



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

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S-119-B05  
Min  
10-26-98

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

October 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"

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

2. \*CONSENT AGENDA

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

- A. INSTRUCTIONAL MATTERS - Jernberg
  - (1) Acceptance of Grant - Page 5
  - (2) Acceptance of Gifts - Pages 6-7
  - (3) Approval of Agreement - Pages 8-9
- B. BUSINESS AFFAIRS - Lacher
- C. PERSONNEL MATTERS - Skinkle
  - (1) Approval of New Employees - Page 10
  - (2) Acceptance of Resignations - Page 11
  - (3) Approval of Family/Medical Leave - Page 12
- D. ADMINISTRATIVE MATTERS - Anderson

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

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

Comments \_\_\_\_\_

3. COMMITTEE REPORTS

4. YEAR 2000: Markert

Overview of on-going preparations for Year 2000.

5. FIRST READING OF POLICIES: Anderson  
Pages 13-17

Conduct a first reading of the following policies:  
Subpoena of a School District Employee (GCQE); Emergency Closings (EBCD); and, Use of School Volunteers/Mentors (KL).

6. GYMNASTICS COOPERATIVE WITH FARGO, WEST FARGO, AMERICAN GOLD, AND MOORHEAD: Lacher  
Pages 18-22

Suggested Resolution: Approve the concept of a joint operating agreement between the four participants for three years at an annual cost of \$10,000. The intent is to have the construction completed by next fall.

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

Comments \_\_\_\_\_

7. REFERENDUM: Anderson

Review of meetings which have been held and progress to date.

8. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

9. ADJOURNMENT



CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
General Election	Nov. 3	7 am-8 pm	
End of 1st Quarter	Nov. 4		District-wide
School Board	Nov. 9	7 pm	Townsite
K-P/T Conferences	Nov. 10-11	Daytime	
K-12 P/T Confs.	Nov. 12	8 am-8 pm	
K-12 P/T Confs.	Nov. 13	7:30-11 am	
Senior High Play "Joseph and the Amazing Technicolor Dreamcoat"	Nov. 13-14, 19-21	7:30 pm	Auditorium
K-12 No School/Teacher Comp. (pm)	Nov. 13		
American Education Week	Nov. 16-20		
Community Education Advisory Council	Nov. 17	7 pm	Townsite
School Board	Nov. 23	7 pm	Townsite
Thanksgiving Holiday	Nov. 26-27		
Truth in Taxation Hearing	Dec. 8	7 pm	Townsite
Truth in Taxation Hearing Continuation	Dec. 21	7 pm	Townsite
Winter Break Begins	Dec. 21		
K-12 Classes Resume	Jan. 4		
MSBA Annual Leadership Conference	Jan. 14-15		
Basic Standards Test (Gr. 10)	Jan. 20		High School
End of 2nd Quarter/ Semester	Jan. 22		
K-12 Teacher Workshops	Jan. 25		
Winter Community Educ. Classes Start	Jan. 25		

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

October 12, 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"

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

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S-MG-805  
Min  
10-12-98

SCHOOL BOARD AGENDA - October 12, 1998  
PAGE 2

- A. INSTRUCTIONAL MATTERS - Jernberg
  - (1) Approval of Special Education Tuition Agreement - Pages 6-8
- B. BUSINESS AFFAIRS - Lacher
  - (1) Approval of Washington Playground Change Order #2 - Page 9
  - (2) Approval of Townsite Centre Lighting Retrofit Change Order #1 - Page 10
  - (3) Approval of Senior High Fire Suppression System Change Order #2 - Page 11
- C. PERSONNEL MATTERS - Skinkle
  - (1) Approval of New Employees - Page 12
  - (2) Acceptance of Resignations - Page 13
  - (3) Approval of Family/Medical Leave - Page 14
- D. ADMINISTRATIVE MATTERS - Anderson
  - (1) Approval of September 8, September 14 and September 14, 1998 Minutes - Pages 15-30
  - (2) Approval of October Claims

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

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

3. COMMITTEE REPORTS

4. MOORHEAD PUBLIC SERVICE LIGHTING REBATE PROGRAM: Anderson  
Page 31

Presentation of environmental rebate check by Moorhead Public Service representatives Bill Schwandt, Christopher Reed and Kevin Bengtson.

Suggested Resolution: Move to accept the Moorhead Public Service energy rebate check of \$87,978.60.

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

5. HEALTHY COMMUNITY INITIATIVE YOUTH CENTER GRANT REQUEST PROPOSAL: Anderson  
Pages 32-33

Suggested Resolution: Move to accept the request for permission to pursue a grant for a Moorhead Youth Center primarily for grades 4-8 under the conditions identified by the administration.

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

Comments \_\_\_\_\_

6. 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.)

K-6 Graduation Standards - Jernberg  
Page 34

Moorhead Public Schools Wellness Program - Skinkle

7. 1997-98 ANNUAL REPORT ON CURRICULUM, INSTRUCTION AND STUDENT PERFORMANCE: Jernberg  
Page 35

Suggested Resolution: Move to receive the Annual Report on Curriculum, Instruction and Student Performance. Direct administration to mail the report to all district residents and submit a copy to the MN Department of Children, Families and Learning.

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

Comments \_\_\_\_\_

8. INSTRUCTION AND CURRICULUM ADVISORY COMMITTEE: Jernberg  
Pages 36-38

Suggested Resolution: Move to approve the membership and terms of those serving on the Instruction and Curriculum Advisory Committee as presented.

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

Comments \_\_\_\_\_

SCHOOL BOARD AGENDA - October 12, 1998  
PAGE 4

9. REFERENDUM: Anderson

Review of meetings which have been held and progress to date.

10. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

11. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
MEA Conferences	Oct. 15-16		
Community Education Advisory Council	Oct. 20	7 pm	Townsite
School Board	Oct. 26	7 pm	Townsite
General Election	Nov. 3	7 am-8 pm	
End of 1st Quarter	Nov. 4		District- wide
School Board	Nov. 9	7 pm	Townsite
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K-12 P/T Confs.	Nov. 13	7:30-11 am	
K-12 No School/Teacher Comp. (pm)	Nov. 13		
Community Education Advisory Council	Nov. 17	7 pm	Townsite
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Thanksgiving Holiday	Nov. 26-27		
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MSBA Annual Leadership Conference	Jan. 14-15		
Basic Standards Test (Gr. 10)	Jan. 20		High School
End of 2nd Quarter/ Semester	Jan. 22		
K-12 Teacher Workshops	Jan. 25		
Winter Community Educ. Classes Start	Jan. 25		

MEMO #: I-99-063

TO: Dr. Bruce Anderson

FROM: Robert Jernberg *RJ*

DATE: October 1, 1998

RE: Special Education Contract

Attached is a contract between Moorhead State University Early Childhood Center and Moorhead Independent School District 152 allowing the school district to place a student to receive programming to enhance language skills, play skills and readiness skills to prepare the student for kindergarten. The contract will be for 154 days a a cost of \$13.00 per day not to exceed \$2002.00 for the 1998-1999 school year. The cost of the contract will be funded with Federal Part F Funds.

Suggested Resolution: Move to approve the contract with Moorhead State University Early Childhood Center.

RJ:dr  
Attachment

MOORHEAD INDEPENDENT SCHOOL DISTRICT  
AND  
MOORHEAD STATE UNIVERSITY EARLY CHILDHOOD CENTER  
CONTRACTUAL AGREEMENT FOR THE 1998-1999 SCHOOL YEAR

This contract entered into this 12th day of October, 1998 by and between Moorhead Independent School District #152 (hereinafter referred to as the SCHOOL DISTRICT) and Moorhead State University Early Childhood Center (hereinafter referred to as the AGENCY) witnesses that:

WHEREAS, the SCHOOL DISTRICT has determined that it is necessary to retain the services of a Licensed Child Care Center with licensed teachers to attain the following objectives for the handicapped children of Moorhead Independent School District #152

- To provide learning activities to enhance language skills, play skills and readiness skills to prepare children for Kindergarten.

NOW THEREFORE, the parties agree as follows:

1. The terms of this contractual agreement shall be for a period up to one hundred fifty four (154) days, for one (1) student at a rate of \$13.00 per day for a total costs not exceed \$2,002.00 for the 1998-1999 school year.

The terms of the contract will be from September 2, 1998 through May, 1999.

2. Transportation will be provided by the Moorhead Schools on the stated Moorhead School District days of attendance.
3. Technical assistance/consultation will be provided to the AGENCY'S Staff by the SCHOOL DISTRICT'S Deaf/Hard of Hearing (D/HH) staff as stated in the child's Individual Education Program Plan.
4. The AGENCY will provide space where the O.T., Speech/Language Clinician and/or D/HH staff can meet with the children to provide services and observe the child in the regular preschool program.



5. The AGENCY agrees to bill the SCHOOL DISTRICT monthly.

NAME

Authorized Signature

Title

DATE

NAME

Authorized Signature

Title

DATE

Fran Mattson

Fran Mattson

Co-Director, MSU Early Education Center

9/29/98

MEMO #: B99.156  
MEMO TO: DR. ANDERSON  
FROM: ROBERT LACHER  
DATE: OCTOBER 5, 1998

*Robert Lacher*

SUBJECT: CHANGE ORDER #2 - WASHINGTON PLAYGROUND

1.	Remove existing asphalt paving below equipment	\$1220
2.	Delete concrete curbs	<u>- 440</u>
	Net Increase	\$ 937

Suggested Resolution: Move to approve Change Order #2 for Washington Playground for an increase of \$937.00

MEMO #: B99.157

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

*Robert Lacher*

DATE: OCTOBER 5, 1998

SUBJECT: CHANGE ORDER #1 - TOWNSITE CENTRE LIGHTING RETROFIT

Room 153 - Add 2 Type "NH2" fixtures and connect to lighting circuit in area.

Room 10 - Add 1 Type "NG2" fixture and connect to lighting circuit in area.

Net Increase

\$319.00

Suggested Resolution: Move to approve Change Order #1 for  
Townsite Centre Lighting Retrofit for an increase of \$319.00

SEP 24 1998

MEMO #: B99.150

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: SEPTEMBER 23, 1998

SUBJECT: CHANGE ORDER #2, SR. HIGH FIRE SUPPRESSION SYSTEM

Labor and materials to install a tamper switch and electrical wiring for antifreeze system in garage/loading dock.	\$ 583.00
--	-----------

Labor and materials for 3 zone valves, 3 tamper switches and associated electrical control wiring for 3 Industrial Arts Shops. (213, 215, & 216)	\$6,429.92
	<hr/>
	\$7,012.92

Added cost will be covered by Health and Safety Levy.

Suggested Resolution: Move to approve Change Order #2 for Sr. High Fire Suppression System for an additional \$7,012.92.

