



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

MAY 11, 1998

5:45 p.m. - Graduation Standards Work Session

7:00 p.m. - Regular Meeting

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

ATTENDANCE:

Jim Cummings	James Hewitt
Stacey Foss	Carol A. Ladwig
Mark Gustafson	Kristine Thompson
Anton B. Hastad	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 High School Knowledge Bowl team which placed 9th in the state tournament. Team members are Josh Axtman, Jeff Gustafson, Jill Galles, Chris Hewitt, and Aaron Knorr.

*** We are proud of the following Moorhead Junior High students for their outstanding achievement in the Midwest Talent Search conducted by Northwestern University: Alicia Strnad-highest SAT combined score; Sam Boggs-highest SAT verbal score; Steve Tranby-highest SAT math score; Matthew Bresee-top seventh grade score on each area of the SAT; Kyle Nylander-highest ACT composite score; Craig Powers-top seventh grade ACT composite score; Emily Slagle-highest percentile growth on ACT; and, Chris Astrup-highest percentile growth on the SAT. Bresee has been invited to the MTS Awards Ceremony to be recognized for his outstanding SAT performance.

*** We are proud of the Junior High Knowledge Master team for winning the Middle School Division of the Spring Knowledge Master Open. Moorhead placed 10th out of 1153 participating middle schools worldwide. Team members are Krister Anderson, Sam Boggs, Jeff Broten, Kris Dahl, Aaron Galles, Seth Harris, Will Hewitt, Maren Hulden, Matt Kaul, Lily Langerud, Sam Lenius, Ericka Markey, Jason Miller, Brent Olson, Craig Powers, Lee Richards, Jack Rousseau, Kit Smemo, Alicia Strnad, Bethany Weir, and Nate Wright.

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

5-M9-805
Min
May 11, 98

2. *CONSENT AGENDA

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

A. INSTRUCTIONAL MATTERS - Jernberg

- (1) Acceptance of Grant - Pages 7-12

B. BUSINESS AFFAIRS - Lacher

- (1) Approval of 1998-99 Bid Dates - Page 13

C. PERSONNEL MATTERS - Skinkle

- (1) Approval of New Employees - Page 14
- (2) Acceptance of Resignations - Page 15
- (3) Approval of Retirement - Page 16
- (4) Approval of Change in Contract - Page 17

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Acceptance of Community Education Grants - Page 18
- (2) Approval of April 13 & 27, 1998 Minutes
- Pages 19-27
- (3) Approval of May Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. SCHOOL BOARD/STAFF 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 invited staff representatives on a wide variety of programs and issues.)

Midwest Talent Search - Jernberg
Pages 28-32

Overview of the test results from the Midwest Talent Search sponsored by Northwestern University.

5. AREA LEARNING CENTER: Jernberg
Pages 33-37

Suggested Resolution: Move to approve the submission of the Area Learning Center program application as submitted.

Moved by _____ : Seconded by _____
Comments _____

6. RESOLUTION NON-RENEWAL OF PROBATIONARY TEACHERS: Skinkle
Pages 38-38.5

Suggested Resolution: Move to approve the resolution directing the administration to effect termination and non-renewal of the position of the probationary teachers as listed.

Moved by _____ Seconded by _____
Comments _____

7. POST SECONDARY EDUCATION OPTIONS PARTNERSHIP: Anderson
Page 39

Suggested Resolution: Move to approve the Post Secondary Education Options (PSEO) partnership with Moorhead State University, subject to final approval by Moorhead State University.

Moved by _____ Seconded by _____
Comments _____

8. BID AWARD-PLAYGROUND EQUIPMENT: Lacher
Pages 40-41

Suggested Resolution: Move to award the bid to Minko Construction, in the amount of \$87,080.00, for Washington School.

Moved by _____ Seconded by _____
Comments _____

9. SABBATICAL LEAVE REQUESTS: Skinkle
Page 42

Suggested Resolution: Move to approve the sabbatical leave as presented.

Moved by _____ Seconded by _____
Comments _____

10. PAY EQUITY IMPLEMENTATION REPORT: Skinkle
Pages 43-47

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

Moved by _____ Seconded by _____
Comments _____

11. POLICY APPROVAL: Anderson
Pages 48-71

Suggested Resolution: Move to approve the policy, Drug and Alcohol Testing (GBEC), as presented.

Moved by _____ Seconded by _____
Comments _____

12. POLICY APPROVAL: Anderson
Pages 72-80

Suggested Resolution: Move to approve the policy, Community Relations-Use of School Facilities (KG), as presented.

Moved by _____ Seconded by _____
Comments _____

13. POLICY APPROVAL: Anderson
Pages 81-84

Suggested Resolution: Move to approve the policy, Transportation Eligibility Guidelines (EEA), as presented.

Moved by _____ Seconded by _____
Comments _____

14. POLICY APPROVAL: Anderson
Pages 85-86

Suggested Resolution: Move to approve the policy, Sale, Disposal and Recycling of Books, Equipment and Supplies (DN), as presented.

Moved by _____ Seconded by _____
Comments _____

15. POLICY APPROVAL: Anderson
Pages 87-89

Suggested Resolution: Move to approve the policy, Use of All school Equipment and Materials for Instructional Purposes Off School Premises (EDCA), as presented.

Moved by _____ Seconded by _____
Comments _____

16. POLICY APPROVAL: Anderson
Pages 90-91

Suggested Resolution: Move to approve the policy, School/Community Relations (KB), as presented.

Moved by _____ Seconded by _____
Comments _____

17. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

18. 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 _____

19. OPEN PUBLIC MEETING: Ladwig

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

Moved by _____ Seconded by _____
Comments _____

20. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
MEA Banquet	May 14	6:00 p.m.	Concordia
Academic Awards	May 17	2:30 p.m.	Senior High
School Board	May 26 (Tues.)	7:00 p.m.	Townsite
Baccalaureate	May 27	7:00 p.m.	Senior High
Last Day Students/Staff	June 3/4		
Graduation	June 7	2:00 p.m.	Fargo Civic
School Board	June 8	7:00 p.m.	Townsite
ESY - Spec. Ed.	6/16-7/30 T,W,Th	8-10 a.m. 10:15-12:15 8-12:15	Washington MSH MJH & Asp
Jr. High Summer School (7, 8, 9)	6/8-7/6 M-F	7:30-9:55 10:05-12:30	MJH
Summer Orchestra	8/17-21	9-3	MSH
Summer Band	6/5-7/2	7:30-1:30	Asp
Beginnings (ECFE)	6/15-7/2	9:30-12	Lincoln
Summer Safari	6/15-19 6/22-26	8:45-12 8:45-12	Asp MJH
Summer Safari Computer Class	6/15-19	8:45-10:15	MSH
Title I (Grs. 3-6)	6/8-7/9 M-Th	8-12	Asp
Summer Migrant School	6/12-7/31	8-4	Probstfield
Reading Recovery/ Early Literacy (Gr. 1)	6/8-7/2	8-12	Edison
Jump Start (K-2)	August	8-11	Washington
Detention Center/ Shelter Care	6/9-8/21 M-F	8:30-12	Juvenile Center
Outreach	6/15-6/25 7/6-8/21 M-Th	8-12	Sports Ctr.
School Board	June 22	7:00 p.m.	Townsite

MEMO #: I-98-243

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Acceptance of Grant

DATE: May 5, 1998

Attached is a copy of a grant contract from the Minnesota Department of Children, Families and Learning which will provide \$4,810 for training on how assistive technology can aid students in accessing their curriculum across settings.

Suggested Resolution: Move to accept the grant as presented.

RMJ/mdm
Attachment

GRANT CONTRACT

FY 98	Fund 300	Agency E37	Orgn 2418	Appr 451	Rept Catg	UFARS Code 01F421	Vendor Number 004 152 000 00	Amount 4810⁰⁰
Object 5000		REQUISITION		Date 042898	Number 1363		Entered By BB	
		PURCHASE ORDER		Date	Number		Signature	
(Individual signing certifies funds have been encumbered as required by M.S. 16A.15)								

THIS AGREEMENT, which shall be interpreted pursuant to the laws of the State of Minnesota, between the State of Minnesota (STATE) acting through its Minnesota Department of Children, Families and Learning (DEPARTMENT), and Moorhead Public Schools, ISD 152

Address 810 4th Avenue South, Moorhead, MN 56560

MN Tax ID. No. _____ Federal Employer Id. No. _____ (GRANTEE),
witnesseth that:

WHEREAS, the DEPARTMENT is authorized to make a grant for the purpose of:

Provide training on how assistive technology can aid students in
accessing their curriculum across settings. (110-AT-098)

WHEREAS, GRANTEE prepared and submitted according to pertinent guidelines a proposal for a grant for the above described project (PROJECT) and

WHEREAS, GRANTEE represents that it is duly qualified, willing, and prepared to undertake and complete the PROJECT described in its response to the request for proposals which is attached hereto as *ATTACHMENT A* (five copies required).

WHEREAS, the DEPARTMENT and the GRANTEE desire to formally agree upon the performance of the PROJECT described herein;

NOW, THEREFORE, IT IS AGREED by and between the parties as follows:

I. TERMS OF PERFORMANCE. The objectives, scope, and methods of the PROJECT are stated in *ATTACHMENT A* (five copies required), the terms of which are incorporated herein.

II. CONSIDERATION AND TERMS OF PAYMENT. In consideration of all services performed and goods or materials supplied by the GRANTEE pursuant to the Agreement, the STATE shall pay for all actual, allowable costs incurred by the GRANTEE under the terms of this agreement, not to exceed Four Thousand
Eight Hundred Ten and no/100----- dollars (\$ 4,810.00).

The STATE shall make payment as stated in *ATTACHMENT B* (five copies required), which is incorporated herein.

III. LIMITATION ON USE OF FUNDS. The use of these grant monies shall be limited to that portion of *ATTACHMENT A* funded under Clause I of this Agreement, and by any applicable state or federal laws.

IV. AGREEMENT PERIOD. This agreement shall be effective on June 1, 19 98, or upon the date that the final required signature is obtained by the STATE pursuant to M.S. 16B.06, Subd.2, whichever occurs later, and shall remain in effect until June 30, 19 98, or until all obligations set forth in this agreement have been satisfactorily fulfilled, whichever occurs first.

V. STATE'S AUTHORIZED AGENT. The STATE'S authorized agent for the purposes of administration of this Agreement is Marilynn Sorensen/Wayne Erickson.

VI. OTHER PROVISIONS. Other provisions to this Agreement, if any, are:

PROJECT BUDGET SUMMARY

<u>UFAR Code</u>	<u>Categories For Expenditure</u>	<u>\$S Amount</u>
100	SALARIES AND WAGES	\$2800.00
		(3 presentors)
200	EMPLOYEE BENEFITS	
300	PURCHASED SERVICES	
	• Consultant Services	
	• Communication Services	\$ 50.00
	• Personnel Development	
	• Printing and Duplicating	\$ 300.00
	• Workshop/Meeting Expenses	\$ 350.00
366	STAFF TRAVEL	\$ 800.00
400	OFFICE SUPPLIES	\$ 250.00
	INSTRUCTIONAL SUPPLIES	\$ 150.00
	SUBTOTAL	
	INDIRECT COST _____%	
500	CAPITAL EXPENDITURES	
	• Office Equipment (identify)	
	• Instructional Equip. (identify)	\$ 100.00
800	OTHER (identify)	
	TOTAL GRANT AWARD	\$ 4800.00

* Budget amendments are required when making line item budget changes of the following magnitude:

Line items of \$3000 or less - change of 20% or more

Line items greater than \$3000 - change of 10% or more

Accessing the Curriculum Through Assistive Technology: Viewing It and Doing It.

June 18-19, 1998
Moorhead State University
Moorhead, Minnesota

Featured Speaker:
MaryAnn Trower
Edmark Corporation
Seattle, Washington

Kevin Anderson, M.S./B.S./OTR
Moorhead Public Schools
Moorhead, Minnesota

Lowell Buysse, M.S./CCC-SLP
Moorhead Public Schools
Moorhead, Minnesota

Presented by ISD # 152- Moorhead, Minnesota, Lakes Country Service
Cooperative Moorhead State University, Regional Assistive Technology Center

Supported in part by a grant from the Division of Special Education,
Minnesota Department of Children, Families, and Learning

Intended Audiences: The workshop content is designed to be applied to special educators, speech/language pathologists, regular educators, Occupational Therapists, Physical Therapists, parents and paraprofessionals.

Workshop Summary

Participants will gain an understanding of how assistive technology can aid students in accessing their curriculum across settings.

Day One will provide information and application ideas primarily through lecture and demonstration format. **MaryAnn Trower** will demonstrate software with built-in access capabilities. She, along with **Kevin Anderson** and **Lowell Buysse**, will also provide a format of assessing children's access capabilities.

Day Two will offer hands-on training with tools that can be used to apply strategies presented on Day one. These tools will allow computer-based adaptations to access the curriculum. Participants will choose the specific hardware and software they would like to work with in creating access modifications for their students. The following tools will be demonstrated and incorporated: IntelliTools, digital cameras, Speaking Dynamically, Paper Port Scanner, Edmark Software.

Workshop Schedule

Day 1: Thursday, June 18, 1998

MaryAnn Trower, Kevin Anderson, Lowell Buysse

Registration.....	8:00-8:30 a.m.
Presentation.....	8:30-12:00 p.m.
Lunch.....	12:00-1:00 p.m.
Presentation.....	1:00-4:30 p.m.
Application.....	6:30-9:30 p.m.

Day 2: Friday, June 19, 1998

MaryAnn Trower, Kevin Anderson, Lowell Buysse

Presentation.....	8:00-12:00 p.m.
Lunch.....	12:00-1:00 p.m.
Application.....	1:00-4:00 p.m.

- * Coffee and soft drink breaks will be provided for all conference participants.
- * A project is required for all participants who are taking the workshop for credit.

Academic Credit

This workshop has been approved for one semester graduate credit from Moorhead State University. Participants wishing to enroll for academic credit must complete a University registration form on-site Thursday, June 18. The cost of one graduate credit for Minnesota residents is \$44. The University tuition is in addition to the workshop fee of \$30. Participants taking it for credit must attend all workshop sessions and complete a project in conjunction with the computer training.

About the Speaker

MaryAnn Trower currently serves as an Educational Specialist for the Edmark Corporation. Her work has emphasized the development of software having accessibility for special needs students. MaryAnn worked for 18 years in the Seattle School District serving multiply involved students. She also has 14 years experience working in Early Childhood Education as a Speech/Language Pathologist. MaryAnn has presented at various National Conferences, including Closing the Gap and the National Conference on Learning Disabilities.

For more information,
contact Marie Swanson at (218) 236-2288.
Parking permits will be available at on site
registration

MEMO #: B98.283

MAY 5 1998

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER




DATE: MAY 4, 1998

SUBJECT: BIDS FOR 1998.99 SCHOOL YEAR

Permit the Business Office to set bid dates for supplies, equipment and construction contracts for the 1998.99 school year.

Suggested Resolution: Move to approve the Business Office to be able to set bid dates for the purchase of supplies, equipment and construction contracts with the preliminary budgets for the 1998.99 school year.

MEMORANDUM P 98.046

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle 
DATE: May 5, 1998
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:


Danelle Walker - Adult Basic Education Secretary, A12 (0) \$8.28 per hour, 3 hours daily, effective immediately.
(Replace Jan Kaiser)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM

P 98.044

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle 
DATE: May 5, 1998
SUBJECT: Resignation of District Employee.

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

Carole Nelson - Orchestra Teacher, Senior High, effective June 4, 1998.

Leslie Schmidt - French Teacher, Junior and Elementary, effective June 4, 1998.

Kris Vosgerau - Math and Science Teacher, Senior High, effective June 4, 1998.

Joanne Schafer - Spanish Teacher, Senior High, effective June 4, 1998.

Stephanie Walter - Phy. Ed. Teacher and Paraprofessional, Robert Asp, effective June 4, 1998.

Wes Libner - Paraprofessional, MCAP, effective April 22, 1998.

Mark Boche - Paraprofessional, Robert Asp, effective June 5, 1998.

Patti Crandall - Paraprofessional, Junior High, effective June 4, 1998.

Mary Houge - COTA Paraprofessional, Probstfield, effective May 21, 1998.

Suggested Resolution: Move to accept the resignation as presented.

JDS:sdh

MEMORANDUM P 98.045

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: May 5, 1998
SUBJECT: Retirement of District Employee.

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

Russell Hovdestad - Teacher on LTD, effective May 1, 1998.

Suggested Resolution: Move to accept the retirement as presented.

JDS:sdh

MEMORANDUM P 98.048

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: May 5, 1998

SUBJECT: Change in Contract

The administration requests approval of the change in contract for the following person.

Melissa Eidsness - Senior High Mathematics Teacher, 1.00 FTE to .60 FTE.

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

JDS:sdh

MEMORANDUM

TO: Dr. Anderson
FROM: Mary Davies
DATE: May 5, 1998
RE: Service-Learning grants from Cass County Extension Service-Learning program

Cass County Extension has awarded 2 additional Service-Learning grants to the Moorhead schools for the 1997-98 school year.

A grant of \$1,366 was awarded to Mary Colsen at Moorhead Junior High for her students to continue the development of the Johnson Park Nature Trail. A grant of \$674 was awarded to Marsha Johansen for the Red Pod 7th grade students to create a "Junior High Survival Guide" for 6th grade students in our district

SUGGESTED ACTION: Move to accept grants totaling \$2,040 from Cass County Extension for Service-Learning projects at Moorhead Junior High.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 13, 1998
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MEMBERS PRESENT: Stacey Foss, Mark Gustafson, Anton B. Hastad, James Hewitt, Carol A. Ladwig, Kristine Thompson, and Bruce R. Anderson.

MEMBERS ABSENT: Jim Cummings.

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 Hewitt, to approve the agenda as presented. Motion carried 6-0.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: Ladwig stated she will send a letter of support and encouragement to the Minnesota School Boards Association on behalf of the board.

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

Donations - Accept the gift of \$1,300 from the Riverside PTAC to purchase a laminator for building use; accept the gift of a metal newspaper display stand from the Forum Publishing Company, valued at \$45 for the Junior High Media Center; accept the gift of \$45 from the J.C. Penney Company, Inc. and \$5 from Dennis Schock to purchase instructional supplies at Probstfield; and, accept two Ablenet switches, one Ablenet control unit and one tricycle from Gayle Knecht, estimated total value of \$500, for use by special education students in the district.

Reallocation of Title I Funds - Approve the receipt and utilization of Title I carry-over funds, Revenues and Expenditures of \$94,448, and revise the General Fund final budget as such.

Townsite Rental - Approve the six-month lease to the Minnesota Council of Churches, in the amount of \$1,956.00, for May 1, 1998 through October 31, 1998.

Change Order #1, Probstfield - Approve Change Order #1 for the Probstfield School lighting retrofit, in the amount of \$1,177.00, as presented.

New Employee

Robin Johnson - AOM Paraprofessional, Probstfield, B21 (0) \$8.85 per hour, 3.5 hours daily, effective immediately.

REGULAR MEETING
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INDEPENDENT SCHOOL DISTRICT #152
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Resignation

Colette Haskins - Switchboard Operator, Senior High, effective April 17, 1998.

Retirement

Marlene Fagerland - MMMI Paraprofessional, Junior High, effective April 30, 1998.

Leave of Absence

Karen Grubb - LD Teacher, Washington, for the 1998-99 school year.

Gail Fisk - Currently on Leave of Absence, extension for the 1998-99 school year.

Family/Medical Leave

Paula Falk - EBD Teacher, Probstfield, to begin about May 26, 1998 for the remainder of the 1997-98 school year.

Audrey Shafer-Erickson - Social Studies Teacher, Senior High, to begin about May 11, 1998 for the remainder of the 1997-98 school year.

Summer School Administration - Accept the resignation of present program director Deb DeMinck and appoint Steve Morben as the new program director with a salary of \$2,927.00.

Approval of Minutes: Approve the minutes of March 9 & 23, 1998, as presented.

Claims - Approve the April claims, subject to audit, in the amount of \$1,174,962.59.

General Fund:	\$566,933.16
Food Service:	68,398.32
Transportation:	161,685.48
Community Service:	35,930.27
Capital Expenditure:	329,143.34
Townsite Centre:	<u>12,872.02</u>
TOTAL	\$1,174,962.59

Motion carried 6-0.

COMMITTEE REPORTS: There were no committee reports given.

1998-2003 FIVE YEAR EDUCATIONAL PLAN: STUDENT LEARNING

ACHIEVEMENT: Priority-Curriculum, Graduation Standards:

Gustafson moved, seconded by Thompson, to approve the Junior High curriculum realignment to meet graduation standards as presented, and instruct the Junior High principal and/or staff to present the curriculum as revised to the Instruction and Curriculum Advisory Committee in the fall of 1998 with copies being transmitted to the School Board.

REGULAR MEETING
BOARD OF EDUCATION
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TOWNSITE CENTRE
APRIL 13, 1998
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Ladwig moved, seconded by Hewitt, to amend the motion to add "prior to the first board meeting in August" regarding when the school board will receive copies of the curriculum. Motion carried 6-0.

The original motion carried 6-0 as amended.

CHANGE SECOND MEETING DATE IN MAY: Foss moved, seconded by Hastad, to change the second board meeting in May to Tuesday, May 26, 1998. Motion carried 6-0.

RESOLUTION DISCONTINUING/REDUCING PROGRAMS AND POSITIONS:
Gustafson moved, seconded by Hewitt, to approve the resolution to discontinue and reduce the following educational program and positions: Secondary - .356 English; .286 Math; .500 Social Studies; .216 German; .286 Science; and, .070 Spanish. Motion carried 6-0.

APPROVAL OF POLICY: Discussion was held relating to the Curriculum Selection and Review, Alternative Instruction and Instructional Resource Reevaluation (IIAC) regarding requiring parental consent forms when an exception request is granted to use a movie or video in a classroom. Also, it was suggested that "audio recordings" be included in the policy.

Action on the policy was postponed until the next meeting.

APPROVAL OF POLICY: A suggestion was made to change the wording in items 6 and 9 from "proposed disciplinary" (action) to "appropriate" (action) in the Employee Assistance (GBEB) policy.

Hastad moved, seconded by Gustafson, to approve the policy, Employee Assistance (GBEB), as amended. Motion carried 6-0.

APPROVAL OF POLICY: Discussion was held relating to the Child Abuse (JHG) whether or not to include school board members, volunteers and others within the list of mandatory reporters. Training of mandatory reporters was requested also. Legal counsel will be consulted regarding inclusion in the policy of the specified individuals.

Gustafson moved, seconded by Foss, to approve the policy, Child Abuse (JHG), as presented. Motion carried 6-0.

NEGOTIATIONS STATUS REPORT: Skinkle presented an overview of contract negotiations in progress and an update of contracts due to expire in June.

Negotiations have recently begun for the Food Service bargaining unit, which was delayed at the unit's request. Their contract expired June 30, 1997.

REGULAR MEETING
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Requests to begin negotiations have been received from the Principals' Association, and the Minnesota School Employees Association (MSEA) representing custodians, secretaries and paraprofessionals. These contracts expire June 30, 1998.

Negotiations will also be conducted for the Supervisors' and Confidential Secretaries' associations and the bus drivers. Requests to negotiate by these units have not been received. The contracts expire June 30, 1998.

The Administrators' Association contract has yet to be finalized. Their contract expired June 30, 1997.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Ladwig announced Hewitt and Hastad will be attending the Advanced Board Academy in Duluth.

The meeting recessed at 7:55 p.m.; it reconvened at 8:07 p.m.

CLOSE PUBLIC MEETING: Hastad moved, seconded by Gustafson, to close public meeting at 8:08 p.m. pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies. Motion carried 6-0.

OPEN PUBLIC MEETING: Hastad moved, seconded by Thompson, to reopen the public meeting at 8:28 p.m. Motion carried 6-0.

ADJOURNMENT: Hearing no objections the meeting adjourned at 8:29 p.m.

Mark Gustafson, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 27, 1998
PAGE 1

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

MEMBERS ABSENT: Anton B. Hastad, Kristine Thompson.

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: Cummings moved, seconded by Hewitt, to approve the agenda as presented. Motion carried 5-0.

"WE ARE PROUD"

***We are proud of the following Odyssey of the Mind teams who placed first in their divisions at the regional tournament making them eligible to compete in the state tournament.

Probstfield Team "Pageant Wagon" (Div. I)
Members: Lindsay Biller, Tory Boyd, Dana Erickson, Karl Kratzke, Katie Larson, Kendra Larson, Erica Schierholz, and coaches Susan Kratzke and Mary Boyd.

MSH Team "Morph ^{Magic} Music" (Div. III)
Members: Brad Meixner, Erik Thompson, Dominique Karlsson, Michal Sieben, Summer Schwartz, Karen Galles, Aaron Weir, and coach Gay Galles. (This team also won the Ranatra Fusca award presented to teams demonstrating exceptional creativity.)

Robert Asp Team "Marvelous Mentor" (Div. I)
Members: Alex Stalboerger, Anna Frost, Emma Davis, Klara Kludt, Sarah Utech, Ingrid Anderson, Heather Maier, and coaches Sandra Anderson and Susn Utech.

MJH Team "Create and Animate" (Div. II)
Members: Kristi Haugstad, Carrie Fogel, Jeff Broten, Kit Smemo, Aaron Galles, Paul Anderson, Rob Martin, and coach Debra Fogel.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS

Ladwig addressed the audience acknowledging that they were present to speak to an item not on this agenda. Therefore, she would conduct this portion of the meeting like a public hearing, giving each person who would like to speak three minutes to do so. Ladwig stated that the Board would not answer questions or discussion the issue at this meeting.

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Kalan Malchow, 518 32nd Avenue South, addressed the Board stating he was the declared "the voice of the students" and is supporting a fellow colleague. He requested the Board change its intention of placing teacher Sandy Koski on unrequested leave of absence. Further, he stated it is the Board's duty to students to provide the best teachers available. He encouraged the Board to do the right thing and correct the action taken thus far.

Marshall Johnson, 3705 4th Street South, had requested if the students were addressed by administration during their demonstration, and whether or not disciplinary action is going to be taken against all students and if so, that there are no ill effects for students.

Valerie Kvamme, 1118 South 9th Street, stated she would like to see consequences for the student protestors, that they should be in class and that administrators should be consistent with their statements on discipline.

Betty Charlton, 3325 Village Green Drive, stated the student protest was for a good cause in that the students do not want to lose a good teacher. She does not think students should be disciplined for their actions.

Annie Ingberg, 509 6th Street South, stated the students would not lose respect for the Board if the teacher's contract were to be renewed but actually respect the Board more for listening to the students. Also, the students would not feel like they "won" and could protest for any reason in the future. This item is very important to the students.

Superintendent Anderson addressed the audience. He thanked the students and Mr. Malchow for coming, and for responding with care and respect for others and the Board. Anderson reviewed the entire process used for placing probationary teachers on unrequested leave of absence. He stated a principal's job is to assess their probationary staff and that nobody is happy when the decisions to place staff on unrequested leave are made. Anderson said this is one of the most important decisions administrators must make, and that it is one way of ensuring that Moorhead has the high quality teaching staff that it does. He went on to explain that Moorhead is different than many school districts in the state in that they begin working with probationary teachers early on through evaluations to address needs that must be met. Not all districts do this. Anderson stated this is a sign of respect for the staff, and to work constructively and as directly as can be to help staff meet needs and expectations.

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Ladwig reiterated that this item is not on the agenda and she appreciated everyone expressing their concerns. She requested if there were any other different comments anyone would like to make.

Kate McHone, 3303 Village Green Drive, addressed the Board stating she liked the teacher and wanted her to remain at Moorhead High. McHone questioned how the decision is made to release teachers and how tenure affects the decisions.

Lisa Mjones, 819 16th Street North, stated that after having problems with other teachers, Ms. Koski was the only teacher that cared about her and she does not want her to be released. Mjones stated there are many tenured teachers that still do not know how to teach but are able to keep their jobs.

The meeting recessed at 7:33 p.m.; it reconvened at 7:40 p.m.

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

Gift - Accept the gift of \$432.85 from the Big G BoxTops for Education Program, to purchase library books at Probstfield.

Grant Submissions - Authorize submission of the grants, Education for Homeless and Children Youth Project, and Prevention and Intervention Delinquent Grant, as presented.

Change Order #2-Computer Cabling - Approve Change Order #2 for computer cabling, in the amount of \$4,224.50.

Resignation

Tanis Wichmann - Secretary, Indian Education, effective April 30, 1998.

Leave of Absence

David Traaseth - Grade 4 Teacher, Riverside, for school year 1998-99.

Family/Medical Leaves

Becky Anderson - Grade 2 Teacher, Riverside, beginning on August 26, 1998 through September 20, 1998.

Renee Kerzman - Grade 5 Teacher, Robert Asp, to begin about September 10, 1998 for six months.

Bradley Stroup - Social Studies Teacher, High School, to begin on Monday, April 20, 1998 for a six month medical leave of absence which will include a 12-week Family Medical Leave (under FMLA).

Susan Husel - In School Suspension, High School, to begin April 30, 1998 and continue for approximately 8 weeks.

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Community Education Grant Submissions - Authorize the submission of the Adult Basic Education and the Even Start program grants, as presented.

Motion carried 5-0.

COMMITTEE REPORTS: Committee reports were given for the Policy Review Committee, Clay County Joint Powers Collaborative Board, Foreign Language Immersion Task Force, Instruction Curriculum Advisory Council, District Student/Staff Assistance Steering Committee, and the Superintendent's Advisory Council meetings.

Hewitt stated he, along with Mr. Hastad, attended the MSBA Advanced Academic Academy in Duluth. Information is being routed between board members.

DIRECTOR OF TECHNOLOGY POSITION: Superintendent Anderson reviewed the process used to search for the Director of Technology position and introduced Mr. Dan Markert as the person recommended for the position.

Hewitt moved, seconded by Cummings, to approve the employment of Mr. Dan Markert as the Director of Technology at D63-Step 5 for 1997-98 and D63-Step 5 for 1998-99, in accordance with the Supervisor's Master Agreement. It is further moved that Mr. Markert will work the equivalent of seven days between April 27 and June 15, 1998 at the 1997-98 daily rate of pay, and will assume full-time responsibility on June 15, 1998. Motion carried 5-0.

POLICY APPROVAL: Hewitt stated he thought the policy is more procedural and should be an administrative policy. He also has concerns that it repeats the District's copyright policy.

Gustafson said he had hoped the policy would be more active instead of passive in the area of age appropriateness of movies and videos in the classroom. He also requested the Board be kept updated on the number of exceptions being granted.

Ladwig suggested adding a reference line to the end of the policy referencing the District's copyright policy. She also stated it is important that staff become aware of this policy change and requested administration take care of this point at the staff workshops in the fall prior to school starting.

Anderson suggested this amended policy become effective for the 1998-99 school year to all time for review with the staff.

Foss moved, seconded by Gustafson, to approve the policy, Curriculum Content Selection and Review, Alternative Instruction, and Instructional Resource Reevaluation (IIAC), as presented, effective for the 1998-99 school year. Motion carried 4-1; Hewitt dissenting.

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

Drug and Alcohol Testing (GBEC) - Anderson explained that Attachment H will include a matrix detailing the safety-sensitive positions within the school district.

Community Relations-Use of School Facilities (KG) - Hewitt suggested the first page be board policy and the remaining pages become administrative policy.

Transportation Eligibility Guidelines (EEA) - Hewitt questioned how it is determined what sections of the district are designated as morning and afternoon kindergarten. This will be clarified with the Board.

Sale, Disposal and Recycling of Books Equipment and Supplies (DN) - Additions to this policy deal with sales to employees.

Use of All School Equipment and Materials for Instructional Purposes Off School Premises (EDCA); and, School/Community Relations (KB) - Hewitt commented that he appreciated the positive beginning statement of this policy.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Ladwig confirmed the resolution placing probationary teachers on unrequested leave of absence will be on the May 26 meeting agenda.

The meeting recessed at 8:35 p.m.; it reconvened at 8:41 p.m.

CLOSE PUBLIC MEETING: Gustafson moved, seconded by Cummings, to close the public meeting at 8:42 p.m. pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies. Motion carried 5-0.

OPEN PUBLIC MEETING: Cummings moved, seconded by Foss, to reopen the public meeting at 9:36 p.m. Motion carried 5-0.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:37 p.m.

Mark Gustafson, Clerk

MEMO #: I-98-240
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Midwest Talent Search
DATE: May 4, 1998

Attached is information regarding the Midwest Talent Search which is conducted by the Center for Talent Development of Northwestern University.

Students from Moorhead Junior High School have been involved in this program for the past four years. Students take either the SAT or the ACT college entrance tests usually designed to measure academic potential of college-bound 11th and 12th graders. Participation is limited to those students in the upper fifth percentile of a national normed achievement test such as the Iowa Test of Basic Skills which we utilize.

Lois Brown, Coordinator of Gifted/Talented at Moorhead Junior High School and Bob Jernberg, Assistant Superintendent for Curriculum, Instruction and Planning will review information and the program with the Board.

RMJ/mdm
Attachments

Moorhead Students Participate in Midwest Talent Search

This year the Center for Talent Development of Northwestern University conducted its seventeenth annual search for junior high school students who are academically talented. Fifty-six seventh and eighth grade students from Moorhead participated in this search. These students qualified for the Northwestern program by attaining outstanding academic achievement in the math and/or verbal areas of the Iowa Tests of Basic Skills. They then took either the College Board's Scholastic Assessment Test (SAT 1) or the American College Testing Program's ACT Assessment, tests usually taken by high school juniors and seniors. The purpose of the out-of-level testing is to provide more information about students' abilities. Parents and students can use this information to improve their future academic and career planning. High scoring students have the opportunity to participate in a wide variety of challenging summer programs offered at Northwestern University and other colleges and universities around the country. Talent Search participants received certificates of recognition at a special ceremony held at Moorhead Junior High School on April 30.

The Center for Talent Development serves eight states in the Midwest: Illinois, Indiana, Michigan, Minnesota, North Dakota, Ohio, South Dakota, and Wisconsin. Over 20,000 students participate in the talent search on an annual basis. The students who participated this year from Moorhead Junior High are: Chelsea Allen, Paul Anderson, Christopher Astrup, Alycia Bergeson, Samuel Boggs, Matthew Bresee, Holly Burd, Ian Carr, Travis Coats, Kristopher Dahl, Kate Dahl, Matthew Duval, Benjamin Ehrichs, David Erickson, Jason Espeseth, Samantha Fischer, Joshua Frider, Seth Harris, William Hewitt, Kayla Hoots, Evan Hughes, Maren Hulden, Elizabeth Hunstad, Stephanie Johnson, Matthew Kaul, Brian Klinnert, Erin Ladwig, Christine Larson, Erin Leegard, Samuel Lenius, Michael Link, Robert Martin, Adam Melquist, Jason Miller, James Moyano, Jared Newhouse, Kyle Nylander, Jacob Osowski, Eli Paluga, Craig Powers, Alison Reynolds, Lee Richards, Jack Rousseau, O'Mara Ryan, Erik Selvaag, Bret Shiers, Megan Skauge, Emily Slagle, Kristoffer Smemo, Daniel Stone, Alicia Strnad, Bridget Sundby, Kathryn Thompson, Steven Tranby, and Brent Vesta. Erin Frazee, a student at Oak Grove, also participated.

Eight students were recognized for exceptional achievement: Alicia Strnad for the highest SAT combined score, Sam Boggs for the highest SAT verbal score, Steven Tranby for the highest SAT math score, Matthew Bresee for the top seventh grade score on each area of the SAT, Kyle Nylander for the highest ACT composite score, Craig Powers for the top seventh grade ACT composite score, Emily Slagle for the highest percentile growth on the ACT, and Chris Astrup for the highest percentile growth on the SAT. In addition, Matthew Bresee has been invited to the MTS Awards Ceremony at Northwestern University on June 13 to be recognized for his outstanding performance on the SAT.

