



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

S-M9-B05  
Min  
Oct 13, 1997

October 13, 1997

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 Becky Langemo, Harlan Shuck, Dana DelVel, Brian Cole, and the entire 1996-97 Speech squad for placing in the top 5% of National Forensic League chapters nationwide to qualify for the NFL "200 Club."

\*\*\* Congratulations to the Spud Dimensions for receiving an "All-American" rating by the National Scholastic Press Association. This is the highest award given to high school newspapers. Phyllis Cassatt, English teacher, serves as the advisor.

\*\*\* Congratulations to Mick Dunn, MHS art teacher, for receiving the Best of Show award with a painting titled "Prairie Watch" at The American Heritage Art Show held in Minneapolis. Eighty artists from the United States and Europe participated in the show.

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

- (1) Accept Gifts - Page 6
- (2) Approval of Increase to Imprest Cash Fund - Page 7
- (3) Acceptance of MCAP Grant - Pages 8-9
- (4) Acceptance of Major Magnitude Field Trip Requests - Page 10

B. BUSINESS AFFAIRS - Lacher

- (1) Approve Voyager/Convent Lease Agreement - Pages 11-12

C. PERSONNEL MATTERS - Skinkle

- (1) Approval of New Employees - Page 13
- (2) Acceptance of Resignations - Page 14
- (3) Approval of Family/Medical Leaves - Page 15

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Acceptance of Community Education Donation - Page 16
- (1) Approval of September 8 & 22, 1997 Minutes - Pages 17-24
- (2) Approval of October 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.)

District Wellness Program - Skinkle  
Pages 25-29

District CARE Teams - Jernberg

5. ENROLLMENT UPDATE: Jernberg  
Pages 30-32

Review of the October 1 enrollment information and draft cohort projections for 1998-2003.

6. WIDE-AREA NETWORK (WAN) REPORT: Anderson  
Page 33

Dave Kaun of Elert & Associates will update the Board regarding the progress of the WAN.

7. COMPARABLE PAY EQUITY REPORT: Skinkle  
Pages 34-38

Suggested Resolution: Move to accept the Pay Equity Implementation Report and that Board Chair be authorized to sign said report.

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

8. ADDITIONAL PARAPROFESSIONAL POSITION: Anderson  
Page 39

Suggested Resolution: Move to approve the request to employ one (1) additional paraprofessional as proposed.

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

9. 1997-99 SPORTS CENTER LEASE AGREEMENT: Lacher  
Pages 40-42

Suggested Resolution: Move to approve the 1997-98 and 1998-99 lease for the Moorhead Sports Center for \$32,957.00.

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

10. LIABILITY INSURANCE COVERAGE: Lacher  
Pages 43-46

Suggested Resolution: Move to direct administration to purchase liability to cover the maximum expense set by state law.

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

11. ADULT BASIC EDUCATION COORDINATOR CONTRACT CHANGE:  
Anderson/Davies Pages 47-48

Suggested Resolution: Move to approve the extension of the Adult Basic Education coordinator's position to full time for the duration of the 1997-98 school year, in accordance with the existing Band and Grade.

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

12. CLAY COUNTY JOINT POWERS COLLABORATIVE AGREEMENT ADDENDUM:  
Anderson Pages 49-54

Suggested Resolution: Move to approve the addendum to the Clay County Joint Powers Collaborative Agreement as presented.

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

13. FIRST READING OF POLICY: Anderson  
Pages 55-77

Conduct the first reading of the policy, Protection and Privacy of Pupil Records (JO).

14. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

15. CLOSE PUBLIC MEETING: Ladwig

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 \_\_\_\_\_

16. OPEN PUBLIC MEETING: Ladwig

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

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

17. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
K-12 Workshops	Oct. 15		District-wide
MEA Conferences	Oct. 16-17		District-wide
School Board	Oct. 27	7:00 p.m.	Townsite
End 1st Qtr./ K-12 Workshops	Oct. 31		District-wide
Election Day	Nov. 4		
School Board	Nov. 10	7:00 p.m.	Townsite
K-P/T Conferences	Nov. 5	Daytime	
K-12 P/T Confs.	Nov. 5	4-7 pm	
	Nov. 6	5-8 pm	
	Nov. 7	8-5 pm	
School Board	Nov. 24	7:00 p.m.	Townsite
K-12 No School	Nov. 26		District-wide
Thanksgiving Holiday	Nov. 27-28		
Tax Levy Public Hearing	Dec. 1	7:00 p.m.	Townsite
School Board	Dec. 8	7:00 p.m.	Townsite
Winter Break Begins	Dec. 22		
K-12 Classes Resume	Jan. 5		
End 2nd Qtr./Sem.	Jan. 22		
K-12 Workshops	Jan. 23		
President's Day Holiday	Feb. 16		
K-12 Workshops	Feb. 17		
ITBS Testing	Mar. 23-27		
End 3rd Qtr.	Mar. 27		

MEMO #: I-98-067  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *[Signature]*  
SUBJECT: Acceptance of Gifts  
DATE: September 30, 1997

The district has received the following gifts:

1. A Power Mac 6500 computer and monitor (estimated value of \$1,902) was donated through a service-learning grant received by Concordia College. The computer will be utilized for a Service-Learning Weather Station Program at Moorhead Junior High School.
2. \$1,500 from Meritcare Health System to purchase a track record board for the Senior High School.
3. Computer software from Candace Allen for use at Probstfield School. The estimated value is \$79.95.
4. \$800 contribution from the Babe Ruth Baseball Board for the baseball facility. These funds will be utilized for repairs to the batting cage.

Suggested Resolution: Move to to accept the gifts as presented.

RMJ/mdm

MEMO #: I-98-072  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: Imprest Cash Fund  
DATE: October 1, 1997

Due to concerns from the activities office regarding costs at peak times there is a need to increase the activities imprest cash fund from \$7,500 to \$10,000.

This increase will allow the activities department to pay current expenses for the period of time until the reimbursement can be made to that account which is done on a monthly basis.

Suggested Resolution: Move to increase the activities imprest cash account from \$7,500 to \$10,000.

RMJ/mdm

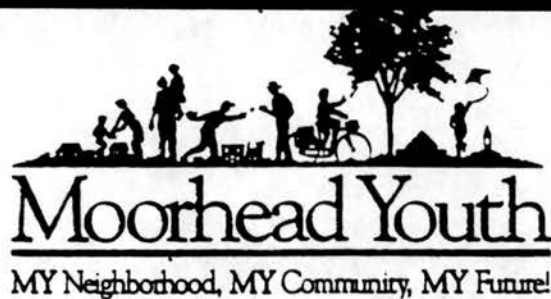
MEMO #: I-98-071  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: MCAP After-school Activities Grant  
DATE: September 30, 1997

The District has received \$1,578 from Moorhead Healthy Community Initiative to employ paraprofessionals to assist/supervise MCAP students in school-based after school enrichment activities. The award letter is attached.

Suggested Resolution: Move to accept the grant of \$1,578 from Moorhead Healthy Community Initiative to employ paraprofessionals to assist/supervise MCAP students in school based ASE activities.

RMJ/mdm  
Attachment





August 5, 1997

Moorhead Community Alternative Program  
ISD 152 Special Services  
Deb Pender  
Townsite Center  
810 4th Avenue S.  
Moorhead, MN 56560

160 hrs @  
8.85 p/hr  
(.66 FICA)  
(.35 PERA)

Dear Deb:

Thank you for agreeing to add activities for Moorhead Youth to your programming agenda. I appreciate your enthusiastic response to our request. As you know, MHCI has some remaining grant dollars to engage youth ages 9-13 in positive after school activities. These dollars were unspent during the 1996-97 school year due to the extraordinary number weather emergencies, school closings, and the flood. In order to remain in compliance with our state grantors we must use these funds to build assets with youth before the end of the year, December 31, 1997. The enclosed documents outline the program activities and budget with which we must work.

The MCAP has been awarded \$1,578.00 for provide paraprofessionals to assist/supervise MCAP students in school based ASE activities. Please review the attached contract addendum. If, for any reason, your organization can not carry out the activities described, please call me before August 14, 1997. The budget is also attached. It is particularly important to note the specific line items approved for expenditure. For instance, if your organization is receiving funds for contracted services (staff time/salary) and supplies only, you may only spend grant dollars for those line items. If no money is allocated for equipment, these grant funds can not be used for equipment purchases. Again, if this presents a problem, please call me immediately.

Since this grant must be spent by December 31, 1997 there are only 2 quarterly reporting periods to request fund reimbursements. Don't miss these dates! October 7, 1997 and January 7, 1998. I encourage you to submit as many receipts as possible in October.

The Board of Directors, volunteers and staff of MHCI thank you for supporting Moorhead Youth. Together we are building assets that will protect our young people for harmful risk-taking behavior.

Sincerely,

Dianna L. Hatfield,  
Director

**Moorhead Healthy Community Initiative**

1001 Center Avenue, Suite E • Moorhead, Minnesota 56560  
(218) 233-2468

9



MEMO #: I-98-068  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Major Magnitude Field Trips  
DATE: September 30, 1997

The Board has received information for the following major magnitude field trips. It is anticipated that these field trips will be the request for the entire year in that an attempt has been made by secondary principals to gather information at one time.

1. Junior High field trip to Washington, D.C., April 17-20
2. Key Club District Convention, Cragun's Resort in Brainerd, March or April, Noon Friday to Sunday p.m.
3. Apollo Strings - Seattle, Washington - date TBD
4. Orchestra attend an opera in Winnipeg or Minneapolis, date TBD, Saturday a.m. to Sunday p.m.
5. National Scholastic Press Association Journalism Convention, April 15-19, Seattle, Washington
6. French Club trip to France in June 1999 and would like to start fund raising now
7. Senior High Band to Chanhassen Dinner Theatre, date TBD
8. Senior High Wind Ensemble to Golden Gate Music Festival, San Francisco, April 30 to May 4
9. Spanish trip to Mexico, April 4-13
10. A Capella Choir to perform at Carnegie Hall, New York, New York, date TBD

Colleen Tupper and Gene Boyle will be available to respond to questions Board members may have.

Suggested Resolution: These data will be reviewed and a recommendation will be made at the meeting.

RMJ/mdm  
Attachments

MEMO #: B98.160

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

*Robert Lacher*

DATE: OCTOBER 7, 1997

SUBJECT: LEASE FOR MOORHEAD CHURCH OF CHRIST

The Moorhead Church of Christ will be leasing the Convent (Suites 401 through 411, 308 & (303 - once a month), starting October 7th, 1997 through May 31, 1998, for \$5,935.00.

Suggested Resolution: Move to approve the lease with Moorhead Church of Christ, effective October 7, 1997 through May 31, 1998, for \$5,935.00.

LEASE

THIS LEASE, made this 7th day of October, 1997, between Independent School District No. 152, a Minnesota Municipal Corporation, hereinafter called the "LESSOR" and Moorhead Church of Christ, hereinafter called the "LESSEE".

WITNESSETH, that the Lessor does hereby lease and demise unto the Lessee all of the property situated in the City of Moorhead, County of Clay , and State of Minnesota, described as follows, to-wit:      Convent

Moorhead, Mn    56560

8

<u>Location/Suite #</u>	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Months</u>	<u>Monthly</u>
401,402,403,404,405,406	2250 Sq. Ft.	\$4.00	\$6000.00	\$750.00
407,408,409,409a,410,411 & 308				
303 (To be used once a month)		\$10.00	\$80.00	\$10.00

(The month of October, 1997, will be pro-rated at \$24.20 per day=\$605.00)

for the term of eight months commencing on October 7, 1997 and ending on May 31, 1998 for the total rent or sum of Five Thousand Eight Hundred Fifty Five & 00/100 plus Eighty & 00/100 for use of Kitchen, 8 days = \$5935.00, (\$5,855.00 + \$80.00 = \$5935.00) , payable as follows, to-wit:

\$ 615.00 - 1 Months = \$615.00 Per Month

\$5,320.00 - 7 Months = \$760.00 Per Month

Lessee shall pay \$1,500.00 up front on the day of commencement.

In addition thereto, it is hereby agreed as follows: (remainder of standard lease available in the Business Office)

MEMORANDUM P 97.110

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JSS*

DATE: October 7, 1997

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:

Mary Ann Jasken - Title I Paraprofessional, Edison Elementary,  
B21 (0) \$8.85 per hour, 4 hours daily,  
effective immediately.  
(Replace Lori Nappe)

Loretta St. Germain - MSMI Paraprofessional, Junior High, B21 (0)  
\$8.85 per hour, 6 hours daily, effective  
immediately.  
(New position)

Michael Ochoa - EBD Paraprofessional, Detention Center, B21 (0)  
\$8.85 per hour, 6.5 hours daily, effective  
immediately.  
(Replace Juvene Givers)

Roxanne Loock - Hall Monitor, Senior High, A13 (0) \$7.70 per  
hour, 5.5 hour daily, effective immediately.  
(Replace Janelle Pearson)

Suggested Resolution: Move to approve the employment as  
presented.

JDS:sdh

MEMORANDUM

P 97.112

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JDS*  
DATE: October 7, 1997  
SUBJECT: Resignation of District Employees.

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

Tanya Glaser - MMMI Paraprofessional, Robert Asp, effective immediately.

Karen Evanson - Food Service, Riverside Elementary, effective September 30.

Debbie Garcia - Food Service, Robert Asp, effective September 26, 1997.

Jennifer Autumnstar - EBD Paraprofessional, MCAP, effective September 22, 1997.

Janet Swang - Principal Secretary, Probstfield Elementary, effective November 28, 1997.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

MEMORANDUM P 97.111

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *ESS*  
DATE: October 7, 1997  
SUBJECT: Family/Medical Leave

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

Janelle Frost-Geiser - Social Teacher, Junior High, from approximately February 2, 1998 until the beginning of May, 1998.

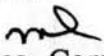
Ruth Christianson - EBD Teacher, Junior High, from approximately February 1, 1998 for six weeks.

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

JDS:sdh

SEP 23 1997

**MEMORANDUM**

TO: Dr. Anderson  
FROM: Mary Davies,  Community Education  
DATE: September 23, 1997  
RE: Donation to Moorhead Community Education

Community Education has received a donation of \$180.00 from Zonta of Fargo-Moorhead. This is the second year that this service club has given money for the purchase of materials for our literacy and parenting program (LAP).

**SUGGESTED ACTION:** Move to accept a donation of \$180.00 from Zonta of Fargo-Moorhead for the purchase of materials for Adult Basic Education's literacy and parenting program.



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 8, 1997  
PAGE 1

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

MEMBERS ABSENT: Anton B. Hastad.

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

APPOINT ACTING CLERK: Gustafson moved, seconded by Hewitt, to appoint Jim Cummings as Acting Clerk for the meeting due to the absence of Hastad. Motion carried 6-0.

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

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

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

Clay County Public Health Contract - Approve the contract with Clay County Public Health, not to exceed \$700 for 1997-98, to purchase nursing services when necessary.

Special Education Contract - Approve the contract with Clay-Wilkin Opportunity Council, Inc. Family Child Care Center, not to exceed 166 days, for activities to enhance language and readiness skills for a deaf/hard of hearing kindergarten child.

Special Education Assessment Agreement - Approve the agreement with Clay County Diversified Services, Inc. for completion of a student assessment for supported/sheltered employment services, at a net cost to the district of \$112.32.

American Indian Language and Culture Education Grant - Accept the grant in the amount of \$47,500.

New Employees

Jane Knoff - Kindergarten/Home School Liaison Teacher, District Wide, MA+45 (7) \$31,570.70 (33985), effective September 15, 1997.

Melaine Nissen - French Teacher, Junior/Senior High, BA (0-6) \$20,345.18 (23740) .857 FTE, effective immediately.

Debra Bartholomay - MMI Teacher, Robert Asp, BA+45 (7) \$28,520.00, effective immediately.

Deborah Anderson - EBD Teacher, MCAP Townsite Centre, BA+30 (7) \$27,227.00, effective for the 1997-98 school year.

Lea Rodriguez - ECSE Paraprofessional, Probstfield, B21 (0) \$8.85 per hour, 6.5 hours daily, effective immediately.



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 8, 1997  
PAGE 2

New Employees (continued....)

Elizabeth Olson - OHI Paraprofessional, Washington, B21 (0) \$8.85 per hour, 6.5 hours daily, effective immediately.  
M. Susan Clark - MSMI Paraprofessional, Washington, B21 (0) \$8.85 per hour, 6.5 hours daily, effective immediately.  
Charles Knorr - Interpreter of Deaf Paraprofessional, Thomas Edison, B23 (7) \$10.61 per hour, 7 hours daily, effective September 3, 1997.  
Malissa Voegele - EBD Paraprofessional, MCAP Townsite Centre, B21 (0) \$8.85 per hour, 6.5 hours daily, effective  
Joanne Huckle - ECSE Paraprofessional, Riverside, B21 (0) \$8.85 per hour, 3.25 hours daily, effective September 3, 1997.  
Russell Hest - MSMI Paraprofessional, Junior High, B21 (0) \$8.85 per hour, 6.5 hours daily, effective August 30, 1997.  
Charles Swedberg - Non-Aligned Security, MCAP Townsite Centre, A13 (0) \$7.70 per hour, 8 hours daily, effective immediately.  
Patti Baumann - Secretary Switchboard, Senior High, B21 (0) \$8.85 per hour, 4.75 hours daily, effective immediately.  
Wes Libner - EBD Paraprofessional, MCAP Townsite Centre, B21 (0) \$8.85 per hour, 6.5 hours daily, effective September 22, 1997.  
Laura Sundby - EBD Paraprofessional, MCAP Townsite Centre, B21 (0) \$8.85 per hour, 6.5 hours daily, effective September 2, 1997.  
Victor Lara - Non-Aligned Bilingual Home School Liaison, B21 (7) \$9.07 per hour, 8 hours daily, effective August 29, 1997.

Resignations

Susana de Llano - ESL Paraprofessional, Senior High, effective immediately.  
Dale Warner - Baker, Senior High, effective August 28, 1997.  
Paula Aune - AOM Paraprofessional, Robert Asp, effective immediately.  
Pauline Poole - Noon Supervisor, Washington, effective immediately.  
Carmen Bowden - ECSE Paraprofessional, Probstfield, effective immediately.  
Loretta Fragua - AOM Paraprofessional, Robert Asp, effective immediately.

Change in Contract

Debra Peterson - Senior High Switchboard, to Nurse's Secretary, Washington, A13 (2) \$9.15 per hour, 8 hours daily.

Family/Medical Leaves

Rachel Stotts - Speech Language Teacher, Junior High, to begin approximately September 17 for 6 weeks.  
Lisa Schmidt - Paraprofessional, Senior High, to be approximately January 5, 1998 until February 17, 1998.

Approval of Minutes - Approve the minutes of August 11 & 25, 1997 as presented.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 8, 1997  
PAGE 3

Claims - Approve the August claims, subject to audit, in the amount of \$1,339,640.64.

General Fund:	\$982,118.57
Food Service:	12,917.51
Transportation:	4,629.31
Community Service:	13,888.50
Capital Expenditure:	304,265.41
Townsite Centre:	<u>21,821.34</u>
TOTAL	\$1,339,640.64

Motion carried 6-0.

COMMITTEE REPORTS: Reports were heard regarding the Joint Powers and Clay County Joint Powers Collaborative Board meetings.

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.)

Tri-Chamber Business/Education Partnership - Tami Nienaber of the Moorhead Area Chamber of Commerce, Mary Davies and Bob Jernberg reviewed the program with the Board.

The Tri-Chamber Business/Education Partnership has three subcommittees: Business in Education, Education Recognition and Workforce Preparation.

The Business in Education subcommittee sponsors the Business Ethics Day and Business Week in the Schools. Ethics Day is designed to familiarize high school junior and seniors with a model for ethical decision making. Business Week in the Schools introduces local business people into participating classrooms to discuss their professions with students.

The Education Recognition subcommittee sponsors the Business Education Partnership Award and the New Educator Breakfast. The Business Education Partnership Award recognizes businesses that make significant contributions to education in the community. Awards are presented at the New Educator Breakfast. The New Educator Breakfast is an annual event which recognizes new educators in the community and introduces them to local business representatives.

The Workforce Preparation subcommittee coordinates classroom and work-site presentations intended to create better understanding of contemporary career options, training requirements and workplace issues by teachers, students, parents, and employers. The subcommittee also explores prospective collaborative opportunities within the metropolitan community.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 8, 1997  
PAGE 4

SCHOOL YEAR OPENING: Anderson reported an outstanding start to the school year and that building principals concur. Jernberg reported opening day enrollment was 6,033 for preschool through grade 12. As of September 8 enrollment had risen to 6,059. These numbers indicate approximately a 1.5 percent decrease from 1996-97 but are in-line with projections.

FIVE YEAR EDUCATIONAL PLAN: Jernberg briefly reviewed the changes made to the Plan. A recommendation for approval will be presented at the next meeting.

TRANSPORTATION SETTLEMENT RESOLUTION: Cummings moved, seconded by Hewitt, to approve the resolution approving the Stipulation of Settlement and Dismissal with Prejudice and Awarding Transportation Contracts to Red River Trails, Inc. as presented. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: There were no other pertinent items discussed.

CLOSE PUBLIC MEETING: Foss moved, seconded by Ladwig, to close the public meeting at 8:38 p.m., pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies. Motion carried 5-1; Hewitt dissenting.

OPEN PUBLIC MEETING: Foss moved, seconded by Hewitt, to reopen the public meeting at 9:10 p.m. Motion 6-0.

ADJOURNMENT: Foss moved, seconded by Hewitt, to adjourn the meeting at 9:11 p.m. Motion carried 6-0.

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Jim Cummings, Acting Clerk

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 22, 1997  
PAGE 1

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

MEMBERS ABSENT: None.

CALL TO ORDER: 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: Gustafson moved, seconded by Foss, to approve the agenda as presented. Motion carried 7-0.

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

Grant - Accept the Safe and Drug-Free Schools Greatest Needs grant, in the amount of \$28,654.22.

Employment of Interpreter for Deaf Student - Authorized administration to employ an additional one (1) FTE interpreter of the deaf for the 1997-98 school year.

Townsite Leases - Approve the five-year lease with the Minnesota Department of Revenue (Suite #200), beginning January 1, 1998 through December 31, 2002, for a total amount of \$47,790.00.

Approve the lease with Clay County Diversified Services, Inc. (Suite #154 & #204), effective November 1, 1997 through October 31, 1998, for \$40,470.00.

Resignations

Juneve Givers - EBD Paraprofessional, Detention Center, effective September 24, 1997.

Shelley Brown - Food Service, Junior High, effective immediately.

Kathy Enkers - Title I Paraprofessional, Junior High, effective September 22, 1997.

New Employees

Lynn Wolf - Custodian, Probstfield, A12 (0) \$8.28/hr, 8 hrs/day, effective immediately.

Michael Engelke - Custodian, Senior High, A12 (1) \$8.43/hr, 8 hrs/day, effective immediately.

Jana Christian - MSMI Paraprofessional, Junior High, B21 (0) \$8.85/hr, 6.5 hrs/day, effective immediately.

Wendy Hausauer - ECSE Paraprofessional, Washington, B21 (0) \$8.85/hr, 6.5 hrs/day, effective immediately.



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 22, 1997  
PAGE 2

Kelly Vacek - ECSE Paraprofessional, Washington, B21 (0) \$8.85/hr, 6.5 hrs/day, effective immediately.  
Nahir Munoz - ESL Paraprofessional, Senior High, B21 (0) \$8.85/hr, 6.5 hrs/day, effective immediately.  
Lonnie Dockter - MMMI Paraprofessional, Junior High, B21 (0) \$8.85/hr, 6.5 hrs/day, effective immediately.  
Betty Richards - MMMI Paraprofessional, Junior High, B21 (0) \$8.85/hr, 6.5 hrs/day, effective immediately.  
Mattia Leach - ECSE Paraprofessional, Edison, B21 (0) \$8.85/hr, 3.25 hrs/day, effective immediately.  
Tracy Majidian - PI/LD Paraprofessional, Washington, B21 (0) \$8.85/hr, 6.5 hrs/day, effective immediately.  
Connie O'Leary - OHI Paraprofessional, Riverside, B21 (0) \$8.85/hr, 6.5 hrs/day, effective immediately.  
Barbara Middleton - Library Secretary, Washington, A12 (0) \$8.28/hr, 4 hrs/day, effective immediately.  
Diane Scott - In School Suspension, Robert Asp, Non-Aligned B21 (0) \$8.00/hr, 6.5 hrs/day, effective September 23, 1997.  
Lori Schroeder - Title I Paraprofessional, Edison, B21 (0) \$8.85/hr, 5 hrs/day, effective immediately.  
Kamie Beeson - Title I Paraprofessional, Robert Asp, B21 (0) \$8.85/hr, 5 hrs/day, effective immediately.  
Alyson Mueller - Title I Paraprofessional, Robert Asp, B21 (0) \$8.85/hr, 5 hrs/day, effective immediately.  
Jeanne Erickson - Title I Paraprofessional, Edison, B21 (0) \$8.85/hr, 5 hrs/day, effective immediately.  
Belinda Freeman - Title I Paraprofessional, Edison, B21 (0) \$8.85/hr, 2 hrs 15 min, effective immediately.  
Betty Carney - MSMI Paraprofessional, Junior High, B21 (0) \$8.85/hr, 6.5 hrs/day, effective immediately.  
Jana Kuehl - MSMI Paraprofessional, Junior High, B21 (0) \$8.85/hr, 6.5 hrs/day, effective immediately.  
Eva Garcia - MSMI Paraprofessional, Junior High, B21 (0) \$8.85/hr, 6.5 hrs/day, effective immediately.  
Robin Shotwell - OHI/PI/Speech Paraprofessional, Washington, B21 (0) \$8.85/hr, 6.5 hrs/day, effective October 1, 1997.  
Kathy Enkers - Library Secretary, Junior High, effective September 23, 1997.

Medical Leave of Absence

Sheryl Entzion - Grade 3 Teacher, Probstfield, for an undetermined period of time.

Leave of Absence

Marvilyn Richardson - Washington, effective September 15, 1997 for an undetermined period of time, in accordance with M.S. 125.12, subd. 7.

Service Learning Grants - Accept the grants totalling \$7,995 from Cass County Extension for youth-service projects at Robert Asp, Moorhead Junior High and MCAP.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 22, 1997  
PAGE 3

Citizenship Grant - Accept the grant of \$25,000 from the Minnesota Department of Children, Families and Learning to conduct adult citizenship classes.

Motion carried 7-0.

COMMITTEE REPORTS: Reports were given on the Community Education Advisory Committee, Clay County Joint Powers Collaborative Board, Policy Review Committee, and Instruction Curriculum Advisory Committee meetings.

1998-2003 FIVE YEAR EDUCATIONAL PLAN: Cummings moved, seconded by Cox, to approve the 1998-2003 Five Year Educational Plan and direct administration and staff to distribute and implement the Plan as presented. Motion carried 7-0.

ADULT BASIC EDUCATION COORDINATOR CONTRACT CHANGE: Cox moved, seconded by Gustafson, to approve the contract change for the ABE coordinator as presented.

A subsidiary motion was made by Hewitt, seconded by Cummings, to postpone action until the appropriate meeting in October. Motion carried 4-3 by majority roll-call vote; Gustafson, Ladwig, Cox dissenting.

1996-97 ANNUAL REPORT ON CURRICULUM, INSTRUCTION AND STUDENT PERFORMANCE: Gustafson moved, seconded by Cox, to accept the 1996-97 Annual Report on Curriculum, Instruction and Student Performance and direct administration to prepare for final mailing to all district households and forward the report to the Minnesota Department of Children, Families and Learning. Motion carried 7-0.

ELECTION RESOLUTION: Cummings moved, seconded by Hewitt, to approve the Resolution Related to the Election of School Board Members and Calling the School District General Election, as presented. Motion carried 7-0.

ELECTION RESOLUTION: Foss moved, seconded by Cummings, to approve the Notice of General Election as presented. Motion carried 7-0.

1997 PAYABLE 1998 PRELIMINARY LEVY: Cox moved, seconded by Cummings, to approve the maximum 1997 Payable 1998 Preliminary Levy. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Hewitt reported that the city of Dilworth is looking at expanding east of 34th Street and south of 12th Avenue. He questioned if there were any issues needing discussion due to the District owning land in that area. Lacher stated he would speak with the appropriate people.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 22, 1997  
PAGE 4

Ladwig reminded board members of the MSBA Annual Conference to be held January 15-16, 1998; the MSBA Fall Area Meetings held September 23; the Legal Institute being held September 28; and the Department of Children, Families and Learning/MSBA Collaborative Study Implementing Graduation Standards.

ADJOURNMENT: The meeting adjourned at 7:53 p.m.

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Anton B. Hastad, Clerk

**MOORHEAD PUBLIC SCHOOLS  
WELLNESS COMMITTEE  
CHARGE STATEMENT**

**I. Purpose:**

To review, discuss, and coordinate implementation of a District-wide Wellness Program for all staff

**II. Organization:**

The Wellness Committee shall consist of the following members:

1. Barb Anton (Staff Development)
2. Lona Daly-Getz (School Nurse)
3. Jerry Harter (Asst. Principal - High School)
4. Christy Elias (School Nurse)
5. Lynn Sipe (Student/Staff Assistance)
6. Brian Meyer (Elementary Dept. Chair - Phy Ed)
7. Arlene Rauenhorst (Support Staff)
8. Dr. John Skinkle (Human Resources)

**III. Scope of Responsibility:**

Develop recommendations for administrative consideration and use by building leadership teams.

**IV. Level of Responsibility:**

A recommending body to the District Administration - Responsible to the Assistant Superintendent of Human Resources

**V. Communications:**

Each committee member will solicit input from the stakeholders they represent.

**VI. Expectations:**

1. Select a chairperson annually.
2. Select a recorder annually
3. Provide direction for the develop and implementation of the District #152 Wellness Program
4. Consider issues relative to the Wellness of District employees
5. Coordinate implementation of Wellness Program activities as needed.
6. Meet quarterly with additional meetings as needed.



**WELLNESS PROGRAM:  
GOALS AND OBJECTIVES**

**GOALS**

1. To maximize healthy lifestyles and to promote a sense of well-being in all employees.
2. To create an increased sense of belonging and caring within the organization.
3. To provide opportunities for physical exercise and other approved activities within the work setting.
4. To provide a mechanism whereby employees can make recommendations to promote wellness in the work environment.
5. To recommend seminars, inservice speakers and special interest session on wellness topics.
6. To promote a long-term commitment to the employee wellness concept.

**OBJECTIVES**

1. Encourage assumption of responsibility for individual employee choices relative to their personal wellness.
2. Develop a personal awareness of and motivate an interest in improving individual employees' physical, emotional, and mental health.
3. Increase awareness of personal cognitive, physical and emotional resources for coping with stress.
4. Conduct a periodic assessment of employee needs.
5. Focus attention on the wellness needs of all employee groups.
6. Monitor and analyze medical utilization and cost for employees and dependents.

### **GENERAL WELLNESS ACTIVITIES**

The specific content and activities of the District's Wellness Program will be developed and implemented by Building Leadership Teams within District facilities, with the assistance/advice of the Wellness Committee. The general wellness activities of the District will focus on the following:

1. Establishment of a District Wellness Committee;
2. Inservice for staff regarding physical, emotional and mental health;
3. Incentives for staff who participate in aerobic/physical or other mental wellness activities during the school year and summer months;
4. Arranging for workshop speakers and sessions on a variety of health and wellness topics at each of the District's school sites;
5. Arranging for health screening activities for staff as determined by each building staff and the school nurse;
6. Arranging for staff to participate in programs such as the "Heart at Work" of the American Heart Association, "Strive-for-Five" nutrition program, and/or any other such programs;
7. Disseminating health and wellness materials and/or newsletters; and
8. Initiating other activities as determined by the Wellness Committee which is comprised of representatives throughout the District.

### **SPECIFIC WELLNESS INTERESTS**

1. Emergency first aid, CPR, choking (employee)
2. Laboratory screening (employee/spouse/family)
3. Fitness (cardiovascular) (employee/spouse/family)
4. Preventive Health Care (employee)
5. Health Risk Appraisal (employee/spouse/family)
6. Relaxation Techniques/Stress Management (employee)
7. Life Planning (Goal Setting) (employee)
8. Walking/Jogging (employee)
9. Nutrition/Heart/Healthy Eating (employee/family)
10. Scheduling Time for Fitness/Health Promotion (employee)
11. Improving Communication Skills (employee)
12. Environmental Health (Right-to-Know) (employee)
13. Weight Control (employee)
14. Flexibility and Toning (Weight Lifting) (employee)
15. Family Health History (employee)
16. Employee Assistance Program (employee)
17. Low-Back Exercises (employee)

### **SPECIFIC WELLNESS ACTIVITIES**

1. Training sessions
2. Fitness activities
3. Blood Pressure/Cholesterol/Hearing Screenings
4. National Employee Health and Fitness Day
5. Flu immunizations
6. "Heart at Work" Program
7. Individual Fitness Plans
8. Rewards (coupons, pedometers, etc.)
9. Employee Newsletter
10. Wellness Challenges
11. Wellness Classes
12. Guest Speakers
13. Group Activities
14. "Strive for Five" Activity
15. Promote Campaign to Drink more Water
16. Educational Resource Center - pamphlets, newsletter, videos, list of speakers
17. Stress Management
18. Nutrition Awareness
19. Safety Program (Use of Seat Belts, CPR Classes, Smoke Detectors, Driving the Speed Limit)
20. Health/Diet (Smoking Cessation, Weight Loss/Gain/Maintenance, etc.)
21. Emotional/Spiritual Wellness (Reading, Hobbies, etc.)
22. Personal Goal Setting
23. Health Clubs (YMCA)
24. Aging Parents
25. Retirement Planning

MEMO #: I-98-078  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg  
SUBJECT: Enrollment Review  
DATE: October 8, 1997

Attached is the October enrollment and a draft cohort projection for 1998-2003. The draft will be reviewed with the Board.

Potential changes are anticipated in that we are seeking assistance in determining projected kindergarten enrollment due to significant changes in demographics.

RMJ/mdm  
Attachments

ENROLLMENT  
MOORHEAD PUBLIC SCHOOLS

DATE: October 1, 1997

SCHOOL BLDGS	KINDER	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	SELF-CONT SPECIAL EDUC.	TOTALS
	19-23	23-21	24-24	22-21	28-27	28-28		
	23-23	22-22	25-24	21-22	25-26			(614)
	MSU-23		25	22				
Edison	111	88	122	108	106	56	21	612
	23-23	20-21	25-24	24-26	26-25			
	23-23	20-20	25-24	25-25	27-25			(667)
	22-22	20-20	24-23	24-24	24			
Probstfield	136	121	145	148	127			677
	23-23	25 *14-12*	23	23-18	26 * 9-18*	26		(410)
	23	25 *13-13*	25	24	*13-14*	27		
Riverside	69	77	73	65	48	85		417
	22-25	25 *13-12*	24	23-23	26-27			
	27	25 *16- 9*	24	23-24	26-28			(691)
	FD 27-28	*11-13*	24	23-23	28			
		*15-10*						
		*13-12*						
		*12-12*						
Washington	129	130	140	139	135		7	680
Elementary								(63)
Preschool								52
Total By Grade	442	416	477	455	413	141	28	(2,445)
								2,438
Grade 5		Grade 6		Special Ed.				
Robert Asp	330	461	Special Ed. included					(804)
								791
								(3,249)
TOTAL ELEMENTARY (Preschool & Special Ed.)								3,229
Grade 7		Grade 8		Special Ed.				
Junior High	489	449	(Self Contained, Outreach, Detention, & MCAP)			31		(972)
								974
Grade 9		Grade 10		Grade 11		Grade 12		
Senior High	518	433	454	340				(1,754)
								1,745
Senior High Special Ed.	(Self Contained, Outreach, Detention, and MCAP)							(81)
								94
SENIOR HIGH TOTAL								(1,835)
								1,839
TOTAL KINDERGARTEN THROUGH GRADE 12								(5,993)
								5,990
TOTAL PRESCHOOL THROUGH GRADE 12								(6,056)
								6,042

SPECIAL EDUCATION CHILD COUNT 892

MSU = Moorhead State University Early Education Center  
 FD = Full Day Kindergarten  
 \* \* = Multi-age Classrooms  
 ( ) = September Numbers

Draft 10/7/97

October 1997

5 yr weighted ave.

## MOORHEAD PUBLIC SCHOOLS COHORT PROJECTIONS

Oct 1996

Projected

For Oct.

GRADE	ACTUAL 93/94	94/95	95/96	96/97	97/98*	PROJECTED 98/99	99/00	00/01	01/02	02/03	1977	VARIANCE
KINDERGARTEN	480	484	500	433	442 *	469	440	472	472	460	442	0
GRADE 1	491	484	492	492	420 *	440	467	438	470	470	431	-11
GRADE 2	507	492	459	481	483 *	411	430	456	428	459	481	2
GRADE 3	521	488	489	432	461 *	466	396	415	440	413	471	-10
GRADE 4	489	515	483	478	419 *	453	457	389	407	432	425	-6
GRADE 5	503	498	498	462	477 *	413	446	450	383	401	468	9
GRADE 6	481	491	491	479	461 *	468	404	437	441	375	450	11
GRADES K-4	2488	2463	2423	2316	2225 *	2238	2190	2170	2217	2234	2250	-25
GRADES K-5	2991	2961	2921	2778	2702 *	2651	2636	2620	2600	2635	2718	-16
GRADES 5 & 6	984	989	989	941	938 *	880	850	887	824	776	918	20
GRADE 7	521	483	506	488	503 *	470	477	412	481	450	489	14
GRADE 8	459	517	489	484	466 *	497	465	471	408	475	471	-5
GRADES 7 & 8	980	1010	995	972	969 *	967	942	884	888	925	960	9
GRADE 9	441	456	521	464	528 *	485	517	484	491	426	488	40
GRADE 10	406	408	455	521	461 *	511	469	500	467	474	457	4
GRADE 11	390	385	406	430	486 *	442	491	450	481	448	491	-5
GRADE 12	355	375	382	390	364 *	462	420	467	427	457	403	-39
GRADES 9-12	1592	1624	1764	1805	1839 *	1901	1897	1901	1866	1806	1839	0
GRADES K-6	3472	3452	3412	3257	3163 *	3118	3040	3057	3041	3010	3168	-5
GRADES 7-12	2572	2634	2739	2777	2808 *	2868	2838	2785	2754	2731	2799	9
GRADES K-12	6044	6086	6151	6034	5971 *	5986	5878	5842	5796	5741	5968	3

Note: this draft is based on 1996 data for ages 0-4 and will be revised



MEMO #: I-98-073  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg  
SUBJECT: Wide-Area Network  
DATE: October 2, 1997

At the August 25 Board meeting a contract was approved utilizing Elert & Associates to provide professional services to begin the process of preparing for a district wide-area network.

Dave Kaun, Elert & Associates, will review their work in this matter and make recommendations to the Board regarding recommendations for a wide-area network from providers and specification development.

