



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

DECEMBER 2, 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 Hastad _____
James Cummings _____	James Hewitt _____
Stacey Foss _____	Carol Ladwig _____
Mark Gustafson _____	Bruce R. Anderson _____

A G E N D A

1. CALL TO ORDER

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

2. TRUTH IN TAXATION PROPERTY TAX HEARING - Anderson

Overview of the 1996 payable 1997 property tax levy and receive testimony and respond to questions.

3. ADJOURNMENT

S-M9-B05
MIN
December 2, 1996

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Public Hearing (if necessary)	Mon., Dec. 9	7 pm	Townsite
Student Activities	Tues., Dec. 10	7 am	Townsite
LRP Committee	Thurs., Dec. 12	3:45 pm	Sr. High
School Board	Mon., Dec. 16	7 pm	Townsite
ICAC (PER) Committee	Thurs., Dec. 19	7 am	Townsite
Winter Break Begins	Mon., Dec. 23		
K-12 Staff Workshops (No Classes)	Thurs., Jan. 2 Fri., Jan. 3		District- wide
K-12 Classes Resume	Mon., Jan. 6, 1997		
End 2nd Qtr./Semester	Thurs., Jan. 16		
K-12 Staff Workshops (No Classes)	Fri., Jan. 17		District- wide
K-P/T Conferences (No K-classes)	Fri., Feb. 28 Mon., Mar. 3	Daytime	
K-12 P/T Conferences (1-12 classes held)	Mon., Mar. 3	6-9 pm	
K-6 P/T Conferences (No K-6 classes held)	Tues., Mar. 4	Day & Eve.	
7-12 P/T Conferences	Tues., Mar. 4	6-9 pm	
K-12 No School	Wed., Mar. 5 - Fri., Mar. 7		

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

December 16, 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.

S-19-B05
MIN
December 16, 1996

- A. INSTRUCTIONAL MATTERS - Jernberg
 - (1) Acceptance of Gifts - Page 6
 - (2) Acceptance of Grants - Page 7
 - (3) Approval of Major-Magnitude Field Trip - Pages 8-10
- B. BUSINESS AFFAIRS - Lacher
- C. PERSONNEL MATTERS - Skinkle
 - (1) Approval of Family/Medical Leave - Page 11
 - (2) Approval of Termination - Page 12
 - (3) Acceptance of Resignation - Page 13
- D. ADMINISTRATIVE MATTERS - Anderson
 - (1) Approval of November 11 & 25, 1996 Minutes
- Pages 14-21
 - (2) Approval of December Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. PHYSICAL EDUCATION ELECTIVE: Jernberg
Page 22

Suggested Resolution: Move to approve the addition of the Self-Defense Physical Education elective, as presented.

Moved by _____ Seconded by _____
Comments _____

5. 1996 PAYABLE 1997 PROPERTY TAX LEVY: Anderson
Pages 23-24

Suggested Resolution: Move to set the 1996 payable 1997 levy of \$9,597,830.23 less HACA of \$769,391.00 and debt service excess of \$100,000.00, for a net levy of \$8,728,439.23.

Moved by _____ Seconded by _____
Comments _____

6. LAKES COUNTRY SERVICE COOPERATIVE JOINT POWERS AGREEMENT:
Lacher Pages 25-32

Suggested Resolution: Move to approve the Lakes Country Service Cooperative Health Insurance Joint Powers Agreement, as presented.

Moved by _____ Seconded by _____
Comments _____

7. INDIAN EDUCATION PROGRAM RESOLUTION: Anderson
Pages 33-36

Suggested Resolution: Move to receive the information as presented and direct administration to meet with the committee regarding the Indian Education program and the committee's request.

Moved by _____ Seconded by _____
Comments _____

8. ANNUAL OPERATIONAL PLAN: Capital Outlay & Townsite Centre Funds: Anderson/Lacher Pages 37-39

Initial review of the Capital Outlay and Townsite Centre funds of the 1997-98 Annual Operational Plan.

9. POLICY APPROVAL: Anderson
Pages 40-46

Suggested Resolution: Move to approve the policy, Early Admission (JEC), as presented.

Moved by _____ Seconded by _____
Comments _____

10. POLICY APPROVAL: Anderson
Pages 47-48

Suggested Resolution: Move to approve the policy, Music Staff (GAB), as presented.

Moved by _____ Seconded by _____
Comments _____

11. POLICY APPROVAL: Anderson
Pages 49-51

Suggested Resolution: Move to approve deleting the policy, Married/Pregnant Students (JFF), and replace it with the policy, Equal Educational Opportunity (ACA), as presented.

Moved by _____ Seconded by _____
Comments _____

12. POLICY APPROVAL: Anderson
Pages 51-54

Suggested Resolution: Move to approve the policy, Instruction and Curriculum Advisory Committee (AFE), as presented.

Moved by _____ Seconded by _____
Comments _____

13. CLAY COUNTY JOINT POWERS COLLABORATIVE: Anderson
Pages 55-58

Overview of the Clay County Joint Powers Collaborative Position Statement draft.

14. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

15. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
ICAC (PER) Committee	Thurs., Dec. 19	7 am	Townsite
Winter Break Begins	Mon., Dec. 23		
K-12 Staff Workshops (No Classes)	Thurs., Jan. 2 Fri., Jan. 3		District- wide
K-12 Classes Resume	Mon., Jan. 6, 1997		
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K-6 P/T Conferences (No K-6 classes held)	Tues., Mar. 4	Day & Eve.	
7-12 P/T Conferences	Tues., Mar. 4	6-9 pm	
K-12 No School	Wed., Mar. 5 - Fri., Mar. 7		

MEMO #: I-97-124
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *[Signature]*
SUBJECT: Acceptance of Gifts
DATE: December 9, 1996

The district has received the following gifts:

- 1) \$1,387 from Edison PTAC for instructional materials and equipment.
- 2) \$300 from Wal-Mart for an environmental ecological science project at Riverside School.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMO #: I-97-125

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Acceptance of Grants

DATE: December 9, 1996

The district has received the following grants:

- 1) The Basic Schools Program at Washington School has been awarded a \$5,000 service-learning grant through the Moorhead Healthy Community Initiative and Concordia College. The funds will be used to develop and implement a service-learning project with Concordia students and first graders in the Basic School Program. The project will also involve the Washington School Library, The Boys Ranch Second-Hand Store, Americana Health Care Center, and The F-M Food Pantry.
- 2) Washington School teachers Diane Thiel and Vonnice Thordal have been awarded a Moorhead Area Education Foundation grant totaling \$490 to purchase gender-fair literature for their classroom.
- 3) Teacher Donna Dunlap-Bitz at Edison School has also received a Moorhead Area Education Foundation grant totaling \$100 to purchase curriculum materials.

Suggested Resolution: Move to accept the grants as presented.

RMJ/mdm

MEMO #: I-97-127
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Major Magnitude Field Trip
DATE: December 11, 1996

Attached is a field trip request for the Apollo Strings to travel to Paris, France as Music Ambassadors from March 1-9. Students will miss two days of school, March 3 and 4.

Transportation and housing plans and an itinerary are available. Chaperones will include Miss Nelson, Mr. Lund and a Fargo native. An Apollo Strings tradition is to have all chaperones pay their own expenses.

Information regarding the cost to students is found in Section F as attached.

Suggested Resolution: Move to approve the major magnitude field trip as presented.

RMJ/mdm
Attachment



MAJOR MAGNITUDE FIELD TRIP

A. The Apollo Strings would like to take an eight day trip to Paris, France. As Musical Ambassadors, the members of Apollo would learn and absorb a tremendous amount of historical significance related to Music, Art, Architecture, Education, French History and Culture.

B. See attached itinerary.

Two additional events which will be added to the trip are:

- 1. Visiting a French School Orchestra and performing for each other. (No, we wouldn't take our instruments along, we would borrow their instruments.)**
- 2. Attending a performance of the Vienna Philharmonic Orchestra in the Bastille Opera House.**

Two days of school would be missed by the students: Monday and Tuesday, March 3rd and 4th, 1997. Any conferences missed by Miss Nelson or Mr. Lund will be done before the trip by special arrangement.

C and D. Transportation and housing plans would be arranged by Haynes Travel in Marshall, Minnesota.

E. 22 students (16 girls and 6 boys) and 3 chaperones (2 women and 1 man) would be on the trip. All chaperones will pay for their own expenses. This is an Apollo tradition.

The third chaperone will be Miss Tamara Blanich (age 40). Tamara is a Fargo native and a former student of mine. She has lived, studied dance and schooled in Paris. She is a linguist with special emphasis in French. Tamara has personal friends who perform in the Paris Opera and Dance. These friends will be a source information and connections. One of our Apollo cellists (Wendy Johnson) has a Great Aunt who lives in France and will join us. She is a retired teacher. One former Apollo violinist (Amy Horner, 1996 MHS Graduate) is currently studying in France and will also join us.

F. No cost to the district.

Student costs will be: \$400 per student plus meals and spending money (approximately \$250). Sponsors and donations will cover an additional \$400 per student. If there is an Apollo member who can't afford the whole amount of the trip, a sponsor will be found for that student.

G. Funding will include:

Performances done by The Apollo Strings.

Fund raising by Apollo members.

Corporate sponsors.

Individual donations.

MEMORANDUM P 96.106

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: December 10, 1996
SUBJECT: Family/Medical Leave

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

Tamara Kern - Paraprofessional, Probstfield Elementary, to begin on or about February 14, 1997 for six weeks.

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

JDS:sdh

MEMORANDUM

P 96.107

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JSS*
DATE: December 10, 1996
SUBJECT: Termination of employee

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

Luis Flores - Custodian, Probstfield Elementary, effective
November 25, 1996.

Suggested Resolution: Move to accept the termination as presented.

