22 to 24 days

Article XIII Holidays

Section 1 Holidays  
Drop the two floating holidays.  
Add - Presidents day when teachers and  
students are not in the building.

SUGGESTED RESOLUTION: Move to approve the language and total  
package costs as presented.

JDS:sdh

MEMORANDUM

P 96.084

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle

DATE: September 13, 1996

SUBJECT: 1996-98 Principals Association Recommended Agreement

Please find the recommended Total Package Costs for the Principals Association. The recommended package reflects an increase of 3.5% for 1996-97 and 4.5% for 1997-98.

TOTAL PACKAGE COSTS 1996-1998

	1995-96	1996-97	1997-98
TOTAL SALARIES	\$684,736	\$722,772	\$756,545
FICA	41,027	42,408	43,615
FICA-MED	9,929	10,480	10,970
TRA	55,738	58,834	61,583
LIFE INS	1,936	1,549	1,549
LTD INS	3,499	3,108	3,253
HEALTH INS	20,430	4,950	5,198
WORKERS COMP	4,656	4,814	5,039
TUITION (COURSE)	1,000	0	0
TRAVEL	3,190	5,815	5,815
DUES	3,320	7,480	7,480
DENTAL	4,267	689	724
 TOTAL PACKAGE	 \$833,727	 862,899	 901,769
 TOTAL PACKAGE \$ INCREASE		 29,172	 38,871
 TOTAL PACKAGE % INCREASE		 3.50%	 4.50%

Benefit/Language Changes

Article X Insurance

Section 1 - Medical Insurance (\$15,479 shifted to schedule)

Subd. 2 Eliminate Existing Language  
Change to: See Attached

Section 3 - Dental Insurance (\$3,577 shifted to

schedule)

Subd 2. Eliminate Existing Language  
Change to: See Attached

Article XIV Tuition Reimbursement (\$1,980 shifted to schedule)

Section 1 - Allocation - Eliminate

Article XVI Severance Pay

Section 1- Qualifications  
Revised and Relocate to New Section 2  
See Attached

Section 2 - Formula Proration  
Revised and Relocate to New Section 3  
See Attached

Section 3 - Payments  
Relocate to New Section 4

Added Sections

Section 4 - Election  
Relocate to New Section 5  
See Attached

Section 5 -  
Election: See Attached

Section 6 New  
Deferred Compensation: See Attached

SUGGESTED RESOLUTION: Move to approve the language and total  
package costs as presented.

JDS:sdh