RMJ/mdm



MEMORANDUM: P97.114  
TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JDS*  
DATE: October 9, 1997  
SUBJECT: PAY EQUITY IMPLEMENTATION REPORT

The administration requests approval of the Pay Equity Implementation Report attached as per requirement to submit to State Department of Employee Relations, and that Board Chair be authorized to sign said report.

Suggested Resolution: Move to accept Pay Equity Implementation Report and that Board Chair be authorized to sign said report.

JDS:dfb

# Pay Equity Implementation Report

Send completed report to:

Pay Equity Coordinator  
Department of Employee Relations  
200 Centennial Building  
655 Cedar Street  
St. Paul, MN 55155-1603 (612) 296-2653 (Voice)  
(612) 297-2003 (TDD)

For Department Use Only

Postmark Date of Report  
Jurisdiction ID Number

Part A: Jurisdiction Identification	Name of Jurisdiction <b>Moorhead Independent School District #152</b>			
	<input type="checkbox"/> City <input type="checkbox"/> County <input checked="" type="checkbox"/> School <input type="checkbox"/> Other:			
	Address <b>810 4th Avenue South</b>		City <b>Moorhead</b>	State <b>MN</b>
	Contact Person <b>Dr. John D. Skinkle</b>		Phone <b>(218) 299-6226</b>	
Part B: Official Verification	<p><input type="radio"/> The job evaluation system used measured skill, effort, responsibility and working conditions and the same system was used for all classes of employees. Check the system used:</p> <p><input type="checkbox"/> State Job Match</p> <p><input type="checkbox"/> Designed Own (specify) _____</p> <p><input checked="" type="checkbox"/> Consultant's System (specify) <b>DBM</b></p> <p><input type="checkbox"/> Other (specify) _____</p>		<p><input type="radio"/> No salary ranges/performance differences.</p> <p><input type="checkbox"/> Check here if both of the following apply; otherwise, leave blank.</p> <p>a. Jurisdiction does not have a salary range for any job class.</p> <p>b. Upon request, jurisdiction will supply documentation showing that inequities between male and female classes are due to performance differences.</p> <p>Note: Do not include any documentation regarding performance with this form.</p>	
	<p><input type="radio"/> Health insurance benefits for male and female classes of comparable value have been evaluated and:</p> <p><input type="checkbox"/> There is no difference and female classes are not at a disadvantage.</p> <p><input checked="" type="checkbox"/> There is a difference and the maximum salaries reported include the monthly amount paid by the employer for health insurance.</p>		<p><input type="radio"/> An official notice has been posted at:</p> <p><u>District Office</u> (prominent location) informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library. The report was approved by:</p>	
	<p><input type="radio"/> Information in this report is complete and accurate.</p> <p><input type="radio"/> The report includes all classes of employees over which the jurisdiction has final budgetary approval authority.</p>		<p><u>Board of Education</u> (governing body)</p> <p><u>Carol Ladwig</u> (chief elected official, print)</p> <p>_____ (chief elected official, signature)</p>	
			<p><u>School Board Chair</u> <u>10/13/97</u> (title) (date)</p>	

Part C: Salary Range Test	Result from Salary Range Worksheet	
	<p><u>98.97</u> % is the result of average years to salary range maximum for male classes divided by the average years to salary range maximum for female classes.</p>	
Part D: Exceptional Service Pay Test (Longevity and Performance)	Results from Exceptional Service Pay Worksheet	
	<p><input checked="" type="checkbox"/> 20% or less of male classes receive ESP.</p> <p>_____ % is the result of the percentage of female classes receiving ESP divided by the percentage of male classes receiving ESP.</p>	
Part E: Total Payroll	<p><u>\$ 25,840,892.41</u> is the annual payroll for the calendar year just ended December 31</p>	

(Part F on Back)

## PART F: Job Class Information

Report Date 10/13/97Moorhead ISD #152

(Name of Jurisdiction)

810 4th Ave. South

(Address)

Moorhead, MN 56560

(City, State, Zip)

Contact Person Dr. John SkinklePhone 218-299-6226To convert an hourly  
rate to a monthly rate,  
multiply hourly rate by 173.3

A	B	C	D	E	F	G	H	I	J
Class Title	Number of Male Employees	Number of Female Employees	Class Type M, F, B	Comparable Work Value (Job Points)	Minimum Monthly Salary	Maximum Monthly Salary	Years to Max	or # Years of Service	Exceptional Service Pay
1. <u>See Exhibit "A"</u>					\$	\$			
2. _____					\$	\$			
3. _____					\$	\$			
4. _____					\$	\$			
5. _____					\$	\$			
6. _____					\$	\$			
7. _____					\$	\$			
8. _____					\$	\$			
9. _____					\$	\$			
10. _____					\$	\$			
11. _____					\$	\$			
12. _____					\$	\$			
13. _____					\$	\$			
14. _____					\$	\$			
15. _____					\$	\$			
16. _____					\$	\$			

Please make additional copies of this form as needed to allow space for all the job classes in your jurisdiction.

Return to: Faith Zwemke, Department of Employee Relations, 200 Centennial Building, 658 Cedar Street, St. Paul, MN 55155-1603

Questions: Call (612) 296-2653 (voice)  
(612) 297-2003 (TDD)

payequit/general/95plf

## EXHIBIT "A"

JOB CLASS INFORMATION  
Moorhead ISD #152

Job No.	Class Title	No. of Males	No. of Females	Class Type	Job Points	Minimum Monthly Salary	Maximum Monthly Salary	Years to Max.	Years of Service	Exceptional Service Pay
1	Food Service	1	3	F	667	1411	1827	17		
2	Secretary	0	1	F	667	1367	1922	17		
3	Transportation - Asst	0	8	F	1000	1376	1584	9		
4	Custodian	9	1	M	1000	1435	1989	17		
5	Secretary	0	13	F	1000	1435	1950	17		
6	Security	4	3	B	1333	1334	1930	18		
7	Food Service	0	3	F	1333	1527	1969	18		
8	Secretary	1	13	F	1333	1483	2064	18		
9	Custodian	6	1	M	1333	1483	2064	18		
10	Food Service	0	4	F	1625	1577	2019	18		
11	Bus Driver	13	5	B	1625	1533	1768	10		
12	Security	2	0	M	1625	1386	1980	18		
13	Attendance	0	1	F	1625	1386	1980	18		
14	Suspension	1	2	B	1625	1386	1980	18		
15	Home School Liaison	0	2	F	1625	1386	1980	18		
16	Paraprofessional	22	147	F	1625	1534	2056	18		
17	Secretary	0	21	F	1625	1534	2114	18		
18	Custodian	3	1	B	1625	1534	2114	18		
19	Food Service	1	1	B	1875	1638	2080	18		
20	Secretary	1	12	F	1875	1594	2175	18		
21	Custodian	2	0	M	1875	1594	2175	18		
22	Food Service	0	1	F	2125	1700	2142	18		
23	Sub Caller	0	2	F	2125	1511	2106	18		
24	Paraprofessional	1	8	F	2125	1657	2179	18		
25	Secretary	0	4	F	2125	1657	2237	18		
26	Custodian	1	0	M	2125	1657	2237	18		
27	Secretary - Conf.	0	3	F	2375	1943	2333	16		
28	Secretary	0	2	F	2375	1802	2331	16		
29	Custodian	7	0	M	2750	1887	2416	16		
30	Custodian	3	0	M	3250	2035	2563	16		
31	Coordinator	3	6	B	3625	2090	3129	15		

32	Coordinator - Comm	0	1	F	3875	2738	3847	16		
33	Accountant	0	1	F	4125	2837	4000	16		
34	Supervisor - Trans.	1	0	M	4125	2837	4000	16		
35	Supervisor - Food Serv	0	1	F	4125	2837	4000	16		
36	Coordinator - ABE	0	1	F	4125	2288	3425	16		
37	Supervisor - Prop Serv	1	0	M	4375	2940	4171	16		
38	Coordinator - ECFE	0	1	F	4375	2393	3595	16		
39	Teacher	124	330	F	4750	1978	4193	14		
40	Coordinator - LD	0	1	F	5250	3355	4799	16		
41	Coordinator - EBD	0	1	F	5250	3355	4799	16		
42	Coordinator - Tech	0	1	F	5667	3579	5149	16		
43	Coordinator - Lib/Med	0	1	F	5667	3579	5149	16		
44	Principal - Asst Elem/MS	2	1	B	5667	3896	5252	15		
45	Director - Comm Ed	0	1	F	6000	3773	5447	16		
46	Director - Activities	1	0	M	6000	3773	5447	16		
47	Principal - Asst HS	2	0	M	6000	4090	5543	15		
48	Director - Spec Serv	1	0	M	6333	3981	5763	16		
49	Principal - Elem	2	2	B	6333	4298	5851	15		
50	Principal - Elem Lg/JH	0	2	F	6750	4581	6276	15		
51	Principal - HS	1	0	M	7250	4736	7128	15		
52	Superintendent - Asst	3	0	M	8250	5060	7623	16		
53	Superintendent	1	0	M	9250	7051	10897	15		



MEMO #: I-98-077

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

RE: Need for an additional special education  
paraprofessional

DATE: October 3, 1997

The administration requests approval to employ one additional paraprofessional at George Washington Elementary School to assist in servicing a six year old student classified as Early Childhood Special Education with severe emotional behavior disorders.

The paraprofessional is needed to ensure the student will not injure other students. This student is opened enrolled from Dilworth/Glyndon/Felton. All unreimbursed costs associated with providing services for this student will be billed to the Dilworth/Glyndon/Felton School District.

Suggested Resolution: Move to approve the request to employ one additional paraprofessional as proposed.

RJ:dr



SEP 30 1997

MEMO #: B98.151

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: SEPTEMBER 26, 1997

SUBJECT: SPORTS CENTER LEASE 1997.98 AND 1998.99

Attached is the new rates and the rates for the previous year.

Total Rental: \$32,957.00 was \$30,376.00

Increase: \$2,581.00 or 8.5% for 2 years

Suggested Resolution: Move to approve the 1997.98-1998.99 lease for the Moorhead Sports Center for \$32,957.00 or an increase of \$2,581.00.

Attachments: Exhibit "B" Sports Center Lease  
95.97  
97.99

1995 - 1997

**EXHIBIT "B"**

**SPORTS CENTER LEASE**

CITY and SCHOOL agree to the following Rental Payment Schedule and rates therein for the 1995-1997 School Year during the term of this Agreement:

	1995-1996	1996-1997	RATES	TOTAL
PE Dry Floor	300	300	\$10.81	\$3,243
PE Ice Use	175	175	\$13.64	\$2,387
B/Hockey Practice	160	160	\$57.47	\$9,195
A & B Games	10	10	\$530.00	\$5,300
A Games Only	1	1	\$370.00	\$370
Ath. Dry Floor	120	120	\$10.80	\$1,296
G. Hockey Practice	85	85	\$57.47	\$4,885
A Games Only	10	10	\$370.00	\$3,700
<b>TOTAL</b>				<b>\$30,376</b>

1997-1999

EXHIBIT "B"

SPORTS CENTER LEASE

CITY and SCHOOL agree to the following Rental Payment Schedule and rates therein for the 1997-1999 School Year during the term of this Agreement:

	1997-1998	1998-1999	RATES	TOTAL
PE Dry Floor	300	300	\$10.81	\$3,243.00
PE Ice Use	175	175	\$15.00	\$2,625.00
B/Hockey Practice	160	160	\$63.21	\$10,113.00
A & B Games	10	10	\$583.00	\$5,830.00
A Games Only	1	1	\$407.00	\$407.00
Ath. Dry Floor	120	120	\$10.81	\$1,297.00
G. Hockey Practice	85	85	\$63.21	\$5,372.00
A Games Only	10	10	\$407.00	\$4,070.00
<b>TOTAL</b>				<b>\$32,957.00</b>

SEP 30 1997

MEMO #: B98.150

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: SEPTEMBER 26, 1997

SUBJECT: LIABILITY INSURANCE LIMITS

Attached are letters from MSBA regarding the changes in liability limits for schools, and a response from Warner & Co.

Limits:

Additional premiums to increase: Auto Liability Limits, from \$750,000.00 to \$1,000,000.00 (\$2,714 per year). Our current liability has a \$1,000,000.00 umbrella coverage.

Presently	\$ 600,000.00
1/1/98	\$ 750,000.00
1/1/2000	\$1,000,000.00

Suggested Resolution: Move to direct administration to purchase liability to cover the maximum expense set by state law.



# Independent School District No. 152

Townsite Centre - 810 4th Avenue South

Moorhead, Minnesota 56560

August 22, 1997

B98.134

Mr. Richard Penning  
Warner & Co.  
318 Broadway  
Fargo, ND 58102

SUBJECT: NEW LIABILITY LIMITS FOR THE SCHOOL DISTRICT

Dear Mr. Penning:

It is my understanding that the legislature recently increased the limits for us to:

January 1, 1998	\$ 750,000
January 1, 2000	\$1,000,000

Believe this is in aggregate. Is the individual limit still \$200,000?

Thank you.

Robert Lacher  
Asst. Supt. - Business  
ISD #152

cc: Dr. Anderson  
Beth Astrup  
Orv Kaste



SEP 1 1997

## Warner and Company Insurance

SEP 12 1997

September 10, 1997

Mr. Robert Lacher  
INDEPENDENT SCHOOL  
DISTRICT #152  
810 4TH AVENUE SOUTH  
MOORHEAD, MN 56560

SEP 16 1997

RE: Liability Limits  
POLICY: 2000011004  
CARRIER: MISCELLANEOUS

Dear Mr. Lacher:

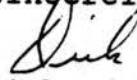
Regarding your question of limits of liability needed for  
ISD #152, I offer the following.

1. Do you understand the MN state statues and the protection provided by these statues? Do you and your legal counsel feel these statues will provide a cap regarding your possible legal liability payments to third parties?
2. Do you feel your current limits of liability provided by the MN School Board Trust policy are adequate? The answer to this question depends on #1 above.
3. Could an incident take place in another state where you would not be protected under the MN statues?

Berkley Administrators stated they have a number of MN schools that purchase up to \$5,000,000 limits. Some MN schools purchase even more with an excess liability policy.

My recommendation is to look into the protection provided by MN statues. Determine if these statues will hold up in court. The School District always has the potential of a large liability loss. Certainly \$1,000,000 of liability insurance will not provide adequate protection from a catastrophic third party claim. That is why a number of school districts choose to purchase higher limits of liability. I left a message for you to call me and I'm sending this letter in anticipation of your call.

Sincerely,

  
Richard S. Penning  
Vice President





## Warner and Company Insurance

September 23, 1997

Mr. Robert Lacher  
INDEPENDENT SCHOOL  
DISTRICT #152  
810 4TH AVENUE SOUTH  
MOORHEAD, MN 56560

RE: Automobile Liability Option  
POLICY: 2010011003  
CARRIER: MISCELLANEOUS

Dear Mr. Lacher:

The following details the additional premium to increase  
your auto liability limit from \$750,000 to \$1,000,000.  
All figures based on current policy and changes to date.

Annual Premium: \$2,714 (comparision purposes only) + 250 for my

Effective 9/23/97 to 3/15/98: \$1,287

Effective 1/1/98 to 3/15/98: \$ 543

I think you could use these numbers as a pretty good  
indication of additional premiums for the period 3/15/98 to  
3/15/99.

Please let me know if you want to make any changes.

Sincerely,

Richards S. Penning  
Vice President

RSP:RSP

318 Broadway, Box 1470  
Fargo, North Dakota 58107-1470

*Our Policy Is Serving You*

701-237-6414  
FAX 701-237-3570

MEMO #: S-98-059

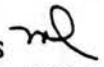
TO: School Board  
FROM: Bruce R. Anderson, Supt. *BKA*  
RE: Adult Basic Education Coordinator Contract  
DATE: October 9, 1997

It is my recommendation that the ABE coordinator's contract be extended to full time for the duration of the 1997-98 school year. This position, along with other Community Education positions and programs, will be included in the 1998-99 Community Education Annual Operation Plan.

The estimated additional salary and benefit cost for the year is \$13,149.00.

Suggested Resolution: Move to approve the extension of the Adult Basic Education coordinator's position to full time for the duration of the 1997-98 school year, in accordance with the existing Band and Grade.

BRA:cbf  
Attachment

To: Dr. Anderson  
From: Mary Davies   
Date: September 10, 1997  
Re: Bonnie Herman's contract

I am requesting that Bonnie Herman's position as Adult Basic Education coordinator be extended to full-time - 12 months. Bonnie Herman was hired in 1994 to coordinate the Adult Basic Education program. She was hired for 20 hours a week for 10 months. The program has grown appreciably since then and in reality Bonnie has been working over 30 hours most weeks for at least the past year. The ABE coordinator is in the supervisors group.

Since 1994, class sites have been added in Breckenridge and Wheaton. Where the coordinator supervised 10 people in 1994, she now supervises 17. There is an increased need to attend both school district meetings (Goals 2000, Long-range Planning Task Force) and meetings with CEP, Head Start, Family Service Collaborative, and other agencies as we develop new programs. The ABE budget is currently \$204,851 plus a \$47,000 work force literacy grant. This is up 45% from the 1995-96 budget of \$174,118. Herman has recently submitted a citizenship grant to the state for funding. An EvenStart family literacy grant will be resubmitted next spring. In addition to the time needed to coordinate additional staff and grants, the move to Voyager also requires more on-site administrative time as well as more outreach to get students to the new location.

The additional salary (\$15,554 for 1997-98) is covered by revenue increases. The state emphasis on family literacy is an opportunity for Adult Basic Education, but one that means more planning and programming time to develop our own as well as collaborative programs.

**SUGGESTED RESOLUTION:** Move to approve the contract change as presented.

MEMO #: S-98-062

TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BRA*  
RE: Clay County Joint Powers Collaborative Addendum  
DATE: October 9, 1997

For the Collaborative to be eligible to become the Children's Mental Health Collaborative the Lakeland Mental Health Agency and the Minnesota Department of Corrections needed to be added as members of the Clay County Joint Powers Collaborative.

Mr. Cummings and Mrs. Ladwig representing our Board, and I representing the Clay County Superintendents supported this recommendation at the CCJPC Board meeting.

Suggested Resolution: Move to approve the July 23, 1997 addendum to the Clay County Joint Powers Collaborative Joint Powers Agreement as presented.

BRA:cbf  
Attachment

ADDENDUM TO  
CLAY COUNTY JOINT POWERS COLLABORATIVE  
JOINT POWERS AGREEMENT  
DATED JULY 23, 1997

ADDENDUM CHANGES

1. PREAMBLE - the preamble to the Joint Powers Agreement will be amended by adding the following after the last mandated partner is referred to. After Willkin Opportunity Council, the following will be added:

"Lakeland Mental Health and Minnesota Department of Corrections - Clay County Court Services".

2. PREAMBLE - an additional WHEREAS should be included after the second WHEREAS on page one (1) of the Joint Powers Agreement. The new paragraph should read as follows:

"WHEREAS, Minnesota Statute Section 245.491, provides for the establishment of a Children's Mental Health Collaborative to provide for the establishment of a local system of care including mental health services, social services, correctional services, educational services, health services, and vocational services for the purposes of developing and governing an integrated service system; and "

3. SECTION 4 JOINT POWERS - at the end of the list of the partners that the Joint Powers Board will consist of, the following will be added:

"10. One (1) representative of Lakeland Mental Health or the designated mentally health entity.

11. One (1) representative from the Department of Correction - Clay County Court Services or the designated juvenile justice or corrections entity."

4. SECTION 4 JOINT POWERS BOARD - the following will be added after paragraph F:

At this time the Joint Powers Collaborative Board is appointing Lakeland Mental Health as the mental health entity to be represented on the Joint Powers Board. However, once this term expires, the mental health collaborative in the future will be recommending who the mental health entity will be. At this time, the representative for Lakeland Mental Health shall be appointed and approved by the director of Lakeland Mental Health.

H. The representative of the Minnesota Department of Corrections - Clay County Court Services shall be appointed and removed by the Lead Agent of the Minnesota Department of Corrections - Clay County Court Services.

Paragraph "G" will change to "H" and existing paragraph "H" will change to "I".

5. SECTION 5 POWERS AND DUTIES OF THE JOINT POWERS BOARD - an additional paragraph is added to the end of that section. The following will be added:

"J. The CCJPC shall assure that the regulations applying to the local children's mental health collaborative are followed specifically Minnesota Statute Section 245.491 through 245.496."



MANDATED PARTNERS:

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

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

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

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

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

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

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

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

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

CLAY COUNTY BOARD OF COMMISSIONERS

By \_\_\_\_\_  
Its: Chair

By \_\_\_\_\_  
Its: Clerk

INDEPENDENT SCHOOL DISTRICT NO. 152  
(MOORHEAD)

By \_\_\_\_\_  
Its: Chair

By \_\_\_\_\_  
Its: Clerk

INDEPENDENT SCHOOL DISTRICT NO. 146  
(BARNESVILLE)

By \_\_\_\_\_  
Its: Chair

By \_\_\_\_\_  
Its: Clerk

INDEPENDENT SCHOOL DISTRICT NO. 2164  
(DILWORTH-GLYNDON-FELTON)

By \_\_\_\_\_  
Its: Chair

By \_\_\_\_\_  
Its: Clerk

INDEPENDENT SCHOOL DISTRICT NO. 150  
(HAWLEY)

By \_\_\_\_\_  
Its: Chair

By \_\_\_\_\_  
Its: Clerk

INDEPENDENT SCHOOL DISTRICT NO. 914  
(ULEN-HITTERDAL)

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

By \_\_\_\_\_  
Its: Chair

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

By \_\_\_\_\_  
Its: Clerk

CLAY WILKIN OPPORTUNITY COUNCIL

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

By \_\_\_\_\_  
Its: Chair

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

By \_\_\_\_\_  
Its: Clerk

LAKELAND MENTAL HEALTH

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

By \_\_\_\_\_  
Its: Chair

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

By \_\_\_\_\_  
Its: Clerk

MINNESOTA DEPARTMENT OF CORRECTIONS-  
CLAY COUNTY COURT SERVICES

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

By \_\_\_\_\_  
Its: Lead Agent

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

By \_\_\_\_\_  
Its: Clerk

VOLUNTARY PARTNERS:

CITY REPRESENTATIVE

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

By \_\_\_\_\_

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

By \_\_\_\_\_

CITY REPRESENTATIVE

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

By \_\_\_\_\_

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

By \_\_\_\_\_

CITY REPRESENTATIVE

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

By \_\_\_\_\_

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By \_\_\_\_\_

CITY REPRESENTATIVE

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By \_\_\_\_\_

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

By \_\_\_\_\_

CITY REPRESENTATIVE

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

By \_\_\_\_\_

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

By \_\_\_\_\_

MEMO #: S-98-058

TO: School Board  
FROM: Bruce R. Anderson, Supt. *BRA*  
RE: First Reading of Policy  
DATE: October 9, 1997

Attached please find the policy, Protection and Privacy of Pupil Records (JO), for your review.

The revisions in the policy are required due to changes in legislation.

*(cbf)*  
Attachment

Protection and Privacy of Pupil Records

I. Purpose

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. General Statement of Policy

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. 1232g, et seq., (Family Educational Rights and Privacy Act) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

III. Definitions

A. Directory information.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. Directory information does not include personally identifiable data which references religion, race, color, social position or nationality.

B. Education records.

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term "education records" does not include:
  - a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto, which:
    - (1) are in the sole possession of the maker thereof; and

- (2) are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; and
  - (3) are destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided educational records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
- (1) maintained separately from education records;
  - (2) maintained solely for law enforcement purposes; and
  - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
- (1) are made and maintained in the normal course of business;
  - (2) relate exclusively to the individual in that individual's capacity as an employee; and
  - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
- (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
  - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district.



C. Eligible student.

Eligible student means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

D. Legitimate educational interest.

Legitimate educational interest includes interest directly related to classroom instruction, teaching student achievement and progress, discipline of a student and student health and welfare. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

E. Parent.

Parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

F. Personally identifiable.

Personally identifiable means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number; (e) a list of personal characteristics that would make the student's identity easily traceable; or (f) other information that would make the student's identity easily traceable.

G. Record.

Record means any information or data recorded in any way including, but not limited to, handwriting, print, tape, film, microfilm and microfiche.

H. Responsibility authority.

Responsibility authority means the Superintendent, and/or other administrators such as an assistant superintendent, a principal, or other administrative supervisor.

I. Student.

Student includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.

J. School official.

School official includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performances as a substitute; and (d) a person employed by, or under a contract to, the school board to perform a special task such as a secretary, a clerk, an attorney or an auditor for the period of his or her performances as an employee or contractor.

K. Summary data.

Summary data means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristics that could uniquely identify the individual is ascertainable.

L. Other terms and phrases.

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. General Classification

State law provides that all data collected, created, received or maintained by a school district is public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which related to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of 20 U.S.C. 1232g and the regulations promulgated thereunder.

## V. Statement of Rights

### A. Rights of parents and eligible students.

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
5. The right to be informed about rights under the federal law; and
6. The right to obtain a copy of this policy at the location set forth in the COPIES OF POLICY section of this policy.

### B. Eligible students.

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student."

## VI. Disclosure of education records

### A. Consent required for disclosure.

1. The school district shall obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made; and
  - d. if appropriate, a termination date for the consent.

3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. If the responsibility authority seeks an individual's informed consent to the release of private data to an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in clause e, both at the time of the disclosure and at any time in the future; and
  - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for life insurance or noncancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.
5. Eligible student consent. Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.

B. Prior consent for disclosure not required.

The school district may disclose personally identifiable information from the education records of a student without written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;



2. To officials of other schools or school districts in which the student seeks or intends to enroll. This provision shall serve as notice that the school district forwards education records on request to a school in which a student seeks or intends to enroll, and that the district will not further notify parents or eligible students prior to such a transfer. Upon request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA section of this policy.
3. To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
4. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid."Financial aid" for purposes of this provision means of payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution.
5. To state and local officials or authorities to whom such information is specifically required to be reported or disclosed by state statute enacted prior to November 19, 1974;
6. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations.

7. To accrediting organizations in order to carry out their accrediting functions;
8. To parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
9. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith; and
10. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
11. Information the school district has designated as "directory information" pursuant to the **RELEASE OF DIRECTORY INFORMATION** section of this policy.
12. To the parent of a student who is not an eligible student or to the student himself or herself.
13. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent diseases or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

#### VII. Release of directory information

##### A. Classification.

Directory information is public except as provided herein.

##### B. Former students.

The school district may disclose directory information from the education records generated by it regarding an individual who is no longer in attendance within the school district without meeting the requirements of Paragraph C of this Section.

##### C. Present students.

The school district may disclose directory information from the education records of a student without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually, give public notice by any means that are reasonably likely to inform the parents and eligible students of:



- a. the types of personally identifiable information that the school district has designated as directory information;
  - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy.

D. Procedure for obtaining nondisclosure of directory information.

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration.

The designation of any information as directory information about a student will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private records.

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except

as summary data, or except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy, without the prior written consent of the parent or the eligible student.

B. Private records not accessible to parent.

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
  - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. 144.341 to 144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private records not accessible to student.

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or an eligible student.

B. Reports under the Maltreatment of Minors Reporting Act.

Pursuant to Minn. Stat. 626.556, reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The data subject, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minn. Stat. 626.556, Subd. 11.

C. Investigative data.

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected nonpublic or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement provided by the complainant to the school district.
3. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

- a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
4. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing the student, the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 127.26 et. seq.

XI. LIMITS ON REDISCLOSURE

A. Redisclosure.

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees and agents of any party receiving personally identifiable information under this Section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure not prohibited.

Subdivision A of this Section does not preclude the school district from disclosing personally identifiable information under the DISCLOSURE OF EDUCATION RECORDS section of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

1. The disclosures meet the requirements of the DISCLOSURE OF EDUCATION RECORDS section of this policy; and



2. The school district has complied with the recordkeeping requirements of the **RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING** section of this policy.

C. Classification of disclosed data.

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification.

The school district shall, except for the disclosure of directory information under the **RELEASE OF DIRECTORY INFORMATION** section of this policy, or except for disclosures to a parent or student, inform the party to whom a disclosure is made of the requirements set forth in this Section.

XIII. **RESPONSIBLE AUTHORITY, RECORD SECURITY; AND RECORD KEEPING**

A. Responsibility authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record security.

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for securing student records.

The building principal shall submit to the responsible authority a written plan for securing student records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of written plan for securing student records.

The responsible authority shall review the plans submitted pursuant to Paragraph C of this Section for compliance with the law, this policy and the various administrative policies of the school district. The responsible

authority shall then promulgate a chart incorporating the provisions of Paragraph C which shall be attached to and become a part of this policy.

E. Recordkeeping.

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student; and
  - b. the legitimate interests these parties had in requesting or obtaining the information;
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Paragraph B of the **LIMITS ON DISCLOSURE** section of this policy, the record of disclosure required under this Section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; and
  - b. the legitimate interests under the **DISCLOSURE OF EDUCATION RECORDS** section of this policy which each of the additional parties has in requesting or obtaining the information.
3. Paragraph (1) of Recordkeeping does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Paragraph B1(a) of the **DISCLOSURE OF EDUCATION RECORDS** section of this policy, or to requests for disclosures of directory information under the **RELEASE OF DIRECTORY INFORMATION** section of this policy.
4. The record of requests of disclosures may be inspected by:
  - a. the parent of the student or eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the recordkeeping procedures of the school district.
5. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.



XIII. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a student or an eligible student.

The school district shall permit the parent of a student or an eligible student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in the DISCLOSURE OF PRIVATE RECORDS section of this policy.

B. Response to request for access.

The school district shall respond to any request pursuant to Subdivision A of this Section immediately, if possible, or within five (5) days of the date of the request, excluding Saturdays, Sundays and legal holidays. In the event the school district cannot comply with the request within the initial five (5) day period, the responsible authority shall so notify the requesting individual and the responsible authority may have an additional five (5) days within which to comply, excluding Saturdays, Sundays and legal holidays.

C. Rights to inspect and review.

The right to inspect and review education records under Subdivision A of this Section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. The right to obtain copies of the records from the school district where failure of the school district to provide copies would effectively prevent the parent or eligible student from exercising the right to inspect and review the education records.

D. Form of request.

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of student records.

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where

they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records containing information on more than one student.

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to inspect or review.

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody which provides to the contrary.

H. Fees for copies of records.

1. The school district shall charge a reasonable fee for providing copies of records. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based recordkeeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. The cost of providing copies shall be borne by the parent or eligible student.
3. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent the parent or eligible student from exercising their right to inspect or review the student's education records.

4. The school district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or post-secondary institutions for employment or admissions purposes. The fee for such copies and other copies forwarded to third parties with prior consent as a convenience will be the actual search/retrieval and copying costs, plus postage, if that is involved.

#### XIV. REQUESTS TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

##### A. Requests to amend education records.

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading or violates the privacy or other rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall so inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B of this Section.

##### B. Right to a hearing.

If the school district refuses to amend the education records of a student, the school district shall, on request, provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C of this Section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly, so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B of this Section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of hearing.

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A and B of this Section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.



4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal.

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of the Minn. Stat. Chapter 14 relating to contested cases.

XV. COMPLAINTS FOR NONCOMPLIANCE

A. Where to file complaints.

Complaints regarding alleged violations of rights accorded parents and eligible students by 20 U.S.C. 1232g, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

B. Content of complaint.

A complaint filed pursuant to this Section must contain specific allegations of fact giving reasonable cause to believe that a violation of 20 U.S.C. 1232g and the rules promulgated thereunder has occurred.

XVI. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to 20 U.S.C. 1232g. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XVII. ANNUAL NOTIFICATION OF RIGHTS

A. Content of notice.

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records;
2. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate misleading, or otherwise in violation of the student's privacy or other rights;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. 1232g, and the rules promulgated thereunder;
5. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding protection and privacy of pupil records; and
6. That copies of the school district's policy regarding the protecting and privacy of school records are located in the Superintendent's Office.

B. Notification to parents of students having a primary home language other than English.

The school district shall provide for the need to effectively notify parents of students identified as having a primary home language other than English.

XVIII. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XIX. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the Superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. 127.26 to 127.39 (Pupil Fair Dismissal Act)  
Minn. Stat. 144.341-144.347 (Consent of Minors for Health Services)  
Minn. Stat. 626.556 (Reporting of Maltreatment of Minors)  
Minn. Rules Pts. 1205.0100-1205.2000  
20 U.S.C. Sec. 1232g et. seq. (Family Educational Rights and Privacy Act)  
34 C.F.R. Secs. 99.1-99.67

Cross References: MSBA Model Policy 506 (Student Discipline)  
MSBA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA Model Policy 520 (Student Surveys)  
MSBA Model Policy 711 (Videotaping on School Bus)  
MSBA Service Manual, Chapter 13, School Law  
Bulletin "I" (School Records-Privacy-Access to Data)



PUBLIC NOTICE

Independent School District No.152 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
  - a. That parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected.
  - b. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. Such a request must be in writing, shall identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed and dated by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff members (including health of medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility, and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare.
  - d. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C 1232g, and the rules promulgated thereunder. Said complaint should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.
  - e. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records.
  - f. That copies of the school district's policy regarding the protection and privacy of school records are located in the Superintendent's Office.

2. Independent School District No.152 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
  - a. It classifies records as public, private or confidential.
  - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
  - c. It establishes procedures and regulations to allow parents or students to request the amendment of student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
  - d. It establishes procedures and regulations for access to and disclosure of education records.
  - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon request to the Superintendent.
4. Pursuant to applicable law, Independent School District No.152 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

- a. The information listed above shall be public information which the school district may disclose from the education records of a student.
- b. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.
- c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:
  - (1) Name of student;
  - (2) Home address;
  - (3) School presently attended by student;
  - (4) Parents legal relationship to student, if applicable;
  - (5) Specific category or categories of directory information which is not to be made public without the parent's or eligible students prior written consent.

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

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

\_\_\_\_\_

5-M9-B05  
Min  
Oct 27, 97

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

October 27, 1997  
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"

\*\*\* Erin Ladwig, an 8th grader at Moorhead Junior High, was selected from hundreds of auditionees to participate in ANACRUSIS '97, the Minnesota division of the American Choral Directors Association (ACDA). A concert will be given in November at the Benson Great Hall on the campus of Bethel College. Dr. Edith Copley of Northern Arizona University will be the guest director.

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
  - (1) Acceptance of Gift - Page 5
- B. BUSINESS AFFAIRS - Lacher
- C. PERSONNEL MATTERS - Skinkle
  - (1) Approval of New Employees - Page 6
  - (2) Acceptance of Resignation - Page 7
  - (3) Approval of Medical Leave - Page 8
- D. ADMINISTRATIVE MATTERS - Anderson

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

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

3. COMMITTEE REPORTS

4. ELEMENTARY FOREIGN LANGUAGE IMMERSION PROGRAM: Anderson  
Pages 9-23

Carol Ann Dahlberg of Concordia College will present an overview of the concept of elementary foreign language immersion programs.

5. GENERAL OBLIGATION BONDS: Lacher  
Pages 24-27

Suggested Resolution: Move to approve the bids as recommended by Evensen Dodge at the Board meeting.

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

6. HEAD START/CLAY-WILKIN OPPORTUNITY COUNCIL SERVICE AGREEMENT: Davies Page 28

Suggested Resolution: Move to approve entering into an agreement with Clay-Wilkin Opportunity Council and its Head Start program funded principally by a grant by which ISD 152's ABE and ECFE programs will provide services and receive \$8,278.59 for these services. (Payment to be made monthly during the 1997-98 academic year.)

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

7. OCCUPATIONAL THERAPY SERVICES AGREEMENT: Swedberg  
Pages 29-31

Suggested Resolution: Move to approve the agreement with Rehabilitation Therapy Associates, LLC (DBA Therapy Partners) for the 1997-98 school year, as presented.

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

8. CANCEL SCHOOL BOARD MEETING: Anderson  
Page 32

Suggested Resolution: Move to cancel the December 22, 1997 school board meeting.

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

9. APPROVAL OF POLICY: Anderson  
Pages 33-55

Suggested Resolution: Move to approve the policy, Protection and Privacy of Pupil Records (JO), as presented.

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

10. CLOSE PUBLIC MEETING: Ladwig

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 \_\_\_\_\_

11. OPEN PUBLIC MEETING: Ladwig

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

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

12. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

13. ADJOURNMENT



CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
End 1st Qtr./ K-12 Workshops (no classes)	Oct. 31		District- wide
Election Day	Nov. 4		
School Board	Nov. 10	7:00 p.m.	Townsite
K-P/T Conferences	Nov. 5	Daytime	
K-12 P/T Confs.	Nov. 5	4-7 pm	
	Nov. 6	5-8 pm	
	Nov. 7	8-5 pm	
School Board	Nov. 24	7:00 p.m.	Townsite
K-12 No School	Nov. 26		District- wide
Thanksgiving Holiday	Nov. 27-28		
Tax Levy Public Hearing	Dec. 1	7:00 p.m.	Townsite
School Board	Dec. 8	7:00 p.m.	Townsite
Winter Break Begins	Dec. 22		
K-12 Classes Resume	Jan. 5		
End 2nd Qtr./Sem.	Jan. 22		
K-12 Workshops	Jan. 23		
President's Day Holiday	Feb. 16		
K-12 Workshops	Feb. 17		
ITBS Testing	Mar. 23-27		
End 3rd Qtr.	Mar. 27		



MEMO #: I-98-092  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: Acceptance of Gift  
DATE: October 21, 1997


The District has received five books entitled The Complete Dog Book for Kids, an official publication of the American Kennel Club and was received from the Fargo-Moorhead Kennel Club, Inc. The hardcover book is valued at \$34.95 each and is being donated to each elementary school library.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

MEMORANDUM      P 97.115

TO:            Dr. Bruce Anderson

FROM:         Dr. John Skinkle 

DATE:         October 21, 1997

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:

Aracely Juarez - EBD Paraprofessional, MCAP Townsite Centre, B21  
(0) \$8.85 per hour, 6.5 hours daily, effective  
immediately.  
(Replace Jennifer Autumnstar)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM      P 97.116

TO:            Dr. Bruce Anderson  
FROM:          Dr. John Skinkle *JDS*  
DATE:          October 21, 1997  
SUBJECT:      Resignation of District Employees.

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

Jodi LaFayette - Secretary, Townsite Centre, effective October 21, 1997.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

MEMORANDUM      P 97.117

TO:            Dr. Bruce Anderson  
FROM:         Dr. John Skinkle *JDS*  
DATE:         October 21, 1997  
SUBJECT:      Medical Leave of Absence

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

Arllys Christianson - Nurse's Secretary, Riverside Elementary, for the school year 1997-98.

SUGGESTED RESOLUTION: Move to approve the medical leave as presented.

JDS:sdh

MEMO #: S-98-074

TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BRA*  
RE: Foreign Language Immersion Program  
DATE: October 23, 1997

Attached please find background material on the concept of elementary foreign language immersion programs.

The Strategic Area of Student Learning Achievement in the newly Board-approved Five Year Educational Plan includes a priority of a flexible structure to provide educational options. Included in the Action Plan is the exploration of options such as schools within schools and a foreign language immersion program.