MJH 1998 ACT Composite Scores

<u>Score</u>	<u>n</u>	<u>M-%-ile</u>	<u>F-%-ile</u>
26-36	0	93.2-100	94.1-100
25	1	89.7	90.7
24	2	84.9	85.6
23	2	79.1	79.1
22	4	71.3	70.8
21	3	62.5	61.2
20	2	51.1	50.1
19	2	40.1	37.5
18	4	28.7	26.9
17	3	19.5	17.6
16	1	11.5	10.5
15	0	5.9	5.4
14	0	2.4	2.0
1-13	0	0-0.7	0-0.6

MJH Participants: 24

Average MTS Score: 19.75

Average MJH Score: 20.29 = 53.4 %-ile

MJH 1998 SAT Composite Scores

<u>Score</u>	<u>n</u>	<u>%-ile</u>
1300-1500	0	98.4 - 100
1200-1290	5	94.6 - 98.3
1100-1190	7	84.0 - 93.8
1000-1090	5	64.1 - 82.5
900-990	5	38.1 - 61.9
800-890	4	16.6 - 35.6
700-790	1	5.2 - 15.1
600-690	0	1.1 - 4.4
400-590	0	0 - 0.9

MJH Participants: 27

Average MTS Score: 943

Average MJH Score: 1047 = 75 %-ile

2nd Year MTS Students

SAT

	<u>1997</u>	<u>%ile</u>	<u>1998</u>	<u>%ile</u>	<u>growth</u>
1	1030	71.5	1150	90.4	+18.9%
2	880	34.8	1070	79.2	+44.4%
3	1030	71.5	1210	95.2	+23.7%
4	1060	77.5	1220	95.8	+18.3%
5	1120	86.8	1150	90.4	+ 3.6%
6	1080	81.0	1160	91.4	+10.4%
7	1070	79.3	1190	93.8	+14.5%
8	960	55.8	1040	73.5	+17.7%
9	990	62.9	1140	89.3	+26.4%
10	870	32.3	1000	64.1	+31.8%
11	1140	89.4	1210	95.2	+ 5.8%

ACT

	<u>1997</u>	<u>%ile</u>	<u>1998</u>	<u>%ile</u>	<u>growth</u>
12	18	30.5	22	70.8	40.3%
13	19	42.6	24	85.6	43.0%

MJH Average gain: 23%

MEMO #: I-98-239

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Area Learning Center Designation

DATE: May 4, 1998

During the dialogue section of the May 11 agenda Glory Kibble, Minnesota Department of Children, Families and Learning; Deb Pender, Special Education Coordinator; and Bob Jernberg will review the alternative program status with the Board of Education.

It is also necessary for the Board to approve the submission of an Area Learning Center Program application for targeted services to support identified alternative students in grade K-8 as attached.

Suggested Resolution: Move to approve the submission of the Area Learning Center Program application as submitted.

RMJ/mdm
Attachment



Alternative Programs Team
872 Capitol Square - 550 Cedar
St. Paul, MN 55101-2273

ALC TARGETED SERVICES LEARNING
YEAR PROGRAM(S) APPLICATION

ED-02146-03

GENERAL INFORMATION AND INSTRUCTIONS: In accordance with M.S. 124C.45-49 and state policy, the information requested herein is required for an Area Learning Center (ALC) targeted services learning year program. The following is also prerequisite to program approval:

- ALC's are required to provide at least one approved ALC middle level pull-out program or school within a school program to obtain overall ALC approval. A large district or cooperative district ALC providing services to a large geographical or heavily populated area must also have plans to meet the variety of needs of middle level, at-risk population throughout its boundaries.
- The targeted service middle level programs and elementary learning year programs are limited to ALC's already implementing a middle level pull-out or school within a school program.

IDENTIFICATION INFORMATION

Name of School District Moorhead School District ISD 152		Date of this Application 5-11-98
Name of ALC Moorhead Area Learning Center	ALC Contact Person Debra Pender	ALC Telephone Number (218) 299-6271
Grade Levels Participating in the Program Grades 5 - 8		
Name of Elementary Program Site (If more than one site, complete the rest of this section on a separate page.) Robert Asp Elementary / Moorhead Junior High School (K-4 Bldgs at later date.)		
Site Address 910 11th St. N/2020 11th St.	City S. Moorhead	Zip Code 56560
Name of Targeted Services Program Contact Person Debra Pender	Title Coordinator	Telephone Number (218) 299-6271

CURRENT AND PROJECTED LEARNERS BY AT-RISK CATEGORIES

ALC's are required to serve a variety of learners at-risk. Provide the number of learners projected to be served during the first year of operation. Participant counts may be duplicated unless stated unduplicated.

LEARNERS AT-RISK CATEGORIES	NUMBER OF LEARNS PROJECTED TO BE SERVED	
	ELEMENTARY	MIDDLE LEVEL
One Year Behind	20	30
Two Achievement Grade Levels Behind	18	23
Chemically Dependent	2	8
Pregnant or Parent	1	2
Victims of Physical or Sexual Abuse	15	20
Having Experienced Mental Health Problems	15	20
Having Experienced Homelessness During Last Six Months	12	18
Are or Were on an IEP	15	20
Expelled or Excluded	3	5
Speaks English as a Second Language or has Limited English Proficiencies	18	24
Referred by District(s)	35	45
Other (specify): Excessive Truancy	19	30
Unduplicated Total Count	45	60

CONTINUED ON NEXT PAGE

SCHOOL YEAR PROGRAM DESCRIPTION	Describe in detail, on separate pages, in your preferred format, your targeted services program in relation to the following areas:
<ol style="list-style-type: none"> 1. The composition of the Program Planning Team such as teachers, parents, students, support staff, other agency staff and administrators. 2. The Program Mission as developed by the Planning Team. 3. Eight to fifteen program philosophy statements. 4. The plans for announcing to the whole community, the description of the alternative program and the types of learners eligible to be referred by a parent or guardian to the program under the Graduation Incentives statute. 5. The criteria for which your district plans to refer learners to the program. 6. The learner identification and intake procedures. 7. What learner areas will be assessed to determine whole learner needs. When initiated. Other assessment points. 8. The individual continual learning plan. <u>Include a copy of learning plan with application. Include a list of services that will be available to students during the school-day, school-year.</u> 9. Other agencies which will be collaborating with your program any how each agency will be assisting learners and their families. <u>Include a copy of support letters from 2-3 agencies planning to be involved.</u> 10. Other individuals and groups which will be assisting with the program operation and/or directly with program learners. 11. How parents will be involved as program partners. 12. How regular classroom teachers will be involved as program partners (after-school components involvement requires more continuous involvement). <u>Include a support letter signed by regular school teacher representative(s).</u> 13. The personal/social development program, including the areas of self-concept development, behavior improvement and talent development. 14. The variety of learning techniques and experiences to be used in the overall program. 15. How you will document learner improvement in basic skills achievement, behavioral development, self-concept, active participation, and in the understanding of the positive futures available and obtainable to them. 16. How data, planning and services will flow from spring to summer to fall... or from the school day to after school to the next day... or from Friday to Saturday to Monday... Who coordinates this flow. Emphasize how regular school administrators, staff and support staff, other agency staff and others will be providing learner services during the school day, school year. Include a list of the school day services, with provisions by classroom staff, and a separate list of extended time services. Affirm how these services address whole learner needs. Also, include how school day and extended time will be documented relative to when and where the services were provided and as to the actual participation of the learners in the services. Attach a service record form which you will use to document services provided during the school day and during extended time. 17. How this program is coordinated with other district programs. 18. Any other things unique to your program. 	

EXTENDED YEAR SERVICES	Describe in detail the extended day-week-year program to be provided by Area Learning Center staff and others. Extended time funds are only available if there truly exists a partnership among regular school staff, school whole learner support staff, other agencies, parents and an area learning center.
<ol style="list-style-type: none"> 1. Any evening services* and the projected number of learners and grade levels to be served. 2. Any Saturday services* and the projected number of learners and grade levels to be served. 3. Any summer services* and the projected number of learners and grade levels to be served. <p>* Must be provided by staff hired through an ALC or through a contract between the ALC and the implementing school district(s). (hopefully supplemented with volunteers, other agency staff and through other creative resources).</p>	

TARGETED SERVICES PROGRAM REQUIREMENTS (ALCs ONLY)

The 1987 ALC Statute, M.S. 124C.45-.49, encouraged implementation of the ALC law with a priority of first establishing programs for learners ages 16 through adults. In 1991, the Department of Children, Families & Learning moved a step further toward full implementation by requiring ALCs to provide services to secondary learners ages 12-15.

ALCs may now claim revenue for implementing the final phase of the law, which indicates ALCs may provide ALC Learning Year programs for eligible middle level pupils and elementary pupils who are not attending a center. The dual-attendance, learning year component includes evenings, Saturdays, and summers. To implement this type of program, the following conditions need to be met:

1. The learners served must qualify under the Graduation Incentives Program and be at least 5 years of age.
2. The program must address a cross-blend of classified at-risk learners (not heavily dominated by any category such as special education, ESL, etc.).
3. A Continual Learning Plan for the entire learning year must be developed jointly by ALC staff and regular school staff and parents for each learner in the program. Outcome standards, instructional strategies, and outcome assessments for the extended time must interface with the regular school year time.
4. Program outcomes or standards, for both the ALC extended program and regular school program must address the broad needs of the learners, not just basic academic needs.
5. A program should provide a variety of learning techniques and experiences such as:
 - a. learner focused
 - b. parent involvement
 - c. high level of personal interaction
 - d. expanded learning environment
 - e. service oriented
 - f. peer and cross age teaching
 - g. interdisciplinary curriculum
 - h. experiential, experimental, practical, and thematic instruction, and reflective and challenging,
 - i. technology supported
 - j. a focus on problem-solving and decision-making skills
 - k. Organized youth activities,
 - l. High interaction with caring adults, and
 - m. Maximizing the engagement of culturally and linguistically diverse students.
6. A program must provide for a strong partnership among ALC staff, regular school staff, parents, other service agencies and organizations.
 - a. Regular school staff as partners must when appropriate:
 - (1) refer students to program
 - (2) provide guidance on students' particular needs
 - (3) assist in developing students' learning-year learning plan
 - (4) involve and interact with their students' parents
 - (5) meet often as a member of a team to review and revise the learning plans of students in their classes or advisor-advisee group

(over)

- (6) For extended day/week programs, individual regular school staff/administration need to develop daily/weekly plans for the normal school-day, school-year the strategies/activities needed to help meet the needs of the targeted services program students in their regular school classes and for support staff services.
- (7) Help the extended-time staff make the connections between the students' regular-time experiences and extended-time experiences.
- (8) Provide to extended-time staff the instructions and materials needed for tutoring, homework help, and other help for their students in the program.
- (9) Some staff need to agree to teach some extended-time sessions.
- b. Parents as partners should:
 - (1) refer their children to the program, if warranted
 - (2) assist in the development of their childrens' learning plan
 - (3) help plan the program and on-going program improvements
 - (4) attend parent training programs
 - (5) visit their childrens' classrooms and accompany them on field trips
 - (6) attend parent conferences
 - (7) interact with staff at school and program
 - (8) volunteer at school and program
 - (9) assist program staff by agreeing on and implementing consistent student behavior strategies for their children
 - (10) assist their children with homework.
- c. Other agencies and organizations as partners should:
 - (1) help plan program
 - (2) help program stretch its ability to extend learning
 - (3) provide students with interaction with additional adults
 - (4) provide students with a sense of belonging to the community, a commitment to the community and a more positive self-worth
 - (5) provide additional role models
 - (6) provide material or recognition incentives to students and program
 - (7) provide facility options for program, if possible
 - (8) assist students with career awareness
 - (9) promote program in the community.
- 7. The regular school structure must be conducive to the needed communication among the partners. Someone must be in charge of the communication process and the scheduling of meetings.
- 8. The ALC must have had approval and is successfully operating either a pull-out or school within a school middle level program. For cooperative approval ALCs, only the districts providing a middle level required program are eligible to implement a Targeted Services program.

ALCs desiring to begin a Targeted Services program may apply anytime between October 1 and May 1. Send application to: Enrollment Options, 872 Capitol Square Bldg., 550 Cedar St., St. Paul, MN 55101

For Information or Application Form: Contact: Gene Johnson - (612)296-6105 or Barbara Zohn - (612)296-1261

- * Department of Children, Families & Learning may collect additional information about ALC Targeted Services programs to learn more about the learners served and program successes.

MEMORANDUM

P 98.042

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: May 5, 1998

SUBJECT: RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL
OF THE TEACHING CONTRACT OF PROBATIONARY TEACHERS.

Consider the attached resolution directing the administration to effect termination and non-renewal of the position of the probationary teachers as listed below.

Mark Ring - Choral Director, Senior High
Blaine Gerlach - EBD Teacher, Junior High
Peggy Paluga - EBD Teacher, Junior High
Amy Soma - English Teacher, Senior High
Sandi Koski - English Teacher, Senior High
Donna LeQuire - EBD Teacher, MCAP
Linda Sheets - Home-School Liaison, Homeless Grant(.50)
Rachel Stotts - Speech Language Pathologist, Junior
High (.35)
Heather Sand - LD Teacher, Probstfield
Sandy Klemz - EBD Teacher, Probstfield
Faye Smiley-Aakre - Indian Education Grant
Michon Rutledge - Indian Education Grant
Jane Knoff - Title I Home-School Liaison, Townsite
Matt Hallquist - Language Arts Teacher, Junior High
(.28)
Debra Bartholomay - Elementary Teacher, Asp Elementary

SUGGESTED RESOLUTION: Move to approve the resolution directing the administration to effect termination and non-renewal of the position of the probationary teachers as listed.

JDS:sdh

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING
CONTRACT OF MARK RING, A PROBATIONARY TEACHER

WHEREAS, Mark Ring, is a probationary teacher in Independent School District #152.

BE IT RESOLVED by the School Board of Independent School District #152 that pursuant to Minnesota Statutes 125.12, subd. 3, that the teaching contract of Mark Ring, a probationary teacher in Independent School District #152, is hereby terminated at the close of your current 1997-98 school year and is not renewed for the 1998-99 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION

You are hereby notified that at a regular meeting of the School Board of Independent School District #152 held on May 11, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of your current school year and not to renew said contract for the 1998-99 school year. Said action of the Board is taken pursuant to M.S. 125.12, subd. 3.

You may officially request that the School Board give its reason for the non-renewal of your teaching contract. However, such request must be received within ten days after the receipt of this notice.

Yours very truly,


SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT #152

Clerk of the School Board

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

and the following voted against the same:

Whereupon said resolution was declared passed and adopted.

MEMO #: I-98-242
TO: Dr. Bruce Anderson
FROM: Bob Jernberg 
SUBJECT: Post Secondary Education Options (PSEO)
Partnership with Moorhead State University
DATE: May 5, 1998

Discussions are in progress to allow for Moorhead Senior High School students to take Communications 101-102 and Calculus from Moorhead State University on the Moorhead High School Campus. The tentative arrangement is as follows:

Communications 101-102: Moorhead Senior High staff member Tim Costello would teach one or more sections of Communications 101-102. Moorhead Schools would pay a fee for the teacher of record to mentor Mr. Costello and to review student achievement. This will allow the course to be taught at the High School and eliminate the need for students to travel to the MSU campus which often means the loss of an additional hour for travel.

Calculus: Moorhead math teacher Charlene Schwert would teach one or more algebra classes at Moorhead State as an adjunct faculty with all payment and fringe benefits to be paid by Moorhead Public Schools. This would be considered a part of her regular assignment. Dr. Derald Rothmann would teach two semester course offerings of calculus at Moorhead High School with all pay and fringe benefits to be paid by Moorhead State University.

Dr. Bette Midgarten, Vice President for Academic Affairs and Bob Jernberg, Assistant Superintendent for Curriculum, Instruction and Planning will review the proposed program with the Board.

Suggested Resolution: Move to approve the PSEO partnership with Moorhead State University subject to final approval by Moorhead State University.

RMJ/mdm

MEMO #: S-98-287

TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *BRA*
RE: Playground Bids
DATE: May 7, 1998

The attached memorandum from Mr. Lacher recommends we move ahead with the playground at Washington at a cost of \$87,080. As of May 1 enrollment is 778 at Robert Asp and 659 at Washington. Also, Washington currently is the largest K-4 elementary school in Moorhead and, along with Robert Asp, will be serving students for years to come.

Parents at Riverside have worked very hard on the Riverside playground project, including obtaining a \$5,000 grant toward the playground. It was hoped that these dollars along with the \$20,000 committee by the District would have been sufficient to cover the cost of the total project. Unfortunately, ADA requirements are causing the costs to increase significantly as reflected in the \$56,950 bid. Thus, we only are recommending the Washington bid at this time.

We will meet with Kerry Sewell to review possible next steps.

BRA:cbf
Attachment

MEMO #: B98.276

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: APRIL 27, 1998

SUBJECT: PLAYGROUND BID AWARD

Last year we bid the Site Development and Playground Relocation and Accessibility work for Washington.

The bid for \$127,200.00 was rejected.

On Thursday, April 23rd, we opened bids for a new Accessible Playground for Washington and Riverside.

	Riverside	Washington	Combined
MBA Development	\$ 57,700	\$ 94,800	\$152,500
Minko Construction	\$ 56,950	\$ 87,080	\$141,000
Deduct for Game Time Products			
MBA Development	\$ 3,500	\$ 6,000	
Minko Construction	\$ 4,000	\$ 5,000	
Budget: Accessibility Levy	\$100,000		

Suggested Resolution: Move to award the work for Washington Elem. School to Minko Construction for \$87,080. We are reviewing the value of the alternate.

Given the uncertain nature of the future enrollment for our elementary students, I cannot recommend doing Riverside at this time.

MEMORANDUM

P 98.047

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: May 6, 1998
SUBJECT: SABBATICAL LEAVE REQUESTS

The Sabbatical Leave Committee, at a meeting held on May 6, 1998, moved to recommend sabbatical leave for the following teachers for the 98-99 school year.

Carol Bennet \$10,627.92

Annually by contract, \$25,000 is allocated for Sabbatical Leaves for Teachers. Teachers are paid 66.7% of their regular contract. Sabbatical leave costs are calculated using the following net cost computation: The teachers sabbatical leave salary, plus replacement teachers salary plus fringes for both, minus teachers salary and fringes if not on sabbatical.

Previous years sabbatical leave balance is carried forward.

Monies available in 1998-99 \$10,774.66

SABBATICAL LEAVES 1998-99 COSTS

ACTUAL SAL.	NAME OF EMPLOYEE	SABB. COST	REPLACEMENT SALARY & BEN.
\$15,134.92	C Bennet	\$10,094.99	\$ 15,667.85

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

JDS:sdh

MEMORANDUM: P 98.042

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JDS*

DATE: April 28, 1998

SUBJECT: PAY EQUITY IMPLEMENTATION REPORT

The administration requests approval of the revised 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:sdh

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 Moorhead ISD # 152			
	<input type="checkbox"/> City <input type="checkbox"/> County <input checked="" type="checkbox"/> School <input type="checkbox"/> Other:			
	Address 810 4th Avenue South		City Moorhead	State MN
	Contact Person Dr. John Skinkle		Phone (218) 299-6226	
Zip 56560				

Part B: Official Verification	<p>1 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) DBM</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>5 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>2 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>3 Information in this report is complete and accurate.</p> <p>4 The report includes all classes of employees over which the jurisdiction has final budgetary approval authority.</p>	<p>6 An official notice has been posted at</p> <p><u>District Office</u> (prominent location)</p> <p>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><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> 5/11/98 (title) (date)</p>

Part C: Salary Range Test	<p>Result from Salary Range Worksheet</p> <p>101.86% 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)	<p>Results from Exceptional Service Pay Worksheet</p> <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>\$25,840,892.46 is the annual payroll for the calendar year just ended December 31.</p>

(Part F on Back)

PART F: Job Class Information

Report Date 5/11/98Moorhead ISD #152
(Name of Jurisdiction)810 4th Avenue 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/95ptf

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.	Yrs. of Service	Except. Service Pay
1	Food Service - Cook Helper	1	3	F	667	1411	1827	17		
2	Secretary - Census	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 - Library	0	13	F	1000	1435	1950	17		
6	Security - Hall Mon SH/MCAP	4	3	B	1333	1334	1922	18		
7	Food Service - Second Cook	0	3	F	1333	1527	1969	18		
8	Secretary - Asst, Elem/JH	1	13	F	1333	1483	2064	18		
9	Custodian - Second Nite/Deliv.	6	1	M	1333	1483	2064	18		
10	Food Service - Head Server	0	4	F	1625	1577	2019	18		
11	Bus Driver	13	5	B	1625	1533	1768	10		
12	Security - Hall Mon JH	2	0	M	1625	1386	1973	18		
13	Attendance - Clerk SH	0	1	F	1625	1386	1973	18		
14	Suspension, Monitor	1	2	B	1625	1386	1973	18		
15	Home School Liaison	0	2	F	1625	1386	1973	18		
16	Paraprofessional	22	147	F	1625	1534	2114	18		
17	Secretary	0	21	F	1625	1534	2114	18		
18	Custodian - Da/2nd Nite/Pool	3	1	B	1625	1534	2114	18		
19	Food Service - Head Cook	1	1	B	1875	1638	2080	18		
20	Secretary - Prin/Payroll Asst	1	12	F	1875	1594	2175	18		
21	Custodian - Spec Assgn	2	0	M	1875	1594	2175	18		
22	Food Service - Head Cook SH	0	1	F	2125	1700	2142	18		
23	Sub Caller	0	2	F	2125	1511	2099	18		
24	Paraprofessional	1	8	F	2125	1657	2237	18		
25	Secretary - Acct	0	4	F	2125	1657	2237	18		
26	Custodian - Mech	1	0	M	2125	1657	2237	18		
27	Secretary - Conf.	0	3	F	2375	1943	2333	16		
28	Secretary - Payroll/Curr	0	2	F	2375	1802	2331	16		
29	Custodian - Head, Elem	7	0	M	2750	1887	2416	16		
30	Custodian - Head, Lg Bldg	3	0	M	3250	2035	2563	16		
31	Coordinator - Comm Ed	3	6	B	3625	2090	3122	15		

	Coordinator - PR	0	1	F	3875	2738	3847	16		
	Supervisor - Acct/FS/Trans	1	2	B	4125	2837	4000	16		
	Coordinator - ABE	0	1	F	4125	2837	4000	16		
	Supervisor - Prop Serv	1	0	M	4375	2940	4171	16		
36	Coordinator - ECFE	0	1	F	4375	2940	4171	16		
37	Teacher	114	290	F	4750	3297	6837	14		
38	Teacher - Nurse	0	2	F	4750	3297	6837	14		
39	Teacher - Librarian	0	8	F	4750	3297	6837	14		
40	Teacher - Counselor	4	6	B	4750	3297	6837	14		
41	Teacher - Psychologist	2	2	B	4750	3297	6837	14		
42	Teacher - Social Worker	2	2	B	4750	3297	6837	14		
43	Teacher - Speech Path	1	11	F	4750	3297	6837	14		
44	Teacher - Occ Therapist	1	3	F	4750	3297	6837	14		
45	Teacher - Physical Therapist	0	2	F	4750	3297	6837	14		
46	Teacher - Spec Assgn	0	4	F	4750	3297	6837	14		
47	Coordinator - LD/EBD	0	2	F	5250	3355	4799	16		
48	Coordinator - Lib Med/Tech	0	2	F	5667	3579	5149	16		
49	Coordinator - Lib/Med	0	1	F	5667	3579	5149	16		
50	Principal - Asst Elem/MS	2	1	B	5667	3896	5252	15		
51	Director - Comm Ed/Activities	1	1	B	6000	3773	5447	16		
52	Principal - Asst HS	2	0	M	6000	4090	5543	15		
53	Director - Spec Serv	1	0	M	6333	3981	5763	16		
54	Principal - Elem	2	2	B	6333	4298	5851	15		
55	Principal - Elem Lg/JH	0	2	F	6750	4581	6276	15		
56	Principal - HS	1	0	M	7250	4736	7128	15		
57	Superintendent - Asst	3	0	M	8250	5060	7623	16		
58	Superintendent	1	0	M	9250	7051	10897	15		

MEMO #: S-98-279

TO: School Board

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

RE: Approval of Policy

DATE: May 5, 1998

Attached please find the policy, Drug and Alcohol Testing (GBEC). This policy would replace our current testing policy.

Suggested Resolution: Move to approve the policy, Drug and Alcohol Testing (GBEC), as presented.

cbf
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: GBEC DATE ADOPTED: REVIEWED/REVISED:
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(DRAFT 9/97)

DRUG AND ALCOHOL TESTING

(NOTE: Drug and Alcohol Testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under III of the policy. Testing of other employees is optional but can be done under state law only if a policy containing provisions such as the provisions of IV of this policy are adopted. To preserve the right to request or require non-bus driver school district employees and applicants to undergo drug and/or alcohol testing, a school district should adopt IV as part of its drug and alcohol testing policy.)

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. It is the belief of the school board that a work environment free drug and alcohol use will not only be safer, healthier, and more productive, but will also be more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. 181.950 through 181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. 181.950 through 181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

POLICY

III. DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy. All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana, cocaine, amphetamines, opiates (including heroine), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions.

1. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the Evidential Breath Testing Device (EBT).
2. "Commercial motor vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
3. "Driver" includes full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
4. "Evidential Breath Testing Device" (EBT) means an EBT approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration.
5. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving laboratory results generated by the school district's drug testing program who has knowledge of substance abuse disorders and appropriate medical knowledge and training to interpret and evaluate an individual's positive test result together with that individual's medical history and any other biomedical information.
6. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
7. "Screening Test Technician" (STT) means anyone meeting the requirements for a BAT who may act as an STT, provided that the individual has demonstrated proficiency in the operation of non-evidential screening devices (approved for use in lieu of EBTs to perform screening tests).
8. "Substance Abuse Professional" (SAP) means a licensed physician or a licensed or certified psychologist, social worker, employee assistance professional, or a certified addiction counselor with the knowledge and clinical experience in the diagnosis and treatment of alcohol, controlled substances, and related disorders.

C. Policy and Education Materials.

(NOTE: The federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 C.F.R. 382.601. Almost all of the required information is contained within this model policy. Additional materials to be provided to employees are described in paragraph 2 of this Section C.)

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem is suspected, including confrontation, referral to an employee assistant program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.

POLICY

4. The school district shall require a school district to obtain a signed statement from each driver certifying that he or she has received a copy of these materials. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

(NOTE: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she has received a copy of these materials. 49 C.F.R. 382.601(d). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.)

D. Alcohol and Controlled Substances Testing Program Manager

(NOTE: School districts are required by federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C above and to notify the drivers of the designation. 49 C.F.R.

382.601(b) (1) .)

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

(NOTE: The specific prohibitions for drivers are contained, in large part, in 49 C.F.R. 382.201-382.215.)

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who tests greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No drivers shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV.
8. Positive Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

POLICY

- F. Other Alcohol-Related Conduct. No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least 24 hours. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04.

(NOTE: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 C.F.R. 382.505.)

- G. Prescription Drugs. A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV.

H. Testing Requirements.

1. Pre-Employment Testing.

(NOTE: 49 C.F.R. 382.301 details the requirement for pre-employment testing.)

- a. A driver applicant shall undergo testing for controlled substances before the first time the driver performs safety sensitive functions for the school district.

(NOTE: The Federal Highway Administration suspended its pre-employment alcohol testing requirement in May 1995. As a part of its alcohol misuse program, a school district is now permitted but not required to conduct pre-employment testing for the use of alcohol. See Proposed Revisions to the federal regulations 61 Fed. Reg. 21149 (1996).)

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or greater, or positive results for controlled substances, or refusals to be tested, and any SAP referrals, within the preceding two (2) years.

(NOTE: The federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety sensitive functions, if feasible. 49 C.F.R. 382.413. If not feasible, school districts must make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.)

2. Post-Accident Testing.

(NOTE: 49 C.F.R. 382.303 governs post-accident testing of drivers.)

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight hours.

POLICY

- f. If a post-accident alcohol test is not administered within eight hours following the accident or a post-accident controlled substances test is not administered within 32 hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing.

(NOTE: C.F.R. 382.305 governs random testing of drivers.)

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing.
- d. Drivers shall proceed immediately to the collection site upon notification of selection.

4. Reasonable Suspicion Testing.

(NOTE: 49 C.F.R. 382.307 governs reasonable suspicion testing of drivers.)

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
 - b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
 - c. Alcohol testing shall be administered within two hours following a determination of reasonable suspicion. If it is not done within two hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test, and state in the record the reasons for not administering the test.
 - d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.
 6. Follow-Up Testing. When a SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
 7. Consent to Testing. Each driver and driver applicant tested under this policy will be requested to sign a consent form in the form of Attachment C at the specimen collection site which authorizes the taking of the sample and the release of the results to the proper authority.

POLICY

8. Right to Refuse and Consequences.

- a. A driver or driver applicant has the right to refuse to undergo drug and alcohol testing.
- b. Refusal to submit to testing means the employee or applicant (1) fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice to report for the test; (2) fails to provide adequate urine for a controlled substances test without a valid medical explanation after he/she has received notice to report for the test; or (3) engages in conduct that clearly obstructs the testing process.
- c. Refusal to submit to testing will establish a presumption that the driver or driver applicant would test positive if a test were conducted and, therefore, the driver or driver applicant is subject to discipline or disqualification under this policy.
- d. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally-offered position.
- e. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. The employee will be evaluated by a SAP and must submit to a return-to-duty test prior to being reassigned to safety-sensitive functions.
- f. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment D.

I. Testing Procedures.

1. Controlled Substances Testing.

- a. Controlled substances testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink not more than 24 ounces of fluid and, after a period of not more than two (2) hours, again attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The MRO shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect not to have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the school district. If the results are negative, the school district is informed and no further action is necessary. If the test result is positive, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test results. The MRO shall notify each donor that the donor has 72 hours in which to request a test of the split specimen at the donor's expense.

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- d. If the donor requests an analysis of the split specimen within 72 hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services-SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within 72 hours, the donor may present the MRO information documenting that serious illness, injury, or inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that there is a legitimate explanation for the donor's failure to contact him/her within 72 hours, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether there is an acceptable medical reason for the positive result. The MRO shall confirm and report a positive test result to the school district when there is no legitimate medical reason for a positive test result as received from the testing laboratory.
 - e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the school district who will direct the donor to contact the MRO. If the school district is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
 - f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results; or
 - (2) The donor has not contacted the MRO within five (5) days of being instructed to do so by the school district.
2. Alcohol Testing.
- a. The federal alcohol test rules require breath testing to be administered by a BAT using an EBT. Two (2) breath tests are required to determine if a person has a prohibited alcohol concentration.
 - b. Any result less than 0.02 breath alcohol concentration (BAC) is considered a "negative" test. If the alcohol concentration is 0.02 or greater, a second confirmatory test is required to be performed.
 - c. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
 - d. For initial screening test, non-evidential test devices are approved. The school district may use these devices for screening purposes, and the STT will perform the test. If the device shows alcohol concentration of greater than 0.02, a confirmatory test conducted on an EBT will be required within 15-20 minutes.
 - e. Alcohol tests are reported directly to the school district's testing program manager.
- J. Driver/Driver Applicant Rights.
- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances, have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

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2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. the employee refuses to meet with the SAP for the purpose of an evaluation for alcohol and/or controlled substance use/abuse and recommendations for an educational/counseling or treatment programs;
 - b. the employee fails to enter the recommended program, or fails to successfully complete the program; or
 - c. the employee fails a return-to-duty test for alcohol or controlled substances following the evaluation or successful completion of the recommended program, or the subsequent unannounced follow-up alcohol and controlled substances testing.
- K. Testing Laboratory. The testing laboratory for controlled substances will be (name, address, telephone number), which is a laboratory certified by the Department of Health and Human Services-SAMHSA to perform controlled substances testing pursuant to federal regulations.
- L. Confidentiality of Test Results. All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.
- M. Recordkeeping Requirements and Retention of Records.
 1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

(NOTE: The federal recordkeeping requirements for school districts are detailed in the federal regulations 49 C.F.R. 382.401 et seq. The Federal Department of Transportation ("DOT") publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver's license as part of its Alcohol & Drugs: DOT Compliance Manual. This document is available from the St. Paul office of the Federal Highway Administration, DOT, (612) 290-3230.)
 2. The required records shall be retained for the following minimum periods:
 - Basic records - 5 years
 - Collection and training records - 2 years
 - Negative and cancelled controlled substance tests- 1yr
 - Alcohol tests with less than 0.02 concentration - 1yr
 3. The school district shall also maintain an annual calendar year summary of the results of required testing.
- N. Training. The school district shall designate certain employees to make determinations of reasonable suspicion. The designated employees shall receive at least 60 minutes of training on alcohol misuse and at least 60 minutes of training on controlled substance use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances.
- O. Consequences of Prohibited Conduct and Enforcement.
 1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions.
 2. Referral, Evaluation, and Treatment.
 - a. A driver who has engaged in prohibited conduct:
 - i. Shall be advised of resources available for evaluating and resolving problems associated with misuse of alcohol and drugs.
 - ii. Shall be evaluated by a SAP, who shall determine what assistance, if any, the driver needs.
 - iii. Must undergo return-to-work testing before returning to duty.
 - b. If the driver is identified as needing assistance for resolving drug/alcohol problems and is referred to rehabilitation, the SAP will evaluate him or her to determine that the driver has followed the rehabilitation program. The driver will be subjected to unannounced follow-up testing.

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- c. The requirements of this paragraph regarding Referral, Evaluation, and Treatment do not apply to driver applicants who refuse to submit to a required test or who have a confirmed positive test result for controlled substances or for alcohol with a concentration of 0.04 or greater.
- 3. Disciplinary Action.
 - a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
 - b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
 - c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., non-school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III of this policy.)

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

- 1. General Limitations.
 - a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. 181.953, Subd. 1.
 - b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.
- 2. Job Applicant Testing. The school district may request or require any job application whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.
- 3. Random Testing. The school district may request or require only employees in safety-sensitive positions to undergo drug and alcohol testing on a random selection basis. SAFETY-SENSITIVE POSITIONS SUBJECT TO THIS POLICY ARE IDENTIFIED ON ATTACHMENT H OF THIS POLICY.
- 4. Reasonable Suspicion Testing. The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:
 - a. is under the influence of drugs or alcohol;

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- b. has violated the school district's written work rules prohibiting the use, possession, sale or transfer of drugs or alcohol while the employee is working or while the employee is on the school district premises or operating the school district's vehicles, machinery, or equipment;
 - c. has sustained a personal injury, as that term is defined in Minn. Stat. 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
 - d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.
5. Treatment Program Testing. The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.
- B. No Legal Duty to Test. The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.
- C. Definitions.
- 1. "Drug" means a controlled substance as defined in Minnesota Statutes.
 - 2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
 - 3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for compensation, either full-time or part-time, in whatever form, except for persons whose positions require a commercial driver's license, for the school district, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III).
 - 4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III).
 - 5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. 181.953, Subd. 1.
 - 6. "Random selection basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
 - 7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
 - 8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

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- D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal.
1. Right of Other Employee or Job Applicant to Refuse to Undergo Drug and Alcohol Testing. Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in paragraph 2 and 3 of this section D.
 2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing. Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.
 3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing. Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.
- E. Reliability and Fairness Safeguards.
1. Pretest Notice. Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment E to this policy on which to (1) acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy, and (2) indicate any over-the-counter or prescription medications that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
 2. Notice of Test Results. Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.
 3. Notice of and Right to Test Result Report. Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.
 4. Notice of and Right to Explain Positive Test Result.
 - a. In the case of a positive test result on a confirmatory test, the school district shall also, at the time of providing notice of the test results, provide written notice to inform an employee or job applicant of the right to explain the results and to submit additional information.
 - b. The employee or job applicant may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result.
 5. Notice of and Right to Request Confirmatory Retests.
 - a. In the case of a positive test result on a confirmatory test, the school district shall also, at the time of providing notice of the test results, provide written notice to inform an employee or job applicant of the right to request a confirmatory retest of the original sample at the employee's or job applicant's own expense.

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- b. An employee or job applicant may request a confirmatory retest of the original sample at the employee's or job applicant's own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of the employee's or job applicant's intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.
 6. In the case of a positive test result on a confirmatory test, the school district shall also, at the time of providing notice of the test results, provide written notice to inform an employee or job applicant of other rights provided under sections F or G below, whichever is applicable. Attachment F to this policy provides the notices described in paragraphs 2 through 6 of this section E.
- F. Discharge and Discipline of Employee Whose Positions Do Not Require a Commercial Driver's License.
1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
 2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which, includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
 3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
 4. Notwithstanding paragraph 1, the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

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5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
6. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.
- G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License. If a job applicant has received a job offer made contingent on the applicant passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.
- H. Chain-of-Custody Procedures. The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:
 1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
 2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
 3. A sample must be accompanied by a written chain-of-custody record; and
 4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.
- I. Privacy, Confidentiality and Privilege Safeguards.
 1. Privacy Limitations. A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.
 2. Confidentiality Limitations. Test result reports and other information acquired in the drug or alcohol testing process are, with respect to employees and job applicants, private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.
 3. Exceptions to Privacy and Confidentiality Disclosure Limitations. Notwithstanding paragraphs 1 and 2, evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.
 4. Privilege. Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

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- J. Notice of Testing Policy to Affected Employees. The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on school district premises that the school district has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in the school district's personnel office or other suitable locations.

Legal References: Minn. Stat. 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
49 U.S.C. 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Part 382 (Department of Transportation rules implementing Omnibus Transportation Employee Testing Act of 1991)

Cross References: MSBA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA Model Policy 417 (Chemical Use/Abuse)
MSBA Model Policy 418 (Drug-Free Workplace/ Drug-Free Schools)

POLICY

ATTACHMENTS TO DRUG AND ALCOHOL TESTING POLICY

Attachments A through D are to be used in conjunction with the drug and alcohol testing of bus drivers and driver applicants.