JDS:sdh

MEMORANDUM

P96.109

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JDS*

DATE: December 11, 1996

SUBJECT: Resignation

The administration requests approval of the resignation submitted by Jay Thunem dated December 10, 1996, and approved by the representatives of MEA as per the agreement dated December 12, 1996, and that the Board Chair and Clerk be authorized to execute said agreement.

Suggested Resolution: Move to accept the resignation of Jay Thunem dated December 10, 1996, effective December 20, 1996 be approved and that severance pay to paid to Jay Thunem in accordance with the Agreement, and that the Chair and Clerk of the School Board be authorized to execute such agreement.

JDS:sdh

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 11, 1996
PAGE 1

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

MEMBERS ABSENT: Bill Cox.

The Board met for a dinner meeting at 5:30 p.m. which was hosted by Outreach Program students at Robert Asp School.

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

Gustafson acknowledge the fact it was Veteran's Day and thanked those responsible for assuring the freedom to meet at public meetings such as this.

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

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

"WE ARE PROUD"

** Congratulations went to Anne Boreen and Jenni Kovash who have been selected as this year's recipients of the F-M Network of Women in Mathematics and Science honors. They will be honored at a banquet next month.

** Congratulations was expressed to Jayme Krsnak, Probstfield teacher, has been invited to present a paper at the Minnesota Environmental Education Teacher Preparation Conference. The title of the paper is "Reflections - Minnesota Then and Now." The curriculum materials Krsnak has developed integrate fourth grade outcomes in the areas of Minnesota history and environmental awareness.

CONSENT AGENDA: Cummings requested item A.1, Major-magnitude Field Trip, be removed from the Consent Agenda.

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

Gifts - Accept the gifts of: \$1,000 to Moorhead Senior High from Nash Finch Company for the Sunmart Support-Our-Schools program; 8 MG of RAM (\$215 value) from Pat Sullivan to Probstfield School; and 8'x 10' carpet with inlaid map of the United States (\$350 value) from Mike and Monica Siggerud.

Special Education Contract Agreement - Approve the agreement with Productive Alternatives, Inc. for vocational evaluation of school district students, in the amount not to exceed \$636.00.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 11, 1996
PAGE 2

New Employees

Janelle Edner - MMMI Paraprofessional, Senior High, B21 (0) \$8.51 per hour, 6.5 hours daily, effective November 12, 1996.
Christine Rositas - Home School Liaison, Robert Asp, B21 (0) Non-Aligned Contract, \$7.82 per hour, 4 hours daily, effective November 12, 1996.

Family/Medical Leaves

Jodi LaFayette - Secretary, Townsite Centre, to begin approximately December 21, 1996 for nine (9) weeks.
Julie Bauer - Accounting, Townsite Centre, to begin approximately January 15, 1997 for twelve (12) weeks.

Approval of Minutes - Approve the minutes of October 14 & 28, 1996 as presented.

Claims - Approve the November claims, subject to audit, in the amount of \$1,427,458.21.

General Fund:	\$875,339.04
Food Service:	68,466.86
Transportation:	172,975.13
Community Service:	16,112.20
Capital Expenditure:	290,505.11
Townsite Centre:	<u>4,059.87</u>
TOTAL	\$1,427,458.21

Motion carried 6-0.

MAJOR-MAGNITUDE FIELD TRIP - Cummings raised the question of how chaperone costs are covered on field trips. On this trip, for every 10 students going the cost of one chaperone will be covered by the company. Cummings would like to see this savings passed on to the students (prorated among the group). After more discussion, it was decided to proceed with action on this request and review the policies dealing with field trips.

Hastad moved, seconded by Foss, to approve the field trip for 20-25 Junior High students to Washington, DC, April 18-24, 1997.
Motion carried 6-0.

COMMITTEE REPORTS: Jernberg gave a brief report regarding the Joint Powers meeting.

SCHOOL BOARD/STAFF/COMMUNITY DIALOGUE: (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.)

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 11, 1996
PAGE 3

Building Leadership Teams (BLT) - Dave Traaseth, Loren Bjerke, David Bowe, Kate Rockstad, Steve Morben, and Sue Knorr briefed the Board regarding their respective building's leadership team purpose. Basically, through somewhat different approaches, each team serves as a decision-making team within each building.

Moorhead Community Alternative Program (MCAP) - The Board was given a tour of the program facilities at Townsite Centre guided by students and parents. Program Director Deb Pender, along with counselor Jim Thom, and teachers Jane Bedard and Blake Gerlach, different aspects of the program were discussed. Thom explained the Student Assistance team works with students to meet school policy and attendance guidelines and the necessary counseling services. Bedard told of a satellite program which she coordinates where students work with the elderly which helps them set goals for their life and teaches transitioning and social skills. Gerlach related his work with junior high students.

Pender reiterated the fact that the program serves are a very mobile student population but rapid progress has been made due to better attendance. Also, discipline issues have declined dramatically in 1996-97.

The meeting recessed at 8:40 p.m. for 5 minutes; the meeting resumed at 8:50 p.m.

FIFTH & SIXTH GRADE LOCATION PLAN: Cummings moved, seconded by Hewitt, to divide the question, removing the portion of the recommendation for the addition of space to Robert Asp School. Motion carried 6-0.

Discussion was held regarding equity issues for fifth graders, the feasibility of an addition to Robert Asp during a time when enrollment may be declining, the projected costs for the addition, and the need for planning and prioritizing for the future.

Foss moved, seconded by Hewitt, to implement the recommendation as follows: Reaffirm that all sixth graders would attend Robert Asp; Twelve fifth-grade sections would be provided at Robert Asp - approximately 328 students (three sections of fifth grade would be provided at Riverside - approximately 84 students, two sections of fifth grade students would be provided at Thomas Edison - approximately 56 students); Boundary exceptions for all buildings will be considered; Riverside Principal's Office space relocated and existing area remodeled for smaller instructional space needs - estimated cost of \$25,500; and, Address curriculum, instruction and program needs as outlined in recommendation. Motion carried by majority roll-call vote: 5-1; Hastad dissenting.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 11, 1996
PAGE 4

Foss moved, seconded by Gustafson, to approve the addition 1945 square feet of music/multipurpose space at Robert Asp with an estimated cost of \$175,097 to \$194,500. Motion failed by majority roll-call vote: 3-3; Hewitt, Cummings, Hastad dissenting.

1993-96 FIVE YEAR EDUCATIONAL PLAN ACCOMPLISHMENTS - Assistant Superintendent for Instruction Bob Jernberg presented an overview of the 1993-96 school year accomplishments.

1996-97 FINAL BUDGET: Discussion was held regarding certain line items of the budget. The numbers in the memo presented in the agenda were changed due to not approving the addition to Robert Asp during the Fifth/Sixth Grade Location Plan agenda item.

Foss moved, seconded by Ladwig, to approve the final 1996-97 budgets as follows:

<u>FUND</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>
GENERAL:	\$31,900,174	\$32,199,114
FOOD SERVICE:	1,159,732	1,157,965
TRANSPORTATION:	2,087,700	2,132,622
COMMUNITY SERVICE:	968,168	1,079,350
CAPITAL EXPENDITURE:	2,551,100	3,362,988
DEBT SERVICE:	830,900	902,686
TOWNSITE:	250,301	252,723

CHANGE ORDERS - AIR CONDITIONING PROJECTS: Cummings moved, seconded by Ladwig, to approve change orders 2 through 6 as presented for air conditioning work at various buildings. Motion carried 6-0.

CANVASS ELECTION RETURNS: Ladwig moved, seconded by Hastad, to approve the resolution canvassing the combined general election returns as follows: Jim Hewitt - 11,636; Stacey Foss - 8747; and, M. Wayne Alexander - 3625. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Due to being out of town, Ladwig requested the Board change its December 9 meeting to December 16.

Ladwig moved, seconded by Gustafson, to change the December 9 meeting to Monday, December 16, 1996. Motion carried 6-0.

ADJOURNMENT: The meeting adjourned at 9:50 p.m.

Jim Hewitt, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 25, 1996
PAGE 1

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

MEMBERS ABSENT: Bill Cox.

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: Ladwig moved, seconded by Hastad, to approve the meeting agenda as presented. Motion carried 6-0.

"WE ARE PROUD"

*** Appreciation was expressed to Ralph Fiskness, teacher at Robert Asp, for performing the Heimlich maneuver on a student who had a locker key lodged in his windpipe. Fiskness learned the procedure at a teacher workshop.

*** Congratulations were expressed to Jim Westra, Moorhead High science teacher, for presenting at the Minnesota Science Teachers Conference during the MEA break.

*** Congratulations went to the Moorhead High Volleyball team for placing second in the state tournament.

*** Congratulations were expressed to senior Jenni Redfield for participating in the state diving competition.

Matters Presented by Citizens/Other Communications

Karen Gubbrude former chairwoman of the ABLE Program presented the board with a plaque recognizing Moorhead Public Schools for six years of providing employment opportunities for persons with disabilities.

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

Grants - Accept the \$460 grant from NDSU/Cass County Extension Service to the Moorhead Community Alternative Program for a service-learning project at Townsite Centre.

New Employees

Juanita Escobedo - ECSE Paraprofessional, Washington, B21 \$8.51 per hour, 3.25 hours daily, effective November 26, 1996.
Anthony Wendel - AS 400 Systems Analyst, C41 (10) \$15.57 per hour, 8 hours daily, Non-Aligned Contract, effective December 16, 1996.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 25, 1996
PAGE 2

Shelley Brown - Food Server, Junior High, \$5.30 per hour, 2.75 hours daily, effective October 21, 1996.
Janet Arnold - Receptionist, Senior High, A12 (0) \$7.94 per hour, 8 hours daily, effective November 26, 1996.