MEMORANDUM

P 98.097

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JJS*

DATE: October 6, 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:

Julie Duden - MMMI Paraprofessional, Probstfield, B21 (1) \$9.31 per hour, 6.5 hours daily, effective immediately.  
(New position)

Rhonda Granzow - Title I Paraprofessional, Washington, B21 (1) \$9.31 per hour, 3.5 hours daily, effective immediately. (Replace Karen Bluhm)

Sandra Balboa - Title I Paraprofessional, Washington, B21 (1) \$9.31 per hour, 2.66 hours daily, effective immediately. (Replace Diana Johnson)

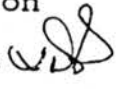
Paula Shaw - ECSE Paraprofessional, Washington, B21 (1) \$9.31 per hour, 6.5 hours daily, effective October 5, 1998.  
(New position)

Julie Wiersma - Interpreter, Senior High, B23 (9) \$11.22 per hour, 7 hours daily, effective October 5, 1998.  
(Replace Terri Bolden)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM P 98.098

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle   
DATE: October 6, 1998  
SUBJECT: Resignation of District Employees.

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

Janelle Edner - MMMI Paraprofessional, Senior High, effective immediately.

Diana Johnson - AOM Paraprofessional, Washington, effective September 23, 1998.

Daniel Britten - Technology Building Technician, effective October 9, 1998.


Sister Agatha Hermann - AOM Paraprofessional, St. Joseph's, effective immediately.

Donald Vos - Custodian, Sr. High, effective October 30, 1998.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

MEMORANDUM      P 98.099

TO:            Dr. Bruce Anderson  
FROM:          Dr. John Skinkle   
DATE:          October 6, 1998  
SUBJECT:      Family/Medical Leave

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

Mindi Jenson - First Grade Teacher, Washington, to begin approximately December 1, 1998 until January 11, 1999.

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

JDS:sdh

SPECIAL MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 8, 1998  
PAGE 1

MEMBERS PRESENT: Stacey Foss, Mark Gustafson, Anton B. Hastad, James Hewitt, Carol A. Ladwig, Kristine Thompson, and Dr. 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 present with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda as presented.

APPROVAL OF AGENDA: Gustafson moved, seconded by Foss, to approve the agenda as presented. Motion carried 5-1; Hewitt dissenting.

FIVE-YEAR FACILITIES PLAN: Anderson stated that principals and district staff have done a great job identifying the needs, wants and recommendations in the draft Five-Year Facilities Plan. Anderson pointed out that the Five-Year Facilities Plan would be an action item on the September 14 Board agenda.

Lacher identified the needs and recommendations by building stating the most pressing items under column 1 were not prioritized.

Boyle commented that by adding handicap accessibility in the gymnasium, they would loose an excess of 1,000 seats which results in a major change but must be completed due to safety and accessibility requirements.

Gustafson and Thompson stated their concern regarding the loss of seats. Lacher added that the present bleachers are unsafe as they are 30 years old.

Jernberg noted that there are seven special education classrooms at Edison. We will not be accommodating all fifth graders at Asp so the urgency for special education space is reduced.

Lacher stated that space at Washington has been a struggle for years. Through the Five-Year Facilities Plan funding from the first years would be utilized to meet space needs and the following years would be utilized for maintenance purposes.

Lacher continued to detail additional projects to consider supporting a request for the Maximum Excess Levy. Lacher added that capital outlay funds will continue if the referendum is passed and if not passed will reek havoc on the five-year capital outlay plan.



SPECIAL MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 8, 1998  
PAGE 2

Markert distributed and summarized a handout related to the future of ISD #152 technology.

Astrup explained the levy ratio of 70 percent state aid and 30 percent real effort.

Hewitt asked what impact the levy referendum had on future boards legally and ethically. Administration responded that they would research the question and clarify with the Board.

Sewell emphasized how passionate the principals are regarding the need for this to occur. Speaking from both a parent and a taxpayer standpoint he is even more concerned if we do not take this opportunity.

Anderson shared a staff member's observation as related to the hope this referendum provides. Anderson also pointed out that there are a number of students and staff that need our leadership on this issue and to lay the foundation for the

future.

Boyle shared his support for the maximum levy referendum. Boyle stated that the reason he came Moorhead was because of the attitude and support of the community for education.

Hastad commented that hope cannot be measured and that the district has done very well. He cautioned that the decision was being made based on emotions rather than truth.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:15 p.m.

---

Mark Gustafson, Clerk

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 14, 1998  
PAGE 1

MEMBERS PRESENT: Jim Cummings, Stacey Foss (7:15), Mark Gustafson, Anton B. Hastad, James Hewitt, Carol A. Ladwig, Kristine Thompson, and Bruce R. Anderson.

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

PREVIEW OF AGENDA: Superintendent Anderson recommended the agenda as presented.

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

"WE ARE PROUD":

\*\*\* Congratulations were expressed to Karen Nitzkowski, Community Education Program Coordinator, for her sterling efforts in providing the expertise that led to the 1998-99 school district calendar with special emphasis on Moorhead community core values and 40 assets associated with youth.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: Ladwig mentioned two communications Board members had received which included a letter from Senator Keith Langseth and a memo regarding swimming pool issues.

Ladwig stated the procedures used when presenting to the Board on non-agenda items.

Mary Ann Thompson, 1420 South River Drive, daughter Kate a freshman at Moorhead High, distributed material related to better swimming facilities. Thompson read briefly her concerns related to the existing swimming facility. She noted that there is an opportunity for a new aquatic center with funding from MSU, input from the City, Concordia, and the school district. Thompson stated the benefits of an aquatic center in Moorhead and pointed out that swimming is an affordable, life-long activity that is accessible to everyone, 12 months a year.

Jill Peters, 814 South Rensvold Boulevard, Senior at Moorhead High. Peters, swim team captain, stated that she was a five-year member of the swim team and was asked to speak on behalf of the swimmers and divers at Moorhead High. Peters reported on the insufficient workouts due to lack of space. She continued to describe interrupted practices due to lack of space and how the situation was unsafe. A new facility would create a more positive environment for both swimmers and divers so both can have efficient, undisturbed safe workout.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 14, 1998  
PAGE 2

Mary Pryor, 1302 6th Avenue South, spoke on behalf of the senior citizens and the school children who would not make the swimming team because they are just not good enough, but could pick up a life-time sport. Pryor sees that a new facility would bring the whole community together in a very beautiful way.

Bonnie Peters, mother of Jill Peters, 814 South Rensvold Boulevard, spoke of her conversations with MSU swimming coach and explained how alternating entities could work together in one pool and how a 50-meter pool could work with the recreation area open during the time the 50-meter pool was being used. Peters commented on how her son has developed asthma due to the chlorine levels of the existing pool.

Dr. Ken Covey, retired orthopedic surgeon, 1505 South River Drive, affirmed that a community pool would be a wonderful thing in that it is available to all ages, to all abilities and to all disabilities as well. Covey stated that if there is an opportunity now to cooperate in a venture that would result in a community pool, he would urge the Board to consider that.

Ladwig stated her appreciation to the speakers for their opinions and thoughts on the issue. The information presented would be referred to administration to be addressed.

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

Senior High Fire Protection System Change Orders - Approve the change orders for a total of \$8,222.62.

Lighting Retrofit Project Change Orders - Approve change orders 1 and 2 for the Maintenance/Transportation Department and for Washington Elementary School for a total of \$6,157.

Resignations

Bonnie Legreid - ECSE Paraprofessional, Edison/MSU, effective for the 1998-99 school year.

Linda Jones - EBD Paraprofessional, Detention Center, effective for the 1998-99 school year.

Joanne Huckle - ECSE Paraprofessional, Riverside Elementary, effective for the 1998-99 school year.

Adam Lovehaug - Hall Monitor, Senior High, effective for the 1998-99 school year.

Dan Britten - Building Technician, Townsite Centre, effective September 14, 1998.

Keith Little - Building Technician, Edison/Probstfield, effective September 10, 1998.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 14, 1998  
PAGE 3

Holly Beimdiek - Bus Driver, Moorhead Schools, effective immediately.

Change in Contract

Lynne Kovash - Principal to Supervisor of Planning and Assessment, D61 (9) \$57,038 yearly salary, effective September 15, 1998.

Debra Pender - EBD Coordinator to Program Manager-Alternative Education, C52 (12) \$56,615 yearly salary, effective September 15, 1998.

Jacalyn Migler - LD Coordinator to Program Manager-Teaching & Learning, C52 (12) \$56,615 yearly salary, effective September 15, 1998.

Karla Ziemer - Teacher to Program Manager - Teaching & Learning, C52 (10) \$54,349 yearly salary, effective September 15, 1998.

Pat King - Teacher to Program Manager - Compensatory Programs, C52 (10) \$54,349 yearly salary, effective September 15, 1998.

Katherine Zander - EBD Teacher, from .75 FTE to 1.00 FTE, BA+45 (10) \$32,625.00, for the 1998-99 school year.

Pat Babolian - EBD Teacher, MCAP, from .286 FTE Teacher and 4.5 hours Paraprofessional, to .75 FTE Teacher, BA (7) \$19,471.50, effective for the 1998-99 school year.

Linda Scheet - Home-School Liaison, Homeless Grant .50 FTE to 1.00 FTE, MA (9) \$32,788.00, effective for the 1998-99 school year.

A.J. Valan - Switchboard, Senior High, to OHI Paraprofessional, B21 (0) \$9.31 per hour for 3.25 hours daily, effective immediately. (Replace Mattia Leach)

Joan Kempf - Special Education Teacher, Probstfield, reduce from .80 FTE to .50 FTE.

Employee Rehire

Donna LeQuire - EBD Teacher, MCAP, BA+30 (8), \$29,308.00, effective for the 1998-99 school year.