We are in the process of establishing a steering committee consisting of representative stakeholders. The committee will develop a recommended vision and action plan for submission to you as the Board.

My goal is to have at least one immersion program in operation by the the Fall of 1997.

BRA *(cbf)*  
Attachment



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November 1993

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## **Foreign Language Immersion Programs**

*Myriam Met, Montgomery County Public Schools*

### **What Is a Foreign Language Immersion Program?**

Immersion is defined as a method of foreign language instruction in which the regular school curriculum is taught through the medium of the language. The foreign language is the vehicle for content instruction; it is not the subject of instruction. Total immersion is one program format among several that range on a continuum in terms of time spent in the foreign language. In total immersion, all schooling in the initial years is conducted in the foreign language, including reading and language arts. Partial immersion differs from total in that 50% of the school day is conducted in English right from the start. In partial immersion, reading and language arts are always taught in English. Beyond that, the choice of subjects taught in each language is a local decision.

### **What Are the Goals of an Immersion Program?**

The long-range goals of an immersion program include: 1) developing a high level of proficiency in the foreign language; 2) developing positive attitudes toward those who speak the foreign language and toward their culture(s); 3) developing English language skills commensurate with expectations for student's age and abilities; 4) gaining skills and knowledge in the content areas of the curriculum in keeping with stated objectives in these areas.

### **In Total Immersion, When Is English Language Arts Introduced? How Much Instruction Is Given in English?**

Different schools phase English in at different grade levels. The original total immersion model, pioneered in Canada, introduced English language arts in Grade 2 with the ultimate goal of instruction being a 50-50 balance of languages in the upper elementary grades. Some schools do not introduce English language arts until Grade 5, which seems to be a growing trend. Increasingly, experienced immersion educators are changing to an 80-20 ratio (foreign language to English) due to insignificant differences in English language achievement whether the amount of instruction given in English constitutes 50% or 20% of the day; in contrast, there is a significant difference in students' continued growth in the foreign language when the percentage of time spent in that language drops from 80% to 50%.

### **What Eventual Effect Do Immersion Programs Have on Verbal and Mathematical Skills in English?**

Studies (Holobow et al., 1987; Swain & Lapkin, 1991) have consistently shown that immersion students do as well as, and may even surpass, comparable non-immersion students on measures of verbal and mathematics skills.

## **What Are the Keys to Successful Immersion Programs?**

Successful immersion programs are characterized by: (1) administrative support; (2) community and parental support; (3) qualified teachers; (4) appropriate materials in the foreign language; (5) time for teachers to prepare instructional materials in the language; (6) and ongoing staff development.

## **What Are the Advantages and Disadvantages of Total and Partial Immersion?**

**Total** immersion is the most effective way of developing foreign language proficiency. The intensity of the immersion experience coupled with the amount of exposure to the foreign language assures that students have the necessary language skills to deal with the curriculum in the upper elementary grades. Total immersion, however, is not for everyone. Not all parents or school personnel buy into the concept that students can learn just as much in a foreign language as in their own. Total immersion also requires a teacher for each immersion class. Not only are immersion teachers difficult to find, they may end up displacing staff because most elementary schools do not already have qualified immersion teachers on board.

In contrast, partial immersion needs fewer special teachers; one teacher can serve two immersion classes for one half day each. Partial immersion is easier to staff, and the potential effect on current staff is lessened. It is a more viable alternative for parents who feel uncomfortable with the idea of their children learning to read in a language other than English and seems to be more palatable to a wider range of parents and school personnel. Unfortunately, it is not nearly as effective as total immersion. Students do not develop the same level of foreign language proficiency as students in total immersion. A consequence of this is that students may have greater difficulty dealing with the school curriculum in subjects characterized by verbal abstractions.

In the long run, partial immersion does not produce better English language achievement than total immersion. However, the initial lag in English achievement associated with total immersion does not occur in partial immersion (Campbell et al., 1985).

## **At What Grade Level Is It Best to Begin an Immersion Program?**

In the United States, most programs begin in prekindergarten, kindergarten, or Grade 1. Canadian educators report success with programs beginning with Grade 4 as well as in Grades 7-9. These programs, however, do not appear to serve the wide range of ability and achievement levels characteristic of pupils who enter immersion at the early grade levels.

## **What Kind of Commitment Should Be Required for Participants and Their Parents?**

Many programs do not require a formal commitment from parents. Others ask parents to commit to keeping their child in the program for a minimum of six months or one year. Whether a formal commitment is required or not, extensive parent orientation prior to admitting students is important to ensure that parents and, where appropriate, students understand the nature of the program.

Periodically, opportunities should be provided to address parents' questions and concerns that arise once their child is actually in the program. Frequent and close communication between school and parents helps to maintain the commitment parents made when choosing the program for their child.

## **How Are Immersion Programs Staffed?**

Immersion requires teachers who are elementary trained and experienced in the grade level to be taught, who have near native proficiency in the oral and written forms of the language, and who have a knowledge of the culture. If current staff members meet these criteria, they are ideal candidates for the program. Usually, however, schools find it necessary to employ new staff. Unless new students come into the school to justify additional positions, a new program may result in the displacement of some staff members.

It is not easy to find qualified immersion teachers, but it is also not impossible. Some school systems have been successful in recruiting teachers from abroad. Others are located in areas where elementary trained teachers who are fluent in the language may be residing in the local community. Advertisements may be placed in newspapers of major cities where potential candidates may be found. Substitutes and replacements are not often readily available, making it important to identify potential substitutes or replacements well before they are actually needed.

Existing staff does not need to be supplanted if additional students are recruited. If half day kindergarten classes are expanded to full day, then additional kindergarten teachers will be needed. Though this will not solve staff displacement problems in the ensuing grades, it is possible that they may be minimized through an increase in the student population or through natural staff attrition.

### **Where Can One Get Materials for Use in an Immersion Program?**

French materials are available from both Canadian and European sources, as well as from a number of American publishers. Spanish materials may be acquired from publishing firms that offer Spanish versions of basal programs in reading/language arts, science, mathematics, and social studies. Two resources (Curtain, 1993 and Curtain & Pesola, 1994) contain appendices of materials.

Parent-teacher interest groups and immersion materials resource centers are quickly gaining momentum in the field. Interested educators and parents may develop contacts by writing: Advocates for Language Learning, P.O. Box 32083, Kansas City, MO 64111, an advocacy group for parents and educators interested in language learning. An \$8.00 membership includes a quarterly newsletter and conference announcements. A \$12.00 membership to National Network for Early Language Learning, Center for Applied Linguistics, 1118 22nd St. NW, Washington, DC 20037 includes a subscription to FLES NEWS and participation in special interest sessions at language conferences. An additional source of information is the Canadian Association of Immersion Teachers, 1815 Promenade Alta, Suite 101, Ottawa, Ontario, K1G 3Y6 Canada.

### **What Probable Effect Will an Immersion Program Have on an Existing Foreign Language Program?**

Obviously, students in the immersion sequence are unlikely to profit from instruction in regular foreign language courses. Immersion students are fluent in the foreign language by Grade 2 or 3. Provision should be made for their continued growth in the foreign language in the later grades in the form of specially designed courses similar to the language arts courses students receive in English.

Non-immersion students may be motivated by the positive attitudes and the proficiency of immersion students. Learning a foreign language may be viewed as valuable by all students because of the immersion program's popularity and success.

### **How Many Students Should a School Plan For?**

The number of students in a given class is determined by the pupil/teacher ratio. Class sizes in public school immersion programs generally range from 20-35. Obviously, small classes are desirable.

In the course of the years there will naturally be attrition. Often, students who leave the program are not replaced. Therefore, it is important to determine the desired size of the cohort at the end of the program sequence and then project backwards to determine the appropriate size of the cohort upon program entry. For example, a school that wants to maintain a class of 20 fifth graders may begin with 40 kindergartners or first graders.

## References and Resources

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A series of videotapes on immersion teacher training is now available. For information, write Foreign Language Coordinator, Montgomery County Public Schools, 850 Hungerford Dr., Rockville, MD 20850.



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June 1995

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## **Guidelines for Starting an Elementary School Foreign Language Program**

*Marcia Rosenbusch, National K-12 Foreign Language Resource Center*

In the past decade, schools have demonstrated increased interest in beginning the study of foreign languages in the early grades. Influencing this trend are a number of national reports urging that the study of languages other than English begin early (Met & Rhodes, 1990). Another influence on the trend toward an early start is research that indicates that the early study of a second language results in cognitive benefits, gains in academic achievement, and positive attitudes toward diversity (Rosenbusch, 1995).

Perhaps the most important influence on early foreign language study will come from the national initiative, Goals 2000. In this initiative, foreign languages are designated as part of the core curriculum, together with traditional subject areas such as math, science, and social studies. As part of this initiative, the foreign language profession has developed national standards for foreign language programs beginning in kindergarten and continuing through 12th grade. Although these standards are not mandatory, they are certain to increase even further the interest in starting foreign language study in the early grades (Phillips & Draper, 1994).

### **Cautions in Planning a Program**

Schools that are planning new elementary school foreign language programs need to be well informed about the factors that led to the disappearance of the popular elementary school foreign language programs of the 1950s and 1960s, because these factors continue to be a challenge to program viability today (Heining-Boynton, 1990; Lipton 1992). Such factors include the following:

- Lack of teachers with sufficient language skills and qualifications to teach a foreign language to young students.
- Programs inadequate in design and without the necessary funding.
- Inappropriate or unrealistic program goals.
- Lack of coordination and articulation across levels of instruction.
- Inappropriate teaching methodologies for young students.
- Inadequate and insufficient instructional materials.
- Lack of evaluation procedures for students, teachers, and the program.

### **Initiating the Planning Process**

When a school has made the decision to explore the implementation of an elementary school foreign language program, the first step is to identify a steering committee to lead the process. This committee should include representatives of all those who have a stake in the implementation of a program: parents, foreign language teachers, classroom teachers and school administrators from both the elementary and secondary schools, district administrators, and business and community members. The steering committee must complete the following tasks:

- Research the rationale for an early start to the study of a foreign language in order to clarify the reasons for implementing an elementary school program.



- Examine the advantages and limitations of each program model by reading the professional literature (including results of research studies), consulting with language professionals, and visiting existing programs.
- Explore elementary school foreign language curricula and teaching strategies to define the nature of current foreign language instruction at the elementary school level.
- Explore models for articulating the foreign language program across levels (elementary, middle school, high school) to provide for an uninterrupted sequence of instruction that will result in higher levels of fluency in the language.
- Evaluate the school district's existing foreign language program so that future plans can build on current program strengths.
- Inform teachers and administrators, parents, and the community about the rationale for elementary school foreign language programs, strategies of teaching foreign languages at this level, program models and outcomes, and articulation models.
- Explore school, parent, business, and community support for an elementary school foreign language program.
- Determine the most promising program model(s) for the local situation through discussion of the philosophy of the foreign language program and the desired program outcomes (Rosenbusch, 1991).

## Designing the Program

Several components of the structure of the elementary school foreign language program must be considered with special care. These include: scheduling, curriculum design, instructional materials, staffing, multiple entry points, student accessibility, language choice, and program articulation, coordination, and evaluation (Curtain & Pesola, 1994; Met, 1985; Met, 1989; Rosenbusch, 1991). After researching the literature and through inquiry during school visitations, the steering committee should discuss each concern in depth before finalizing its recommendations.

Information about each of the program components can be found in the references listed at the end of this paper. A key reference that will be extremely useful to the committee is *Languages and Children: Making the Match* (Curtain & Pesola, 1994). Two of the most challenging aspects are discussed briefly here.

**Scheduling.** The minimum amount of time recommended for an elementary school foreign language class is 75 minutes per week, with classes meeting at least every other day (Rosenbusch, 1992). Met and Rhodes (1990) suggest that "foreign language instruction should be scheduled daily, and for no less than 30 minutes" (p. 438) to provide periods that are long enough for activities that are motivating to the students and to prevent teacher burnout.

**Language Choice.** Determining which languages will be taught is potentially the most controversial issue in program design (Met, 1989). Some experts recommend that this decision be the last one made in order to keep the issue from becoming divisive. As the decision is made, the following considerations should be kept in mind: teacher availability, program organization and scheduling, maintenance of established upper level language programs, and language diversity (Curtain & Pesola, 1994).

## Programs That Lead to High Levels of Fluency

If the steering committee determines that the central goal of the district's program is that students attain a high level of fluency in the foreign language, the committee will choose the earliest possible start for the study of the language, maximize the time and intensity of the program at every level, and provide an articulated program that flows across levels without interruption. Students will be able to continue their study

of the language throughout every level and will have the opportunity to add a second language or change languages at the beginning of middle or high school. All students will study a foreign language "regardless of learning style, achievement level, race/ethnic origin, socioeconomic status, home language, or future academic goals" (Met & Rhodes, 1990, p. 438). The teachers involved in the program at all levels will have excellent language skills, be well informed about current teaching strategies, and work together as a team to provide a carefully developed, articulated curriculum.

## Determining Program Feasibility

The steering committee should examine the feasibility of the most promising program model(s) for the local situation with the help of school administrators who determine budget, scheduling, and space usage, and who make personnel decisions. Based on their previous study and the feasibility information, the steering committee will determine what recommendation it will make to school administrators and the school board concerning the start-up of an elementary school foreign language program (Rosenbusch, 1991). This final decision may be a difficult one to make. If the district is not willing to make a serious commitment to developing a strong foreign language program, the steering committee must be ready to recommend that no elementary school program be established at the present time. Experience demonstrates that it is difficult to change a weak program design for a strong one once a program has been established. A weak program design will not allow students to develop high levels of proficiency in the language.

If adequate support for a program is lacking, effort may be better spent in solving the problems that prevent the establishment of a quality program and in working to build support by educating the community about the nature and value of strong foreign language programs. Met and Rhodes (1990) clarify that "a primary goal in the next decade is to work actively to increase the number of high-quality, carefully designed elementary-school foreign language programs based on strong administrative, parental, and community support" (p. 438). The implementation of elementary school foreign language programs of excellence is critical to the development of the foreign language proficiency skills our nation's students will need in the future.

## References

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## ELEMENTARY SCHOOL FOREIGN LANGUAGE PROGRAM GOALS

Programs Are Continuous • Cumulative • Sequential • Proficiency-Oriented Part of an Integrated K-12 Sequence		
Program Type	Percent of Class Time Spent in FL per Week	Goals
<b>TOTAL IMMERSION</b> Grades K-6	<b>50-100 %</b> (Time is spent learning <i>subject matter</i> taught in FL; language learning <i>per se</i> incorporated as necessary throughout curriculum)	To become functionally proficient in the foreign language To master subject content taught in the foreign language To acquire an understanding of and appreciation for other cultures
<b>TWO-WAY IMMERSION</b> Grades K-6  <i>Also called Two-Way Bilingual and Dual Language, Developmental Bilingual Education</i>	<b>at least 50%</b> (Time is spent learning <i>subject matter</i> taught in FL; language learning <i>per se</i> incorporated as necessary throughout curriculum)  Student population is both native speakers of English and of the foreign language.	To become functionally proficient in the language that is new to the student To master subject content taught in the new language To acquire an understanding of and appreciation for other cultures
<b>PARTIAL IMMERSION</b> Grades K-6	<b>approx. 50%</b> (Time is spent learning <i>subject matter</i> taught in FL; language learning <i>per se</i> incorporated as necessary throughout curriculum)	To become functionally proficient in the foreign language (although to a lesser extent than is possible in total immersion) To master subject content taught in the foreign language To acquire an understanding of and appreciation for other cultures
<b>CONTENT-BASED FLES</b> Grades K-6	<b>15-50 %</b> (Time spent learning language <i>per se</i> as well as learning subject matter in the FL)	To acquire proficiency in listening, speaking, reading, and writing the foreign language To use subject content as a vehicle for acquiring foreign language skills To acquire an understanding of and appreciation for other cultures
<b>FLES</b> Grades K-6	<b>5-15 %</b> (minimum 75 minutes per week, at least every other day) Time is spent learning language <i>per se</i>	To acquire proficiency in listening and speaking (degree of proficiency varies with the program) To acquire an understanding of and appreciation for other cultures To acquire some proficiency in reading and writing (emphasis varies with the program)

### Non-Continuous Programs Not Usually Part of an Integrated K-12 Sequence

<b>FLEX</b> Grades K-6 <i>Frequent and regular sessions over a short period of time</i> • OR • <i>Short and/or infrequent sessions over an extended period of time</i>	<b>1-5 %</b> (Time spent sampling one or more languages and/or learning <i>about</i> language--sometimes taught mostly in English)	To develop an interest in foreign languages for future language study To learn basic words and phrases in one or more foreign languages To develop careful listening skills To develop cultural awareness To develop linguistic awareness
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Source: Nancy Rhodes, Center for Applied Linguistics, 1985. Adapted and revised by Pesola and Curtain 1994.



PUBLIC SCHOOLS

# Normandale Elementary French Immersion School

DISTRICT 273 ▼ EDINA, MINNESOTA

NORMANDELE + + FRENCH IMMERSION



DISTRICT OFFICE

5701 NORMANDELE ROAD

EDINA, MINNESOTA 55424

612 / 928-2500

WE CARE ▼ WE DARE ▼ WE SHARE



### **Welcome—to Normandale Elementary French Immersion School**

Thank you and congratulations for considering the French Immersion School for your child. This school provides exciting and challenging educational opportunities and will prepare your child for the future.

We understand that sending your child to school can be exciting and often traumatic. Since the French Immersion School is a unique alternative, we want to provide information to make this experience satisfying for you and your child. This brochure is designed to answer some frequently asked questions about our French Immersion School.

### **What is Normandale Elementary French Immersion School?**

Edina's French Immersion School is an educational alternative for kindergarten through fifth grade students. Students are immersed in a second language (French) while they learn mathematics, science, reading, writing and other curriculum areas. The curriculum used is similar to that used in other district elementary schools. However, students in the French Immersion School learn through the French language rather than English.

### **What are the goals of the school?**

There are four major goals: to communicate in the second language, to acquire the same English language arts skills as students in English-only programs, to master subject content areas and to acquire a greater understanding, knowledge and appreciation of other cultures.

### **How does it differ from other elementary schools?**

The curriculum used in the school is basically the same as that used in the other elementary schools. However, the students learn to understand, speak,

read and write in a second language. The school also places emphasis on global education and cultural topics.

### **How do children benefit from language immersion?**

The main benefit of the program is the students' development of a second language. They also develop greater listening and higher level thinking skills by being immersed in the second language.

### **Is language immersion a new concept?**

The immersion concept has been formally used in schools for several years. Many schools in Canada have successfully implemented immersion programs with French as the second language. Immersion programs in the United States are gaining more popularity as an effective method of learning a second language. In reality, the immersion concept has been used for thousands of years since it is the way most of us learn our native language. With this method, students learn a second language the same way they learned their first language.

### **Do children enjoy foreign language immersion programs/schools?**

Yes, because the language learning is done in such a natural way, the students are not uncomfortable with the instruction. Children are excellent mimics. They are curious and less self-conscious than adults in pronouncing strange sounds.

### **How do children learn English?**

During the first three years of the school (kindergarten through second grade), all instruction is in French. While students do not receive English instruction during the first three years, they are able to transfer skills to English reading and language arts. At the third grade level, English reading and language arts are introduced for approximately 30 minutes per day. The amount of English instruction



increases as students move into higher grade levels. Students will acquire the same English language arts skills as students in English-only schools.

**Will English language arts skills be delayed?**

Many of the reading and language arts skills learned in kindergarten, first and second grade are transferred to English, and at the start of third grade, some language immersion students may be slightly behind non-immersion students in English reading and language arts. However, by the end of fourth grade, most immersion students are equal to or better in English language arts skills than their English counterparts.

**How do immersion students compare to non-immersion students in verbal skills?**

There has been a great deal of research on mastery of English language skills by immersion students

showing that foreign language proficiency in an immersion program/school does not come at the expense of achievement in English or other curriculum areas. Studies have also consistently shown that immersion students do as well or better than comparable non-immersion students on measures of verbal and mathematics skills.

**How do I decide if language immersion is right for my child?**

It is important to remember the opportunities you are offering your child by exposing him or her to another language and culture. Your child will become functionally bilingual which will make it easier to learn a third language and enhance opportunities in the job market.

**Do children need a background in the second language?**

No. The school is designed for children of families who do not speak the second language. Teachers realize this when they send home notices or assign homework.

**Are students in the immersion school screened?**

There is no screening process in the school. It is perhaps not appropriate for children who have severe difficulty with auditory discrimination or auditory memory. Children who have difficulty learning to read in English may have difficulty learning to read in a second language. These children generally have trouble with actual reading skills, not the language itself.

**Are teachers in the school native speakers of French?**

While some are native speakers, it is not required. Teachers must have an elementary teacher's license and be proficient in French. The teachers have traveled abroad, and have a good understanding of other cultures and the value of global education.



## Normandale Elementary French Immersion School

### **What level of skill in French will students have by the end of fifth grade?**

Most students will be functionally proficient at writing, reading and speaking French. They will have more than 4000 hours of French instruction at the end of fifth grade.

### **What if our child becomes discouraged or frustrated?**

If a child seems to be frustrated or discouraged, it is important to discuss those feelings with the child. There are many children who feel they are the only ones who do not understand. It is important to reassure them that they are not alone. If the problem persists, it is very helpful to let the teacher know so that she/he can assist. Because language immersion is seen as a unique concept, the second language often gets labeled as the source of frustration. For the most part, the child would probably have the same frustrations in an English-only classroom.

### **What about the first days of classes in kindergarten?**

Teachers in the French Immersion School constantly use French unless there is an emergency. The children are made to feel secure from the start. Especially at the beginning, the children are encouraged to attend to the spoken word and to the actions and objects demonstrated by the teachers. These actions and demonstrations assist in the child's understanding of the language.

### **What role do parents play in the program?**

Like other academic programs, the French Immersion School has a strong and active parent organization. Parents may volunteer in the classroom or help teachers in preparing materials for instruction. Parent involvement in school activities shows the child that education is valuable.

### **Is there an opportunity for parents to learn the language?**

In courses sponsored by the district's Community Education Services, parents may learn French along with their children.

### **Will I be able to enroll my child at Normandale Elementary French Immersion School?**

The kindergarten program limits enrollment to a designated number. A lottery is held when the enrollment exceeds that number.

### **For more information or to visit the school**

**contact:** Principal Lily Schroeder • Normandale Elementary French Immersion School • 5701 Normandale Road • Edina, MN 55424 • (612) 928-2570

Adapted from: *Parents Guide to Language Immersion* • Principal Kathryn House • Spanish Language Immersion School • Robbinsdale, Minnesota



1294 Recycled Paper



NORMANDALE ELEMENTARY SCHOOL  
FRENCH IMMERSION



5701 Normandale Road • Edina, Minnesota 55424  
Phone 612/928-2570 • Fax 612/928-2576

**FACT SHEET: NORMANDALE ELEMENTARY, FRENCH IMMERSION SCHOOL  
EDINA PUBLIC SCHOOLS  
JANUARY, 1997**

**History** for the Edina French Immersion Program began in 1989-90 when the Edina Public Schools, parents and community participated in a Strategic Planning process. Seven Strategic Plans resulted and one was Global Education and an Action Plan for Global Education was the implementation of a language immersion program. Implementing the program was scheduled to begin in kindergarten for the 1991-92 school year. Thus, the French Immersion Program is the direct response to an action plan identified by District Strategic Plans. The Board of Education and the school administration are committed to the implementation of the French Immersion Program in the elementary schools, K-5. Dialogue and initial planning for the elementary "graduates" of the immersion program during the middle and high school years has already begun.

**Language Immersion** is defined as a method of foreign language instruction in which the regular school curriculum is taught through the medium of the language. The guiding principle of immersion is that students learn a second language the same way they learned the first language; that is in the environment where they experience it in its natural form. The second language is not the focus of instruction but the medium of instruction.

At the kindergarten level children may use English, but their classroom teachers respond in the second language. This offers the children the security of having their needs and feelings understood, yet provides them with a constant opportunity to hear the sounds and patterns of the targeted language. As their ears become more accustomed to the second language, they are encouraged to express themselves in the second language. During kindergarten and grades one and two, the second language is the only language of the classroom. Formal teaching in reading English begins in grade three and the time allocated for instruction in English increases as students move into the higher elementary level grades.

The students in French Language Immersion learn the same curriculum they would learn in an English speaking classroom, except they learn entirely in French.

**Research** has shown that second language proficiency in an immersion program does not come at the expense of achievement in English or other curriculum area. Intense exposure to a foreign language at an early age assures that students will have the necessary language skills to deal with curriculum in the upper grades. Studies have also shown that immersion students consistently score at the same or higher level as non-immersion students. Immersion students also develop improved listening skills, greater divergent-thinking skills and view the world from a different perspective.

**Goals** for language immersion are similar to regular education, but there are additional goals. In the Language Immersion Program, students receive educational experiences that will prepare them for the future by being immersed in a second language. By beginning in kindergarten, students will possess the ability to speak that language and have knowledge and understanding of other cultures. Students will learn skills they will need to live and work in a global world and community.

**Normandale Elementary, French Immersion School** is located at the Edina Community Center. This single site provides a supportive learning environment for the students, enhancement of the professional environment for the staff and effective resource allocation.

**Enrollment** is open to all students in the Edina School District. There are no enrollment boundaries. Bus transportation is provided for all students within the district. The kindergarten program limits enrollment to 100 students. A lottery is held when the enrollment exceeds that number. If there are less than 100 Edina Public school student who register for the French Immersion Program, non-resident students, through open enrollment, have the opportunity to enroll. The Edina School district receives per pupil state aid allocation for each non-resident student enrolled.

A Language Immersion Program is appropriate for most children, not just for those with strong abilities. According to recent study, a student's intelligence does not play a more significant role in an immersion program than in a regular English program. The study also found that acquiring skills in the second language appears to be unrelated to a student's intelligence.

Because of the structure of the program, students must begin the program in kindergarten and are usually not permitted to enroll in the program at other grade levels.

**Cost** for new programs is an important concern. The Edina Public Schools has a curriculum study process that reviews all areas of curriculum. This process involves teachers, administrators, parents, State Department of Education and the Edina Board of Education. As a result of the review process, new courses and new textbook adoptions are added to the curriculum. In order to implement these changes, additional financial costs may be incurred. This, too, is true for the French Immersion Program. As the immersion program is developed at each grade level, there are additional implementation costs for curriculum and instructional materials. There are no additional costs related to teachers and the teacher/student class size is the same as it is for regular education.

**Teaching assistants** work in the language immersion classrooms. Because students in an immersion program learn the second language in the same way they learned the first language; that is in the environment where they experience it in its natural form, having additional second language models is very important. All of the teaching assistants in the immersion program are native French speaking individuals who applied through the Foreign Language Teaching Assistant Program which is administered by the Institute of International Education.

The application and monthly expenses for these teaching assistants are being paid by funds raised by the Edina French Immersion Parent Organization and the Individual Learning Development Aid provided by the State of Minnesota. The Parent Organization is also providing the host families required to house the teaching assistants. There are no district resources allocated for these assistants and no district funds will be used.

**Questions** may be forwarded to:

Lily Schroeder, Principal  
Normandale Elementary, French Immersion School  
5701 Normandale Road  
Edina, MN 55424  
Phone: 928-2570

Terry Tofte, Assistant Superintendent  
for Elementary Education  
Edina Public Schools  
5701 Normandale Road  
Edina, MN 55424  
928-2500

Karen Roach and Joe Caruso, Co-Chairs  
Normandale Elementary, French Immersion  
Parent Organization  
5048 Richmond Drive/6621 Gleason Road  
Edina, MN 55436, Edina, MN 55439  
Phone: 928-9717/942-7698

Memo #: B98.156

Memo To: Dr. Anderson

From: R. Lacher



Date: September 30, 1997

Subject: Refunding 1991 G.O. Bond Issues

We will be asking the Board to award bids for refunding the 1991 bonds. The target saving on debt service is \$12,671.

Attached: September 19, 1997 letter from Myron Knutson, Evensen Dodge. The bid will be received by Evensen Dodge the day of the Board meeting.

Recommended Resolution: Approve the bids as recommended by Evensen Dodge at the Board meeting.





# EVENSEN DODGE INC

FINANCIAL CONSULTANTS

SEP 24 1997

September 19, 1997

Mr. Bob Lacher  
Assistant Superintendent-Business  
Moorhead Public Schools  
810 4th Ave. S.  
Moorhead, MN 56560

RE: Refunding of 1991 G.O. School Bonds

Bob:

This letter is to update the District on refunding of the 1991 bonds.

As we discussed earlier this year these 1991 bonds are now callable on 2/1/98. A current refunding can be completed up to 90 days prior to the call date. Refunding bonds can be sold in October and dated 11/1/97 to meet this 90 day requirement.

Although not large in savings compared to the recent refinancing, this refunding will produce positive savings of about \$12671, with present value savings of \$11,735. Both these savings numbers are after all the refinancing costs.

Once past the call date savings would very likely never get any greater than they are now due to less principal being refunded for a shorter period of time.

We would recommend the District schedule a sale of these refunding bonds for the regular school board meeting on October 14, 1997.

Please let me know if you have questions.

Sincerely,  
EVENSEN DODGE, INC.

*Myron Knutson*  
Myron Knutson  
Senior Vice President/Manager  
Fargo/Moorhead Office

MK/jp

Columbus, Ohio  
(Delaware)  
614/363-5577  
800/624-7900  
614/363-4887 Fax

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

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

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

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

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

Inning, Texas  
214/444-2599  
800/642-6574  
214/969-7230 Fax

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

Orlando, Florida  
407/841-0757  
800/624-8227  
407/872-2326 Fax

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

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

601 Second Avenue South, Suite 5100  
Minneapolis, MN 55402  
612/338-3535 800/328-8200  
612/338-7264 FAX

INDEPENDENT SCHOOL DISTRICT NO. 152 (MOORHEAD), MINNESOTA  
\$775,000 General Obligation Refunding Bonds, Series 1997  
Current Refunding of 91s || Market as of 9/17/97

\*\*\*\*\*  
Savings Report  
\*\*\*\*\*

Date	Principal	Proposed Debt Service Coupon	Interest	Total	Prior Debt Service	Savings	Cumulative Savings
2/ 1/98						176.72	1,006.72
8/ 1/98			23,857.50				
2/ 1/99	240,000.00	4.000000	19,905.00	279,762.50	284,027.50	4,265.00	5,271.72
8/ 1/99			11,105.00				
2/ 1/ 0	260,000.00	4.100000	11,105.00	282,210.00	285,347.50	3,137.50	8,409.22
8/ 1/ 0			5,775.00				
2/ 1/ 1	275,000.00	4.200000	5,775.00	286,550.00	290,812.50	4,262.50	12,671.72
	775,000.00		73,522.50	848,522.50	860,187.50		12,671.72
ACCRUED			176.72	176.72			
	775,000.00		73,345.78	848,345.78	860,187.50		12,671.72

Dated 11/ 1/97 with Delivery of 11/ 3/97

Bond Years 1,778.750  
Average Coupon 4.133380  
Average Life 2.295161  
M I C % 4.351230 % Using 99.5000000  
T I C % 4.357807 % From Delivery Date  
Arbitrage Yield 4.125082 %

NOTE: Cumulative Savings are Net of the Initial Transfer Amount of -830.00

NOTE: Savings on 2/ 1/98 Include Accrued Interest of 176.72

Net Present Value Savings at: 4.1251% Equals 11,735.73 or 1.5143% of Par of the Current Issue  
or 1.5241% of Par of the Prior Issue

NOTE: Present Value Savings are Net of the Initial Transfer Amount of -830.00

Prepared by Evensen Dodge, Inc.

Micro-Munl Debt Date: 09-19-1997 @ 14:16:43 Filename: MOORH Key: R91C

INDEPENDENT SCHOOL DISTRICT NO. 152 (MOOREHEAD), MINNESOTA  
 \$775,000 General Obligation Refunding Bonds, Series 1997  
 Current Refunding of 91s || Market as of 9/17/97

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Sources and Uses of Funds

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Delivery Date: 11/ 3/97

Sources of Funds

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Par Amount of Bonds.....	\$775,000.00	
+Premium /-Discount.....	80.00	
Bond Proceeds.....		775,000.00
Accrued Interest.....		176.72
Interest Earnings.....		8,705.00
		-----
		\$783,881.72

Uses of Funds

=====

Par Amount of 1991 Bonds.....		770,000.00
Cost of Issuance.....		9,000.00
Underwriters Discount.....( 0.500000%)...		3,875.00
Accrued Interest.....		176.72
Contingency.....		830.00
		-----
		\$783,881.72

Prepared by Evensen Dodge, Inc.

Micro-Muni Sizing Date: 09-17-1997 @ 16:25:33 Filename: MOORH Key: R91C

## MEMO

TO: Dr. Anderson  
FROM: Mary Davies, Community Education  
DATE: October 16, 1997  
RE: service agreement with Head Start-Clay Wilkin Opportunity Council

Clay-Wilkin Opportunity Council's Head Start program is contracting with Adult Basic Education to provide services under an Innovative Literacy program grant they have received. The grant will pay for an ABE teacher to provide GED and ESL services and an ABE staff person to coordinate the program. The grant also pays part of the salary of an Early Childhood Family Education parent educator. The rest of the funding for that educator will be contributed by ECFE. Head Start will provide the site and child care workers. The cost to the ECFE program would be \$4939.57.

While Community Education was not successful in getting an Even Start grant, this program builds on that proposal. A family literacy program works with families on the basic skills the parents need, provides a stimulating environment for the children, and teaches the parents skills to use to help their children be ready to enter school and to succeed in school.

Under the terms of the agreement Community Education will be paid \$8,278.59 for providing services for the program.

**SUGGESTED RESOLUTION:** To approve entering into an agreement with Clay-Wilkin Opportunity Council and its Head Start program funded principally by a grant by which ISD 152's ABE and ECFE programs will provide services and receive \$8,278.59 for these services. Payment to be made monthly during the 1997-98 academic year.

MEMO #: I-98-093

TO: Dr. Bruce Anderson

FROM: Robert Jernberg

DATE: October 27, 1997

RE: Approval of Contract for Occupational Therapy Services

Attached is a contract with Rehabilitation Therapy Associates, LLC (DBA Therapy Partners) allowing Moorhead Public Schools to purchase occupational therapy services.

This contract is for occupational therapy services for the 1997-1998 school year for up to 616 hours at the rate of \$40.16 per hour.

Suggested Resolution: Move to approve the agreement with Rehabilitation Therapy Associates, LLC (DBA Therapy Partners) for the 1997-1998 school year as presented.

RMJ:dr  
Attachment



MEMORANDUM OF AGREEMENT FOR  
OCCUPATIONAL THERAPY SERVICES FOR  
SCHOOL YEAR 1997-98

This contract entered into this 27th day of October 1997, by and between Moorhead Public Schools, Independent School District #152, and Rehabilitation Therapy Associates, LLC (DBA Therapy Partners) affirms that:

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

1. The CONSULTANT shall provide the following services, as requested by the AGENCY:
  - a. participate in AGENCY client planning, such as Education Planning committees, Individualized Planning Conferences or Medical Staffings;
  - b. evaluate each client, informally;
  - c. help determine specific program needs and plan appropriate motor activities, exercises, mobility training, self-help skills, and use of special rehabilitation equipment;
  - d. orient, train, and supervise nonprofessional staff in the prescribed treatment methods and educational techniques;
  - e. provide periodic verbal and written reports to the AGENCY;
  - f. provide inservice training for staff and families as directed.
2. The CONSULTANT shall provide these services to District 152 children enrolled and in need of services, as determined by AGENCY PERSONNEL.
3. The AGENCY/CONSULTANT shall obtain appropriate educational medical information, including medical orders, if necessary, on each client.
4. The date the service will begin on or about October 28, 1997. The number of hours contracted will be up to 616 hours during the 97-98 school year.

5. The AGENCY shall monitor the services of the CONSULTANT through AGENCY personnel.
6. The AGENCY shall make payments for services rendered as follows: Upon receipt of statement. Fees charged will be \$40.16 per hour.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

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Title

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City

\_\_\_\_\_  
City

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

MEMO #: S-98-068

TO: School Board

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

RE: December 22nd Meeting

DATE: October 21, 1997

Due to the holidays, it is recommended the December 22, 1997 school board meeting be canceled.

Suggested Resolution: Move to cancel the December 22, 1997 school board meeting.

:*(cbf)*

MEMO #: S-98-072

TO: School Board

FROM: Dr. Bruce R. Anderson, Supt. *BRH*

RE: Approval of Policy

DATE: October 23, 1997

Attached please find the policy, Protection and Privacy of Pupil Records (JO), as presented.

Suggested Resolution: Move to approve the policy, Protection and Privacy of Pupil Records (JO), as presented.

*(cbf)*  
Attachment

POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: JO  
DATE ADOPTED: 4/27/82  
REVISED: 06/24/96

(DRAFT 8/97)

Protection and Privacy of Pupil Records

I. Purpose

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. General Statement of Policy

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. 1232g, et seq., (Family Educational Rights and Privacy Act) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

III. Definitions

A. Directory information.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. Directory information does not include personally identifiable data which references religion, race, color, social position or nationality.

B. Education records.

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term "education records" does not include:
  - a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which:
    - (1) are in the sole possession of the maker thereof; and



- (2) are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; and
  - (3) are destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided educational records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
  - (1) maintained separately from education records;
  - (2) maintained solely for law enforcement purposes; and
  - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
  - (1) are made and maintained in the normal course of business;
  - (2) relate exclusively to the individual in that individual's capacity as an employee; and
  - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
  - (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
  - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district.

C. Eligible student.

Eligible student means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

D. Legitimate educational interest.

Legitimate educational interest includes interest directly related to classroom instruction, teaching student achievement and progress, discipline of a student and student health and welfare. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

E. Parent.

Parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

F. Personally identifiable.

Personally identifiable means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number; (e) a list of personal characteristics that would make the student's identity easily traceable; or (f) other information that would make the student's identity easily traceable.

G. Record.

Record means any information or data recorded in any way including, but not limited to, handwriting, print, tape, film, microfilm and microfiche.

H. Responsibility authority.

Responsibility authority means the Superintendent, and/or other administrators such as an assistant superintendent, a principal, or other administrative supervisor.

I. Student.

Student includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.

J. School official.

School official includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performances as a substitute; and (d) a person employed by, or under a contract to, the school board to perform a special task such as a secretary, a clerk, an attorney or an auditor for the period of his or her performances as an employee or contractor.

K. Summary data.

Summary data means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristics that could uniquely identify the individual is ascertainable.

L. Other terms and phrases.

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. General Classification

State law provides that all data collected, created, received or maintained by a school district is public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which related to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of 20 U.S.C. 1232g and the regulations promulgated thereunder.

V. Statement of Rights

A. Rights of parents and eligible students.

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
5. The right to be informed about rights under the federal law; and
6. The right to obtain a copy of this policy at the location set forth in the COPIES OF POLICY section of this policy.