Resignation

Darlene Meyer - Food Service, Moorhead Junior High, effective December 31, 1996.

Medical Leaves

Cathy Nesvold - Interpreter, Senior High, to begin immediately, until such time as she is released by her physician.

Early Retirement

Sonja Leines - Principal's Secretary, Washington, effective January 1, 1997.

Summer Migrant Program Resolution - Approve the submission of the application for the 1997 program as presented.

Motion carried 6-0.

COMMITTEE REPORTS: Reports were heard regarding the Instruction Curriculum Advisory Committee (formerly PER), Community Education Advisory Council, Policy Review and the District Student/Staff Assistance Steering Committee meetings.

F-M MetroCOG SPEED ZONE STUDY: Hewitt moved, seconded by Hastad, to accept the Moorhead speed zone study and direct the administration to include up to \$52,085 in the 1997-98 Annual Operational Plan, and to work with the City to collaboratively implement the project. Motion carried 6-0.

Hewitt left the meeting.

1993-98 FIVE YEAR EDUCATIONAL PLAN & RESULTS: Ladwig moved, seconded by Cummings, to accept the 1993-98 Five Year Educational Plan with 1993-96 Results as revised. Motion carried 5-0; Hewitt absent.

Hewitt rejoined the meeting.

IOWA TESTS OF EDUCATIONAL DEVELOPMENT: Assistant Superintendent Jernberg reviewed the 9th grade Iowa Testing data. Jernberg noted that 38% and 57% of Moorhead students were in the top national quartile for reading and math, respectively. Board members credited teachers for the fantastic job they do and noted it shows in the consistently increasing student scores.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 25, 1996
PAGE 3

PHYSICAL EDUCATION ELECTIVE: Teachers Heather Meyer and Steve Connelly reviewed the proposal. The request is to add a .5 credit semester elective self-defense course to the Moorhead High School curriculum. The class would be designed for the student to acquire a knowledge of personal safety, basic fundamentals of self defense, and the ability to apply these skills if necessary. Personal and community violence would be taught through lecture, videos, guest speakers, and current media resources. Sexual harassment, sexual assault and date rape will be units covered throughout the course. Weight lifting will be used to enhance specific muscles used in self defense.

The Board requested this item be for discussion only at this meeting, with action taken at the December 16 meeting.

SPECIAL SERVICES AGREEMENT/CLAY COUNTY SOCIAL SERVICES: Ladwig moved, seconded by Hewitt, to approve the revised agreement with Clay County Social Services, contingent upon the approval by that Board, in the amount of \$155,729.76. Motion carried 6-0.

SPECIAL SERVICES AGREEMENT/LAKELAND MENTAL HEALTH: Foss moved, seconded by Cummings, to approve the revised agreement with Lakeland Mental Health Center, Inc., contingent upon approval by the Clay County Social Services Board, in the amount of \$342,437.00. Motion carried 6-0.

POLICIES - FIRST READING: The Board conducted first readings of the following policies:

Student Attendance (JE/JEA) - Hastad expressed concerns with having policies for specific buildings and the negative approach of this policy. Cummings explained there are legality differences for kids over and under 16 years of age. Hewitt expressed concerns of absences for student activities. Ladwig requested clarification on the statement "verified by healthcare provider", and why credit would be taken away from an A/B student because of attendance; if the student is able to handle the absences and maintain good grades why punish them. School-sponsored and school-sanctioned activities were clarified. "School-sanctioned" is a private activity not school related that the school district supports participation in. "School-sponsored" is activities governed by the Minnesota State High School League (MSHSL).

In conclusion, it was decided the board and administration must determine what they want the policy to accomplish. Administration will continue to work on the policy and return it to the Board at a later date. The earliest implementation would be the fall of 1997.

Early Admissions (JEC) - This policy is a completely new draft written by staff.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 25, 1996
PAGE 4

Married/Pregnant Students (JFF) - This policy would be replaced in the policy manual by the proposed Equal Educational Opportunity (ACA) policy.

Planning, Evaluating & Reporting (AFE) - This policy is recommended as presented.

Music Staff (GAB) - This policy was included in the meeting agenda by mistake. It will be furthered reviewed by administration before being presented for Board approval.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Jernberg noted the North Central Association visit December 8-10 and invited the Board to participate.

ADJOURNMENT: Ladwig moved, seconded by Foss, to adjourn the meeting at 8:54 p.m. Motion carried 6-0.

James Hewitt, Clerk

MEMO #: I-97-123

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BG*

SUBJECT: Addition of Self Defense Physical Education Elective

DATE: December 9, 1996

At the November 25 Board meeting a proposal to add a .5 credit semester elective Self Defense course to the Moorhead High School curriculum was received. The administration is now requesting Board approval.

Suggested Resolution: Move to approve the addition of the Self Defense Physical Education Elective.

RMJ/mdm

MEMO #: B97.195

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: DECEMBER 10, 1996

SUBJECT: RECOMMENDED 1996 PAYABLE 1997 LEVY

The data is provided by the Department of Children, Families & Learning based on funding levels set by the state legislature and actions of the school district:

<u>FUND</u>	<u>MAXIMUM ALLOWABLE LEVY</u>
General Fund	\$ 8,324,303.67
Community Services	326,613.19
General Debt Services	<u>946,913.37</u>
	\$ 9,597,830.23
HACA	(769,391.00)
Debt Service Excess	<u>(100,000.00)</u>
Net Levy	\$ 8,728,439.23

This represents a reduction of levy of \$248,321.72 or -2.77%

Suggested Resolution: Set 1996 payable 1997 levy of \$9,597,830.23 less HACA of \$769,391.00 and debt service excess of \$100,000.00 or a net levy of \$8,728,439.23.

LVYLIM01520197
DISTRICT NO. 0152 TYPE 01
DISTRICT NAME MOORHEAD
ECSU REGION 04 CLAY

STATE DEPT OF CHILDREN, FAMILIES AND LEARNING
LEVY LIMITATION AND CERTIFICATION
1996 PAYABLE 1997

ED-00111-18

PAGE 19 OF 26
DATE OF RUN: 11/20/96

SCHOOL DISTRICT LEVY CATEGORY	EQUALIZED LEVIES EXCLUDED FROM HACA ALLOCATION *		ALL OTHER LEVY COMPONENTS (INCLUDED IN HACA ALLOCATION)		TOTAL LEVY	
	MAXIMUM LEVY LIMITATION	FINAL CERTIFIED LEVY	MAXIMUM LEVY LIMITATION	FINAL CERTIFIED LEVY	MAXIMUM LEVY LIMITATION	FINAL CERTIFIED LEVY
GENERAL--MARKET VALUE REFERENDUM			NONE	NONE		
GENERAL--TAX CAP. REFERENDUM	119,869.31	119,869.31	NONE	NONE	119,869.31	119,869.31
OTHER GENERAL - ON TAX CAPACITY	6,300,442.59	6,300,442.59	1,903,991.77	1,903,991.77	8,204,434.36	8,204,434.36
COMMUNITY SERVICE	NONE	NONE	326,613.19	326,613.19	326,613.19	326,613.19
GENERAL DEBT SERVICE	NONE	NONE	946,913.37	946,913.37	946,913.37	946,913.37
TOTAL LEVY BEFORE ADJUSTMENT	6,420,311.90	6,420,311.90	3,177,518.33	3,177,518.33	9,597,830.23	9,597,830.23

* THE FOLLOWING EQUALIZED LEVIES ARE EXCLUDED FROM HACA ALLOCATION:
MARKET VALUE REFERENDUM, TAX CAPACITY REFERENDUM, GENERAL EDUCATION,
TRANSITION AND SUPPLEMENTAL.

** NET DEBT EXCESS IS THE DEBT SERVICE EXCESS AMOUNT CERTIFIED TO THE
MINNESOTA DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING LESS ANY AMOUNT
APPROVED BY THE COMMISSIONER OF EDUCATION TO BE RETAINED. THE COUNTY
AUDITOR MUST REDUCE THE GENERAL DEBT SERVICE LEVY BY THE FULL AMOUNT
SHOWN AT RIGHT.

SCHOOL DISTRICTS CERTIFYING THE MAXIMUM LEVY LIMITATION FOR THE FINAL
LEVY MUST CERTIFY THE SPECIFIC DOLLAR LIMITATION SHOWN.

SCHOOL DISTRICTS CERTIFYING LESS THAN THE MAXIMUM LEVY LIMITATION FOR ANY
CATEGORY MUST COMPLETE THE APPROPRIATE SECTIONS OF PAGES 20 THROUGH 26 AS
NEEDED TO DOCUMENT THE SPECIFIC AMOUNTS CERTIFIED FOR EACH LEVY COMPONENT.

THE SCHOOL DISTRICT MUST SUBMIT THE COMPLETED ORIGINAL OF THIS FORM TO THE
HOME COUNTY AUDITOR BY DECEMBER 27, 1996. A DUPLICATED COPY MUST BE
SUBMITTED TO THE MINNESOTA DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING,
EDUCATION FUNDING TEAM, BY JANUARY 15, 1997.

REDUCTION FOR NET GENERAL DEBT SERVICE EXCESS **	100,000.00
REDUCTION FOR HACA	769,391.00
SUBTOTAL CERTIFIED LEVY SPREAD ON TAX CAPACITY AFTER ADJUST'S (EXCLUDES MKT VALUE REFERENDUM)	8,728,439.23
GRAND TOTAL CERTIFIED LEVY AFTER ADJUSTMENTS (INCLUDE MARKET VALUE REFERENDUM)	8,728,439.23


THE CERTIFIED LEVY LISTED ABOVE IS THE LEVY VOTED
BY THE SCHOOL BOARD FOR TAXES PAYABLE IN 1997.