New Employees

Alison Meyer - Music Teacher, Junior High, BA (0-6) .286 FTE, \$7,150.00, effective for the 1998-99 school year. (Replace Heather Klundt)

Catherine Tesch - Music Teacher, Junior High, MA+45 (7) .75 FTE \$13,283.79, for first semester only. (Replace Kirsten Carlson)

Glen Proechel - German Teacher, Senior High, MA+45 (10) .36 FTE \$14,012.28, effective for the 1998-99 school year. (Replace Dawn Schilling)

Bonnie Legreid - Music Teacher, Edison Elementary, BA (0-6) .538 FTE, \$13,229.40, effective for the 1998-99 school year. (Replace Janelle Halverson)

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 14, 1998  
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Peggy Simonson - Kindergarten Home School Liaison Teacher, Townsite Centre, BA+30 (0-6) \$25,463.10 (171 days), effective for the 1998-99 school year. (Replace Jane Knoff)  
Shirley Bouchard - Vision Impaired Paraprofessional, Senior High, B21 (0) \$9.31 per hour, 6.5 hours daily, effective immediately. (New Position)  
Tara Rush - MSMI Paraprofessional, Senior High, B21 (0) \$9.31 per hour, 6.5 hours daily, effective immediately. (New Position)  
Jon Gallatin - OHI Paraprofessional, Senior High, B21 (0) \$9.31 per hour, 6.5 hours daily, effective immediately. (New Position)  
Tracey Branden - MMMI Paraprofessional, Washington Elementary, B21 (0) \$9.31 per hour, 6.5 hours daily, effective immediately. (New Position)  
Gayelynn Tunheim - MSMI Paraprofessional, Washington Elementary, B21 (0) \$9.31 per hour, 6.5 hours daily, effective immediately. (New Position)  
Brad Steen - Custodian, Senior High, A12 (0) \$8.74 per hour, 8 hours daily, effective August 31, 1998. (Replace Brad Beaton)  
Joanne Paintner - Autism Paraprofessional, Probstfield Elementary, B21 (0) \$9.31 per hour, 6.5 hours daily, effective immediately. (Replace Pat Beach and Mattia Leach)  
Linda Sanchez - Hall Monitor, Senior High, Non-Aligned A13 (0) \$7.82 per hour, effective immediately. (Replace Adam Lovehaug)  
Chad Hagen - AS/400 Systems Analyst, Townsite Centre, Non-Aligned C41 (11) \$16.24 per hour, 8 hours daily, effective September 22, 1998. (Replace Tony Wendel)  
Timothy Dent - Evening Operator, Townsite Centre, A13 (7) \$9.92 per hour, 4 hours daily, effective September 15, 1998. (Replace Dan Britten)  
Georgia Gregoire - Switchboard Operator, Senior High, B21 (1) \$9.31 per hour, 4.75 hours daily, effective immediately. (Replace A.J. Valan)  
Julie Grant - Secretary, Human Resource, Townsite Centre, B22 (2) \$9.81 per hour, effective September 15, 1998. (New position)  
David Anderson - Custodian, Senior High, A12 (3), \$9.04 per hour, effective immediately. (Replace Michael Engelke)  
DeAnn Smith - Secretary, Senior High, A12 (4) \$9.19 per hour, effective immediately. (Replace Janet Arnold)

Family/Medical Leave

Belinda Freeman - Fourth Grade Teacher, Probstfield Elementary, to begin on or about October 19, 1998 for eight weeks.  
Sheila Waclawik - Secretary, Community Education, to begin approximately November 28, 1998 through January 12, 1999.  
Nicole Harriger - Paraprofessional, Probstfield Elementary, to begin on or about November 25, 1998 until the end of the 1998-99 school year.



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Approval of Minutes - Approve the August 10 & 24, 1998 minutes as presented.

Claims - Approve the September Claims, subject to audit, in the amount of \$1,660,502.88.

General Fund:	\$926,326.06
Food Service:	\$18,073.52
Transportation:	\$155,345.87
Community Service:	\$16,379.55
Capital Expenditure:	\$532,475.35
Townsite Centre:	\$11,902.53
TOTAL:	\$1,660,502.88

Motion carried 7-0.

COMMITTEE REPORTS: Foss commented that Joint Powers met on September 3 and Pamela Enz, District Communications Coordinator, presented her marketing ideas and goals for the year. Scott Hutchins, Director of Community and Economic Development, City of Moorhead, presented ideas at the city level. Discussion was also held as to whether or not Joint Powers would support an intergovernmental retreat in January. Communications have been sent to Joint Powers Committee members asking their interest in participating and ideas for possible agenda items. Gustafson added that the chamber is sponsoring an intergovernmental retreat that will involve both Fargo and Moorhead entities.

FIVE-YEAR FACILITIES PLAN: Anderson began by commenting on how wonderfully compelling the district's mission statement is and that his belief, as well as building administrators, that if learning is going to be enhanced in buildings they must be safe, attractive, accessible, programatically functional, and students have access to technology to enhance that learning. Anderson stated the Board's request for building administrators to put together a plan that includes needs, wants and dreams for the next five years and beyond. Anderson again stated that all administrators worked hard analyzing those needs, wants and dreams with the understanding to be frugally careful. Anderson pointed out that this is the fourth public meeting with discussion on the Five-Year Facilities Plan. Anderson then gave a preview of presenters on this issue.

Colleen Tupper, Betty Myers, Gene Boyle, and Kerry Sewell each spoke specifically to the consideration the Board would be given on the Facilities Plan and the Excess Levy Referendum. Tupper spoke specifically on the need for dollars to be devoted to technology at the Junior High. Myers noted the quality of

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district staff who support students' learning and felt that this is a chance for the Board to further support them. Boyle spoke on the facility needs at the Senior High. Noting that if the referendum passes, only half of the needs identified would be met. Sewell spoke on behalf of the K-4 principals, as current president of Moorhead Principals Association, and as a citizen and parent who is greatly concerned about the future of the district. Sewell commented on the aging facilities and urged the Board to consider approving the Facilities Plan and Excess Levy Referendum.

Fred Sternhagen, 1106 16th Street South, Asp and Junior High parent, spoke specifically to the need for elementary orchestra space and the need to take action to keep programs sustainable.

Palma Wright, 2316 6th Street South, Asp teacher and parent, spoke of how necessary the funding is in keeping the Moorhead Schools at the level of excellence it is used to and to show her support for the Board's consideration of the funding as a necessity toward continued excellence in the Moorhead Schools.

Bill Cowman, Foss Associates, distributed maps and presented site boards of a cross-section of district wants, needs and dreams and what potential there is in terms of current program needs, five-year needs and dreams beyond.

Dan Markert touched on the technology needs and wants that have been identified by the district and outlined in the Five-Year Facilities Plan that would be beneficial for all learners.

Bob Lacher summarized by category the expenditures included in the Five-Year Facilities Plan.

Hewitt commented that after four public opportunities to discuss, listen and review, he believed the overall needs of the district are best served by the Five-Year Facilities Plan and is confident that administration sought information repeatedly and evaluated and prioritized the needs in many ways extremely well of the entire district.

Hewitt moved, seconded by Thompson, to approve the enhanced Five-Year Facilities Plan as recommended by the administration.

Hastad commented that he had listened to proposals by the administration and various groups, looked through documentation that has been distributed and was trying to determine what we are trying to accomplish. In the fund analysis, Hastad indicated that he could not support adopting the Facilities Plan.

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Anderson stated that the Five-Year Facilities Plan is a plan in progress and would still be coming back to the Board through the annual planning processes year in and year out and the Board can choose annually what they would approve the following year and then levy accordingly.

Lacher responded that in order to get any construction done in year one the district must move aggressively and in future years there will be time to look at the Annual Operating Plan to make decisions relative to where to continue.

Hastad responded that in the plan, subsequent years will be financing the first year's construction so they may not have the full flexibility in years two, three and four as each annual levy is adopted.

Cummings commented that each year in the budgeting and planning processes, expectations could be laid out and while it is important to identify today the priority, in three years the priority may not be the priority anymore and that is the beauty of the Five-Year Plan. The Plan allows flexibility to identify and adjust as we go through the process.

Ladwig indicated that it is a plan and all plans are subject to the circumstances of the time and all plans have to be modified.

Hewitt responded that it did not bother him that the first year was set in stone and became a bit more nebulous but that is what five year plans do simply because it is impossible to see into the future.

Gustafson questioned the result of the referendum failing.

Lacher responded that after year one everything becomes very nebulous. We are not going to have the resources to do much more than year one and then you are going to deficit finance your capital outlay budget for the next several years. There will be no flexibility, no additional technology and that all of the wants and dreams become paper. You are not going to be able to finance what is perceived as needs.

Ladwig called a question to take a roll call vote to revisit the resolution to move to approve the enhanced Five-Year Facilities Plan as recommended by the administration. Motion carried 6-1 by majority roll call vote: Hastad dissenting.

ELECTION RESOLUTION: Anderson stated the recommendation to increase the general education revenue by \$290.76 per actual pupil unit.



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Anderson responded to a question Hewitt asked at the September 8 work session related to the ethics associated with a school district receiving 70 percent of the money from the state and the local taxpayers picking up 30 percent. Anderson read a letter received from Senator Langseth emphasizing the state equalized levy referendums at 100% for amounts up to \$350 per pupil unit giving students more fair access to financial resources. If Moorhead passes the levy referendum for \$350 per pupil unit Moorhead would still be below the statewide average and that it made good fiscal sense to levy the maximum amount that is equalized by the state.

Anderson shared information related to a referendum expenditure comparison of other Minnesota school districts.

Astrup detailed the specific revenue increase and how it will affect taxpayers. Astrup added that more and more school boards are passing excess levy referendums and reiterated Senator Langseth's comment that it makes good fiscal sense to levy the maximum amount equalized by the state.

Anderson quoted an inscription from his mother to "Do what you can, where you are, with what you have." Anderson stated he believed Moorhead has a phenomenal opportunity to meet the needs of the youngsters in Moorhead and at the same time demonstrate real sensitivity to the taxpayers. There are significant facility and equipment needs in the Moorhead Schools and we want Moorhead Schools to be an outstanding school district which continues to attract families and staff.

Cummings moved, seconded by Gustafson, to adopt the Resolution Relating to Increasing the General Education Revenue of the School District and Calling an Election. Motion carried 7-0 with a roll call vote.

The meeting recessed at 9:12 p.m. and reconvened at 9:23 p.m.

BUILDING PROFILES: Jernberg briefly summarized needed revisions to the Building Profiles.

Foss moved, seconded by Hastad, to accept the Building Profiles as revised and direct administration to share them with staff and public as appropriate.

SCHOOL YEAR OPENING: Jernberg reviewed the school year opening and preliminary enrollment report.

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OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Anderson reminded board members that the Superintendent's Advisory Committee will meet on September 17 at 7 p.m. in the Townsite Centre Board Room.

Ladwig reminded board members of the September 24 MSBA Fall meeting in Pelican Rapids and the September 29 MSBA meeting in Detroit Lakes.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:56 p.m.

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Mark Gustafson, Clerk

REGULAR MEETING  
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MEMBERS PRESENT: Jim Cummings, Stacey Foss, Mark Gustafson, Anton B. Hastad, Carol A. Ladwig, Kristine Thompson, and Bruce R. Anderson.

MEMBERS ABSENT: James Hewitt.

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

PREVIEW OF AGENDA: Superintendent Anderson recommended discussion in agenda item 9 include the referendum presentation schedule.

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

"WE ARE PROUD":

\*\*\* Congratulations were expressed to Robert M. Jernberg, Assistant Superintendent of Curriculum, Instruction and Planning, for his recognition by the Minnesota State Board of Education for his dedicated service and outstanding leadership with the Graduation Standards Executive Committee.