- * Attachment A is a "Driver Acknowledgment -- Drug and Alcohol Testing Policy Materials" form which should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III, Section C, paragraph 4 of the policy.
- * Attachment B is a "Bus Driver or Driver Applicant -- Authorization to Release Information" form. It is referred to in Article III, Section H, paragraph 1 of the policy.
- * Attachment C is a "Bus Driver or Driver Applicant -- Drug and Alcohol Test Consent, Release, and Acknowledgement" form. It is referred to in Article III, Section H, paragraph 7 of the policy.
- * Attachment D is a "Bus Driver or Driver Applicant -- Refusal to Submit to Testing" form. It is referred to in Article III, Section H, paragraph 8 of the policy.

Attachments E through G are to be used in conjunction with drug and alcohol testing of non-bus drivers and applicants.

- * Attachment E is a "Pretest Notice" that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV, Section E, paragraph 1 of the policy.
- * Attachment F is a "Notice of Test Results and Various Rights" which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV, Section E, paragraph 6 of the policy.
- * Finally, the District may wish to use Attachment G, entitled "Acknowledgment -- Drug and Alcohol Testing Policy," to document that written notice of the policy was given to all affected employees. It is referred to in Article IV, Section J of the policy.

POLICY

ATTACHMENT A

(D R A F T)

{TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD}

- DRIVER ACKNOWLEDGMENT -
DRUG AND ALCOHOL TESTING POLICY AND MATERIALS

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. _____, _____, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, entitled Drug and Alcohol Testing for Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver's license.

The District's policy was provided to me:

- _____ Upon adoption of the policy. (employee).
- _____ Upon my hire. (job applicant/new employee).
- _____ After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant).

I also received materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

(D R A F T)

{ TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD }

- BUS DRIVER OR DRIVER APPLICANT -
AUTHORIZATION TO RELEASE INFORMATION

I authorize all my previous employers and other contracting entities for whom I worked to provide to Independent School District No. ____, _____, Minnesota, all records and information on any of the following within the two-year period preceding this release:

- a. my alcohol tests which showed a concentration result of 0.04 or greater;
- b. my drug tests which showed a positive test result;
- c. my refusals to take a drug/alcohol test; and/or
- d. referrals to a substance abuse professional.

I release any of my prior employers and other contracting entities and their directors, officers, agents, and employees from all causes of action, claims, or debts which I or my heirs may have as a result of providing this information.

I realize that if I refuse to execute this release and give Independent School District No. ____ the opportunity to obtain this information, I may not be employed or, if employed, I will not be allowed to perform any safety-sensitive functions after fourteen (14) days from the time this information is requested and not provided by my former employers and other contracting entities, and my employment will be terminated.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

POLICY

ATTACHMENT C

(D R A F T)

{TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD}

- BUS DRIVER OR DRIVER APPLICANT -
DRUG AND ALCOHOL TEST CONSENT,
RELEASE, AND ACKNOWLEDGMENT

Date: _____

Time: _____

I hereby authorize _____ (hospital or clinic) its physicians, nurses, and technicians, to withdraw specimens of my urine/breath for the purpose of determining the presence of alcohol or of controlled substances therein and to further determine the content thereof. I understand and agree that the result of this test will be disclosed to Independent School District No. _____, Minnesota, and hereby release (hospital or clinic) and any employees and/or agents thereof from any and all claims or causes of action resulting from the disclosure of these results. I hereby further agree to waive any physician-patient privilege that may otherwise exist with respect to the confidentiality of the results of these tests.

I further acknowledge that I have had the opportunity to review and read the drug and alcohol testing policy of Independent School District No. _____, and understand that this procedure is in conformance with that policy.

I am using the following medications _____.

Dated: _____

Signature of Patient/Employee/Applicant

Typed or Printed Name

Witness:

Supervisor (Optional)

(D R A F T)

{TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD}

- BUS DRIVER OR DRIVER APPLICANT -
REFUSAL TO SUBMIT TO TESTING

I hereby refuse to submit to drug/alcohol testing by doing the following:

- _____ Failing to provide adequate breath for testing without a valid medical explanation after I received notice to report for the test; or
- _____ Failing to provide adequate urine for a controlled substances test without a valid medical explanation after I received notice to report for the test; or
- _____ Engaging in conduct that clearly obstructs the testing process.

I recognize that this refusal constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, will be considered insubordinate and subject to disciplinary action, up to and including dismissal, will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being re-assigned to safety-sensitive functions.

Date: _____

Time: _____

Signature of Employee/Applicant

Supervisor: _____

Supervisor's Signature

Comments: _____

_____ Employee refusal to sign

Supervisor's Initials: _____

POLICY

ATTACHMENT E

(D R A F T)

{TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD}

- PRETEST NOTICE -

I the undersigned employee/job applicant of Independent School District No. _____, _____, Minnesota ("School District") do hereby acknowledge that I have been provided a copy of the School District's Drug and Alcohol Testing Policy.

I am currently taking or have recently taken:

- _____ no over-the-counter or prescription medications; or
- _____ the following over-the-counter or prescription medications:

I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

Date: _____

Signature of Employee/Job Applicant

(D R A F T)

{TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD}

{Employee Name}
{Employee Address}

RE: Drug and/or Alcohol Test
{Date of Testing}

NOTICE OF TEST RESULTS AND VARIOUS RIGHTS

Test Results:

Independent School District No. _____, _____, Minnesota, has received the test result report from the testing laboratory:

_____ Your initial screening test result was negative.

_____ Your confirmatory test result was negative.

_____ Your confirmatory test result was positive.

Test Result Report: You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test.

Right to Explain Positive Test Result: In the case of a positive test result on a confirmatory test, you have the right to explain the results and to submit additional information.

You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result.

Right to Request Confirmatory Retests: In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

POLICY

Other Rights: In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

2. The school district may not discharge an employee whose position does not require a commercial driver's license for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
3. Notwithstanding paragraph 1, the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
4. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
5. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

- ### B. Withdrawal of Applicant's Job Offer.
- If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

POLICY

ATTACHMENT G

(D R A F T)

{TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD}

- ACKNOWLEDGMENT -
DRUG AND ALCOHOL TESTING POLICY

I have received a copy of the Drug and Alcohol Testing Policy of Independent School District No. _____, _____, Minnesota and have read it in its entirety.

The District's policy was provided to me:

- _____ Upon adoption of the policy. (employee).
- _____ Upon my hire. (job applicant/new employee).
- _____ After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing. (job applicant).

Dated: _____

_____ Signature of Employee/Applicant

_____ Typed or Printed Name

MEMO #: S-98-280

TO: School Board

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

RE: Approval of Policy

DATE: May 5, 1998

Attached please find the policy, Community Relations-Use of School Facilities (KG), as recommended for approval.

Suggested Resolution: Move to approve the policy, Community Relations-Use of School Facilities (KG), as presented.

acbf
Attachment

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: KG
DATE ADOPTED: 10-10-78
REVISED: 05-25-93

(DRAFT 4/98)

COMMUNITY RELATIONS
USE OF SCHOOL FACILITIES

A. Rules and Regulations for Use of Buildings and Grounds

1. All persons are welcome and encouraged to attend authorized public activities or meetings and to use properly the areas or equipment scheduled or made available for such use.
2. Upon entering school property, all persons not described in paragraph above who are not employed or assigned by the School District, are required to secure permission from the principal or other school officials to remain on the school premises.
3. No person shall deface, damage, destroy or in any way vandalize school property.
4. No person shall commit any act which disrupts the educational process or program or interferes with the entrance to or egress from school property by other persons.
5. No person shall commit any act leading to or constituting a breach of the peace.
6. No person shall use offensive or abusive conduct, or language against any person or persons on school property.
7. Any person on the school premises who is violating the above or without proper business authorization shall be considered trespassing. If a person is asked to leave the school premises by a school or police official and refuses to do so, he/she shall be considered to be trespassing. Persons having been ordered to leave the premises by a school or police official shall re-enter said premises only with written approval of the principal or an official designated by him/her.
8. No written material shall be distributed in school buildings or on school property without permission of the building administrator or other officials designated by the building administrator. This does not apply to non-school activities or groups, individuals, organizations utilizing school facilities on a rental or community function permit.

B. General Rules and Regulations Governing Use of School Buildings and Properties

1. School groups and organizations have first priority for use of school facilities. This would include parent-teacher organizations and school-sponsored groups or activities.

Second priority goes to Community Education activities. Once space has been reserved for Community Education, and the event or class has been publicized, the activity cannot be displaced.

Third priority is for programs sponsored by Moorhead Parks and Recreation.

Lowest priority is to community groups approved for free use and rentals.

Use of school facilities shall not interfere with the regular educational program without special permission of the School Board.

2. Application for use of buildings or grounds must be made through the building administrator of each building.
3. The school plant will not be opened for use except upon presentation of an official Building Use Request Form KG-A at the building. Use of building will be limited to the terms of the request.
4. Rental charges shall be made in accordance with the schedule of rental rates. THESE CHARGES CANNOT BE CHANGED WITHOUT OFFICIAL APPROVAL BY THE SCHOOL BOARD.
5. The applicant agrees to assume full responsibility for injury to persons and damages to property that may occur in the section of the building they are using. If the activities proposed seem to involve more than usual hazards, the School Board may require the applicant to take out liability insurance.
6. The custodian on duty will supervise the operation of the physical plant, and shall not be required to supervise groups or activities. During any time when the school heating plant is in operation, the building may not be occupied by any community group unless a qualified custodian is present.
7. Building must be vacated by 10:30 p.m. Holder of the request will be charged custodial overtime beyond that hour per existing labor agreements (see page 3, #19). Programs must be concluded in time for clearance of building in accordance with the terms of the permit.
8. Administrators may use the building for group and committee meetings in the evenings. Administrators must assume full responsibility for the building if the custodian is not on duty. Administrators may not give keys to non-school employees for the use of school buildings unless approved by the superintendent or his/her designee.
9. Sunday, vacation and custodial employee holidays: community use of school buildings shall not be permitted except with the approval of the superintendent or his/her designee.
10. No flag except the United States national flag and the Minnesota state flag shall be displayed at any time or in the school buildings or grounds without the special permission granted by the superintendent of schools or his/her designee.

POLICY KG

11. Coffee and cookies may be served without using the kitchen. The organization must provide its own cups, coffee, cream, etc. If available the school will provide coffee making equipment. Preparing coffee is the responsibility of the organization.
12. Permission to use gymnasiums and other school physical education or athletic facilities does not include the use of supplies or equipment. Use of equipment is permitted only when the leader is competent to instruct and permission has been granted by the building administrator. Supplies are not furnished at any time.
13. Motion pictures projectors, sound equipment, etc. may be operated only by those approved by the person responsible for audio-visual equipment in the building.
14. Street Shoes in Gymnasium: Every user is required to take every reasonable precaution to see that snow, water, or mud are removed from shoes before persons are admitted to the gymnasium.
15. Leaders shall confine the members of their group to the facilities stated on the permit.
16. Smoking is prohibited on school district property with the sole exception of the designated areas at Townsite Centre.
17. Violation of any of the rules governing the use of the school buildings by any person or organization shall be sufficient grounds for canceling the request and for denying future applications from such persons or organizations.
18. For days and hours when normal staff is not on duty, all labor rates will be charged at the appropriate contractual agreement with additional charges made for social security, PERA, LTD, and workers' compensation, which presently would be an additional sixteen percent (16%) (see page 2, #7).
19. Additional regulations apply to the use of the high school auditorium. These regulations are available in the building administrator's office.

C. Free Use of School Facilities (reference limited Open Forum Policy)

1. The following non-profit groups have been approved for free use of school buildings during the hours that custodians are on duty. Those groups must vacate the building by 10:30 p.m. unless special permission is granted, or a charge equal to the custodial overtime hourly-rate will be made for each hour or part of an hour beyond 10:30 p.m. (This time limit does not apply to parent-teacher groups for their regular scheduled meetings.) Convention or large meetings are not included.

FREE USE OF FACILITIES SHALL BE GRANTED TO/

COMMUNITY Education Classes
Official Elections
POLITICAL Party Caucuses
League of Women Voters
CLAY COUNTY Association of
Retarded Citizens
Marlin Swim Club
Moorhead Parks & Recreation

Moorhead Service Clubs
Moorhead Civic Organizations
Moorhead Jaycees
YOUTH Groups/ BOY SCOUTS/
GIRL SCOUTS/ Cub Scouts/
Brownies/ 4-H Clubs/
Camp Fire

Programs
Moorehead School Groups & Organizations

Free use of school buildings during the hours that custodians are on duty is extended to the following: Community Education classes, city recreation programs, organized youth groups (e.g. Scouts, 4H) civic charitable groups, official elections and party caucuses, and public agencies and/or nonprofit organizations for educational purposes. Convention or large meetings are not included.

These groups must vacate the building by 10:30 p.m. unless special permission is granted or a charge equal to the custodial overtime hourly rate will be made for the time needed to clean the area for the next school day.

Groups will be charged for any property damage.

If admission tickets are sold, groups are charged according to section F.

2. Other non-profit organizations and school related groups that are approved by the superintendent of schools or his/her designee.
3. Equal Access Act: Title VIII of Public Law 98-377
Limited Public Forum - All Secondary Buildings
(related to student organizations)
 1. Any non-curriculum related extracurricular group, so long as it is not disruptive, discriminatory or illegal.
 2. Arrangements must be made through the building administrator's office.
 3. Non-instructional time is defined as before and after school. The lunch period is part of the instruction time.
 4. The meeting must be voluntary and initiated by students.
 5. The meeting must not be sponsored by the school, the government, or their agents or employees.
 6. School employees may be present at the meeting "Only in a nonparticipating capacity".
 7. The meeting must not "materially and substantially interfere with the orderly conduct of educational activities".
 8. "Non-school persons may not direct, conduct, control, or regularly attend activities of student groups".

D. Cafeteria Facilities

1. Banquets and dinners served in ISD 152 cafeterias shall be limited to community groups and rentals.
2. Use of the kitchens and kitchen equipment shall be granted only upon the condition one or more food service employees or approved person familiar with the operation of the food service program are present and the rental fee is paid according to the fee schedule.

E. Fees for Use of Kitchens/Swimming Pool by Groups Approved for Free Use of School Facilities:

Since the policy of the School Board is to permit the use of the kitchen equipment only upon condition that one or more lunchroom employees are present, kitchen facilities are not included free to any group. The rental fees for the above groups are as follows:

1. Fees for Kitchen:
 - a. Opening fee for use of kitchen ----- \$10.00
 - b. Employees will be paid the rate approved in the salary settlement (see page 3, #19).
2. Fees for Swimming Pool:
 - a. The above groups shall pay a fee of \$20.00 to help cover the cost of cleaning and maintaining the pool. This fee is not charged to approved Moorhead school groups or activities sponsored by the recreation department or community education classes.
 - b. A certified life guard is required and must be provided by the group using the pool.

F. Schedule of Rental Fees for Non-Commercial Groups and/or Groups Selling Tickets for Admission

1. The following fees are for non-commercial groups that are not approved for free use of school facilities. These groups include church organizations, private school groups, other public schools and community organizations. The listed fees are to be charged for four (4) or less hours. Time in addition to four (4) hours will be on an hourly basis on a proportionate rate. Those groups that are listed under Free Use of School Facilities will be charged if an entrance fee is charged to the activity. This means that if tickets are sold to the general public for admission then Schedule F will apply. These fees DO NOT include supervisors, ticket takers, concessions or the use of the kitchen for making coffee.

A. K-12 Buildings

Sr. High Auditorium -- 40.00	Sr. High Field ----- 50.00
2-4/hr= 80.00	2-4/hr =100.00
Each addl. beyond 4hr= 20.00	Each addl. beyond 4 = 25.00
A \$250 advance deposit for the use of equipment will be required.	
Sr. High Gymnasium -- 40.00	
2-4/hr= 80.00	Swimming Pool ----- 50.00
Each addl. beyond 4hr= 20.00	Community Swim --.50/person
Sr. High Half Gym --- 25.00	
Sr. High Cafeteria --- 20.00	
Sr. High Kitchen ----- 20.00	
Sr. High Classroom --- 15.00	
Jr. High Kitchen ----- 20.00	Jr. High Gym ----- 60.00
Jr. High Cafeteria --- 20.00	Jr. High Football --- 100.00
Jr. High Classroom -- 15.00	
Elementary Kitchen --- 20.00	Elementary Gymnasium - 40.00
Elementary Cafeteria - 20.00	Elementary Field ---- 100.00
Elementary Classroom - 15.00	

Approved Groups: Groups will be charged for real costs incurred in pool usage. Most instances this will be limited to the charge for the life guard(s). The rental will include the use of the locker room and shower facilities. Groups will be required to provide proper supervision of all ancilliary areas.

G. Fees for Audio-Visual Equipment

1. Audio-visual equipment, lighting and public address systems may be operated only by those approved by the person responsible for audio-visual equipment in the building. Approval may be given to individuals outside the school system if training and experience are satisfactory. This equipment must be requested in advance.

- H. Rental of school buses by non-school groups is discouraged and not permitted except by special permission from the superintendent or his/her designee.

Legal Reference: M.S. 123.36 School Houses and Sites,
Independent School Districts

Reviewed/Revised: 5/25/93

Form: KG-A

Dated: 5/93

BUILDING USE REQUESTIndependent School District No. 152
Moorhead, Minnesota

DATE: _____

REQUESTED BY: _____
(Name of Organization)_____
(Address)_____
(City, State, Zip)

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*****
*                                     *
*          TOBACCO                   *
*          FREE                      *
*                                     *
*****

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Building Requested: _____Area(s) Requested: _____CHARGES/FEES

\$ _____

SUB-TOTAL = \$ _____

DATES REQUESTED:HOURS REQUESTED:EQUIPMENT REQUESTED: _____PURPOSE/USE OF BUILDING: _____CUSTODIAL SERVICES:CHARGES/FEES

Regular Time _____ @ \$ _____/hour

Overtime _____ @ \$ _____/hour

Addl. Services _____ @ \$ _____/hour

SUB-TOTAL = \$ _____

ADDITIONAL CHARGES = \$ _____

DEPOSIT RECD.: \$ _____

TOTAL \$ _____

BUILDING USE REQUEST

The organization or individual requesting usage of Independent School District 152 facilities hereby agrees to compensate said school district at the established rate. The user further agrees to be responsible for all damages of equipment as a result of their usage.

Certificates of Liability insurance may be required by the School Board and shall be submitted to the Assistant Superintendent for Business when requested.

The users agree to hold harmless and indemnify Independent School District 152 for any losses or actions resulting from said building usage.

Usage is granted subject to compliance with Board Policy KG and administration rules and regulations pertaining to community use of school facilities.

ADDITIONAL CHARGES OR FEES:

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*****
*                                     *
*          TOBACCO                   *
*                                     *
*          FREE                      *
*                                     *
*****

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THIS IS A TOBACCO FREE BUILDING ALL HOURS OF THE DAY
AND EVENING!!

CERTIFICATE OF INSURANCE REQUIRED? YES _____ NO _____

<u>Independent School District 152</u>	
Approvals	
_____ Building Principal	_____ Date
Approved	
_____ Asst. Supt. - Business	_____ Date
Approved	
Rental Charge or Fee \$ _____	

Signed: _____
(for above organization)

Title: _____

Phone: _____

MEMO #: S-98-281

TO: School Board

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

RE: Approval of Policy

DATE: May 5, 1998

Attached please find the policy, Transportation Eligibility Guidelines (EEA), as recommended for approval.

Suggested Resolution: Move to approve the policy, Transportation Eligibility Guidelines (EEA), as presented.

cbf

Attachment

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: EEA
DATE ADOPTED: 10-31-81
REVISED: 01-14-92

(DRAFT 4/98)

TRANSPORTATION ELIGIBILITY GUIDELINES

- I. Moorhead Public Schools will provide regular transportation, to and from, to students who meet the following criteria:
- A. Elementary students, K-6, who reside one (1) mile or more from the building to which the school district assigns the student;
 - B. Secondary students, 7-12, who reside one (1) mile or more from the building to which the school district assigns the student;
 - C. Students who must cross or use an area identified as being an extraordinary traffic hazard to and from school (refer to eligibility guidelines);
 - D. Kindergarten students who live .5 mile or more from the building to which they are assigned will receive noon transportation services...morning and afternoon service will follow the same guidelines as other elementary students/. STUDENTS MAY BE ASSIGNED TO EITHER MORNING OR AFTERNOON KINDERGARTEN AS CLASS SIZES DICTATE.
 - E/ *Kindergarten students who live 1/2 miles or more from Lincoln Elementary/ They are the only age group which attends this school/*

II. Eligibility Guidelines

- A. The following will be used as guidelines for reviewing and developing school bus transportation for the Moorhead Public School District.

Δ/ Recommended maximum walking distances to bus stops:

<u>Grade Level</u>	<u>Distance to Stop</u>
K - 4	.15 mile (1-2 blocks)
5 - 6	.25 mile (3-4 blocks)
7 - 8	.3 mile (4-5 blocks)
9 - 12	.5 mile (6-7 blocks)

These are recommended distances to bus stops and will not be possible in all areas of the school district.

POLICY EEA

- B. Hazardous crossings or walking areas in Moorhead School District are only those which lie within the normal walk zone (one (1) mile walking distance) for the specific schools:
- a. Washington, Voyager and Robert Asp Elementary:
 - *11th Street North - north of 15th Avenue North - There is no sidewalk along this roadway. This is a high volume traffic areas; especially, at the time of day when students will be walking.
 - *1st Avenue North - This is a high volume traffic area and is a primary vehicle access to Minnesota Highway 10.
 - b. Park Christian:
 - *1st Avenue North - Same rationale as for transportation to Washington, Voyager and Robert Asp Elementary.
 - *Highway 75 - This is a state highway which does not have appropriate sidewalks or crossing signals.
 - c. Edison:
 - *8th Street South - This state highway does have walk/do not walk signals at 12th Avenue South; however, this is a very busy and hazardous crossing for students in K-4 grades.
 - d. Riverside:
 - *8th Street South - Same rationale as Edison
 - *24th Avenue South - From Rivershore Drive to 8th Street
 - e. Probstfield:
 - *I-94 - The available bridges do not allow adequate pedestrian crossings.
 - *8th Street South - Same rationale as Edison
 - f. St. Joseph School:
 - *8th Street South - Same rationale as Edison
 - *Main Avenue South
 - g. Moorhead Junior High:
 - *I-94 - Same rationale as Probstfield
 - h. Moorhead Senior High:
 - *Highway 75 North of Highway 10 - This highway has no sidewalks or pedestrian crossing areas.
 - i. Lincoln:
 - *11th Street North - This street is crossed only by kindergarten students.

POLICY EEA

- C. Hazardous areas for using student or adult crossing guards will be identified by the director of transportation.
- D. Service to Private Roads - Buses being used to serve Moorhead Public School students will not be allowed to use private drives except for handicapped transportation vehicles whose students cannot walk to a regular bus stop and regular transportation vehicles with specific approval from the Director of Transportation.
- E. Transportation to Alternate Addresses - Moorhead Public Schools will accept responsibility for one AM address and one PM address for a child.

If a parent wishes to have a daycare site as the regular stop for their child, that stop must be the same every day. Any changes in bus stop will require a five (5) day written notice to the transportation office. The new address must be for a permanent change.

Emergency address changes will not be accepted by the transportation office or the bus driver. They must be approved by the building administrator.

- F. Authorized Riders - Moorhead Public School bus drivers will only accept passengers assigned to the route. Students who will be attending parties, non-school classes or meetings, etc. will not be accepted as passengers on school routes.

Building administrators may provide temporary authorization to students for emergencies if space is available on the school bus.

Reviewed/Revised: 4/25/89
1/14/92

MEMO #: S-98-282

TO: School Board

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

RE: Approval of Policy

DATE: May 5, 1998

Attached please find the policy, Sale, Disposal and Recycling of Books, Equipment and Supplies (DN), as recommended for approval.

Suggested Resolution: Move to approve the policy, Sale, Disposal and Recycling of Books, Equipment and Supplies (DN), as presented.

(cbf)
Attachment

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: DN
DATE ADOPTED: 08-08-78
REVISED: 03/22/94

(DRAFT 4/98)

SALE, DISPOSAL AND RECYCLING OF BOOKS, EQUIPMENT AND SUPPLIES
(School Properties Disposal Procedure)

1. The school district shall be allowed to sell, give away, dispose of and/or recycle books, equipment and supplies ~~which~~ that are no longer useful to the district.
2. The board shall be governed by the provisions of M.S. 123.36, subd. 2., which reads as follows, "The board shall purchase, sell, and exchange school apparatus, furniture, stoves, buses, and other equipment as may be deemed necessary by the board for school purposes."
3. School property which has been released by its user as no longer needed for the school program shall first be offered to school administrators and other personnel for possible use in other phases of the school program.
4. When there is no reasonable use for school property within the school district, it may be offered for sale to school personnel and the general public. The administration shall place a value on the properties consistent with the market for such properties.
5. Where it appears that the sale value of the property will exceed ~~\$500~~ \$2,500, written sealed bids will be solicited.
6. Proceeds of sale of excess books and supplies shall be deposited in the general fund and proceeds of sale of excess equipment shall be deposited in the capital outlay ~~fund~~ account unless otherwise designated by the Board of Education.
7. Sales to Employees - No officer or employee of the school district shall sell or procure for sale or possess or control to any other officer or employee of the school district any property or materials owned by the school district unless sold at a public auction, or by the quotation procedure specified above, or by sealed bid after reasonable public notice where the employee is the highest bidder and is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district in any 12 month period. This section shall not apply to the sale of property or materials acquired or produced by the school district in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the normal course of the employee's duties.

Reviewed/Revised: 3/27/90
3/22/94

MEMO #: S-98-283

TO: School Board

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

RE: Approval of Policy

DATE: May 5, 1998

Attached please find the policy, Use of All School Equipment and Materials for Instructional Purposes Off School Premises (EDCA), as recommended for approval.

Suggested Resolution: Move to approve the policy, Use of All School Equipment and Materials for Instructional Purposes Off School Premises (EDCA), as presented.

cbf
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: EDCA DATE ADOPTED: 04-10-84 REVISED: 03-23-93
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(DRAFT 4/98)

USE OF ALL SCHOOL EQUIPMENT AND MATERIALS
FOR INSTRUCTIONAL PURPOSES OFF SCHOOL PREMISES

It may be necessary for faculty and students to use school equipment off the school premises, for instructional purposes not for recreational purposes or personal gain. Use of school equipment will be limited to organizations affiliated with the school district.

Each building level administrator, in consultation with appropriate staff, shall have the responsibility of developing a circulation policy for instructional materials that will encourage access to these materials by students and faculty. It must be recognized that restrictions on the out of the building circulation of certain types of materials and equipment may be necessary. This would occur when their circulation would result in a violation of contractual or copyright agreements that the school district has entered into with other agencies (example: teacher's manuals, computer software, commercial video tapes).

Each borrower shall bear the responsibility for returning the equipment or materials in the same condition as when received. The school district shall be reimbursed by the borrower for the loss or damage to any school equipment or materials. This would include textbooks, library books, athletic equipment, music equipment, computers, audiovisual equipment, etc. The cost of the reimbursement shall be based on the amount of the original purchase price in the event of loss or damage beyond repair. When repair is possible, the reimbursement shall be ~~based on~~ set at the exact costs of repair or an amount agreed upon by the school administration.

Form EDCA-A will be used for off-premise use of district equipment.

Reviewed/Revised: 3/23/93

FORM EDCA-A
REVISED: 03/23/93

OFF PREMISE USE OF DISTRICT EQUIPMENT

Item (s) Borrowed: _____ Ident. No. _____

Borrower _____
(if an organization, both the person and organization)

Date Borrowed _____ Checked Out By _____

Date to be Returned _____ Date of Return _____

Intended Use _____

Place Equipment is to be Used _____

Department to Whom the Equipment is Assigned _____

Additional Explanation (if necessary) _____

The undersigned assumes responsibility for loss, theft, and/or damage beyond normal wear. District 152 assumes no liability for personal injury resulting from equipment use. The undersigned also asserts that this usage is not for personal gain.

Signed _____

Usage must be in accordance with Copyright Policy EGAA.

MEMO #: S-98-284

TO: School Board

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

RE: Approval of Policy

DATE: May 5, 1998

Attached please find the policy, School/Community Relations (KB), as recommended for approval.

Suggested Resolution: Move to approve the policy, School/Community Relations (KB), as presented.

cbf
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: KB DATE ADOPTED: 09/14/93 REVIEWED/REVISED:
--	--

(DRAFT 4/98)

SCHOOL/COMMUNITY RELATIONS

The School Board of ISD #152 is committed to establishing and supporting planned and systematic two-way communications between the Moorhead school district and its internal and external publics. Such communications will further student achievement by building confidence, morale, goodwill, cooperation and support between and among staff, school board, students, and community.

The Board affirms the following objectives for the communications program:

1. To build goodwill for ISD #152.
2. To explain district policies, activities and programs to staff and community.
3. To cooperate in every reasonable way with the news media.
4. To communicate student and staff achievement to the stakeholders..
5. To build understanding, morale and support among staff.
6. To train and support all staff in carrying out positive, effective public relations as an integral part of their activities.
7. To identify trends and concerns of the community.

The Superintendent of Schools will present to the School Board an annual Communications Plan as part of the Long-Range Plan. The communications plan and activities will be evaluated annually.

Reviewed/Revised: 9/14/93

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

MAY 26, 1998
7:00 p.m.

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

ATTENDANCE:

Jim Cummings	James Hewitt
Stacey Foss	Carol A. Ladwig
Mark Gustafson	Kristine Thompson
Anton B. Hastad	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 Junior Bryce Howitson for being the Moorhead High School representative for the 3M Richard Drew Award. Award representatives are considered creative in the field of science and participate in an extensive summer program at 3M. The award was established in 1970 in honor of Richard Drew, the developer of "scotch tape" for 3M.

*** We are proud of Edison second graders Kari Krieger and Alexa Deschene being selected as two of the thirteen winning entries for the Northern States Power Company 1998-99 Energy Safety Calendar contest. The calendars are distributed to over 31,000 K-6 classrooms in Minnesota. Both students are in Ms. Linn Lidahl's classroom.

*** We are proud of Edison teacher Stacy Swanson who was one of the featured teachers in the Fargo Forum Student Originals contest. Two of her students were also winners. They are: Brandon Gullekson-first place in cartoons; and, Ethan Dahlsad-third place in cartoons.

*** We are proud of Title I coordinator Pat King for currently being vice president of the Minnesota Association of Administrators for State and Federal Education Programs (MAASFEP). King will become president of the association for 1999-2000.

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

5-M9-805
Min
May-26-98

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 Improving America's Schools Act Application - Pages 6-13
- (2) Approval of Special Services Agreement - Pages 14-18
- (3) Approval of Major Magnitude Field Trip - Pages 19-21

B. BUSINESS AFFAIRS - Lacher

C. PERSONNEL MATTERS - Skinkle

- (1) Acceptance of Resignations - Page 22
- (2) Approval of Family/Medical Leaves - Page 23
- (3) Approval of Leave of Absence - Page 24

D. ADMINISTRATIVE MATTERS - Anderson

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. BID AWARD - METROPOLITAN AREA NETWORK: Jernberg
Pages 25-37

Suggested Resolution: Move to award the low bids which meet specifications as follows:

- 1) McLeodUSA for the provision of a fiber lease at \$19,700 per year with lease buyout options available each year of the seven year fiber lease as presented.
- 2) Enstar Networking Corporation (Cisco), in the amount of \$231,923.26, for the purchase of electronics equipment and training.

Moved by _____ Seconded by _____
Comments _____

5. BID AWARD - WASHINGTON PLAYGROUND EQUIPMENT: Anderson
Pages 38-40

Suggested Resolution: Move to award the work for the Washington School playground to Minko Construction, in the amount of \$87,080.

Moved by _____ Seconded by _____
Comments _____

6. SPECIAL EDUCATION EXTENDED SCHOOL YEAR PROGRAM: Swedberg
Pages 41-44

Suggested Resolution: Move to receive the Special Education Extended School Year Program information and approve the employment of the staff as presented.

Moved by _____ Seconded by _____
Comments _____

7. SECONDARY SUMMER SCHOOL PROGRAM: Jernberg
Pages 45-47

Suggested Resolution: Move to receive the Secondary Summer School Program information and approve the employment of the staff as presented.

Moved by _____ Seconded by _____
Comments _____

8. MOORHEAD JUNIOR HIGH ASSISTANT PRINCIPAL POSITION: Anderson

Suggested Resolution: (A recommendation may be presented at the meeting following conclusion of the interview process.)

Moved by _____ Seconded by _____
Comments _____

9. DISTRICT ADMINISTRATIVE ORGANIZATION: Anderson
Page 48

Suggested Resolution: Move to approve the formal review of the District's central administration organization in conjunction with the firm of Fox Lawson & Associates, at a cost of \$16,000.00.

Moved by _____ Seconded by _____
Comments _____

10. GRIEVANCE HEARING RESULTS: Skinkle
Pages 49-51

Suggested Resolution: Move to approve the Resolution
Adopting Hearing Officer's Decision as presented.

Moved by _____ Seconded by _____
Comments _____

11. SENIOR HIGH GYMNASTICS PROGRAM: Anderson
Page 52

Initial discussion of a joint venture with Fargo and West
Fargo public schools for a gymnastics facility.

12. FIRST READING OF POLICIES: Anderson
Pages 53-75

Conduct the first reading of the following policies:
Discipline (JK); MSH Graduation Policy (IKF); and,
Visitors to School Buildings and Sites (KK).

13. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

14. 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 _____

15. OPEN PUBLIC MEETING: Ladwig

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

Moved by _____ Seconded by _____
Comments _____

16. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Baccalaureate	May 27	7:00 p.m.	Senior High
Last Day Students/Staff	June 3/4		
Graduation	June 7	2:00 p.m.	Fargo Civic
School Board	June 8	7:00 p.m.	Townsite
ESY - Spec. Ed.	6/16-7/30 T,W,Th	8-10 a.m. 10:15-12:15 8-12:15	Washington MSH MJH & Asp
Jr. High Summer School (7, 8, 9)	6/8-7/6 M-F	7:30-9:55 10:05-12:30	MJH
Summer Orchestra	8/17-21	9-3	MSH
Summer Band	6/5-7/2	7:30-1:30	Asp
Beginnings (ECFE)	6/15-7/2	9:30-12	Lincoln
Summer Safari	6/15-19 6/22-26	8:45-12 8:45-12	Asp MJH
Summer Safari Computer Class	6/15-19	8:45-10:15	MSH
Title I (Grs. 3-6)	6/8-7/9 M-Th	8-12	Asp
Summer Migrant School	6/12-7/31	8-4	Probstfield
Reading Recovery/ Early Literacy (Gr. 1)	6/8-7/2	8-12	Edison
Jump Start (K-2)	August	8-11	Washington
Detention Center/ Shelter Care	6/9-8/21 M-F	8:30-12	Juvenile Center
Outreach	6/15-6/25 7/6-8/21 M-Th	8-12	Sports Ctr.
School Board	June 22	7:00 p.m.	Townsite

MEMO #: I-98-262

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: 1998-99 Consolidated Application for
Improving America's Schools Act

DATE: May 19, 1998

Attached is a budget summary and program information related to the District's plan for the Improving America's Schools Act (IASA) Consolidated Application. The narrative portion includes program information for Title I and budget information related to Title I, Title II (Eisenhower funds for math, science and technology) and Title VI (formerly Block Grant).

The funding request includes \$684,259 for Title I, \$43,174 for Title II, and \$37,963.16 for Title VI for a total of \$765,396.16.

Suggested Resolution: Move to approve the Consolidated Application for Improving America's Schools Act in the amount of \$765,396.16 as presented.

RMJ/mdm
Attachments

	Learner Options 876 Capitol Square - 550 Cedar St. Paul, MN 55101-2273	CONSOLIDATED APPLICATION FOR IMPROVING AMERICA'S SCHOOLS ACT	ED-00261-19 DUE: 5/8/98
	GENERAL INFORMATION AND INSTRUCTIONS: Please send the signed original and one copy to the above address by May 8, 1998. For further instructions refer to the Supplemental Instructions on Page S.I. (1).		

S. Y.
1998 - 1999

Upon request, this application can be made available in alternative formats including Braille, audio tape, computer disk and large print.