SIGNATURE OF
SCHOOL BOARD CLERK _____

DATE OF CERTIFICATION _____

MEMO #: B97.189

MEMO TO: DR. ANDERSON

FROM: R. LACHER 

DATE: NOVEMBER 21, 1996

SUBJECT: LAKES COUNTRY SERVICE COOPERATIVE (LCSC)
HEALTH INSURANCE POOL JOINT POWERS AGREEMENT.

To participate in the insurance we need to approve the Joint Powers agreement.

SUGGESTED RESOLUTION:

Move to approve the LCSC Health Insurance Joint Powers Agreement.

ATTACHED: LCSC Joint Power Agreement.



Lakes Country Service Cooperative

20 years of service

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

Tuesday, December 3, 1996

Mr. Robert Lacher
Asst. Supt. of Business Affairs
Moorhead Public Schools
810 4th Avenue South
Moorhead, MN 56560

Dear Bob:

Enclosed with this letter is a copy of the amended Joint Powers Agreement. Modified areas have been referenced below for your convenience. Please review this document and upon it meeting with your approval, sign in the indicated area and return it to the Lakes Country Service Cooperative.

Also, as we previously discussed, the Advisory Committee along with the Board of Directors will need to continue to address various areas of the insurance program, currently as well as into the future.

Joint Powers Agreement for Group Employee Benefits:

Page 3, item d: Rate increases are based on the standard of single coverage since all employers offer single (employee) coverage as the base. However renewal rates are, as we discussed, based on claims and overall utilization versus premiums paid.

Page 3, item 4: The board or their designee does assume responsibility for overall coordination between participants and the carrier.

Page 4, item 7: Amended

Page 4, item E: Amended

Page 5, B.1: The current language may need to be reviewed.

Page 5, B.2: Current language prevents shopping annually for health insurance. This provides protection and stability of the group.

Bob, at our December Insurance Advisory Council meeting, I will be recommending that Moorhead have a representative appointed to this committee. Also, we are currently working with your office in regards to COBRA and retired staff still included with your group.

I hope that everything is going well during the transition. Please let me know if I can do anything to help.

Respectfully,

Lakes Country Service Cooperative


DuWayne Balken
Executive Director

DB/lmm

enclosures

cc: Jill Bartlett, Insurance Consultant

Chairperson
Diane Swenson, Bemidji

Vice Chairperson
Mike Boon, Pelican Rapids

Service Cooperative Board of Directors

Clerk
David Schomack, Fergus Falls

Treasurer
Tom Kumsarow, Fergus Falls

Linda Kriebbenhoff, Dilworth-Glyndon-Felton
Norman Kolstad, Underwood

Annette Husted, Minnervale
Shelli Bowland, Alexandria

Thomas Kaste, Ashby
Supt. Russell Larson, Ex-officio, Hancock

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

**JOINT POWERS AGREEMENT
for GROUP EMPLOYEE BENEFITS
LAKES COUNTRY SERVICE COOPERATIVE MEMBER SCHOOLS INSURANCE PROGRAM**

This Joint Powers Agreement, hereinafter referred to as "agreement", is made as of the **1st** day of **January, 1997** between **Moorhead Public School District #152**, and other Members as now or hereafter become parties to this agreement, hereinafter individually called "Participant", and the **Lakes Country Service Cooperative**, hereinafter called the "LCSC".

Pursuant to M.S. 471.59, Subd. 2: It is agreed and understood that:

- 1) the objective of this Joint Powers Agreement is to establish, procure and administer group employee benefits and financial risk management services that embody the concept of pooling risks for the purpose of stabilizing and/or reducing costs, and
- 2) the purpose of this agreement is to define /clarify bid procedures, rights and responsibilities, length of contract, termination guidelines, liability and the method(s) by which parties to this agreement shall exercise their common power.

DEFINITIONS

1. Participant -- Any entity or individual that (who) has been accepted for participation by the joint powers governing board.
2. Group Employee Benefits, (hereinafter referred to as "GEB") shall include, but not be limited to, health benefits coverage, life insurance, disability income protection, dental
3. Other Financial Risk Management Services shall include, but not be limited to, investments, contracted legal services, property/casualty safety group, personal property and casualty, student accident, and other services as directed by the Board.
4. Board -- Pursuant to M.S. 471.59, Subd. 11, the LCSC Board of Directors will serve as the joint powers governing board for the group employee benefits and financial risk management services and all associated services. This Board will be elected pursuant to the bylaws of the LCSC, governing election of its board of directors. As appropriate, the Board may designate a representative to act on its behalf. The LCSC may, at its discretion, assign this Joint Powers Agreement to any subsequent organization along with all of the corresponding duties and responsibilities for both parties and provisions contained herein.
5. Pool -- The collective group of participants in a given program of group employee benefits or other risk management service or activity.

RECITALS

- I. Each of the parties enters into this agreement pursuant to:
 - A. M.S. 471.59, Subd. 1 and 10: which authorizes two or more governmental units to exercise jointly or cooperatively powers which they possess in common, or
 - B. M.S. 123.58: defining Service Cooperatives. Participation in programs and services provided by the LCSC shall be discretionary (ie. Subd. 4), or
 - C. acceptance by the Board of participation by non-profit, non-governmental units, which shall be held contractually to all terms and conditions of this agreement.
- II. Pursuant to M.S. 471.59, M.S. 471.61, and M.S. Section 16.07, the intent of this agreement is to transfer the Participant's right to purchase group employee benefits to the Board under the terms and conditions of this Agreement.

- III. The parties desire to state in this agreement that their common power shall be exercised for the purpose of providing financial risk management services, which may include but not be limited to: investments, contracted legal services, property/casualty, student accident insurance, dental, Section 125, life and health group insurance pooling, and other services as directed by the Board.
- IV. The parties desire to state in this agreement their intent to comply with the statutory requirements of group insurance, governmental unit bidding laws, COBRA and its Minnesota extensions, ERISA, and all other applicable federal and state statutes.
- V. It is not the intent of the parties to the agreement to transfer authority, liability or responsibility for matters other than securing proposals, establishing master contracts, negotiation of operating agreements and funding arrangements, and the facilitation of administrative services and funding arrangements as defined for each component of the group employee benefits and financial risk management services.

AGREEMENT

The parties agree as follows:

- I. The Recitals are part of this agreement.
- II. PROCEDURES FOR SECURING GROUP EMPLOYEE BENEFITS AND FINANCIAL RISK MANAGEMENT SERVICES
 - A. The Board shall from time to time change the procedures to comply with applicable law.
 - B. Group Employee Benefits
 1. Definition: Pursuant to M.S. 471.6161, Subd. 1, "Group Insurance coverage" is defined as benefit coverage provided to a group through a carrier authorized under Chapters 61A, 62A, 62C, 62D, and 62E to do business in the state.
 2. Requests for Proposals/Selection of Carrier/Contract Length
 - a) Pursuant to M.S. 471.6161, Subd. 2, LCSC will request proposals from, and enter into contracts with, carriers that in the judgment of the Board are best qualified to provide coverage. The request for proposals shall be in writing and at a minimum shall include: coverage to be provided, criteria for evaluation of carrier proposals, and the aggregate claims records for the appropriate period. Public notice of the request for proposals will be provided in a newspaper or trade journal at least 21 days before the final date for submitting proposals.
 - b) Pursuant to M.S. 471.6161, Subd. 3, The Board shall make benefit and cost comparisons and evaluate the proposals using the written criteria. The Board may negotiate with the carrier on premiums and other contract terms. The Board must prepare a written rationale for its decision before entering into a contract with the selected carrier.
 - c) Pursuant to M.S. 471.6161, Subd. 4, group insurance contracts may not exceed five (5) years in length, including all extensions. The Board shall request proposals for coverage at least once every sixty (60) months. Employees may be added to an existing group pursuant to a joint powers agreement under section 471.59.
 3. Rate Increases
 - a) The Board will annually review renewal information as presented by the carrier, make recommendations and determine if requests for proposals are necessary.
 - b) Rate increases for the group health insurance pool will be determined on the basis of single coverage.

c) The carrier shall notify each Participant and the Board of any changes in rates at least sixty (60) days prior to the effective date of the rate change. Final rate adjustments will be effective the first day of the month following thirty (30) days written notice by the carrier.

d) Pursuant to M.S. 471.616, Subd. 1, should the aggregate pool rate increase for single coverage equal twenty-five percent (25%) or more in a given contract year, the Board may solicit quotes for the pool.

4. Benefit Reduction: Pursuant to M.S. 471.6161, Subd. 5, the aggregate value of benefits provided by a group insurance contract for employees covered by a collective agreement shall not be reduced unless the Participant employer and exclusive representative of the employees of an appropriate bargaining unit, certified under Section 179A 12, agree to a reduction in benefits.

5. Master Contract: The Board shall negotiate the master contract with the carrier selected for the pool on behalf of the Participants of the pool. Further, The Board will negotiate an operating agreement for the purpose of administering the master contract.

C. Other Financial Risk Management Services

1. The Board will determine the most cost-effective and appropriate manner in which to deliver other financial risk management services. Methods may include, but are not limited to, provision for staff consultation services and contracting for professional services with independent contractors (RE: Krohnberg v. Pass, 187 Minn. 73, 244 N.W. 329; 1932). Bids and/or quotations may be requested but are not required.

2. Selection of Carrier: The Board will contract with the carrier that, in the judgment of the Board, is best qualified to provide the service.

III. RIGHTS AND RESPONSIBILITIES OF THE BOARD

A. Group Employee Benefits

1. The Board shall negotiate master contracts for its own benefit and for the benefit of each of the Participants. A copy of the master contract shall be available for review by Participants.