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

Gift - Accept the gift of National Geographic Society educational materials in the amount of \$1,000 from the Toyota Corporation for use in social studies classes at the Junior High School.

Townsite Lighting Retrofit Change Order #2 - Approve change order for a savings of \$3,137.

New Employees

Iris Baiocchi - Technology Building Technician, Edison/Probstfield, B22 (5) \$10.16 per hour, 8 hours daily, effective immediately. (Replace Keith Little)

Sonya Borgen - PI Paraprofessional, Junior High, B21 (1) \$9.31 per hour, 6.5 hours daily, effective September 28, 1998. (New Position)

Sally Dandurand - EBD Paraprofessional, Detention Center, B21 (1) \$9.31 per hour, 6.5 hours daily, effective September 28, 1998. (Replace Renee Haapapuro)

Sandra Brown - ESL Paraprofessional, Adult Education, 12 hours weekly, \$7.73 per hour, effective immediately.

Jamie York - OHI Paraprofessional, Riverside, B21 (1) \$9.31 per hour, 6.5 hours daily, effective October 11, 1998. (Replace Kay Mergens)

Patti Beiswenger - MIMI Paraprofessional, Probstfield, B21 (1)

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\$9.31 per hour, 6.5 hours daily, effective immediately. (New Position)  
Jackie Gilbertson - MMMI Paraprofessional, Edison, B21 (1) \$9.31 per hour, 6.5 hours daily, effective September 23, 1998. (New Position)  
Janeen Virnala - ECFE Paraprofessional, Lincoln Center, B21 (1) \$9.31 per hour, 20 hours per week, effective immediately. (Replace Tonya Matson)  
Jennifer Estes - Hall Monitor, Senior High, A13(0) \$7.82 per hour, 4 hours per day, effective immediately.  
Brandon Carlascio - Hall Monitor, Senior High, A13(0) \$7.82 per hour, 7 hours daily, effective immediately.  
Ahmed Mohmoud - Hall Monitor, Senior High, A13(0) \$7.82 per hour, 6.5 hours daily, effective immediately.

Resignations

Karen Bluhm - Title I Paraprofessional, Washington Elementary, effective immediately.

NSF Check Collection - Approve collection of NSF checks as listed.

COMMITTEE REPORTS.

Reports were given regarding the Community Education Advisory, Early Childhood Family Education, Student/Staff Assistance, and Youth Intervention committees, and the Joint Powers Collaborative Board meeting.

1998 PRELIMINARY LEVY PAYABLE 1999: Anderson introduced the item stating the good news of the estimated school tax levy reduction of -15.61 percent.

Astrup explained the -15.61 percent levy reduction and updated the Board on legislative changes that affected the levy reduction.

Cummings moved, seconded by Foss, to approve the maximum 1998 Preliminary Levy Payable 1999. Motion carried 6-0.

FOOD SERVICE PROGRAM: Mary Bonemeyer provided an overview of the Food Service Program including new ideas and goals for the 1998-99 school year. Bonemeyer also distributed materials including an Analysis of Participation, sample elementary menu, special events, and the August 28, 1998 Food Service Workshop Schedule.

Bonemeyer pointed out that the participation level this year was up by 124 meals a day compared to the same time period last year and the breakfast program was up 66 meals a day.

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Bonemeyer commented on new menu features for grades 1-6 including offering alternate menu choices at all schools. Classrooms in grades 1-6 were visited and discussed the alternate options with the students. Discussions resulted in a peanut butter and jelly sandwich as an alternate. Bonemeyer acknowledged that the alternate option was one of the reasons for the increased participation.

Bonemeyer reported on junior high student involvement in the program. She also commented that alternates have been an option for the high school for a couple of years.

Bonemeyer reported on the new food service standard uniform describing a polo shirt and visor. Food service workers have received good comments from both students and staff on their new look.

Bonemeyer discussed the change in the free and reduced meal application process which is now done by electronic certification. The change has reduced paperwork, allowed certification prior to school starting and reimbursement is received sooner.

Bonemeyer briefly commented on the food service budget stating an addition of \$126,000 to the fund balance at the end of the 1997-98 school year. Bonemeyer added that they are currently working on remodeling the Washington kitchen.

Ladwig commented on the new high school food account system which allows students to use their food account to pay for individual items. Bonemeyer replied that the computers were ordered and would be available sometime within the school year.

Board members expressed their appreciation and excitement over the new ideas and resources.

Anderson commented on a large number of school districts in Minnesota whose programs were in the red and affirmed Mary's management and leadership abilities.

Ladwig thanked Mary for her presentation.

1997-98 ANNUAL REPORT ON CURRICULUM, INSTRUCTION AND STUDENT PERFORMANCE: Jernberg started his discussion by stating how Pamela Enz, District Communications Coordinator, had diligently worked very hard on the report.

Enz described what pictures would be included in the report and commented on the helpful assistance from principals in the picture-taking process.



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Thompson questioned the local assessment results in grade one and asked Jernberg to check on the number of students being served.

Cummings asked Jernberg to include an editing statement in the report.

Hastad asked that the Board of Education descriptor in the report be changed to School Board.

Gustafson moved, seconded by Thompson, to direct administration to print the final copy of the Annual Report on Curriculum, Instruction and Student Performance and present it to the Board at its October 12 meeting. Motion carried 6-0.

SWIMMING POOL PROJECT - JOINT STUDY FOR MOORHEAD STATE UNIVERSITY, CITY OF MOORHEAD AND MOORHEAD SCHOOL DISTRICT:

Lacher explained the proposal from Ballard King & Associates to conduct a feasibility assessment for the proposed aquatic facility. Lacher emphasized that each of the three entities had committed \$5,000 for the cost of the study.

Ladwig questioned the timeline and Lacher responded that Moorhead State University had the most pressure to commit funds and must meet a specific time frame.

Gustafson asked that the statement related to the participation contingency be changed from block scheduling to alternative scheduling.

Hastad stated his concern not to over generate too much enthusiasm as to the school district's support and that we first complete the feasibility study and a lot of questions need answering before we support an off-site pool.

Anderson pointed out that the District needs to be clear and up-front regarding the parameters of the feasibility study. Anderson detailed the parameters including the Senior High would have to go to an alternative schedule, the ability to schedule instruction and activities in a reasonable and flexible manner, is cost effective and competitive, and the recommended \$75,000 a year for the 10-year period if the Excess Levy Referendum is approved.

Gustafson moved, seconded by Hastad, to approve the expenditures of up to \$5,000 for a feasibility study of the Moorhead State University, City of Moorhead and Moorhead School District aquatic center. Motion carried 6-0.

CELEBRATION OF DIVERSITY: Anderson provided an overview of district-sponsored October 10 Celebration of Diversity event and highlighted the schedule of events.

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OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Jernberg pointed out that referendum information brochures would be widely distributed as well as available at individual presentations. Jernberg commented on Pamela Enz's diligent efforts in completing the brochure and presentation material.

Jernberg commented that a YES Committee was currently being formed.

Anderson asked board members to review the presentation schedule and respond to conflicts.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:19 p.m.

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Mark Gustafson, Clerk

SEP 28 1998

# MOORHEAD PUBLIC SERVICE

500 CENTER AVENUE, BOX 779, MOORHEAD, MINNESOTA 56561-0779  
(218) 299-5400 FAX (218) 299-5193 TDD (218) 299-5082

September 24, 1998

Dr. Bruce Anderson  
Superintendent  
Moorhead Public Schools, District 152  
810 Fourth Avenue South  
Moorhead, MN 56560

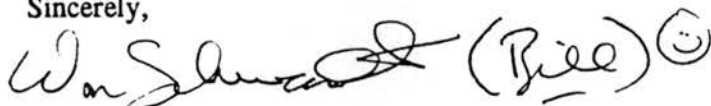
Dear Dr. Anderson:

Great news! Your energy-saving efforts have earned you money. The Moorhead Public School District has passed the post-installation inspection for the Moorhead Public Service Lighting Rebate Program. Your rebate check of \$87,978.60 will soon be presented to you. As we discussed, Moorhead Public Service would be happy to present the check at the Moorhead School Board meeting on October 12.

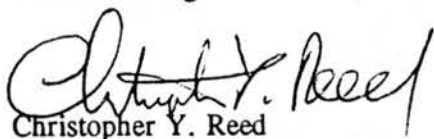
Thank you for participating in this program which offers financial and environmental benefits. Moorhead Public Service estimates that you will save over 610,000 kilowatt hours of electricity per year. Your conservation efforts will stop 1.3 million pounds of carbon dioxide from being emitted into the air, plant the equivalent of 183 trees, or remove 134 cars from the road each year by reducing pollution.<sup>1</sup>

As always, Moorhead Public Service is interested in any questions or comments you have about this program. Please contact me at 299-5199 if we can be of further service to you.

Sincerely,



William E. Schwandt, PE MBA  
General Manager



Christopher Y. Reed  
Energy Services and Marketing Director

CYR/cai  
(cymhdschool.ltr)

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Estimate based on U. S. Environmental Protection Agency, Region 8, pollution emission factors.

31





MEMO #: S-99-079

TO: School Board

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

RE: Proposed Youth Center

DATE: October 7, 1998

The request has come for permission to submit a proposal for a youth center for grades 4-8 utilizing the former St. Francis Church and Rectory.

It is my understanding that the approval of the grant by the state would not bind or commit the District to the use of the facility. If the grant is approved, it would come back to the Board for review and subsequent action.

I am recommending permission to proceed with the proposal under the following conditions:

- 1) That all present and future questions such as deed restrictions, loss of control of the future use of the property through the Minnesota Commissioner of Finance, and the length of the lease be answered prior to final submission to the School Board for approval.
- 2) That the District's contribution be limited solely to the in-kind provision of the property and that all on-going maintenance, repair and operating costs be paid by the grant or other parties.

Suggested Resolution: Move to accept the request for permission to pursue a grant for a Moorhead Youth Center primarily for grades 4-8 under the conditions identified by the administration.

BRA:mdm  
Attachment

## Youth Enrichment Grants

- Made Possible by 1998 Laws of Minnesota, Chapter 404, Section 5, Subd. 5
- The grant program is to Design, Furnish, Equip, Renovate, Replace or Construct Parks and Recreation Facilities and School Facilities for Enrichment Activities
- Applicants must be a local unit of government—a city, a school district, a county, or the MnSCU system
- All facilities must be owned by and construction contracts let by a political subdivision-- a city, a school district, a county, or the MnSCU system

MEMO #: I-99-064  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: K-6 Graduation Standards Review  
DATE: October 5, 1998

Lynne Kovash and K-6 Teaching staff will be reviewing the MN Graduation Standards which are being fully implemented for all Moorhead K-6 students this year.