UNIFORM DISTRICT IDENTIFICATION			
District Name Moorhead Public Schools		District Number 152	
Address 810 4th Ave. S.		City Moorhead	Zip Code 56560
LEA Representative Name Robert Jernberg	Title Asst. Supt./Curric.	Telephone Number (218) 299-6227	FAX Number (218) 233-1060

FUNDING INFORMATION			
TITLE I	TITLE II	TITLE VI	TOTALS
<input checked="" type="checkbox"/> Original <input type="checkbox"/> Addendum \$ <u>684,259</u> Total Amt. Requested Amount of Funds in Schoolwide Programs \$ <u>146,657</u> Reserved for Admin. \$ <u>21,992</u> Amount of Funds Used to Match AOM \$ <u>60,000</u>	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Addendum \$ <u>43,174</u> Total Amt. Requested Amount of Funds in Schoolwide Programs \$ <u>5520</u> Reserved for Admin. \$ <u>2046</u>	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Addendum \$ <u>37963.16</u> Total Amt. Requested Amount of Funds in Schoolwide Programs \$ _____ Reserved for Admin. \$ _____ Amount of Funds Used to Match AOM \$ _____	\$ <u>765,396.16</u> (Amount Requested) \$ <u>24,038.00</u> (Administration)

LOCAL BOARD OF EDUCATION ACTION	
The local Board of Education of <u>ISD#152</u> (district name) has authorized <u>Robert Jernberg</u> (person's name) at a monthly meeting held on <u>May 26, 1998</u> to act as the LEA Representative in filing an application for funds as provided under Public Law 103-382 for the school year 1998-99. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal Statutes, Regulations, and State procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this application. The following persons are authorized as contact persons for:	
Title I <u>Patricia King</u>	Telephone Number: (218) 299-6257 FAX Number: (218) 233-1610
Title II <u>Mary Regelstad</u>	Telephone Number: (218) 299-6376 FAX Number: (218) 233-1610
Title VI <u>Janice Buckner</u>	Telephone Number: (218) 299-6337 FAX Number: (218) 233-1610
_____ Signature of LEA Representative	_____ Date

CHILDREN, FAMILIES & LEARNING REVIEW / APPROVAL		
Area Director Signature	Area #	Date
Final Approval Signature	Date	
Comments:		

STATEMENT OF ASSURANCES (CONTINUED)

ED-00261-19

Page 3

In case of the comparability of service provisions, the district must have documents on file to verify that:

- a districtwide salary schedule has been established and implemented;
- a policy to ensure equivalence among schools in classroom teachers, administrators, and auxiliary personnel has been established and implemented; and
- a policy to ensure equivalence among schools in the provisions of curriculum materials and instructional supplies has been established and implemented.

The applicant has developed, with parents of participating students, a written parent involvement policy, in accordance with the IASA.

The application has been planned, designed in consultation with teachers and parents of participating Title I students in accordance with the IASA.

The district will have documentation on file regarding date, notification, agenda, and participation of Title I annual parent meetings as required by the IASA.

The applicant assures that schools receiving funds under this part develop school-parent compacts which address school and parent responsibilities for student success and address communication between school and parents.

The applicant, with participating schools, will develop and execute plans for building capacity of staff and parents, including parents with limited English proficiency or disabilities.

TITLE II ASSURANCES

Planning took into account the need for greater access to, and participation in, all core academic subjects, but especially in mathematics and science by students from historically under-represented groups, including females, minorities, individuals with limited English proficiency, the economically disadvantaged, and individuals with disabilities by incorporating pedagogical strategies and techniques which meet such individual needs.

Administrators, mathematics and science staff, as well as other core academic and/or Title I staff, if receiving benefits under this application, have been consulted in the development of this application.

TITLE VI ASSURANCES

Provide for systematic consultation in the design, planning and implementation of programs by parents, teachers, administrators and other groups involved in the implementation of this title as considered appropriate by the LEA.

Will comply with provisions of this title including participation of children enrolled in private/nonprofit schools in accordance with Section 6402.

ASSURANCE VERIFICATION

Signature on this document provides assurance of ALL the preceding statements of assurances when submitting this application for funding consideration under IASA.

Signature

Date

Title 1 Program Information

- Title I is a supplemental program designed to assist students most at risk of not meeting the States High Content Standards.
- The Moorhead Title I Program will receive \$684,265.09 in funds for the 1998-99 school year.
- Funds are distributed to schools based on the total number of students receiving free and reduced meals.
- Students are selected for Title I based on needs.
- Funds may be used to hire supplemental staff (teachers & paraprofessionals), substitutes, travel, inservice / staff development, purchase supplies, equipment and parent activities.
- The attached information contains the Title I distribution of funds. This process was determined by the Department of Children Families & Learning, Division of Learner Options. All districts must calculate and distribute funds in this manner.

.....

Title 1 1998 - 1999

We are currently in the planning process for the upcoming year. In order for schools to determine how best to allocate funds and the type of program / service they feel will best meet the needs of their learners they must review the current year. Changes and adjustments are made as necessary. Each of the Title I schools have unique needs, therefore it is necessary to work individually with each school in order to pull together a plan that best meets their needs.

Moorhead Schools eligible for Title I funding include Edison, Riverside, Washington, Robert Asp and MJHS. The following list of programs / services will be offered through the Title I program next year.

(Not all services / programs are available at all schools.)

Programs / Services

- Targeted Assistance Program
- Schoolwide Program
- Title I Teachers
- Paraprofessionals
- Reading Recovery Teachers
- Early Literacy Program
- Learning Readiness / Kindergarten Home School Liaison
- Summer School (3 types of programs)
- Home Visitors
- ESL Assistance
- Parent Education
- Staff Development / Inservice / Conferences
- Supplies / Equipment
- Indistrict Travel / Other Travel
- Computer Lab (MJHS)
- Collaboration: (Community Education, ABE, ECFE, Learning Readiness, etc.)
- Other as needed

Distribution of Title 1 Funds To Target Schools

Section I Calculation of Basic or Adjusted Per Pupil Funding Unit

1. Total District K- 12 Enrollment	5854
2. #Free & Reduced	1680
3. District Ave.	29%
4. Total Title 1 Funds Requested	\$684,265.09
5. Basic PPFU	\$407.30
6. Will your district serve any eligible school with less than 35% eligible students? If yes multiply line 5 by 125%	\$509.13

Section II Determination of Title I Funds For School Distribution

1. Enter amount of Line #4 of Section I Above	\$684,265.09
2. Of the above amount, enter the amounts to be set aside to be used for:	
a. Non Instructional Serv. for Non-Public Stu.	\$0.00
b. Administrative Costs	\$23,000.00
c. Indirect Costs	\$12,019.00
d. District Level Activities	\$66,053.00
e. Parent Involvement Set-Aside	\$6,800.00
f. Homeless Set-Aside	\$3,000.00
g. Neglected or Delinquent Set-Aside	
h. Total Set-Aside	\$110,872.00
3. Total TITLE I Funds for school distribution.	\$573,393.09

Section III - Distribution of Title I Funds To Target Schools

(1) Name of Target School <i>February 1997</i>	(2) percent of School Low-Income Students	(3) Numbers of Low-Income Students In Target School Attendance Area			(4) PPFU -OR- APPFU	(5) AMOUNT TO BE DISTRIBUTED TO SCHOOL	(6) AMOUNT REMAINING
		Public	NonPublic	Total			
							\$573,393.09
MCAP	58.33	39		39	\$509.13	\$19,855.91	\$553,537.18
WASHINGTON	38.1	292		292	\$509.13	\$148,664.74	\$404,872.45
RIVERSIDE	36.06	150		150	\$509.13	\$76,368.87	\$328,503.57
EDISON	32.3	197		197	\$509.13	\$100,297.78	\$228,205.79
ROBERT ASP	30.11	237		237	\$509.13	\$120,662.82	\$107,542.97
JUNIOR HIGH	29.15	272		272	\$509.13	\$138,482.22	-\$30,939.25

Title II Eisenhower for 1998-99

Coordinator: Mary Regelstad

The priority areas include Math, Science, Reading (Including Technical Reading and Writing at the secondary level) and Technology Integration in the areas listed above.

1	Elementary Math (by building)	21427
2	Staff development for teaching/assessing	
3	the MN Standards using Everyday Math	
4	Elementary Science (district)	800
5	Staff development for MN Science Frameworks	
6		
7	Secondary Math (by building)	3500
8	Staff development for teaching/assessing	
9	with MN Standards	
10	Secondary Science (by building)	3500
11	Staff development for teaching/assessing	
12	with MN Standards	
13	Math/Inquiry/Tech. (building)	4000
14	Elem. Staff development for integrating	
15	Technology Standards and Assessments	
16	Technology Integration (district)	2280
17	Staff development for integrating	
18	Technology Standards and Assessments	
19	Elementary Reading (by building)	2176
20	Staff development for Title I teachers	
21	in MN Standards and Assessments	
22	Secondary Technical Rdg/Wrtg. (bldg.)	1200
23	Staff development for MN Technical Reading	
24	and Writing Standards	
25	Non-public Math/Science Technology	2245
26	Staff development for Technology Integration	
27	Administration (district)	2046
28		
29	(Schoolwide included above \$5520)	
30	TOTAL	43174
31		
32		
33	GUIDELINES:	
34	Local Match (\$12,815)	
35	District Level (no more than 20% = \$8186)	5126
36	Building Level (at least 80% = \$32743)	35803
37	Math and Science (at least 75% = \$30697)	33227
38	Core subjects (17.5% may be used = \$7163)	3376
39	Reading Priority(7.5% must be used = \$3070)	3376

Planning groups included: Principals, Staff Development Committee, Math/Science Committees, and Program Staff Coordinators.

TITLE VI TARGET AREAS

1998-99 Title VI funds will be used for two target areas: 1) **Promising Educational Reform Programs and Practices** (integration of technology into the graduation standards) and 2) **Acquiring Educational Materials and Technology for Instruction**.

1) Promising Educational Reform Programs and Practices (integration of technology into the graduation standards).

Much work needs to be done to integrate technology use into the curriculum. A portion of 1998/99 funds will be used for technology inservice. Some will allow for the expansion of work begun last summer which identified technology outcomes in the Managing Resources learning area of the Profile of Learning grades and a Technology Skills Sequence for grades K-6. The Technology Skills Sequence needs to be evaluated using input gained from this past school year. In addition, additional work needs to be completed to coordinate with graduation standards work to be done for the 1998-99 school year.

2) Acquiring Educational Materials and Technology for Instruction.

The concept of portable computing via the Apple eMate was implemented in several programs at various grade levels last year. This device has proved to be successful. A portion of this year's Title VI funds will be used to expand the use of an eMate-like device at Robert Asp school. These devices will be used to expand the writing and communication standards of the preparatory standards in the Profile of Learning in the areas of Read, View, Listen and Writing and Speaking.

ITEM	Number	Cost/Per	TOTAL
eMate-like device	33	\$750.00	\$24750.00
Power Adapters	33	\$25.00	\$825.00
Storage Carts	2	\$607.00	\$1214.00
Technology Integration Inservice			\$10000.00
TOTAL Public			\$36789.16
TOTAL Non-Public			\$1174.00
TOTAL			\$37963.16

MEMO #: I-98-260

TO: Dr. Bruce Anderson

FROM: Robert Jernberg *RJ*

DATE: May 19, 1998

RE: Agreements for physical therapy and occupational therapy services for the 1998 extended school year

Attached is a memorandum of agreement with PT/OT Associates for physical therapy services for the 1998 extended school year and a second memorandum with Therapy Partners for occupational therapy services for the 1998 extended school year program.

Services for physical therapy will begin on or about June 16, 1998 and will end on July 30, 1998 for the total contracted PT services not to exceed 80 hours at \$40.16 per hour.

Services for occupational therapy will begin on or about June 16, 1998 and will end on July 30, 1998 for the total contracted OT services not to exceed 30 hours at \$40.16 per hour.

Suggested Resolution: Move to approve the memorandums of agreement with PT/OT Associates and Therapy Partners as presented.

RMJ:dr
Attachment

MEMORANDUM OF AGREEMENT FOR
OCCUPATIONAL THERAPY SERVICES FOR
THE 1998 EXTENDED SCHOOL YEAR

This contract entered into this 26th day of May 1998, by and between Moorhead Public Schools, Independent School District #152, and 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 June 16, 1998. The number of hours contracted will be up to 30 hours during the 1998 extended 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	_____ Title
_____ City	_____ City
_____ Date	_____ Date

MEMORANDUM OF AGREEMENT FOR
PHYSICAL THERAPY SERVICES FOR
THE 1998 EXTENDED SCHOOL YEAR

This contract entered into this 26th day of May 1998, by and between Moorhead Public Schools, Independent School District #152, and PT/OT Associates affirms that:

WHEREAS, THE AGENCY has determined that it is necessary to retain the services of a qualified physical 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 June 16, 1998 and end on July 30, 1998. The number of hours contracted will be up to 80 hours during the 1998 extended school year program.

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	Title
City	City
Date	Date

MEMO #: I-98-263

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Major Magnitude Field Trip - Apollo Strings

DATE: May 20, 1998

The City of Moorhead has requested that the Apollo Strings accompany a delegation to Mobile, Alabama as part of the Moorhead presentation as a finalist for the All-America City award, a program of the National Civic League.

The major magnitude field trip proposal is attached.

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

RMJ/mdm
Attachment



MOORHEAD SENIOR HIGH SCHOOL

2300 4th Avenue South Moorhead, Minnesota 56560

Administration
Athletics/Activities
Guidance/Counseling
Fax

(218) 299-6317
(218) 299-6314
(218) 299-6307
(218) 236-0274

TO: Bob Jernberg
FROM: Mike Siggerud
RE: Major Magnitude Field Trip
DATE: 5/20/98

An invitation has been extended to the Apollo Strings by the City of Moorhead to represent the city and schools in a competition for the "1998 All-American City Award." The school is requesting permission to tentatively accept the invitation.

The invitation has been quite recently extended; consequently, many of the details remain to be addressed. An itinerary will be available to administration and the board as details are finalized.

It is anticipated that the total cost of transportation, accommodations and other expenses will be between \$7,000 and \$8,000. Negotiations continue with the city regarding any contribution they can make toward the final cost to members of the Apollo Strings.

As we understand the philosophy of graduation standards, we can support activities which open the door to experiences that extend beyond the classroom. We believe that the opportunity exists to make this a learning opportunity that enhances an understanding of application in such areas as the arts, service, geography and economics.

The school is anxious to support the city in this venture. Positive recognition benefits the city and school alike both in civic pride and investment.

Thank you.

Gene Boyle
Principal
299-6301

Jerry Hunter
Asst. Principal
299-6302

Michael Siggerud
Asst. Principal
299-6312

Don Hulbert
Activities Director
299-6313

Toni Bach
Counselor
Grades 11 & 12
A - L
299-6309

Russ Menegar
Director of Guidance
Counselor
Grades 11 & 12
L - Z
299-6304

Jeff Robinson
Counselor
Grades 9 & 10
A - L
299-6310

Burt Cunningham
Counselor
Grades 9 & 10
L - Z
299-6308

Jan Thom
Student Assistance
Counselor
299-6365

MOORHEAD HIGH SCHOOL
OVERNITE ACTIVITY TRIP

Date MAY 20, 1998

Code

Staff Member, Coach, or Advisor MISS CAROLE NELSON

Purpose of trip TO MOBILE, ALABAMA. WE (THE APOLLO STRIN
WERE INVITED TO REPRESENT THE CITY OF MOORHEAD) IN THE

Date(s) of trip JUNE 16-23, 1998 Departure Time

FINALS FOR
ACL-AMER
CITY

Destination MOBILE, ALABAMA

Itinerary (include times, overnite accomodations, phone numbers,
etc.)

LV MOH JUNE 16

ARR. MOBILE JUNE 18

PERFORM JUNE 18, 19 and 20

RETURN JUNE 21

ARR MOH JUNE 23

TRANSPORTATION \$3600

MEALS AND LODGING \$3500

Director of transportation notified _____ Mode of travel

We Need To
People Move

List of students attached--and supplies to attendance _____

Other people going along who are not students of staff
members _____

In case of my absence on the day of the trip, the field trip
should be cancelled. Yes _____ No _____ Comment _____


List of special needs for students _____

Carole Nelson
Staff Member Signature

Principal Signature
Principal Signature

MEMORANDUM

P 98.049

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle 
DATE: May 19, 1998
SUBJECT: Resignation of District Employee.

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

Toni Fietek - EBD and SLD Teacher, Washington and Riverside Schools, effective June 4, 1998.

Chris Teal - Custodian, Senior High, effective May 22, 1998.

Joshua Misner - Orchestra Teacher, Junior High, effective June 4, 1998.

Suggested Resolution: Move to accept the resignation as presented.

JDS:sdh

MEMORANDUM P 98.050

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JS*
DATE: May 19, 1998
SUBJECT: Family/Medical Leave

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

Margot Garcia - Paraprofessional, Probstfield Elementary,
effective immediately until her doctor releases
her for work.

Evangeline Klemisch - Food Service, Probstfield Elementary,
effective immediately for the remainder of
the 1997-98 school year.

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

JDS:sdh

MEMORANDUM P 98.051

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JSS*

DATE: May 19, 1998

SUBJECT: Leave of Absence

The administration requests approval for Leave of Absence for the following person:

Carol Bennett - English Teacher, Senior High, for the second semester of the 1998-99 school year.

SUGGESTED RESOLUTION: Approve the Leave as presented.

JDS:sdh

MEMO #: I-98-259

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Metropolitan Area Network (MAN) Recommendation

DATE: May 19, 1998

Attached is the Moorhead Schools Metropolitan Area Network recommendation as prepared by Elert & Associates. This item will be reviewed with the Board by school district staff and the consultant, Elert & Associates.

Suggested Resolution: Move to award the low bids which meet specifications as follows:

- 1) McLeodUSA for the provision of a fiber lease at \$19,700 per year with lease buyout options available each year of the seven year fiber lease as presented.
- 2) Enstar Networking Corporation (Cisco) in the amount of \$231,923.26 for the purchase of electronics equipment and training.

RMJ/mdm
Attachment

MOORHEAD PUBLIC SCHOOLS

Metropolitan Area Network Recommendation

May 14, 1998

Prepared by:

Peter Gray



ELERT & ASSOCIATES
612-430-2772

Moorhead Public Schools Metropolitan Area Network Bid Evaluation

Six base bids (Part A and/or Part B) were submitted for the Moorhead Public Schools Metropolitan Area Network from four entities. Network Center, Inc. submitted a bid but it was not accepted because it was submitted late.

1. Cable One with Corporate Technologies (OC-3)
2. Cable One with Corporate Technologies (DS-3)
3. Enstar Networking Corporation (Bay Networks)
4. Enstar Networking Corporation (Cisco)
5. McLeodUSA
6. Moorhead Public Service

The base bids were as follows:

Company	Part A Annual Cost	Part B Cost
Cable One w/ Corp. Tech. (Bid #1)	\$19,332	\$381,812
Cable One w/ Corp. Tech. (Bid #2)	\$19,332	\$336,520
Enstar (Bay Networks)		\$279,830
Enstar (Cisco)		\$198,990
McLeodUSA	\$18,000	
Moorhead Public Service	\$69,000	

Costs submitted for alternates and lease buyouts can be found on the Bid Analysis spreadsheets included in the appendix.

US West submitted bids on a leased T-1 voice and data network.

Enstar submitted two bids. One bid utilizes Bay Networks electronics and the other bid utilizes Cisco electronics.

Corporate Technologies submitted two bids. Both bids utilize Bay Networks electronics, one at OC-3 (155Mbps as specified) and the other at DS-3 (45Mbps).

BID EVALUATION

Points were assessed in four categories: cost, quality of the bid/requirements met, capability/capacity of the bidder, and bidder's qualifications, experience, and references. A detailed analysis by category is as follows (analysis is separated into Part A and Part B):

COST

Part A

McLeodUSA received full points for cost (lowest base bid cost). Cable One and Moorhead Public Service received lower points for having higher base bid costs respectively.

Part B

Enstar (Cisco) received full points for cost (lowest base bid cost). Enstar (Bay Networks) and Corporate Technologies (submitted two bids) received lower points for having higher base bid costs respectively.

QUALITY OF BID/REQUIREMENTS MET

Part A

McLeodUSA and Moorhead Public Service both received full points for this category. Cable One lost points for failing to submit company information and resumes. All three bids met all of the fiber lease requirements as listed in Part A.

Part B

All vendors received full points for Quality of Bid/Requirements Met. Enstar (both bids) and Corporate Technologies (both bids) met all minimum port count requirements at all of the locations. Both companies submitted electronics from leading manufacturers (Bay Networks and Cisco).

CAPABILITY/CAPACITY OF THE BIDDER

Part A

All three vendors received full points in this category. All vendors indicated they had sufficient trained staff to maintain the fiber system as specified in Part A.

Part B

Both vendors received full points in this category. Both vendors listed numerous trained technicians available to support the network electronics system as specified in Part B.

BIDDER'S QUALIFICATIONS, EXPERIENCE, AND REFERENCES

Part A

McLeodUSA and Cable One received full points for this category. McLeodUSA has installed numerous fiber networks throughout the state of Iowa and is working on establishing a fiber network throughout the Midwest. Cable One has been involved in a fiber network currently leased to the city of Fargo and coaxial cable metropolitan area networks throughout the nation. Moorhead Public Service had lower points for listing only one reference that was not similar to this project in reference to Part A. All references that were checked were good.

Part B

Both vendors received full points for this category. Both vendors have numerous years experience in this field and had good references.

Summary

Considering price and point performance, the vendors are rated as follows(the point totals can be found in the evaluation criteria spreadsheets included in the appendix):

Part A

Company	Points
Cable One	94
McLeodUSA	100
Moorhead Public Service	45

Part B

Company	Points
Enstar Networking Corporation (Bay)	75
Enstar Networking Corporation (Cisco)	100
Corporate Technologies Bid #1	65
Corporate Technologies Bid #2	65

RECOMMENDATIONS

Elert & Associates recommends that Moorhead Public Schools select McLeodUSA for the provision of a fiber lease per the specifications (Part A) dated March 22, 1998.

Elert & Associates also recommends that Moorhead Public Schools select Enstar Networking Corporation (with their Cisco bid) for the provision and installation of network electronics per the specifications (Part B) dated March 22, 1998.

Elert & Associates recommends that Moorhead Public Schools move forward with alternates #4 - #6 which will provide training, network management, and uninterruptible power supplies for the equipment provided in Part B. These alternates are explained in detail on the next page.

Assuming Moorhead Public Schools would like to give equivalent network access to the Maintenance/Transportation Facility, Elert & Associates would recommend moving ahead with Alternate #9 which will add the Maintenance/Transportation Facility to the MAN. Elert & Associates would also recommend purchasing the additions to alternates #4 - #6 to provide the Maintenance/Transportation Facility with training, network management, and an uninterruptible power supply.

Recommendation Costs

Service	Lease Cost	Lease Term	Purchase Cost
McLeod Fiber Lease	\$18,000/yr.	7 years	
Enstar ATM MAN			\$198,990.00
Alt. #4 - Training			\$900.00
Alt. #5 - Net. Mngmt.			\$9,476.95
Alt. #6 - UPS			\$2,110.48
Alt. #9 - Maintenance/Transportation Facility Fiber Lease	\$1,700/yr.	7 years	
Alt. #9 (Part B) - Network Electronics			\$19,995.00
Alt. #9 (Alt. #4) - Training			\$200.00
Alt. #9 (Alt. #5) - Net. Mngmt.			Included
Alt. #9 (Alt. #6) - UPS			\$250.83
Totals	\$19,700/yr.	7 years	\$231,923.26

Note: Lease buyouts are available every year of the 7-year fiber lease. Buyouts can be found on the Bid Analysis spreadsheets enclosed in the appendix.

Numerous alternates were submitted with all bids. Alternates #1 - #3 were evaluated and due to bandwidth versus costs were not considered in comparison to Part A and Part B. Moorhead Public Schools will have to compare these costs with the benefits of the remaining alternates to determine if they wish to pursue these alternates. A summary of the alternates follows:

Alternate #4 - Training

This alternate covers basic training on the equipment being installed. The training would cover equipment features, describing servicing and warranties, provision of manuals, etc. The training would be for two persons for about eight hours. The training offered by Enstar would cost an additional \$900.

Alternate #5 - Network Management System

This alternate would provide Moorhead Public Schools with an installed network management system (hardware included) to configure and monitor the network electronics as specified in this bid. The system provides a graphical view of the network equipment installed allowing a single person to monitor the network without having to go to each wiring closet. The cost of this alternate is \$9,476.95. Within this cost is training (different from the training mentioned previously) of two people for a minimum of one day on this system.

Alternate #6 - Uninterruptible Power Supply

This alternate provides a UPS(s) for the network electronics as provided through this bid. This unit(s) enables the equipment to operate after a power loss and conditions the power coming into the equipment eliminating sags, surges, and spikes. The investment in UPS equipment is to protect the network equipment. The cost of this alternate is \$2,110.48.

Alternate #7 - National Guard Armory

This alternate would add the National Guard Armory to the MAN as specified in the base bid. The cost for this alternate is \$1,250 annually for the fiber lease (7 years) from McLeod and \$19,995 for the network electronics from Enstar. The National Guard Armory can be added to the network via leased frame relay for approximately \$80/month and an additional \$2,500 for electronics if the District would like a more temporary solution.

Alternate #8 - Spare Parts

This alternate is for spare parts that the vendor (Enstar) recommends purchasing upfront. This equipment does not have to be purchased immediately. The cost of this alternate is \$9,600.

Alternate #9 - Maintenance/Transportation Facility

This alternate would add the Maintenance/Transportation Facility to the MAN as specified in the base bid. The cost for this alternate is \$1,700 annually for the fiber lease (7 years) from McLeod and \$19,995 for the network electronics from Enstar. The Maintenance/Transportation Facility can be added to the network via leased frame relay

for approximately \$80/month and an additional \$2,500 for electronics if the District would like a more temporary solution.

Other Notes

The above-mentioned Frame Relay connections in alternates #7 and #9 are part of the NW-Link project. The District might want to consider these links at some of the smaller sites to provide access to the network and provide Internet access. Each link will cost approximately \$80/month with an initial hardware purchase of \$2,500. The District may also want to consider connecting the Sports Center to the High School with fiber optics since it is located across the street.

Elert & Associates recommends that Moorhead Public Schools require a performance bond from each vendor involved in this project.

Note: Elert & Associates represents that the information and recommendations contained within this report are prepared for Moorhead Public Schools based on the most current data made available during the specified study period.

This report is meant to be only advisory in nature. Moorhead Public School's management is responsible for all consequences resulting from their decisions in accepting, rejecting, or implementing these recommendations.

Prior to approval, Elert & Associates recommends a full review by your legal counsel to ensure compliance and compatibility with all public laws, policies, and procedures.

APPENDIX

Evaluation Criteria and Vendor's Spreadsheet

Moorhead Metropolitan Area Network Bid Analysis

Item	Vendor Name		Vendor Name		Vendor Name		Vendor Name		Vendor Name	
	Enstar (Cisco)		Enstar (Bay Networks)		McLeodUSA		Moorhead Public Service		Cable One, Corp. Tech. (Alt. #1)	
Part A - Provision of Fiber Lease	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1					\$ 90,500.00	\$ 18,000.00	No Bid	\$ 69,000.00	\$ 92,146.00	\$ 19,332.00
Year 1-2					\$ 80,600.00	\$ 18,000.00	No Bid	\$ 69,000.00	\$ 83,203.00	\$ 19,332.00
Year 2-3					\$ 69,900.00	\$ 18,000.00	No Bid	\$ 69,000.00	\$ 73,125.00	\$ 19,332.00
Year 3-4					\$ 58,200.00	\$ 18,000.00	No Bid	\$ 69,000.00	\$ 61,770.00	\$ 19,332.00
Year 4-5					\$ 45,500.00	\$ 18,000.00	No Bid	\$ 69,000.00	\$ 48,974.00	\$ 19,332.00
Year 5-6					\$ 31,600.00	\$ 18,000.00	No Bid	\$ 69,000.00	\$ 34,555.00	\$ 19,332.00
Year 6-7					\$ 16,500.00	\$ 18,000.00	No Bid	\$ 69,000.00	\$ 18,308.00	\$ 19,332.00
Total Lease Cost						\$ 126,000.00		\$ 483,000.00		\$ 135,324.00
Townsite Centre deduct										
Edison Elementary deduct										
Part B - Network Electronics	Cost		Cost		Cost		Cost		Cost	
Network Electronics Total	\$ 198,990.00		\$ 279,830.00		\$ -		\$ -		\$ 381,812.00	
Townsite Centre deduct	\$ 2,000.00		\$ 3,000.00		\$ -		\$ -		\$ -	
Edison Elementary deduct	\$ 2,000.00		\$ 3,000.00		\$ -		\$ -		\$ -	
Alternate #1 - OC-3 and T-1	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1							No Bid	\$ 267,600.00		
Year 1-2							No Bid	\$ 267,600.00		
Year 2-3							No Bid	\$ 267,600.00		
Year 3-4							No Bid	\$ 267,600.00		
Year 4-5							No Bid	\$ 267,600.00		
Alternate #2 - DS-3 and T-1	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1										
Year 1-2										
Year 2-3										
Year 3-4										
Alternate #3 - T-1 Voice/data	Annual Cost		Annual Cost		Annual Cost		Annual Cost		Annual Cost	
Alternate #4 - Training	\$ 900.00		\$ 900.00		\$ -		\$ -		Included	
Alternate #5 - Network Management	\$ 9,476.95		\$ 6,735.95		\$ -		\$ -		\$ 8,086.00	
Alternate #6 - UPS	\$ 2,110.48		\$ 2,110.48		\$ -		\$ -		\$ 4,512.00	
Alternate #7 - National Guard Armor	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1					\$ 6,300.00	\$ 1,250.00	No Bid	\$ 10,500.00		
Year 1-2					\$ 5,600.00	\$ 1,250.00	No Bid	\$ 10,500.00		
Year 2-3					\$ 4,850.00	\$ 1,250.00	No Bid	\$ 10,500.00		
Year 3-4					\$ 4,050.00	\$ 1,250.00	No Bid	\$ 10,500.00		
Year 4-5					\$ 3,150.00	\$ 1,250.00	No Bid	\$ 10,500.00		
Year 5-6					\$ 2,200.00	\$ 1,250.00	No Bid	\$ 10,500.00		
Year 6-7					\$ 1,150.00	\$ 1,250.00	No Bid	\$ 10,500.00		
Total Lease Cost						\$ 8,750.00		\$ 73,500.00		
Townsite Centre deduct										
Edison Elementary deduct										
Part B of Alt. #7 - Net. Elec.	Cost		Cost		Cost		Cost		Cost	
Network Electronics Total	\$ 19,995.00		\$ 26,947.50		\$ -		\$ -		\$ 37,180.00	
Alt. #1 of Alt. #7 - OC-3 and T-1	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1							No Bid	\$ 17,400.00		
Year 1-2							No Bid	\$ 17,400.00		
Year 2-3							No Bid	\$ 17,400.00		
Year 3-4							No Bid	\$ 17,400.00		
Year 4-5							No Bid	\$ 17,400.00		
Alt. #2 of Alt. #7 - DS-3 and T-1	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1										
Year 1-2										
Year 2-3										
Year 3-4										
Alt. #3 of Alt. #7 - T-1 Voice/data	Annual Cost		Annual Cost		Annual Cost		Annual Cost		Annual Cost	
Alt. #4 of Alt. #7 - Training	\$ 200.00		\$ 200.00		\$ -		\$ -		Included	
Alt. #5 of Alt. #7 - Net. Mgmt.	\$ -		\$ -		\$ -		\$ -		Included	
Alt. #6 of Alt. #7 - UPS	\$ 250.83		\$ 250.83		\$ -		\$ -		\$ 564.00	
Alternate #8 - Spare Parts	\$ 9,600.00		\$ 12,800.00							
Alternate #9 - Maint/Transp. Facilit	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1					\$ 8,550.00	\$ 1,700.00	No Bid	\$ 9,240.00		
Year 1-2					\$ 7,650.00	\$ 1,700.00	No Bid	\$ 9,240.00		
Year 2-3					\$ 6,600.00	\$ 1,700.00	No Bid	\$ 9,240.00		
Year 3-4					\$ 5,500.00	\$ 1,700.00	No Bid	\$ 9,240.00		
Year 4-5					\$ 4,300.00	\$ 1,700.00	No Bid	\$ 9,240.00		
Year 5-6					\$ 3,000.00	\$ 1,700.00	No Bid	\$ 9,240.00		
Year 6-7					\$ 1,550.00	\$ 1,700.00	No Bid	\$ 9,240.00		
Total Lease Cost						\$ 11,900.00		\$ 64,680.00		
Part B of Alt. #9 - Net. Elec.	Cost		Cost		Cost		Cost		Cost	
Network Electronics Total	\$ 19,995.00		\$ 26,947.50		\$ -		\$ -		\$ 37,180.00	
Alt. #1 of Alt. #9 - OC-3 and T-1	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1							No Bid	\$ 17,400.00	\$ 37,120.00	\$ 9,280.00
Year 1-2							No Bid	\$ 17,400.00	\$ 27,840.00	\$ 9,280.00
Year 2-3							No Bid	\$ 17,400.00	\$ 18,860.00	\$ 9,280.00
Year 3-4							No Bid	\$ 17,400.00	\$ 9,280.00	\$ 9,280.00
Year 4-5							No Bid	\$ 17,400.00	\$ -	\$ 9,280.00
Alt. #2 of Alt. #9 - DS-3 and T-1	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1									\$ 30,949.50	\$ 10,316.50
Year 1-2									\$ 20,623.00	\$ 10,316.50
Year 2-3									\$ 10,316.00	\$ 10,316.50
Year 3-4									\$ -	\$ 10,316.50
Alt. #3 of Alt. #9 - T-1 Voice/data	Annual Cost		Annual Cost		Annual Cost		Annual Cost		Annual Cost	
Alt. #4 of Alt. #9 - Training	\$ 200.00		\$ 200.00		\$ -		\$ -		Included	
Alt. #5 of Alt. #9 - Net. Mgmt.	\$ -		\$ -		\$ -		\$ -		Included	
Alt. #6 of Alt. #9 - UPS	\$ 250.83		\$ 250.83		\$ -		\$ -		\$ 564.00	

Moorhead Metropolitan Area Network Bid Analysis

Item	Vendor Name		Vendor Name	
	Cable One, Corp	Tech. (Alt. #2)	US West	
Part A - Provision of Fiber Lease	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1	\$ 92,146.00	\$ 19,332.00		
Year 1-2	\$ 83,203.00	\$ 19,332.00		
Year 2-3	\$ 73,125.00	\$ 19,332.00		
Year 3-4	\$ 61,770.00	\$ 19,332.00		
Year 4-5	\$ 48,974.00	\$ 19,332.00		
Year 5-6	\$ 34,555.00	\$ 19,332.00		
Year 6-7	\$ 18,308.00	\$ 19,332.00		
Total Lease Cost		\$ 135,324.00		
Townsite Centre deduct				
Edison Elementary deduct				
Part B - Network Electronics	Cost		Cost	
Network Electronics Total	\$ 336,520.00			
Townsite Centre deduct	\$ -		\$ -	
Edison Elementary deduct	\$ -		\$ -	
Alternate #1 - OC-3 and T-1	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1				
Year 1-2				
Year 2-3				
Year 3-4				
Year 4-5				
Alternate #2 - DS-3 and T-1	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1				
Year 1-2				
Year 2-3				
Year 3-4				
Alternate #3 - T-1 Voice/data	Annual Cost		Annual Cost	
			\$ 38,640.00	
Alternate #4 - Training	Included		\$ -	
Alternate #5 - Network Management	\$ 8,086.00		\$ -	
Alternate #6 - UPS	\$ 4,512.00		\$ -	
Alternate #7 - National Guard Armory	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1				
Year 1-2				
Year 2-3				
Year 3-4				
Year 4-5				
Year 5-6				
Year 6-7				
Total Lease Cost				
Townsite Centre deduct				
Edison Elementary deduct				
Part B of Alt. #7 - Net. Elec.	Cost		Cost	
Network Electronics Total	\$ 34,444.00			
Alt. #1 of Alt. #7 - OC-3 and T-1	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1				
Year 1-2				
Year 2-3				
Year 3-4				
Year 4-5				
Alt. #2 of Alt. #7 - DS-3 and T-1	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1				
Year 1-2				
Year 2-3				
Year 3-4				
Alt. #3 of Alt. #7 - T-1 Voice/data	Annual Cost		Annual Cost	
			\$ 5,520.00	
Alt. #4 of Alt. #7 - Training	Included		\$ -	
Alt. #5 of Alt. #7 - Net. Mngmnt.	Included		\$ -	
Alt. #6 of Alt. #7 - UPS	\$ 564.00		\$ -	
Alternate #8 - Spare Parts				
Alternate #9 - Maint./Transp. Facility	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1				
Year 1-2				
Year 2-3				
Year 3-4				
Year 4-5				
Year 5-6				
Year 6-7				
Total Lease Cost				
Part B of Alt. #9 - Net. Elec.	Cost		Cost	
Network Electronics Total	\$ 34,444.00			
Alt. #1 of Alt. #9 - OC-3 and T-1	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1	\$ 37,120.00	\$ 9,280.00		
Year 1-2	\$ 27,840.00	\$ 9,280.00		
Year 2-3	\$ 18,860.00	\$ 9,280.00		
Year 3-4	\$ 9,280.00	\$ 9,280.00		
Year 4-5	\$ -	\$ 9,280.00		
Alt. #2 of Alt. #9 - DS-3 and T-1	Buyout of Lease	Annual Cost	Buyout of Lease	Annual Cost
Year 0-1	\$ 30,949.50	\$ 10,316.50		
Year 1-2	\$ 20,623.00	\$ 10,316.50		
Year 2-3	\$ 10,316.00	\$ 10,316.50		
Year 3-4	\$ -	\$ 10,316.50		
Alt. #3 of Alt. #9 - T-1 Voice/data	Annual Cost		Annual Cost	
			\$ 5,520.00	
Alt. #4 of Alt. #9 - Training	Included		\$ -	
Alt. #5 of Alt. #9 - Net. Mngmnt.	Included		\$ -	
Alt. #6 of Alt. #9 - UPS	\$ 564.00		\$ -	

Part A Evaluation

Criteria	Point Value	Vendors		
		Cable One	McLeodUSA	MPS
Cost	60	56	60	10
Quality of Bid/Requirements Met	15	13	15	15
Capability/Capacity of the Bidder	15	15	15	15
Bidder's Qualifications, Experience, and Reference	10	10	10	5
Total	100	94	100	45

Part B Evaluation

		Vendors			
		Enstar (Bay)	Enstar (Cisco)	Corp. Tech. #1	Corp. Tech. #2
Criteria	Point Value				
Cost	60	35	60	25	25
Quality of Bid/Requirements Met	15	15	15	15	15
Capability/Capacity of the Bidder	15	15	15	15	15
Bidder's Qualifications, Experience, and Reference	10	10	10	10	10
Total	100	75	100	65	65

MEMO #: S-98-293

TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *BRH*
RE: Playground Bid Award
DATE: May 20, 1998

As indicated at our last meeting, the low bid for the Washington playground of \$87,080 is \$40,120 less than the bid the previous year. It is our recommendation that we proceed with accepting the Washington bid in that accessibility dollars are available to cover this cost and the District would have one elementary playground which is responsive to the four laws relating to accessibility. Attached please find the applicable laws in a communication from Mr. Lacher.