B. Eligible students.

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student."

VI. Disclosure of education records

A. Consent required for disclosure.

1. The school district shall obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made; and
  - d. if appropriate, a termination date for the consent.

3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. If the responsibility authority seeks an individual's informed consent to the release of private data to an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in clause e, both at the time of the disclosure and at any time in the future; and
  - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for life insurance or noncancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.
5. Eligible student consent. Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.

B. Prior consent for disclosure not required.

The school district may disclose personally identifiable information from the education records of a student without written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;



2. To officials of other schools or school districts in which the student seeks or intends to enroll. This provision shall serve as notice that the school district forwards education records on request to a school in which a student seeks or intends to enroll, and that the district will not further notify parents or eligible students prior to such a transfer. Upon request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA section of this policy.
3. To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
4. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid."Financial aid" for purposes of this provision means of payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution.
5. To state and local officials or authorities to whom such information is specifically required to be reported or disclosed by state statute enacted prior to November 19, 1974;
6. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations.



7. To accrediting organizations in order to carry out their accrediting functions;
8. To parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
9. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith; and
10. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
11. Information the school district has designated as "directory information" pursuant to the **RELEASE OF DIRECTORY INFORMATION** section of this policy.
12. To the parent of a student who is not an eligible student or to the student himself or herself.
13. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent diseases or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. Release of directory information

A. Classification.

Directory information is public except as provided herein.

B. Former students.

The school district may disclose directory information from the education records generated by it regarding an individual who is no longer in attendance within the school district without meeting the requirements of Paragraph C of this Section.

C. Present students.

The school district may disclose directory information from the education records of a student without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually, give public notice by any means that are reasonably likely to inform the parents and eligible students of:

## POLICY JO

- a. the types of personally identifiable information that the school district has designated as directory information;
  - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in the **DISCLOSURE OF EDUCATION RECORDS** section of this policy.

### D. Procedure for obtaining nondisclosure of directory information.

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

### E. Duration.

The designation of any information as directory information about a student will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## VIII. DISCLOSURE OF PRIVATE RECORDS

### A. Private records.

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except

as summary data, or except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy, without the prior written consent of the parent or the eligible student.

B. Private records not accessible to parent.

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
  - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. 144.341 to 144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private records not accessible to student.

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or an eligible student.

B. Reports under the Maltreatment of Minors Reporting Act.

Pursuant to Minn. Stat. 626.556, reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The data subject, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minn. Stat. 626.556, Subd. 11.

C. Investigative data.

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected nonpublic or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement provided by the complainant to the school district.
3. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

- a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
4. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing the student, the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 127.26 et. seq.

XI. LIMITS ON REDISCLOSURE

A. Redisclosure.

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees and agents of any party receiving personally identifiable information under this Section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure not prohibited.

Subdivision A of this Section does not preclude the school district from disclosing personally identifiable information under the DISCLOSURE OF EDUCATION RECORDS section of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

1. The disclosures meet the requirements of the DISCLOSURE OF EDUCATION RECORDS section of this policy; and



2. The school district has complied with the recordkeeping requirements of the **RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING** section of this policy.

C. Classification of disclosed data.

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification.

The school district shall, except for the disclosure of directory information under the **RELEASE OF DIRECTORY INFORMATION** section of this policy, or except for disclosures to a parent or student, inform the party to whom a disclosure is made of the requirements set forth in this Section.

XII. **RESPONSIBLE AUTHORITY, RECORD SECURITY; AND RECORD KEEPING**

A. Responsibility authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record security.

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for securing student records.

The building principal shall submit to the responsible authority a written plan for securing student records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of written plan for securing student records.

The responsible authority shall review the plans submitted pursuant to Paragraph C of this Section for compliance with the law, this policy and the various administrative policies of the school district. The responsible



authority shall then promulgate a chart incorporating the provisions of Paragraph C which shall be attached to and become a part of this policy.

E. Recordkeeping.

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student; and
  - b. the legitimate interests these parties had in requesting or obtaining the information;
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Paragraph B of the **LIMITS ON DISCLOSURE** section of this policy, the record of disclosure required under this Section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; and
  - b. the legitimate interests under the **DISCLOSURE OF EDUCATION RECORDS** section of this policy which each of the additional parties has in requesting or obtaining the information.
3. Paragraph (1) of Recordkeeping does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Paragraph B1(a) of the **DISCLOSURE OF EDUCATION RECORDS** section of this policy, or to requests for disclosures of directory information under the **RELEASE OF DIRECTORY INFORMATION** section of this policy.
4. The record of requests of disclosures may be inspected by:
  - a. the parent of the student or eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the recordkeeping procedures of the school district.
5. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIII. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a student or an eligible student.

The school district shall permit the parent of a student or an eligible student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in the DISCLOSURE OF PRIVATE RECORDS section of this policy.

B. Response to request for access.

The school district shall respond to any request pursuant to Subdivision A of this Section immediately, if possible, or within five (5) days of the date of the request, excluding Saturdays, Sundays and legal holidays. In the event the school district cannot comply with the request within the initial five (5) day period, the responsible authority shall so notify the requesting individual and the responsible authority may have an additional five (5) days within which to comply, excluding Saturdays, Sundays and legal holidays.

C. Rights to inspect and review.

The right to inspect and review education records under Subdivision A of this Section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. The right to obtain copies of the records from the school district where failure of the school district to provide copies would effectively prevent the parent or eligible student from exercising the right to inspect and review the education records.

D. Form of request.

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of student records.

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where

they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records containing information on more than one student.

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to inspect or review.

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody which provides to the contrary.

H. Fees for copies of records.

1. The school district shall charge a reasonable fee for providing copies of records. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based recordkeeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. The cost of providing copies shall be borne by the parent or eligible student.
3. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent the parent or eligible student from exercising their right to inspect or review the student's education records.

4. The school district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or post-secondary institutions for employment or admissions purposes. The fee for such copies and other copies forwarded to third parties with prior consent as a convenience will be the actual search/retrieval and copying costs, plus postage, if that is involved.

#### XIV. REQUESTS TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

##### A. Requests to amend education records.

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading or violates the privacy or other rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall so inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B of this Section.

##### B. Right to a hearing.

If the school district refuses to amend the education records of a student, the school district shall, on request, provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C of this Section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly, so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B of this Section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of hearing.

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A and B of this Section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.



4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal.

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of the Minn. Stat. Chapter 14 relating to contested cases.

XV. COMPLAINTS FOR NONCOMPLIANCE

A. Where to file complaints.

Complaints regarding alleged violations of rights accorded parents and eligible students by 20 U.S.C. 1232g, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

B. Content of complaint.

A complaint filed pursuant to this Section must contain specific allegations of fact giving reasonable cause to believe that a violation of 20 U.S.C. 1232g and the rules promulgated thereunder has occurred.

XVI. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to 20 U.S.C. 1232g. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XVII. ANNUAL NOTIFICATION OF RIGHTS

A. Content of notice.

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records;
2. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate misleading, or otherwise in violation of the student's privacy or other rights;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. 1232g, and the rules promulgated thereunder;
5. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding protection and privacy of pupil records; and
6. That copies of the school district's policy regarding the protecting and privacy of school records are located in the Superintendent's Office.

B. Notification to parents of students having a primary home language other than English.

The school district shall provide for the need to effectively notify parents of students identified as having a primary home language other than English.

XVIII. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XIX. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the Superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. 127.26 to 127.39 (Pupil Fair Dismissal Act)  
Minn. Stat. 144.341-144.347 (Consent of Minors for Health Services)  
Minn. Stat. 626.556 (Reporting of Maltreatment of Minors)  
Minn. Rules Pts. 1205.0100-1205.2000  
20 U.S.C. Sec. 1232g et. seq. (Family Educational Rights and Privacy Act)  
34 C.F.R. Secs. 99.1-99.67

Cross References: MSBA Model Policy 506 (Student Discipline)  
MSBA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA Model Policy 520 (Student Surveys)  
MSBA Model Policy 711 (Videotaping on School Bus)  
MSBA Service Manual, Chapter 13, School Law  
Bulletin "I" (School Records-Privacy-Access to Data)

PUBLIC NOTICE

Independent School District No.152 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
  - a. That parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected.
  - b. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. Such a request must be in writing, shall identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed and dated by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff members (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility, and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare.
  - d. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C 1232g, and the rules promulgated thereunder. Said complaint should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.
  - e. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records.
  - f. That copies of the school district's policy regarding the protection and privacy of school records are located in the Superintendent's Office.

2. Independent School District No.152 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
  - a. It classifies records as public, private or confidential.
  - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
  - c. It establishes procedures and regulations to allow parents or students to request the amendment of student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
  - d. It establishes procedures and regulations for access to and disclosure of education records.
  - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon request to the Superintendent.
4. Pursuant to applicable law, Independent School District No.152 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

- a. The information listed above shall be public information which the school district may disclose from the education records of a student.
- b. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.
- c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:
  - (1) Name of student;
  - (2) Home address;
  - (3) School presently attended by student;
  - (4) Parents legal relationship to student, if applicable;
  - (5) Specific category or categories of directory information which is not to be made public without the parent's or eligible students prior written consent.

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

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

\_\_\_\_\_  
Chair, ISD #152



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

5-M9-B05  
Min  
Nov 10-97

November 10, 1997  
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 the Voyager School PTAC for donating \$1209 to the East Grand Forks Public Schools for flood-related assistance. The money donated was remaining from fundraising activities at the school.

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
  - (1) Acceptance of Gifts - Page 6
  - (2) Approval of Reallocation of Title I Funds - Page 7
  - (3) Approval of Programming Agreement with Clay County Diversified Services, Inc. - Pages 8-9
- B. BUSINESS AFFAIRS - Lacher
  - (1) Approval of Townsite Lease Agreements:
    - Trans Em - Page 10
    - Goodwill Easter Seal - Page 11
- C. PERSONNEL MATTERS - Skinkle
  - (1) Approval of New Employees - Page 12
  - (2) Approval of Family/Medical Leave - Page 13
  - (3) Acceptance of Resignations - Page 14
- D. ADMINISTRATIVE MATTERS - Anderson
  - (1) Accept Service-Learning Grant - Page 15
  - (2) Approval of October 13 & 27, 1997 Minutes
    - Pages 16-23
  - (3) Approval of November 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.)

Block Scheduling & Graduation Standards Implementation  
Boyle Page 24

Student/Staff Assistance Steering Committee - Sipe/Kovash  
Page 25

5. 1996-97 AUDIT REPORT: Lacher  
Page 26

Suggested Resolution: Move to accept the 1996-97 audit report as presented.

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

6. CANVASS ELECTION RETURNS: Anderson  
Pages 27-29

Suggested Resolution: Move to approve the Resolution Canvassing Returns of Votes of Independent School District #152 General Election, as presented.

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

7. COMMUNITY EDUCATION PROGRAM MANAGER/COMMUNICATIONS COORDINATOR POSITION: Anderson  
Page 30

Suggested Resolution: Move to approve the recommended modifications to the Community Education Program Manager and Communications Coordinator positions as presented.

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

8. BID AWARD-SCHOOL BUSES: Lacher  
Page 31-32

Suggested Resolution: Move to award bid to North Central Coach for two (2) school buses with air suspension, Webasto auxiliary heater and air ride drivers seat, plus all options and allowances for trade-in as bid for \$114,708.00 (2 @ \$59,479.00 each).

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

9. GRIEVANCE HEARING OFFICER: Skinkle  
Page 33

Suggested Resolution: Move to approve the designation of Steven R. Rutzick as designated hearing officer for the Bradley Stroup grievance.

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

10. FIRST READING OF POLICIES: Anderson  
Page 34-36

Conduct a first reading on the following policies, Employees as Vendors to Students (DJD) and Subpoena of a School District Employee (GCQE).

11. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

12. CLOSE PUBLIC MEETING: Ladwig

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 \_\_\_\_\_

13. OPEN PUBLIC MEETING: Ladwig

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

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

14. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
School Board	Nov. 24	7:00 p.m.	Townsite
Graduation Standards Implementation Mtg.	Nov. 25	7:00 p.m.	MSU
K-12 No School	Nov. 26		District- wide
Thanksgiving Holiday	Nov. 27-28		
Tax Levy Public Hearing	Dec. 1	7:00 p.m.	Townsite
School Board	Dec. 8	7:00 p.m.	Townsite
Winter Break Begins	Dec. 22		
K-12 Classes Resume	Jan. 5		
End 2nd Qtr./Sem.	Jan. 22		
K-12 Workshops	Jan. 23		
President's Day Holiday	Feb. 16		
K-12 Workshops	Feb. 17		
ITBS Testing	Mar. 23-27		
End 3rd Qtr.	Mar. 27		

MEMO #: I-98-099  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: Acceptance of Gifts  
DATE: November 3, 1997

The district has received the following gifts:

1. \$40 for computer software from Candace Allen. The computer software will be utilized at Probstfield School.
2. \$100 from Grosz Studio to purchase science study hall materials to be utilized at the Junior High School.
3. \$5,000 from Lutheran Brotherhood for Moorhead School's students and families involved in the flood.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm



MEMO #: I-98-098

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Reallocation of Title I Delinquent Education Funds

DATE: November 3, 1997

The Board previously approved a \$23,500 Title I Delinquent Education grant. We have now received an additional \$1,500 in Title I Reallocation funds.

Suggested Resolution: Move the approve the \$1,500 Title I reallocation as presented.

RMJ/mdm

MEMO #: I-98-102  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: Agreement for an Assessment of Sheltered/Supported  
Employment for a Student  
DATE: November 3, 1997

The administration requests approval of the attached agreement with Clay County Diversified Services Inc., for vocational programming for one of our senior high students.

Total cost will not exceed \$2,385.04 of which state special education aids will amount to \$1,240.22 leaving a net cost to the district of \$1,144.82 which will be covered with existing budgets.

Suggested Resolution: Move to approve the agreement with Clay County Diversified Services Inc. as presented.

AKS:dr  
Attachment

MOORHEAD INDEPENDENT SCHOOL DISTRICT  
AND  
CLAY COUNTY DIVERSIFIED SERVICES INC.  
CONTRACTUAL AGREEMENT FOR THE 1997-1998 SCHOOL YEAR

This contract entered into this 10th day of November, 1997 by and between Moorhead Independent School District #152 and Clay County Diversified Services Inc., a nonprofit corporation witnesses that:

1. The term of this contractual agreement shall commence on the 20th day of October 1997, to and including January 23, 1998, for an agreed cost during the full term of the contract agreement as follows:
  - \$29.33 per day for on-site vocational programming, not to exceed 54 days for a total of \$1,583.82.
  - Transportation of the student to the DSI assessment site will be provided by DSI staff at a rate of \$7.43 per day for 54 days not to exceed a total of \$401.22.
  - Technical assistance can be provided upon request from Independent School District No. 152.
  - Total cost of the contract will not exceed \$2,385.04 for the period of time of October 20, 1997, through January 23, 1998.
2. Clay County Diversified Services, Inc. agrees to bill Independent School District No. 152 at the end of the vocational programming and provided Independent School District No. 152 a written copy of the student progress reports.
3. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

NOV 4 1997

MEMO #: B98.163

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: OCTOBER 28, 1997

SUBJECT: TOWNSITE RENTAL - TRANS EM (11/1/97 - 10/31/98)

SUITE	SQ. FT.	RATE	ANNUAL RENT	MONTHLY RENT
206.4	168	\$10.00	\$1,680.00	\$140.00
(SW OFFICE OF SUITE)				
206.2	102	\$10.00	\$1,020.00	\$ 85.00
(NE OFFICE OF SUITE)				
206.1			\$ 120.00	\$ 10.00
(RECEPTION AREA)				
			<hr/> 2,820.00	<hr/> \$235.00

(Trans Em = Transitional Supported Employment of Minnesota)

Suggested Resolution: Move to approve the rental of a portion of Suite 206 to Trans Em for \$2,820.00.

CC 00 1997

MEMO #: B98.168

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: OCTOBER 22, 1997


SUBJECT: LEASE FOR SUITE 134

The Goodwill Easter Seal will be leasing Suite 134, starting December 1, 1997 through November 30, 1998, for \$4,800.00.

Suggested Resolution: Move to approve the lease with Goodwill Easter Seal, effective December 1, 1997 through November 30, 1998, for \$4,800.00.

MEMORANDUM P 97.119

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: November 4, 1997

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:

Kathy Sayler - ECSE Paraprofessional, Washington Elementary, B21 (0) \$8.85 per hour, 6.5 hours daily, effective immediately.  
(New position)

Sarah Bratlien - OHI Paraprofessional, Junior High, B21 (0) \$8.85 per hour, 6.5 hours daily, effective November 11, 1997.  
(Replace Pat Babolian)


Armando Flores - Hall Monitor, Senior High, Non-aligned A13 (0) \$7.70 per hour, 7.5 hours daily, effective immediately.  
(Replace Patrick Morkrid)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh



MEMORANDUM      P 97.120

TO:            Dr. Bruce Anderson  
FROM:         Dr. John Skinkle   
DATE:         November 4, 1997  
SUBJECT:      Family/Medical Leave

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

Shannon Dahlberg - EBD/LD Teacher, Riverside Elementary, to begin on or about January 5, 1998 for six weeks.

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

JDS:sdh

MEMORANDUM

P 97.121

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JDS*  
DATE: November 4, 1997  
SUBJECT: Resignation of District Employees.

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

Sandy Hayek - AOM Paraprofessional, Washington Elementary,  
effective November 15, 1997.

Patrick Morkrid - Hall Monitor, Senior High, effective November  
3, 1997.

Charles Knorr - Interpreter, Thomas Edison, effective November 3,  
1997.

Suggested Resolution: Move to accept the resignations as  
presented.

JDS:sdh

MEMORANDUM

To: Dr. Anderson

From: Mary Davies

Date: October 30, 1997

Re: Service-Learning grants from Minnesota Dept. of Children, Families & Learning

The Minnesota Department of Children, Families & Learning has awarded two Service-Learning grants to the Moorhead schools for the 1997-98 school year. Only twenty-two grants were awarded and Moorhead received two of them.

A grant of \$8,500 to Riverside School will fund a kindergarten through second grade project entitled "Building A Healthy Community, Building a Healthy Self." The Senior High received \$9,870 to provide training and support to staff to develop Service-Learning curriculum that would have an impact on the children in our community by focusing on the five goals of the Presidents' Summit. Both staff and students were involved in planning and writing the Senior High grant.

SUGGESTED ACTION: Move to accept grants totalling \$18,370 from the Minnesota Department of Children, Families & Learning for Service-Learning projects at Riverside and the Senior High.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 13, 1997  
PAGE 1

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

MEMBERS ABSENT: None

CALL TO ORDER: 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 and requested the removal of the Major Magnitude Field Trip item from the Consent Agenda; and, reported the CARE Team discussion would be held at a later date.

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

"WE ARE PROUD"

\*\*\* Congratulations went to Becky Langemo, Harlan Shuck, Dana DelVel, Brian Cole, and the entire 1996-97 Speech squad for placing in the top 5% of National Forensic League chapters nationwide to qualify for the NFL "200 Club."

\*\*\* Congratulations were expressed to the Spud Dimensions for receiving an "All-American" rating by the National Scholastic Press Association. This is the highest award given to high school newspapers. Phyllis Cassatt, English teacher, serves as the advisor.

\*\*\* Congratulations went to Mick Dunn, MHS art teacher, for receiving the Best of Show award with a painting titled "Prairie Watch" at The American Heritage Art Show held in Minneapolis. Eighty artists from the United States and Europe participated in the show.

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

Gifts - Accept the Power Mac 6500 computer/monitor, valued at \$1902, from Concordia College through a service-learning grant for Moorhead Junior High; Accept \$1500 from Meritcare Health System to purchase track record board for Moorhead Senior High; Accept the donation of computer software, approximate value \$79.95, from Candace Allen for use at Probstfield School; and, Accept \$800 from Babe Ruth Baseball for repairs to the batting cage at the baseball facility.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 13, 1997  
PAGE 2

Increase to Imprest Cash Fund - Approve the increase to the Activities Office imprest cash account from \$7500 to \$10,000.

MCAP Grant - Accept the grant, in the amount of \$1578, from the Moorhead Healthy Community Initiative, for school-based after school enrichment activities.

Lease Agreement - Voyager/Convent - Approve the lease with Moorhead Church of Christ, Suites 401-411, 308 and 303 as presented, effective October 7, 1997 through May 31, 1998 for \$5935.00.

New Employees

Mary Ann Jasken - Title I Paraprofessional, Edison, B21 (0)  
\$8.85/hr, 4 hrs/day, effective immediately.  
Loretta St. Germain - MSMI Paraprofessional, Junior High, B21 (0)  
\$8.85/hr, 6 hrs/day, effective immediately.  
Michael Ochoa - EBD Paraprofessional, Detention Center, B21 (0)  
\$8.85/hr, 6.5 hrs/day, effective immediately.  
Roxanne Loock - Hall Monitor, Senior High, A13 (0) \$7.70/hr, 5.5 hrs/day, effective immediately.

Resignations

Tanya Glaser - MMMI Paraprofessional, Asp, effective immediately.  
Karen Evanson - Food Service, Riverside, effective September 30, 1997.  
Debbie Garcia - Food Service, Asp, effective September 1997.  
Jennifer Autumnstar - EBD Paraprofessional, MCAP, effective September 22, 1997.  
Janet Swang - Principal Secretary, Probstfield, effective November 28, 1997.

Family/Medical Leaves

Janelle Frost-Geiser - Social Teacher, Junior High, from approximately February 2, 1998 until the beginning of May, 1998.  
Ruth Christianson - EBD Teacher, Junior High, from approximately February 1, 1998 for six weeks.

Community Education Donation: Accept the donation of \$180.00 from Zonta of Fargo-Moorhead, for the purchase of materials for Adult Basic Education's literacy and parenting program.

Approval of Minutes - Approve the minutes of September 8 & 22, 1997 as presented.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 13, 1997  
PAGE 3

Claims - Approve the October claims, subject to audit, in the amount of \$2,132,475.54.

General Fund:	\$1,013,757.22
Food Service:	95,030.30
Transportation:	442,386.82
Community Service:	43,386.82
Capital Expenditure:	518,210.89
Townsite Centre:	<u>19,696.67</u>
TOTAL	\$2,132,475.54

Motion carried 7-0.

COMMITTEE REPORTS: Reports were heard regarding the Minnesota School Boards Association Fall Area Meetings, Learning Bank, Joint Powers, Global Exchange Committee, and Foreign Language Immersion Program discussions with Concordia and Moorhead State University.

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.)

District Wellness Program - Skinkle and District Nurse Lona Daley-Getz reviewed the plans for establishing a Wellness Committee, including the purpose, scope/level of responsibility, expectations, etc.

The Building Leadership teams will be involved in planning activities for its staff following guidelines determined by the Wellness Committee. Grants, similar to staff development grants, will be awarded for activities and monies based on FTEs per building.

District CARE Teams - This item was delayed until a later meeting.

MAJOR-MAGNITUDE FIELD TRIP REQUESTS: Hastad moved, seconded by Gustafson, to approve the proposed major magnitude field trips as proposed and approve the recommendation calling for an assessment of the educational and curricular value in each activity following the trip. Motion carried 6-1 by majority roll call vote: Hewitt dissenting.

Hewitt expressed concern for students who cannot afford to go and if the trips are for educational purposes the school district should fund them, if not, the school district should not support them.



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 13, 1997  
PAGE 4

Also discussed were students having equal access and opportunities, accountability being improved by the policy revisions, and that trips are valuable experiences for students.

ENROLLMENT UPDATE: Jernberg reviewed the enrollment figures as of October 1 and draft cohort projections for 1998-2003. He stated the district is off three (3) students from projections. More information will be presented in November after the State Demography Office report is received.

WIDE-AREA NETWORK (WAN) REPORT: Dave Kaun and Peter Gray of Elert and Associates reviewed their company's report for the installation of a wide-area network. If the Board approves the report, bid documents will be in place by March/April (1998), planning documents will hopefully be back by November/December (1998) for action and recommendations.

COMPARABLE PAY EQUITY REPORT: Foss moved, seconded by Hastad, to accept the Pay Equity Implementation Report and that Board Chair be authorized to sign said report. Motion carried 7-0.

ADDITIONAL PARAPROFESSIONAL POSITION: Gustafson moved, seconded by Cox, to approve the request to employ one (1) additional paraprofessional as proposed. Motion carried 7-0.

1997-99 SPORTS CENTER LEASE AGREEMENT: Cummings moved, seconded by Gustafson, to approve the 1997-98 and 1998-99 lease for the Moorhead Sports Center for \$32,957.00. Motion carried 7-0.

Gustafson left the meeting.

LIABILITY INSURANCE COVERAGE: Cox moved, seconded by Hewitt, to direct administration to purchase liability to cover the maximum expense set by state law. Motion carried 6-0-1; Gustafson absent.

Gustafson returned to the meeting.

ADULT BASIC EDUCATION COORDINATOR CONTRACT CHANGE: Gustafson moved, seconded by Hewitt, to approve the extension of the Adult Basic Education coordinator's position to full time for the duration of the 1997-98 school year, in accordance with the existing Band and Grade. Motion carried 7-0.

CLAY COUNTY JOINT POWERS COLLABORATIVE AGREEMENT ADDENDUM: Foss moved, seconded by Cummings, to approve the addendum to the Clay County Joint Powers Collaborative Agreement as presented. Motion carried 7-0.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 13, 1997  
PAGE 5

FIRST READING OF POLICY: Anderson reviewed the suggested revisions to the policy, Protection and Privacy of Pupil Records (JO). He noted the changes are recommended by legal counsel to meet the intent of the laws pertaining to it.

The policy will be presented to the Policy Review Committee on October 20.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Ladwig reported the school district is hosting, along with the Minnesota School Boards Association and the Department of Children, Families and Learning, a meeting regarding graduation standards implementation November 25, 1997 at Moorhead State University. Board members are encouraged to attend.

CLOSE PUBLIC MEETING: Cummings moved, seconded by Foss, to close the public meeting at 9:21 p.m., pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies. Motion carried 7-0.

OPEN PUBLIC MEETING: Hewitt moved, seconded by Gustafson, to reopen the public meeting at 9:43 p.m. Motion carried 7-0.

ADJOURNMENT: Ladwig adjourned the meeting at 9:44 p.m.

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Anton B. Hastad, Clerk

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 27, 1997  
PAGE 1

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

MEMBERS ABSENT: None

CALL TO ORDER: 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 one addition to the Acceptance of Resignations item on the Consent Agenda.

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

"WE ARE PROUD"

\*\* Erin Ladwig, an 8th grader at Moorhead Junior High, was recognized for being selected from hundreds of auditionees to participate in ANACRUSIS '97, the Minnesota division of the American Choral Directors Association (ACDA). A concert will be given in November at the Benson Great Hall on the campus of Bethel College. Dr. Edith Copley of Northern Arizona University will be the guest director.

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

Gift - Accept the gift of five books entitled The Complete Dog Book for Kids from the Fargo-Moorhead Kennel Club, Inc. for use in the elementary school libraries.

New Employees

Aracely Juarez - EBD Paraprofessional, MCAP Townsite Centre, B21 (0) \$8.85 per hour, 6.5 hours daily, effective immediately.

Resignation

Jodi LaFayette - Secretary, Townsite Centre, effective October 21, 1997.

Medical Leave

Arlys Christianson - Nurse's Secretary, Riverside, for the school year 1997-98.

COMMITTEE REPORTS: Reports were given regarding the meetings for Policy Review, Community Education Advisory, Instruction & Curriculum Advisory and District Student/Staff Assistance Steering committees.

Cox left the meeting at 7:20 p.m.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 27, 1997  
PAGE 2

ELEMENTARY FOREIGN LANGUAGE IMMERSION PROGRAM: Superintendent Anderson opened the discussion by stating the District should be aggressive in providing options for students, and that speaking different languages gives students an edge for many opportunities. A Steering Committee is being established to develop a vision and action plan for the program.

Carol Ann Dahlberg of Concordia College presented an overview of the concept of elementary foreign language immersion programs. There are various types of programs ranging from partial to total immersion.

Staffing, local college participation, goals of the program, and time commitments were discussed.

Cox rejoined the meeting at 8:05 p.m.

GENERAL OBLIGATION BONDS: Foss moved, seconded by Cummings, to approve the bids as recommended by Evensen Dodge, to Norwest Investment Services at an interest rate of 4.3512%. Motion carried 7-0.

HEAD START/CLAY-WILKIN OPPORTUNITY COUNCIL SERVICE AGREEMENT: Hewitt moved, seconded by Gustafson, to approve entering into an agreement with Clay-Wilkin Opportunity Council and its Head Start program funded principally by a grant by which ISD 152's Adult Basic Education (ABE) and Early Childhood Family Education (ECFE) programs will provide services and receive \$8,278.59 for these services. Motion carried 7-0.

OCCUPATIONAL THERAPY SERVICES AGREEMENT: Gustafson moved, seconded by Foss, to approve the agreement with Rehabilitation Therapy Associates, LLC (d/b/a Therapy Partners) for the 1997-98 school year, in the amount of \$40.16/hour for up to 616 hours. Motion carried 6-0-0; Cox abstaining.

CANCEL SCHOOL BOARD MEETING: Cummings moved, seconded by Foss, to cancel the December 22, 1997 school board meeting. Motion carried 7-0.

APPROVAL OF POLICY: Cummings moved, seconded by Cox, to approve the policy, Protection and Privacy of Pupil Records (JO), as presented. Motion carried 6-1; Hewitt dissenting.

The meeting recessed at 8:10 p.m. for 10 minutes.

CLOSE PUBLIC MEETING: Cummings moved, seconded by Gustafson, to close the public meeting at 8:20 p.m., pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies. Motion carried 7-0.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 27, 1997  
PAGE 3

OPEN PUBLIC MEETING: Hastad moved, seconded by Cox, to reopen the public meeting at 9:15 p.m. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Cummings stated he had collected information for the new board member orientation book to be developed.

ADJOURNMENT: The meeting adjourned at 9:16 p.m.

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Anton B. Hastad, Clerk

MEMO #: I-98-101

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Discussion of Block Scheduling and Graduation  
Standards Implementation at Moorhead Senior High  
School

DATE: November 3, 1997

Moorhead Senior High School Principal Gene Boyle will review implementation of block scheduling and high school graduation standards. He will review issues, timelines and needs to be addressed in implementation including options for staff to deal with curricular and instructional needs related to these changes.

RMJ/mdm



MEMO #: I-98-100

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Student/Staff Assistance Steering Committee

DATE: November 3, 1997

Lynn Sipe and Lynne Kovash, Co-chairs of the Student/Staff Assistance Committee, and members of building Care Teams will review student assistance and the efforts of Care Teams related to working with specific student and staff needs.

RMJ/mdm

MEMO #: B98.177

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: NOVEMBER 6, 1997



SUBJECT: 1996.97 FINANCIAL AUDIT

Mr. Dave Stende, of Eide Helmeke PLLP, will present the 1996.97 Audit to the board. He will make a presentation and answer any questions the board may have.

Suggested Resolution: Move to accept the 1996.97 Financial Audit.

MEMO #: S-98-092

TO: School Board

FROM: Dr. Bruce R. Anderson, Supt. *BKA*

RE: Election Resolution

DATE: November 6, 1997

Attached please find the Resolution Canvassing Returns of Votes of Independent School District #152 General Election for the November 4, 1997 school board election. This election was held in conjunction with the cities of Moorhead and Dilworth.

Suggested Resolution: Move to approve the Resolution Canvassing Returns of Votes of Independent School District #152 General Election, as presented.

*(cbf)*

Attachments

RESOLUTION CANVASSING RETURNS  
OF VOTES OF  
INDEPENDENT SCHOOL DISTRICT NO. 152  
GENERAL ELECTION

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

1. It is hereby found, determined and declared that the general election of the voters of the district, held on November 4, 1997, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of 6633 voters of the district voted at said election on the election of two (2) school board members for four year terms; vacancies on the board caused by expiration of term on January 1 next following the general election; as follows:

<u>Bill Cox</u>	<u>1308</u> (4 year term)
<u>Mark A. Gustafson</u>	<u>3553</u> (4 year term)
<u>Calvin Singleton</u>	<u>1733</u> (4 year term)
<u>Kristine Thompson</u>	<u>3724</u> (4 year term)

3. Mark A. Gustafson and Kristine Thompson, having received the highest number of votes, are elected to four year terms beginning January 1, 1998.

4. The school district clerk hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

Dated: November 10, 1997

\_\_\_\_\_  
Anton B. Hastad, Clerk

Attachment: Abstract & Return of Votes Cast

INDEPENDENT SCHOOL DISTRICT NO. 152  
STATE OF MINNESOTA

ABSTRACT & RETURN OF VOTES CAST  
GENERAL ELECTION  
NOVEMBER 4, 1997

\*\*\*\*\*

A. Total number of persons registered at <u>7</u> o'clock a.m.	<u>17,013</u>
B. Total number of new registrations on election day:	<u>449</u>

\*\*\*\*\*

C. Total number of signatures on the polling place roster:	<u>6,221</u>
D. Total number of accepted regular, military and overseas absentee ballots:	<u>412</u>
E. Total number of persons voting in the general election: (add: C + D = E)	<u>6,633</u>

\*\*\*\*\*

F. Total number of completely blank ballots in the ballot box:	<u>0</u>
G. Total number of completely defective ballots in the ballot box:	<u>2</u>

\*\*\*\*\*

H. Total number of spoiled ballots in the spoiled ballot envelope:	<u>81</u>
I. Total number of unused ballots returned to the Clerk:	<u>*1092</u>

\*\*\*\*\*

SCHOOL BOARD MEMBER

Cox, Bill (4 year).....	<u>1308</u>
Gustafson, Mark (4 year).....	<u>3553</u>
Singleton, Calvin (4 year).....	<u>1733</u>
Thompson, Kristine (4 year).....	<u>3724</u>
.....	.....
.....	.....
.....	.....

Total number of write-in votes for this office	<u>30</u>
Total number of ballots defective for this office (overvotes)	<u>2</u>
Total number of ballots blank for this office (undervotes)	<u>2534</u>
TOTAL VOTES COUNTED FOR THIS OFFICE	<u>12,884</u>

\*\*\*\*\*

\* = denotes ISD #152 paper ballots only.

MEMO #: S-98-090

TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BRA*  
RE: Community Education Program Manager & Communications  
Coordinator Job Descriptions  
DATE: November 4, 1997

As a result of the resignation of the Community Education Program Manager, we have examined the needs in the district and will recommend the following adjustment of the position.

The Community Education Program Manager will be shifted from a Supervisor (C42) to that of a Coordinator (C41) on a full-time basis.

The principle tasks will include: Organization of community education classes, Promoting community education and adult education classes, Editing class catalogs, and Contacting families for Early Childhood Family Education (ECFE) programs. The position would be full-time for 12 months.

The second part of the recommendation will include the .35 FTE Communications Coordinator portion of the existing Community Education Program Manager's position that will move to half-time and be funded via Community Education. The initial Band and Grade will be the C41 level.

Principle tasks will include: Updating the District's Annual Communications Plan; Prepare/distribute the Annual Report on Curriculum and Student Performance; School Calendar; Staff Briefs; and, other district publications.

Suggested Resolution: Move to approve the recommended modifications to the Community Education Program Manager and Communications Coordinator positions as presented.

BRA:cbf



NOV 3 1997

MEMO #: B98.173

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: OCTOBER 31, 1997

SUBJECT: BUS AWARD

Bids were received for two (2) specified school buses.

North Central Coach	\$59,479.00	\$57,814.00	\$57,323.00
Minnesota Body	\$61,048.00	\$64,294.00	
Hougland	\$65,920.00	\$61,048.00	

Suggested Resolution: Move to award bid to North Central Coach for two (2) school buses with air suspension, Webasto auxiliary heater and air ride drivers seat plus all options and allowances for trade in as bid for \$114,708.00 (2 @ \$59,479.00 each).

**INTEROFFICE MEMO**

<i>Air Suspension Option</i>	International 3800 Chassis				International 3400 Chassis			
	North Central Coach		Minnesota Body		Houglund			
	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price		
School Bus price (Body)	\$23,180	\$46,360	\$58,975	\$117,950	\$27,521	\$55,042		
Chassis Price provided by Nelson International	\$33,821	\$67,642			\$36,459	\$72,918		
Discount for purchase of two units	\$300	\$600	\$0	\$0	\$0	\$0		
Webasto auxiliary heater	\$1,960	\$3,920	\$1,873	\$3,746	\$1,940	\$3,880		
Air Ride drivers seat	\$118	\$236	\$200	\$400	Included	Included		
<b>Sub Total</b>	<b>\$59,479</b>	<b>\$118,958</b>	<b>\$61,048</b>	<b>\$122,096</b>	<b>\$65,920</b>	<b>\$131,840</b>		
Trade In Allowance								
Bus Number 75		\$850		\$500		\$500		
81		\$850		\$500		\$400		
83		\$850		\$500		\$600		
84		\$850		\$500		\$700		
88		\$850		\$1,000		\$0		
<b>Total Trade In Allowance</b>		<b>\$4,250</b>		<b>\$3,000</b>		<b>\$2,200</b>		
<b>Cost to District</b>		<b>\$114,708</b>		<b>\$119,096</b>		<b>\$129,640</b>		
<i>Spring Suspension Option</i>								
	North Central Coach IHC 3800		North Central Coach GMC		Minnesota Body IHC 3800		Houglund IHC 3400	
	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
School Bus price (Body)	\$23,180	\$46,360	\$54,945	\$109,890	\$58,975	\$117,950	\$27,521	\$55,042
Chassis Price provided by Nelson International	\$32,256	\$64,512		\$0			\$34,833	\$69,666
Discount for purchase of two units	\$300	\$600	\$300	\$600	\$0	\$0	\$0	\$0
Webasto auxiliary heater	\$1,960	\$3,920	\$1,960	\$3,920	\$1,873	\$3,746	\$1,940	\$3,880
Air Ride drivers seat	\$118	\$236	\$118	\$236	\$200	\$400	Included	Included
<b>Sub Total</b>	<b>\$57,814</b>	<b>\$115,628</b>	<b>\$57,323</b>	<b>\$114,646</b>	<b>\$61,048</b>	<b>\$122,096</b>	<b>\$64,294</b>	<b>\$128,588</b>
Trade In Allowance								
Bus Number 75		\$850		\$850		\$500		\$500
81		\$850		\$850		\$500		\$400
83		\$850		\$850		\$500		\$600
84		\$850		\$850		\$500		\$700
88		\$850		\$850		\$1,000		\$0
<b>Total Trade In Allowance</b>		<b>\$4,250</b>		<b>\$4,250</b>		<b>\$3,000</b>		<b>\$2,200</b>
<b>Cost to District</b>		<b>\$111,378</b>		<b>\$110,396</b>		<b>\$119,096</b>		<b>\$126,388</b>

MEMORANDUM P 97.122

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: November 4, 1997

SUBJECT: Grievance

The administration requests approval for designation of Steven R. Rutzick as hearing officer in the Bradley Stroup grievance.