2. Pursuant to M.S. 471.6161, Subd. 5, the Board has no authority nor authorization to change a policy or benefit of the Participant's group insurance policy without written authorization or request of the Participant. The policy of the Participant may be amended with respect to any matter relating to the insurance protection provided thereunder for the officers, employees and their dependents, and retired officers, employees and their dependents of any party by rider, amendment, or endorsement issued by the insurance carrier by law, or with the written request of the Participant. The original of each such rider, amendment or endorsement shall be mailed or delivered by the carrier to the Board to be attached to, and held with, the policy; and a copy of each such rider, amendment or endorsement will be furnished by the carrier to each of the Participants.

3. The Board shall secure quotes from carriers for entities requesting participation in the pool and respond to the carrier(s) with acceptance or rejection of their proposal within sixty (60) days of receiving necessary data.

4. The Board shall serve as liaison between representatives of the Participants to this agreement and the carrier, including general communications, problem resolution, transmittal of materials, and pool meeting coordination.

5. The Board retains the right and responsibility, upon consultation with its Participants, to terminate any agreement into which it has entered on behalf of the pool. In the course of carrying out its responsibility, the Board may conduct other business negotiations consistent with group benefits and their delivery mechanisms.
 6. The Board may negotiate, implement, and administer alternative financing arrangements which it determines best serves the interests of the Participants of the Pool.
 7. The Board shall determine the utilization of any monies acquired through discounts, credits, reserves, savings or in any other manner, following the Insurance Advisory Council has been given the opportunity to provide their recommendations.
- B. Other Financial Risk Management Services
1. The Board may negotiate operating agreements for its own benefit and for the benefit of each of the Participants. Copies of the operating agreement shall be on file for review by any Participant upon request.
 2. The Board may request proposals from and enter into contracts with carriers/providers that in the judgement of the Board are best qualified to provide the service. Bids and/or quotations may be requested but are not required.
 3. The responsibilities of the Board in the performance of other financial risk management services will be set forth in individual agreements.
- C. The Board, its authorized representatives, employees and designees shall have no duty or liability to any of the Participants, carriers, providers, or other financial risk management service providers with respect to the fees, premiums and/or contract charges, offers, acceptances or binders of coverage, cancellation notices, or other changes relating to the Participant's subscribers. The Board, its authorized representatives, employees and designees, and each Participant shall have no duty or liability due to negligence of other Participants, carriers, and providers.
- D. Upon request, the Board will assist in the resolution of disputes between a Participant and the carrier regarding claims, fees, premiums, and/or contract charges.
- E. The Board may recover the cost of administering services in the group employee benefits and financial risk management services by such means as deemed appropriate by the Board and understanding that the Insurance Advisory Council has been given the opportunity to provide recommendations to the Board of Directors.

IV. RIGHTS AND RESPONSIBILITIES OF PARTICIPANTS:

- A. Any Board Participant, through its governing authority, may become a party to this agreement by executing and delivering this agreement to the Board.
- B. Group Employee Benefits
1. Each Participant will execute necessary enrollment and renewal documents directly with the carrier for insurance protection for its officers and employees and dependents, retired officers and employees and dependents under their policy which shall be provided by the carrier.
 2. Each Participant of the pool agrees to furnish employee data (census) pertaining to insurance coverage (i.e. name, date of birth, gender, single or

family coverage status, salary, date of hire, benefits, class of benefit levels, experience records, medical information and other information required, etc.) directly to the carrier, as required.

3. The Participant shall remit, upon receipt of the appropriate bill from the carrier, contract charges to the appropriate authority prior to the due date.
4. The Participant will be responsible to notify the Board and the carrier at least forty-five (45) days prior to the effective date of any rate change of its intent to withdraw from the pool.

C. Other Financial Risk Management Services

1. The Participant agrees to execute and submit all necessary data required to perform the respective service requested to the appropriate parties as directed by the Board.
2. The Participant shall remit payment as designated by the Board for services as billed and when due.

V. LENGTH OF CONTRACT AND TERMINATION

- A. This agreement shall continue for a period of five years. The effective date shall be the date both parties have signed this agreement. Any Participant wishing to withdraw from this agreement shall provide a minimum of forty-five (45) days written notice prior to annual renewal of said intent to the Board, and the service carrier/provider, unless otherwise specified in a given contract.

B. Group Employee Benefits

1. Participants receiving a 50% or greater increase in single rates in a given policy year shall be allowed to solicit proposals without jeopardizing their participation in the pool. Once the Participant accepts the proposal, it is excluded from the pool for two (2) years and forfeits all residuals and claim to excess pooled dollars.

If the Participant elects to reject all proposals and retain participation in the pool, the Board will determine the applicable rate for the Participant, which will be one of the following:

- a) The Participant will be obligated to accept the actual formula rate as determined by the Participant's own utilization and the carrier's rating formula; or
 - b) The Participant will receive a rate to be established by the Board. If a Participant's single insurance rate is increased by more than fifty percent (50%) in any given policy year, the affected Participant may withdraw from this agreement by giving written notice of its withdrawal to the Board and the carrier at least forty-five (45) days prior to the start of the policy year for which the rate increase is effective.
2. Should an individual Participant solicit proposals independently without a fifty percent (50%) increase in single rates in a given year, the Board retains the right to terminate said Participant's participation in the appropriate group insurance service. An individual Participant terminated under these conditions shall be ineligible to participate for a period of not less than two (2) complete policy years and forfeits any pool reserves or excesses.

"Soliciting proposals" shall be defined as requesting and/or accepting proposals.

3. Any Participant wishing to withdraw from the pool at a time other than the date of renewal shall provide a minimum of ninety (90) days written notice of said intent to the Board and to the carrier.
4. The Board retains the right to shorten or extend the policy/plan year should such action benefit the Participants.

VI. **LIABILITY OF PARTIES:**

Any Participant which is a party to this agreement holds the Board, its employees and its designees, and the other Participants which are a party to this agreement harmless. The parties agree to waive any rights to litigation from any dispute arising out of this agreement unless such action is the result of intentional wrongdoing.

Contemplated in this provision are good faith efforts associated with the bidding, rating, claims, renewal, and administrative matters associated with the master agreement. Certain other responsibilities, including but not limited to collective bargaining disputes, benefit disputes, claims payments, employee ERISA and COBRA rights, claims, compliance with statutes, eligibility, premium and/or contract charge payments, retiree benefits, and enrollments, are the sole responsibility of the respective Participant.

Pursuant to all applicable state and federal laws, this agreement has been approved by the governing boards of the parties and is signed by the duly authorized officers of the parties.

Lakes Country Service Cooperative (LCSC)

By: _____

Title: Executive Director

Date: _____

By: _____

Title: Clerk

Date: _____

Participants Name: **Moorhead Public School District #152**

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

MEMO #: S-97-095

TO: School Board
FROM: Bruce R. Anderson, Supt. ^{BRA}
RE: Indian Education Program
DATE: December 11, 1996

The district's Indian Education Parent Committee has made their annual review of educational programs for American Indian students. Attached is information received from this committee.

Suggested Resolution: Move to receive the information as presented and direct administration to meet with the committee regarding the program and the committee's request.

cbf
Attachment

	Indian Education Section 739 Capitol Square - 550 Cedar St. Paul, MN 55101-2273	AMERICAN INDIAN EDUCATION TRANSMITTAL OF RESOLUTION AND PARENT COMMITTEE ROSTER	ED-02011-04
			DUE: Dec.1

GENERAL INFORMATION AND INSTRUCTIONS: M.S., Section 126.51 requires that school districts which enroll ten or more American Indian students establish or identify a **PARENT COMMITTEE** (see discussion below) to afford parents the necessary information and opportunity effectively to express their views concerning all aspects of American Indian Education and the educational needs of the American Indian children enrolled in the school or program, and to address the need for adult education programs for American Indian people in the community. The parent committee must review programs offered and develop its recommendations in consultation with the curriculum advisory committee (required by M.S., Section 126.666, Subd. 2), and review policies and procedures in the district and submit to the local school board a **RESOLUTION** reflective of parent and community views of program offerings, with applicable recommendations. In cases of non-concurrence the school board is required to respond to the recommendations forwarded by the Parent Committee. M.S., Section 126.51, Subd. 1a requires the school boards of the above districts receiving such a resolution to submit a copy to the Minnesota Department of Children, Families and Learning (use the above address) by December 1 of each school year.

This transmittal form is to be used to provide (1) applicable resolution/transmittal information and (2) the roster of the required parent committee. Submit this form on the above date with applicable sections completed, with or without the parent committee resolution and school board response attached, (as applicable) with an **ORIGINAL** signature of the district superintendent. If assistance is needed in completion of this form, please call (612) 296-6458.

DISCUSSION: The **PARENT COMMITTEE** shall be composed of parents of children eligible to be enrolled in American Indian education programs; secondary students eligible to be served; American Indian language and culture education teachers and aides; American Indian teachers; counselors; adult American Indian people enrolled in educational programs; and representatives from community groups. A majority of each committee shall be parents of children enrolled or eligible to be enrolled in the programs. The number of parents of American Indian and non-American Indian children shall reflect approximately the proportion of children of those groups enrolled in the programs. If a committee of parents of American Indian children has been or is established according to federal, tribal, or other state law, that committee shall serve as the committee required by this section and shall be subject to, at least, those requirements cited above. If the organizational membership or the board of directors of an American Indian school consists of parents of children attending the school, that membership or board may serve also as the parent committee.