We are recommending no action on the Riverside playground at this time. Alternatives are being reviewed which may result in future consideration.

	<u>Riverside</u>	<u>Washington</u>	<u>Combined</u>
MBA Development	\$ 57,700	\$ 94,800	\$152,500
Minko Construction	\$ 56,950	\$ 87,080	\$141,000
Deduct for Game Time Products			
MBA Development	\$ 3,500	\$ 6,000	
Minko Construction	\$ 4,000	\$ 5,000	

Suggested Resolution: Move to award the work for the Washington School playground to Minko Construction, in the amount of \$87,080.

BRA *cbf*
Attachment

MAY 15 1998

MEMO #: B98.289

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: MAY 12, 1998

SUBJECT: ACCESSIBILITY REQUIREMENTS

The following are excerpts of the 1995 review of our facilities for accessibility by JQP, Inc.

There are four basic laws we have to conform to on this issue.

Section 504 of the 1973 Rehabilitation Act:

Any entity receiving federal financial assistance must prohibit any discrimination against "qualified individuals with disabilities" in their programs, activities or services.

Minnesota State Building Code Chapter 1340:

Any building remodeled, constructed or having a change of occupancy after November 1975, is to comply with the above code.

Public Law 101-476 IDEA:

....Modifications may be required to a school if a similar program at an alternate location is not satisfactory....

Americans with Disabilities Act Title II:

....Expands individuals covered to include any individuals who participate in activities sponsored by the district or are located in the facilities owned and operated by the district.

The district is to review all buildings and facilities to determine what architectural barriers exist, the cost to remove those barriers, and then determine what the appropriate implementation plan should be to comply....Act requires that architectural barriers be removed if necessary, for program accessibility.

The district has options allowing them to relocate or modify programs to make programs accessible where architectural accessibility is not currently available.

It is not always necessary to make architectural upgrades to provide accessibility. Moorhead Public Schools first obligation is to ensure that programs are accessible.....In lieu of making architectural modifications, it may be acceptable to relocate programs to an alternate location or site which may provide a greater level accessibility.

The following are the studies we have had on this subject.

- 1989 - Moorhead School District Handicap Accessibility Evaluation by JQP, Inc.
- 1995 - Study of ISD #152 Outdoor Recreational Facilities for use. The Physically Handicapped, Volume 1 & 2, assembled by Willis Stelter of Foss Associates.
- 1995 - October - November, Transition Plan for ISD #152, Moorhead Public Schools by JQP, Inc. (2 Volumes).

Attached: JQP, Inc. Introduction

cc: Dr. Skinkle
Mr. Jernberg
Mr. Kaste

MEMO #: I-98-261

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Special Education Extended School Year Program

DATE: May 19, 1998

Attached is the 1998 Special Education Extended School Year Program and budgetary information as well as a list of staff to be employed. The various programs will be located at Robert Asp Elementary School, Washington Elementary School, Moorhead Junior High School, Moorhead Senior High School, Clay County Outreach Day Treatment Center, Moorhead Community Alternative Program, and the West Central Juvenile Center.

This program was approved as part of the district's Annual Operational Plan.

Suggested Resolution: Move to receive the special education Extended School Year Program information and to approve the employment of extended school year staff.

RMJ/drr
Attachments

1998 SPECIAL EDUCATION EXTENDED SCHOOL YEAR PROGRAM

Independent School District #152 will be providing an Extended School Year (ESY Program for students currently receiving special education services and who meet the ESY criteria. Minnesota Rule 3525-2900, Subpart 1.G outlines the ESY criteria as:

- a. that the pupil will experience "significant regression" in the absence of an educational program;
- b. the time required to relearn the skills lost is excessive; or
- c. the effects of breaks in programming are such to prevent the student from attaining the state of self-sufficiency that the student would otherwise reasonably be expected to reach.

The amount and type of service for summer must be appropriate to maintain performance on Individual Education Plan (IEP) goals.

Each year the child study team determines individually which students are in need of ESY services according to the criteria. Programs and services to be provided include speech therapy, occupational therapy, physical therapy, adaptive physical education, and special education classes that run from two hours to four hours and fifteen minutes per day.

The regular ESY program is in session from June 16 through July 30 on Tuesday, Wednesday and Thursday. The Clay County Outreach Day Treatment Program is in session Monday through Thursday beginning June 15 and ending August 20 with the weeks of July 6 and August 3 off. The Moorhead Community Alternative Program is in session from June 15 through August 21 with the week of July 6 off.

We also will be providing services at the West Central Juvenile Center from June 8 through August 21 for students from west central Minnesota placed in this facility.

Extended School Year 1998
Program Budget and Staff Information

There will be employed 54 teachers with a total salary of \$130,375.90. The total hours for teachers is 4,454.75 @ \$29.27/per hour.

There will be employed 59 paraprofessionals with a total salary of \$50,723.45. Paraprofessionals are paid at their contract rate or subrate if not employed as a paraprofessional with the district with total hours of 5,628.75. The secretary salary is \$1,653.60 with total hours of 159.

The MCAP Program will employ four teachers and four paraprofessionals with a total salary of \$9,058.80.

Total Program Budget \$191,811.03.

Camp Buckskin has three campers going at \$800.00 each for a total of \$2,400.00.

ESY Employee Name
Teachers

Anderson, Kevin	Feir, Carol	Nylander, Laura
Anderson, Krystal (Homebound)	Fisher, Heidi (.5)	Ochocki, Audrey (as needed)
Balkin, Sonja	Grubb, Karen (.5)	Olson, Catherine J.
Bartholomay, Deb	Hanson, Maggie	Olson, Janet (2 days/wk)
Bierdeman, Betty	Haugtvedt, Terri	Osvold, Barb
Biller, Amy	Holtz, Jane	Paluga, Peggy
Bloom, Camille	Hurley, Sharon (.5)	Plankers, MariBeth
Bowe, Vicki	Johnson, Dale	Ressler, Tammy
Brackin, Vickie	Kapitan, Jim (.5)	Richardson, Marty
Broberg, Mary	Kimball, Guy	Sand, Heather
Buyse, Lowell	Klemz, Sandy	Suppes, Jill
Carney, Jill	Kloster, Amy	Svercl, Ramona
Dahlberg, Michael	Kostreba, Judy	Vigen, Nancy
Dahlberg, Shannon	Larson, Marilyn	Vorachek, Vicki
Drechsel, Ron	Leikas, Mary Lee	Wallace, Judy
DuBord, Pat (10 hr/wk)	Mathew, Sandy	Wolf, Renee
Edgerton, Kyle	Molstre, Joanne	Wolford, Becky
Ewert, Kari	Nerland, Emily	Zanotti, Amy

ESY Employee Name

Paras

Andel, Cindi	Happapuro, Renee	Parker, Char
Anderson, Connie	Hausauer, Wendy	Peterson, Becky
Becker, Jennifer	Holden, Deb	Peterson, Lynn
Boe, Kimberley	Jones, Linda	Powers, Jane (2 hours)
Borgen, Sonya	Keskitalo, Lisa	Rien, Sharon
Christian, Jana	Kluver, Jene	Sayler, Kathy
Dockter, Lonnie	Kreps, Janice	Schafer, Cinder
Dombeck, Irene	Krupich, Tammy	Schmidt, Lisa
Dahlquist, Anise	Kuehl, Janna	Sundby, Laura
DuBois, Jason	Lattimore, Sue	Sweeten, Tammy
Duval, Kathy	Lavelle, Sheila	Thrash, Louie
Elker, Karen	Lenton, Jodi	Voegele, Malissa
Emmel, Peggy	LePage, Yvonne	Waaraniemi, Ruth
Erdman, Stacia	Melander, Shirley	Weisenburger, Catharine
Evenson, Winifred, Secretary	Myers, Paula	Zimmerman, Beth
Feir, Bryan	Ochoa, Michael	To be hired
Gallatin, Carol	Ochoa, Veronica	To be hired
Garberg, Claire	O'Leary, Connie	To be hired
Garcia, Eva	Olson, Beth	To be hired
Grinde, Jeanette	Opgrand, Karen	To be hired

MCAP Program

Employee Name Teachers

Babolian, Pat - ESL
 Broberg, Mary
 Zander, Katherine
 To be hired -JH students

Employee Name Para

Haapapuro, Renee
 Moore, Aracely
 To be hired
 To be hired

MEMO #: I-98-215
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Summer School Program
DATE: May 19, 1998

Attached is the 1998 secondary summer school program description, budgetary information and a list of staff to be employed.

The program will be directed by Steve Morben and will offer English (grades 7-9), Mathematics (grades 7 and 8), Social Studies (grades 7 and 8), and Science (grades 7 and 8). English and math instruction will also be available for students who have failed the Basic Skills tests. This will include students who have completed grades 9 and 10. The course offerings will be augmented by the use of special education teachers who will assist students in achieving program goals.

This program is in addition to the Special Education Extended School Year Program operated through special education and the alternative education summer school program - MCAP.

This program was approved as part of the district's Annual Operational Plan.

Suggested Resolution: Move to receive the secondary summer school program information and to approve the employment of summer school staff as presented.

RMJ/mdm
Attachments

1998 Summer School

Program Description

The secondary summer school program is designed to fulfill four primary goals:

1. To provide additional opportunities for students whose coursework in core subject areas is incomplete or who may benefit from reinforcement and continued development of skills.
The reason for the incomplete coursework may or may not be related to academic deficiencies. Excessive absences due to illness or family emergencies may place a student in a situation where the makeup work is too excessive to complete during the school year.
2. To provide remediation in core subject areas for students who have not demonstrated mastery of required skills.
3. To ensure that all students are making satisfactory progress towards successful completion of graduation standards.
4. To provide additional opportunities for ninth and tenth grade students in basic mathematics and reading skills so that they may be adequately prepared for the state's required basic skills tests.

School Board policy (IKF-AB) identifies summer school remediation as an option for seventh grade students who fail fewer than two full year courses. This same policy also requires eighth grade students who fail less than two courses to make up these courses "prior to or during high school in an approved alternative course." Options for make up include repeating the course or summer school remediation.

In addition to those students who may be required by policy to attend summer school, students whose I.E.P.'s dictate that they attend summer school will also be enrolled.

Program Details

Director: Steve Morben
Site: Moorhead Junior High School
Dates: June 8 - July 3
Time: Regular: 7:30 - 12:15 (includes two sessions)
Grad Standards: 7:45 - 12:30 (includes two sessions)

Course Offerings: English (grades 7, 8, and 9)
Mathematics (grades 7 and 8)
Social Studies (grades 7 and 8)
Science (grades 7 and 8)
Graduation Standards Reading (grades 9 and 10)
Graduation Standards Mathematics (grades 9 and 10)

**These course offerings will be augmented by the use of special education teachers who will assist students in achieving program goals.*

SECONDARY SUMMER SCHOOL • 1998

Program Budget and Staff Information

GENERAL INFORMATION

Program hours: 7:30 A.M.-12:30 P.M.	5 hours	
Program dates: June 8 - July 3	20 days	
Total Program Hours: 5 hours/day X 20 days		100 hours
Secondary Remedial Contract Hourly Rate	\$29.27	
Total Contract Pay per Full-Time Teacher		\$2,927.00

PROGRAM EXPENSES

<i>INSTRUCTIONAL STAFF</i>	COUNT	EXPENSE
Full-Time Teachers	15	\$43,905.00
Part-Time Teacher (3/4)	0.75	\$2,195.25
Summer School Director	1	\$2,927.00
Guidance Counselors (30 hours)	0.3	\$878.10
Part-Time Media Specialist (1/2)	0.5	\$1,463.50
T.R.A. (8.14% X \$51,368.85)		\$4,181.42
F.I.C.A. (7.65% X \$51,368.85)		\$3,929.72
Total Expenses: Instructional Staff		\$59,479.99

<i>NON-INSTRUCTIONAL STAFF</i>	COUNT	EXPENSE
Secretary (110 hours @ \$9.60/hour)	1	\$1,056.00
Paraprofessional (100 hours @ \$9.60)	2	\$1,920.00
P.E.R.A.		
F.I.C.A. (7.65% X \$2976.00)		\$227.66
Total Expenses: Non-Instructional Staff		\$3,203.66

TOTAL PROGRAM BUDGET	\$62,683.65
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1998 SUMMER SCHOOL STAFF

Director - Steve Morben	English 7 - Sharon Hulett	Science 7 - Joann Drenkow
Guidance - Deb DeMinck (.15)	English 8 - Rebecca Larson	Science 8 - Doyle Dotson
Guidance - Janel Simonson (.15)	English 9 - Tom Fillipi	Social 7 - Beth Thorpe
Secretary - Kim Pladson (.5)	Math - Tom Trautman	Social 8 - Sandy Argent
Secretary - Carol Krabbenhoft (.5)	Math - Ken Welken	ESL - Shirley Tweten
Media - Kathy Cole (.5)	Math - Jim Duncan (.5)	Band - Doug Engstrom
Paraprofessional - Veronica Ochoa	Math - Dan Dahlvang (.25)	EBD - Ruth Christianson
Paraprofessional - Mike Benson	LD - Lynne Stig	Grad Std. Reading - Karen Krebsbach (.75)
	Grad Std. Math - Marthin Argent	Grad Std. Reading - Robin Grooters (.25)

MEMO #: S-98-292

TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *BRA*
RE: District Office Organization Review
DATE: May 20, 1998

In accordance with one of your 1998-99 goals, I am recommending that the District contract with Fox Lawson & Associates for the purpose of reviewing the current administrative structure, and developing recommendations related to an efficient and effective administrative organization.

Our District has had a successful, beneficial relationship with Fox Lawson related to pay equity efforts. They have extensive knowledge of school district and administrative organizations and operations, both within Minnesota and across the nation. Thus, they can bring school experience to our effort.

The major process steps would be as follows:

- * Meet with Superintendent to Finalize Plan and Process
- * Conduct Feedback and Interviews with the School Board and Personnel within the Central Administrative Offices
- * Conduct Employee Focus Groups:
 - Licensed Teachers
 - Classified Staff
 - Licensed Administrative Staff
 - Classified Supervisory Staff
- * Analyze Organizational Structure
(The goal is to align positions, responsibilities, work functions, and reporting relationships.)
- * Analyze Changes in Work Methods and Procedures
- * Review Findings and Recommendations with Superintendent
- * Prepare and Present Final Report to the School Board

It is anticipated that the project will take approximately eight weeks. The project would begin in early June.

Suggested Resolution: Move to approve the formal review of the District's central administrative organization in conjunction with the firm of Fox Lawson & Associates, at a cost of \$16,000.00.

BRA: cbf

MEMORANDUM P 98.052

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: May 20, 1998
SUBJECT: Bradley Stroup Grievance

The administration requests approval of Resolution Adopting
Hearing Officer's Decision:

Suggested Resolution: Move to approve the Resolution Adopting
Hearing Officer's Decision.

JDS:sdh

Motion by _____ seconded by _____ as follows:

**RESOLUTION ADOPTING
HEARING OFFICER'S DECISION**

WHEREAS, Bradley Stroup, hereinafter referred to as "Stroup," was given a Notice of Deficiency by the School District pursuant to Minn. Stat. § 125.12, subd. 6, on February 24, 1997; and

WHEREAS, Stroup filed a grievance challenging the Notice of Deficiency on March 10, 1997; and

WHEREAS, the School Board pursuant to an Agreement between Stroup and the School Board by and through their attorneys dated June 6, 1997 appointed Steven R. Rutzick, as Hearing Officer, to conduct a hearing as provided in Section II, Article 10, Section 4, Step 3 of the 1995-97 Teacher Master Contract; and

WHEREAS, said Agreement provides that the School Board shall take no action adverse to that recommended by the Hearing Officer; and

WHEREAS, by entering into said agreement Stroup and the School Board acknowledge they are waiving any rights they may have to demand arbitration on the grievance; and

WHEREAS, the Hearing Officer, Steven R. Rutzick issued Amended Findings of Fact, Conclusions and Decision dated May 12, 1998.

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 152 that the Amended Findings of Fact, Conclusions and Decision are hereby adopted.

Voting in favor:

Voting against:

Abstained:

Motion carried.

MEMO #: S-98-296

TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *BRA*
RE: MSH Gymnastics
DATE: May 21, 1998

A proposal related to providing a state of the art gymnastics facility for our gymnastics program will be reviewed at the meeting. (Copies of the proposal from Fargo will be available at the meeting.) This facility includes all the equipment, flooring and space required for the program.

Initial discussions focused on a ten year agreement which seemed to bind our district to too long of a period. The present proposal reflects a three year period.

This partnership would be contingent upon the agreement of the Fargo and West Fargo school boards.

BRA *(cbf)*

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JK DATE ADOPTED: 06-13-89 REVISED: 06/28/94
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(DRAFT 4/98)

DISCIPLINE

I. STATEMENT OF PHILOSOPHY

It is the position of the School Board of District #152 that learning can best take place in an environment which is orderly, safe, stimulating, and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect among students, school personnel, and community members.

It is the goal of the Discipline Handbook to promote growth in self-discipline and responsibility. In addition to state and federal law, it is understood that rules and regulations will be necessary. To be useful, they must be clearly understood by everyone involved, administered consistently and fairly, with consequences which are appropriate to the problem. While the Discipline Handbook developed within District #152 will relate to activities within the school setting, the ultimate responsibility for growth in self-discipline is a cooperative effort of students, school personnel, home, and community.

II. RIGHTS AND RESPONSIBILITIES OF STUDENTS

These statements under Rights and Responsibilities of Students, which apply to students of all ages, are not expected to cover every situation which may arise. Rights are "just claims or privileges." Responsibilities are defined as "obligations or duties."

Rights of Students

Every student has the right...

1. To citizenship in the school community as granted by the U.S. Constitution and the State of Minnesota. Civil rights may not be abridged, obstructed, or in any other way altered, except in accordance with due process of law.
2. To freedom from harassment due to gender, religion, culture, disability, race, sexual orientation, and/or age and to seek redress of such infractions by reporting such harassment to a principal, counselor, teacher, or other school official.
3. To fair, consistent uniformity of application of rules without discrimination or bias within the learning environment.
4. To air grievances, problems and concerns through legitimate channels and to propose changes in rules or policy through channels provided by the schools for all students.
5. To express opinions and feelings as well as criticisms without violating the rights of others and to make choices through appropriate means.
6. To privacy regarding school records consistent with legal requirements.

Policy JK

Rights of Students (continued....)

7. To privacy and security in his/her persons, papers, and effects.
8. To be informed orally or in writing of any disciplinary charges and corrective measures in a manner consistent with the Pupil Fair Dismissal Act.
9. To be allowed to present his/her version of an incident in question in a fair hearing before any consequences are determined.
10. To expect a safe, stimulating, and productive learning environment without interruptions, disruptions, or distractions from within or without the classroom setting.
11. To have equal access to student activities and organizations.
12. To be informed of all policies, rules, and regulations he/she shall be expected to follow in the classroom, building, and district via an easily understood form using written, visual, and oral approaches as necessary.
13. To homebound instruction when extended absence is due to medical reasons.
14. To make up within prescribed timelines work missed during any excused absence without discrimination or harassment.
15. To be treated with dignity and respect by all members of the school community.
16. To avail himself/herself of the counseling services provided by the school district.
17. To choose his/her own manner of dress and personal grooming unless it presents a clear danger to students' health and safety, causes a clear interference with work, creates disorder in the learning environment, promotes illegal activities, or interferes with the rights of other students.
18. To expect authority to protect these rights.

Responsibilities of Students

Every student has the responsibility...

1. To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the school society.
2. To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking.
3. To know and comply with school rules and regulations and school district policies established by local school boards. (MN Statute 120-6, 1974)
4. To refrain from disruptive behavior which may interfere with a teacher's right to teach and a student's right to learn.
5. To attend regularly scheduled class sessions as established by the schools.
6. To bring class materials required for daily classroom use and to complete assigned class work on time and according to instructions given by teacher.

Policy JK

Responsibilities of Students (continued....)

7. To accept the authority of school personnel on school property, during school-sponsored off-campus events and on school transportation.
8. To follow policy and regulations during school-sponsored activities in or away from school regardless of time or place.
9. To obey all safety regulations in the educational setting.
10. To use appropriate language and to avoid cursing, profanity, or vulgarity.
11. To refrain from the use or threat of physical force, verbal abuse, threats, blackmail, the use, sale, or exchange of alcohol or any illegal drugs, smoking, stealing, vandalism, and other illegal activities.
12. To refrain from bringing onto school property or to school-sponsored events any materials or items which would cause, or tend to cause, a disruptive activity or endanger the health of students or other persons. Students should note that lockers are school property and may be searched without cause or notice. Searches may be conducted under the authorization of the principal or a representative designated by the principal. Search of an area assigned to a student shall be made in the presence of an adult witness and, if practicable, in the presence of the student. Illegal items will be seized by school authorities, and police will be notified. Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.
13. To discuss grievances, problems, or concerns with school staff.
14. To report to a school official any incidents of harassment or illegal activity.

III. SCHOOL AND COMMUNITY RESPONSIBILITIES

The maintenance of a school climate conducive to learning, working, and living is shared by the parent and/or guardian, students, all school personnel, and community members. Each is expected to work positively toward this goal, to respect individuality and responsibility of each person, and to deal effectively with misunderstanding or misbehavior.

School Board Responsibilities

1. To establish a discipline policy for the Moorhead Public Schools.
2. To hold the appropriate school employees responsible for the supervision of the behavior of students while legally under the supervision of the school.
3. To insure the fair and consistent application of the Discipline Handbook.
4. To require that each principal, teacher, bus driver or other employee having direct responsibility for student behavior will prepare or agree to a written plan for discipline that meets their needs and meets the approval of their immediate supervisor or administrator.

Policy JK

Parent/Guardian Responsibilities

1. To assume the legal responsibility for the behavior of their son/daughter.
2. To teach the student self-discipline and respect for authority.
3. To familiarize themselves and their children with the Discipline Handbook, building handbooks, and other regulations.
4. To see that the student is ready to learn and has the necessary supplies.
5. To see that the student attends school regularly at the appointed time and to notify the school whenever their son/daughter is or will be absent.
6. To help maintain communication with the school by bringing matters of concern to the attention of the principal, the teacher, a guidance counselor, school nurse, or other appropriate school personnel.
7. To provide the school with a current telephone number and address through which the parent/guardian can be reached during the school day.
8. To cooperate with the school for the benefit of the student and to be available to meet with school officials when requested.

Central Administration Responsibilities

1. To give counsel, advise, and to give firm support to the teachers and building administrator.
2. To require that all schools follow the school Discipline Handbook in accordance with established policy.
3. To insure the consistency of the application of the Discipline Handbook, the written discipline plans, and regulations in the school system.
4. To keep on file and periodically disseminate up-to-date copies of Independent School District #152 Discipline Handbook.
5. To keep the superintendent informed of serious behavior problems and of the assistance given in correcting problem situations.
6. To notify all personnel in writing of their responsibilities relating to student behavior.

Building Administrator Responsibilities

1. To be responsible to the superintendent in implementing the established discipline policy and building discipline plans.
2. To establish and implement rules and regulations governing conduct of students which are consistent with the Minnesota Statutes and School Board policies.
3. To confer with each individual teacher and to keep on file the agreed-upon individual discipline plans.
4. To be readily available to handle discipline in an emergency.
5. To appoint a designee from the certified staff to assume authority in the building administrator's absence.

Policy JK

Building Administrator Responsibilities (continued....)

6. To delegate appropriate duties to the assistant principal.
7. To be responsible for informing students, parents or guardians, and community groups of the current rules and regulations.
8. To be responsible for discussion of the rules, rights, and responsibilities with students during their first week of school.
9. To impose suspension consistent with the Pupil Fair Dismissal Act of 1974 (as amended).
10. To recommend to the superintendent the exclusion or expulsion of a student if necessary.
11. To assure that all system wide regulations and school rules regarding discipline are applied consistently.
12. To take prompt corrective action for referred violations of discipline regulations.
13. To inform the parent/guardian and involved staff members, when appropriate, of actions taken for referred violations.
14. To inform the parent/guardian, upon request of measures taken to insure student's rights and safety.
15. To report all illegal activities to appropriate authority as required by law or as necessary to maintain school discipline and order.
16. To take responsibility for and custody of a pupil removed from class.
17. To confer at least annually with the licensed employees in a school building to review the Discipline Handbook and discuss whether its provisions have been enforced.

Teacher Responsibilities

1. To encourage students to develop self-discipline and respect for authority.
2. To treat students with dignity.
3. To recognize individual differences among students.
4. To prepare a written plan for discipline that meets his/her needs and confer with the principal regarding the acceptability of the plan. These rules shall be posted in the classroom and given to students.
5. To inform parents/guardians through standardized notification of student deficiency.
6. To ensure the enforcement of school rules as listed in the student handbook.
7. To exercise restraint, good taste in their expression and refrain from the use of inappropriate expressions.

Policy JK

Teacher Responsibilities (continued....)

8. To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property, and at school functions. A teacher has the authority to remove pupils from the classroom pursuant to procedures and rules established in the district's policy. (See #7, Standards of Conduct)
9. To record and report classroom discipline problems to the building administrator.
10. To confer with support personnel for possible solutions to discipline problems.
11. To establish behavior/discipline guidelines for all students on field trips, and require adherence to those guidelines by all school employees and volunteers.

All Other School Persons With Responsibility For Student Conduct

1. To maintain discipline according to all rules and regulations as outlined in the Discipline Handbook and Building Handbook.
2. To communicate or confer with teachers or administrators regarding discipline problems.
3. To deal with students in a firm, fair, and consistent fashion.

IV. CORRECTIVE ACTIONS POSSIBLE

1. Student Conference - Depending upon the violation and the seriousness of the action, a student may be given a warning that if a violation occurs again, the student's parents or guardians will be notified.
2. Parent Conference - If a student violates a rule, the parent or guardian may be notified and a conference may be required.
3. Detention - A teacher, principal, or designee may detain a pupil after school for correction of a violation, including tardiness to class. Any pupil who is told by a teacher to report after school and who, for any reason, cannot report, must first clear the absence with the teacher, principal, or designated representative.
4. Removal From Class - "Removal from Class" and "Removal" means any action taken by teacher, principal, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods, pursuant to procedures established in the school district Discipline Handbook adopted by the School Board. "Class period" or "activity period" means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.
5. Permanent Removal - "Permanent removal" means the action taken by a principal to prohibit a student from attending a class period or activity period for the remainder of the semester or year. An alternative means of earning the credit will be provided.

IV. CORRECTIVE ACTIONS POSSIBLE (Continued....)

6. Suspension - Suspension means an action taken by the school administration prohibiting a pupil from attending school for a period of time no more than five consecutive school days.

This definition does not apply to dismissal from school for one school day or less.

The purpose of suspension is to remove the student from the normal school environment and to provide time for professional staff, parent/guardian, and student to discuss the matter and bring about an agreement on future conduct.

Parents or guardians will be notified of all suspensions.

A child-study team meeting must be held within five days of suspension of a student served by special education. The team shall determine whether or not the misconduct is related to the handicapping condition. When it is determined that the student's misconduct is related to the handicapping condition, the child study team will:

- (A) Review the special education assessments and determine the need for any further assessments
- (B) Review the individualized educational plan and amend the goals and objectives or develop an alternative IEP
- (C) Recommend that the student continue in the current school with or without changes in the IEP, or recommend a change in placement to another school or program.

When it is determined that the student's misconduct is not related to the handicapping condition, the school administration will follow ~~district~~ procedures as defined in the ~~Rights and Responsibilities section of the Handbook~~ PUPIL FAIR DISMISSAL ACT, MINN. STAT. 127.26-127.39.

7. Expulsion or Exclusion - "Expulsion" means an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not exceed beyond the school year. The Pupil Fair Dismissal Act of 1974 ~~(as amended)~~ MINN. STAT. 127.26-127.39 will be followed in procedural matters of this kind. "Expulsion or exclusion of handicapped students cannot be used as a discipline measure if the actions may have been the result of the handicapping condition. Special provisions for dealing with a handicapped student's behavior will be written into the student's Individual Education Program."
8. Alternative Program - "Alternative Program" means educational opportunities made available within the school district but possibly at a site different from a student's originally assigned school.
9. REFERRAL TO SPECIAL SERVICES - ANY STUDENT WHOSE MISCONDUCT MAY BE THE RESULT OF A HANDICAPPING CONDITION WILL BE REFERRED TO SPECIAL SERVICES FOR ASSESSMENT AND, IF THE STUDENT QUALIFIES, APPROPRIATE SERVICES.
9. Referral to Juvenile Authorities or Police - If a student's misbehavior is so
10. extreme that a law violation may be involved, juvenile authorities or police will be contacted by the principal or designated representative. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities or police are called. If the officer indicates that he/she is

Policy JK

arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the principal or designee shall not interfere with the student's removal from the building.

IV. CORRECTIVE ACTIONS POSSIBLE (Continued....)

10. Use of Reasonable Force

11. 1. Corporal punishment of students is prohibited. Corporal punishment is the use of physical force as a consequence of or in order to correct student behavior.
2. Teachers are allowed to use reasonable force to restrain a student from injuring self or others or from damaging property.

Standards of Conduct

Students who have been expelled and/or excluded from other districts will be admitted to the Moorhead school district only after the preparation of an admission plan. This plan, which shall be developed by the school district, shall include measures to improve a student's behavior and require parental involvement in the admission process as well as indicating the consequences to the student of not improving the student's behavior.

In accordance with the Minnesota Pupil Fair Dismissal Act, students of the District may be disciplined, suspended, expelled, or excluded for the reasons delineated below in addition to other situations which fall within the grounds contained in the Minnesota Pupil Fair Dismissal Act:

- A. Willful violation of any reasonable school district regulation;
- B. Willful conduct materially and substantially disrupting the rights of others to an education; and,
- C. Willful conduct which endangers the pupil or other pupils, or the property of the school.

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the public schools shall be enforced within the general guidelines as set forth below. These guidelines describe clearly the various administrative actions which will be taken for violations of the law and the school district standards of behavior.

Minimum corrective actions for specified violations are described below. In addition, the school retains the right to use any and all of the above-described corrective actions as fitting in a particular disciplinary situation.

This disciplinary policy will be applied to disabled students if: (1) an IEP team for the student concludes that application of the disciplinary policy is indeed appropriate for the student, taking into consideration the student's handicapping condition; and, (2) if the disciplinary policy has been given to the student's parent with an indication that the team has concluded its application to be appropriate to the individual student.

In addition, when a disabled student is disciplined in accordance with this policy, other provisions of state and federal law apply. Within five days of any suspension, a re-entry conference must be held in accordance with Minnesota Rule 3525.2470. Unless a change of placement first occurs, a disabled student may not be suspended in excess of ten total days in one school year.

Students may be subject to disciplinary action for conduct on or off school property which has a direct and immediate effect on the discipline or the general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional safety of the student, other students, teachers or other school personnel, or for the safety of school

Policy JK

property. Measured by this standard, acts which may result in disciplinary action include but are not limited to the following:

Policy JK

VIOLATIONS AGAINST PERSONS

MINIMUM CORRECTIVE ACTIONS:

1. POSSESSION OF A WEAPON -

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

- Parent/Guardian conference
- Initial suspension for 5 days
- Confiscation of weapon
- Notification of police
- Recommendation to the superintendent for expulsion

Weapons are identified in two categories:

- (A) Articles designed or commonly used to inflict bodily harm and/or to intimidate other persons. Examples are: firearms, whether loaded or unloaded, knives, clubs, metal knuckles, numchuks, throwing stars, explosives, stun-guns, ammunition, chains, pellet guns, look-alike guns, and other non-functioning guns that could be used to threaten others;
- (B) Articles designed for other purposes but which are used to inflict bodily harm and/or intimidate. Examples are: belts, combs, pencils, files, scissors, compasses, etc.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

*2. ASSAULT - THREAT

A threat of bodily harm or death another person, without material physical contact.

- Parent/Guardian conference
- Suspension

3. ASSAULT - IN POSSESSION OF WEAPON

A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon.

- Parent/Guardian conference
- Initial suspension for 5 days
- Confiscation of weapon
- Notification of police
- Recommendation to superintendent for expulsion

4. FIGHTING

Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving, or scuffling."

- Parent/Guardian conference
- Suspension

5. DIRECT ATTACK WITH A WEAPON -

- Parent/Guardian conference
- Initial suspension for 5 days
- Confiscation of weapon
- Notification of police
- Recommendation to the superintendent for expulsion

Policy JK

VIOLATIONS AGAINST PERSONS

6. DIRECT ATTACK ON ANOTHER PERSON -

Students in grades K-6:

Students in grades 7-12:

MINIMUM CORRECTIVE ACTIONS:

- Parent/Guardian conference
 - 1-5 day suspension
 - Possible administrative transfer to another educational setting*
 - Parent/Guardian conference
 - 5-day suspension
 - Possible recommendation for expulsion
- * An administrative transfer does not insure the same program choice.

7. HARASSMENT:

Harassment is participating in or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals. Harassment, whether willful or otherwise, includes offensive behavior relating to gender, religion, culture, disability, race, sexual orientation, and/or age.

- Student conference
- Detention
- Notification of parents or guardians
- Notification of Title IX officer in cases of sexual harassment.

8. INTERFERENCE/OBSTRUCTION:

"Interference" or "obstruction" means any action taken to attempt to prevent a staff member from exercising his or her legally assigned duties.

- Parent/Guardian conference
- Suspension

9. DISRESPECTFUL LANGUAGE:

Disrespectful language directed toward other individuals.

- Parent/Guardian/
Student conference

10. VERBAL ABUSE

- Parent/Guardian conference
- Suspension

11. DISRUPTIVE BEHAVIOR IN THE CLASSROOM:

"Disruptive Behavior" is defined as:

- Removal from class
- Parent/Guardian/Teacher conference upon return

- A. Willful conduct which materially and substantially disrupts the right of others to an education.

Policy JK

11. DISRUPTIVE BEHAVIOR IN THE CLASSROOM: (continued)

- B. Willful conduct which endangers school district employees.
- C. Willful violation of any rule of conduct specified in the Discipline Handbook adopted by the Board.
- D. Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting.

12. HAZING:

- Parent/guardian conference
- Suspension

Committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.

VIOLATIONS AGAINST PROPERTY

1. ARSON

This is the intentional destruction or damage to any school building or or property by means of fire or explosive.

- Immediate notification of legal authorities
- Suspension
- Parent/Guardian conference

2. FALSE FIRE ALARMS

- Immediate notification of legal authorities
- Suspension
- Parent/Guardian conference

3. ROBBERY OR EXTORTION

This refers to the obtaining of property from another person where his or her consent was induced by a use of force.

- Notification of legal authorities
- Suspension
- Parent/Guardian conference

4. THEFT: PERSONAL PROPERTY

This means the unauthorized taking of and/or the unauthorized possession of the property of another person.