Suggested Resolution: Move to approve the designation of Steven R. Rutzick as designated hearing officer for Bradley Stroup grievance.

JDS:sdh

MEMO #: S-98-091

TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BR*  
RE: First Reading of Policies  
DATE: November 5, 1997

Attached please find the policies, Employees as Vendors to Students (DJD) and Subpoena of a School District Employee (GCQE), for your review. Both policies have been approved by the Policy Review Committee.

*:cbf*  
Attachments

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: DJD DATE ADOPTED: 11/28/89 REVISED: 04/26/94
--	---

(Draft 10/97)

#### EMPLOYEES AS VENDORS TO STUDENTS

Student purchases of textbooks, supplies, materials, tools, or equipment for instructional purposes shall be made from the vendor, through a school store, parts department, or school district purchase order.

School district employees shall not become involved in making purchases from private or public vendors and then selling those items to students. An exception to this policy must have prior written approval from the BUILDING PRINCIPAL OR OTHER appropriate supervisor.

Any suspected violation of this policy shall be referred to the appropriate supervisor. Violations of this policy shall be considered insubordination and shall be dealt with accordingly.

Reviewed/Revised: 4/26/94

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: GCQE DATE ADOPTED: 04/26/94 REVIEWED/REVISED:
--	--

(DRAFT 10/97)

SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

Purpose

The purpose of this policy is to provide school district employees with a procedure when subpoenaed to appear during a legal proceeding related to school district matters.

This procedure is as follows:

1. Any employee who receives a subpoena for any purpose related to his/her employment is to inform the building administrator or designated supervisor when he/she receives a subpoena. The building administrator or designated supervisor shall immediately inform the Superintendent or his/her designee that the employee has received a subpoena.

2. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the School district official who is designated as the authority responsible for collection, use and dissemination of data.

No data shall be released without consultation in advance with the Superintendent or his/her designee.

3. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with applicable School Board policies and collective bargaining agreements.

Reviewed/Revised: 4/26/94



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

9-M9-B05  
Min  
Nov 24-97

November 24, 1997

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 the cooperative effort between the School District, Northwest Technical College and Enstar Networking Corporation to make NetDay '97 possible. NetDay Minnesota is a statewide effort to bring network and Internet education to every K-12 classroom in Minnesota, in conjunction with the national NetDay 2000 organization. Eight students from Northwest Tech, including their instructor, Tim Preuss; four Enstar professionals, Jerry Mears, Lynn Swenson, Jim Mack and Shawn Myogeto; and ISD #152 staff members Dan Britten and Jan Buckner, provided networking to the District's Transportation/Maintenance building with 18 lines/drops. The District paid materials expenses only, the time was donated by those involved to install the equipment.

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
  - (1) Acceptance of Gift - Page 5
- B. BUSINESS AFFAIRS - Lacher
- C. PERSONNEL MATTERS - Skinkle
  - (1) Approval of New Employees - Page 6
  - (2) Acceptance of Resignation - Page 7
  - (3) Approval of Family/Medical Leaves - Page 8
- D. ADMINISTRATIVE MATTERS - Anderson
  - (1) Approval of Summer Migrant Program Resolution - Pages 9-10

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

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

3. COMMITTEE REPORTS

4. TITLE I/AOM/ESL/MIGRANT EDUCATION PROGRAMS: King  
Pages 11-14

Programs Coordinator Pat King will present an update of the programs to the Board.

5. SPECIAL EDUCATION STAFFING REQUEST: Jernberg  
Pages 15-23

Suggested Resolution: Move to approve the proposal as presented.

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

6. POLICY APPROVAL: Anderson  
Pages 24-25

Suggested Resolution: Move to approve the policy, Employees as Vendors to Students (DJD), as presented.

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

7. POLICY APPROVAL: Anderson  
Pages 26-27

Suggested Resolution: Move to approve the policy, Subpoena of a School District Employee (GCQE), as presented.

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

8. FIRST READING OF POLICIES: Anderson  
Pages 28-41

Conduct the first reading of the following policies:  
Attendance K-6 (JE); Drop-Out (JECE); Medication (JHCD); Do Not Intubate/Do Not Resuscitate (JHCF); Communicable Disease Control (JHCC); and, Special Education Policies and Procedures (IGB).

9. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

10. CLOSE PUBLIC MEETING: Ladwig

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 \_\_\_\_\_

11. OPEN PUBLIC MEETING: Ladwig

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

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

12. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
MN Grad. Standards Mtg.	Nov. 25	7:00 p.m.	MSU
Thanksgiving Holiday (K-12 no classes)	Nov. 26-28		
Tax Levy Public Hearing	Dec. 1	7:00 p.m.	Townsite
Joint Powers	Dec. 4	7:00 a.m.	Dilworth
School Board	Dec. 8	7:00 p.m.	Townsite
Student Activities	Dec. 9	7:00 a.m.	Townsite
District Student/Staff Assistance Steering	Dec. 15	3:45 p.m.	Townsite
Policy Review	Dec. 15	7:00 p.m.	Townsite
Instruction & Curriculum Advisory	Dec. 18	7:00 a.m.	Townsite
Winter Break Begins	Dec. 22		
K-12 Classes Resume	Jan. 5		
Joint Powers	Jan. 8	7:00 a.m.	Townsite
Long Range Planning	Jan. 8	3:45 p.m.	Townsite
School Board	Jan. 12	7:00 p.m.	Townsite
Student Activities	Jan. 13	7:00 a.m.	Townsite
Instruction & Curriculum Advisory	Jan. 15	7:00 a.m.	Townsite
District Student/Staff Assistance Steering	Jan. 19	3:45 p.m.	Townsite
Policy Review	Jan. 19	7:00 p.m.	Townsite
CE Advisory Council	Jan. 20	7:00 p.m.	Townsite
End 2nd Qtr./Sem.	Jan. 22		
K-12 Workshops	Jan. 23		
State-wide Testing (Grades 3,5 & 8)	Feb. 3-5 & 26-27; Mar. 2-4		
President's Day Holiday	Feb. 16		
K-12 Workshops	Feb. 17		

MEMO #: I-98-114  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg  
SUBJECT: Acceptance of Gift  
DATE: November 17, 1997

The district has received \$100 from Norwest Bank Minnesota for student art programming at Moorhead Art Shop.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

MEMORANDUM      P 97.125

TO:            Dr. Bruce Anderson

FROM:         Dr. John Skinkle *JJS*

DATE:         November 18, 1997

SUBJECT:      New Employee

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

Sheila Bjerke - Principal Secretary, Probstfield Elementary,  
A13 (7) \$9.61 per hour, effective December 1,  
1997.  
(Replace Janet Swang)


Suggested Resolution: Move to approve the employment as presented.

JDS:sdh



MEMORANDUM

P 97.123

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle   
DATE: November 18, 1997  
SUBJECT: Resignation of District Employees.

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


Deborah Weber - Paraprofessional, on leave from Washington Elementary, effective immediately.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

MEMORANDUM

P 97.124

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle   
DATE: November 18, 1997  
SUBJECT: Family/Medical Leave

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

Patricia Schmidt - Grade 6 Teacher, Robert Asp, to begin on or about January 16, 1998 for 30 days.

Kim Jenni - Grade 5 Teacher, Robert Asp, to begin November 3, 1997 until further notice from her physician.

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

JDS:sdh

MEMO #: S-98-109

TO: School Board

FROM: Dr. Bruce R. Anderson, Supt. *BKH*

RE: 1998 Summer Migrant School Program

DATE: November 24, 1997

Attached please find the resolution to submit an application to operate the Migrant education project during the summer of 1998.

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

*cbf*  
Attachment

# Minnesota Children

Minnesota Department of Children, Families & Learning

## SCHOOL BOARD RESOLUTION

WHEREAS the Congress of the United States has approved and allocated funds to provide Migrant Education and Migrant Head Start programs designed to meet the unique needs of the children of migrant agricultural workers, and

WHEREAS School District # 152 at (city or town) Moorhead is located in an area of the state in which significant numbers of migrant agricultural workers seek employment on a seasonal basis, and

WHEREAS the School District is being requested by the State Department of Children, Families and Learning and Tri-Valley Opportunity Council, Inc. to cooperate in an effort to provide programs which address the unique needs of the children of migrant agricultural workers during their residence in the area;

BE IT THEREFORE RESOLVED that the School District

1. shall submit an application for a Title I Migrant Education grant to operate a Migrant Education project during the summer of 1998 and designate a District contact person to work with the State Department of Children, Families and Learning in the preparation and implementation of project activities, and
2. shall make available space for Tri-Valley Opportunity Council, Inc. to provide Migrant Head Start services for pre-school age children and will cooperate with a local Migrant Head Start contact person designated by Tri-Valley who has the authority, responsibility and liability for those services.

\_\_\_\_\_  
signature

\_\_\_\_\_  
title

\_\_\_\_\_  
date

Title I contact person for the Migrant Education project will be (name)

Tom Dooher and/or Scott Matheson, (phone) (218) 236-6400

## Title I

Title I is the largest federal aid program for our nation's schools. Through funding provided by the federal government millions of children in elementary and secondary schools receive extra assistance with academic skills. Students served are those who aren't performing at or near the level of others their age. The funds are distributed to schools based on the number of low-income students who qualify for free and reduced meals. In the Moorhead Public Schools Title I is targeted towards the students in Kindergarten through 8th grade, this also includes students attending St. Joes.

Title I Program schools generally offer additional teachers and paraprofessionals, extra instruction in reading, math, language arts, and other skills, and a variety of teaching methods and materials. Classroom teachers, Title I teachers and paraprofessionals work closely together. In Moorhead the hiring of Title I teachers, Reading Recovery teachers and paraprofessionals play a key role in the program.

The Title I Program is reviewed at the end of each school year. Teachers, administrators and parents determine if the goals have been met and make necessary revisions in the program.

## Assurance of Mastery

Assurance of Mastery is a state funded program designed to ensure that all students meet the graduation requirements. A student is eligible to receive services provided with the Assurance of Mastery funding if the pupil has not demonstrated progress towards mastering the required graduation standards, after receiving instruction that was designed to enable the student to make progress toward mastering the required graduation standards in a regular classroom setting. To determine eligibility, a district must use a process adopted by the local school board to review curriculum and instruction, for the subjects and at the grade level at which the district uses the revenue.

## How Does Title I Work?

The Federal Government provides funding each year for Title I programs across the United States. Each state receives a "basic grant" for the program. In Moorhead this amounts to about \$680,000. The state then sends the money to the school district based on the census, the funds are distributed to schools based on number of students that qualify for free and reduced meals. Each year this data must be revisited in order to determine which schools will qualify and the amount of funding they are eligible to receive.

Once the local school district has the funding in place, they proceed to set up the Title I Program. To do so they determine if a school is eligible for "Schoolwide" or a "Targeted Assistance" program.

- In a *Schoolwide* program all students are eligible for assistance.
- In a *Targeted Assistance* program, students are targeted based on the district selection criteria.

The district must then set goals for improvement and evaluate student progress, develop programs that add to regular classroom instruction and involve parents in the program.

## What is Title I / Assurance of Mastery?

Districts in Minnesota are able to match Title I funds with the Assurance of Mastery Program (AOM) resulting in increased funding to provide additional assistance to qualifying students. To do this the school district must follow the guidelines and restrictions set by each program. Many of the guidelines are the same or similar so it has been mandated that the more strict guidelines be followed. As a result, the programs merge together easily into one effective program with increased funding to serve students.





## LEP / ESL Program

Limited English Proficient (LEP) students are students with a home language background other than English, whose English language skills are not yet well enough developed for them to be able to participate successfully in classrooms where all academic instruction is provided in English. Numerous acts, laws, court decisions, and guidelines have been written over the years for these students, combining to create and clarify the current legal responsibilities of all U.S. school districts for the education of LEP students.

### Various Languages of ESL Students in Moorhead Schools

- Spanish
- Laotian
- Kurdish
- Arabic
- Bari
- Kurdish
- Bari
- Portuguese
- Turkish
- Vietnamese
- Soto
- Swedish
- Laos

### Staff

- 9 Certified ESL Teachers
- 5 paraprofessionals

### Students Served

School	9/96	3/97	9/97
Riverside	35	29	30
Probstfield	40	35	40
Edison	54	46	54
Washington	112	94	63
Robert Asp	42	43	40
Voyager	19	9 n/a	
MJHS	63	63	55
MHS	84	97	86
Total	449	416	368



## Migrant Education Program

The general purpose of the Migrant Education Program (MEP) is to ensure that children of migrant workers have access to the same free, appropriate, public education provided to other children. To achieve this purpose, the MEP helps state and local education agencies remove barriers to the enrollment, attendance, and achievement of migrant children.

### Staff

2 Migrant Education Liaisons  
1 fulltime / 1 part time

### Services Provided To Families

- Communication between home and school
- Attend community meetings
- Collaborate with ESL staff and classroom teachers
- Attend Child Study meetings
- Attend fall and spring conferences
- Help families make referrals for issues such as heat, housing, food medical
- Home visits
- Work with students and families on attendance issues

MEMO #: I-98-113  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg  
SUBJECT: Special Education Staffing  
DATE: November 17, 1997

Attached are proposals for the addition of an 1.0 FTE OHI Paraprofessional at Robert Asp School and an 1.0 FTE teacher for a Self-Contained EBD Program at Probstfield School.

These proposals will be funded by utilizing Federal Part B funding and will not have an effect on the total General Fund budget.

Suggested Resolution: Move to approve the proposals as presented.

RMJ/mdm  
Attachments

MOORHEAD PUBLIC SCHOOLS  
Moorhead, Minnesota

1997-98 Budget  
(Year)

**PROPOSAL FORM**

NAME OF BUILDING:           

TOPICS OF PROPOSAL: Self contained program at Probstfield

SUBMITTED BY: Alan Swedberg

DATE: November 12, 1997

Lynne Kovash

DATE TO BE IMPLEMENTED:

Deb Pender

December 1 or as soon as possible after

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED:

PERSON RESPONSIBLE TO  
RECOMMEND TO SUPERINTENDENT: Robert Jernberg

Recommendation (by person responsible):

Approve ✓ Disapprove        Hold        Refer to Cabinet       

Date 11/12/97

District Mission Statement: To develop the maximum potential of every learner to thrive in a changing world.

Complete a description of your program proposal. All ten (10) areas must be addressed. Information in support of your proposal should be as comprehensive as possible and must support the district philosophy.

1. Describe the proposal for funding.

A program for students with severe needs in the mental health area has been established at the High School and Junior High levels. The Clay County Outreach Center is an interagency day treatment program which provides educational and family based therapeutic services to seriously emotionally disturbed children. The major focus of this program is to enable the child to remain in their home community while receiving intensive, structured therapy in an educational setting. A similar program has been established and has proven successful at the 5-6 building. There is a need for a program at the K-4 level. The program has been designed for those students that are severely emotionally disturbed, and need a very small group setting with an interagency day treatment program.

2. Explain in detail the rationale or purpose of the proposal. This includes research that supports the proposal. (Please relate, if possible your rationale to the previously identified high priority problems of your school.)

The purpose of this proposal is to reopen the Day Treatment Program for K-4 at Probstfield

Elementary School. The work was done this summer with materials, setting up procedures and scheduling. The enrollment this fall did not facilitate opening this room (program) as intended. Due to this fact the teacher and para were reassigned. There is now a need in the district to open this classroom due to the behavior of 3 students in the self contained programs in the district. The possibility of another student has been discussed and may be referred in the future.

3. State the negative implications if the proposal is not approved.

The safety and welfare of individual students and staff will be a concern. The students that are considered for this program are severely disabled and need extremely close supervision and behavior management program. If this proposal is not approved those students' needs will not be met. Two of these students have a history of aggression and assault toward peers and staff members the self contained programs that are now offered in the district.

4. List alternative actions if this proposal is not approved. (It is assumed that any alternative listed is less desirable than the proposal.)

The district may have to consider more costly programming of residential treatment. It appears that these students will have to be placed outside of their homes in order to have the therapy and education they need. This means that the placement would be out of district and may be costly to the district.

Another alternative would be to place these students in MCAP or Outreach. With a student population of 13 - 18 years old it would not be appropriate to place such students in that setting. Students that are in first, second, and third grades need to have a setting that would be age appropriate and provide opportunities for mainstreaming as they are successful.

5. Estimate the cost implications of this proposal on the following chart.

PROPOSAL FORM:

#1	PERSONNEL:	Number requested:	Total Cost:	Code to charge:	Reimburse- ment:	Net cost:
	Administrators:					
	Teachers:	1	\$12,403	01.200.408.419.00140	\$12,403	\$0.00
	Clerical:					
	Paraprofessional:					
	No. & Hrs. per day:					
	Teacher Para:					
	Noon Para:					
		Total				
		Salaries	TRA, FICA, Life, Health, WC, LTD			\$2909
		Worker's Compensation X Salary				
	FRINGE BENEFITS:					
	SUPPLIES					0
	#2 CAPITAL OUTLAY:					0
	OTHER EXPENSES:					
	#3 TOTAL COST	15,312		NET DISTRICT COST	0	

Comments on budgetary items:

All costs of this teacher will be paid from Federal Part B Funds

Para professional previously authorized by the school board in August.

1. F.T.E. Full-time equivalent
2. Equipment, remodeling, site improvement, etc.
3. Review by Business Office before Superintendent's approval.



6. Space implications (short/long range).

A space has already been set aside at Probstfield for this classroom.

7. Equity implications.

None

8. Technology implications.

None

9. Suggested timelines for implementation.

The program should be established as soon as possible. With approval at the November 24 meeting, it would be possible to have the program open around the first of December. Two students are ready for this program and should be placed as soon as possible.

10. Who has been involved in this decision?

Alan Swedberg, Lynne Kovash, Deb Pender, Kent Karch, Guy Kimball, Paula Falk

11. Other comments:

MOORHEAD PUBLIC SCHOOLS  
Moorhead, Minnesota

1997-98 Budget  
(Year)

**PROPOSAL FORM**

NAME OF BUILDING: Robert Asp School

TOPICS OF PROPOSAL: Addition of a 1.0 FTE OHI Paraprofessional

SUBMITTED BY: Betty Myers

DATE: November 12, 1997

Alan Swedberg

DATE TO BE IMPLEMENTED:

Lynne Kovash

ASAP

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED:

PERSON RESPONSIBLE TO  
RECOMMEND TO SUPERINTENDENT: Robert Jernberg

Recommendation (by person responsible):

Approve X Disapprove \_\_\_\_\_ Hold \_\_\_\_\_ Refer to Cabinet \_\_\_\_\_

Date 11/12/97

District Mission Statement: To develop the maximum potential of every learner to thrive in a changing world.

Complete a descriptions of your program proposal. All ten (10) area must be addressed. Information in support of your proposal should be as comprehensive as possible and must support the district philosophy.

1. Describe the proposal for funding.

A full-time paraprofessional is needed to work with a student that was transferred from St. Joseph Catholic School to Robert Asp. The student has severe behavior difficulties in the school setting.

2. Explain in detail the rationale or purpose of the proposal. This includes research that supports the proposal. (Please relate, if possible your rationale to the previously identified high priority problems of your school.)

The student requires one on one supervision. His behavior in terms of physical and verbal aggression and impulsive behavior require the assistance of a paraprofessional.

3. State the negative implications if the proposal is not approved.

If this proposal is not approved, the student's needs cannot be met in the areas mentioned above.

4. List alternative actions if this proposal is not approved. (It is assumed that any alternative listed is less desirable than the proposal.)

Given the severity of this student's needs which require one on one assistance and the concern for this student's safety and the safety of others, other staff which are more expensive may need to be rescheduled or the student may need to be placed in a more restrictive setting.

5. Estimate the cost implications of this proposal on the following chart.

PROPOSAL FORM:

#1	PERSONNEL:	Number requested:	Total Cost:	Code to charge:	Reimburse- ment:	Net cost:
	Administrators:					
	Teachers:					
	Clerical:			01.200.410.419.00141		
	Paraprofessional:	1 6.5	\$7018.00		\$7018.00	\$0.00
	No. & Hrs. per day:					
	Teacher Para:					
	Noon Para:					
		Total Salaries		FICA, PERA, LTD, WC		\$1542.90
	FRINGE BENEFITS:	Worker's Compensation X Salary				
	SUPPLIES					\$0.00
	# 2 CAPITAL OUTLAY:					\$0.00
	OTHER EXPENSES:					
	#3 TOTAL COST	\$8542.90		NET DISTRICT COST	\$0.00	

Comments on budgetary items:

Cost of salary and fringe benefits will be covered with Part B Federal Funds.

1. F.T.E. Full-time equivalent
2. Equipment, remodeling, site improvement, etc.
3. Review by Business Office before Superintendent's approval.

6. Space implications (short/long range).  
None
7. Equity implications.  
None
8. Technology implications.  
None
9. Suggested timelines for implementation.  
Immediately after board appropval, November 24, 1997.
10. Who has been involved in this decision?  
Alan Swedberg, Betty Myers, Lynne Kovash
11. Other comments:

MEMO #: S-98-107

TO: School Board

FROM: Dr. Bruce R. Anderson, Supt. *BRH*

RE: Approval of Policy

DATE: November 24, 1997

Attached please find the policy, Employees as Vendors to Students (DJD), as presented.

Suggested Resolution: Move to approve the policy, Employees as Vendors to Students (DJD), as presented.

*cbf*  
Attachment



POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: DJD DATE ADOPTED: 11/28/89 REVISED: 04/26/94
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(Draft 10/97)

EMPLOYEES AS VENDORS TO STUDENTS

Student purchases of textbooks, supplies, materials, tools, or equipment for instructional purposes shall be made from the vendor, through a school store, parts department, or school district purchase order.

School district employees shall not become involved in making purchases from private or public vendors and then selling those items to students. An exception to this policy must have prior written approval from the building principal or other appropriate supervisor. Said exception shall be included as part of the bill of sale transaction and the document shared with the Superintendent for informational purposes.

Any suspected violation of this policy shall be referred to the appropriate supervisor. Violations of this policy shall be considered insubordination and shall be dealt with accordingly.

Reviewed/Revised: 4/26/94

MEMO #: S-98-108

TO: School Board

FROM: Dr. Bruce R. Anderson, Supt. *But*

RE: Approval of Policy

DATE: November 24, 1997

Attached please find the policy, Subpoena of a School District Employee (GCQE), as presented.

Suggested Resolution: Move to approve the policy, Subpoena of a School District Employee (GCQE), as presented.

*(cbf)*  
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: GCQE DATE ADOPTED: 04/26/94 REVIEWED/REVISED:
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(DRAFT 10/97)

# SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

## Purpose

The purpose of this policy is to provide school district employees with a procedure when subpoenaed to appear during a legal proceeding related to school district matters.

This procedure is as follows:

1. Any employee who receives a subpoena for any purpose related to his/her employment is to inform the building administrator or designated supervisor when he/she receives a subpoena. The building administrator or designated supervisor shall immediately inform the Superintendent or his/her designee that the employee has received a subpoena.

2. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the School district official who is designated as the authority responsible for collection, use and dissemination of data.

No data shall be released without consultation in advance with the Superintendent or his/her designee.

3. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with applicable School Board policies and collective bargaining agreements.

Reviewed/Revised: 4/26/94

MEMO #: S-98-106

TO: School Board

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

RE: First Reading of Policies

DATE: November 24, 1997

Attached please find the policies, Attendance K-6 (JE), Drop-Out Policy (JECE), Medication Policy (JHCD), Do Not Intubate/Don Not Resuscitate (JHCF), Communicable Disease Control (JHCC), and Special Education Policies and Procedures (IGB), for your review.

The Policy Review Committee recommends approval of each policy.

:cbf

Attachments

POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: JE  
DATE ADOPTED: 05-09-72  
REVIEWED/REVISED: 12-90

(DRAFT 11/17/97)

#### ATTENDANCE K-6

##### Philosophy Position

We believe:

- o students with regular attendance achieve better academically in school;
- o students with regular attendance are better adjusted to school;
- o learning that is lost due to absence can never be adequately replaced;
- o students with regular attendance have purpose of direction.

Attendance is of vital importance and it is essential that all efforts be made by the staff members of Moorhead Independent School District #152 to insure excellent attendance by the students of the District. The Moorhead School Board is committed to support staff members in every way possible to encourage optimum attendance by positive teaching methods, individual concern, and reasonable attendance policies as determined by proper authorities.

Regular attendance and sound attendance habits requires maximum cooperation of PARENTS, STUDENTS and SCHOOL.

##### TYPES OF ABSENCES

Excused Absences: The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. A student has the right and obligation to make-up any work missed with full credit.

The State of Minnesota recognizes the following reasons for absence: personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged are personal requests for absence made ~~48~~ 24 hours in advance; e.g., legal appointments, religious activities, travel, family vacations, state tournaments and school activities. We encourage parents to hold these requests for absence to a minimum. A doctor's statement may be required after 3 or more consecutive absences or excessive periodic absences due to illness. Parents must call the school each day that a student will not be attending or send a note to school accounting for each day missed when the student returns to school. If the parent does not notify the school within 2 days of the student's return to school, the absence will remain unexcused.

Unexcused Absences: Students who miss or are required to miss for reasons not acceptable to school officials ~~will~~ may be required to report for detention and make up work after school. Parents should not request permission for absence for personal convenience reasons, (e.g. babysitting, running errands, etc.). An unexcused absence indicates the student is absent with the consent of the parents. Referral to the proper authorities will be made ~~if persistent~~ ~~unexcused absences continue to occur~~ after the seventh unexcused absence.

Truancy: A student who misses the whole day or part of the day without the consent of either the school or parent is considered truant. Students who accumulate truancy absences should, along with their parents, be referred to the school counselor or social worker to try eliminate those reasons for truancy.

Illness During School: All students who become ill during the school day should be referred to the school ~~nurse~~ health office. Parents should be contacted and should make arrangements for the well being of the student. The school will not release students to go home without a parent contact and arrangements made for release of the student into the care of the parents or approved others.

Homebound Instruction: Students who are absent for 10 consecutive days are eligible for homebound or hospital bound instruction. Authorization from a physician must be on file requesting the same. All requests for homebound instruction are to be directed to the ~~nurse's~~ Special Education Office and can be initiated before the timelines are in effect.

Tardiness: ~~Tardiness to class will be dealt with by each teacher~~  
school as deemed appropriate// detention can be assigned as outlined  
in each teacher's discipline policy/ Three UNEXCUSED tardies are  
equivalent to one UNexcused absence. Tardies are accounted for with  
the beginning of each school day and after lunch. UNEXCUSED TARDIES  
ARE THOSE RESULTING FROM PERSONAL ILLNESS OR MEDICAL AND OTHER  
NECESSARY APPOINTMENTS THAT MUST BE SCHEDULED DURING THE SCHOOL DAY.

Retention/ ~~Students who have chronic attendance problems that~~  
~~interrupt the learning process will have a conference to determine~~  
~~if retention is a viable option/ An evaluation of each case should~~  
~~occur after 10 absences/~~

Reviewed/Revised: 12/90



POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: JECE  
DATE ADOPTED: 08-26-80  
REVIEWED: 05-12-92

(DRAFT 11/17/97)

### DROP-OUT

The Board of Education for Moorhead Public Schools recognizes that the understanding and designing of school curriculum to meet the needs of potential dropouts is part of its mission to provide education for all students.

The Moorhead High School guidance staff and Alternative Program directors shall review issues regarding potential drop-outs and make efforts to find ways to provide alternatives for students to continue their education and experience success.

Any student under the age of 16 must attend school under Minnesota's Compulsory Education requirements. State statute requires!

~~Withdrawal from school! Requires~~ Any student between 16 and 18 years old who seeks to withdraw from school and the student's parent MUST ~~to~~ first meet with school personnel to discuss available educational opportunities and to sign a written election to withdraw from school.

~~Program requirements! Removes increase in compulsory instruction age from 16 to 18!~~

The Senior High Principal and Alternative Program directors shall insure that students wishing to withdraw shall comply with statutes. Documentation, including signatures of students and parents who withdraw from school, shall be kept as part of the former student's file. Documentation of efforts to contact families shall be included in files when students and their families do not comply.

The Planning/ Evaluating and Reporting (PER) Instruction and Curriculum Advisory (ICAC) Committee shall:

- (A) Determine the number of dropouts of school-age students in the district and the reason for the dropout;
- (B) Define existing programs within the district for dropouts and potential dropouts; and,
- (C) Recommend programs or courses of action to meet the needs of dropouts and potential dropouts.

Upon receipt of the information from the committee, the Board shall take appropriate action.

Reviewed/Revised: 11/23/87  
5/12/92

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JHCD DATE ADOPTED: 10/24/89 REVIEWED/REVISED: 11/23/93
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(DRAFT 11/17/97)

### Medication Policy

The purpose of administering medications in school is to assist students who require medication be taken during school hours to maintain an optimal state of health and therefore, enhance their educational program.

The intent of this procedure is to assure safe administration of medications in school for those students who require them. This procedure applies to both prescription medication or medicine that may be purchased without a prescription.

1. No prescription medication or medicine that may be purchased without a prescription will be administered during the school day by school personnel unless prescribed by a licensed prescriber and an authorization is signed by the student's parent or guardian. (Refer to administrative policy JHCD-A.)
2. Administration of medication by school personnel must be done according to the written order of a licensed prescriber and the written authorization of a parent or guardian. Authorization forms for administration of medication are available at the Principals' Office or Health Office of each school. New request forms must be submitted on an annual basis or whenever there is a change in medication, dosage, or frequency of medication.
3. Prescription medication must be brought to school in a container with a label prepared by a pharmacist. Medication that may be purchased without a prescription must be brought to school in the original container labeled with the student's name and dosage.
4. The principal in each building shall direct the licensed school nurse to ensure that the procedural safeguards and records contained in this policy and required by law are followed prior to administration of any drugs or medicine. Unless the licensed prescriber authorizes otherwise, injected medications will be given by the licensed school nurse. The exception would be an emergency such as severe allergic reaction (e.g. bee sting) during which other trained school personnel may give the medication.
5. When the student can demonstrate proper administration of the medication and if the student, his/her parent/guardian, physician and licensed school nurse, agree it is appropriate for the student to self-administer the medication, the student will be allowed to carry and self-administer the medication. Prior to any self-medication program, the student needs to be knowledgeable about his/her specific health condition and the medications used to manage his/her condition. Questions regarding any student observed by school personnel self-administering medication should be referred to the school nurse.

POLICY JHCD

6. The administration of medication to pupils on field trips, and during extracurricular activities shall be done as follows:
  - If the student is to self-administer medication, the same procedure shall be in effect as for the regular school day.
  - Any medication to be administered to a pupil while on a field trip or during extracurricular activities will be kept in the possession of an adult assigned to administer the medication and accompanying a student on the trip.
  - All medication must be clearly marked with the student's name, the medication name, and directions as to the dosage, time and method of administration.
7. For each student whose health condition requires a prescribed emergency medication, a written Individualized Health Plan will be formulated by the parent, student, teacher and licensed school nurse. The plan shall include the written order of the student's physician and should identify which trained school personnel can give emergency medication to the student.
8. Special health treatments such as catheterization, tracheostomy suctioning, and gastrostomy feeding do not constitute administration of drugs or medicine. Such treatments are delegated medical functions. The treatments require a physician's written order, written parent permission and should be included in the student's Individualized Health Plan.

Reviewed/Revised: 11/23/93

INDEPENDENT SCHOOL DISTRICT #152  
MEDICATION REQUEST

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Name (Last, First, M.I.) (Birthday) School Date

- School medications and health care services are administered following these guidelines:
- Parent signed, dated authorization to administer the medication.
  - The medication is in the original labeled container as dispensed or the manufacturer's labeled container.
  - The medication label contains the student name, name of the medication, directions for use and date.
  - Annual renewal of authorization and immediate notification, in writing, of changes.

\_\_\_\_\_  
Medication/Health Care Dosage Route Time at School

\_\_\_\_\_  
Administration Instructions

\_\_\_\_\_  
Diagnosis

\_\_\_\_ Student is knowledgeable about this medication and its administration and may self-administer medication. \_\_\_\_\_  
Discontinue/Re-evaluate/Follow-up Date

\_\_\_\_\_  
Licensed Prescriber Signature Date

\_\_\_\_\_  
Licensed Prescriber's Address Emergency Phone

----- PARENT PORTION BELOW -----

I request the above student be given the medication at school and school activities by qualified staff, according to the prescription or nonprescription instructions and a record maintained. The student has experienced no serious previous side effects from the medication. I further agree that school personnel may contact the prescriber as needed and that medication information may be shared with school personnel who need to know. I agree to provide safe delivery of medication to and from school and pick up remaining medication or it will be properly destroyed. All students are responsible to go to the health office for medication unless self-medication is recommended.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Address Home Phone

\_\_\_\_\_  
Additional Information Business Phone

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JHCF DATE ADOPTED: 1/11/94 REVIEWED/REVISED:
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(DRAFT 11/17/97)

DO NOT RESUSCITATE/DO NOT INTUBATE ORDERS (DNR/DNI)

Education is the primary mission of ISD 152 and ISD 152 has a responsibility to promote a healthful school environment for students. The parent/guardian has the primary responsibility for the maintenance of his/her child's health and medical care.

ISD 152 recognizes that because of the complexity and severity of the medical conditions of some students, their parent/guardian may request school staff to withhold emergency care from the student in the event of a life-threatening situation.

ISD 152 staff will not accept or honor DNR/DNI orders. DNR/DNI orders shall not be incorporated into a student's individual education plan.

ISD 152 staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities. Reasonable emergency care will not be withheld.

The parent/guardian will be notified of the emergency as soon as possible.

Parents/guardians who request that emergency care be withheld for their child or who present DNR/DNI orders shall be advised of the above-stated policy.

Reviewed/Revised: 1/11/94



POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: JHCC  
DATE ADOPTED: 4/22/88  
REVISED: 1/11/94

(DRAFT 11/17/97)

COMMUNICABLE DISEASE CONTROL

The Moorhead Public School District will work cooperatively with the Clay County Health Department to enforce and adhere to Minnesota Statutes Chapter 123.70 for prevention, control and containment of communicable diseases in schools.

A. Pre-K special needs and K-12 students are expected to be in compliance with one of the following:

- a) completely immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella; and haemophilus influenza type b.
- b) immunized against measles, mumps and rubella, and has begun but not yet completed a schedule of immunizations against diphtheria, tetanus, pertussis and/or polio;
- c) legally exempt from one or more of the required immunizations.

A student who has begun but not yet completed the primary series of immunizations will be excluded from attendance according to the schedule of exclusion dates (See Appendix A, Schedule of Exclusion Dates). The building administrator shall exclude students from school attendance who are not in compliance with immunizations required by M.S. 123.70. School personnel will cooperate in completing and coordinating all immunization dates, waivers, and exclusions including reports to provide for preventable communicable disease control.

B. The superintendent has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population as outlined by the American Public Health Association and the American Academy of Pediatrics. Such a student or staff member shall be excluded unless their physician approves school attendance or the condition is no longer considered contagious. A procedure for minimizing interruptions to learning from communicable or chronic infectious diseases will be established by the school nurse in consultation with school administrators, and community public and private health care providers. All reportable communicable diseases (7 MCAR 1.316) will be reported to the Clay County Health Department.

C. Upon receiving notification of a student with a serious chronic communicable disease, the parent/guardian will be contacted by the Superintendent, district nurse, and/or school principal to discuss the situation and determine facts. Written consent to communicate with the treating physician will be secured from the parent/guardian. Significant medical facts concerning diagnosis of the disease and possible transmission issues will be requested from the treating physician.



## Policy JHCC

When appropriate, an advisory committee will be convened with the assistance of the Minnesota Commissioner of Health. The advisory committee might include the State epidemiologist, a Minnesota Department of Education representative, a pediatrician or physician with expertise in infectious diseases, the student's personal physician, the superintendent of schools or designee, and the school district nurse. This committee would review the case and provide recommendations for the student.

Each student with HIV infection is considered handicapped according to Section 504 of the federal Vocational Rehabilitation Act. The need for the development of an Individual Education Plan (IEP) shall be determined according to policies governing eligibility for special education services. If an Individual Health Plan (IHP) is developed which relates to the educational objectives of the IEP, the IHP is to be included in the IEP.

- D. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not required as a condition for school entry or for employment or continued employment.
- E. Universal precautions for handling all blood and body fluids according to Centers for Disease Control (CDC) guidelines will be carefully implemented and adequate sanitation facilities will be available for handling blood and body fluids within the school setting or school buses. See policy JHCC-A.

In-service training on blood-borne pathogens will be provided to all personnel, drawing on district, community and public health resources. Information will include local district policies, infectious agents, transmission of diseases, universal precautions, prevention, risk reduction and community resources for information and referral. Periodic updates will be provided through in-service or memoranda.

- F. The district protects the privacy rights of staff and learners of all ages pursuant to M.S. 13.32 and M.S. 13.43. Therefore, knowledge that a specific staff or student is infected with a communicable disease that is known not to be spread by casual contact will be shared only with the permission of the employee, parent/guardian, or student if over 18 years old.

In accordance with federal and state data privacy requirements, educators will be notified about students with chronic infectious diseases only as it is necessary to provide an appropriate education for students.

- G. Student services will be readily available so that staff and students can receive specific information regarding HIV infection, counseling and assistance in locating and using health services and social services.

H. Sexual Health and Responsibility as prescribed by M.S. 121.203:

1. Early Childhood and Elementary

Students in early childhood, primary and intermediate grades will receive instruction in sexual health and responsibility including age-appropriate information about anatomy and physiology; rights and responsibilities of individuals to make personal choices in behavior and relationships; and information about sexually transmitted diseases, including HIV infection, in answer to questions and concerns.

2. High School and Adult Learners

Junior high, senior high and adult learners will receive instruction in sexual health and responsibility including information on anatomy and physiology; rights and responsibilities of individuals to make personal choices in behavior and relationships, respect for the choices of individuals; and specific information about sexually transmitted diseases, including AIDS, and including prevention, risk reduction and access to community resources. Programs will be planned and implemented in coordination with community resources.

3. Chemical Health and Responsibility

Learners of all ages will have specific instruction about the risks of chronic infectious diseases such as HIV infection and Hepatitis-B incorporated into the chemical health and responsibility curriculum. Also, the effects of chemical use on decisions and behavior related to the risk of HIV transmission will be addressed.

4. Equity Education

Learners of all ages will review concepts of the rights of individuals, including data privacy rights, tolerance of differences in lifestyle, and how fear and lack of information can lead to prejudice or other forms of minimizing the rights of individuals. AIDS and other chronic infectious diseases will be included.

I. School/Community Relations

Community Network. The District's Planning/ Evaluation and Reporting /PEER/ Instruction and Curriculum Advisory (ICAC) Committee is established to review the district's AIDS related curriculum and policy on a regular basis.

Relationship to Other Education Agencies. Cooperation and coordination among other districts and Service Cooperatives will be encouraged when designing and implementing and AIDS prevention and risk reduction program.