MEMO #: I-99-061

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: 1997-98 Annual Report on Curriculum, Instruction and Student Performance

DATE: September 30, 1998

At the September 28, 1998 Board Meeting, the Board approved the printing of the 1997-98 Annual Report on Curriculum, Instruction and Student Performance. We have now completed printing of the report.

Suggested Resolution: Move to receive the Annual Report on Curriculum, Instruction and Student Performance. Direct administration to mail the report to all district residents and submit a copy to the MN Department of Children, Families and Learning.

RMJ/vtr

MEMO #: I-99-062  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Instruction and Curriculum Advisory Committee  
Membership List  
DATE: September 30, 1998

Attached is a 1998-99 Membership List for the Instruction Curriculum Advisory Committee including length of terms.

Suggested Resolution: Move to approve the membership and terms of those serving on the Instruction and Curriculum Advisory Committee as presented.

RMJ/vtr  
Attachment

10/02/98

INSTRUCTION AND CURRICULUM ADVISORY COMMITTEE  
1998-99

Bea Arett Rep: Senior Citizens	824 North 15th Street 1998-99	233-1663 (H)
Linda Bartholome, Secretary Rep: Edison Parent	1308 19th Street South 1998-99	280-6306 (W)
Pamela Enz Rep: District Communications	Townsite Centre 1998-2000	299-6248 (W)
Charlie Fisher Rep: MEA Secondary	Senior High School 1998-99	299-6317 (W)
Stacy Foss Rep: Board of Education	1123 23rd Ave. S. 1998-2000	236-1365 (H) 236-9777 (F)
Rebecca Gulsvig Rep: Grade 10 Student	315 Brook Avenue 1998-2000	236-8336 (H)
Yoke Sim Gunaratne Rep: Minorities	3215 Village Green Dr. S. 1998-99	236-7277 (W) 233-0453 (H)
Pat Haugen Rep: Probstfield Parent	3516 - Westmoor Circle 1998-2000	233-3961 (H)
Jim Hewitt Rep: Board of Education	442 Birch Lane 1998-99	233-9765 (H)
Edna Jensen Rep: Senior High Parent	1309 - 58th Ave. N. 1998-2000	233-7170 (H)
Bob Jernberg Rep: Administration	Townsite Centre 1998-99	299-6227 (W)
Lynne Kovash Rep: Assessment/Planning	Townsite Centre 1998-99	299-6296 (W)
Carol Lammers Rep: Junior High Parent	400 39 1/2 Avenue South 1998-99	287-2721 (H)
Donna Longie Rep: Minorities	Voyager School 1998-99	299-6246 (W)

I C A C  
Page Two

Howard Murray Rep: Senior Citizens	1618 27th Avenue South 1998-99	233-6743 (H)
Trisha Nelson Rep: Grade 12 Student	1211 - 19 1/2 St. S. 1998-99	233-2003
Emily Nerland Rep: Special Education	1302 - 11th Ave. S. 1998-2000	233-1620
Karen Nitzkowski Rep: Community Education	Townsite Centre 1998-2000	233-6010 (W)
Marty Richardson Rep: MEA Elementary	Robert Asp School 1998-99	299-6284 (W)
Melinda Rogers Rep: Grade 12 Student	104 - 36 Ave. Crc. S. 1998-99	236-6196
Kathy Rusche Rep: Washington Parent	2404 Fairway Drive 1998-99	233-0114 (H)
Samantha Saarion Rep: Grade 11 Student	3026 - 16th Ave. S. 1998-2000	233-1120 (H)
Jeff Seaver Rep: Clergy	Triumph Lutheran Brethren 2901 20th Street South 1998-99	233-4048 (W) 233-2007 (H)
Dave Somdahl Rep: Riverside Parent	1317 3rd Street South 1998-99	236-5711 (H)
Fred Sternhagen, Chair Rep: Edison Parent	1106 16th Street South 1998-99	299-3731 (W) 236-9739 (H)
Clint Talley Rep: Support Staff	Townsite Centre 1998-99	237-1947 (W)
Lynn Tkachuk Rep: Senior High Parent	203 8th Avenue South 1998-99	236-6596 (H)
Bill Tomhave Rep: Colleges and Univ.	Concordia College Math Department 1998-99	299-3923 (W) 236-8036 (H)
Colleen Tupper Rep: Principals	Moorhead Junior High School 1998-99	299-6290 (W)
Kris Valan Rep: Higher Education	Moorhead State University Education Department 1998-99	236-2256 (W) 236-9479 (H)

Vacancies:

City of Moorhead  
Robert Asp Parent



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

November 9, 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"

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

2. \*CONSENT AGENDA

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

S-MG-805  
Min  
11-9-98

- A. INSTRUCTIONAL MATTERS - Jernberg
  - (1) Approval of MAEF Grants - Pages 6-8
- B. BUSINESS AFFAIRS - Lacher
- C. PERSONNEL MATTERS - Skinkle
  - (1) Approval of New Employees - Page 9
  - (2) Acceptance of Resignations - Page 10
  - (3) Approval of Family/Medical Leave - Page 11
  - (4) Approval of Employee Rehire - Page 12
- D. ADMINISTRATIVE MATTERS - Anderson
  - (1) Approval of October 12 and 26 Minutes - Pages 13-18
  - (2) Approval of November Claims

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

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

3. COMMITTEE REPORTS

4. SCHOOL BOARD/STAFF 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.)

High School Alternative Schedule - Anderson  
Pages 19-22

Presentation of high school scheduling recommendation from the Alternative Scheduling Committee.

5. CANVASS ELECTION RETURNS: Anderson  
Pages 23-25

Back-up information will be distributed at the meeting.

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

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

6. 1997-98 FINANCIAL AUDIT: Lacher  
Page 26

Dave Stende and Barb Aasen, Eide Bailly, will present the 1997-98 financial audit.

Suggested Resolution: Move to accept the 1997-98 financial audit as presented.

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

7. ENROLLMENT DATA AND PROJECTIONS: Jernberg  
Pages 27-29

Review of November enrollment and cohort projection for 1999-2004.

8. POLICY APPROVAL: Anderson  
Pages 30-31

Suggested Resolution: Move to approve the policy, Subpoena of a School District Employee (GCQE), as presented.

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

9. POLICY APPROVAL: Anderson  
Pages 32-33

Suggested Resolution: Move to approve the policy, Emergency Closings (EBCD), as presented.

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

10. STORAGE SPACE - ISD 152/TRI-VALLEY OPPORTUNITY COUNCIL, INC. PARTNERSHIP: Lacher  
Page 34

Review of potential partnership for construction of a storage facility.

11. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

12. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
K-P/T Conferences	Nov. 10-11	Daytime	.
K-12 P/T Confs.	Nov. 12	8 am-8 pm	
K-12 P/T Confs.	Nov. 13	7:30-11 am	
Senior High Play "Joseph and the Amazing Technicolor Dreamcoat"	Nov. 13-14, 19-21	7:30 pm	Auditorium
K-12 No School/Teacher Comp. (pm)	Nov. 13		
American Education Week	Nov. 16-20		
Community Education Advisory Council	Nov. 17	7 pm	Townsite
Inst. and Curr. Adv.	Nov. 19	7 am	Townsite
School Board	Nov. 23	7 pm	Townsite
Thanksgiving Holiday	Nov. 26-27		
Truth in Taxation Hearing	Dec. 8	7 pm	Townsite
School Board	Dec. 14	7 pm	Townsite
Inst. and Curr. Adv.	Dec. 17	7 am	Townsite
Truth in Taxation Hearing Continuation	Dec. 21	7 pm	Townsite
Winter Break Begins	Dec. 21		
School Board	Dec. 28	7 pm	Townsite
K-12 Classes Resume	Jan. 4		
Long Range Planning	Jan. 12	3:45 pm	Townsite
MSBA Annual Leadership Conference	Jan. 14-15		
Basic Standards Test (Gr. 10)	Jan. 20		High School
Inst. and Curr. Adv.	Jan. 21	7 am	Townsite
End of 2nd Quarter/ Semester	Jan. 22		
K-12 Teacher Workshops	Jan. 25		
Winter Community Educ. Classes Start	Jan. 25		

MEMO #: I-99-092

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

DATE: November 4, 1998

This district has received two grants from the Moorhead Area Education Foundation. One grant for \$396.00 will be used by the Technology Department for the upgrading of 22 computers in the elementary schools. The other grant of \$398.00 will be used by the Technology Department to fund the Multimedia Computer Lab Enhancement Project.

Suggested Resolution: Move to accept the grants as presented.

RMJ/vtr  
Attachment

Lynn Day, Technology Department  
Townsite Center

The Moorhead Area Education Foundation is not able to fund your entire grant request for \$500.00, but is pleased to award you \$396.00. This should cover the \$18.00 upgrade cost for 22 computers in the elementary schools.

Mr. Lacher will be informed of this decision and the funds will be deposited with the district immediately following our November meeting. You may obtain a purchase order from the Business Office and follow regular ordering procedure.

The plan to network all classroom computers is exciting. (This is one of the changes in education that causes me to envy present staff. How wonderful for the staff and the kids to have these opportunities.) Thanks for your good work!

We would appreciate getting your follow-up report before our May meeting.

Arlene Mickley  
MAEF Grant Chair

cc: Dr. Bruce Anderson?  
Robert Lacher  
Dan Markert

Renee Haapapuro, Technology Technician  
Moorhead Junior High School

The Moorhead Area Education Foundation is not able to fund your entire grant request for \$500.00, but is pleased to fund the Multimedia Computer Lab Enhancement Project as follows:

Umax Scanner 1220S	\$199.00
Digital Vision Camera	<u>\$199.00</u>
	\$398.00 total

Mr Lacher will be informed of this decision and the funds will be deposited with the district immediately following our November meeting. You may obtain a purchase order from the Business Office and follow regular ordering procedure.

We appreciate receiving such a well written application for funds and hope this grant money will help enhance the lab experience for your students. Thank you for your good work!

We would appreciate getting your follow-up report before our May meeting.

Arlene Mickley  
MAEF Grant Chair

cc: Dr. Bruce Anderson  
Robert Lacher  
Dan Markert  
Colleen Tupper



MEMORANDUM

P 98.105

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JS*

DATE: November 3, 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:

Penny Wallace - PI/OHI Paraprofessional, Probstfield Elementary, B21 (1) \$9.31 per hour, 6.5 hours daily, effective November 16, 1998.  
(Replace Nola Beavers)

Michelle Bosak - AOM Paraprofessional, St. Joseph's, B21 (1) \$9.31 per hour, 2.5 hours daily, 103 days, effective immediately.  
(Replace Sister Agatha Herman)

Janet Klinkhammer - MSMI Paraprofessional, Senior High, B21 (1) \$9.31 per hour, 6.5 hours daily, effective November 10, 1998.  
(Replace Janelle Edner)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM

P 98.106

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JDS*  
DATE: November 3, 1998  
SUBJECT: Resignation of District Employees.