- Notification of legal authorities
- Suspension
- Parent/Guardian conference

5. THEFT/OR UNAUTHORIZED POSSESSION OF SCHOOL PROPERTY

This refers to the unauthorized taking of and/or the unauthorized possession of school property.

- Notification of legal authorities
- Suspension
- Restitution
- Parent/Guardian conference

6. UNAUTHORIZED POSSESSION OF SCHOOL PROPERTY

- Notification of legal authorities
- Suspension

Policy JK

le/g/ athletic clothing)
/////

7. UNAUTHORIZED USE OF SCHOOL
PROPERTY FOR NON-SCHOOL
ACTIVITIES

/Restitution
/Parent/Guardian conference

- Notification of legal authorities
- Parent/Guardian conference

VIOLATIONS AGAINST PROPERTY (continued)

8. WILLFUL DAMAGE OF SCHOOL
PROPERTY OR OF THE
PROPERTY OF OTHERS

- Notification of legal authorities
- Suspension
- Restitution
- Parent/Guardian conference

"Willful Damage" is the intentional cutting, defacing, or damage of any property, real or personal belonging to the school district, or to any individual within the school setting.

OTHER VIOLATIONS:

1. GAMBLING -

- Student conference
- Parent/Guardian conference

"Gambling" is defined as the playing of a game of chance for stakes.

2. DISORDERLY CONDUCT -

- Student conference
- Parent/Guardian conference

"Disorderly Conduct" refers to engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

3. DANGEROUS DRUGS/CONTROLLED
SUBSTANCES -

- Notification of legal authorities
- Suspension
- Referral to Student Assistance Program
- Parent/Guardian conference

This refers to the possession, sale, distribution, or use of any controlled substances as defined in Minnesota Statute 152.02 while on the school grounds or at school sponsored events.

4. ALCOHOL -

- Notification of legal authorities
- Suspension
- Referral to Student Assistance Program
- Parent/Guardian conference

This refers to the possession, use, or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities.

5. TOBACCO - POSSESSION

- Suspension
- Parent/Guardian conference

Possession of any tobacco product by a student under the age of 18 while on the school grounds or at school-sponsored events.

Policy JK

OTHER VIOLATIONS: (continued)

6. TOBACCO - USE

This is defined as the use of any type of tobacco product, chewing, holding a lighted tobacco product, or exhaling smoke from the mouth or nose on school property or at school-sponsored activities.

- Suspension
- Parent/Guardian conference

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURE

1. WILLFUL DISOBEDIENCE -

"Willful Disobedience" is defined as any refusal to follow published school rules and regulations.

- Student conference

2. CONTINUAL WILLFUL DISOBEDIENCE - -Suspension

"Continual Willful Disobedience" means repeated refusal to follow school rules and regulations after conference resulting from the first violation.

- Parent/Guardian conference

3. DEFIANCE OF AUTHORITY- -Suspension

This is defined as willful refusal to follow the legal direction/order given by a staff member.

- Parent/Guardian conference

4. RECORD AND IDENTIFICATION FORGERY -

This category includes falsifying signatures or data as well as refusal to give proper identification when requested to do so by a staff member.

- Parent/Guardian conference
- Detention

5. LEAVING THE SCHOOL GROUNDS -

This applies to leaving the school grounds during school hours without the proper clearance.

- Student conference
- Detention

6. CHRONIC AND UNEXCUSED ABSENTEEISM

- Parent/Guardian/Student Conference
- Detention

7. MISBEHAVIOR ON SCHOOL BUS conference

- Student
- Notification of parent/guardian

8. SEVERE MISBEHAVIOR OR CONTINUED DISORDERLY CONDUCT ON SCHOOL BUS

- Denial of Transportation on school bus according to district policy.

Policy JK

VIOLATIONS AGAINST SCHOOL
ADMINISTRATIVE PROCEDURE

9. STUDENT ATTIRE -

-Student conference

Relates to a manner of dress which presents a clear danger to the student's health and safety, causes an interference with work, promotes an illegal activity or fosters classroom or school disorder.

10. DANGEROUS AND NUISANCE ARTICLES -

-Confiscation

-Student conference

A "Dangerous or Nuisance Article" is any article that, in the opinion of the school staff, is dangerous or distracting.

11. TRESPASSING -

-Referral to legal authorities

-Parent/Guardian conference

This refers to persons physically present on a school campus or at a school activity after being requested to leave by the school principal or other person lawfully responsible for the control of said premises.

Reviewed/Revised: 7/28/92
6/28/94

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: KK DATE ADOPTED: 5/10/94 REVIEWED/REVISED: 1
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(DRAFT 5/98 - MSBA Sample including Mhd City Ordinance)

VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. REGISTRATION OF VISITORS

This will meet the requirements of City Ordinance 4-4-18:

"During such time as regularly scheduled classes are in session, no person shall enter or remain in any public elementary or secondary school building within the City of Moorhead without first registering in the main office of said school provided, however, this section shall not apply to members of the School Board of the Moorhead School District, faculty and employees of the Moorhead School District and students enrolled in that school.

Reasonable notification of the requirements of this section shall be conspicuously posted at the entrance to every public elementary and secondary school within the City of Moorhead, and no complaint for a violation of this section shall issue unless such notice is given."

IV. VISITOR LIMITATIONS

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

POLICY KK

B. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

V. EMPLOYEE RESPONSIBILITY TO REPORT STRANGERS AND SUSPICIOUS PERSONS

All employees in the school district are to report strangers and suspicious persons observed on school grounds and sites to the principal or appropriate supervisor.

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: IKF
DATE ADOPTED: 07-30-85
REVISED: 04/14/94

(DRAFT 5/98)

GRADUATION / MOORHEAD SENIOR HIGH
MOORHEAD SENIOR HIGH SCHOOL GRADUATION POLICY

Moorhead Senior High School is a ~~four~~ year comprehensive high school. Diplomas are awarded to all graduates who meet the requirements established by the Moorhead School Board of ~~Education~~ and the Minnesota ~~Department~~ Board of Education.

Students who have attended Moorhead Senior High School or its affiliated alternative programs for the final semester and have completed all the requirements for graduation ~~may~~ will be issued a high school diploma and will be eligible to participate in graduation exercises.

Modifications in graduation requirements may be made by the principal or a child study team for specific students in compliance with Minnesota state statutes and State Board of Education rules.

~~Twenty-one~~ units of credit are required for graduation from Moorhead Senior High School shall include the following:

<u>Units of Credit</u>	<u>Subject</u>
4	English
2	Math
2	Science
4	Social Studies (must include American Govt./ Economics/ American History/ World History)
1	Physical Education
1/2	Health

13 1/2 required

7 1/2 electives

21 1/2 minimum required for graduation

(over)

POLICY IKF

- 1/ /Each student in grade 9 must enroll in six units of credit/ Students in grades 10/ 11 and 12 must enroll in a minimum of five credits/
- 2/ /A registration guide for grades 9/12 listing all courses offered to students is printed and distributed to students as a basis for course selection/
- 3//Students will generally make their selections in March of the preceding year/ Selections will be placed on the course selection card and approved by a parent and the student's counselor/
- 4//Students new to the district will make their selections at the time of registration/
- 5//Changes in course selection must have the approval of the student's parents and a school administrator or counselor/
- 6//A full course which meets one period five times a week or its equivalent for a full year/ yields one unit of credit/
- 7/ /Credits earned through correspondence study/ the Youth Educational Services program/ post secondary options/ and performance basis may be used toward meeting high school graduation requirements providing the courses have been approved in advance by the school principal or his/her designee/ An examination may be required before awarding credit on a performance basis/
- 8//Each student must complete an application for graduation form no later than the semester preceding graduation/
- 9//Students who elect to participate in graduation exercises must wear the appropriate cap and gown/
- 10//In order to graduate a student must pass competency tests in the areas of reading and mathematics/ Students failing to pass the tests will be provided with mastery objectives and given remediation/ Students who do not pass after repeated opportunities will not be given a diploma/ Students new to the district for whom this policy applies will be required to pass the appropriate test prior to receiving a diploma/
- 11//Moorhead students who complete graduation requirements through the Youth Education Services program may attend graduation exercises as a part of the Moorhead Senior High School/
- 12//Students who have attended school 12 or more years and are enrolled in approved programs for special education for high school age youth shall receive recognition and an appropriate diploma upon satisfactory completion of the required work in such a program/ Modifications from the regular program shall be approved by child study teams and the school principal or his/her designee/

Reviewed/Revised: 4/90
4/14/94

Requirements for graduation are:

1. MINNESOTA BASIC GRADUATION STANDARDS - Students must achieve passing scores on the Minnesota Basic Graduation Standard tests in:

Reading and mathematics Basic Standards - for students entering ninth grade for the first time in 1996 or a subsequent year; and,

Reading, Mathematics and Writing Basic Standards - for students entering ninth grade for the first time in 1997 or a subsequent year.

2. MINNESOTA PROFILE OF LEARNING - Students who enter ninth grade for the first time in the fall of 1998 or a subsequent year, must successfully complete 24 High School Content Standards from the Minnesota Profile of Learning as specified in Minnesota Rule 3501.0330 Graduation Requirements.

3. LOCAL CREDIT REQUIREMENT - Students must successfully complete 21 credits acceptable to the Moorhead school district. The 21 credits must include:

FOR STUDENTS WHO ENTERED 9TH GRADE IN 1997 OR EARLIER:

<u>Grade 9-Required</u>	<u>English</u>	<u>(1 credit)</u>
	<u>Social Studies</u>	<u>(1 credit)</u>
	<u>Science</u>	<u>(1 credit)</u>
	<u>Math</u>	<u>(1 credit)</u>
	<u>Physical Education</u>	<u>(1/2 credit)</u>

<u>Grade 10-Required</u>	<u>English</u>	<u>(1 credit)</u>
	<u>Social Studies</u>	<u>(1 credit)</u>
	<u>Physical Education</u>	<u>(1/2 credit)</u>
	<u>Health</u>	<u>(1/2 credit)</u>

<u>Grade 10, 11 or 12 Required</u>	<u>Science</u>	<u>(1 credit) 1 science credit must include Biology</u>
	<u>Math</u>	<u>(1 credit)</u>

<u>Grade 11-12 Required</u>	<u>English</u>	<u>(2 credits) including one semester of composition and one semester of literature</u>
	<u>Social Studies</u>	<u>(2 credits)</u>

POLICY IKF

FOR STUDENTS WHO ENTER 9TH GRADE IN 1998 AND IN SUBSEQUENT YEARS:

Grade 9	English	(1 credit)
Local Requirement	Social Studies	(1 credit)
	Science	(1 credit)
	Math	(1 credit)
	Physical Education	(1/2 credit)

Grade 10	English	(1 credit)
Local Requirement	Social Studies	(1 credit)
	Physical Education	(1/2 credit)
	Health	(1/2 credit)

Grade 11 and 12	English	(1 credit)
Local Requirement	Social Studies	(1 credit)
	And additional credits to total 21 credits.	

Note: While these students are earning credits, the same courses will provide opportunities for students to complete work in the 24 High School Content Standards. The selection of those courses and standards must meet the distribution requirements specified in the Minnesota Profile of Learning Rule 3501.0330, Subp. 3-7. Example: U.S. History III-IV (1 required credit) and (1 required standard: Themes of U.S. History).

Refer to the Moorhead Senior High Registration Information for more detailed explanations of courses offering both credits and high school content standards from the Minnesota Profile of Learning.

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

June 4, 1998
4:00 p.m. Work-Session

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

ATTENDANCE:

Jim Cummings	James Hewitt
Stacey Foss	Carol A. Ladwig
Mark Gustafson	Kristine Thompson
Anton B. Hastad	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. DISTRICT ADMINISTRATION ORGANIZATION: Anderson

Dr. Jim Fox of Fox Lawson & Associates will meet with board members.

3. ADJOURNMENT

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

June 8, 1998
7:00 p.m.

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

ATTENDANCE:

Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. Ladwig _____
Mark Gustafson _____	Kristine Thompson _____
Anton B. Hastad _____	Bruce R. Anderson _____

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

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

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

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

2. *CONSENT AGENDA

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

S-Mq-BOB
Min
June 8, 98

- A. INSTRUCTIONAL MATTERS - Jernberg
 - (1) Acceptance of Gift - Page 5
 - (2) Approval of Migrant Education Grant Submission - Pages 6-11
- B. BUSINESS AFFAIRS - Lacher
 - (1) Acceptance of OSHA Grant - Pages 12-13
 - (2) Approval of Townsite Rental - Page 14
- C. PERSONNEL MATTERS - Skinkle
 - (1) Approval of Family/Medical Leave - Page 15
 - (2) Acceptance of Resignations - Page 16
 - (3) Approval of Rehire - Page 17
- D. ADMINISTRATIVE MATTERS - Anderson
 - (1) Approval of May 11 & 26, 1998 Minutes - Pages 18-29
 - (2) Approval of June Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. SCHOOL BOARD/STAFF 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 invited staff representatives on a wide variety of programs and issues.)

World Language Immersion Task Force - Kopperud/Moyano

5. BID AWARD - RIVERSIDE PLAYGROUND EQUIPMENT: Anderson
Page 30

Suggested Resolution: Move to award the bid for the Riverside School playground project to Minko Construction, in the amount of \$56,950.

Moved by _____ Seconded by _____
Comments _____

6. GYMNASTICS FACILITY: Jernberg
Pages 31-34

Suggested Resclution: Move to direct administration to prepare a contract for a joint gymnastics facility as presented, and to bring said contract to the Board for review and approval when completed.

Moved by _____ Seconded by _____
Comments _____

7. GRADUATION STANDARDS IMPLEMENTATION TRAINER: Jernberg
Pages 35-38

Suggested Resolution: Move to approve the position of Graduation Standards Trainer at the junior and senior high schools, for a period of up to three years dependent upon special funding from the Legislature.

Moved by _____ Seconded by _____
Comments _____

8. PART-TIME SALARY SCHEDULE: Skinkle
Pages 39-40

Suggested Resolution: Move to approve the Part-time and Substitute Pay Schedule as presented.

Moved by _____ Seconded by _____
Comments _____

10. POLICY APPROVAL: Anderson
Pages 41-58

Suggested Resolution: Move to approve the policy, Discipline (JK), as presented.

Moved by _____ Seconded by _____
Comments _____

11. POLICY APPROVAL: Anderson
Pages 59-61

Suggested Resolution: Move to approve the policy, Visitors to School Buildings and Sites (KK), as presented.

Moved by _____ Seconded by _____
Comments _____

12. POLICY APPROVAL: Anderson
Pages 62-66

Suggested Resolution: Move to approve the policy, Moorhead Senior High Graduation Policy (IKF), as presented.

Moved by _____ Seconded by _____
Comments _____

13. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

14. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Graduation	June 7	2:00 p.m.	Fargo Civic
School Board	June 8	7:00 p.m.	Townsite
ESY - Spec. Ed.	6/16-7/30 T,W,Th	8-10 a.m. 10:15-12:15 8-12:15	Washington MSH MJH & Asp
Jr. High Summer School (7, 8, 9)	6/8-7/6 M-F	7:30-9:55 10:05-12:30	MJH
Summer Orchestra	8/17-21	9-3	MSH
Summer Band	6/5-7/2	7:30-1:30	Asp
Beginnings (ECFE) Summer Safari	6/15-7/2 6/15-19 6/22-26	9:30-12 8:45-12 8:45-12	Lincoln Asp MJH
Summer Safari Computer Class	6/15-19	8:45-10:15	MSH
School Board	June 22	7:00 p.m.	Townsite
Title I (Grs. 3-6)	6/8-7/9 M-Th	8-12	Asp
Summer Migrant School	6/12-7/31	8-4	Probstfield
Reading Recovery/ Early Literacy (Gr. 1)	6/8-7/2	8-12	Edison
Jump Start (K-2)	August	8-11	Washington
Detention Center/ Shelter Care	6/9-8/21 M-F	8:30-12	Juvenile Center
Outreach	6/15-6/25 7/6-8/21 M-Th	8-12	Sports Ctr.

MEMO #: I-98-270

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Acceptance of Gift

DATE: June 2, 1998

This district has received \$1,449.15 from the Riverside School P.T.A.C to purchase memory books for students.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

MEMO #: I-98-268
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Migrant Education Grant Proposal
DATE: June 2, 1998

Attached are pages 1 and 2 of an application for a Migrant Education Project grant to the Minnesota Department of Children, Families and Learning requesting \$30,835.

Funding will be utilized to continue the district's utilization of 1.75 FTE outreach workers (home-school liaisons) to provide services to children and families on a referral basis. The grant will allow home-school liaisons to continue assisting in communication and support for migrant families and their children.

Suggested Resolution: Move to approve the submission of the Migrant Education grant application as presented.

RMJ/mdm
Attachment

	Migrant Education 805 Capitol Square - 550 Cedar St. Paul, MN 55101-2273	MIGRANT EDUCATION PROJECT GRANT APPLICATION	ED-02082-05
--	---	--	-------------

GENERAL INFORMATION AND INSTRUCTIONS: The information requested on this application is necessary for processing the application under the requirements of Title I, Public Law 103-382, Part C. Refer to accompanying instructions when completing this application. All financial information must relate to CFDA number 84.011A. For federal audit purposes, use CFDA Number 84.011A for financial recordkeeping. Please provide all information requested and return the completed application to the above address.

SCHOOL YEAR
1998 - 1999

IDENTIFICATION INFORMATION				
Fiscal Agent Moorhead Public Schools		For District(s): # <u>152</u> , # _____, # _____, # _____		
District Name Independent School District 152		District Number 152	County Clay	
LEA Representative Robert Jernberg		Title Assistant Superintendent		Telephone Number (218) 299-6224
Address 810 4th Ave. S.		City Moorhead	State MN	Zip Code 56560
Name of Contact Person Patricia King		Title Title I/AOM Coordinator		Telephone Number (218) 299-6257
Address 810 4th Ave. S.		City Moorhead	State MN	Zip Code 56560
			FAX Number (218) 233-1610	

APPLICATION INFORMATION SUMMARY		
CHECK ONE:	FUNDS REQUESTED	PROJECT DURATION
<input checked="" type="checkbox"/> Initial Application	Initial: \$ <u>30,835.00</u>	Beginning Date of Project: August 17, 1998
<input type="checkbox"/> Addendum to Project Application	Addendum: \$ _____	Ending Date of Project: May 24, 1999

LOCAL BOARD OF EDUCATION ACTION
<p>The Local Board of Education of this school district, at a meeting held on <u>June 8</u>, 19<u>98</u>, authorized the undersigned to act as the LEA Representative in filing an application for funds as provided under Title I, Public Law 103-382 for the fiscal year 19<u>98</u>. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal Statutes, Regulations, and State procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this application. At that same meeting, <u>Patricia King</u> was also approved as Contact Person.</p>
<div style="display: flex; justify-content: space-between;"> <div>_____ Signature of LEA Representative</div> <div>_____ Date</div> </div>

DO NOT WRITE IN SPACES BELOW

MINNESOTA DEPARTMENT OF EDUCATION INFORMATION		
Total Amount Approved: \$ _____	County/District Number: _____	Fiscal Year: 19 _____
Signature - MDCFL Responsible Authority	Final Approval Signature	Date Approved
MDCFL Comments:		

(Refer to accompanying instructions)

MIGRANT PROJECT BUDGET SUMMARY

All budget data provided below MUST relate to UFARS Finance Dimension Code 404. Fill in the Object Code summary information from the Budget Breakdown pages as indicated. Use series "indicator" lines only if the specific code is not identified. Adjustments to coding AFTER this application is approved can only be made by submitting a formal amendment.

UFARS OBJECT CODE	EXPENDITURE ITEM	ORIGINAL BUDGET	CHANGE	AMENDED BUDGET
110	Executive/Managerial			
140	Licensed Instructional			
141	Non-licensed Instructional			
143	Licensed Support			
144	Non-licensed Support			
145	Substitute Licensed Instruction			
170	Clerical/Non-instruction Staff	24,320.00		
185	Extended Time			
Other 100	Salaries			
200	Fringe Benefits (all)	3,700.00		
270	Workman's Compensation			
305	Fees for Service/Consulting			
330	Utility Services (phone)	700.00		
350	Repairs/Maintenance			
360	Pupil Transportation			
366	Instate Travel Expense /district	1515.00		
368	Out of State Travel Expense			
370	Leases/Rents			
Other 300	Purchased Services			
430/433	Instructional Materials	300.00		
460	Textbooks			
Other 400	Supplies/Materials			
490	Food			
495	Milk			
800	Other Miscellaneous	300.00		
	SUBTOTAL			
895	Indirect Cost			
500	Capital Expenditures			
555	Technology Equipment			
	GRAND TOTAL	30,835.00		

These are suggested program codes for typical title I migrant project services and activities. Please consult with the business officers in your district to select the codes most appropriate for your program activities within the framework of your district's accounting system.

General Administrative Support	105	Extended Day Programs	570
Early Childhood	580	Media/Library Service	620
Kindergarten	201	Staff Development	640
Elementary	203	Counseling and Guidance	710
Secondary (General)	211	Health Services	720
Secondary English/Reading	220	Social Work Services	740
Secondary Mathematics	256	Other Pupil Support Services	790

NUMBER OF MIGRATORY CHILDREN

Provide the estimated number of eligible migratory children in your district or area during the project period. Also provide the number of these children expected to be served.

ELIGIBLE MIGRATORY STUDENTS	Ages 3-5	G R A D E												Out of School/ Ungraded	TOTAL	
		K	1	2	3	4	5	6	7	8	9	10	11			12
EXPECTED TO RESIDE	4	15	38	30	39	23	23	25	18	25	20	11	7	4	3	285
EXPECTED TO BE SERVED	4	15	38	30	39	23	23	25	18	25	20	11	7	4	3	285

NOTE: Family Information Forms and Student Enrollment Forms provided by the Migrant Education Office must be completed for each family and child in the project area and forwarded to the Migrant Education Office as soon as possible. (Address appears on page one.)

GENERAL PROJECT INFORMATION

1. Describe how the needs of migratory students have been or will be determined:

The Liaisons worked to only identify families during the month of September. This proved to be very successful. We were able to identify more families and serve more families during the school year. This program will begin in late August with identification as a priority during the months of August and September.

2. Describe how the funds being requested will be used:

The positions of Home School Liaisons will address the needs of students in grades K-12 by:

- 1) Identifying and recruiting migrant families eligible for services.
- 2) Helping to bridge the gap of communication between School District staff and parents/guardians and students.
- 3) Increasing parent/guardian knowledge and understanding of the academic, social, and emotional gains made by students.
- 4) Providing the parents/guardians with information on how they can provide increased support for their child/children.
- 5) Building more positive relationships between the schools, students, and their families.
- 6) Identifying who the migrant children are and gathering needed information about them.
- 7) Working with other agencies in the community who provide services to migrant families.

BUDGET BREAKDOWN - SALARIED PERSONNEL BY ACCOUNT							ED-02082-05 Page 3
In the table below, provide the requested information for all salaried Migrant Project personnel. Do NOT include contracted personnel! In column 4, enter the hourly rate if the position is less than full day. Enter the daily rate (column 5) if the position is full day. The total of all salaries of this page should equal the total of all salaries of your Proposed Migrant Project Budget.							
1	2	3	4	5	6	7	8
UFARS PROGRAM CODE	UFARS OBJECT CODE	POSITION TITLE	HOURLY RATE	HOURS PER DAY	DAILY RATE	NUMBER OF DAYS	SALARY
216	185	1 FTE Home-School Liaison	\$10.41	8	\$83.28	183	\$15,240
216	185	.75 FTE " "	8.27	6	49.62	183	9,080.
Total Salaries of Migrant Project Personnel							\$24,320

BUDGET BREAKDOWN (Continued)											
	DATE	NUMBER OF PARTICIPANTS	STIPEND		AIR FARE OR MILEAGE	EST MILES	LODGING	MEALS	OTHER	AMOUNT	FOR STATE USE ONLY
			DAYS	RATE							
INSERVICE	10/98	2		\$		532	\$150.	\$75.	\$50.	\$275.	
TOTAL IN-SERVICE										275.	

ATTENDANCE SERVICES	NAME	ESTIMATED MILES	MILEAGE RATE	OTHER EXPENSES	AMOUNT
	Student Records Clerk:		\$		(phone)
Outreach Worker: 2 liaisons	4,000.	.31	700.00	1940.	
TOTAL ATTENDANCE SERVICES					\$1940.00

INSTRUCTIONAL SUPPLIES	If nonconsumable instructional materials are to be purchased, attach a list of the proposed items and estimated cost. TOTAL INSTRUCTIONAL SUPPLIES	AMOUNT
		\$300.00

STUDENT ACTIVITIES	DESCRIPTION	AMOUNT
	Field Trips	\$
TOTAL STUDENT ACTIVITIES		\$

COMMUNITY SERVICES & PARENT ACTIVITIES	DESCRIPTION	AMOUNT
	Parent Meetings (2/Fall & Spring)	\$300.00
	TOTAL COMMUNITY SERVICES AND PAC	\$300.00

3. Describe how the proposed activities will be coordinated with other services, such as Title I, LEP, AOM, Special Education and mainstream curriculum:

Student referrals to the Home School Liaisons will be made by staff working with these programs (Title I, AOM, LEP, Special Education, and mainstream curriculum). Supervisors for the Liaisons will be school principals. They will receive the program direction from the Program Coordinator in order to supervise the Liaisons according to the program guidelines. The principals and the Program Coordinator will help the Liaisons coordinate the referral process from the various programs to the Liaisons. The Liaisons will also serve as a resource of background information, cultural information, etc., for the staff in the programs.

5. Describe briefly how migrant parents will be involved in the educational program and in the implementation of the activities funded by this grant.

The Parent Advisory Council meetings will be coordinated by the Home School Liaisons. A minimum of two meetings will be held during the 1998-99 school year. The meetings will provide an opportunity for parents to have input regarding student/family needs in relation to educational opportunities. All migrant families will be invited and encouraged to attend meetings. The discussion will take place at the meetings in both English and Spanish.

MEMO #: B98.295

MAY 21 1998

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: MAY 21, 1998

SUBJECT: OSHA GRANT

Moorhead Public Schools has received a grant from Minnesota OSHA in the amount of \$10,000.00. It will be used to help pay for the dust and odor collection system at the Sr. High.

Suggested Resolution: Move to accept the OSHA Grant for \$10,000.00.

DATE: May 20, 1998

TO: Dr. Bruce Anderson

FROM: Orv Kaste

SUBJECT: OSHA Grant

Moorhead Public Schools has received a grant from Minnesota OSHA in the amount of \$10,000.00. The grant will be used to help pay for a dust and odor collection system for the Art Department at the Moorhead Senior High School. The total cost of the system will be about \$25,000.00, and the remainder will be paid out of Health & Safety.

Resolution: To accept the grant to help pay for the project.

OK:KP
cc: R. Lacher
PS980163

MEMO #: B98.303

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: JUNE 3, 1997

SUBJECT: TOWNSITE RENTAL - RON ODDEN (4/1/98 - 3/31/99)

SUITE	SQ. FT.	RATE	ANNUAL RENT	MONTHLY RENT
206.1	184	\$10.61	\$1,952.24	\$162.69
206.3	185	\$10.61	<u>\$1,962.85</u>	<u>\$163.57</u>
			3,915.09	\$326.26

Suggested Resolution: Move to approve the rental of a portion of Suite 206 to Ron Odden \$3,915.09.

MEMORANDUM

P 98.055

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JJS*

DATE: June 1, 1998

SUBJECT: Family/Medical Leave

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

Michelle Sailer - Grade 5 Teacher, Robert Asp, to begin about September 15, 1998 for six weeks.

Lois Wilson - Health Tech Secretary, Moorhead Junior High, from May 18, 1998 through June 4, 1998.

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

JDS:sdh

MEMORANDUM

P 98.056

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: June 6, 1998
SUBJECT: Resignation of District Employee.

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

Kyle Card - PI/ECSE/EBD Paraprofessional, Probstfield Elementary,
effective June 4, 1998.

Matt Hallquist - English Teacher, Junior High, effective
immediately.

Nikki Serhienko - Communication Coordinator, District Wide,
effective June 16, 1998.

Suggested Resolution: Move to accept the resignation as
presented.

JDS:sdh

MEMORANDUM P 98.057

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: June 2, 1998

SUBJECT: Rehire

The administration requests approval of the rehire of the following teacher:

Debra Bartholomay - MMMI Teacher, Robert Asp, BA+45 (8) \$30,500,
effective for the 1998-99 school year.
(Replace Gail Fisk)

Suggested Resolution: Move to accept the rehire as presented.

JDS:sdh

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 11, 1998
PAGE 1

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

MEMBERS ABSENT: None.

CALL TO ORDER: Chairwoman Ladwig called the meeting to order at 7:02 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: Hewitt moved, seconded by Foss, to approve the agenda as presented. Motion carried 7-0.

"WE ARE PROUD"

*** We are proud of the High School Knowledge Bowl team which placed 9th in the state tournament. Team members are Josh Axtman, Jeff Gustafson, Jill Galles, Chris Hewitt, and Aaron Knorr.

*** We are proud of the following Moorhead Junior High students for their outstanding achievement in the Midwest Talent Search conducted by Northwestern University: Alicia Strnad-highest SAT combined score; Sam Boggs-highest SAT verbal score; Steve Tranby-highest SAT math score; Matthew Bresee-top seventh grade score on each area of the SAT; Kyle Nylander- highest ACT composite score; Craig Powers-top seventh grade ACT composite score; Emily Slagle-highest percentile growth on ACT; and, Chris Astrup-highest percentile growth on the SAT. Bresee has been invited to the MTS Awards Ceremony to be recognized for his outstanding SAT performance.

*** We are proud of the Junior High Knowledge Master team for winning the Middle School Division of the Spring Knowledge Master Open. Moorhead placed 10th out of 1153 participating middle schools worldwide. Team members are Krister Anderson, Sam Boggs, Jeff Broten, Kris Dahl, Aaron Galles, Seth Harris, Will Hewitt, Maren Hulden, Matt Kaul, Lily Langerud, Sam Lenius, Erica Markey, Jason Miller, Brent Olson, Craig Powers, Lee Richards, Jack Rousseau, Kit Smemo, Alicia Strnad, Bethany Weir, and Nate Wright.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS

Brenda Rapske, Riverside PTAC representative, addressed the Board to stress that the parents want new, updated, safe playground equipment. She stated the PTAC has raised over \$7,000 for the project and that the equipment they are looking at is removable for future renovations.

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

Grant - Accept the grant from the Minnesota Department of Children, Families and Learning, in the amount of \$4810, for assisted technology training.

1998-99 Bid Dates - Approve the Business Office to be able to set bid dates for the purchase of supplies, equipment and construction contracts with the preliminary budgets for the 1998-99 school year.

New Employees

Danelle Walker - Adult Basic Education Secretary, A12 (0) \$8.28 per hour, 3 hours daily, effective immediately.

Resignations

Carole Nelson - Orchestra Teacher, Senior High, effective June 4, 1998.

Leslie Schmidt - French Teacher, Junior and Elementary, effective June 4, 1998.

Kris Vosgerau - Math and Science Teacher, Senior High, effective June 4, 1998.

Joanne Schafer - Spanish Teacher, Senior High, effective June 4, 1998.

Stephanie Walter - Phy. Ed. Teacher and Paraprofessional, Robert Asp, effective June 4, 1998.

Wes Libner - Paraprofessional, MCAP, effective April 22, 1998.

Mark Boche - Paraprofessional, Robert Asp, effective June 5, 1998.

Patti Crandall - Paraprofessional, Junior High, effective June 4, 1998.

Mary Houge - COTA Paraprofessional, Probstfield, effective May 21, 1998.

Retirement

Russell Hovdestad - Teacher on LTD, effective May 1, 1998.

Change in Contract

Melissa Eidsness - Senior High Mathematics Teacher, 1.00 FTE to .60 FTE.

Community Education Service-Learning Grants - Accept the grants from Cass County Extension, totaling \$2040, for service-learning projects at Moorhead Junior High.

Approval of Minutes - Approve the minutes of April 13 & 27, 1998, as presented.

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Claims - Approve the May claims, subject to audit, in the amount of \$1,101,093.03

General Fund:	\$707,024.81
Food Service:	58,127.85
Transportation:	174,787.06
Community Service:	19,367.86
Capital Expenditure:	130,530.19
Townsite Centre:	<u>11,255.26</u>
TOTAL	\$1,101,093.03

Motion carried 7-0.

Gustafson left the meeting at 7:15 p.m.

COMMITTEE REPORTS: A report was given regarding the Joint Powers meeting.

SCHOOL BOARD/STAFF 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 representatives on a wide variety of programs and issues.)

Midwest Talent Search - Moorhead Junior High Gifted/Talented Coordinator Lois Brown and Assistant Superintendent Bob Jernberg presented an overview of the test results from the Midwest Talent Search sponsored by Northwestern University. The Junior High has been involved in this program for the past four years. Students take either the SAT or the ACT college entrance tests, that are designed to measure academic potential of college-bound juniors and seniors. Participation is limited to those students in the upper fifth percentile of a national normed achievement test, such as the Iowa Test of Basic Skills (ITBS) which we utilize.

Brown stated the purpose of the search is to identify academic talent. It also assists with developing academic talent by providing materials to aid student in understanding test scores, and locating appropriate educational opportunities.

AREA LEARNING CENTER: Hewitt moved, seconded by Thompson, to approve the submission of the Area Learning Center Program application, as presented. Motion carried 6-0.

RESOLUTION NON-RENEWAL OF PROBATIONARY TEACHERS:

Nicole Dolenz, 1209 58th Avenue North, stated that if the lay offs happened because of budget cuts or the lack of money, that the graduation standards should be done away with because they are a waste of time. She said that if the Board wants to do what is best for students they would keep the money for teachers because they are more of an influence.

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Hewitt stated that the graduation standards are not the issue but the law, and the Board has the responsibility to keep the District within the law.

Kai Gonzorowski, 2706 North River Drive, requested the Board develop a better system to inform the students about layoffs. She expressed concern about not getting information on why things happen and relying on "bits and pieces" and this is why, she feels, the protest happened.

Hewitt moved, seconded by Hastad, to approve the resolution directing the administration to effect termination and non-renewal of the position of the probationary teachers as follows: Mark Ring-Choral Director, Senior High; Blaine Gerlach-EBD Teacher, Junior High; Peggy Paluga-EBD Teacher, Junior High; Amy Soma-English Teacher, Senior High; Sandi Koski-English Teacher, Senior High; Donna LeQuire-EBD Teacher, MCAP; Linda Sheets-Home/School Liaison, (Homeless Grant-.50); Rachel Stotts-Speech Language Pathologist, Junior High (.35); Heather Sand-LD Teacher, Probstfield; Sandy Klemz-EBD Teacher, Probstfield; Faye Smiley-Aakre (Indian Education Grant); Michon Rutledge (Indian Education Grant); Jane Knoff-Title I Home-School Liaison, Townsite; Matt Hallquist-Language Arts Teacher, Junior High (.28); Debra Bartholomay-Elementary Teacher, Robert Asp. Motion carried 6-0.

Gustafson returned at 8:15 p.m.

POST SECONDARY EDUCATION OPTIONS PARTNERSHIP: Anderson stated the partnership would be more convenient for students at Moorhead High and allow more choices between the high school and Moorhead State University. Seniors must be in the upper 1/2 and juniors in the upper 1/3 and need to pass a basic skills test to qualify for on-campus (MSH) courses. These courses would earn 4 credits, and be held 5 days per week at MSH and 3 days per week at MSU.

Some benefits of the partnership would be in the areas of curriculum development for both institutions, and more opportunities for students at the high school because of no traveling between campuses.

Jim Ford, 309 22nd Avenue South, expressed a concern of what happens in the classroom depends upon the students. If students do not push each other to excel it becomes an average class. Ford asked the Board to consider this point so as not to sacrifice these learning experiences for convenience purposes.

Hewitt moved, seconded by Hastad, to approve the Post Secondary Education Options (PSEO) partnership with Moorhead State University, subject to final approval by Moorhead State University. Motion carried 6-0.

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BID AWARD-WASHINGTON PLAYGROUND EQUIPMENT: Cummings stated he will not be supporting this item due to the cost. Hastad requested to possibly reduce the number of apparatus to stay within the budget. Anderson indicated that the District should have at least one facility approved for the Americans with Disabilities Act (ADA).

Hewitt moved, seconded by Gustafson, to reject all bids. Motion failed 3-4; Thompson, Ladwig, Foss, Hastad dissenting.

Foss moved, seconded by Thompson, to postpone the item until the next meeting. Motion carried 7-0.

SABBATICAL LEAVE REQUESTS: Hastad moved, seconded by Foss to approve the sabbatical leave for Carol Bennett for the 1998-99 school year as presented. Motion carried 6-1; Gustafson dissenting.

PAY EQUITY IMPLEMENTATION REPORT: Cummings moved, seconded by Hewitt, to accept the Pay Equity Implementation Report and authorize the Board Chair to sign said report. Motion carried 7-0.