Reviewed/Revised: 5/90  
1/11/94

SCHEDULE OF EXCLUSION DATES MAKING IT POSSIBLE TO ACHIEVE  
COMPLETE PRIMARY IMMUNIZATION WITHIN 18 MONTHS OF ENROLLMENT

FOR STUDENTS 6 YEARS OF AGE AND YOUNGER NOT COMPLETE FOR DIPHTHERIA/  
TETANUS/PERTUSSIS (DTP)

Number of Doses Recorded at Time of Enrollment	Maximum Time Interval Allowable Before Student Must be Excluded		
	Dose #2	Dose #3	Dose #4
One	5 mos after Dose #1	6 mos after Dose #1 but no sooner than 4 wks after Dose #2	18 mos after Dose #1 but no sooner than 12 mos after Dose #3
Two	N/A	6 mos after Dose #2	18 mos after Dose #2 but no sooner than 12 mos after Dose #3
Three	N/A	N/A	18 mos after Dose #3

For students 4 years of age and younger proof of appropriate immunization against haemophilus influenza type b. will need to be provided.

FOR STUDENTS 6 YEARS OF AGE AND YOUNGER NOT COMPLETE FOR POLIO

One	12 mos after Dose #1	18 mos after Dose #1 but no sooner than 6 mos after Dose #2	N/A
Two	N/A	18 mos after Dose #2	N/A

FOR STUDENTS 7 YEARS OF AGE AND OLDER NOT COMPLETE FOR TETANUS/DIPHTHERIA  
(Td) and/or Polio

One	12 mos after Dose #1	18 mos after Dose #1 but no sooner than 6 mos after Dose #2	N/A
Two	N/A	18 mos after Dose #2	N/A

A Second Mumps/Measles/Rubella (MMR) is Required Upon Enrollment As  
Follows:

1993/94 + 7YH/ 8YH and 12YH graders////////Dose #1 must be  
1994/95 + 7YH/ 8YH/ 9YH/ and 12YH graders////////after 1 yr/ old/  
1995/96 + 7YH/ 8YH/ 9YH/ 10YH and 12YH graders/Dose #2 no sooner  
//// 1996 + + ALL students 7YH to 12YH graders////////than 1 mo/ after  
////////Dose #1/

Policy JHCC

A TOTAL OF TWO (2) DOSES OF MEASLES, MUMPS, RUBELLA (MMR) IS REQUIRED OF ALL STUDENTS IN GRADES 7-12.

<u>TETANUS/DIPHTHERIA (Td) REQUIREMENTS:</u>	<u>1997-98 - All students qrs. 7, 8 &amp;</u>
	<u>12 must have had Td at or after</u>
	<u>age 11.</u>
	<u>1998-99 - All students qrs. 7-12.</u>

~~For~~ Students born after 1956 and at least 20 years of age will be excluded after 30 days unless they have had one Tetanus/Diphtheria (Td) within 10 years and one MMR immunity up to 10 years.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: IGB DATE ADOPTED: 1/11/94 REVIEWED/REVISED:
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(DRAFT 11/17/97)

SPECIAL EDUCATION POLICIES AND PROCEDURES

~~It shall be the policy of~~ Moorhead Independent School District No. 152 to adhere to the state and federal policies and procedures as outlined in the Total Special Education Systems (TSES) Policies and Procedures Manual, ~~dated July 1992~~ April 1996, and including future amendments thereof.

Copies of the TSES: Policies and Procedures Manual are available in the building principal offices, media center offices, Special Education director's office, and the Office of Instruction.

Reviewed/Revised: 1/11/94

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

DECEMBER 1, 1997  
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 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 \_\_\_\_\_

2. TRUTH IN TAXATION PROPERTY TAX HEARING  
- Anderson/Lacher/Astup

Overview of the 1997 payable 1998 property tax levy and receive testimony and respond to questions.

3. ADJOURNMENT

S-Ma-BUS  
MIN  
12-1-97



SCHOOL BOARD AGENDA - December 1, 1997  
PAGE 4

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Joint Powers	Dec. 4	7:00 a.m.	Dilworth
School Board	Dec. 8	7:00 p.m.	Townsite
Student Activities	Dec. 9	7:00 a.m.	Townsite
District Student/Staff Assistance Steering	Dec. 15	3:45 p.m.	Townsite
Policy Review	Dec. 15	7:00 p.m.	Townsite
Instruction & Curriculum Advisory	Dec. 18	7:00 a.m.	Townsite
Winter Break Begins	Dec. 22		
K-12 Classes Resume	Jan. 5		
Joint Powers	Jan. 8	7:00 a.m.	Townsite
Long Range Planning	Jan. 8	3:45 p.m.	Townsite
School Board	Jan. 12	7:00 p.m.	Townsite
Student Activities	Jan. 13	7:00 a.m.	Townsite
Instruction & Curriculum Advisory	Jan. 15	7:00 a.m.	Townsite
District Student/Staff Assistance Steering	Jan. 19	3:45 p.m.	Townsite
Policy Review	Jan. 19	7:00 p.m.	Townsite
CE Advisory Council	Jan. 20	7:00 p.m.	Townsite
End 2nd Qtr./Sem.	Jan. 22		
K-12 Workshops	Jan. 23		
State-wide Testing (Grades 3, 5 & 8)	Feb. 3-5 & 26-27; Mar. 2-4		
President's Day Holiday	Feb. 16		
K-12 Workshops	Feb. 17		
ITBS Testing	Mar. 23-27		
End 3rd Qtr.	Mar. 27		

5-M9-B05  
Min  
Dec 8, 1997

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

December 8, 1997  
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 school board member Bill Cox for his six years of dedicated service to the staff, students and parents of Moorhead.

\*\*\* We Are Proud of the Moorhead Junior High teams and individuals who competed in the West Central Regional All-Team Knowledge Bowl Competition. Forty-two teams participated in a two-tier competition.

The Moorhead Sapphire team including Paul Anderson, Ericka Markey, Jack Rousseau, Nick Sternhagen, and Bethany Weir placed first; Moorhead's Yellow team including Sam Boggs, Carrie Fogel, Seth Harris, Maren Hulden, and Matt Kaul placed fourth; Moorhead's Copper team including Kit Smemo, Will Hewitt, Lily Langerud, Karen Wettstein, and Vanessa Whitaker and Moorhead's Silver team including Krister Anderson, Sam Lenius, Jacob Osowski, Craig Powers, and Lee Richards tied for fifth place; and Moorhead's Burgundy team including Alicia Strnad, Jeff Broten, Kris Dahl, Aaron Galles, and Nat Wright placed eighth. Lois Brown is the advisor.

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

- (1) Approval of Indian Education Resolution - Pages 7-10
- (2) Approval of Major-Magnitude Field Trip - Pages 11-14
- (3) Approval of Clay County Social Services Contract  
- Pages 15-18
- (4) Approval of Lakeland Mental Health Services Contract  
- Pages 19-22
- (5) Acceptance of Gifts - Page 23

B. BUSINESS AFFAIRS - Lacher

C. PERSONNEL MATTERS - Skinkle

- (1) Approval of New Employees - Page 24
- (2) Acceptance of Resignation - Page 25
- (3) Approval of Family/Medical Leaves - Page 26
- (4) Approval of Leave of Absence - Page 27
- (5) Approval of Extended Leave of Absence - Page 28

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of November 10 & 24, 1997 Minutes  
- Pages 29-36
- (2) Approval of December 1997 Claims

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

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

3. COMMITTEE REPORTS

4. HIGH SCHOOL INSTRUCTIONAL SCHEDULE: Anderson

A preliminary report will be given from the High School Site Visit Team regarding the recent site visits to school districts that utilize block schedule formats.

5. DISTRICT NETWORKING PROPOSAL: Jernberg  
Pages 37-47

Suggested Resolution: Move to accept the Elert & Association proposal to provide services as delineated within the report for parts 1, 2 and 3 of the proposal.

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

6. BID AWARD-LOCAL AREA NETWORK (TOWNSITE-RIVERSIDE): Lacher  
Pages 48-49

Suggested Resolution: Move to award the local-area-network cabling according to specifications to the low bidder meeting specification to Enstar Networking, Inc., for \$55,899.00.

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

7. TECHNOLOGY STAFFING: Jernberg  
Pages 50-52

Suggested Resolution: Move to approve the Director of Technology position to commence approximately February 15, 1998 and direct administration to begin the process of advertising and filling this position.

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

8. 1997-98 FINAL BUDGET: Lacher  
Pages 53-63

Suggested Resolution: Move to approve the final budgets for the 1997-98 school year as presented.

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

9. 1997 PAYABLE 1998 TAX LEVY: Lacher  
Pages 64-65

Suggested Resolution: Move to set the 1997 Payable 1998 levy of \$8,861,484.54, less HACA of \$600,813.00 and debt service excess of \$100,000.00, for a net levy of \$8,160,671.54, as presented.

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

10. MIGRANT EDUCATION FUNDING: Jernberg  
Pages 66-67

Suggested Resolution: Move to accept the additional Migrant Education funds as presented.

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

11. 1997-99 TEACHER MASTER AGREEMENT: Skinkle

Materials are being compiled and will be made available at the meeting.

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

12. POLICY APPROVAL: Anderson  
Pages 68-70

Suggested Resolution: Move to approve the policy, Attendance K-6 (JE), as presented.

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

13. POLICY APPROVAL: Anderson  
Pages 71-62

Suggested Resolution: Move to approve the policy, Drop-Out (JECE), as presented.

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

14. POLICY APPROVAL: Anderson  
Pages 73-76

Suggested Resolution: Move to approve the policy, Medication Policy (JHCD), as presented.

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

15. POLICY APPROVAL: Anderson  
Pages 77-78

Suggested Resolution: Move to approve the policy, Do Not Resuscitate/Do Not Intubate Orders (JHCF), as presented.

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

16. POLICY APPROVAL: Anderson  
Pages 79-84

Suggested Resolution: Move to approve the policy, Communicable Disease Control (JHCC), as presented.

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

17. POLICY APPROVAL: Anderson  
Pages 85-86

Suggested Resolution: Move to approve the policy, Special Education Policies and Procedures (IGB), as presented.

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

18. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

19. CLOSE PUBLIC MEETING: Ladwig

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 administrative contracts.

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

20. OPEN PUBLIC MEETING: Ladwig

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

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

21. ADJOURNMENT



CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Student Activities	Dec. 9	7:00 a.m.	Townsite
District Student/Staff Assistance Steering	Dec. 15	3:45 p.m.	Townsite
Policy Review	Dec. 15	7:00 p.m.	Townsite
Instruction & Curriculum Advisory	Dec. 18	7:00 a.m.	Townsite
Winter Break Begins	Dec. 22		
K-12 Classes Resume	Jan. 5		
Joint Powers	Jan. 8	7:00 a.m.	Townsite
Long Range Planning	Jan. 8	3:45 p.m.	Townsite
School Board	Jan. 12	7:00 p.m.	Townsite
Student Activities	Jan. 13	7:00 a.m.	Townsite
Instruction & Curriculum Advisory	Jan. 15	7:00 a.m.	Townsite
District Student/Staff Assistance Steering	Jan. 19	3:45 p.m.	Townsite
Policy Review	Jan. 19	7:00 p.m.	Townsite
CE Advisory Council	Jan. 20	7:00 p.m.	Townsite
End 2nd Qtr./Sem.	Jan. 22		
K-12 Workshops	Jan. 23		
State-wide Testing (Grades 3,5 & 8)	Feb. 3-5 & 26-27; Mar. 2-4		
President's Day Holiday	Feb. 16		
K-12 Workshops	Feb. 17		
ITBS Testing	Mar. 23-27		
End 3rd Qtr.	Mar. 27		

MEMO #: I-98-128  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *[Signature]*  
SUBJECT: Indian Education Program  
DATE: December 2, 1997

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.

RMJ/mdm  
Attachment

**MOORHEAD SCHOOL DISTRICT  
INDIAN EDUCATION PROGRAM**

---

MAILING ADDRESS: 910 11 ST N  
MOORHEAD, MN 56560  
OFFICE BUILDING ONLY:(NO MAIL SERVICE)  
1330 8TH AVE N MOORHEAD, MN 56560  
218-299-6249

December 1, 1997

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 language development in order to achieve academic success. It is being addressed through a state grant, but needs to continue throughout the year. Grades K-4 are being served in two elementary schools at this time.

	Indian Education Section 740 Capitol Square - 550 Cedar St. Paul, MN 55101-2273	<b>AMERICAN INDIAN EDUCATION TRANSMITTAL OF RESOLUTION AND PARENT COMMITTEE ROSTER</b>	ED-02011-05
			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 Donna Longie	Title (Liaison) Indian Home School	Telephone Number 218-299-6249

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: ..... 12 / 1 / 97	
Date presented to Local School Board: ..... / /	
The attached resolution is a resolution of (check one):	
<input type="checkbox"/> Concurrence <input checked="" type="checkbox"/> Non-Concurrence    ➔    Recommendations are (check one) " included    not included    with the attachment.	
<input type="checkbox"/> Resolution is <b>NOT</b> attached. ➔ If not attached, explain: _____	
<input type="checkbox"/> School Board Response is <b>NOT</b> attached, explain: _____	
<input type="checkbox"/> A Parent Committee has <b>NOT</b> 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): _____	

## 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): Bea Salverson/515 1/2 30 Ave S ,Mhd	Chairperson	x	
2. Camille Van Dall	Member at large	x	
3. Beth Fox	Member at large	x	
4. Margaret Marten	Vice-chairperson	x	
5. Carol Dumont	Secretary	x	
6. Bert Chamberlain	School rep/Director		x
7.			
8.			
9.			
10.			
11.			
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15.			
16.			
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22.			
23.			

### VERIFICATION OF INFORMATION

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

\_\_\_\_\_  
Signature - Superintendent of School District / Authorized Representative

\_\_\_\_\_  
Date

MEMO #: I-98-125  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *[Signature]*  
SUBJECT: Major Magnitude Band Trip  
DATE: December 2, 1997

Attached is information regarding a major magnitude band trip to the Chanhassen Dinner Theatre performance. The field trip which was previously submitted and revised will partially fulfill the "Apply and interpret artistic expression" graduation standard.

Students will not miss school as the revision includes students leaving at 3 p.m. on Friday and returning Saturday evening.

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

RMJ/mdm  
Attachments





# MOORHEAD SENIOR HIGH SCHOOL

2300 4th Avenue South Moorhead, Minnesota 56560

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

Gene Boyle  
Principal  
299-6301

Jerry Harter  
Asst. Principal  
299-6302

Michael Siggenud  
Asst. Principal  
299-6312

Don Hulbert  
Activities Director  
299-6313

Toni Bach  
Counselor  
Grades 11 & 12  
A - La  
299-6309

Russ Henegar  
Director of Guidance  
Counselor  
Grades 11 & 12  
Le - Z  
299-6304

Jeff Robinson  
Counselor  
Grades 9 & 10  
A - La  
299-6310

Barb Cunningham  
Counselor  
Grades 9 & 10  
Le - Z  
299-6308

Jim Thom  
Student Assistance  
Counselor  
299-6365

Dt: Nov. 11, 1997

To: Bob Jernberg, Dr. Bruce Anderson, School Board Members

Fr: Gene Boyle

Re: Major Magnitude Band Trip

NOV 2 1 1997

This request was one of three music requests submitted in early October but reconsidered because it had questionable justification in relationship to meeting graduation standards and also requested two hours of school time. Both of these requirements have been met in my judgement.

The "Apply and interpret artistic expression" graduation standard can be partially met with this experience. This experience will definitely fulfill course expectations as they relate to the band program at Moorhead High School.

A third element of this particular trip that is very positive is the fact that a large number of parents have expressed an interest in also participating at their own expense. Parental involvement is integral to student and program success.

The remaining concern regarding missing school has also been addressed by leaving at three p.m. This will allow for no school being missed by staff or students.

For these reasons I strongly recommend approval of this learning experience request.

Sincerely,

*Gene Boyle*  
Gene Boyle

To: Gene Boyle  
From: Doug Engstrom  
Re: Field Trip Proposal

This memo is in response to your request for information regarding how attending a professional musical relates to a music course.

" Apply and interpret artistic expression."

This graduation standard serves as a catalyst for numerous areas of comparison and analysis relating to course content.

- I. What were the strong points of the performance unit?
- II. Discussion of discipline, stage presence, articulation, dynamics, appearance, accompaniment, intonation, balance, etc.
- III. Was there a variety of music?
- IV. Was there anything particularly unusual about the music?
- V. Was there anything that could be incorporated into our music program?  
ie. repertoire, movement, effects, staging, etc.
- VI. How was feeling or expression displayed in the performance?
- VII. Use of timbre to depict feeling.
- VIII. Orchestration
- IX. Logistics of the pit orchestra.
- X. Sense of ensemble in terms of:
  - a. Precision of attack/release as it relates to the conductor's ictus.
  - b. Instrumentation/orchestration
  - c. Level of technical proficiency.
  - d. Stamina of concentration required.

Students will interpret and evaluate this interdisciplinary work of art by applying specific criteria that represents an informed response.

Sincerely,



Doug Engstrom

Dear Band Parents or Guardians:

Just a short note regarding the performance of "State Fair" at the Chanhassen Dinner Theatre, on Saturday December 6th.

I am very pleased that the students have decided to invite their parents/guardians this year. It will be a great experience for you to participate in a band trip as well as attend a wonderful performance at the Chanhassen Dinner Theatre.

The cost of the trip will be \$70.00 per student and \$90.00 per adult. The difference resulting in quad occupancy for the students and double occupancy for the adults. This amount includes deluxe coach transportation, accommodations at the Bloomington Marriott, (adjacent to the Mall of America) a ticket to the performance, and dinner at the theatre. Students can pay for the trip using their band accounts or by check, payable to the Moorhead High School Band. A preliminary itinerary is outlined below.

Friday, December 5	3:00pm	Departure for Minneapolis
	7:30pm	Arrival and check-in procedure
	11:45pm	Student room check
Saturday, December 6	10:30am	Check-out and departure
	11:00am	Lunch at Chanhassen Dinner Theatre
	1:00pm	STATE FAIR - Chanhassen Main Theatre
	4:00pm	Approximate departure time
	6:00pm	Fast food en-route
	8:15pm	Approximate arrival time at Moorhead High

\*\*\*\*\*Students are reminded to bring appropriate dress for the theatre\*\*\*\*\*  
Moorhead High School Bands hold very high standards of conduct and behavior.  
Students will be expected at all times to adhere to these standards.

Thank you.

\*\*\*\*\*

### **Participation Confirmation**

Student Name \_\_\_\_\_

Parent(s)/Guardian(s) \_\_\_\_\_

Deposit received -- check \_\_\_\_\_ from band account \_\_\_\_\_

Number of parent(s)/guardian(s) that will be participating \_\_\_\_\_

MEMO #: I-98-119

TO: Dr. Bruce Anderson

FROM: Robert Jernberg *RJ*

DATE: December 1, 1997

RE: Renewal Agreement With Clay County Department Of Social Services

Attached is the renewal agreement with Clay County Department of Social Services to continue mental health and instructional services to severely emotionally handicapped students and their families as part of the Clay County Day Treatment Program known as "Outreach".

The renewal agreement, which covers the period from January 1998 to December 1998, is in the amount of \$156,093.60 less \$126,000.00 of Medical Assistance Dollars received from Lakeland Mental Health Center, Inc. for services provided and returned to Moorhead Independent School District #152.

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

RMJ:dr  
Attachments

AGREEMENT

FOR

THE CLAY COUNTY DAY TREATMENT PROGRAM/OUTREACH

This Agreement entered into by and between the following agencies:

Clay County Social Services Department  
Moorhead Independent School District #152

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

Witnesseth that:

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

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

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

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

1. ESTABLISHMENT OF INTERAGENCY PROGRAM. That hereby there is established an interagency program, to be known as the Clay County Day Treatment Program/Outreach (hereinafter known as the Program).
2. PURPOSE OF AGREEMENT. The purpose of the Agreement shall be to provide through cooperative effort a comprehensive program of instructional and therapeutic services to children and youth requiring such services and their parents who are residents of Clay County, Minnesota and school districts served in Clay County.
3. ADVISORY COMMITTEE OF THE PROGRAM
  - a. The Advisory Committee shall consist of directors of special education serving the member school districts, Clay County Supervisor, Clay County Social Services Board member, Moorhead School Board member, contracting agency representatives, Clay County Mental Health Local Coordinating Council (2), and Local Advisory Council (2), members or members designee.

- b. The Advisory Committee shall perform the following ongoing duties:
1. identify current services and funding being provided within the communities for children experiencing severe emotional and/or behavioral problems.
  2. establish and evaluate the identification, referral, and community service systems as they impact on day treatment and to recommend, where necessary, alterations and improvements;
  3. monitor the operation of the program and provide direction and support to Fiscal Agent and administrators; and
  4. review and develop the funding sources necessary to adequately support the necessary constituent services of the program.
  5. guide and advise regarding operations of the program.
4. FINANCING OF THE PROGRAM Moorhead Independent School District #152 shall be empowered to finance the program pursuant to this agreement by applying for, receiving and administering Federal and State Special Education State aids and grants.

The Clay County Department of Social Services agrees to pay the Moorhead Independent District #152 not to exceed \$156,093.60 less \$126,000.00 of Medical Assistance dollars upon receipt of billing from the Moorhead Independent School District #152.

It is anticipated the Moorhead Independent School District #152 will collect from the Unique Learners' Section of the State Department of Education \$169,101.40 in State reimbursement and \$126,000.00 from Lakeland Mental Health Center, Inc. medical assistance dollars for a total of \$295,101.40.

If State reimbursement is less than \$169,101.40 and Medical Assistance is less than \$126,000.00, Clay County Department of Social Services will be responsible for the difference.

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



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

TERMINATION This contract shall commence January 1, 1998 and terminate December 31, 1998. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152 and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If the contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 90 days prior to proposed action.

Signed at \_\_\_\_\_, in the County of \_\_\_\_\_, this \_\_\_\_\_ day of (December 8, 1997.)

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Chair, Board of Education  
Moorhead Independent School  
District #152

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Director, Department  
of Social Service

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Chair, Board of  
County Commissioners

Approved as to Form and Execution

\_\_\_\_\_  
(County Attorney)

\_\_\_\_\_  
Date

MEMO #: I-98-120

TO: Dr. Bruce Anderson

FROM: Robert Jernberg *RJ*

DATE: December 1, 1997

RE: Renewal Agreement With Lakeland Mental Health Center, Inc.

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

The renewal agreement, which covers the period from January 1998 to December 1998, is in the amount of \$325,195. The entire cost of this program is paid with a combination of state aid, medical assistance funds and payment from Clay County Social Services.

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

RMJ:dr  
Attachments

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

THIS AGREEMENT is entered into the 8th day of December 1997  
and is in force for a period from January 1, 1998 to  
December 31, 1998

WITNESSETH

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

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

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

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

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

1. Provide direct individual, group and family therapy to qualified students in the Clay County Interagency Day Treatment Program/Outreach of the Moorhead Independent School District #152 Emotionally and Behaviorally Disturbed Program.
2. Provide direct service to the parents (guardians) and families of the Clay County Interagency Day Treatment Program/Outreach children through parent education, family therapy, and mental health consultation.
3. Serve as support liaison between home, school, and community agencies. Day treatment clinicians will participate in county meetings related to children in the Clay County Interagency Day Treatment Program/Outreach and school child study team meetings on children served by the day treatment program. In addition to providing general clinical input, the clinicians will complete evaluations and make recommendations for day treatment program placement transition.

4. Insure that the mental health professional should participate on a day treatment interagency committee to consider the special needs and develop appropriate services for each day treatment child.
5. Provide mental health consultation to special education staff, regular education staff, school administrators, and other agency personnel as appropriate.

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

1. Licensed mental health professionals (3.0 FTE) will be employed by Lakeland Mental Health Center, Inc. for the length of the contract.
2. Two and one half (2.5 FTE) social worker will be employed by Lakeland Mental Health Center, Inc. for the length of this contract.
3. Direct service will be provided each day school is in session, including the regular school year, Extended School Year and beyond.
4. Schedule flexibility will be allowed so that evening parent education and family services may be provided and the day treatment mental health component can be integrated, and coordinated with the educational component.
5. Services will consist of program development and implementation, including diagnostic assessments, treatment planning, individual and group counseling, parent education, family counseling, consultation, team meetings, report writing, and meeting other applicable policies and procedures of the Moorhead Independent School District #152, Clay County Department of Social Services, and Lakeland Mental Health Center, Inc.
6. The mental health professionals will receive back-up clinical consultation from appropriate psychiatrists, psychologists, and clinical social workers of Lakeland Mental Health Center, Inc.
7. Direct clinical time and direct administrative supervision will be provided by the Lakeland Mental Health Center, Inc. staff.
8. The Moorhead Independent School District #152 agrees to provide the facility, including appropriate space for the provision of mental health including the services for children/families enrolled in the program.

9. The cost of the Interagency Day Treatment Program for children, including the clinical back-up consultation for program staff at Lakeland Mental Health Center, Inc., therapy supplies and equipment, travel, postage and printing, secretarial expenses, maintenance/utilities, benefits and administrative expenses will be \$325,195.00. (See required components on Appendix A.)
10. The Moorhead Independent School District #152 agrees to pay Lakeland Mental Health Center, Inc. \$325,195.00 in accordance with the following:

Twelve equal monthly payments of \$27,099.58 from January 1998 through December 1998.
- 10.5 The Moorhead Independent School District #152 will bill Lakeland Mental Health Center, Inc. \$10,500.00 monthly from January 1, 1998 through December 31, 1998 for a total of \$126,000.00. If Lakeland Mental Health Center does not receive revenue as anticipated, the monthly bill will be reduced. Additional dollars will help reduce excess costs to Clay County Social Services.
- 10.6 Lakeland Mental Health Center will bill Medical Assistance for each of the clients eligible for Medical Assistance, accepting Medical Assistance payment schedule as reimbursement for services rendered. Lakeland Mental Health Center will seek reimbursement from other sources only for those costs which are not covered by Medical Assistance, or for those individuals that are not M.A. qualified.
11. The Moorhead Independent School District #152 will collect from the Unique Learner's Section of the State Department of Education for an estimated \$169,101.40 in State reimbursement.
12. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152 and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 90 days prior to proposed action.

\_\_\_\_\_  
Chair, Board of Education  
Moorhead Independent School District #152

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dale Tweet  
Lakeland Mental Health Center, Inc.

\_\_\_\_\_  
Date

MEMO #: I-98-124  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Acceptance of Gifts  
DATE: December 2, 1997

The district has received the following gifts:

- 1) A computer and printer from Dr. James Houghton, estimated value \$350, will be utilized in the Junior High School Industrial Technology Lab.
- 2) A thermofax machine from Northern School Supply, estimated value \$500, will be utilized in the Junior High School staff work area.
- 3) \$400 labor and materials donation from Minko Construction for building two adjustable overhead ladders for use by George Washington School students.
- 4) \$990 donation from the Edison School PTAC for the purchase of computer software and hardware, books, physical education equipment, ribbons, and markers granted through the PTAC teacher-request program.
- 5) \$5,000 anonymous donation has been made to George Washington School All-Day Kindergarten Program. The amount has been given to support children who can not afford to pay the full-day fee, to purchase teaching supplies, and materials.

RMJ/mdm



MEMORANDUM P 97.130

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JDS*

DATE: December 2, 1997

SUBJECT: New Employee

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

Michelle Rohrich - Technology/Title I/Accounting Secretary,  
Townsite Centre, A13 (2) \$8.86 per hour, 8  
hours daily, effective January 5, 1998.  
(Replace Jodi LaFayette)

Lynn Peterson - OHI Paraprofessional, Robert Asp, B21 (0), \$8.85  
per hour, 6.5 hours daily, effective December 9,  
1997.  
(New Position approved by Board on 11/24/97)

Suggested Resolution: Move to approve the employment as  
presented.

JDS:sdh

MEMORANDUM

P 97.129

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JSS*  
DATE: December 2, 1997  
SUBJECT: Resignation of District Employees.

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

Lisa Monson - Principal's Secretary, Senior High, effective  
December 16, 1997.

Suggested Resolution: Move to accept the resignation as presented.

JDS:sdh

MEMORANDUM P 97.126

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JS*  
DATE: December 2, 1997  
SUBJECT: Family/Medical Leave

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

Julie Reno - Math Teacher, Senior High, to begin on or about April 5, 1998 for six weeks.

Andrea Langlie - 6th Grade Teacher, Robert Asp, to begin on or about January 8, 1998 for 30 days.

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

JDS:sdh

MEMORANDUM      P 97.128

TO:            Dr. Bruce Anderson  
FROM:          Dr. John Skinkle *JSS*  
DATE:          December 2, 1997  
SUBJECT:      Leave of Absence

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

Ann Krier - Nurse's Secretary, Thomas Edison, for half days from  
January 14, 1998 through April 22, 1998.

SUGGESTED RESOLUTION: Approve the unpaid leave as presented.

JDS:sdh

MEMORANDUM      P 97.127

TO:            Dr. Bruce Anderson  
FROM:         Dr. John Skinkle *JDS*  
DATE:         December 2, 1997  
SUBJECT:      Extended Leave of Absence

The administration requests an Extended Leave of Absence for the following person:

Sheila Pechtel - Grade 3 Teacher, Washington Elementary, to begin January 1, 1998 for a minimum of 3 years and a maximum of 5 years.

SUGGESTED RESOLUTION: Move to approve the Extended Leave of Absence as presented.

JDS:sdh

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
NOVEMBER 10, 1997  
PAGE 1

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

MEMBERS ABSENT: None

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda, adding the item Bid Award-Townsite Remodeling, and changing the order of item Matters Presented by Citizens/Other Communications to be held after the dialogue items.

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

"WE ARE PROUD"

\*\*\* We are proud of the Voyager School PTAC for donating \$1209 to the East Grand Forks Public Schools for flood-related assistance. The money donated was remaining from fundraising activities at the school.

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

Gifts - Accept the gift of computer software from Candace Allen for Probstfield School; \$100 from Grosz Studio to purchase science study hall materials at Moorhead Junior High; \$5,000 from Lutheran Brotherhood for Moorhead students and families involved in the flood.

Reallocation of Title I Funds - Approve the \$1,500 Title I Reallocation funds.

Clay County Diversified Services, Inc. Agreement - Approve the agreement with Clay County Diversified Services Inc., with a net cost to the District of \$1,144.82.

Townsite Lease Agreements - Approve the rental of a portion of Suite 206 to Trans Em, effective November 1, 1997 through October 31, 1998, in the amount of \$2,820.

Approve the lease with Goodwill Easter Seal, effective December 1, 1997 through November 30, 1998, in the amount of \$4,800.

New Employees

Kathy Saylor - ECSE Paraprofessional, Washington, B21 (0) \$8.85 per hour, 6.5 hours daily, effective immediately.

Sarah Bratlien - OHI Paraprofessional, Junior High, B21 (0) \$8.85 per hour, 6.5 hours daily, effective November 11, 1997.



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
NOVEMBER 10, 1997  
PAGE 2

Family/Medical Leave

Shannon Dahlberg - EBD/LD Teacher, Riverside, to begin on or about January 5, 1998, for six weeks.

Resignations

Sandy Hayek - AOM Paraprofessional, Washington, effective November 15, 1997.

Patrick Morkrid - Hall Monitor, Senior High, effective November 3, 1997.

Charles Knorr - Interpreter, Edison, effective November 3, 1997.

Service-Learning Grant - Accept the grants, totalling \$18,370, from the Minnesota Department of Children, Families and Learning, for service-learning projects at Riverside and Moorhead Senior High.

Approval of Minutes - Approve the minutes of October 13 & 27, 1997 as presented.

Claims - Approve the November claims, subject to audit, in the amount of \$1,201,114.93.

General Fund:	\$670,572.85
Food Service:	66,472.85
Transportation:	157,612.32
Community Service:	15,737.87
Capital Expenditure:	269,623.37
Townsite Centre:	<u>21,095.67</u>
TOTAL	\$1,201,114.93

Motion carried 7-0.

COMMITTEE REPORTS: Foss reported attending the Joint Powers committee 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 invited staff and community representatives on a wide variety of programs and issues.)

Block Scheduling & Graduation Standards Implementation - Superintendent Anderson reviewed the process of the dialogue sessions where the Board comes down to the lower level to informally "think aloud" regarding the presented items.

Regarding Block Schedules, Anderson stated the District has a choice of sitting back and remaining "status quo" or to purpose to grow and give youth a position to meet the mission statement. He stated the concept is not bandwagon driven but research driven. It is understood that people will respond many different ways, from liking the idea to having no support no matter what happens. The District is moving cautiously, incrementally to research the concept.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
NOVEMBER 10, 1997  
PAGE 3

Principal Boyle noted that November is considered "Dialogue Month" for parents, students and staff to discuss Block Schedules. A recommendation could possibly be made to the Board in December depending on what would be best for students. Boyle stated this in no way is an indication of the staff and administration at Moorhead High not doing their jobs, it is a very good school held in high regard both at the state and national level. Boyle reviewed a handout discussing reasons for the change, sample student schedules, and a timeline for implementing a Block Schedule.

Assistant Principal Harter explained that Block Schedule prep-time would allow for one-fourth of staff to be together at one time, which staff have requested, and that student attendance could be better because of this type of schedule.

Board members requested additional pro and con research information (including sources), and discussed the impact on staff development and curriculum, adding too many additional classes that would confuse students with choices, and the needs of non-college bound students.

Graduation Standards with Block Scheduling - Assistant Superintendent Jernberg reviewed the need for Graduation Standards re-tooling if a Block Schedule were adopted. He stated a request will be made this year for early dismissal of classes to allow staff time to prepare the curriculum for the Graduation Standards. Other districts in the state have already scheduled this time.

Board members discussed the affects on Post-Secondary Education Options, the change in the number of credits required to graduate, retention, and requested information related to the reasons why the Block format has been discontinued in some districts.

Student/Staff Assistance Steering Committee - Staff members Lynn Sipe, Candace Allen, Terri Haugtvedt, Jim Thom, Kerry Sewell, Janele Simonson, and Lynne Kovash reported the functions of the District Student/Staff Assistance Steering Committee along with individual building CARE teams. One purpose of the Committee is to serve as a place where the CARE teams may share/exchange information. The Teams serve their buildings as the main source of communications during a crisis.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: Kent Wolford, Moorhead Education Association President, addressed the Board. He stated Moorhead High School staff are becoming stressed and worn out due to the many demands placed on them. He requested a climate survey be sent to all staff to see what is the general feeling in the school.

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

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
NOVEMBER 10, 1997  
PAGE 4

1996-97 AUDIT REPORT: Dave Stende of Eide Helmeke presented the favorable audit report. The 1996-97 school year ended with a \$5.9 General fund balance. (This includes the addition of the Transportation and Capital Outlay funds into the General fund.)

Foss moved, seconded by Hastad, to accept the 1996-97 audit report as presented. Motion carried 7-0.

CANVASS ELECTION RETURNS: Cummings moved, seconded by Foss, to approve the Resolution Canvassing Returns of Votes of Independent School District #152 General Election as follows: Kristine Thompson-3724, Mark Gustafson-3553, Calvin Singleton-1733, Bill Cox-1308. Motion carried 7-0.

COMMUNITY EDUCATION PROGRAM MANAGER/COMMUNICATIONS COORDINATOR POSITION: Cummings moved, seconded by Hastad, to hire one full-time person, .65 FTE Community Education and .35 FTE Communications Coordinator, with the Band and Grade to be determined by appropriate action, funded by Community Education. Motion failed 4-3; Gustafson, Cox, Ladwig, Foss dissenting.

Gustafson moved, seconded by Cox, to approve the recommended modifications to the Community Education Program Manager and Communications Coordinator positions as presented. Motion carried 6-1; Cummings dissenting.

BID AWARD-SCHOOL BUSES: Gustafson moved, seconded by Hewitt, to award the bid to North Central Coach for two (2) school buses with air suspension, Webasto auxiliary heater and air ride drivers seat, plus all options and allowances for trade-in as bid for \$114,708.00 (2 @ \$59,479.00 each). Motion carried 7-0.

GRIEVANCE HEARING OFFICER: Cox moved, seconded by Hastad, to approve the designation of Steven R. Rutzick as designated hearing officer for the Bradley Stroup grievance. Motion carried 7-0.

FIRST READING OF POLICIES: The Board conducted a first reading of the following policies, Employees as Vendors to Students (DJD) and Subpoena of a School District Employee (GCQE).

BID AWARD-TOWNSITE REMODELING: Hewitt moved, seconded by Cox, to award the low bids meeting specifications: FM Flooring - \$32,300.00; Rausch Construction - \$19,885.00; and, Gary's Electrical - \$2583.00. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Hewitt stated, for the record, that if the District is not deliberate in its billing for special education services, the District should not be offering those services.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
NOVEMBER 10, 1997  
PAGE 5

The meeting recessed for 5 minutes at 10:35 p.m.

CLOSE PUBLIC MEETING: Foss moved, seconded by Cox, to close the public meeting at 10:44 p.m., pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies. Motion carried 7-0.

OPEN PUBLIC MEETING: Cox moved, seconded by Cummings, to reopen the public meeting at 10:59 p.m. Motion carried 7-0.

ADJOURNMENT: Ladwig adjourn the meeting at 11:00 p.m.

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Anton B. Hastad, Clerk

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
NOVEMBER 24, 1997  
PAGE 1

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

MEMBERS ABSENT: James Hewitt.

CALL TO ORDER: 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. Anderson announced that a decision on a Block Schedule format at Moorhead High will be delayed until the January 26, 1998 meeting.

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

"WE ARE PROUD"

\*\*\* We are proud of the cooperative effort between the School District, Northwest Technical College and Enstar Networking Corporation to make NetDay '97 possible. NetDay Minnesota is a statewide effort to bring network and Internet education to every K-12 classroom in Minnesota, in conjunction with the national NetDay 2000 organization. Eight students from Northwest Tech, including their instructor, Tim Preuss; four Enstar professionals, Jerry Mears, Lynn Swenson, Jim Mack and Shawn Myogeto; and ISD #152 staff members Dan Britten and Jan Buckner, provided networking to the District's Transportation/Maintenance building with 18 lines/drops. The District paid materials expenses only, the time was donated by those involved to install the equipment.

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

Gift - Accept the give of \$100 from Norwest Bank Moorhead for student art programming at Moorhead Art Shop.

New Employees

Sheila Bjerke - Principal Secretary, Probstfield, A13 (7) \$9.61 per hour, effective December 1, 1997.

Resignation

Deborah Weber - Paraprofessional, on leave from Washington, effective immediately.



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
NOVEMBER 24, 1997  
PAGE 2

Family/Medical Leaves

Patricia Schmidt - Grade 6 Teacher, Robert Asp, to begin on or about January 16, 1998 for 30 days.  
Kim Jenni - Grade 5 Teacher, Robert Asp, to begin November 3, 1997 until further notice from her physician.

Summer Migrant Program Resolution - Approve the submission of the application to operate the Summer Migrant Education program during the summer of 1998.

Motion carried 6-0.

COMMITTEE REPORTS: Reports were heard regarding the Long Range Planning, Youth Intervention Advisory and Instruction & Curriculum Advisory committees.