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


Shannon ONeill - EBD Paraprofessional, MCAP, effective October 23, 1998.

Muriel Baukol - AOM Paraprofessional, Washington Elementary, effective October 30, 1998.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

MEMORANDUM P 98.107

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle   
DATE: November 3, 1998  
SUBJECT: Family/Medical Leave

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


Sarah Bratlien - PI Paraprofessional, Junior High, to begin on or about April 24, 1999 for six weeks.

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

JDS:sdh

MEMORANDUM P 98.108

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: November 3, 1998

SUBJECT: Rehire

The administration requests approval of the rehire of the following teacher:

Leslie Schmidt - French Teacher, Elementary Schools, BA (12)  
.30 FTE, \$7,515.56, effective October 19, 1998.

Suggested Resolution: Move to accept the rehire as presented.

JDS:sdh

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 12, 1998  
PAGE 1

MEMBERS PRESENT: Jim Cummings, Stacey Foss (7:08), Mark Gustafson, James Hewitt, Carol A. Ladwig, Kristine Thompson, and Bruce R. Anderson.

MEMBERS ABSENT: Anton B. Hastad.

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

PREVIEW OF AGENDA: Superintendent Anderson recommended the agenda as presented.

APPROVAL OF AGENDA: Gustafson moved, seconded by Cummings, to approve the agenda as presented. Motion carried 5-0.

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

Special Education Tuition Agreement - Approve the contract with Moorhead State University Early Childhood Center, net cost to the District of \$2,002.

Washington Playground Change Order #2 - Approve change order for an increase of \$897.

Townsite Centre Lighting Retrofit Change Order #1 - Approve change order for an increase of \$319.

Senior High Fire Suppression System Change Order #2 - Approve change order for an additional \$7,012.92.

New Employees

Julie Duden - MIMI Paraprofessional, Probstfield, 21 (1) \$9.31 per hour, 6.5 hours daily, effective immediately. (New Position)

Rhonda Granzow - Title I Paraprofessional, Washington, B21 (1) \$9.31 per hour, 3.5 hours daily, effective immediately. (Replace Karen Bluhm)

Sandra Balboa - Title I Paraprofessional, Washington, B21 (1) \$9.31 per hour, 2.66 hours daily, effective immediately. (Replace Diana Johnson)

Paula Shaw - ECSE Paraprofessional, Washington, B21 (1) \$9.31 per hour, 6.5 hours daily, effective October 5, 1998. (New position)

Julie Wiersma - Interpreter, Senior High, B23 (9) \$11.22 per hour, 7 hours daily, effective October 5, 1998. (Replace Terri Bolden)

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 12, 1998  
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Resignations

Janelle Edner - MMMI Paraprofessional, Senior High , effective immediately.  
Diana Johnson - AOM Paraprofessional, Washington, effective September 23, 1998.  
Daniel Britten - Technology Building Technician, effective October 9, 1998.  
Sister Agatha Hermann - AOM Paraprofessional, St. Joseph's, effective immediately.  
Donald Vos - Custodian, Senior High, effective October 30, 1998.

Family/Medical Leave

Mindi Jenson - First Grade Teacher, Washington, to begin approximately December 1, 1998 until January 11, 1999.

Approval of Minutes - Approve the September 8, September 14 and September 28, 1998 minutes as presented.

Claims - Approve the October Claims, subject to audit, in the amount of \$1,307,033.98.

General Fund:	\$559,210.10
Food Service:	\$82,534.10
Transportation:	\$161,831.09
Community Service:	\$26,330.39
Capital Expenditure:	\$471,260.83
Townsite Centre:	\$5,867.47
TOTAL:	\$1,307,033.98

COMMITTEE REPORTS: There were no committee reports.

MOORHEAD PUBLIC SERVICE LIGHTING REBATE PROGRAM: Moorhead Public Service representatives Bill Schwandt, Christopher Reed and Kevin Bengtson presented an energy rebate check of \$87,978.60 to Orv Kaste. Anderson displayed the plaque received at the October 8 award luncheon at Moorhead State University.

Cummings moved, seconded by Gustafson, to accept the Moorhead Public Service energy rebate check of \$87,978.60. Motion carried 6-0.

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 the invited staff representatives on a wide variety of programs and issues.)

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
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K-6 Graduation Standards - Bob Jernberg, Lynne Kovash and Vicki Breneman reviewed the K-6 Graduation Standards and reported on Moorhead's implementation. (Two handouts were distributed related to this item.)

Moorhead Public Schools Wellness Program - John Skinkle and District School Nurses Lona Daley-Getz and Christy Elias reviewed the General Plan for District #152 Wellness Program and building wellness activities. (The General Plan for District #152 Wellness Program was distributed.)

HEALTHY COMMUNITY INITIATIVE YOUTH CENTER GRANT REQUEST PROPOSAL: Dr. Anderson and Dianna Hatfield reviewed the youth center grant request proposal.

Thompson moved, seconded by Hewitt, to accept the request for permission to pursue a grant for a Moorhead Youth Center primarily for grades 4-8 under the conditions identified by the administration. Motion carried 6-0.

1997-98 ANNUAL REPORT ON CURRICULUM, INSTRUCTION AND STUDENT PERFORMANCE AND INSTRUCTION AND CURRICULUM ADVISORY COMMITTEE: Hewitt moved, seconded by Gustafson, to receive the Annual Report on Curriculum, Instruction and Student Performance. Direct administration to mail the report to all district residents and submit a copy to the MN Department of Children, Families and Learning and to approve the membership and terms of those serving on the Instruction and Curriculum Advisory Committee as presented. Motion carried 6-0.

REFERENDUM: Anderson commented that 14 presentations had been made to date. Anderson stated the need to simplify in communicating the facts related to the increase in taxes.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:06 p.m.

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Mark Gustafson, Clerk



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 26, 1998  
PAGE 1

MEMBERS PRESENT: Jim Cummings, Stacey Foss, Anton B. Hastad, Carol A. Ladwig, Kristine Thompson, and Bruce R. Anderson.

MEMBERS ABSENT: Mark Gustafson and James Hewitt.

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

PREVIEW OF AGENDA: Superintendent Anderson amended the agenda by adding the item Senior High School Major Magnitude Field Trips and changing the order of item Other Pertinent Items to Come Before the Board to be held after this item.

APPROVAL OF AGENDA: Hastad moved, seconded by Foss, to approve the agenda as amended. Motion carried 5-0.

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

Indian Education Grant - Accept the grant, in the amount of \$38,189, to continue the district Indian Education Program through June 30, 1999, as a part of the federal funding period from 1998-2003.

Gifts - Accept the \$100 gift from Grosz Photography Studio for use at Moorhead Junior High School and direct administration to express thanks for the gift.

Clay County Diversified Services Inc. Agreement - Approve the agreement with Connections (Clay County Diversified Services Inc.), with a net cost to the district of \$75.15, for the completion of a vocational assessment and job development for a student in a supported/sheltered employment services environment.

New Employees

Jon Carlson - Technology Building Technician, Robert Asp, B22 (0-1) \$9.66 per hour, 8 hours daily, effective November 2, 1998. (New position)

Jean Beaupre - MSMI Paraprofessional, Junior High, B21 (1) \$9.31 per hour, 6.5 hours daily, effective October 27, 1998. (Replace Tammy Sweeten)

Resignation

Nola Beavers - Paraprofessional, Probstfield Elementary, effective October 26, 1998.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 26, 1998  
PAGE 2

Family/Medical Leave

Mary Jo Gaugler - POHI Paraprofessional, Riverside School, to begin on or about January 15, 1999 for 8 weeks.

COMMITTEE REPORTS: Reports were heard regarding the Joint Powers, Activities Council, Instruction and Curriculum Advisory Committee, and Joint Powers Collaborative Board meetings.

YEAR 2000: Dan Markert provided an overview of on-going preparations for Year 2000. (Two handouts were distributed.)

Markert pointed out that vendors with systems identified as being Non-Y2K compliant had been asked to submit upgrade proposals outlining repairs and/or replacements of ISD #152 equipment making their respected systems fully Year 2000 compliant. Markert outlined the technical systems present in buildings in two categories including computer systems and building systems.

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

Subpoena of a School District Employee (GCQE) - Anderson explained that the addition under item 2 was a clarification request by one the District's principals and was also recommended by the District's legal counsel.

Emergency Closings (EBCD) - Anderson recommended no changes to this policy.

Use of School Volunteers/Mentors (KL) - Jernberg and Community Education Director Mary Davies reviewed the policy.

Hastad moved to refer this policy back to administration for further work and be brought back to the Board for another first reading. Motion was not seconded.

GYMNASTICS COOPERATIVE WITH FARGO, WEST FARGO, AMERICAN GOLD, AND MOORHEAD: Cummings moved, seconded by Thompson, to approve the concept of a joint operating agreement between the four participants for three years at an annual cost of \$10,000. Motion carried 5-0.

REFERENDUM: Anderson updated the Board with a review of meetings held and progress to date. Anderson also stated the need to get the word out in clarifying and communicating the tax increase. Board members scheduled their attendance at presentations for the rest of the week.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
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SENIOR HIGH SCHOOL MAJOR MAGNITUDE FIELD TRIPS: Senior High School Principal Gene Boyle reviewed the information with the Board.

Cummings moved, seconded by Hastad, to approve the four major magnitude field trips as presented. Motion carried 5-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Ladwig commented on MSBA Board Member Recognition, Bright Ideas and Local Government Innovations Conference to be held on February 3-4, 1999, Collaboration of Public Officials, MSBA Legislative Liaison, MSBA Advocacy Tool Kit, and the Nomination Notice for Lakes Country Service Cooperative Annual Board.

ADJOURNMENT: Hearing no objectives, the meeting adjourned at 8:35 p.m.

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Mark Gustafson, Clerk

Dt: November 4, 1998  
To: Dr. Bruce Anderson  
Fr: Gene Boyle  
Re: Schedule Committee Recommendation

The purpose of this communiqué is to explain the relationship between the schedule committee's recommendation and the school board resolution as well as the needs identified by the committee itself. The school board resolution, schedule committee's needs list, recommendations, and samples of schools-within-a-school are attached. There is also an explanation of the recommended assurances.

### ***School Board Resolution***

For purposes of clarity, related points of the resolution are combined and responded to jointly.