IDENTIFICATION INFORMATION		
School District Name MOORHEAD PUBLIC SCHOOLS	District Number and Type ISD#152	
Name of Person Completing This Form <i>Donna Doreye</i>	Title Indian Home School Liaison	Telephone Number (507) 833-2449

RESOLUTION / PARENT COMMITTEE INFORMATION	
Check all applicable items and provide the requested information:	
<input type="checkbox"/> This district does not have ten or more American Indian students enrolled, therefore no Parent Committee has been established, and no resolution/recommendations are attached (<u>sign below</u> and <u>return</u> the form to the above address).	
<input checked="" type="checkbox"/> Resolution is attached:	
Date passed by Parent Committee: <u>12/5/96</u>	
Date presented to Local School Board: <u> </u> / <u> </u> / <u> </u>	
The attached resolution is a resolution of (check one):	
<input type="checkbox"/> Concurrence	<input checked="" type="checkbox"/> Non-Concurrence → Recommendations are (check one)
	<input checked="" type="checkbox"/> included with the attachment. <input type="checkbox"/> not included
<input type="checkbox"/> Resolution is NOT attached. → If not attached, explain: _____	
<input type="checkbox"/> School Board Response is NOT attached, explain: _____	
<input type="checkbox"/> A Parent Committee has NOT been established. → If checked, please explain why not, including discussion of any steps that have been taken to establish a parent committee: _____	
<input type="checkbox"/> The Minnesota Department of Children, Families and Learning provide assistance in the following area(s): _____	

COMPLETE PARENT COMMITTEE MEMBERSHIP ROSTER AND SIGN VERIFICATION ON REVERSE SIDE ➤

PARENT COMMITTEE MEMBERSHIP ROSTER

Identify the membership of your district's American Indian Education Programs Parent Committee below. List the chairperson first (include address of chairperson only), and provide the area of representation (i.e., parent, teacher secondary student, counselor, etc.) for each committee member. Check (X) to indicate whether the member is an American Indian. Attach an additional page if more space is needed.

NAME OF COMMITTEE MEMBER	AREA OF REPRESENTATION	AMERICAN INDIAN	
		YES	NO
1. Chairperson (include address, city and zip code): Mary John 319 17 St S #3, Moorhead, Mn	Chairperson	X	
2. Anita Dumarce	Vice-Chairperson	X	
3. Carol Dumont	Secretary	X	
4. Bert Chamberlain	LEA Rep		X
5. Phyllis Emmel	Member at large	X	
6. George Nicholas	member at large	X	
7. Margaret Martin	member at large	X	
8. Arlene Kuens	member at large	X	
9.			
10.			
11.			
12.			
13.			
14.			
15.			
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18.			
19.			
20.			
21.			
22.			
23.			

VERIFICATION OF INFORMATION

The information provided on this form is true and accurate to the best of my belief and knowledge.

Bruce R. Anderson

Signature - Superintendent of School District / Authorized Representative

12/19/96

Date



MOORHEAD SCHOOL DISTRICT
INDIAN EDUCATION PROGRAM

1330 N 8 AV MOORHEAD, MN 56560
(218)299-6249

December 5, 1996

The Moorhead Indian Education Parent Committee has the following recommendations for the Moorhead School District as a non-concurrence.

- 1) That the American Indian students in grades K-12 be served in the area of language skills related to the ESL program.

MEMO #: S-97-102

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: 1997-98 Annual Operational Plan
DATE: December 12, 1996

As in the past, the seven funds will be presented to you in phases to allow more time for a review of each of the funds. It is our goal to present the remaining funds in January with anticipated action the first meeting in February.

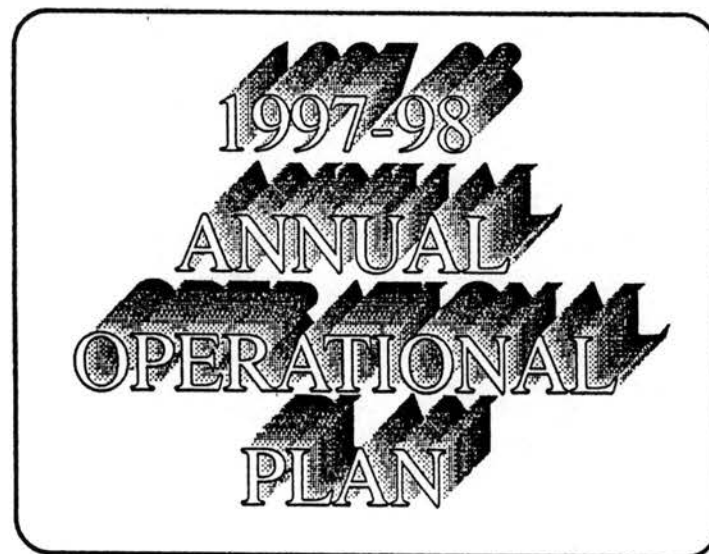
As usual, the approval of the assumptions will be difficult in that decisions have to be made prior to the final action of the Legislature.

The next page provides a summary of the revenue, expenditure and fund balance information which result with the application of the 1997-98 assumptions.

BRA:cbf
Attachment

INDEPENDENT SCHOOL DISTRICT #152

MOORHEAD, MINNESOTA



DECEMBER 1996

DR. BRUCE R. ANDERSON

Superintendent of Schools

Robert Jernberg Dr. John Skinkle Robert Lacher
Asst. Superintendent - Instruction Asst. Superintendent-Human Resources Asst. Superintendent - Business

MEMO #: B97.194
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER *R. Lacher*
DATE: DECEMBER 9, 1996
SUBJECT: 1997.98 ANNUAL OPERATING PLAN

The preliminary budgets for the 1997.98 AOP are as follows:

<u>FUNDS</u>	<u>BEGINNING FUND BALANCE</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>ENDING FUND BALANCE</u>
V Capital Outlay	\$ 411,115	\$ 1,958,139	\$ 4,315,080	\$ 1,945,832
VIII Townsite Leasing	\$ (671,348)	\$ 255,687	\$ 248,955	\$ (664,616)

MEMO #: S-97-098

TO: School Board

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

RE: Approval of Policy

DATE: December 12, 1996

Attached please find the policy, Early Admission (JEC), as recommended for approval.

Suggested Resolution: Move to approve the policy, Early Admission (JEC), as presented.

cbf

Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JEC DATE ADOPTED: 04-08-80 REVIEWED: 1-26-91
--	---

(DRAFT 11/96)

EARLY ADMISSIONS

The State of Minnesota (Regulation 120.06, 1969 Legislative Session) specified that a child must be five years of age on or before September 1st before commencing kindergarten and six years of age on or before September 1st before beginning first grade.

The Board of Education of ISD 152 recognizes that there may be occasions when it is appropriate to admit a youngster to school prior to the regular entrance age of five years old.

The administration is authorized to develop procedures that will provide for early admission of students with consideration given to their cognitive abilities, academic abilities, language skills, motor development, social and emotional maturity.

After careful consideration, the Board of Education of ISD 152 has adopted the following criteria for early admission:

1. COGNITIVE ABILITY assessed to be within the very superior range (IQ 130+) as measured by a standardized individually administered test. The Stanford Binet-Fourth Edition (SB-IV), Wechsler Preschool & Primary Scale of Intelligence-Revised Form (WPPSI-R), Woodcock Johnson Test of Cognitive Abilities-Revised Form (WJ-R) or the Kaufman Assessment Battery for Children (K-ABC) are examples of intelligence tests that can be utilized for this purpose.
2. ACADEMIC ~~ABILITY~~ ACHIEVEMENT assessed to be within the very superior range (standard scores 130 or above) as measured by the Woodcock-Johnson Tests of Achievement (WJ-R), Peabody Individual Achievement Test-Revised (PIAT-R), or Battelle Developmental Inventory (BDI).
3. SUPERIOR COORDINATION as determined by scores which are 2 standard deviations above the mean on the Bruinink's-Oseretsky Test of Motor Proficiency.
4. SUPERIOR SOCIAL MATURITY on the basis of information gathered from parent report, day car observations, and other developmental checklists as appropriate.
5. SUPERIOR LANGUAGE DEVELOPMENT as determined by scores falling at least two standard deviations above the mean as measured by the Preschool Language Scale or the Test of Work Knowledge (TOWK).
6. COMPLETION OF HEALTH FORMS, physical and required immunizations.
7. RECOMMENDATION OF ASSESSMENT TEAM.

APPLICATION PROCESS FOR EARLY ADMISSION

Although chronological age is probably the best single factor used to determine eligibility for admission, some younger children may be ready for kindergarten or the first grade sooner. Consequently, a district policy makes it possible for some exceptional children to be considered for early admission if they turn five years old during September 1 -- December 1. They may be competing in school with children who are several months older than they are. The district does not believe it is wise to admit a child to school early unless the child can work with more mature pupils.

CHILDREN MAY BE CONSIDERED FOR EARLY ENTRANCE TO KINDERGARTEN/GRADE ONE ACCORDING TO THE FOLLOWING PROCEDURES:

1. The child must be five years old on or before September 1 -- December 1 of the year in which kindergarten/grade one entrance is required. A copy of the child's birth certificate is required.
2. Parents or guardians must complete an application requesting early admission.
3. Applications may be made anytime after May 1 of the year the parent or guardian wishes the child enter school. The process must be completed before school starts. Included in the application will be a developmental checklist which must be filled out by the parent prior to the meeting with the building principal and kindergarten teacher.
4. Parents will ~~schedule~~ request a meeting with the building principal and a kindergarten teacher to review the application and developmental information. A review of the entrance criteria will take place at this time.
5. The principal and kindergarten teacher may also obtain additional information as needed (e.g. observations, notes from day care provider, preschool record review).
6. The parent, principal and kindergarten teacher will meet when the necessary information has been gathered and review the results. If the recommendation of this team is that the child is not a viable candidate for early admissions, then the application process will be terminated. If the team determines that the child may be an appropriate candidate for early admissions, a meeting will be scheduled to develop an assessment plan with appropriate school personnel (e.g. school psychologist, occupational therapist, speech/language clinician).
7. Following the completion of this assessment, the parents will meet with the assessment team, building principal, gifted and talented coordinator and kindergarten teacher to discuss the results and make a final recommendation for early entrance.
8. Parents who disagree with the finding of the school staff may appeal the decision in writing to the Assistant Superintendent of Instruction. The final decision shall rest with the Superintendent of Schools.