TITLE I/AOM/LEP-ESL/MIGRANT EDUCATION PROGRAMS: Programs Coordinator Pat King presented an update of the Title I, Assurance of Master (AOM), Limited English Proficiency (LEP)-English as a Second Language (ESL), and Migrant Education programs to the Board.

Title I is largest federal aide program in the nation's schools that provides extra assistance with academic skills to elementary and secondary students. Extra instruction in the areas of reading, math, language arts, and other skills are presented in by a variety of teaching methods by additional teachers and paraprofessionals. Funds are distributed based on the number of low-income students who qualify for free and reduced meals. Moorhead targets students in Kindergarten through 8th grade, including St. Joseph's Parochial School.

Assurance of Mastery is a state funded program designed to ensure that all students meet the graduation requirements. Students are eligible to receive services if they have not demonstrated progress towards mastering the required graduation standards, after receiving instruction in a regular classroom.

Limited English Proficiency/English as a Second Language students are students with a home language background other than English, whose English background skills are not yet well enough developed to participated in classrooms successfully. Numerous acts, laws, guidelines clarify the legal responsibilities of all school districts in the country.

SPECIAL EDUCATION STAFFING REQUEST: Hastad moved, seconded by Cummings, to approve the proposals for the addition of 1.0 FTE OHI paraprofessional at Robert Asp, and a 1.0 FTE EBD Self-Contained teacher at Probstfield, as presented. Motion carried 6-0.



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
NOVEMBER 24, 1997  
PAGE 3

POLICY APPROVAL: Cox moved, seconded by Foss, to approve the policy, Employees as Vendors to Students (DJD), as presented. Motion carried 6-0.

POLICY APPROVAL: Cox moved, seconded by Gustafson, to approve the policy, Subpoena of a School District Employee (GCQE), as presented. Motion carried 6-0.

FIRST READING OF POLICIES: The Board conducted the first reading of the following policies: Attendance K-6 (JE); Drop-Out (JECE); Medication (JHCD); Do Not Intubate/Do Not Resuscitate (JHCF); Communicable Disease Control (JHCC); and, Special Education Policies and Procedures (IGB).

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Ladwig reminded board members of the graduation standards meeting scheduled for November 25 at Moorhead State University.

The meeting recessed at 7:50 p.m.; it reconvened at 8:02 p.m.

CLOSE PUBLIC MEETING: Cummings moved, seconded by Foss, to close the public meeting at 8:03 p.m., pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies. Motion carried 6-0.

Cox left the meeting at 9:05 p.m.

OPEN PUBLIC MEETING: Hastad moved, seconded by Foss, to reopen the public meeting at 9:12 p.m. Motion carried 5-0.

ADJOURNMENT: The meeting adjourned at 9:13 p.m.

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Anton B. Hastad, Clerk

MEMO #: I-98-127  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: District Networking  
DATE: December 2, 1997

Attached is a proposal from Elert & Associates to provide municipal area network design and acquisition services.

Peter Gray of Elert & Associates will review the information with the Board. We have also attached page 27 from their previous wide area network study. Peter will refer to the priority of recommendations as listed on this page and on page 9 part 2 of the proposal.

At this time administration is recommending that the Board approve parts 1, 2 and 3 of the proposal and that part 4 be dependent upon a review of quotations and/or bids from part 3.

Suggested Resolution: Move to accept the Elert & Associates proposal to provide services as delineated within the report for parts 1, 2 and 3 of the proposal.

RMJ/mdm  
Attachments

NOV 5 1997

## MOORHEAD SCHOOL DISTRICT

*Proposal to Provide Municipal Area Network Design  
and Acquisition Services*

October 31, 1997

Prepared by:

Peter Gray  
Dave Kaun  
Bruce Maher



ELERT & ASSOCIATES  
612-430-2772

## TABLE OF CONTENTS

	<u>Page</u>
OVERVIEW.....	3
PROJECT APPROACH.....	4
PHASE I.....	4
PHASE II.....	6
PHASE III.....	7
PHASE IV.....	8
COSTS.....	9

## OVERVIEW

Based upon a request by the administration of Moorhead Independent School District 152, Elert & Associates is pleased to have the opportunity to provide a proposal to assist the District in the creation of a metropolitan area network (MAN). The creation of this network will provide a means for voice, video, and data communications between all District buildings with sufficient bandwidth for growth well into the future.

Within the scope of this project is a comprehensive review of two to three various alternatives for MAN infrastructure and necessary electronics. Special attention shall be given to the integration of the MAN into existing voice, video, and data local area networks already in place or nearly in place. Special consideration shall also be given as to the effect of a MAN on both Moorhead School District's curriculum and overall strategic plans.

Upon selection by the District administration of a MAN architecture, Elert & Associates will develop the necessary detailed bid or request for proposal (RFP) documents and supporting computer aided design (CAD) drawings. Specifically, these documents will be created in such a way as to allow for a comparison of ownership vs. lease of the necessary infrastructure.

Working with designated District representatives, a procurement schedule will be created. Elert & Associates will serve as the District's representative through all contractor meetings and negotiations. Once installation of the network equipment begins, Elert & Associates would be available to perform site visits at crucial times to assure that the MAN will perform to specifications.

The methodology to be used on this project couples Elert & Associates' experience in voice, video, and data technologies with prior experience in working with educational organizations across the country.

## PROJECT APPROACH

### *PHASE I*

- ♦ Project Initiation
  - Hold an initial meeting with District representatives to insure a mutual understanding of the purpose, objectives, and potential constraints.
  - Define the working relationships between assigned personnel and consulting team.
  - Meet with District administration to obtain a management overview of the project.
  - Meet with potential service providers to explain plan of action for bidding.
- ♦ Collect Technology Related Data
  - Cabling diagrams
  - Existing technology design documents
  - Telephone records
  - Data traffic studies
  - All technology inventories
- ♦ Perform On-site Survey of all Locations Served by MAN
  - Determine distances and physical barriers between site locations
  - Survey PBX needs at each facility
  - Review MAN connection points and Legacy systems interface requirements including PBXs and LAN hardware
  - Determine existing equipment capabilities



- ♦ Assess Metropolitan Area Network (MAN) Options
  - Leased services as made available through the local telco, CATV, utility companies, and others
  - District-owned fiber optic facility
  
- ♦ Determine Applications
  - Review data networking requirements
  - Review existing voice intra-building switching and needs
  - Review video networking requirements; distance education (one-way and two-way), video teleconferencing, security surveillance
  - Review voice/telephone WAN requirements
  
- ♦ Provide MAN Architecture and Equipment Alternatives and Recommendations
  - Recommend solutions for integrating the MAN into existing networks
  - Discuss budgetary and timeline alternatives with District administration
  - Present recommendations to appropriate stakeholders
  
- ♦ Finalize MAN Architecture, Electronics, Budget, Procurement Process

## ***PHASE II***

- ◆ Prepare Detailed Design RFP/Bid Documents and Drawings
  - Conduct detailed field survey of the selected route(s) if required
  - Complete final design for voice switching technology
  - Create bid or RFP documents and submit for review
  
- ◆ Pre-qualify Potential Contractors Based Upon
  - Timely and high quality results on similar projects
  - Adequate staffing and time commitments
  - Discuss contractor qualifications with District representatives
  - Modify pre-qualification list based upon District representatives wishes
  
- ◆ Conduct Bid/Proposal Process
  - Distribute specifications to selected contractors as written by Elert & Associates and approved by District Administration
  - Issue addenda/clarifications
  - Coordinate contractor conferences
  - Answer questions
  - Assist in receipt of proposals and ensure proper compliance of bidding

### ***PHASE III***

- ♦ Review Proposals with Moorhead School District Administration
  - Verify that all requirements have been met within proposals
  - Make recommendation to Moorhead School District Administration

#### *PHASE IV*

- ♦ Provide Leadership During Negotiations on Behalf of District
  - Assist with clarification of any questions
  - Ensure complete coverage of project
  
- ♦ Coordinate with Contractor and District Personnel on Acceptable Project Management Timeframes
  
- ♦ Provide Project Management/Oversight on an as Needed Basis

## COSTS

Elert & Associates proposes to work with Moorhead School District on a project basis. Listed below is the estimated time/costs for the project.

Part I (on site) \$ 6,000

Field surveys  
Meeting with City/School engineers and planners

Part II \$12,000

Metropolitan Area Network design and specifications  
PBX design(s) and specifications  
Voice Mail design and interface specifications  
CAD drawings  
Data electronics/transceiver design  
Prepare RFP documents

Part III \$ 3,000

Review quotations received  
Provide recommendation

Part IV (on site) \$ 6,000

Implementation/Project Oversight

---

Total \$27,000

Notes: *Total above plus travel expenses (not to exceed \$4,500).*  
*Estimates do not include owned fiber optic design costs.*

## Recommendations

Based on the findings, discussions with the technology staff of Moorhead Public Schools and research into the various options for a wide area network, Elert & Associates offer the following recommendations:

**Table 6 - Summary of Recommendations**

Complete the local area networks in all buildings including the move to a collapsed backbone and common operating system.	Budgeted
Develop specifications for new PBX based telephone systems capable of networking in all buildings. Expand voice services to all classrooms and offices. Bid system to gain the lowest cost and maximization of features. (This assumes all necessary internal cabling has been installed and is able to support classroom connectivity.)	\$220,000
Introduce a district-wide voice mail server. Potential location to be the district office.	\$20,000
Install one central office telephone line per building plus T-1 trunk(s) for Public Switched Telephone Network access.	\$5,900 per year plus annual cost for T-1 trunk(s) <sup>3</sup>
Develop a plan and specifications for the release of an RFP to acquire dark fiber in support of voice and a computer metropolitan area network.	\$25,000 - \$30,000 annual cost
Develop a plan for a wide area network that utilizes available fiber optics in the community to support voice and computer networking and future video. Bid equipment system to gain the lowest cost and maximization of features.	\$255,000
Network and PBX upgrades and repairs	\$25,000 per year
Develop specifications for necessary support technician for PBX and network electronics.	\$45,000 - \$55,000 annual cost
Contingency	\$50,000
Engineering	\$40,000

With the changes proposed, nearly all leased circuits from US West would be removed reflecting a monthly savings of nearly \$5,000 per month which could be applied to the anticipated fiber costs of \$2,000 per month and support costs of \$4,000 per month.

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<sup>3</sup> The costs for the T-1 trunks



MEMO #: B98.194

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

*Robert Lacher*

DATE: DECEMBER 3, 1997

SUBJECT: LAN TOWNSITE-RIVERSIDE

Bids were opened at 2:00 p.m. on Tuesday, December 2, 1997.

<u>Bidders</u>	<u>Bid Townsite</u>	<u>Bid Riverside</u>	<u>Total</u>
Corporate Technologies Fargo, ND	\$70,000.00	\$ 90,000.00	\$160,000.00
Dakota Electric Fargo, ND	\$28,000.00	\$ 38,500.00	\$ 66,500.00
Enstar Networking, Inc. Fargo, ND	\$23,950.00	\$ 31,949.00	\$ 55,899.00
Royal Comtronics Sales Perham, Mn	\$34,200.00	\$ 49,750.00	\$ 83,950.00
Phase IV Budget (98.99)	\$91,200.00	\$155,200.00	\$246,400.00

Suggested Resolution: Move to award the LAN Cabling according to specifications to the low bidder meeting specifications to Enstar Networking, Inc., for \$55,899.00.

DEC 2 1997

Robert Lachner  
pleased

# TABULATION OF PROPOSALS

**COMPUTER CABLING/TECHNOLOGY  
RIVERSIDE SCHOOL & TOWNSITE CENTRE  
INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA**

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

Project No. 9702.19

Proposals Due: December 2, 1997

Contractors	A d d e n d u m	S e c u r i t y	Base Bid 16A - All Work at Townsite Centre	Base Bid 16B - All Work at Riverside School
ABT Data Technologies Fargo, North Dakota			NO BID	
Corporate Technologies Fargo, North Dakota	X	X	\$70,000.00	\$95,000.00
Dakota Electric Construction Fargo, North Dakota	X	X	\$28,000.00	\$38,500.00
Datalink Technologies St. Cloud, Minnesota			NO BID	
Dell-Comm, Inc. Fargo, North Dakota			NO BID	
Enstar * Fargo, North Dakota	X	X	\$23,950.00	\$31,949.00
Fritz Electric Fargo, North Dakota			NO BID	
Moorhead Electric Moorhead, Minnesota			NO BID	
Network Center Communications Fargo, North Dakota			NO BID	
Royale Comtronics Perham, Minnesota	X	X	\$34,200.00	\$49,750.00
Software Solutions Fargo, North Dakota			NO BID	

\* Apparent Low Bidder

MEMO #: I-98-123

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Director of Technology Job Description

DATE: December 2, 1997

Attached is the job description for the position of Director of Technology. This position will report directly to the superintendent of schools. Administration will review the job description with the Board.

Suggested Resolution: Move to approve the Director of Technology position to commence approximately February 15, 1998 and direct district administration to begin the process of advertising and filling this position.

RMJ/mdm  
Attachment

Band    Grade    Subgrade

To be determined

#### JOB DESCRIPTION

Job Title:    Director of Technology

Department:    Information Systems

Title of Immediate Supervisor:    Superintendent of Schools

Job Summary:

The Director of Technology is responsible for district-wide telecommunication and information systems functions. The employee must manage complex and technical functions in support of these systems. The employee assists in the analysis, planning and implementation of all current and long-range plans for all communication and information systems within the district. Supervises network specialists, AS/400 and database systems staff, technology training staff, technology technicians, and other technology department staff

Task and Description:

1. Supervises the overall operations of the information systems department including budget, recommending staffing patterns, selection, assignment, and training of subordinate employees. Reviews work of subordinate employees, administers disciplinary actions, recommends promotions, transfers, or discharges.
2. Establish guidelines for management/administrative, instructional and student-use technology.
3. Responsible for performance, capacity planning, operation, and maintenance for the IBM AS/400 and related computer systems. Ensures maintenance of appropriate documentation to include problem log, change log and applications log.
4. Administers data integrity for district, state and federal reporting including the design of query reports based on user requests. Determines feasibility of producing requested reports and/or recommends reports available in software applications.
5. Administers district-wide telecommunications, distance learning, access to internet and other remote data, and video and voice sources. Responsible for daily operations, problem management and charge back of all associated costs.

6. Responsible for administration and supervision of local area and wide area networks including security, PC hardware, network operating system, problem management, hardware installation, and application software development and support.
7. Works with district technology staff and others to ensure adequate training of all standardized hardware and software applications within the district to meet graduation standards, management/administrative applications and local curriculum requirements.
8. Directs the development of district-wide technology standards and purchasing maintenance and replacement information systems hardware and software, telecommunications hardware and software, and LAN related equipment and software.
9. Serves as a member of the district-wide technology committee, assisting in the development and implementation of the District Long Range Technology Plan, District Five Year Plans, and Annual Operational Plans.
10. Provides technical assistance to district staff in the development and purchase of standardized administration and curriculum software in coordination with media personnel and administrators.
11. Provides expert advice to the superintendent and cabinet related to needs assessments and coordinates the phase-in of new technology applications and modifying systems and procedures as required.
12. Responsible for the development and maintenance of detailed disaster recovery and daily operations procedures.
13. Performs other tasks that may be assigned by supervisor in accordance with this classification.

Qualifications:

Specific training or job experience required:

Bachelor's degree in Computer Science, or a related field, and four years of progressively responsible related experience. Ability to maintain an IBM AS/400 midrange computer system. Ability to understand programming. Ability to administer, develop, program, and maintain multi-user local area and wide area networks. Ability to exercise technical-specialized mastery, initiative, and resourcefulness in program management of all equipment and software supported. Excellent verbal and written communication skills.

Working Conditions:

General office environment, however, employee may spend time in various district facilities overseeing installation of hardware and software.

MEMO #: B98.193  
 MEMO TO: DR. ANDERSON  
 FROM: ROBERT LACHER *Robert Lacher*  
 BETH ASTRUP *Beth Astrup*  
 DATE: DECEMBER 3, 1997  
 SUBJECT: 1997.98 FINAL BUDGETS

The final budgets for 1997.98 are as follows:

<u>FUNDS</u>	<u>BEGINNING FUND BALANCE</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>ENDING FUND BALANCE</u>
I GENERAL FUND	4,853,172	32,930,348	32,651,672	5,131,848
II FOOD SERVICE	224,257	1,149,310	1,138,320	235,247
III TRANSPORTATION	90,696	2,039,790	2,200,210	(69,724)
IV COMM. SERVICE	568,730	1,142,682	1,295,663	415,749
V CAPITAL EXPEND.	993,486	2,540,774	3,199,022	335,238
VII DEBT SERVICE	279,762	858,900	896,663	241,999
VIII ENTERPRISE	(671,691)	277,590	322,940	(717,041)

Attached are the fund summaries. Complete detail is available in the Business Office.

Fund balances and preliminary budgets have been revised based on the 1996.97 Audit and legislative changes.

Suggested Resolution: Move to approve the final 1997.98 Budgets listed above.



1 GENERAL FUND  
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

03-Dec-97 PRINT DATE

LINE #	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 BUDGET	1998-99	1999-00	2000-01	2001-02
	P R O J E C T E D									
Basic Education Revenue	3,050	3,050	3,167	3,205	3,205	3,281	3,360	3,427	3,496	3,566
UNAPPROPRIATED REVENUES										
1 Property Taxes	3,982,369	4,567,270	5,137,987	5,311,658	6,255,001	5,764,380	5,879,668	5,997,261	6,117,206	6,239,550
2 Interest	19,897	178,796	277,683	368,284	284,705	200,000	138,150	121,500	80,000	0
3 Tax shift	781,496	(299,948)	366,912	(948,780)	(861,979)	0	0	0	0	0
4 Other local	368,879	234,010	258,824	289,645	368,396	222,490	226,940	231,479	236,108	240,830
5 Tax credits	1,161,042	1,350,875	1,419,496	1,639,937	1,960,723	1,695,750	1,729,665	1,764,258	1,799,543	1,835,534
6 Foundation aid	17,547,409	18,024,190	18,992,963	19,152,318	17,220,321	18,176,000	18,400,855	18,554,650	18,699,872	18,821,209
7 Special ed aid	2,251,623	2,565,967	2,959,172	3,316,632	3,411,095	3,780,000	3,855,600	3,932,712	4,011,366	4,091,594
8 Other state aids	423,433	456,277	727,223	530,632	582,781	766,518	781,848	797,485	813,435	829,704
9 Tax shift	(781,496)	299,948	(366,912)	948,780	861,979	0	0	0	0	0
10 Federal aids	918,006	1,248,271	1,482,486	1,624,406	1,791,076	1,733,930	1,768,609	1,803,981	1,840,060	1,876,862
11 Conversion of assets	5,209	15,771	5,841	2,025	854,800	9,000	9,180	9,364	9,551	9,742
12 Tuition	240,435	179,898	249,740	595,350	483,768	582,280	593,926	605,804	617,920	630,279
13 State reduction										
14 TOTAL REVENUES	26,918,302	28,821,325	31,511,415	32,830,887	33,212,666	32,930,348	33,384,440	33,818,494	34,225,062	34,575,304
15 % CHANGE	6.69%	7.07%	9.33%	4.19%	1.16%	-0.85%	1.38%	1.30%	1.20%	1.02%
16 \$ CHANGE	1,687,216	1,903,023	2,690,090	1,319,472	381,779	(282,318)	454,092	434,054	406,569	350,242
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
17 Admin salaries	1,674,166	1,679,586	1,624,992	1,658,169	1,878,735	2,020,175	2,080,780	2,143,204	2,207,500	2,273,725
18 Admin supplies	26,053	85,043	28,219	58,716	12,731	16,190	16,676	17,176	17,691	18,222
19 Admin fringe benefits	287,813	296,121	285,553	284,018	315,777	339,950	350,149	360,653	371,473	382,617
20 Admin other	314,145	164,167	246,957	232,945	229,234	273,706	281,917	290,375	299,086	308,059
21 Instruct salaries(reg & voc)	9,865,784	10,119,433	10,692,274	10,659,285	11,903,289	11,880,656	12,237,076	12,537,656	12,739,349	13,021,001
22 Allowance for new staff							(64,595)	(169,355)	(97,601)	(166,836)
23 Instruct supplies	472,729	580,366	643,308	459,016	758,003	708,612	729,870	751,766	774,319	797,549
24 Allowance for new students							(3,867)	(10,138)	(5,843)	(9,987)
25 Instruct fringe benefits	2,295,789	2,338,116	2,450,751	2,438,367	2,624,645	2,458,844	2,532,609	2,608,588	2,686,845	2,767,451
26 Instruct other	565,472	680,068	761,706	825,471	963,533	946,360	974,751	1,003,993	1,034,113	1,065,137
27 Spec ed salaries	5,374,223	5,493,884	6,036,106	6,488,986	5,773,112	6,072,904	6,255,091	6,442,744	6,636,026	6,835,107
28 Spec ed supplies	97,034	121,153	134,354	102,879	79,687	85,870	88,446	91,099	93,832	96,647
29 Spec ed fringe benefits	1,155,378	1,195,829	1,317,953	1,390,055	1,224,518	1,266,895	1,304,902	1,344,049	1,384,370	1,425,901
30 Spec ed other	873,102	684,005	1,023,309	973,280	1,006,436	1,155,780	1,190,453	1,226,167	1,262,952	1,300,841
31 Instruct support salaries	850,601	935,218	989,854	936,539	1,028,975	1,123,927	1,157,645	1,192,374	1,228,145	1,264,990
32 Instruct support supplies	77,306	140,633	135,865	107,222	98,438	115,535	119,001	122,571	126,248	130,036
33 Instruct support fringe benefits	150,745	174,606	190,996	183,419	189,643	186,493	192,088	197,850	203,786	209,900
34 Instruct support other	271,390	209,264	412,217	413,795	411,371	358,901	369,668	380,758	392,181	403,946
35 Pupil support salaries	544,552	609,357	609,924	638,704	668,083	705,206	726,362	748,153	770,598	793,716
36 Pupil support supplies	8,135	10,157	13,518	19,614	14,037	17,856	18,392	18,943	19,512	20,097
37 Pupil support fringe benefits	117,597	127,635	127,544	132,675	137,676	141,362	145,603	149,971	154,470	159,104
38 Pupil support other	37,295	53,949	83,850	86,486	77,963	97,480	100,404	103,417	106,519	109,715
39 Bldgs & grounds salaries	687,491	708,121	704,661	766,668	796,756	797,200	821,116	845,749	871,122	897,256
40 Bldgs & grounds energy exp	443,473	457,378	439,425	490,775	525,445	482,010	496,470	511,364	526,705	542,507
41 Bldgs & grounds supplies	103,611	116,134	197,313	125,015	170,768	158,340	163,090	167,893	173,022	178,213
42 Bldgs & grounds fringe benefits	118,585	121,639	120,921	128,465	136,604	142,190	146,456	150,849	155,375	160,036
43 Bldgs & grounds other	169,917	168,859	306,114	247,225	1,283,964	260,660	268,480	276,534	284,830	293,375
44 Early retirement pay	390,630	234,555	399,803	297,733	244,506	320,000	329,600	339,488	349,673	360,163
45 Fringe benefits	370,440	336,364	414,988	436,497	377,720	415,660	428,130	440,974	454,203	467,829
46 Other fixed costs	77,218	233,957	239,952	253,925	229,678	102,910	105,997	109,177	112,453	115,826
47 TOTAL EXPENDITURES	27,420,674	28,075,597	30,632,427	30,835,944	33,161,327	32,651,672	33,562,761	34,394,133	35,332,956	36,222,140
48 % CHANGE	7.23%	2.39%	9.11%	0.66%	7.54%	-1.54%	2.79%	2.48%	2.73%	2.52%
49 \$ CHANGE	1,849,944	654,923	2,556,830	203,517	2,325,383	(509,655)	911,089	831,372	938,822	889,184
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
50 REV OVER EXP (EXP OVER REV)	(502,372)	745,728	878,988	1,994,943	51,339	278,676	(178,321)	(575,640)	(1,107,893)	(1,646,836)
50.1 Trf to eliminate oper def in transp. fund			(273,476)	(173,157)	0	0	0	0	(144,699)	(236,675)
51 F. T. E. Reduction needed to balance budget						5.87	(3.64)	(11.42)	(21.34)	(30.80)
52 BEGINNING FUND BALANCE *	2,122,300	1,628,807	2,374,535	2,980,047	4,801,833	4,853,172	5,131,848	4,953,527	4,377,887	3,125,295
53 ENDING FUND BALANCE *	1,619,928	2,374,535	2,980,047	4,801,833	4,853,172	5,131,848	4,953,527	4,377,887	3,125,295	1,241,784
54 As a % of Expenditures	5.91%	8.46%	9.73%	15.57%	14.64%	15.72%	14.76%	12.73%	8.85%	3.43%

T DATE

02-Dec-97

	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 BUDGET	1998-99	1999-00 PROJECTED	2000-01	2001-02
<b>REVENUES</b>										
Local property Taxes										
Transprotration levy	358,415	429,651	489,157	539,722	164,105	118,020	91,912	91,912	91,912	91,912
Bus purchase levy										
Property tax shift	79,813	(30,604)	39,252	(216,578)	0					
	438,228	399,047	528,409	323,144	164,105	118,020	91,912	91,912	91,912	91,912
Other local and county sources:										
Interest	6,463	0		2,607	3,749					
Miscelaeous local revenues	25,284	146		1,130						
	31,747	146	0	3,737	3,749	0	0	0	0	0
State Sources:										
Transportation aid	881,750	980,101	864,354	1,040,777	1,858,273	1,921,770	1,852,663	1,829,339	1,816,477	1,802,242
Bus Depreciation Aid	68,564	67,838	78,377	78,377						
Tax Credits (HACA) **	144,859	108,886	121,720	112,580						
Other appropriations	46,616	76,310	95,188	117,163						
State aid adjustment	(79,813)	30,604	(39,252)	216,578						
	1,061,976	1,263,739	1,120,387	1,565,475	1,858,273	1,921,770	1,852,663	1,829,339	1,816,477	1,802,242
Sales and other conversions of assets:										
Insurance recoveries		317								
Total revenues	1,531,951	1,663,249	1,648,796	1,892,356	2,026,127	2,039,790	1,944,575	1,921,251	1,908,389	1,894,154
<b>EXPENDITURES:</b>										
Pupil support services:										
Salaries and wages	343,649	312,829	368,169	347,006	366,944	393,270	405,068	417,220	429,737	442,629
Employee benefits	55,776	53,059	62,941	61,422	68,097	70,680	72,800	74,984	77,234	79,551
Contracted bus services	851,407	1,071,607	1,114,908	1,280,490	1,253,808	1,284,080	1,297,602	1,340,478	1,381,443	1,423,636
Other purchased services	10,802	52,301	97,398	54,407	118,919	32,980	33,969	34,988	36,038	37,119
Supplies and materials	196,962	194,478	194,145	200,943	194,664	229,160	236,035	243,116	250,409	257,922
Equipment	15,545	143,825	2,182	67,419	178,136	165,000	55,000	55,000	100,000	55,000
Other expenditures	14,948	21,424	22,549	21,957	19,868	25,040	25,791	26,565	27,362	28,183
Chargebacks					0					
Total expenses	1,489,089	1,849,523	1,862,292	2,033,644	2,200,436	2,200,210	2,126,266	2,192,352	2,302,223	2,324,039
Revenues over (under) expenditures:	42,862	(186,274)	(213,496)	(141,288)	(174,309)	(160,420)	(181,691)	(271,101)	(393,834)	(429,885)
Operating transfer from the General Fund			273,476	173,155			118,284	216,101	382,834	463,886
FUND BALANCE, (DEFICIT), BEGINNING OF YEAR **	316,570	359,432	173,158	233,138	265,005	90,696	(69,724)	(133,131)	(188,131)	(199,131)
RETAINED EARNINGS (DEFICIT)/										
FUND BALANCE, END OF YEAR	359,432	173,158	233,138	265,005	90,696	(69,724)	(133,131)	(188,131)	(199,131)	(165,131)
Fund Balance reserved for bus purchase	251,296	177,458	254,047	265,005	86,869	(78,131)	(133,131)	(188,131)	(199,131)	(165,131)
Fund Balance reserved for student transportation safety			(20,909)	0	0	0	0	0	0	0
Operating Fund Balance	108,136	(4,300)	0	0	3,827	8,407	(0)	(0)	(0)	0

II FOOD SERVICE FUND  
INDEPENDENT SCHOOL DISTRICT #152 BUDGET

Line #	1992.93 ACTUAL	1993.94 ACTUAL	1994.95 ACTUAL	1995.96 ACTUAL	1996.97 ACTUAL	1997.98 BUDGET	1998.99	1999.2000	2000.01	2001.02
							PROJECTED			
REVENUES:							1.02	1.02	1.02	1.02
Other local and county sources:										
1 Interest	2,873	6,645	9,366	15,999	10,144	12,000	12,240	12,485	12,734	12,989
2 Miscellaneous local revenues	4	1,998		0	265	5,000	5,100	5,202	5,306	5,412
3	2,877	8,643	9,366	15,999	10,409	17,000	17,340	17,687	18,041	18,401
State sources:										
4 Lunch program aid	38,597	42,194	47,361	47,128	48,521	36,130	36,853	37,590	38,341	39,108
Federal sources:										
5 Lunch program aid	423,325	431,928	476,515	441,087	462,560	476,150	485,673	495,386	505,294	515,400
6 Food distribution program	95,703	95,627	108,222	89,910	91,042	81,490	83,120	84,782	86,478	88,207
7	519,028	527,555	584,737	530,997	553,602	557,640	568,793	580,169	591,772	603,607
8 Sale of food	434,580	453,693	457,969	471,028	538,793	538,540	549,311	560,297	571,503	582,933
9 Transfers (Equipment)	0	0	108,500	10,000	0	0	10,000	10,000		
10 Total revenues	995,082	1,032,085	1,207,933	1,075,152	1,151,325	1,149,310	1,182,296	1,205,742	1,219,657	1,244,050
	+++++									
EXPENDITURES:							1.030	1.030	1.030	1.030
Pupil support services:										
11 Salaries and wages	297,217	306,017	313,909	330,543	336,342	366,600	377,598	388,926	400,594	412,612
12 Employee benefits	45,150	47,408	49,512	54,429	55,014	58,180	59,925	61,723	63,575	65,482
13 Purchased services		39,522	36,943	44,485	42,882	51,050	52,582	54,159	55,784	57,457
14 Food costs-USDA commodities	95,703	95,627	108,222	89,909	91,042	81,490	83,935	86,453	89,046	91,718
15 Food costs, milk and supplies	429,956	469,891	502,383	512,505	523,804	559,000	575,770	593,043	610,834	629,159
16 Equipment/Construction	12,342	2,349	164,939	82,375	11,810	0	10,000	10,000	10,000	10,000
17 Other expenditures	85,006	9,387	10,446	11,734	18,001	22,000	22,660	23,340	24,040	24,761
18 Total operating expenses	965,374	970,201	1,186,354	1,125,980	1,078,895	1,138,320	1,182,470	1,217,644	1,253,873	1,291,189
Fiscal and Other fixed cost programs:										
19 Employee benefits										
20 Total expenditures	965,374	970,201	1,186,354	1,125,980	1,078,895	1,138,320	1,182,470	1,217,644	1,253,873	1,291,189
	+++++									
Revenues and other financing sources over (under)										
21 expenditures	29,708	61,884	21,579	(50,828)	72,430	10,990	(173)	(11,902)	(34,216)	(47,139)
FUND BALANCE (DEFICIT), BEGINNING OF YEAR	89,484	119,192	181,076	202,655	151,827	224,257	235,247	235,074	223,172	188,956
FUND BALANCE (DEFICIT), END OF YEAR	119,192	181,076	202,655	151,827	224,257	235,247	235,074	223,172	188,956	141,817
24 Fund Balance as a % of Expenditures	12.35%	18.66%	17.08%	13.48%	20.79%	20.67%	19.88%	18.33%	15.07%	10.98%

Community Education  
Summary of Revenues

	<u>1996-97</u>	<u>1997-98</u>
General Community Ed	\$254,179	\$254,212
Fees	\$144,450	\$153,450
All Day Kindergarten		\$60,461
CHOICES	\$27,000	\$27,000
ABE	\$147,636	\$219,984
Interest	\$15,000	\$25,000
ECFE	\$211,642	\$229,750
Kindergarten Readiness	\$60,000	\$60,000
Lincoln	\$25,000	\$20,000
other (screening, non-public ed., grants)	<u>\$83,261</u>	<u>\$92,825</u>
TOTALS	\$968,168	\$1,142,682

Summary of Expenditures

	<u>1996-97</u>	<u>1997-98</u>
General Community Ed	\$513,366	\$573,230
CHOICES	\$27,011	\$32,000
All Day Kindergarten		\$60,461
ABE	\$199,550	\$264,822
ECFE	\$235,618	\$250,646
Kindergarten Readiness	\$55,841	\$64,978
Lincoln	\$18,054	\$19,616
Non-public	\$19,910	\$19,910
Early Childhood Screening	<u>\$10,000</u>	<u>\$10,000</u>
TOTALS	\$1,079,350	\$1,295,663

Independent School District No. 152  
V. Capital Outlay Fund

02-Dec-97

1994.95

1995.96

1996.97

1997.98

1998.99

1999.00

2000.01

2001.02

Line #

ACTUALS

ACTUALS

ACTUAL

## BUDGET

BEGINNING FUND BALANCE

1	Disabled Accessibility	(2,553)	(34,772)	2,630	119,820	57,190	0	0	0
2	Operating Capital	\$36,672	\$378,338	\$961,024	\$480,759	(\$86,689)	\$128,862	\$416,345	\$82,355
3	Health and Safety	\$587,160	(\$74,567)	\$259,349	\$392,907	\$364,737	\$0	\$0	\$0
4	<b>Total Beginning Fund Balance</b>	<b>\$621,279</b>	<b>\$268,999</b>	<b>\$1,223,003</b>	<b>\$993,486</b>	<b>\$335,238</b>	<b>\$128,862</b>	<b>\$416,345</b>	<b>\$82,355</b>

## REVENUES

5	Operating Capital Aid	1,388,323	1,403,955	1,324,554	1,355,681	1,276,986	1,250,091	1,235,336	1,219,083
6	Lease	257,821	298,681	245,754	221,153	221,153	221,153	221,153	221,153
7	Interest Income (Townsite Loa	62,180	45,582	73,349	50,000	49,000	48,000	47,000	46,000
9	Interactive Television		36,962	80,419	55,000	56,100	57,222	58,366	59,534
10	Misc./Donations/Grants	90,296	13,972	19,319	163,710				
11	Sale of Property		10,919	757					

12	Total Operating Capital	1,798,620	1,810,071	1,744,152	1,845,544	1,603,239	1,576,466	1,561,855	1,545,770
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13	Super Fund Reimb.	8,297							
14	Health and Safety	(216,106)	962,310	481,243	695,230	(191,337)	173,400	173,400	173,400

Total Health & Safety	(207,809)	962,310	481,243	695,230	(191,337)	173,400	173,400	173,400
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15	Disabled Accessibility	60,000	60,000	120,000
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16	Total Revenues	1,650,811	2,832,381	2,345,395	2,540,774	1,411,902	1,749,866	1,735,255	1,719,170
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Independent School District No. 152  
V. Capital Outlay Fund

02-Dec-97		1994.95	1995.96	1996.97	1997.98	1998.99	1999.00	2000.01	2001.02
Line #		ACTUALS	ACTUALS	ACTUAL	BUDGET				
EXPENDITURES									
OPERATING									
17	Food Service	118,124	41,545	10,000	10,000	10,000	10,000	10,000	10,000
18	Special Assessments	30,898	7,373	8,528	27,490	7,400	7,400	7,400	7,400
19	Maintenance	231,000	197,769	235,805	732,300	167,200	328,000	290,400	116,310
20	Telephone/Telecommunications	66,210	72,166	73,829	74,260	76,488	78,782	81,146	83,580
21	Building Construction - Asp			111,111					
21.1	Air Conditioning	2,002	142,630	828,622					
21.2	Security Equipment		132,988						
21.3	Reading Recovery Room		26,822						
22	Lease Levy	292,578	226,171	221,702	200,000	200,000	200,000	200,000	200,000
	Building Allocation								
23	Edison	13,204	13,743	11,105	14,900	14,900	14,900	14,900	14,900
24	Probstfield	13,259	14,941	13,894	17,340	17,340	17,340	17,340	17,340
25	Riverside	12,605	7,236	9,544	10,000	10,000	10,000	10,000	10,000
26	Washington	17,536	11,873	12,486	16,560	16,560	16,560	16,560	16,560
27	Robert Asp	25,803	16,408	17,667	20,550	20,550	20,550	20,550	20,550
28	Voyager	14,101	4,847	5,112	0	0	0	0	0
29	Jr. High	66,391	25,224	36,213	27,200	27,200	27,200	27,200	27,200
29.1	Athletics	1,497	2,809	0	3,000	3,000	3,000	3,000	3,000
30	Sr. High	69,594	44,148	44,683	46,450	46,450	46,450	46,450	46,450
30.1	Athletics	15,438	5,266	5,997	6,000	6,000	6,000	6,000	6,000
31	Transfer to cover fund 06 exp	213,257			0				
32	Interest	7,643	15,348	0	32,000	32,000	32,000	32,000	32,000
33	Technology	24,662	22,984	22,551	248,000	23,000	23,000	23,000	23,000
34	Technology Long-Term	31,490	29,707	6,861		0	0	0	0
35	Technology - Networking			99,684	762,600	543,600	281,800	923,900	
36	Interactive Television			42,778	0	0	0	0	0
37	Replacement of Equip.		10,855	10,000	20,000	20,000	20,000	20,000	20,000
38	Maint./Transportation	22,099	27,019	21,042	21,000	21,000	21,000	21,000	21,000
39	Vehicles	7,600		26,000	15,000	15,000	15,000	15,000	15,000
40	Media/A.V.	25,572	26,786	27,198	27,000	27,000	27,000	27,000	27,000
41	Media Library	27,156	25,870	25,602	26,000	26,000	26,000	26,000	26,000
42	District-Wide Equip.	71,008	42,758	60,167	45,000	45,000	45,000	45,000	45,000
43	Music	12,010	11,997	11,697	12,000	12,000	12,000	12,000	12,000
44	Text Book Adoptions			225,000		0	0	0	0
45	Misc./Donations/Grants	24,217	20,102	(461)	(1,658)				
46	Total Operating	\$1,456,954	\$1,227,385	\$2,224,417	\$2,412,992	\$1,387,688	\$1,288,982	\$1,895,846	\$800,290