POLICY APPROVAL: Hewitt moved, seconded by Thompson, to approve the policy, Drug and Alcohol Testing (GBEC), as presented. Motion carried 6-1; Hastad dissenting.

POLICY APPROVAL: Hewitt moved, seconded by Hastad, to refer the policy, Community Relations-Use of School Facilities (KG), back to administration to separate into policy and procedure. Motion carried 7-0.

POLICY APPROVAL: Foss moved, seconded by Gustafson, to approve the policy, Transportation Eligibility Guidelines (EEA), as amended. Motion carried 7-0.

POLICY APPROVAL: Cummings moved, seconded by Foss, to approve the policy, Sale, Disposal and Recycling of Books, Equipment and Supplies (DN), as presented. Motion carried 7-0.

POLICY APPROVAL: Cummings moved, seconded by Hewitt, to approve the policy, Use of All school Equipment and Materials for Instructional Purposes Off School Premises (EDCA), as presented. Motion carried 7-0.

POLICY APPROVAL: Cummings moved, seconded by Thompson, to approve the policy, School/Community Relations (KB), as presented. Motion carried 7-0.

The meeting recessed at 9:38 p.m.; it reconvened at 9:44 p.m.

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CLOSE PUBLIC MEETING: Foss moved, seconded by Thompson, to close the public meeting at 9:45 p.m. pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies. Motion carried 7-0.

OPEN PUBLIC MEETING: Thompson moved, seconded by Gustafson, to reopen the public meeting at 10:16 p.m.

ADJOURNMENT: Hewitt moved, seconded by Thompson, to adjourn the meeting at 10:18 p.m.

Mark Gustafson, Clerk

REGULAR MEETING
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MEMBERS PRESENT: Jim Cummings, Stacey Foss, Mark Gustafson, Anton B. Hastad, James Hewitt, Carol Al. Ladwig, Kristine Thompson, 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 there are new developments to the Riverside playground development and that further explanation will be given during item 5, Bid Award-Washington Playground Equipment.

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

"WE ARE PROUD"

*** We are proud of junior Bryce Howitson for being the Moorhead High School representative for the 3M Richard Drew Award. Award representatives are considered creative in the field of science and participate in an extensive summer program at 3M. The award was established in 1970 in honor of Richard Drew, the developer of "scotch tape" for 3M.

*** We are proud of Edison second graders Kari Krieger and Alexa Deschene being selected as two of the thirteen winning entries for the Northern States Power Company 1998-99 Energy Safety Calendar contest. The calendars are distributed to over 31,000 K-6 classrooms in Minnesota. Both students are in Ms. Linn Lidahl's classroom.

*** We are proud of Edison teacher Stacy Swanson who was one of the featured teachers in the Fargo Forum Student Originals contest. Two of her students were also winners. They are: Brandon Gullekson-first place in cartoons; and, Ethan Dahlsad-third place in cartoons.

*** We are proud of Title I coordinator Pat King for currently being vice president of the Minnesota Association of Administrators for State and Federal Education Programs (MAASFEP). King will become president of the association for 1999-2000.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS

Ladwig confirmed all board members received communications from Barbara Worman, Carolyn Lillehaugen, and Dale and Laurie Whitehead.

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

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Improving America's Schools Act Application - Approve the consolidated application for Improving America's Schools Act, in the amount of \$765,396.16, as presented.

Special Services Agreement - Approve the memorandums of agreement with PT/OT Associates and Therapy Partners, for physical and occupational therapy services for the 1998 Extended School Year Program.

Major Magnitude Field Trip - Approve the Apollo Strings field trip to Mobile, Alabama from June 16 through June 23, 1998, to attend the All-American City Award program.

Resignations

Toni Fietek - EBD and SLD Teacher, Washington and Riverside Schools, effective June 4, 1998.

Chris Teal - Custodian, Senior High, effective May 22, 1998.

Joshua Misner - Orchestra Teacher, Junior High, effective June 4, 1998.

Family/Medical Leaves

Margot Garcia - Paraprofessional, Probstfield, effective immediately until her doctor releases her for work.

Evangeline Klemisch - Food Service, Probstfield, effective immediately for the remainder of the 1997-98 school year.

Leave of Absence

Carol Bennett - English Teacher, Senior High, for the second semester of the 1998-99 school year.

Mark Richardson - School Psychologist, for the school year in 1998-99.

Motion carried 7-0.

COMMITTEE REPORTS: Reports were given related to the Policy Review, Youth Advisory, District Student/Staff Assistance Steering, Clay County Joint Powers Collaborative, Instruction Curriculum Advisory, and Staff Development committees.

BID AWARD - METROPOLITAN AREA NETWORK: Hastad moved, seconded by Gustafson, to award the low bids which meet specifications as follows: 1) McLeodUSA for the provision of a fiber lease at \$19,700 per year with lease buyout options available each year of the seven year fiber lease as presented; and, 2) Enstar Networking Corporation (Cisco), in the amount of \$231,923.26, for the purchase of electronics equipment and training. Motion carried 7-0.

BID AWARD - WASHINGTON PLAYGROUND EQUIPMENT: Hewitt moved, seconded by Thompson, to award the work for the Washington School playground to Minko Construction, in the amount of \$87,080. Motion carried 7-0.

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Superintendent Anderson reviewed the history of the playground bid process. He reported meeting with Riverside parents to discuss solutions and alternatives to updating that playground. Since the last meeting where the administrative recommendation was to reject the Riverside playground bids, City representatives have indicated a potential partnership with the school district to split the \$45,000 remaining cost of the project. Anderson has sent a letter to City Manager Jim Antonen requesting their involvement. If the City agrees and acts at their first meeting in June, a recommendation to approve the Riverside playground update will be presented at the June 8 school board meeting. Anderson indicated the district will work on a long term plan to update the other playground sites in the future.

Riverside parent Laurie Whitehead appreciated the District's willingness to take a second look at this project.

Hewitt stated the Board had received many letters of support for this project. However, one letter in particular had a very negative tone in which he does not support. He indicated this is a very difficult decision and the Board tries to make the best decisions for the good of the students and entire school district.

Rick Cunningham, Riverside PTAC Co-chair, apologized for any negative communications the Board may have received. He stated the PTAC intended to maintain a positive approach to the issue.

Riverside parent Cal Singleton asked about the process for bidding the projects and why it was being done again.

It was mentioned bids were let last year during the flood, and as a result were very high. Also, the Americans with Disabilities Act (ADA) requirements are driving costs.

Singleton suggested that maybe public comment should be made to appropriate places that could make changes in potential ADA requirements.

Ladwig thanked everyone for their comments.

Gustafson left the meeting at 8:10 p.m.

SPECIAL EDUCATION EXTENDED SCHOOL YEAR PROGRAM: Foss moved, seconded by Cummings, to receive the Special Education Extended School Year Program information and approve the employment of the staff as presented. Motion carried 6-0.

SECONDARY SUMMER SCHOOL PROGRAM: Thompson moved, seconded by Cummings, to receive the Secondary Summer School Program information and approve the employment of the staff as presented. Motion carried 6-0.

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Program director Steve Morben commented that there will be the addition of grades 9 and 10 for students who do not pass the Basic Skills tests to the summer school program.

MOORHEAD JUNIOR HIGH ASSISTANT PRINCIPAL POSITION: Cummings moved, seconded by Thompson, to approve Mr. Russell Henegar as Assistant Principal at Moorhead Junior High, beginning with the 1998-99 school year, at a band/grade of D61 Step 12 per the Principals' Master Agreement. Motion carried 6-0.

DISTRICT ADMINISTRATIVE ORGANIZATION: Hewitt moved, seconded by Foss, to approve the formal review of the District's central administration organization in conjunction with the firm of Fox Lawson & Associates, at a cost of \$16,000.00. Motion carried 6-0.

GRIEVANCE HEARING RESULTS: Hastad moved, seconded by Thompson, to approve the Resolution Adopting Hearing Officer's Decision in the grievance filed by Bradley Stroup, as presented. Motion carried by majority roll-call vote 6-0.

Gustafson returned at 8:32 p.m.

SENIOR HIGH GYMNASTICS PROGRAM: Activities director Don Hulbert and Superintendent Anderson reviewed initial discussions held regarding a gymnastics facility that would be used by Fargo and West Fargo public schools and American Gold. Fargo Public Schools is proposing to build the facility located on school district land near Fargo South High School. Moorhead could participate in the cooperative arrangement at a capital lease cost of \$8300 per year for three years. After that time, the contract could be renegotiated to continue if the arrangement seems to work.

Hulbert noted the facility would be used for practices, and that gymnastic meets would still be held at Moorhead High.

Discussion was held on transportation issues, conflicting student schedules between the last period of the day and practice times/travel, other sites for Moorhead's use, and equipment.

Ladwig reiterated the importance of a Long Range Facilities Plan and requested it be completed by September 1.

FIRST READING OF POLICIES: The Board conducted the first reading of the following policies:

Discipline (JK) - Added language pertaining to hazing as required by state law.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 26, 1998
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Visitors to School Buildings and Sites (KK) - Added language pertaining to employees reporting strangers and suspicious persons. It was noted this policy should be included in the District's Employee Handbook.

MSH Graduation Policy (IKF) - Jernberg reviewed the history of the proposed changes. He noted options are available and that many districts throughout the state are maintaining their current graduation requirements while others are changing theirs to reflect the 24 graduation standards plus credits required. Jernberg noted that it is difficult to compare graduation policies between school districts because of the interplay of prerequisites of classes. Jernberg stated the revised policy would allow flexibility for students to meet the new graduation standards.

Moorhead High teacher Charlie Fisher requested the Board to refrain from changing the current policy until the graduation standards are tested. He fears a mitigation of school district standards with the revised policy.

Moorhead High teacher Tom Fillipi expressed concerns that students will not get what they deserve if a fourth year of English is not required. He asked the Board not to reduce the expectations of the students.

Cummings stated he feels the policy is designed not to reduce but offer more flexibility and avenues to students over traditional choices.

Moorhead High English teacher Brenda Warner stated the current policy sets clear guidelines for both college- and non-college bound students with curriculum specific to their needs. She requested the Board reconsider changing the policy.

Hastad indicated that the revised policy does nothing to preclude students from taking extra courses, and that it is a parent's responsibility to guide their student's education.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Ladwig confirmed all board members will be present for graduation ceremonies.

Anderson requested the board hold a special work session to meet with Mr. Jim Fox of Fox Lawson & Associates on Thursday, June 4 from 4-6 p.m. for the purpose of beginning the process of reviewing the central office administrative organization.

REGULAR MEETING
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CLOSE PUBLIC MEETING: Hastad moved, seconded by Foss, to close the public meeting at 10:17 p.m. pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies. Motion carried 6-1; Hewitt dissenting.

OPEN PUBLIC MEETING: Gustafson moved, Foss seconded, to reopen the public meeting at 10:56 p.m. Motion carried 7-0.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 10:57 p.m.

Mark Gustafson, Clerk

MEMO #: S-98-313

TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *BRA*
RE: Riverside Playground
DATE: June 3, 1998

It is a pleasure to report that the City of Moorhead has joined the Riverside PTAC and the school district as partners in the Riverside playground project.

The PTAC will provide \$7500 toward the project, and the city and school district each will contribute \$24,725.

A special thanks to Riverside parents who have been helpful in moving this project along, and to the Moorhead City Council and City Manager who have helped make it possible.

Suggested Resolution: Move to award the bid for the Riverside School playground project to Minko Construction, in the amount of \$56,950.

BRA: cbf

MEMO #: I-98-269
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Gymnastics Facility
DATE: June 2, 1998

Attached is a copy of a memo from Fargo Public Schools outlining the lease of a gymnastics facility in cooperation with Fargo North, Fargo South, West Fargo, Moorhead, and American Gold.

The district is also in the process of discussing temporary plans until the facility is available. The plans will be reviewed with the Board.

Suggested Resolution: Move to direct district administration to prepare a contract for a joint gymnastics facility as presented and to bring said contract to the Board for review and approval when completed.

RMJ/mdm
Attachment



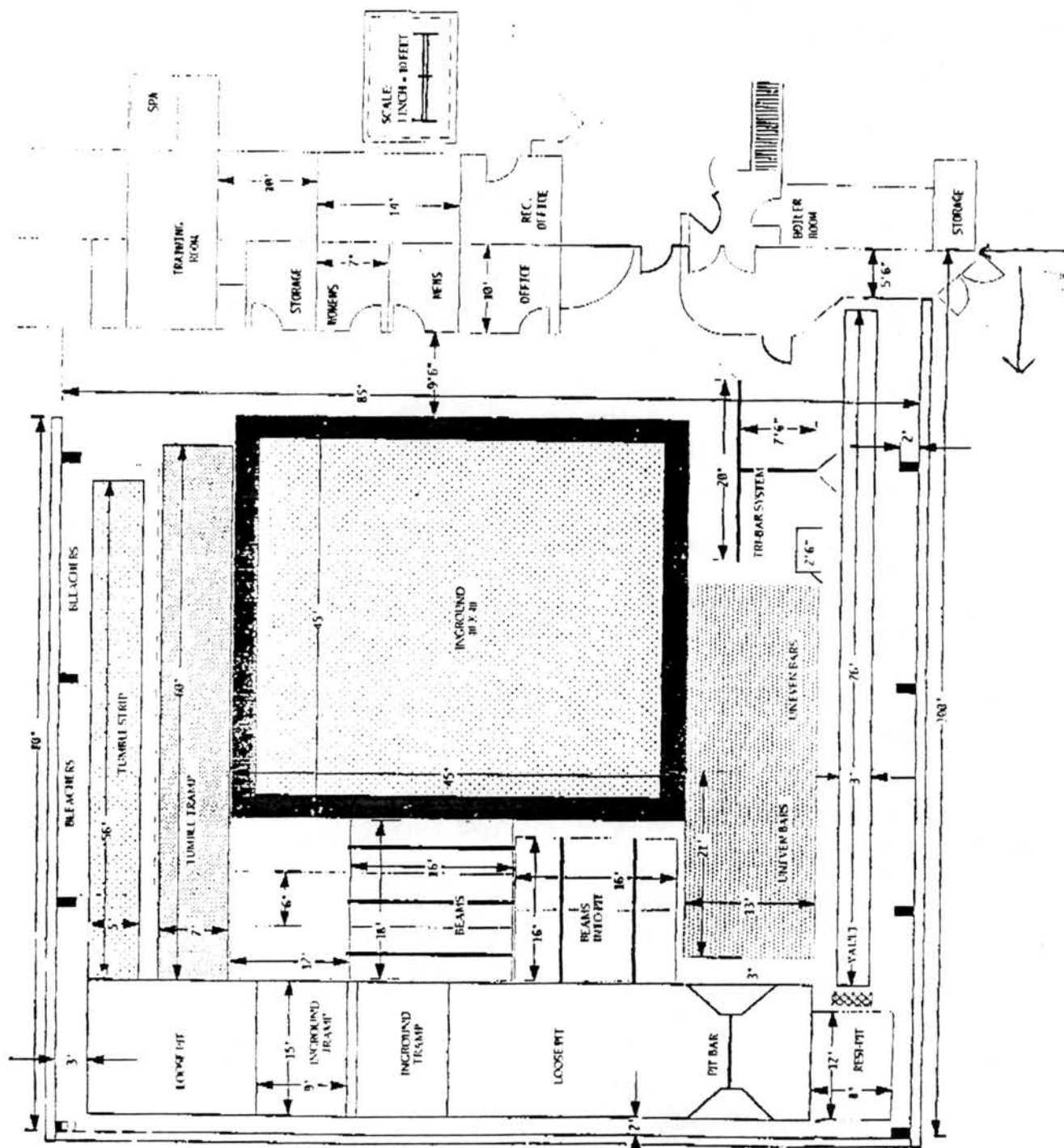
MEMO

Gymnastics Facilities Fargo Public School District #1

June 2, 1998

1. Fargo School District will own the facility.
2. Participants include Fargo North, Fargo South, West Fargo, Moorhead, and American Gold.
3. School districts would use facility for 16 weeks of the season. American Gold would have access both during the high school season and the remainder of the year. School districts will have scheduling priority between 3:30 and 9:30 p.m., Monday through Friday.
4. Facility will be a practice and competition facility for all but the very large meet(s).
5. Off season training of high school athletes would be in the American Gold facility including but not limited to this space. Actual programming would be provided by American Gold. The high schools would work with American Gold to insure appropriate staffing.
6. Facility will provide a space for former participants at River City Gymnastics, current participants from Spartan Gymnastics, and participants in West Fargo, Fargo North, Fargo South, and Moorhead high school programs.
7. Facility is intended to provide additional options for gymnastics participants for before and after season training and competition, and additional programming for gymnasts that are not part of AGG Elite team.
8. Facility will also provide additional space for other American Gold programs. American Gold will hire a fourth coordinator to facilitate the additional programming necessary to provide options for these additional athletes which will need programming.
9. Possible cost for participants:
 - Moorhead & West Fargo would each pay one share
 - Fargo Schools would pay two shares
 - American Gold would pay two shares

10. Operational costs are projected at \$11,990 annually including heat, electricity, water & sewer, insurance, and custodial services. With six shares each share would be \$2,000. Operational cost and custodial services will be billed to the Fargo Schools under this proposal, and reimbursed through the capital lease.
11. Moorhead will pay \$8,300 per year for three years with renewal rights under the agreement.
12. Scheduling would be accomplished by a management committee with representation from all organizations.
13. School districts have some equipment to locate in the facility on a temporary basis.
14. Choice of track must be the participant athletes. Participants will not be discouraged from choosing high school programs. After season competition and / or training will be available to high school participants. There must be across the board support for high school gymnastics.
15. Summer camps can be a coop between AGG and school districts. Cost share and profits will be part of the agreement.
16. Contract term for participants is negotiable. The Fargo Schools needs to reserve the right to explore alternative uses for the facility at the end of the negotiated terms.
17. Scheduling during the high school season will be done mutually by the participants.
18. All issues will be included in a contract (joint use agreement) and signed by all parties. Each party may have an individual contract with the Fargo Schools.
19. The Fargo Schools will support only one facility.



MEMO #: I-98-273

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Graduation Standards Implementation Trainer

DATE: June 3, 1998

Attached is a proposal from Moorhead Junior and Senior High Schools to approve a position of funding a Graduation Standards Implementation Trainer to assist in implementation of the Minnesota Graduation Standards and infuse technology into packages.

The position will be funded by graduation standards implementation funding as part of 1998 legislation. Sixty-five percent of the cost will be charged to the Senior High School and 35 percent will be charged to the Junior High School.

Suggested Resolution: Move to approve the position of graduation standards trainer for Moorhead Junior and Senior High Schools for a period of up to three years dependent upon special funding from legislature.

RMJ/mdm
Attachment

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

Budget
(Year)

PROPOSAL FORM

NAME OF BUILDING: Senior High School _____

TOPICS OF PROPOSAL: Grad Rule Technology Trainer _____

SUBMITTED BY: Mike Siggerud ; Date: 6/2/98 _____
Gene Boyle
Colleen Tupper DATE TO BE IMPLEMENTED: 98-99
Gay Galles
Dan Markert
Bob Jernberg

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED: _____

PERSON RESPONSIBLE TO
RECOMMEND TO SUPERINTENDENT: Bob Jernberg _____

Recommendation (by person responsible):

Approve X Disapprove _____ Hold _____ Refer to Cabinet _____

Date June 3, 1998

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. We are requesting funding for a grad standards trainer to assist in the implementation of the Minnesota Graduation Standards and to insure technology is embedded in the curriculum and utilized for record keeping. The trainer would work with faculty and administration through the 2000-2001 school year, at which time the need for the position would be re-evaluated. The position would be classified as "teacher on special assignment."

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 graduation standards have many aspects which require technological support. Technology needs to be utilized as part of instruction, assessment and support. Examples include: Reviewing and revising assessment packages, district and building record keeping, multi-media

student projects, inquiry through the internet, electronic lesson formats, electronic instructional delivery and alternative curricula, and electronic reporting.

Our teaching staff, students and administrators would benefit greatly if a faculty member were available to assist and facilitate grad standards implementation utilizing technology.

3. State the negative implications if the proposal is not approved.

Graduation standards will not be implemented in a way that uses technology systems to their full potential.

4. List alternative actions if this proposal is not approved. (It is assumed that any alternative listed is less desirable than the proposal.

We will continue teaching ourselves how to use what we have.

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:
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Administrators:

Teachers:

Clerical:

1

Code and salary amounts unavailable. Costs will be reimbursed through graduation standards grant allocations.

Comments on budgetary items: Salary and responsibilities will be divided as 65% senior high and 35% junior high. The salary will be allocated from budgeted amounts approved by the 1998 legislature for grad standards implementation.

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.

The trainer will need appropriate hardware and software available.

9. Suggested timelines for implementation.

1998-1999 school year.

10. Who has been involved in this decision?

Gene Boyle, Mike Siggerud, Colleen Tupper, Bob Jernberg, Gay Galles, and Dan Markert

11. Other comments: Building principals will supervise this teacher on special assignment position when the individual is within the building. An advisory committee consisting of Gene Boyle, Colleen Tupper, Dan Markert, and Bob Jernberg will meet periodically to ensure that the efforts are coordinated with other district needs in the area of curriculum, instruction and technology.

JUN 03 1998

MEMORANDUM P 98.059

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: June 3, 1998
SUBJECT: Part Time and Substitute Pay Schedule

Attached is a copy of the Part Time and Substitute Pay Schedule.
The administration requests approval of this schedule.

Suggested Resolution: Move to approve the pay schedule.

JDS:sdh

PART TIME AND SUBSTITUTE PAY SCHEDULE

ADULT ED

Vocational Licensed Teacher	20.66
Vocational Licensed Teacher (New)	20.06
Avocational Teacher	14.25
After-school Healthy Community Initiative grant activity leaders	13.83
Program Assistant	6.08

SUBSTITUTE TEACHERS

Daily	66.00
10 Day Consecutive same classroom	92.00
30 Day Consecutive same classroom	Daily rate-beginning BA Teacher Salary

LICENSED TUTORS - TEACHERS 19.52

NOON HOUR SUPERVISORS/FOOD SERVICE WORKERS

Part-time (non-contract)	6.00
(or .15 over previous rate)	

INTERPRETERS/COTA

Part-time (Non-contract)	13.55
Freelance	21.86
(due to lack of trained interpreters labor pool, may need to meet competitive rates)	

SECRETARIES

Part-time (non-contract)	6.95
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PARAPROFESSIONALS (TEACHERS ASSISTANTS)

Part-time (non-contract)	7.73
Substitute	7.73

CUSTODIANS

Part-time (non-contract)	6.37
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WORK STUDY/STUDENT HELP 5.15

Revised 6/02/98
Effective 7/01/98

MEMO #: S-98-314

TO: School Board

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

RE: Approval of Policy

DATE: June 3, 1998

Attached please find the policy, Discipline (JK), as recommended for approval.

Suggested Resolution: Move to approve the policy, Discipline (JK), as presented.

:*cbf*
Attachment

(DRAFT 4/98)

DISCIPLINE

I. STATEMENT OF PHILOSOPHY

It is the position of the School Board of District #152 that learning can best take place in an environment which is orderly, safe, stimulating, and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect among students, school personnel, and community members.

It is the goal of the Discipline Handbook to promote growth in self-discipline and responsibility. In addition to state and federal law, it is understood that rules and regulations will be necessary. To be useful, they must be clearly understood by everyone involved, administered consistently and fairly, with consequences which are appropriate to the problem. While the Discipline Handbook developed within District #152 will relate to activities within the school setting, the ultimate responsibility for growth in self-discipline is a cooperative effort of students, school personnel, home, and community.

II. RIGHTS AND RESPONSIBILITIES OF STUDENTS

These statements under Rights and Responsibilities of Students, which apply to students of all ages, are not expected to cover every situation which may arise. Rights are "just claims or privileges." Responsibilities are defined as "obligations or duties."

Rights of Students

Every student has the right...

1. To citizenship in the school community as granted by the U.S. Constitution and the State of Minnesota. Civil rights may not be abridged, obstructed, or in any other way altered, except in accordance with due process of law.
2. To freedom from harassment due to gender, religion, culture, disability, race, sexual orientation, and/or age and to seek redress of such infractions by reporting such harassment to a principal, counselor, teacher, or other school official.
3. To fair, consistent uniformity of application of rules without discrimination or bias within the learning environment.
4. To air grievances, problems and concerns through legitimate channels and to propose changes in rules or policy through channels provided by the schools for all students.
5. To express opinions and feelings as well as criticisms without violating the rights of others and to make choices through appropriate means.
6. To privacy regarding school records consistent with legal requirements.

Policy JK

Rights of Students (continued....)

7. To privacy and security in his/her persons, papers, and effects.
8. To be informed orally or in writing of any disciplinary charges and corrective measures in a manner consistent with the Pupil Fair Dismissal Act.
9. To be allowed to present his/her version of an incident in question in a fair hearing before any consequences are determined.
10. To expect a safe, stimulating, and productive learning environment without interruptions, disruptions, or distractions from within or without the classroom setting.
11. To have equal access to student activities and organizations.
12. To be informed of all policies, rules, and regulations he/she shall be expected to follow in the classroom, building, and district via an easily understood form using written, visual, and oral approaches as necessary.
13. To homebound instruction when extended absence is due to medical reasons.
14. To make up within prescribed timelines work missed during any excused absence without discrimination or harassment.
15. To be treated with dignity and respect by all members of the school community.
16. To avail himself/herself of the counseling services provided by the school district.
17. To choose his/her own manner of dress and personal grooming unless it presents a clear danger to students' health and safety, causes a clear interference with work, creates disorder in the learning environment, promotes illegal activities, or interferes with the rights of other students.
18. To expect authority to protect these rights.

Responsibilities of Students

Every student has the responsibility...

1. To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the school society.
2. To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking.
3. To know and comply with school rules and regulations and school district policies established by local school boards. (MN Statute 120-6, 1974)
4. To refrain from disruptive behavior which may interfere with a teacher's right to teach and a student's right to learn.
5. To attend regularly scheduled class sessions as established by the schools.
6. To bring class materials required for daily classroom use and to complete assigned class work on time and according to instructions given by teacher..

Policy JK

Responsibilities of Students (continued....)

7. To accept the authority of school personnel on school property, during school-sponsored off-campus events and on school transportation.
8. To follow policy and regulations during school-sponsored activities in or away from school regardless of time or place.
9. To obey all safety regulations in the educational setting.
10. To use appropriate language and to avoid cursing, profanity, or vulgarity.
11. To refrain from the use or threat of physical force, verbal abuse, threats, blackmail, the use, sale, or exchange of alcohol or any illegal drugs, smoking, stealing, vandalism, and other illegal activities.
12. To refrain from bringing onto school property or to school-sponsored events any materials or items which would cause, or tend to cause, a disruptive activity or endanger the health of students or other persons. Students should note that lockers are school property and may be searched without cause or notice. Searches may be conducted under the authorization of the principal or a representative designated by the principal. Search of an area assigned to a student shall be made in the presence of an adult witness and, if practicable, in the presence of the student. Illegal items will be seized by school authorities, and police will be notified. Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.
13. To discuss grievances, problems, or concerns with school staff.
14. To report to a school official any incidents of harassment or illegal activity.

III. SCHOOL AND COMMUNITY RESPONSIBILITIES

The maintenance of a school climate conducive to learning, working, and living is shared by the parent and/or guardian, students, all school personnel, and community members. Each is expected to work positively toward this goal, to respect individuality and responsibility of each person, and to deal effectively with misunderstanding or misbehavior.

School Board Responsibilities

1. To establish a discipline policy for the Moorhead Public Schools.
2. To hold the appropriate school employees responsible for the supervision of the behavior of students while legally under the supervision of the school.
3. To insure the fair and consistent application of the Discipline Handbook.
4. To require that each principal, teacher, bus driver or other employee having direct responsibility for student behavior will prepare or agree to a written plan for discipline that meets their needs and meets the approval of their immediate supervisor or administrator.

Policy JK

Parent/Guardian Responsibilities

1. To assume the legal responsibility for the behavior of their son/daughter.
2. To teach the student self-discipline and respect for authority.
3. To familiarize themselves and their children with the Discipline Handbook, building handbooks, and other regulations.
4. To see that the student is ready to learn and has the necessary supplies.
5. To see that the student attends school regularly at the appointed time and to notify the school whenever their son/daughter is or will be absent.
6. To help maintain communication with the school by bringing matters of concern to the attention of the principal, the teacher, a guidance counselor, school nurse, or other appropriate school personnel.
7. To provide the school with a current telephone number and address through which the parent/guardian can be reached during the school day.
8. To cooperate with the school for the benefit of the student and to be available to meet with school officials when requested.

Central Administration Responsibilities

1. To give counsel, advise, and to give firm support to the teachers and building administrator.
2. To require that all schools follow the school Discipline Handbook in accordance with established policy.
3. To insure the consistency of the application of the Discipline Handbook, the written discipline plans, and regulations in the school system.
4. To keep on file and periodically disseminate up-to-date copies of Independent School District #152 Discipline Handbook.
5. To keep the superintendent informed of serious behavior problems and of the assistance given in correcting problem situations.
6. To notify all personnel in writing of their responsibilities relating to student behavior.

Building Administrator Responsibilities

1. To be responsible to the superintendent in implementing the established discipline policy and building discipline plans.
2. To establish and implement rules and regulations governing conduct of students which are consistent with the Minnesota Statutes and School Board policies.
3. To confer with each individual teacher and to keep on file the agreed-upon individual discipline plans.
4. To be readily available to handle discipline in an emergency.
5. To appoint a designee from the certified staff to assume authority in the building administrator's absence.

Building Administrator Responsibilities (continued....)

6. To delegate appropriate duties to the assistant principal.
7. To be responsible for informing students, parents or guardians, and community groups of the current rules and regulations.
8. To be responsible for discussion of the rules, rights, and responsibilities with students during their first week of school.
9. To impose suspension consistent with the Pupil Fair Dismissal Act of 1974 (as amended).
10. To recommend to the superintendent the exclusion or expulsion of a student if necessary.
11. To assure that all system wide regulations and school rules regarding discipline are applied consistently.
12. To take prompt corrective action for referred violations of discipline regulations.
13. To inform the parent/guardian and involved staff members, when appropriate, of actions taken for referred violations.
14. To inform the parent/guardian, upon request of measures taken to insure student's rights and safety.
15. To report all illegal activities to appropriate authority as required by law or as necessary to maintain school discipline and order.
16. To take responsibility for and custody of a pupil removed from class.
17. To confer at least annually with the licensed employees in a school building to review the Discipline Handbook and discuss whether its provisions have been enforced.

Teacher Responsibilities

1. To encourage students to develop self-discipline and respect for authority.
2. To treat students with dignity.
3. To recognize individual differences among students.
4. To prepare a written plan for discipline that meets his/her needs and confer with the principal regarding the acceptability of the plan. These rules shall be posted in the classroom and given to students.
5. To inform parents/guardians through standardized notification of student deficiency.
6. To ensure the enforcement of school rules as listed in the student handbook.
7. To exercise restraint, good taste in their expression and refrain from the use of inappropriate expressions.

Policy JK

Teacher Responsibilities (continued....)

8. To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property, and at school functions. A teacher has the authority to remove pupils from the classroom pursuant to procedures and rules established in the district's policy. (See #7, Standards of Conduct)
9. To record and report classroom discipline problems to the building administrator.
10. To confer with support personnel for possible solutions to discipline problems.
11. To establish behavior/discipline guidelines for all students on field trips, and require adherence to those guidelines by all school employees and volunteers.

All Other School Persons With Responsibility For Student Conduct

1. To maintain discipline according to all rules and regulations as outlined in the Discipline Handbook and Building Handbook.
2. To communicate or confer with teachers or administrators regarding discipline problems.
3. To deal with students in a firm, fair, and consistent fashion.

IV. CORRECTIVE ACTIONS POSSIBLE

1. Student Conference - Depending upon the violation and the seriousness of the action, a student may be given a warning that if a violation occurs again, the student's parents or guardians will be notified.
2. Parent Conference - If a student violates a rule, the parent or guardian may be notified and a conference may be required.
3. Detention - A teacher, principal, or designee may detain a pupil after school for correction of a violation, including tardiness to class. Any pupil who is told by a teacher to report after school and who, for any reason, cannot report, must first clear the absence with the teacher, principal, or designated representative.
4. Removal From Class - "Removal from Class" and "Removal" means any action taken by teacher, principal, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods, pursuant to procedures established in the school district Discipline Handbook adopted by the School Board. "Class period" or "activity period" means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.
5. Permanent Removal - "Permanent removal" means the action taken by a principal to prohibit a student from attending a class period or activity period for the remainder of the semester or year. An alternative means of earning the credit will be provided.

IV. CORRECTIVE ACTIONS POSSIBLE (Continued....)

6. Suspension - Suspension means an action taken by the school administration prohibiting a pupil from attending school for a period of time no more than five consecutive school days.

This definition does not apply to dismissal from school for one school day or less.

The purpose of suspension is to remove the student from the normal school environment and to provide time for professional staff, parent/guardian, and student to discuss the matter and bring about an agreement on future conduct.

Parents or guardians will be notified of all suspensions.

A child-study team meeting must be held within five days of suspension of a student served by special education. The team shall determine whether or not the misconduct is related to the handicapping condition. When it is determined that the student's misconduct is related to the handicapping condition, the child study team will:

- (A) Review the special education assessments and determine the need for any further assessments
- (B) Review the individualized educational plan and amend the goals and objectives or develop an alternative IEP
- (C) Recommend that the student continue in the current school with or without changes in the IEP, or recommend a change in placement to another school or program.

When it is determined that the student's misconduct is not related to the handicapping condition, the school administration will follow district procedures as defined in the Rights and Responsibilities section of the Handbook PUPIL FAIR DISMISSAL ACT, MINN. STAT. 127.26-127.39.

7. Expulsion or Exclusion - "Expulsion" means an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not exceed beyond the school year. The Pupil Fair Dismissal Act of 1974 (as amended) MINN. STAT. 127.26-127.39 will be followed in procedural matters of this kind. "Expulsion or exclusion of handicapped students cannot be used as a discipline measure if the actions may have been the result of the handicapping condition. Special provisions for dealing with a handicapped student's behavior will be written into the student's Individual Education Program."
8. Alternative Program - "Alternative Program" means educational opportunities made available within the school district but possibly at a site different from a student's originally assigned school.
9. REFERRAL TO SPECIAL SERVICES - ANY STUDENT WHOSE MISCONDUCT MAY BE THE RESULT OF A HANDICAPPING CONDITION or who has an Individual Educational Plan (IEP) WILL May BE REFERRED TO SPECIAL SERVICES FOR ASSESSMENT AND, IF THE STUDENT QUALIFIES, APPROPRIATE SERVICES.
10. Referral to Juvenile Authorities or Police - If a student's misbehavior is so extreme that a law violation may be involved, juvenile authorities or police will be contacted by the principal or designated representative. Every reasonable attempt shall be made to notify parents at the same time juvenile

Policy JK

authorities or police are called. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the principal or designee shall not interfere with the student's removal from the building.

IV. CORRECTIVE ACTIONS POSSIBLE (Continued....)

10. Use of Reasonable Force

11. 1. Corporal punishment of students is prohibited. Corporal punishment is the use of physical force as a consequence of or in order to correct student behavior.
2. Teachers are allowed to use reasonable force to restrain a student from injuring self or others or from damaging property.

Standards of Conduct

Students who have been expelled and/or excluded from other districts will be admitted to the Moorhead school district only after the preparation of an admission plan. This plan, which shall be developed by the school district, shall include measures to improve a student's behavior and require parental involvement in the admission process as well as indicating the consequences to the student of not improving the student's behavior.

In accordance with the Minnesota Pupil Fair Dismissal Act, students of the District may be disciplined, suspended, expelled, or excluded for the reasons delineated below in addition to other situations which fall within the grounds contained in the Minnesota Pupil Fair Dismissal Act:

- A. Willful violation of any reasonable school district regulation;
- B. Willful conduct materially and substantially disrupting the rights of others to an education; and,
- C. Willful conduct which endangers the pupil or other pupils, or the property of the school.

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the public schools shall be enforced within the general guidelines as set forth below. These guidelines describe clearly the various administrative actions which will be taken for violations of the law and the school district standards of behavior.

Minimum corrective actions for specified violations are described below. In addition, the school retains the right to use any and all of the above-described corrective actions as fitting in a particular disciplinary situation.

This disciplinary policy will be applied to disabled students if: (1) an IEP team for the student concludes that application of the disciplinary policy is indeed appropriate for the student, taking into consideration the student's handicapping condition; and, (2) if the disciplinary policy has been given to the student's parent with an indication that the team has concluded its application to be appropriate to the individual student.

In addition, when a disabled student is disciplined in accordance with this policy, other provisions of state and federal law apply. Within five days of any suspension, a re-entry conference must be held in accordance with Minnesota Rule 3525.2470. Unless a change of placement first occurs, a disabled student may not be suspended in excess of ten total days in one school year.