APPLICATION FOR EARLY ADMISSION

Introduction

ISD 152 recognizes that there may be occasions to admit a youngster to school prior to the regular entrance age on or before September 1 -- December 1 of a school year. Research and experience show clearly that most children will have a more successful experience if they enter school with their age mates. However, there are some bright mature children who would best be served by entering school early.

Students should begin school when they are ready. The individual needs of the child are of primary concern. Consideration will be given to cognitive abilities, motor development, as well as social and emotional maturity. Decisions will be based on assessment data and recommendations of appropriate personnel including the parents.

Child's

Name

(Last)

(First)

(MI)

(DOB)

Address

(Street)

(City)

(ZIP)

(Phone)

I believe my child should be considered for early entrance to:

☐ Kindergarten☐ Grade One

because

I have read and understand the information on the reverse side of this form.

Date: _____

Parent's Signature: _____

Required Enclosures: Copy of Birth Certificate
Immunization and Physical Records

(1)

DEVELOPMENTAL CHECKLIST

Early admissions to kindergarten is only considered for children who are thought to be exceptional (total development being superior to most children of the same age).

In order to help parents determine whether they should apply for the Early Admission program, the following checklist can be used. It helps parents determine a child's strengths by comparing his/her behavior with the list of descriptors.

Please remember that this is only a guide to help you sort out your feelings as to your child's potential. If you apply for early admission, the school will still be the determiner of whether the child will start early.

GENERAL INTELLECTUAL ABILITY

- ___ Asks many specific questions and seriously attends to the answers.
- ___ Has a good memory.
- ___ Frequently prefers playing with older children.
- ___ Has a mature sense of humor. Is likely to understand puns or plays on words before other children.
- ___ Is exceptionally curious. May either use a "scatter shot" approach of exploring many areas of interest simultaneously, or focus on one at a time.
- ___ Has a high energy level; is restless in mind and body.
- ___ Is interested in cause-effect relationships. Likes to explore possible explanations. May insist that his/her explanation makes more sense than the "real" one.
- ___ Has a long attention span for activities of own choosing.
- ___ Knows many things about which other children the same age are unaware.
- ___ Applies concepts of reading and math in contexts other than those in which they were introduced.
- ___ Is sensitive to emotional issues at an early age. Asks many questions about pain, death, anger, love, violence, etc.
- ___ Is eager to try new activities and/or to perform familiar activities in new ways.

SPECIFIC ACADEMIC APTITUDE ACHIEVEMENTLinguistic Aptitude

- ___ Uses advanced vocabulary.
- ___ Employs advanced sentence structure. (i.e. Uses conjunctions like "however" and "although")
- ___ Makes up elaborate stories or fantasies.
- ___ Memorizes many poems or stories. Recites poems or rhymes using rhythm and cadence.
- ___ Prefers storybooks with many words and fewer pictures.
- ___ Has taught (or is teaching) self to read by asking parents or other nearby adults, "What is this letter?" or "What does this word say?" May also learn early by watching television or by hearing the same books read aloud again and again.
- ___ Has an early interest in printing letters, names and words.

Math/Logic Aptitude

- ___ Is very interested in maps, charts, globes, calendars, and clocks. Asks many questions about abstract terms, such as time and space. (Example: "When is today really tomorrow or yesterday?")
- ___ Enjoys assembling new or difficult puzzles.
- ___ Likes to count, weigh, measure, or categorize objects.
- ___ Recognizes one- and two-digit numbers. Is able to count objects and choose the correct numeral to represent the number. (Example: Counts 11 blocks and points to the numeral 11.)
- ___ Understands concepts of money. (Example: Knows that 10 pennies equal to a dime.)

Scientific Aptitude

- ___ Constantly wants to know how and why things work.
- ___ Collects things.
- ___ Likes to classify and categorize objects and ideas.
- ___ Has an advanced understanding of cause-and-effect relationships.
- ___ Chooses "how-to" books or nature books over stories and fairy tales.
- ___ Likes to take things apart--toys, clocks, flashlights, appliances. May or may not be able to put them back together.

CREATIVE OR PRODUCTIVE THINKING

- ___ May have an "imaginary friend" and be able to describe him/her in great detail.
- ___ Is constantly asking questions.
- ___ Responds to questions with a list of possible answers.
- ___ Sees solutions that rarely occur to other children or to adults.
- ___ Effectively uses materials in ways other than those for which they were intended. (Example: Invents a new game around Lotte cards.)
- ___ Has a spontaneous sense of humor.
- ___ Makes up elaborate excuses for behavior, finds "loopholes." (Example: "I am sorry I bit Ralph. But I did not mean to bite his skin. I only meant to chew his clothes.")

LEADERSHIP ABILITY

- ___ Interacts easily with both children and adults.
- ___ Is often sought out by other children for play.
- ___ Is able to enter an already-playing group of children and be easily accepted.
- ___ Offers play suggestions to other children toward his/her own goals, positive or negative.
- ___ Understands cause-effect as it relates to behavior and consequences.
- ___ Recognizes when his/her behavior yields certain predictable results.
- ___ Has a sense of justice and fair play for both self and others.

ABILITY IN THE VISUAL and/or PERFORMING ARTS

Visual Arts Aptitude

- ___ Spends free time drawing, painting or sculpting.
- ___ Remembers in detail items, places or pictures seen.
- ___ Has advanced eye/hand coordination.
- ___ Enhances artwork with fine detail.
- ___ Shows attention to texture, color and balance.
- ___ Responds emotionally to photos, paintings or sculptures.
- ___ Shares own feelings and moods through drawings, paintings or sculptures.

Musical Aptitude

- ___ Frequently requests music-related activities.
- ___ Responds emotionally to music. (Example: "That song makes me sad.")
- ___ Can identify a familiar song from the tune only.
- ___ Sings in time or close to in tune.
- ___ Dances, moves or claps in time with musical patterns and rhythms.

PSYCHOMOTOR APTITUDE

- ___ Enjoys movements such as running, jumping, climbing and/or tumbling as an end in itself.
- ___ Uses gestures, body movement, and/or facial expression to show or mimic feelings.
- ___ Has an accurate and relaxed sense of balance when hopping on one foot, walking a narrow line, hanging from a bar, etc.
- ___ Uses simple athletic equipment with comparative ease. Can accurately throw and catch a softball, jump rope, dribble a basketball, skate, etc.
- ___ Is able to adopt motor skills appropriately in game situations.

MEMO #: S-97-099

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Approval of Policy
DATE: December 12, 1996

Attached please find the policy, Music Staff (GAB), as recommended for approval.

Suggested Resolution: Move to approve the policy, Music Staff (GAB), as presented.

.cbf
Attachment

(DRAFT 11/96)

MUSIC STAFF

Moorhead Public Schools, upon review of the Minnesota State Board of Education Rules 3500.1400 and 3500.3700 (Subparts 2 and 4, respectively) ~~and as stated below~~, offer the following district staffing procedures.

- A. In order to provide continuity of programming in the elementary schools and to provide daily preparation time for classroom teachers, music specialists shall serve each child for a minimum of 20 minutes daily or a minimum of 40 minutes on an alternate day basis. The maximum student load for elementary music shall not exceed the average maximum of 380 students per day.
- B. The secondary music staff load shall comply with Minnesota State Board of Education Rule 3500.3700 with the exception that vocal music may exceed the average maximum of 180 students per day if registration and scheduling of choir requires numbers greater than those stated in the State Rule.

STATE RULES

3500.1400 ELEMENTARY SCHOOL STAFF

Subpart 2 / Pupil/Teacher Ratio / The acceptable maximum pupil/teacher ratio is 30 to 1 in any class in grades K to 6 or K to 8. A recommended pupil/teacher ratio for music teachers including music specialists is an average of 240 pupils per day per week in grades K to 6 or K to 8. A school board must adopt a written policy specifying the circumstances when a ratio in this subpart may be exceeded. The policy must be adopted and filed with the State Board of Education by August 1 of each year. An amendment made by the school board must be filed with the State Board of Education within ten days of its adoption.

3500.3700 SECONDARY SCHOOL STAFF

Subpart 4 / Maximum Number of Pupils / The maximum number of pupils per day for a secondary school teacher is 180 except for teachers of performing music groups and physical education classes. An acceptable class size for instruction in physical education shall not exceed 40 pupils. The recommended average number of pupils per day per week for a secondary teacher of performing music groups is 180. A school board must adopt a written policy specifying the circumstances when a ratio in this subpart may be exceeded. The policy must be adopted and filed with the State Board of Education by August 1 of each year. An amendment made by the school board must be filed with the State Board of Education within ten days of its adoption.

Reviewed/Revised: 5/12/92

MEMO #: S-97-100

TO: School Board

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

RE: Approval of Policy

DATE: December 12, 1996

Attached please find the policy, Married/Pregnant Students (JFF) which is recommended for deletion from the District Policy Manual, and to be replaced by the policy, Equal Educational Opportunity (ACA).

Suggested Resolution: Move to approve deleting the policy Married/Pregnant Students (JFF), and replace it with the policy, Equal Educational Opportunity (ACA) as presented.

cbf

Attachment

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: JFF
DATE ADOPTED: 02-11-86
REVISED: 05-12-92

(DRAFT 11/96 - Replace with ACA)

MARRIED/PREGNANT STUDENTS

It is the intent of this policy to allow all students equal opportunity to participate in the total school offering / both curricular/ extra-curricular and/or co-curricular/

No student may be denied participation in any educational program or activity because of marital status/ pregnancy/ childbirth/ false pregnancy/ miscarriage/ or termination of pregnancy/ unless the student voluntarily requests to participate in a different program or activity/

Moorhead Public Schools Child Care Center

The Moorhead school district has established a child care center for supportive child care enabling teenage parents an opportunity to finish school/

Reviewed/Revised/ 5/12/92

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: ACA
DATE ADOPTED:
REVIEWED/REVISED:

(DRAFT 11/96 - REPLACES JFF)

EQUAL EDUCATIONAL OPPORTUNITY

PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of ISD 152.

GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to ~~the school district's policy on harassment and violence~~ JFCFA, Prohibition of Harassment and Violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official ~~as provided by policy~~. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. Ch. 363 (MN Human Rights Act)
Minn. Stat. 127.46 (Sexual, Religious and Racial Harassment and Violence Policy)
42 U.S.C. 12101 et seq. (Americans with Disabilities Act)

Cross Reference: MSBA Model Policy 402 (Disability Nondiscrimination)
MSBA Model Policy 413 (Harassment and Violence)

Reviewed/Revised:

MEMO #: S-97-101

TO: School Board

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

RE: Approval of Policy

DATE: December 12, 1996

Attached please find the policy, Instruction and Curriculum Advisory Council (AFE), as recommended for approval.

Suggested Resolution: Move to approve the policy, Instruction and Curriculum Advisory Council (AFE), as presented.

cbf
Attachment

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: AFE
DATE ADOPTED: 9-11-79
REVISED: 03-23-93

(DRAFT 11/96)

PLANNING/ EVALUATING/ AND REPORTING POLICY STATEMENT

INSTRUCTION AND CURRICULUM ADVISORY COMMITTEE

The Moorhead Public Schools are ISD #152 is dedicated to offering quality education to all students. School personnel and community members are working together to refine and maintain the high standards of the educational programs in our district. As part of this refinement, the district will yearly evaluate areas of its curricular program to assess how well the students are doing in moving toward accomplishment of the district's broad educational goals. A process for Planning/ Evaluating and Reporting (PER) evaluating curriculum and instruction has been adopted which includes the following components:

1. District Goals- School district goals have been adopted by the board which provide broad direction for district curriculum and instruction.
2. Curriculum Review Cycle Process- A six-year curriculum review cycle has been adopted to guide district curriculum development and evaluation.
3. Learner Outcomes- For each subject area in the curriculum/ student learner outcomes will be prepared. Development of learner outcomes will follow the curriculum review cycle. These learner outcomes shall include state adopted essential learner outcomes when they become available.

Learner Outcomes and Graduation Standards - For each subject area in the curriculum, learner outcomes will be aligned consistent with graduation standards.

4. Student and Program Evaluation- Ongoing evaluation of student performance will be conducted as well as program evaluations following the district curriculum review cycle.

The district will evaluate each student's progress toward meeting state and school district graduation standards, and will use the curriculum review process to identify the strengths and weaknesses of instruction and curriculum affecting students' progress.

5. PER Instruction and Curriculum Advisory Committee- A district-wide PER Committee will be established to advise the board and staff on matters relating to curriculum review and evaluation.

The district advisory committee, reflecting the diversity of the district and its learning sites, shall recommend to the school board district-wide education standards, assessments and program evaluations.

6. Improvement Plans- District staff will prepare curriculum improvement plans on an annual basis to address areas of weakness identified through program evaluation activities.
7. Assurance of Mastery (AOM)- An AOM program has been established which identifies students who are not making sufficient progress in communications or math. Remedial action will be planned for these students.

8. PER Annual Report on Curriculum, Instruction and Student Performance- A draft PER will be prepared annually by district staff with input from the PER Committee. The report will be approved by the board prior to October 1 each year and disseminated to district residents and the State Department of Education.

An annual report including: 1) student performance goals for meeting state and school district graduation standards; 2) results of assessment data; and, 3) annual district improvement plans, will be approved by the school board by October 1 each year and disseminated to district residents and the Department of Children, Families and Learning by October 15.

9. Program Linkage- District programs such as North Central Accreditation, educational effectiveness (MEEP), technology, long range planning, and staff development will be integrated with the PER curriculum review process and annual district improvement plans whenever possible to maximize resources.
10. PER AID- Financial aid received by the district under the PER law will be for PER related activities only.
11. Multicultural/ Gender and Handicapped Fair Inclusive Education - Each curriculum adopted will be reviewed as to multicultural, gender and handicapped fairness fair, and disability sensitive in language and content, and will include the accomplishments of members of diverse members of these groups as a part of the curriculum.
12. PER Instruction and Curriculum Advisory Committee Roles and Responsibilities
1 - The administration shall develop policies and procedures relating to the roles and responsibilities of the PER Advisory Committee, district staff and others involved in the PER curriculum review process.
13. Parental Review - Development and review of a policy and procedure for
2 parental review of the content of instructional materials and to make reasonable arrangements for alternative instruction based on objection to content (see board policy IIAC/IIAC-A).

The district will develop a policy and procedures for parental review of the content of instructional materials, and make reasonable arrangements for alternative instruction based on parental objection to instructional materials. (See policy IIAC/IIAC-A)

Reviewed/Revised: 2/13/90
3/23/93

MEMO #: S-97-097

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Clay County Joint Powers Collaborative
DATE: December 12, 1996

Family Services legislation enables the formation of collaboratives for the purpose of providing greater coordination of family services within a county by the varying governmental bodies.

On-going efforts have been occurring toward the goal of developing such a collaborative. This collaborative would efficiently and effectively coordinate family services within the county, and yet would not create another costly level of bureaucracy nor increase the operating costs of collaborative members.

Attached you will find a draft position statement of the collaborative model for your review and discussion. The document is being reviewed by other school boards and staffs as well as other potential collaborative members.

Action would be anticipated in January if all Clay county school districts are supportive as are other potential partners.

BRA:cbf
Attachment

CLAY COUNTY JOINT POWERS COLLABORATIVE (CCJPC)
Position Statement
Clay County Public School Districts
(Barnesville, Dilworth-Glyndon-Felton, Hawley, Moorhead, Ulen-Hitterdal)

I. CLAY COUNTY JOINT POWERS COLLABORATIVE BOARD:

- It will serve as a collaborative for legislative purposes,
 - The CCJPC Board for this purpose will meet quarterly,
 - Membership will include two county commissioners, Director of Public Health, Director of Social Services, one city representative from within each of the five school districts providing the city wishes representation, two school board representatives from Moorhead and one from within each other school district, one community action agency representative, one non-profit/consumer representative, and one Superintendent representative from within the county.
- A. Fiscal Decisions - The respective, elected bodies (county, city and school district) each will make final decisions related to the collaborative effort which impact their jurisdiction. It is not planned nor anticipated that local government operating funds will be utilized to fund any costs related to the Joint Powers Collaborative.
- B. Fiscal Agent(s) - Clay County will be the fiscal agent for the Collaborative's operational costs and the most appropriate fiscal agent will be identified as grants are solicited.
- C. Funding - Any funding received by the Joint Powers Collaborative for which expenditure guidelines have not been clearly identified must be approved by at least three-fourths majority of the CCJPC Board.
- D. Commitment - The commitment to the Collaborative will be reviewed by the respective elected bodies when and if the existing funding mechanism for various governmental units or legislation change. Any elected body may withdraw from collaborative activities with notice on or before March 31 for the following fiscal year.
- E. Current Collaborations - Collaborations will continue as appropriate among and between existing cooperative efforts, with further opportunities being identified as appropriate.
- F. Commencement Date - The CCJPC will commence only when a joint powers legal document and by-laws have been reviewed by an attorney and adopted by the governing body of the following partners, namely the Clay County Board, Board of Education of each school district, those cities choosing to be a part of the Joint Powers Collaborative, and the community action agency representative.

II. CLAY COUNTY JOINT POWERS COLLABORATIVE ADVISORY COMMITTEES: Advisory committees consist of those listed as A., B. and C. below, as well as other initiative advisory committees which may be created. Each advisory committee will elect one of its members to serve as chair of the committee. The committee chair will report progress on the activities and make recommendations as appropriate to the CCJPC Board at the regular quarterly meetings.

- A. Joint Powers Collaborative Family Services Advisory Committee (FSAC): The FSAC will be made up of citizens, service providers, young adults, parents, public and nonprofit supportive organizations, and public officials. Their mission is to recommend collaborative efforts to address the health, developmental, educational and family-related needs of families, children and youth in Clay county.
- B. Joint Powers Collaborative Community Diversity Issues Advisory Council: The CDIAC will serve as a key focus group of the Joint Powers to identify and address cultural diversity and social issues affecting our community, and recommend solutions to make our community a more inclusive, safe and inviting place to live.
- C. Children's Mental Health Advisory Committee: The CMHAC will include service providers, parents and consumers with severe emotional disabilities. The committee will advise the Joint Powers Collaborative Board on mental health needs of families. The committee will make recommendations related to intake, assessment, evaluation, and mental health service provision.

III. LIAISON COMMITTEES, PROJECTS & INITIATIVES: Pew Cultural Diversity Project, Project Health, and Healthy Community Initiative are three area-wide collaboratives that are already in place. The Clay County Family Services Collaborative will seek to improve coordination with these existing collaboratives through improved communication and information sharing. These and other present and/or future initiatives may become important in collaboration. These entities will be asked to provide communication with the Joint Powers Collaborative.

IV. SUPERVISORY TEAM:

- A. A supervisory team consisting of the Clay County Coordinator, a city manager/city representative, and a Clay county superintendent will identify one of its members, or a designee, to serve as an administrative liaison. The administrative liaison will provide support and guidance to each of the appropriate collaborative advisory/liaison committees.
- B. A coordinator may be necessary for activity advisory committees. If a coordinator is employed by the CCJPC, the position will be paid through grant funds and/or by Clay County, with or without contributions from other entities as decided by the board of those entities.