Independent School District No. 152  
V. Capital Outlay Fund

		02-Dec-97	1994.95	1995.96	1996.97	1997.98	1998.99	1999.00	2000.01	2001.02
Line #		ACTUALS	ACTUALS	ACTUAL	BUDGET					
HEALTH AND SAFETY										
47	Tank Replacement	29,813	26,056	10,339						
47.1	Well Monitoring	49,790	397,381							
48	Fire Code Compliance	25,812	80,088	85,136	315,000	15,000	15,000	15,000	15,000	15,000
49	Life Safety Repairs\Demolitio	264,360	20,591	29,189						
49.1	Sr. High Lab Remodeling				250,000					
50	Asbestos Removal\Hazardous Wa	4,893			15,000	15,000	15,000	15,000	15,000	15,000
51	Asbestos Loan Payback	76,343	76,343	76,343	76,400	76,400	76,400	76,400	76,400	76,400
52	Hazardous Substance Consult	2,907	27,935	125,105	67,000	67,000	67,000	67,000	67,000	67,000
53	Health & Safety Management			21,573						
54	Health and Safety	\$453,918	\$628,394	\$347,685	\$723,400	\$173,400	\$173,400	\$173,400	\$173,400	\$173,400
55	Handicap Access	92,219	22,598	2,810	62,630	57,190	0	0	0	0
56	Total Expenditures	\$2,003,091	\$1,878,377	\$2,574,912	\$3,199,022	\$1,618,278	\$1,462,382	\$2,069,246	\$973,690	
57	Total Revenue Over Expenditur (Total Expenditure Over Revenue)	(\$352,280)	\$954,004	(\$229,517)	(\$658,248)	(\$206,376)	\$287,484	(\$333,991)	\$745,480	
58	Total Ending Fund Balance	\$268,999	\$1,223,003	\$993,486	\$335,238	\$128,862	\$416,345	\$82,355	\$827,834	

VII DEBT REDEMPTION FUND  
INDEPENDENT SCHOOL DISTRICT #152

02-Dec-97

Line No.		1992-93 ACTUAL	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 BUDGET	1998.99	1999.00 PROJECTED	2000.01	2001.02
REVENUES:											
1	Local property taxes levy	134,281	520,642	589,718	519,905	486,123	533,150	653,753	692,527	737,584	506,545
2	Property tax shift		759	7	(617)	-136					
		134,281	521,401	589,725	519,288	485,987	533,150	653,753	692,527	737,584	506,545
Other local sources:											
3	Interest income	6,837	10,764	31,620	30,562	15,688	12,000	12,100	9,942	7,669	5,290
State sources:											
4	HACA (Homestead credit)	152,907	309,551	337,497	219,838	264,254	211,720	83,976	41,819	0	0
5	Border city aid	19,060	97,424	119,424	113,829	103,491	101,630	101,630	101,630	101,630	101,630
6	Other appropriations	180	540	557	437	398	400	400	400	400	400
7	State aid adjustment		(759)	(7)	617	136					
8		172,147	406,756	457,471	334,721	368,279	313,750	186,006	143,849	102,030	102,030
9	Total revenues	313,265	938,921	1,078,816	884,571	869,954	858,900	851,858	846,318	847,283	613,864
EXPENDITURES:											
10	Principal on bonds	235,000	400,000	482,524	437,524	455,873	475,873	505,873	535,873	565,873	330,000
11	Interest on bonds	116,877	584,822	496,209	470,365	445,755	419,790	388,135	354,913	327,997	248,595
12	Other debt service	1,283	1,003	400	0	0	1,000	1,000	1,000	1,000	1,000
13	Total expenditures	353,160	985,825	979,133	907,889	901,628	896,663	895,008	891,786	894,870	579,595
14	Revenues over (under) expenditures	(39,895)	(46,904)	99,683	(23,318)	(31,674)	(37,763)	(43,150)	(45,468)	(47,587)	34,269
FUND BALANCE, BEGINNING OF YEAR											
15		321,870	281,975	235,071	334,754	311,436	279,762	241,999	198,849	153,381	105,794
FUND BALANCE, END OF YEAR											
16		281,975	235,071	334,754	311,436	279,762	241,999	198,849	153,381	105,794	140,063

03-Dec-97

ENTERPRISE FUND (TOWNSITE)  
INDEPENDENT SCHOOL DISTRICT #152

	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 BUDGET	1998-99	1999-00	2000-01	2001-02
							PROJECTED			
							1.02	1.02	1.02	1.02
OPERATING REVENUES:										
Rents	247,863	235,674	163,649	197,054	180,584	175,440	178,949	182,528	186,178	189,902
Rents from School District	34,853	35,550	69,493	63,462	79,932	73,750	75,225	76,730	78,264	79,829
Sq Feet	282,716	271,224	233,142	260,516	260,516	249,190	254,174	259,257	264,442	269,731
44,971	\$6.29	\$6.03	\$5.18	\$5.79	\$5.79	\$5.54	\$5.65	\$5.77	\$5.88	\$6.00
OPERATING EXPENSES:										
Salaries and benefits	71,499	73,439	75,620	76,975	80,504	83,140	84,803	86,499	88,229	89,993
Utilities and fuel	41,387	44,471	47,237	51,060	52,665	52,440	53,489	54,559	55,650	56,763
Insurance	6,170	7,300	6,952	6,583	6,850	7,000	7,140	7,283	7,428	7,577
Bldg. Improvement	0			0	3,089	5,410	5,572	5,739	5,912	6,089
Other operating expense	24,562	39,531	38,799	19,785	39,399	31,700	32,334	32,981	33,640	34,313
Total operating expenses	143,618	164,741	168,608	154,403	182,507	179,690	183,338	187,060	190,859	194,735
Per square foot	\$3.19	\$3.66	\$3.75	\$3.43	\$4.06	\$4.00	\$4.08	\$4.16	\$4.24	\$4.33
OPERATING INCOME BEFORE DEPRECIATION	139,098	106,483	64,534	106,113	78,009	69,500	70,836	72,197	73,583	74,996
DEPRECIATION	108,451	80,178	37,937	37,937	37,901	37,250	30,602	27,542	24,482	21,422
Per square foot	\$2.41	\$1.78	\$0.84	\$0.84	\$0.84	\$0.83	\$0.68	\$0.61	\$0.54	\$0.48
OPERATING INCOME	30,647	26,305	26,597	68,176	40,108	32,250	40,234	44,655	49,101	53,574
NONOPERATING REVENUES (EXPENSES):										
Interest revenue	1,384	1,932	2,952	3,116	1,340	4,000	4,500	5,000	5,500	6,000
Interest expense	(56,364)	(52,082)	(48,535)	(45,582)	(44,213)	(40,000)	(36,000)	(32,000)	(28,000)	(24,000)
Other	4,393	2,227	2,262	0	0	2,500	2,500	2,500	2,500	2,500
Net Nonoperating expense	(50,587)	(47,923)	(43,321)	(42,466)	(42,873)	(33,500)	(29,000)	(24,500)	(20,000)	(15,500)
Per square foot	(\$1.12)	(\$1.07)	(\$0.96)	(\$0.94)	(\$0.95)	(\$0.74)	(\$0.64)	(\$0.54)	(\$0.44)	(\$0.34)
NET LOSS	(19,940)	(21,618)	(16,724)	25,710	(2,765)	(1,250)	11,234	20,155	29,101	38,074
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, BEGINNING OF YEAR	(636,354)	(656,294)	(677,912)	(694,636)	(668,926)	(671,691)	(672,941)	(661,707)	(641,552)	(612,451)
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR	(656,294)	(677,912)	(694,636)	(668,926)	(671,691)	(672,941)	(661,707)	(641,552)	(612,451)	(574,377)

03-Dec-97  
ENTERPRISE FUND (VOYAGER)  
INDEPENDENT SCHOOL DISTRICT #152

Line #	1997-98 BUDGET	1998-99	1999-00 PROJECTED	2000-01	2001-02
OPERATING REVENUES:		1.02	1.02	1.02	1.02
1 Rents	10,860	11077	11,299	11,525	11,755
2 Rents from School District	11,040	11261	11,486	11,716	11,950
3	21,900	22,338	22,785	23,240	23,705
4 Sq. Feet					
5	25,862	\$0.85	\$0.86	\$0.88	\$0.90
6 OPERATING EXPENSES:					
7					
8 Salaries and benefits	26,000	26520	27,050	27,591	28,143
9 Utilities and fuel	20,000	20400	20,808	21,224	21,649
10 Insurance	350	357	364	371	379
11 Bldg. Improvement		0	0	0	0
12 Other operating expense	1,000	1020	1,040	1,061	1,082
13 Total operating expenses	47,350	48,297	49,263	50,248	51,253
14 Per square foot	\$1.83	\$1.87	\$1.90	\$1.94	\$1.98
15					
16 OPERATING INCOME BEFORE					
17 DEPRECIATION	(25,450)	(25,959)	(26,478)	(27,008)	(27,548)
18					
19 DEPRECIATION (15 year \$746,000)	18,650	18,650	18,650	18,650	18,650
20 Per square foot (1997 to 2012)	\$0.72	\$0.72	\$0.72	\$0.72	\$0.72
21					
22 OPERATING LOSS	(44,100)	(44,609)	(45,128)	(45,658)	(46,198)
23					
24 NONOPERATING REVENUES (EXPENSES):					
25 Interest revenue	0	0	0	0	0
26 Interest expense	0	0	0	0	0
27 Other	0	0	0	0	0
28 Net Nonoperating expense	0	0	0	0	0
29 Per square foot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30					
31 NET LOSS	(44,100)	(44,609)	(45,128)	(45,658)	(46,198)
32					
33 RETAINED EARNINGS (DEFICIT)/					
34 FUND BALANCE, BEGINNING	0	(44,100)	(88,709)	(133,837)	(179,495)
35 OF YEAR					
36					
37 RETAINED EARNINGS (DEFICIT)/					
38 FUND BALANCE, END OF YEAR	(44,100)	(88,709)	(133,837)	(179,495)	(225,693)
39					
40					
41 TOWNSITE AOP:"VOYAGER"					

DEC 4 1997

MEMO #: B98.195

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: DECEMBER 4, 1997

SUBJECT: RECOMMENDED 1997 PAYABLE 1998 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	\$ 7,589,712.07
Community Services	328,372.98
General Debt Services	<u>943,399.49</u>
	\$ 8,861,484.54
HACA	(600,813.00)
Debt Service Excess	<u>(100,000.00)</u>
Net Levy	\$ 8,160,671.54

This represents a reduction of levy of \$567,767.69 or -6.5%

Suggested Resolution: Set 1997 Payable 1998 levy of \$8,861,484.54 less HACA of \$600,813.00 and debt service excess of \$100,000.00 or a net levy of \$8,160,671.54.

65

401520198

[CT NO. 0152 TYPE 01

[CT NAME MOORHEAD

REGION 04 CLAY

## STATE DEPT OF CHILDREN, FAMILIES AND LEARNING

## LEVY LIMITATION AND CERTIFICATION

1997 PAYABLE 1998

NOV 21 1997

ED-00111-19

PAGE 21 OF 28

DATE OF RUN: 11/18/97

LEVY CATEGORY	LEVIES EXCLUDED FROM HACA ALLOC		LEVIES INCLUDED IN HACA ALLOC		TOTAL LEVY	
	MAXIMUM LEVY LIMITATION	PROPOSED CERTIFIED LEVY	MAXIMUM LEVY LIMITATION	PROPOSED CERTIFIED LEVY	MAXIMUM LEVY LIMITATION	PROPOSED CERTIFIED LEVY
(1) GENERAL--RMV VOTER APPROVED	126,110.46	126,110.46	NONE	NONE	126,110.46	126,110.46
(2) GENERAL--NTC VOTER APPROVED			NONE	NONE		
(3) STATE DETERMINED GENERAL EDUCATION	6,195,151.70	6,195,151.70	NONE	NONE	6,195,151.70	6,195,151.70
(4) GENERAL--NTC OTHER	NONE	NONE	1,268,449.91	1,268,449.91	1,268,449.91	1,268,449.91
(5) COMMUNITY SERVICE--OTHER	376,237.88	328,372.98	NONE	NONE	376,237.88	328,372.98
(6) GEN DEBT SERV--VOTER APPROVED	942,070.00	942,070.00	NONE	NONE	942,070.00	942,070.00
(7) GEN DEBT SERV--OTHER	1,329.49	1,329.49	NONE	NONE	1,329.49	1,329.49
TOTAL LEVY BEFORE ADJUSTMENT	7,640,899.53	7,593,034.63	1,268,449.91	1,268,449.91	8,909,349.44	8,861,484.54
TRUTH IN TAXATION LEVY CATEGORIES: VOTER APPROVED LEVIES = (1) + (2) + (6)						
STATE DETERMINED LEVY = (3)						
ALL OTHER LEVIES = (4) + (5) + (7)						
					REDUCTION FOR VOTER APPROVED	
					NET GENERAL DEBT SERV EXCESS *	100,000.00
					REDUCTION FOR OTHER NET GENERAL	
					DEBT SERVICE EXCESS *	
					REDUCTION FOR HACA	600,813.00
					SUBTOTAL CERT LEVY ON TAX CAP	
					AFTER ADJUST (EXC MKT VALUE REF)	8,034,561.08
					GRAND TOTAL CERTIFIED LEVY AFTER	
					ADJUSTMENTS	8,160,671.54
					IF CERTIFYING MAXIMUM LEVY FOR	
					PROPOSED TYPE "MAXIMUM" HERE	

HACA IS ALLOCATED ONLY TO THE GENERAL--NTC OTHER CATEGORY (LINE 4). IF THE AMOUNT IS LESS THAN THE REDUCTION FOR HACA, ALLOCATE THE REMAINING HACA TO THE "EXCLUDED FROM HACA ALLOCATION" CATEGORIES AS NEEDED IN THE FOLLOWING ORDER: (5) COMMUNITY SERVICE; (3) STATE DETERMINED GENERAL EDUCATION; (2) GENERAL--NTC VOTER APPROVED; (7) GENERAL DEBT SERVICE--OTHER; (6) GEN DEBT SERVICE--VOTER APPROVED; AND (1) GENERAL--MKT VOTER APPROVED.

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

SCHOOL DISTRICTS CERTIFYING THE MAXIMUM LEVY LIMITATION FOR THE PROPOSED LEVY MAY CERTIFY THE DOLLAR LIMITATION SHOWN, OR INDICATE "MAXIMUM" IN THE SPACE PROVIDED AT RIGHT.

SCHOOL DISTRICTS CERTIFYING LESS THAN THE MAXIMUM LEVY LIMITATION FOR ANY CATEGORY MUST COMPLETE THE APPROPRIATE SECTIONS OF PAGES 22 THROUGH 28 AS NEEDED TO DOCUMENT THE SPECIFIC AMOUNTS CERTIFIED FOR EACH LEVY COMPONENT.

THE SCHOOL DISTRICT MUST SUBMIT THE COMPLETED ORIGINAL OF THIS FORM TO THE HOME COUNTY AUDITOR BY SEPTEMBER 30, 1997. A DUPLICATED COPY MUST BE SUBMITTED TO THE MN DEPT OF CHILDREN, FAMILIES AND LEARNING, EDUCATION FUNDING TEAM, BY OCTOBER 7, 1997.

THE CERTIFIED LEVY LISTED ABOVE IS THE LEVY VOTED BY THE SCHOOL BOARD FOR TAXES PAYABLE IN 1998.

SIGNATURE OF  
SCHOOL BOARD CLERK \_\_\_\_\_

DATE OF CERTIFICATION \_\_\_\_\_



MEMO #: I-98-126

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Additional Migrant Education Funds

DATE: December 2, 1997

The district has received an additional \$10,000 in Migrant Education program funds to assist in the utilization of our Migrant Home-School Liaison program.

The attached Migrant Project Budget Summary indicates the changes which will allow for salaries, fringe benefits and travel to extend project issues related to the beginning of summer school programs, professional development and to purchase instruction and general supplies which can be utilized now and in the future for assisting migrant students.

Suggested Resolution: Move to accept the additional Migrant Education funds as presented.

RMJ/mdm  
Attachment

## MIGRANT PROJECT BUDGET SUMMARY

All budget data provided below MUST relate to UFARS Finance Dimension Code 404. Refer to the given UFARS Program and Object Codes for each item, using the proper codes when referring to the UFARS Manual. For federal audit purposes, use CFDA Number 84.011A.

LINE NUMBER	UFARS CODES		EXPENDITURE ITEM		ORIGINAL BUDGET AMOUNT	CHANGE	APPROVED BUDGET
	PROGRAM	OBJECT					
1	216	110	PROJECT	Executive/Managerial	\$	\$	\$
2		170	COORDINATION	Clerical			
3		140, 143	INSTRUCTIONAL	Licensed Instructional/Support			
4		141, 185	SALARIES	Non-licensed Instructional/Support	23,779	1,705	25,484.00
5	216	210, 214, 218	Employee Fringe (Fixed Charges)		4,756	295	5,051.00
6		365, 368	Staff Travel		1,085	200	1,285.00
7		366	Travel for Professional Development		600	1,500	2,100.00
8	216	170	ATTENDANCE	Outreach/Student Records Clerk Salaries			
9		366	SERVICES	Travel			
10	216	143	HEALTH	Nurse Salary			
11		366	SERVICES	Travel			
12		401		Supplies			
13	770	490, 495	Food Services				
14	216	430, 433	Instructional Supplies		300	2,500	2,800.00
15		401	General Supplies and Services		200	3,800	4,000.00
16			Student Activities (Insert appropriate object code)				
17	216	360, 365	Pupil Transportation				
18		320, 330, 340	Operation of Plant				
19		350	MAINTENANCE	Repairs/Maintenance			
20		401	OF	Supplies			
21		170	PLANT	Custodial Salaries			
22		370	Rental of Space				
23		270	Workman's Compensation				
24				Other (specify): (Insert appropriate program/object code)			
25	PROGRAM SUBTOTAL				\$ 30,720	\$ 10,000.00	\$ 40,720.00
26	INDIRECT COST _____%						
27	216	530	Equipment				
28	TOTAL PROJECT BUDGET				\$ 30,720	\$ 10,000.00	\$ 40,720.00

MEMO #: S-98-117

TO: School Board

FROM: Dr. Bruce R. Anderson, Supt. *BKA*

RE: Approval of Policy

DATE: December 2, 1997

Attached please find the policy, Attendance K-6 (JE), as presented.

Suggested Resolution: Move to approve the policy, Attendance K-6 (JE), as presented.

*cbf*  
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JE DATE ADOPTED: 05-09-72 REVIEWED/REVISED: 12-90
--	--

(DRAFT 11/17/97)

#### ATTENDANCE K-6

##### Philosophy Position

We believe:

- o students with regular attendance achieve better academically in school;
- o students with regular attendance are better adjusted to school;
- o learning that is lost due to absence can never be adequately replaced;
- o students with regular attendance have purpose of direction.

Attendance is of vital importance and it is essential that all efforts be made by the staff members of Moorhead Independent School District #152 to insure excellent attendance by the students of the District. The Moorhead School Board is committed to support staff members in every way possible to encourage optimum attendance by positive teaching methods, individual concern, and reasonable attendance policies as determined by proper authorities.

Regular attendance and sound attendance habits requires maximum cooperation of parents, students and school.

##### TYPES OF ABSENCES

Excused Absences: The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. A student has the right and obligation to make-up any work missed with full credit.

The State of Minnesota recognizes the following reasons for absence: personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged are personal requests for absence made ~~48~~ 24 hours in advance; e.g., legal appointments, religious activities, travel, family vacations, state tournaments and school activities. We encourage parents to hold these requests for absence to a minimum. A doctor's statement may be required after 3 or more consecutive absences or excessive periodic absences due to illness. Parents must call the school each day that a student will not be attending or send a note to school accounting for each day missed when the student returns to school. If the parent does not notify the school within 2 days of the student's return to school, the absence will remain unexcused.

Unexcused Absences: Students who miss or are required to miss for reasons not acceptable to school officials ~~will~~ may be required to report for detention and make up work after school. Parents should not request permission for absence for personal convenience reasons, (e.g. babysitting, running errands, etc.). An unexcused absence indicates the student is absent with the consent of the parents. PARENTS SHOULD NOT REQUEST PERMISSION FOR ABSENCE FOR PERSONAL CONVENIENCE REASONS, E.G. BABYSITTING, RUNNING ERRANDS. STUDENTS WHO MISS OR ARE REQUIRED TO MISS SCHOOL FOR REASONS NOT ACCEPTABLE TO SCHOOL OFFICIALS WILL BE SUBJECT TO CONSEQUENCES DETERMINED BY THE BUILDING PRINCIPAL. REFERRAL TO THE PROPER AUTHORITIES WILL BE MADE AFTER THE SEVENTH UNEXCUSED ABSENCE. ~~Referral to the proper authorities will be made if persistent unexcused absences continue to occur after the seventh unexcused absence.~~

Truancy: A student who misses the whole day or part of the day without the consent of either the school or parent is considered truant. Students who accumulate truancy absences should, along with their parents, be referred to the school counselor or social worker to try eliminate those reasons for truancy.

Illness During School: All students who become ill during the school day should be referred to the school ~~nurse~~ nurse health office. Parents should be contacted and should make arrangements for the well being of the student. The school will not release students to go home without a parent contact and arrangements made for release of the student into the care of the parents or approved others.

Homebound Instruction: Students who are absent for 10 consecutive days are eligible for homebound or hospital bound instruction. Authorization from a physician must be on file requesting the same. All requests for homebound instruction are to be directed to the ~~nurse's~~ Special Education Office and can be initiated before the timelines are in effect.

Tardiness: ~~Tardiness to class will be dealt with by each teacher school as deemed appropriate. detention can be assigned as outlined in each teacher's discipline policy. Three UNEXCUSED tardies are equivalent to one UNexcused absence. Tardies are accounted for with the beginning of each school day and after lunch. EXCUSED TARDIES ARE THOSE RESULTING FROM PERSONAL ILLNESS OR MEDICAL AND OTHER NECESSARY APPOINTMENTS THAT MUST BE SCHEDULED DURING THE SCHOOL DAY.~~

Retention: ~~Students who have chronic attendance problems that interrupt the learning process will have a conference to determine if retention is a viable option. An evaluation of each case should occur after 10 absences.~~

Reviewed/Revised: 12/90

MEMO #: S-98-118

TO: School Board

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

RE: Approval of Policy

DATE: December 2, 1997

Attached please find the policy, Drop-Out (JECE), as presented.

Suggested Resolution: Move to approve the policy, Drop-Out (JECE), as presented.

*cbf*

Attachment



POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: JECE  
DATE ADOPTED: 08-26-80  
REVIEWED: 05-12-92

(DRAFT 11/17/97)

### DROP-OUT

The Board of Education for Moorhead Public Schools recognizes that the understanding and designing of school curriculum to meet the needs of potential dropouts is part of its mission to provide education for all students.

The Moorhead High School guidance staff and Alternative Program directors shall review issues regarding potential drop-outs and make efforts to find ways to provide alternatives for students to continue their education and experience success.

Any student under the age of 16 must attend school under Minnesota's Compulsory Education requirements. State statute requires:

~~Withdrawal from school. Requires~~ Any student between 16 and 18 years old who seeks to withdraw from school and the student's parent MUST ~~to~~ first meet with school personnel to discuss available educational opportunities and to sign a written election to withdraw from school, INCLUDING THE REASON(S) FOR WITHDRAWAL.

~~Program requirements. Removes increase in compulsory instruction age from 16 to 18.~~

The Senior High Principal and Alternative Program directors shall insure that students wishing to withdraw shall comply with statutes. Documentation, including signatures of students and parents who withdraw from school, shall be kept as part of the former student's file. Documentation of efforts to contact families shall be included in files when students and their families do not comply.

The Planning, Evaluating and Reporting (PER) Instruction and Curriculum Advisory (ICAC) Committee shall:

- (A) Determine the number of dropouts of school-age students in the district and the reason for the dropout;
- (B) Define existing programs within the district for dropouts and potential dropouts; and,
- (C) Recommend programs or courses of action to meet the needs of dropouts and potential dropouts.

Upon receipt of the information from the committee, the Board shall take appropriate action.

Reviewed/Revised: 11/23/87  
5/12/92

MEMO #: S-98-119

TO: School Board

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

RE: Approval of Policy

DATE: December 2, 1997

Attached please find the policy, Medication Policy (JHCD), as presented.

Suggested Resolution: Move to approve the policy, Medication Policy (JHCD), as presented.

:*cbf*  
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JHCD DATE ADOPTED: 10/24/89 REVIEWED/REVISED: 11/23/93
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(DRAFT 11/17/97)

### Medication Policy

The purpose of administering medications in school is to assist students who require medication be taken during school hours to maintain an optimal state of health and therefore, enhance their educational program.

The intent of this procedure is to assure safe administration of medications in school for those students who require them. This procedure applies to both prescription medication or medicine that may be purchased without a prescription.

1. No prescription medication or medicine that may be purchased without a prescription will be administered during the school day by school personnel unless prescribed by a licensed prescriber and an authorization is signed by the student's parent or guardian. (Refer to administrative policy JHCD-A.)
2. Administration of medication by school personnel must be done according to the written order of a licensed prescriber and the written authorization of a parent or guardian. Authorization forms for administration of medication are available at the Principals' Office or Health Office of each school. New request forms must be submitted on an annual basis or whenever there is a change in medication, dosage, or frequency of medication.
3. Prescription medication must be brought to school in a container with a label prepared by a pharmacist. Medication that may be purchased without a prescription must be brought to school in the original container labeled with the student's name and dosage.
4. The principal in each building shall direct the licensed school nurse to ensure that the procedural safeguards and records contained in this policy and required by law are followed prior to administration of any drugs or medicine. Unless the licensed prescriber authorizes otherwise, injected medications will be given by the licensed school nurse. The exception would be an emergency such as severe allergic reaction (e.g. bee sting) during which other trained school personnel may give the medication.
5. When the student can demonstrate proper administration of the medication and if the student, his/her parent/guardian, physician and licensed school nurse, agree it is appropriate for the student to self-administer the medication, the student will be allowed to carry and self-administer the medication. Prior to any self-medication program, the student needs to be knowledgeable about his/her specific health condition and the medications used to manage his/her condition. Questions regarding any student observed by school personnel self-administering medication should be referred to the school nurse.

POLICY JHCD

6. The administration of medication to pupils on field trips, and during extracurricular activities shall be done as follows:
  - If the student is to self-administer medication, the same procedure shall be in effect as for the regular school day.
  - Any medication to be administered to a pupil while on a field trip or during extracurricular activities will be kept in the possession of an adult assigned to administer the medication and accompanying a student on the trip.
  - All medication must be clearly marked with the student's name, the medication name, and directions as to the dosage, time and method of administration.
7. For each student whose health condition requires a prescribed emergency medication, a written Individualized Health Plan will be formulated by the parent, student, teacher and licensed school nurse. The plan shall include the written order of the student's physician and should identify which trained school personnel can give emergency medication to the student.
8. Special health treatments such as catheterization, tracheostomy suctioning, and gastrostomy feeding do not constitute administration of drugs or medicine. Such treatments are delegated medical functions. The treatments require a physician's written order, written parent permission and should be included in the student's Individualized Health Plan.

Reviewed/Revised: 11/23/93

INDEPENDENT SCHOOL DISTRICT #152  
MEDICATION REQUEST

\_\_\_\_\_  
Student's Name (Last, First, M.I.)      /      /      (Birthday)      School      Date

School medications and health care services are administered following these guidelines:

- Parent signed, dated authorization to administer the medication.
- The medication is in the original labeled container as dispensed or the manufacturer's labeled container.
- The medication label contains the student name, name of the medication, directions for use and date.
- Annual renewal of authorization and immediate notification, in writing, of changes.

\_\_\_\_\_  
Medication/Health Care      Dosage      Route      Time at School

\_\_\_\_\_  
Administration Instructions

\_\_\_\_\_  
Diagnosis

\_\_\_\_ Student is knowledgeable about this medication and its administration and may self-administer medication.      \_\_\_\_\_  
Discontinue/Re-evaluate/Follow-up Date

\_\_\_\_\_  
Licensed Prescriber Signature      Date

\_\_\_\_\_  
Licensed Prescriber's Address      Emergency Phone

----- PARENT PORTION BELOW -----

I request the above student be given the medication at school and school activities by qualified staff, according to the prescription or nonprescription instructions and a record maintained. The student has experienced no serious previous side effects from the medication. I further agree that school personnel may contact the prescriber as needed and that medication information may be shared with school personnel who need to know. I agree to provide safe delivery of medication to and from school and pick up remaining medication or it will be properly destroyed. All students are responsible to go to the health office for medication unless self-medication is recommended.

\_\_\_\_\_  
Parent/Guardian Signature      Date

\_\_\_\_\_  
Address      Home Phone

\_\_\_\_\_  
Additional Information      Business Phone

MEMO #: S-98-120

TO: School Board

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

RE: Approval of Policy

DATE: December 2, 1997

Attached please find the policy, Do Not Resuscitate/Do Not Intubate Orders (JHCF), as presented.

Suggested Resolution: Move to approve the policy, Do Not Resuscitate/Do Not Intubate Orders (JHCF), as presented.

*cbf*  
Attachment



POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JHCF DATE ADOPTED: 1/11/94 REVIEWED/REVISED:
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(DRAFT 11/17/97)

DO NOT RESUSCITATE/DO NOT INTUBATE ORDERS (DNR/DNI)

Education is the primary mission of ISD 152 and ISD 152 has a responsibility to promote a healthful school environment for students. The parent/guardian has the primary responsibility for the maintenance of his/her child's health and medical care.

ISD 152 recognizes that because of the complexity and severity of the medical conditions of some students, their parent/guardian may request school staff to withhold emergency care from the student in the event of a life-threatening situation.

ISD 152 staff will not accept or honor DNR/DNI orders. DNR/DNI orders shall not be incorporated into a student's individual education plan.

ISD 152 staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities. Reasonable emergency care will not be withheld.

The parent/guardian will be notified of the emergency as soon as possible.

Parents/guardians who request that emergency care be withheld for their child or who present DNR/DNI orders shall be advised of the above-stated policy.

Reviewed/Revised: 1/11/94

MEMO #: S-98-121

TO: School Board

FROM: Dr. Bruce R. Anderson, Supt. *BRH*

RE: Approval of Policy

DATE: December 2, 1997

Attached please find the policy, Communicable Disease Control (JHCC), as presented.

Suggested Resolution: Move to approve the policy, Communicable Disease Control (JHCC), as presented.

*cbf*  
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JHCC DATE ADOPTED: 4/22/88 REVISED: 1/11/94
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(DRAFT 11/17/97)

COMMUNICABLE DISEASE CONTROL

The Moorhead Public School District will work cooperatively with the Clay County Health Department to enforce and adhere to Minnesota Statutes Chapter 123.70 for prevention, control and containment of communicable diseases in schools.

A. Pre-K special needs and K-12 students are expected to be in compliance with one of the following:

- a) completely immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella; and haemophilus influenza type b.
- b) immunized against measles, mumps and rubella, and has begun but not yet completed a schedule of immunizations against diphtheria, tetanus, pertussis and/or polio;
- c) legally exempt from one or more of the required immunizations.

A student who has begun but not yet completed the primary series of immunizations will be excluded from attendance according to the schedule of exclusion dates (See Appendix A, Schedule of Exclusion Dates). The building administrator shall exclude students from school attendance who are not in compliance with immunizations required by M.S. 123.70. School personnel will cooperate in completing and coordinating all immunization dates, waivers, and exclusions including reports to provide for preventable communicable disease control.

B. The superintendent has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population as outlined by the American Public Health Association and the American Academy of Pediatrics. Such a student or staff member shall be excluded unless their physician approves school attendance or the condition is no longer considered contagious. A procedure for minimizing interruptions to learning from communicable or chronic infectious diseases will be established by the school nurse in consultation with school administrators, and community public and private health care providers. All reportable communicable diseases (7 MCAR 1.316) will be reported to the Clay County Health Department.

C. Upon receiving notification of a student with a serious chronic communicable disease, the parent/guardian will be contacted by the Superintendent, district nurse, and/or school principal to discuss the situation and determine facts. Written consent to communicate with the treating physician will be secured from the parent/guardian. Significant medical facts concerning diagnosis of the disease and possible transmission issues will be requested from the treating physician.

## Policy JHCC

When appropriate, an advisory committee will be convened with the assistance of the Minnesota Commissioner of Health. The advisory committee might include the State epidemiologist, a Minnesota Department of Education representative, a pediatrician or physician with expertise in infectious diseases, the student's personal physician, the superintendent of schools or designee, and the school district nurse. This committee would review the case and provide recommendations for the student.

Each student with HIV infection is considered handicapped according to Section 504 of the federal Vocational Rehabilitation Act. The need for the development of an Individual Education Plan (IEP) shall be determined according to policies governing eligibility for special education services. If an Individual Health Plan (IHP) is developed which relates to the educational objectives of the IEP, the IHP is to be included in the IEP.

- D. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not required as a condition for school entry or for employment or continued employment.
- E. Universal precautions for handling all blood and body fluids according to Centers for Disease Control (CDC) guidelines will be carefully implemented and adequate sanitation facilities will be available for handling blood and body fluids within the school setting or school buses. See policy JHCC-A.

In-service training on blood-borne pathogens will be provided to all personnel, drawing on district, community and public health resources. Information will include local district policies, infectious agents, transmission of diseases, universal precautions, prevention, risk reduction and community resources for information and referral. Periodic updates will be provided through in-service or memoranda.

- F. The district protects the privacy rights of staff and learners of all ages pursuant to M.S. 13.32 and M.S. 13.43. Therefore, knowledge that a specific staff or student is infected with a communicable disease that is known not to be spread by casual contact will be shared only with the permission of the employee, parent/guardian, or student if over 18 years old.

In accordance with federal and state data privacy requirements, educators will be notified about students with chronic infectious diseases only as it is necessary to provide an appropriate education for students.

- G. Student services will be readily available so that staff and students can receive specific information regarding HIV infection, counseling and assistance in locating and using health services and social services.

Policy JHCC

H. Sexual Health and Responsibility as prescribed by M.S. 121.203:

1. Early Childhood and Elementary

Students in early childhood, primary and intermediate grades will receive instruction in sexual health and responsibility including age-appropriate information about anatomy and physiology; rights and responsibilities of individuals to make personal choices in behavior and relationships; and information about sexually transmitted diseases, including HIV infection, in answer to questions and concerns.

2. High School and Adult Learners

Junior high, senior high and adult learners will receive instruction in sexual health and responsibility including information on anatomy and physiology; rights and responsibilities of individuals to make personal choices in behavior and relationships, respect for the choices of individuals; and specific information about sexually transmitted diseases, including AIDS, and including prevention, risk reduction and access to community resources. Programs will be planned and implemented in coordination with community resources.

3. Chemical Health and Responsibility

Learners of all ages will have specific instruction about the risks of chronic infectious diseases such as HIV infection and Hepatitis-B incorporated into the chemical health and responsibility curriculum. Also, the effects of chemical use on decisions and behavior related to the risk of HIV transmission will be addressed.

4. Equity Education

Learners of all ages will review concepts of the rights of individuals, including data privacy rights, tolerance of differences in lifestyle, and how fear and lack of information can lead to prejudice or other forms of minimizing the rights of individuals. AIDS and other chronic infectious diseases will be included.

I. School/Community Relations

Community Network. The District's Planning/ Evaluation and Reporting (PER) Instruction and Curriculum Advisory (ICAC) Committee is established to review the district's AIDS related curriculum and policy on a regular basis.

Relationship to Other Education Agencies. Cooperation and coordination among other districts and Service Cooperatives will be encouraged when designing and implementing and AIDS prevention and risk reduction program.

Reviewed/Revised: 5/90  
1/11/94

SCHEDULE OF EXCLUSION DATES MAKING IT POSSIBLE TO ACHIEVE  
COMPLETE PRIMARY IMMUNIZATION WITHIN 18 MONTHS OF ENROLLMENT

FOR STUDENTS 6 YEARS OF AGE AND YOUNGER NOT COMPLETE FOR DIPHTHERIA/  
TETANUS/PERTUSSIS (DTP)

Number of Doses Recorded at Time of Enrollment	Maximum Time Interval Allowable Before Student Must be Excluded		
	Dose #2	Dose #3	Dose #4
One	5 mos after Dose #1	6 mos after Dose #1 but no sooner than 4 wks after Dose #2	18 mos after Dose #1 but no sooner than 12 mos after Dose #3
Two	N/A	6 mos after Dose #2	18 mos after Dose #2 but no sooner than 12 mos after Dose #3
Three	N/A	N/A	18 mos after Dose #3

For students 4 years of age and younger proof of appropriate immunization against haemophilus influenza type b. will need to be provided.

FOR STUDENTS 6 YEARS OF AGE AND YOUNGER NOT COMPLETE FOR POLIO

One	12 mos after Dose #1	18 mos after Dose #1 but no sooner than 6 mos after Dose #2	N/A
Two	N/A	18 mos after Dose #2	N/A

FOR STUDENTS 7 YEARS OF AGE AND OLDER NOT COMPLETE FOR TETANUS/DIPHTHERIA  
(Td) and/or Polio

One	12 mos after Dose #1	18 mos after Dose #1 but no sooner than 6 mos after Dose #2	N/A
Two	N/A	18 mos after Dose #2	N/A

A Second Mumps/Measles/Rubella (MMR) is Required Upon Enrollment As  
Follows:

1993/94 + 7YH/ 8YH and 12YH graders////////Dose #1 must be  
1994/95 + 7YH/ 8YH/ 9YH/ and 12YH graders////////after 1 yr/ old/  
1995/96 + 7YH/ 8YH/ 9YH/ 10YH and 12YH graders/Dose #2 no sooner  
//// 1996 + + ALL students 7YH to 12YH graders////////than 1 mo/ after  
////////Dose #1/



Policy JHCC

A TOTAL OF TWO (2) DOSES OF MEASLES, MUMPS, RUBELLA (MMR) IS REQUIRED OF ALL STUDENTS IN GRADES 7-12.

<u>TETANUS/DIPHThERIA (Td) REQUIREMENTS:</u>	<u>1997-98 - All students grs. 7, 8 &amp;</u>
	<u>12 must have had Td at or after</u>
	<u>age 11.</u>
	<u>1998-99 - All students grs. 7-12.</u>

~~For~~ Students born after 1956 and at least 20 years of age will be excluded after 30 days unless they have had one Tetanus/Diphtheria (Td) within 10 years and one MMR immunity up to 10 years.

MEMO #: S-98-122

TO: School Board

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

RE: Approval of Policy

DATE: December 2, 1997

Attached please find the policy, Special Education Policies and Procedures (IGB), as presented.

Suggested Resolution: Move to approve the policy, Special Education Policies and Procedures (IGB), as presented.

*cbf*  
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: IGB DATE ADOPTED: 1/11/94 REVIEWED/REVISED:
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(DRAFT 11/17/97)

SPECIAL EDUCATION POLICIES AND PROCEDURES

~~It shall be the policy of~~ Moorhead Independent School District No. 152 WILL adhere to the state and federal policies and procedures as outlined in the Total Special Education Systems (TSES) Policies and Procedures Manual, ~~dated July 1992~~ April 1996, and including future amendments thereof.

Copies of the TSES: Policies and Procedures Manual are available in the building principal offices, media center offices, Special Education director's office, and the Office of Instruction.

Reviewed/Revised: 1/11/94