***An instructional delivery model which better facilitates the full implementation of the Graduation Standards. A delivery system which ensures that student performance packages are spread throughout the year and are not due at the same time.***

Longer class periods allow time for students to participate in activities that are more performance based, which is the intent of the higher standards. With 4 rather than 6 or 7 classes in a given grading period the possibility of an excessive number of standards being worked on at any one time is greatly reduced.

By increasing the number of course options for students from 12 or 14 per year to 16, there will be an increase in the opportunities to accomplish standard level work in a variety of contexts. In a school-within-a-school format the teaching team would regulate the implementation and assessment of packages to assure a balance throughout the school year.

***A model which better encourages experiential, inductive hands-on active-learning strategies. A design which better facilitates cooperative learning, higher order thinking, thematic and interdisciplinary learning, service based learning, and authentic performance-based learning. A delivery model which accommodates different learning styles and multiple intelligences.***

Each of the above statements deal with instructional reform strategies based on research as to how students learn most effectively and are most likely to retain knowledge.

Research tells us that students:

- learn better if they are responsible for their own learning
- learn better in their primary learning style
- are more likely to remember complex activities and concepts
- are more likely to remember what is relevant and important
- are likely to remember what replicates real life
- are more likely to remember when we create meaning out of learning.

The recommended schedule alternatives, with fewer, yet longer class periods better accommodates the kinds of activities that lend themselves to more effective instructional alternatives. Changes in instructional strategies will be necessary in order to incorporate these desired outcomes.

*A learning organization which broadens and enhances learning opportunities for students. A system which better facilitates staff collaboration and addresses the strengths of research from alternatives such as modified blocks, schools within a school and interdisciplinary teams, etc*

The present schedule allows students to take 6 or 7 classes per year or a total of 24 to 28 credits in four years. The recommendations allow 8 classes per year for a total of 32 credits which results in more opportunities. The alternative schedule would provide 25 percent of the faculty with a common prep time as opposed to 14 percent presently. This will encourage collaborative and interdisciplinary planning opportunities for teachers.

A school-within-a-school could have even more flexibility in how classes and prep times are structured, while still affording additional credits when compared to the existing schedule. This approach encourages integration of core and elective courses into a holistic organization of time and subject matter.

*A model which maximizes a positive school climate for students, staff and administration. A system which encourages improved attendance and reduces disciplinary incidence.*

The majority of discipline problems occur while students are passing between classes. By reducing the number of passing times there is a reduction in the possibilities for inappropriate behaviors. The research reviewed strongly projects a calmer school climate with fewer discipline problems when the schedule provides longer class periods and fewer passing times.

Fewer classes in a day, along with fewer student-teacher changes reduce stress for students and teachers. There should be more personalization of relationships between students and teachers resulting in a more relaxed learning climate.

### *Schedule Committee Needs*

#### *Lower student-teacher ratio*

The recommendation will lower the number of students a teacher meets with on a daily basis from an average of 140 to 84. It will increase the total number of students a teacher meets with over the course of the year from 140 to 168. The additional teachers requested will minimize the number of overload classes with more than 30 students.

The cost of reducing the teacher-student ratio by one student per class is estimated to be approximately 250,000 dollars per year.

#### *Individual student learning styles, rates, abilities are not being addressed*

By requiring students to be in school for more of the day and needing to take more courses it is believed there will be more opportunity to identify learning styles, rates, and to address them more appropriately. To meet this need, additional training in identification and accommodation of individual needs will be required.



### *More hand/minds on activities*

Longer class periods allow for more manipulative, problem solving, team orientated, higher level thinking, etc. learning activities. Longer class periods will also better facilitate out-of-school experiences such as field trips, community service, service learning, job shadowing, etc.

### *Better options for non-college bound students*

By increasing the number of classes and credits necessary for graduation without increasing the number of specific courses all students will have more options. College bound, PSEOP, and non-college bound students will all be able to better tailor course selections to meet their individual needs.

### *Limited inter-disciplinary options*

By increasing the number of teachers with a shared prep time from 13 to 25 percent the opportunity for more inter-disciplinary activities is greatly enhanced. Such activities are dependent on the interest and willingness of teachers to meet and plan cooperative learning experiences.

### **Explanation of recommended assurances**

**1. The Moorhead school board will provide a three-year commitment to support the schedule change and initiate an independent assessment of the program's success at the conclusion of those three years.**

With the review being conducted in the fourth year it would assure one class, the class of 2003, of operating under this system. This assurance will do two things: First, it recognizes that the schedule change is to be given serious long term support by teachers, administrators, parents, students, and the school board. Secondly, it invites an independent assessment of the level of impact the schedule will have on meeting the identified goals. It is believed that a long-term commitment along with an unbiased assessment will invite a deeper commitment and a higher level of confidence by all stakeholders. It also provides an assurance that continuation of the schedule will be part of a formal review process.

**2. Credits necessary for graduation will be increased from 21 to 26 credits over the course of four years. This would include the reinstitution of four full credits of English and social studies.**

The recommendation will allow students to earn eight credits per year. To meet the goal of providing more opportunities it is necessary to require students to complete more credits in order to graduate. Increasing the number of credits for graduation allows the reinstating of the English and social studies requirements while still allowing more course options.

- 3. Additional staff of three to four teachers may be added above approved staffing standards. This will allow for a reduction in class size.**

It will not be known as to what specific courses students sign up for until registration is complete. If there is a significant increase in required low enrollment classes (industrial technology, science, family and consumer science, etc.) it will be necessary to hire more staff to reduce the burden on classes whose present size exceed 30 students per class. The additional staff will minimize the expected disparity.

- 4. Additional space will be provided identified on the five-year Facilities Plan (industrial technology, music and special education).**

Historically other districts that have converted to similar schedules have experienced an increase in enrollment in elective courses. The additional space will address this need. These additions will also allow for more efficient and effective use of existing space.

- 5. The supply budget will be increased by approximately 20-25% through a reduction in the purchase of new high school textbooks.**

Students will need textbooks for half rather than the full year thereby reducing the number of books needed. The savings will be needed for additional supplies since students will be spending more time in class.

- 6. Additional and revised courses will be permitted for the 1999-2000 school year.**

In restructuring the time, it is felt that some additions or revisions to existing courses would be beneficial to meet student needs. Specific suggestions would be generated by each department and go through the normal course adoption process.

- 7. All non-probationary teachers that are teaching at the high school will continue to be employed for the next two years.**

Depending on student selection some departments may experience a reduced need for staff, e.g. social studies and English. By reassigning or providing lower class size or teaching in a minor area it is felt that all teachers can be assured of continued employment and the normal attrition will not result in job loss. This assurance to long time tenured employees will reduce the stress of moving to a different schedule. This in no way shields a teacher from being discharged for cause.

- 8. Staff will receive adequate training in the form of time and financial compensation.**

To assure the success of such a change it is vital that the staff is provided appropriate training in how to most effectively instruct in longer periods of time. The training may be formal or informal depending on the perceived needs of each teacher.



MEMO #: S-99-100  
TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BRA*  
RE: Election Resolution  
DATE: November 4, 1998

Attached please find the Resolution Canvassing Returns of Votes of Independent School District #152 Special Election held November 3, 1998 in conjunction with the state general election.

Suggested Resolution: Move to approve the Resolution Canvassing Returns of Votes of Independent School District #152 Special Election.

:mdm  
Attachment

EXTRACT OF MINUTES OF MEETING  
OF THE SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 152  
(MOORHEAD)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 152 (Moorhead), State of Minnesota, was duly held in said school district on November 9, 1998, at 7 o'clock p.m., for the purpose, in part, of canvassing a special election.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ moved the adoption of the following resolution:

RESOLUTION CANVASSING RETURNS  
OF VOTES OF SCHOOL DISTRICT SPECIAL ELECTION

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

1. It is hereby found, determined and declared that the special election of the voters of this school district held on November 3, 1998 in conjunction with the state general election, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, at said election a total of \_\_\_\_\_ voters of the school district voted on the question of approving the referendum revenue authorization of the school district for taxes payable in 1999 and thereafter (SCHOOL DISTRICT BALLOT QUESTION 1), of which \_\_\_\_\_ voted in favor, \_\_\_\_\_ voted against the same, and there were \_\_\_\_\_ completely blank or defective ballots. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried.

3. The clerk is hereby directed to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part. The clerk is also directed to report the results of the referendum revenue authorization election to the Commissioner of Children, Families and Learning within fifteen (15) days of the date hereof.

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MEMO #: B99.179

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: NOVEMBER 4, 1998

SUBJECT: 1997.98 FINANCIAL AUDIT

Mr. Dave Stende, of Eide Bailly, will present the 1997.98 Audit to the board. He will make a presentation and answer any questions the board may have.

Suggested Resolution: Move to accept the 1997.98 Financial Audit.

**MEMO #:** I-99-090

**TO:** Dr. Bruce Anderson

**FROM:** Bob Jernberg *RJ*

**SUBJECT:** Enrollment Review

**DATE:** November 3, 1998

Attached is the November 1998 enrollment and a cohort projection for 1999-2004 to be reviewed with the Board.

Elementary enrollment (K-6) decreased by 71 from November 1997 to November 1998 and it is anticipated that K-6 enrollment will drop by another 229 by November 2003. Enrollment in grades 7-12 decreased by 52 from November 1997 through November 1998. Secondary enrollment is projected to decrease by 218 from November 1998 through November 2003.