Students may be subject to disciplinary action for conduct on or off school property which has a direct and immediate effect on the discipline or the general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional safety of the student, other students, teachers or other school personnel, or for the safety of school

Policy JK

property. Measured by this standard, acts which may result in disciplinary action include but are not limited to the following:

VIOLATIONS AGAINST PERSONS

MINIMUM CORRECTIVE ACTIONS:

1. POSSESSION OF A WEAPON -

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

- Parent/Guardian conference
- Initial suspension for 5 days
- Confiscation of weapon
- Notification of police
- Recommendation to the superintendent for expulsion

Weapons are identified in two categories:

- (A) Articles designed or commonly used to inflict bodily harm and/or to intimidate other persons. Examples are: firearms, whether loaded or unloaded, knives, clubs, metal knuckles, numchuks, throwing stars, explosives, stun-guns, ammunition, chains, pellet guns, look-alike guns, and other non-functioning guns that could be used to threaten others;
- (B) Articles designed for other purposes but which are used to inflict bodily harm and/or intimidate. Examples are: belts, combs, pencils, files, scissors, compasses, etc.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

*2. ASSAULT - THREAT

A threat of bodily harm or death another person, without material physical contact.

- Parent/Guardian conference
- Suspension

3. ASSAULT - IN POSSESSION OF WEAPON

A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon.

- Parent/Guardian conference
- Initial suspension for 5 days
- Confiscation of weapon
- Notification of police
- Recommendation to superintendent for expulsion

4. FIGHTING

Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving, or scuffling."

- Parent/Guardian conference
- Suspension

5. DIRECT ATTACK WITH A WEAPON -

- Parent/Guardian conference
- Initial suspension for 5 days
- Confiscation of weapon
- Notification of police
- Recommendation to the superintendent for expulsion

VIOLATIONS AGAINST PERSONS

MINIMUM CORRECTIVE ACTIONS:

6. DIRECT ATTACK ON ANOTHER PERSON -

Students in grades K-6:

- Parent/Guardian conference
- 1-5 day suspension
- Possible administrative transfer to another educational setting*

Students in grades 7-12:

- Parent/Guardian conference
- 5-day suspension
- Possible recommendation for expulsion

* An administrative transfer does not insure the same program choice.

7. HARASSMENT:

Harassment is participating in or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals. Harassment, whether willful or otherwise, includes offensive behavior relating to gender, religion, culture, disability, race, sexual orientation, and/or age.

- Student conference
- Detention
- Notification of parents or guardians
- Notification of Title IX officer in cases of sexual harassment.

8. INTERFERENCE/OBSTRUCTION:

"Interference" or "obstruction" means any action taken to attempt to prevent a staff member from exercising his or her legally assigned duties.

- Parent/Guardian conference
- Suspension

9. DISRESPECTFUL LANGUAGE:

Disrespectful language directed toward other individuals.

- Parent/Guardian/
Student conference

10. VERBAL ABUSE

- Parent/Guardian conference
- Suspension

11. DISRUPTIVE BEHAVIOR IN THE CLASSROOM:

"Disruptive Behavior" is defined as:

- Removal from class
- Parent/Guardian/Teacher conference upon return

A. Willful conduct which materially and substantially disrupts the right of others to an education.

Policy JK

11. DISRUPTIVE BEHAVIOR IN THE CLASSROOM: (continued)

- B. Willful conduct which endangers school district employees.
- C. Willful violation of any rule of conduct specified in the Discipline Handbook adopted by the Board.
- D. Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting.

12. HAZING:

- Parent/guardian conference
- Suspension

Committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.

VIOLATIONS AGAINST PROPERTY

1. ARSON

This is the intentional destruction or damage to any school building or property by means of fire or explosive.

- Immediate notification of legal authorities
- Suspension
- Parent/Guardian conference

2. FALSE FIRE ALARMS

- Immediate notification of legal authorities
- Suspension
- Parent/Guardian conference

3. ROBBERY OR EXTORTION

This refers to the obtaining of property from another person where his or her consent was induced by a use of force.

- Notification of legal authorities
- Suspension
- Parent/Guardian conference

4. THEFT: PERSONAL PROPERTY

This means the unauthorized taking of and/or the unauthorized possession of the property of another person.

- Notification of legal authorities
- Suspension
- Parent/Guardian conference

5. THEFT/OR UNAUTHORIZED POSSESSION OF SCHOOL PROPERTY

This refers to the unauthorized taking of and/or the unauthorized possession of school property.

- Notification of legal authorities
- Suspension
- Restitution
- Parent/Guardian conference

Policy JK

le/g/ athletic clothing
/////

7. UNAUTHORIZED USE OF SCHOOL
PROPERTY FOR NON-SCHOOL
ACTIVITIES

/Resurrection
/Parent/Guardian conference

- Notification of legal authorities
- Parent/Guardian conference

VIOLATIONS AGAINST PROPERTY (continued)

- | | |
|---|--|
| 8. WILLFUL DAMAGE OF SCHOOL
PROPERTY OR OF THE
PROPERTY OF OTHERS | -Notification of legal authorities
-Suspension
-Restitution
-Parent/Guardian conference |
|---|--|

"Willful Damage" is the intentional cutting, defacing, or damage of any property, real or personal belonging to the school district, or to any individual within the school setting.

OTHER VIOLATIONS:

- | | |
|---------------|--|
| 1. GAMBLING - | -Student conference
-Parent/Guardian conference |
|---------------|--|

"Gambling" is defined as the playing of a game of chance for stakes.

- | | |
|-------------------------|--|
| 2. DISORDERLY CONDUCT - | -Student conference
-Parent/Guardian conference |
|-------------------------|--|

"Disorderly Conduct" refers to engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

- | | |
|---|---|
| 3. DANGEROUS DRUGS/CONTROLLED
SUBSTANCES - | -Notification of legal authorities
-Suspension
-Referral to Student Assistance Program
-Parent/Guardian conference |
|---|---|

This refers to the possession, sale, distribution, or use of any controlled substances as defined in Minnesota Statute 152.02 while on the school grounds or at school sponsored events.

- | | |
|--------------|---|
| 4. ALCOHOL - | -Notification of legal authorities
-Suspension
-Referral to Student Assistance Program
-Parent/Guardian conference |
|--------------|---|

This refers to the possession, use, or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities.

- | | |
|-------------------------|--|
| 5. TOBACCO - POSSESSION | -Suspension
-Parent/Guardian conference |
|-------------------------|--|

Possession of any tobacco product by a student under the age of 18 while on the school grounds or at school-sponsored events.

Policy JK

OTHER VIOLATIONS: (continued)

6. TOBACCO - USE

- Suspension
- Parent/Guardian conference

This is defined as the use of any type of tobacco product, chewing, holding a lighted tobacco product, or exhaling smoke from the mouth or nose on school property or at school-sponsored activities.

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURE

1. WILLFUL DISOBEDIENCE -

- Student conference

"Willful Disobedience" is defined as any refusal to follow published school rules and regulations.

2. CONTINUAL WILLFUL DISOBEDIENCE -

- Suspension

- Parent/Guardian conference

"Continual Willful Disobedience" means repeated refusal to follow school rules and regulations after conference resulting from the first violation.

3. DEFIANCE OF AUTHORITY-

- Suspension

- Parent/Guardian conference

This is defined as willful refusal to follow the legal direction/order given by a staff member.

4. RECORD AND IDENTIFICATION FORGERY -

- Parent/Guardian conference
- Detention

This category includes falsifying signatures or data as well as refusal to give proper identification when requested to do so by a staff member.

5. LEAVING THE SCHOOL GROUNDS -

- Student conference
- Detention

This applies to leaving the school grounds during school hours without the proper clearance.

6. CHRONIC AND UNEXCUSED ABSENTEEISM

- Parent/Guardian/Student Conference
- Detention

7. MISBEHAVIOR ON SCHOOL BUS conference

- Student
- Notification of parent/guardian

8. SEVERE MISBEHAVIOR OR CONTINUED DISORDERLY CONDUCT ON SCHOOL BUS

- Denial of Transportation on school bus according to district policy.

Policy JK

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURE

9. STUDENT ATTIRE -

-Student conference

Relates to a manner of dress which presents a clear danger to the student's health and safety, causes an interference with work, promotes an illegal activity or fosters classroom or school disorder.

10. DANGEROUS AND NUISANCE ARTICLES -

-Confiscation

-Student conference

A "Dangerous or Nuisance Article" is any article that, in the opinion of the school staff, is dangerous or distracting.

11. TRESPASSING -

-Referral to legal authorities

-Parent/Guardian conference

This refers to persons physically present on a school campus or at a school activity after being requested to leave by the school principal or other person lawfully responsible for the control of said premises.

Reviewed/Revised: 7/28/92
6/28/94

MEMO #: S-98-315

TO: School Board

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

RE: Approval of Policy

DATE: June 3, 1998

Attached please find the policy, Visitors to School District Buildings and Sites (KK), as recommended for approval.

Suggested Resolution: Move to approve the policy, Visitors to School District Buildings and Sites (KK), as presented.

cbf
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: KK DATE ADOPTED: 5/10/94 REVIEWED/REVISED:
--	---

(DRAFT 5/98 - MSBA Sample including Mhd City Ordinance)

VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. REGISTRATION OF VISITORS

This will meet the requirements of City Ordinance 4-4-18:

"During such time as regularly scheduled classes are in session, no person shall enter or remain in any public elementary or secondary school building within the City of Moorhead without first registering in the main office of said school provided, however, this section shall not apply to members of the School Board of the Moorhead School District, faculty and employees of the Moorhead School District and students enrolled in that school.

Reasonable notification of the requirements of this section shall be conspicuously posted at the entrance to every public elementary and secondary school within the City of Moorhead, and no complaint for a violation of this section shall issue unless such notice is given."

IV. VISITOR LIMITATIONS

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

POLICY KK

B. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

V. EMPLOYEE RESPONSIBILITY TO REPORT STRANGERS AND SUSPICIOUS PERSONS

All employees in the school district are to report strangers and suspicious persons observed on school grounds and sites to the principal or appropriate supervisor.

MEMO #: S-98-316

TO: School Board

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

RE: MSH Graduation Policy

DATE: June 3, 1998

The implementation of the law related to Minnesota's Graduation Standards is having an impact on Minnesota's school districts in many ways. One of the specific impacts is the updating of existing school board policies to make them consistent with the law. School districts are responding quite divergently in terms of local district requirements. Some apparently are eliminating local requirements and are letting the market drive student/parent choice in meeting the standards. Other districts are leaving existing requirements in place and some districts, like ours, are modifying their local requirements.

Our English and social studies teachers have expressed their disagreement with the recommended change in the graduation policy. The salient reasons for their opposition include their belief that: all students need strong skills in reading, writing, speaking and understanding the global community; that students continuing in post-secondary education should conform to the requirements of the colleges and the ACT recommendations; and, that the implementation of the Graduation Rule is still in its formative stages.

The administration and school board would agree that each of these reasons is important. In addition, however, the Board has provided the strong direction that students will have greater curriculum choice and flexibility as they move through their education path and not be "locked in" in the registration process.

With the above in mind, the following recommendation is being provided with the following understanding:

1. That a thorough registration process be developed and implemented which improves the current course selection and registration, includes the maximum achievement plan as incorporated in the Five Year Plan, and includes students, parents, teachers/advisers, and members of the guidance department.
2. That if the recommendation of the High School Scheduling Committee, as approved by the Board, includes a significant increase in the number of course options and opportunities, thereby providing greater student/parent flexibility and choice, then the local graduation requirement of four years of English and social studies be restored.

Suggested Resolution: Move to approve the policy, Moorhead Senior High Graduation (IKF), as presented.

BRA:cbf
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: IKF DATE ADOPTED: 07-30-85 REVISED: 04/14/94
--	---

(DRAFT 5/98)

GRADUATION / MOORHEAD SENIOR HIGH
MOORHEAD SENIOR HIGH SCHOOL GRADUATION POLICY

Moorhead Senior High School is a ~~four year~~ comprehensive high school. Diplomas are awarded to all graduates who meet the requirements established by the Moorhead School Board of Education and the Minnesota ~~Department~~ Board of Education.

Students who have attended Moorhead Senior High School or its affiliated alternative programs for the final semester and have completed all the requirements for graduation ~~may~~ will be issued a high school diploma and will be eligible to participate in graduation exercises.

Modifications in graduation requirements may be made by the principal or a child study team for specific students in compliance with Minnesota state statutes and State Board of Education rules.

~~Twenty-one units of credit are required for graduation from Moorhead Senior High School shall include the following:~~

<u>Units of Credit</u>	<u>Subject</u>
4	English
2	Math
2	Science
4	Social Studies (must include American Govt./ Economics/ American History/ World History)
1	Physical Education
1/3	Health

13/3 required

7/3 electives

21/0 minimum required for graduation

(over)

POLICY IKF

- 1/ /Each student in grade 9 must enroll in six units of credit. Students in grades 10, 11 and 12 must enroll in a minimum of five credits/
- 2/ /A registration guide for grades 9/12 listing all courses offered to students is printed and distributed to students as a basis for course selection/
- 3///Students will generally make their selections in March of the preceding year. Selections will be placed on the course selection card and approved by a parent and the student's counselor/
- 4///Students new to the district will make their selections at the time of registration/
- 5///Changes in course selection must have the approval of the student's parents and a school administrator or counselor/
- 6///A full course which meets one period five times a week or its equivalent for a full year/ yields one unit of credit/
- 7/ /Credits earned through correspondence study/ the Youth Educational Services program/ post secondary options/ and performance basis may be used toward meeting high school graduation requirements providing the courses have been approved in advance by the school principal or his/her designee/ An examination may be required before awarding credit on a performance basis/
- 8///Each student must complete an application for graduation form no later than the semester preceding graduation/
- 9///Students who elect to participate in graduation exercises must wear the appropriate cap and gown/
- 10///In order to graduate a student must pass competency tests in the areas of reading and mathematics/ Students failing to pass the tests will be provided with mastery objectives and given remediation/ Students who do not pass after repeated opportunities will not be given a diploma/ Students new to the district for whom this policy applies will be required to pass the appropriate test prior to receiving a diploma/
- 11///Moonhead students who complete graduation requirements through the Youth Education Services program may attend graduation exercises as a part of the Moonhead Senior High School/
- 12///Students who have attended school 12 or more years and are enrolled in approved programs for special education for high school age youth shall receive recognition and an appropriate diploma upon satisfactory completion of the required work in such a program/ Modifications from the regular program shall be approved by child study teams and the school principal or his/her designee/

Reviewed/Revised: 4/90
4/14/94

Requirements for graduation are:

1. MINNESOTA BASIC GRADUATION STANDARDS - Students must achieve passing scores on the Minnesota Basic Graduation Standard tests in:
Reading and mathematics Basic Standards - for students entering ninth grade for the first time in 1996 or a subsequent year; and,
Reading, Mathematics and Writing Basic Standards - for students entering ninth grade for the first time in 1997 or a subsequent year.
2. MINNESOTA PROFILE OF LEARNING - Students who enter ninth grade for the first time in the fall of 1998 or a subsequent year, must successfully complete 24 High School Content Standards from the Minnesota Profile of Learning as specified in Minnesota Rule 3501.0330 Graduation Requirements.
3. LOCAL CREDIT REQUIREMENT - Students must successfully complete 21 credits acceptable to the Moorhead school district. The 21 credits must include:

FOR STUDENTS WHO ENTERED 9TH GRADE IN 1997 OR EARLIER:

<u>Grade 9-Required</u>	<u>English</u>	<u>(1 credit)</u>
	<u>Social Studies</u>	<u>(1 credit)</u>
	<u>Science</u>	<u>(1 credit)</u>
	<u>Math</u>	<u>(1 credit)</u>
	<u>Physical Education</u>	<u>(1/2 credit)</u>
<u>Grade 10-Required</u>	<u>English</u>	<u>(1 credit)</u>
	<u>Social Studies</u>	<u>(1 credit)</u>
	<u>Physical Education</u>	<u>(1/2 credit)</u>
	<u>Health</u>	<u>(1/2 credit)</u>
<u>Grade 10, 11 or 12 Required</u>	<u>Science</u>	<u>(1 credit) 1 science credit must include</u>
		<u>Biology</u>
	<u>Math</u>	<u>(1 credit)</u>
<u>Grade 11-12 Required</u>	<u>English</u>	<u>(2 credits) including</u>
		<u>one semester of</u>
		<u>composition and one</u>
		<u>semester of</u>
	<u>literature</u>	
	<u>Social Studies</u>	<u>(2 credits)</u>

POLICY IKF

FOR STUDENTS WHO ENTER 9TH GRADE IN 1998 AND IN SUBSEQUENT YEARS:

Grade 9	English	(1 credit)
Local Requirement	Social Studies	(1 credit)
	Science	(1 credit)
	Math	(1 credit)
	Physical Education	(1/2 credit)

Grade 10	English	(1 credit)
Local Requirement	Social Studies	(1 credit)
	Physical Education	(1/2 credit)
	Health	(1/2 credit)

Grade 11 and 12	English	(1 credit)
Local Requirement	Social Studies	(1 credit)
	And additional credits to total 21 credits.	

Note: While these students are earning credits, the same courses will provide opportunities for students to complete work in the 24 High School Content Standards. The selection of those courses and standards must meet the distribution requirements specified in the Minnesota Profile of Learning Rule 3501.0330, Subp. 3-7. Example: U.S. History III-IV (1 required credit) and (1 required standard: Themes of U.S. History).

Refer to the Moorhead Senior High Registration Information for more detailed explanations of courses offering both credits and high school content standards from the Minnesota Profile of Learning.

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

June 22, 1998
7:00 p.m.

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

ATTENDANCE:

Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. Ladwig _____
Mark Gustafson _____	Kristine Thompson _____
Anton B. Hastad _____	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 staff members Anne Larson and Colleen Tupper along with the Moorhead Junior High Diversity, Dignity and Difference Project consisting of 16 student volunteers. These people organized the Worry Bead Project to help the American Cancer Society/MN Division offer encouragement and support to cancer patients undergoing treatment at the Roger Maris Cancer Center. The Project was honored as a finalist for the 1998 JC Penney Golden Rule Award for volunteer service.

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.

5-M9-B05
Min
June-22-98

- A. INSTRUCTIONAL MATTERS - Jernberg
 - (1) Acceptance of Gifts - Page 6
- B. BUSINESS AFFAIRS - Lacher
- C. PERSONNEL MATTERS - Skinkle
 - (1) Approval of New Employees - Page 7
 - (2) Approval of Rehire - Page 8
 - (3) Acceptance of Resignations - Page 9
 - (4) Approval of Family/Medical Leave - Page 10
 - (5) Approval of Leave of Absence - Page 11
- D. ADMINISTRATIVE MATTERS - Anderson
 - (1) Acceptance of Community Education Grant - Page 12
 - (2) Approval Community Education Advisory Council Membership - Page 13

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. FULL-DAY KINDERGARTEN PROGRAM: Anderson/Schmid
Pages 14-15

Overview of the full-day kindergarten program at Washington School.

5. FOREIGN LANGUAGE IMMERSION PROGRAM:
Anderson/Moyano/Kopperud Page 16

Suggested Resolution: Move to approve the Foreign Language Immersion Task Force recommendations as presented.

Moved by _____ Seconded by _____
Comments _____

6. GRADUATION STANDARDS IMPLEMENTATION MANUAL: Jernberg
Page 17

Suggested Resolution: Move to approve the Graduation Standards Implementation Manual and direct administration to proceed in full implementation of the Graduation Standards.

Moved by _____ Seconded by _____
Comments _____

7. 1997-98 STAFF DEVELOPMENT REPORT: Skinkle
Page 18

Suggested Resolution: Move to accept the 1997-98 Staff Development Report and forward a copy to the Minnesota Department of Children, Families and Learning.

Moved by _____ Seconded by _____
Comments _____

8. BID AWARD-GROUP LIFE AND LTD INSURANCE: Lacher
Page 19

Suggested Resolution: Move to award to low bidder meeting specification - School Insurance Funds for Group Basic, Supplemental and Dependent life insurance (2-year rate guarantee); and, award to low bidder meeting specifications-School Insurance Funds for Group Long Term Disability (LTD) insurance for the Alternate Zero Day Residual Benefit (3-year guaranteed rate).

Moved by _____ Seconded by _____
Comments _____

9. BID AWARD-PAPER/GENERAL/ART SUPPLIES: Lacher
Page 20

Suggested Resolution: Move to vendors meeting specifications as presented at the Board meeting.

Moved by _____ Seconded by _____
Comments _____

10. 1998-2000 PRINCIPALS' MASTER AGREEMENT: Anderson
Page 21

Suggested Resolution: Move to approve the 1998-2000 Principals' Master Agreement as recommended by administration.

Moved by _____ Seconded by _____
Comments _____

11. 1997-2000 DIETARY & FOOD SERVICES' MASTER AGREEMENT:
Skinkle Page 22

Suggested Resolution: Move to approve the total package as presented for the 1997-2000 Dietary and Food Services' Master Agreement.

Moved by _____ Seconded by _____
Comments _____

12. COMMUNICATIONS COORDINATOR POSITION: Anderson
Pages 23-24

Suggested Resolution: Move to approve adding up to .50 FTE
to the Communications Coordinator position.

Moved by _____ Seconded by _____
Comments _____

13. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

14. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
ESY - Spec. Ed.	6/16-7/30 T,W,Th	8-10 a.m. 10:15-12:15 8-12:15	Washington MSH MJH & Asp
Jr. High Summer School (7, 8, 9)	6/8-7/6 M-F	7:30-9:55 10:05-12:30	MJH
Summer Band	6/5-7/2	7:30-1:30	Asp
Beginnings (ECFE) Summer Safari	6/15-7/2 6/15-19 6/22-26	9:30-12 8:45-12 8:45-12	Lincoln Asp MJH
Summer Safari Computer Class	6/15-19	8:45-10:15	MSH
Title I (Grs. 3-6)	6/8-7/9 M-Th	8-12	Asp
School Board	July 13	7:00 p.m.	Townsite
Summer Migrant School	6/12-7/31	8-4	Probstfield
Reading Recovery/ Early Literacy (Gr. 1)	6/8-7/2	8-12	Edison
Jump Start (K-2)	August	8-11	Washington
Detention Center/ Shelter Care	6/9-8/21 M-F	8:30-12	Juvenile Center
Outreach	6/15-6/25 7/6-8/21 M-Th	8-12	Sports Ctr.
Summer Orchestra	8/17-21	9-3	MSH

MEMO #: I-98-284
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Acceptance of Gift
DATE: June 16, 1998

The district has received the following gifts:

- 1) \$1,500 from the Moorhead Spuds Booster Club to purchase track timing equipment to be utilized at the Senior High School.
- 2) \$6,250 from the following contributors for the 1998 Minnesota Twin's Safety Patrol trip.

Moorhead American Legion Post 21	\$1,000
Moorhead Veterans of Foreign Wars	\$1,000
Clay County Safety Council	\$600
Riverside PTAC	\$500
Thomas Edison PTAC	\$500
Probstfield PTAC	\$500
George Washington PTAC	\$500
Moorhead Education Association	\$500
Knights of Columbus	\$300
Vikingland Kiwanis	\$250
John C. Arneson Agency	\$100
Auto Club Trust	\$150
Northern Improvement Company	\$100
Ward Muscatell Automotive Group	\$75
Hornbachers	\$50
Randy's Electric	\$50
St. Joseph's Home and School Assoc.	\$50
Burr-Line Transport	\$25

\$6,250

- 3) \$1,150 from the City of Moorhead, administered by the Lake Agassiz Arts Council, to partially fund the next phase of the Moorhead High School Cultural Mural Project.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMORANDUM

P 98.060

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JS*

DATE: June 16, 1998

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:

Susan Bachmiller - EBD Teacher, Junior High, BA (0-6) \$25,000,
effective for the 1998-99 school year.
(Replace Peggy Paluga)

Travis Barringer - 4th Grade Teacher, Probstfield Elementary, BA
(0-6) \$25,000, effective for the 1998-99
school year.
(Replace Ruth Suppes)

Chad Durand - 3rd Grade Teacher, Thomas Edison, BA (0-6) \$25,000,
effective for the 1998-99 school year.
(Replace Marlys Long)

Deanna Krueger - 3rd Grade Teacher, Thomas Edison, BA (0-6)
\$25,000, effective for the 1998-99 school year.
(Replace Ron Rustad)

Suggested Resolution: Move to approve the employment as
presented.

JDS:sdh

MEMORANDUM P 98.061

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JSS*

DATE: June 16, 1998

SUBJECT: Rehire

The administration requests approval of the rehire of the following teacher:

Heather Sand - LD Teacher, Robert Asp, BA (8) \$26,923.00,
effective for the 1998-99 school year.
(Transferred position from Probstfield)

Suggested Resolution: Move to accept the rehire as presented.

JDS:sdh

MEMORANDUM

P 98.062

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JSS*
DATE: June 16, 1998
SUBJECT: Resignation of District Employees.

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

Nicole Cantin - Part-time 3rd Grade Teacher, Probstfield Elementary, effective immediately.

Robin Shotwell - OHI/PI Paraprofessional, Washington Elementary, effective immediately.

Katherine Mergens - OHI Paraprofessional, Riverside Elementary, effective immediately.

Mary Regelstad - Teacher on Special Assignment, effective July 1, 1998.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

MEMORANDUM

P 98.063

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: June 16, 1998
SUBJECT: Family/Medical Leave

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

Renee Wolf - MSMI Teacher, Robert Asp, from approximately October 1 through November 12, 1998.

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

JDS:sdh

MEMORANDUM 98.064

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle
DATE: June 16, 1998 JDS
SUBJECT: Leave of Absence

The administration requests approval for Leave of Absence for the following person:

Mindi Jenson - Title I Teacher, Washington Elementary, for a half-time leave of absence for the 1998-99 school year.

SUGGESTED RESOLUTION: Approve the Leave as presented.

JDS:sdh

MEMORANDUM

TO: Dr. Anderson

FROM: Mary Davies, Community Education

DATE: June 11, 1998


RE: After-school activities grant

Community Education has received \$25,000 from the Moorhead Healthy Community Initiative to again do after-school enrichment activities. This is the third year funds have been available. Community Education will add \$21,395 for a total budget of \$46,395.

Free after-school activities will be available Monday through Thursday at the Junior High and at Robert Asp. Activities will be provided on different nights of the week at Riverside, Edison, Probstfield and Washington. We will also work with other groups who want to program activities for our students.

SUGGESTED ACTION: Move to accept a grant of \$25,000 from the Moorhead Healthy Community Initiative to program free after-school enrichment activities for students ages 9-13 during the 1998-99 school year.

MEMORANDUM

To: Dr. Anderson 
From: Mary Davies, Community Education
Date: June 16, 1998
Re: 1998-99 Community Education Advisory Council membership

Each year we forward to the Board our recommendations for new Community Education Advisory Council members. New members to begin July 1 are: Judy Wallace and Lisa Vatnsdal. We still need to add representatives from Early Childhood Family Education, Moorhead School Employees Association and the principals as well as the School Board. We will also add another high school student in the fall.

Those whose terms continue are Judi Emery, Moriah Evans, Helen Goodin, Yoke Sim Gunaratne, Steve (Chip) Hanson, Shelley Lundborg, Bob Schieffer, Milo Moyano, Ken O'Leary, Cindy Snelling and Leann Wright. Bob Schieffer will serve as chair and Cindy Snelling as secretary.

Suggested Resolution: Move to approve the appointments of Judy Wallace and Lisa Vatnsdal to the Moorhead Community Education Advisory Council.

MEMO #: I-98-132
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Full-Day Kindergarten Update
DATE: June 16, 1998

Attached is budget information regarding the first year of full-day kindergarten at Washington School. Principal Mary Jo Schmid, staff and a parent will review full-day kindergarten information with the Board.

This is for your information only and action is not necessary in that Board action taken in 1997 gave a three-year approval for all-day kindergarten with reports to be given to the Board annually.

RMJ/mdm
Attachment

All Day Kindergarten Program
G. Washington School

Budget Summary 1997-98
June 22, 1998

Revenue Collected		
Clay County Social Services	20,059	
Donation	5,000	
Tuition Payments	<u>37,780</u>	
Total	62,839	

Outstanding Revenue		
Clay County Social Services	2550	
Tuition Payments	<u>4463</u>	
Total	7013	

Expenditures		
Fargo Youth Commission	11,500	
Hot Lunch and Breakfast	5,038	
Teacher Salary incl. benefits	30,407	
Para Salary incl. benefits	7,919	
Supplies	<u>0</u>	
Total	54,864	

Current Budget Totals	
Revenue Collected	62,839
Expenditures	<u>54,864</u>
Final Budget Figure	7,975

MEMO #: I-98-285
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Foreign Language Immersion Program
DATE: June 16, 1998

The Foreign Language Immersion Program was reviewed at the June 8 Board meeting through dialogue. The Task Force has now formulated its recommendations as attached. The recommendations will be reviewed with the Board by Task Force Chairs Anne Moyano and Kevin Kopperud.

Suggested Resolution: Move to approve the Foreign Language Immersion Task Force recommendations as presented.

RMJ/mdm
Attachment

MEMO #: I-98-283

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BG*

SUBJECT: Graduation Standards Implementation Manual

DATE: June 16, 1998

The Board has received the Graduation Standards Implementation Manual to be submitted to the Minnesota Department of Children, Families and Learning as a requirement to ensure uniform implementation of Graduation Standards within the state of Minnesota.

Assistant Superintendent Bob Jernberg and Graduation Standards Coordinator Mary Regelstad will review the document and respond to questions from the Board.

Suggested Resolution: Move to approve the Graduation Standards Implementation Manual and direct administration to proceed in full implementation of the Graduation Standards.

RMJ/mdm

MEMORANDUM

SS.066

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: June 16, 1998
SUBJECT: Staff Development Plan

Attached is a copy of the year end Staff Development Report. The administration recommends approval of this report for submission to the Minnesota Department of Children, Families and Learning.

Suggested Resolution: Move to approve the Staff Development Report.

JDS:sdh

MEMO #: B98.307

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: JUNE 16, 1998

SUBJECT: BIDS FOR GROUP LIFE INSURANCE/GROUP LTD INSURANCE

On June 9, 1998, we opened bids for Group Life and Group LTD Insurance. The bids were:

VENDOR	BASIC LIFE	AD&D	GROUP LIFE SUPP. LIFE	AD&D	DEP. LIFE
Present Rate - School Ins. Fund	\$.108	\$.02	\$.17	\$.02	\$5.25
United Wisconsin	\$.085	\$.02	\$.165	\$.02	\$5.25
Reliastar	\$.09	\$.02	\$.17	\$.02	\$3.60
School Ins. Fund	\$.085	\$.02	\$.135	\$.02	\$.71 \$4.75 \$6.50

	NEW RATE	PREMIUM REDUCTION	
Basic Life Coverage	\$38,461,000	97.98	59,076 <u>48,456</u> 10,620

VENDOR	BASIC	GROUP LTD ALTERNATIVE
Present Rates Per \$100 Covered Payroll	\$.39	-
United Wisconsin	\$.34	\$.36
Reliastar	\$.33	\$.365
School Ins. Fund	\$.2875	\$.2875
Prudential	NB	NB
Covered Payroll		20,079,827
97.98 Premium		78,311
New Rates		<u>57,730</u>
Reduction		20,581

Suggested Resolution: Move to award to low bidder meeting specifications - School Insurance Funds for Group Basic, Supplemental and Dependent Life Insurance. 2 year guaranteed rate.

Move to award to low bidder meeting specifications - School Insurance Funds for Group LTD Insurance for the Alternate Zero Day Residual Benefit. 3 year guaranteed rate for a total reduction in premium of \$31,201 or nearly 30% cumulative savings of over \$93,000.

MEMO #: B98.308

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: JUNE 17, 1998

SUBJECT: PAPER/GENERAL/ART SUPPLIES BID AWARD

Bids for Paper/General/Art Supplies were opened on June 15, 1998.

Suggested Resolution: Move to approve vendors meeting specifications as presented at Board Meeting.

MEMO #: S-98-320 (REVISED)

TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *BRP*
RE: 1998-2000 Principals' Agreement
DATE: June 9, 1998

A successful conclusion has been reached with the Moorhead Principals' Association for 1998-2000.

The provisions to be changed in the 1998-2000 master agreement are as follows:

Article XX: AGREEMENT DATES
Change agreement dates to:
"July 1, 1998 - June 30, 2000"

Article XV: SEVERANCE PAY/DEFERRED COMPENSATION
New language:
"Severance pay shall be paid by the school district in five (5) equal annual installments each January 1, after the retirement. Any severance due upon death will be paid to the beneficiaries of the deceased."

Article VIII: WORK YEAR ASSIGNMENT
New language (Section II):
"Principals will be granted a total of twenty five (25) vacation days per annum. Unused vacation must be taken within six months after the current contract year in which it is earned. Vacation and holidays will be provided on a pro-rata basis for those working less than twelve (12) months a contract year."

Article IX: SALARY

Package Increase

	<u>97-98 (base)</u>	<u>98-99</u>	<u>99-00</u>
Wages	\$801,528	\$861,428	\$904,022
Benefits	\$161,578	\$145,039	\$147,757
TOTAL PKG	\$963,106	\$1,006,468	\$1,051,779
% Increase		4.5%	4.5%

Suggested Resolution: Move to approve the 1998-2000 Principals' Master Agreement as recommended by administration.

BRA: *cbf*

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: June 16, 1998

SUBJECT: 1997-2000 Food Services Association Agreement

The following is the Total Package for the Dietary and Food Service Contract for 1997-2000.

TOTAL PACKAGE COSTS FOR 1997-2000

	1996-97	1997-98	1998-99	1999-2000
TOTAL SALARIES	\$148,831	\$155,557	\$161,928	\$168,553
TOTAL FRINGES	19,801	24,246	25,075	25,938
<u>TOTAL PACKAGE</u>				
TOTAL PACKAGE \$ INCREASE	\$169,632	\$178,802	\$187,003	\$194,491
TOTAL PACKAGE % INCREASE		6.00%	4.00%	4.00%

Benefit/Language Changes:

General Revisions of dates and grammar

Article 4, Section 5. Personal Leave

Personal leave for personal business which cannot be attended to when school is not in session.

Article 5, Section 5. Personnel Files

Employee has right to review personnel file and have materials reproduced. Employee also has right to submit for inclusion written information as response to any material in file.

Article 9, Section 1. Sick Leave

Regular part-time employees may accumulate unused sick leave up to 30 days on pro-rated basis. When employee reaches 30 days, the full 30 days of pro-rated leave will be restored each September 1, as long as the employee has actively returned to work.

Article 13, Section 13. Uniforms

Standard uniforms to be established by District and worn by Food Service employees.

Employees to be reimbursed for uniforms at rate of \$0.05 per hour for each hour of work scheduled during work year.

Suggested Resolution: Move to approve the the total package as presented for the 1997-2000 Dietary and Food Service Contract.

JDS:sdh

MEMO #: S-98-339

TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *BRA*
RE: District Communications Coordinator
DATE: June 18, 1998

The 1993-98 and the 1998-2003 Five Year Educational Plans support the development and implementation of a "Public Relations/Communications Plan," which provides a road map for communicating with our many publics and customers.

Our assessment following the recent resignation of our Communications coordinator is that more time is needed to accomplish the task expectations of the position and to attract and retain a quality person.

In this regard, I am requesting authorization to add up to an additional .5 FTE to the current position. The additional time would come from a combination of the Community Education and General fund monies.

Suggested Resolution: Move to approve the recommendation of the administration to add up to .5 FTE to the position of Coordinator of Communications.

BRA (cbf)
Attachment

POSITION TITLE: Communications Coordinator

PRIMARY OBJECTIVE OF POSITION: Develop and implement a School District Communications plan.

QUALIFICATIONS: Bachelor's degree preferred. Person should have demonstrated writing skills and ability to organize. Knowledge of marketing, public relations and publications needed. Knowledge of schools and education desirable. Desktop publishing skills desirable.

TERMS OF EMPLOYMENT: .50 FTE 12 months; non-aligned

ACCOUNTABLE TO: Superintendent of Schools

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

JOB RESPONSIBILITIES

1. Develop and implement an annual district communications plan.
2. Prepare and distribute the Annual Report on Curriculum and Student Performance, annual school calendar, Staff Briefs and other district publications.
3. Communicate district goals, policies and activities in a variety of ways, to include any or all of the following as determined by the communications plan:
 - *media contacts
 - *information for realtors
 - *fact sheets
 - *key contact meetings
 - *cable television
 - *audio-visual presentations
 - *district web site
4. Prepare budget for communications activities
5. Distribute new s releases, promote accurate media coverage and establish positive professional relationships with local media personnel.
6. Identify trends and concerns of the community.
7. Perform other communications functions as directed by the Superintendent

11/11/97