RMJ/vtr  
Attachments

11/2/98

## MOORHEAD PUBLIC SCHOOL COHORT PROJECTIONS

5 yr Weighted Av GRADE	*	ACTUAL 94/95	95/96	96/97	97/98	98/99	*	99/00	00/01	01/02	02/03	03/04	Nov 1997 Projected for Nov. 1998	VARIANCE
KINDERGARTEN	*	484	500	433	442	425	*	420	440	425	440	415	435	-10
GRADE 1	*	484	492	492	420	451	*	424	419	438	424	438	440	11
GRADE 2	*	492	459	481	483	401	*	438	412	407	426	412	411	-10
GRADE 3	*	488	489	432	461	473	*	388	424	398	394	413	466	7
GRADE 4	*	515	483	478	419	471	*	469	385	421	395	390	453	18
GRADE 5	*	498	498	462	477	414	*	463	461	379	414	389	413	1
GRADE 6	*	491	491	479	461	457	*	407	455	453	372	406	468	-11
GRADES K-4	*	2463	2423	2316	2225	2221	*	2139	2079	2089	2079	2068	2204	17
GRADES K-5	*	2961	2921	2778	2702	2635	*	2602	2541	2468	2492	2457	2617	18
GRADES 5 & 6	*	989	989	941	938	871	*	870	917	832	786	795	880	-9
GRADE 7	*	483	506	488	503	469	*	469	417	467	465	381	470	-1
GRADE 8	*	517	489	484	466	482	*	456	456	406	454	452	497	-15
GRADES 7 & 8	*	1000	995	972	969	951	*	925	873	873	919	833	967	-16
GRADE 9	*	456	521	464	528	468	*	490	464	463	412	462	485	-17
GRADE 10	*	408	455	521	461	477	*	459	480	454	454	404	511	-34
GRADE 11	*	385	406	430	486	432	*	455	438	458	434	433	442	-10
GRADE 12	*	375	382	390	364	428	*	399	387	406	392	406	462	-34
GRADES 9-12	*	1624	1764	1805	1839	1805	*	1802	1769	1782	1692	1705	1901	-96
GRADES K-6	*	3452	3412	3257	3163	3092	*	3009	2996	2921	2864	2863	3084	8
GRADES 7-12	*	2634	2739	2777	2808	2756	*	2727	2642	2654	2611	2538	2868	-112
GRADES K-12	*	6086	6151	6034	5971	5848	*	5736	5638	5576	5475	5402	5952	-104
Pupil Units		94/95	95/96	96/97	97/98	98/99	*	99/00	00/01	01/02	02/03	03/04		
Kindergarten		256.5	265	229.5	234.3	225.25		222.6	233.2	225.25	233.2	219.95		
Grades 1-6		3146	3087	2993	2884	2827.0		2744.3	2709.1	2645.8	2569.6	2595.1		
Grades 7-12		3424	3561	3610	3650	3582.8		3545.2	3434.4	3450.7	3394.3	3299.7		
Adjustments						4								
Total		6827	6912	6833	6768	6639		6512	6377	6322	6197	6115		
Change			1.25%	-1.15%	-0.94%	-0.74%		-1.92%	-2.08%	-0.86%	-1.97%	-1.33%		

0.0232

Actual units 6874 6810 6730 6751

Budgeted Units 6639 6510 6374 6319 6195

Action taken due to reduction in students. 1 FTE Kindergarten staff was not employed.  
 2 FTE Sr. High staff were not employed. Final Budget will be revised.

Note: Adjustment includes estimates of 45 preschool students @.28 or 13 pupil units and 97 pupil units for Y.E.S. program. Reductions include 94 pupil units for students participating in PSEO, 7 pupil units for students older than 21 who receive .65 FTE weighting, and 5 units for part time students.

Rev. 11-3-98  
ENROLLMENT  
MOORHEAD PUBLIC SCHOOLS  
NOVEMBER 2, 1998

SCHOOL BUILDING	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	SELF-CON SPECIAL EDUC.	TOTALS
	24-25	21-21		26-26					
	24-24	22-20	22-23	26-26	27-27			8-8	
	MSU-20	21	22-22	26	27-26	23-20			606
EDISON	117	105	89	130	107	43		16	607
	24-24	25-24	23-20	22-21	24-25				
	23-23	25-25	23-21	24-22	24-24			4	
	23-22	22-24	22	23-23	24-25				683
PROBSTFIELD	139	145	109	135	146			4	678
		21-22	20-21						
	24-24	9 *	*14	22-24	23-23	21-22			
		14 *	*10	22	23				364
RIVERSIDE	48	66	65	68	69	43			359
	24-24	24-25	26-24						
	23	24-25	22-25	22-22	29-29				
	25-FD	9 *	*14	23-23	29-28				
	25-FD	13 *	*11	23-22	28			8	
		12 *	*12						676
WASHINGTON	121	132	134	135	143			8	673
ROBERT ASP						318	457		789
TOTAL BY GRADE	425	448	397	468	465	404	457	28	3118
ELEMENTARY PRESCHOOL									54
									57
TOTAL ELEMENTARY (INCLUDING PRESCHOOL AND SPECIAL EDUCATION)									3172
									3149
	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11	GRADE 12	MCAP/ OUTREACH	SELF-CON DET/TUIT	
MOORHEAD JUNIOR HIGH	454	461					21 6	9	960
							27	9	951
MOORHEAD SENIOR HIGH							57 10	22 15	1833
			441	455	403	402	67	37	1805
TOTAL KINDERGARTEN THROUGH GRADE 12 (INCLUDING SPECIAL ED)									5911
									5848
TOTAL PRESCHOOL THROUGH GRADE 12 (INCLUDING SPECIAL ED)									5965
									5905

SPECIAL EDUCATION CHILD COUNT 1023

MSU = MOORHEAD STATE UNIVERSITY EARLY EDUCATION CENTER

FD = FULL DAY KINDERGARTEN

\*\* = MULTI-AGE CLASSROOMS

Numbers in *italics* in total column indicate October 1, 1998 totals.

MEMO #: S-99-101

TO: School Board

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

RE: Approval of Policy

DATE: November 4, 1998

Attached please find the policy, Subpoena of a School District Employee (GCQE).

Suggested Resolution: Move to approve the policy, Subpoena of a School District Employee (GCQE), as presented.

mdm

Attachment



POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: GCQE  
DATE ADOPTED: 04/26/94  
REVIEWED/REVISED: 11/24/97

## SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

### Purpose

The purpose of this policy is to provide school district employees with a procedure when subpoenaed to appear during a legal proceeding related to school district matters.

This procedure is as follows:

1. Any employee who receives a subpoena for any purpose related to his/her employment is to inform the building administrator or designated supervisor when he/she receives a subpoena. The building administrator or designated supervisor shall immediately inform the Superintendent or his/her designee that the employee has received a subpoena.
2. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the School district official who is designated as the authority responsible for collection, use and dissemination of data. IN ADDITION, NO EMPLOYEE SHALL PROVIDE STUDENT PRIVATE PERSONNEL DATA OR STUDENT EDUCATIONAL DATA UNLESS PRESENTED WITH A SIGNED PARENTAL RELEASE OF PRIVATE DATA FORM OR DOCUMENT OR A COURT ORDER SIGNED BY A JUDGE. ONLY THOSE RECORDS THAT RESPOND TO THE COURT ORDER OR PARENTAL RELEASE CAN BE SHARED.  
  
No data shall be released without consultation in advance with the Superintendent or his/her designee.
3. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with applicable School Board policies and collective bargaining agreements.

Reviewed/Revised: 4/26/94  
11/24/97

MEMO #: S-99-102  
TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. BRA  
RE: Approval of Policy  
DATE: November 4, 1998

Attached please find the policy, Emergency Closings (EBCD).

Suggested Resolution: Move to approve the policy, Emergency Closings (EBCD) as presented.

  
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: EBCD DATE ADOPTED: 06/14/83 REVISED: 07/25/94
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### EMERGENCY CLOSINGS

When conditions prevail at the school which a principal considers to be of an emergency nature or hazardous to staff and students, he/she shall notify the superintendent or designee of the circumstances.

Building administrators will follow individual building action plans as outlined in administrative policy, EBCD-\*\*. The superintendent or designee may determine an alternate plan of action. Once the plan is determined school district staff will contact the media, other public and non-public schools, and others which may be necessary.

Emergency or hazardous conditions are defined as those situations which make it impossible to carry on the normal teaching activities in the school and/or create a situation which could be harmful to the safety of the students and staff. Examples include, but are not restricted to, bomb threats, weather and utility failures.

Each building principal/supervisor shall develop an individual building action plan for emergencies such as bomb threats.

### WEATHER EMERGENCIES

The school district will work jointly with the U.S. Weather Bureau in monitoring conditions during times of inclement weather.

The director of transportation and superintendent (or designee) will determine appropriate actions to be taken relating to early dismissal, late start or the closing of school. Once a decision has been made, all local radio and television stations will be notified of the action.

There may be times when weather conditions are not severe enough to justify the closing of schools but bus schedules may have to be modified or cancelled.


### AFTER-SCHOOL ACTIVITIES

In the event schools are closed due to severe weather conditions, all after-school activities, including practices and non-school events, will be called off and the building completely vacated of all but custodial personnel.

Reviewed/Revised: 3/13/90  
7/25/94

MEMO #: B99.180

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: NOVEMBER 4, 1998

SUBJECT: COOPERATIVE CONSTRUCTION FOR A STORAGE FACILITY

Tri-Valley Opportunity Council, Inc., has \$30,000.00 to construct a storage facility. By combining this with the \$50,000.00 we have in our Long Range Facility Plan for storage at the Transportation/Maintenance facility, we will be able to construct a building of 4,000 square feet.

When Tri-Valley ceases to operate a Migrant Program in our school district, the facility becomes ours.

Will present site plans and agreement with Tri-Valley when available.

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

DECEMBER 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 \_\_\_\_\_

2. TRUTH IN TAXATION PROPERTY TAX HEARING -  
Anderson/Lacher/Astrup

Overview of the 1998 payable 1999 property tax levy and receive testimony and respond to questions.

3. ADJOURNMENT

S-M 9. B05  
Min  
12.8.98

SCHOOL BOARD AGENDA - December 8, 1998  
PAGE 2

<u>Event</u>	<u>CALENDAR OF EVENTS</u> <u>Date</u>	<u>Time</u>	<u>Place</u>
School Board	Dec. 14	7 pm	Townsite
Inst. and Curr. Adv.	Dec. 17	7 am	Townsite
Truth in Taxation Hearing Continuation	Dec. 21	7 pm	Townsite
Winter Break Begins	Dec. 21		
K-12 Classes Resume	Jan. 4		
Long Range Planning	Jan. 12	3:45 pm	Townsite
MSBA Annual Leadership Conference	Jan. 14-15		
Basic Standards Test (Gr. 10)	Jan. 20		High School
Inst. and Curr. Adv.	Jan. 21	7 am	Townsite
End of 2nd Quarter/ Semester	Jan. 22		
K-12 Teacher Workshops	Jan. 25		
Winter Community Educ. Classes Start	Jan. 25		
Basic Standards Test (Grade 8)	Feb. 2 & 4		
President's Day Holiday	Feb. 15		
K-P/T Day Confs. (day)	Mar. 2 & 3		
K-12 P/T Confs.	Mar. 4	8-12, 1-4, 4:30-8	
K-12 P/T Confs.	Mar. 5	7:30-11 am	
K-12 No School/Teacher Comp. (pm)	Mar. 5		
MN Comp. Assess. Tests	Mar. 9, 10, 11, 16 & 17		
Spring Community Educ. Classes Start	March 22		
ITBS Testing (Elem.)	Mar. 22-26		
End of 3rd Quarter	Mar. 30		
Spring Break/No School	April 2 & 5		

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

November 23, 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"
- E. Matters Presented by Citizens/Other Communications  
(Non-Agenda Items)

2. \*CONSENT AGENDA

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

S-MG-BOS  
Min  
11-23-98

- A. INSTRUCTIONAL MATTERS - Jernberg  
(1) Approval of Clay County Social Services Agreement - Pages 5-8  
(2) Approval of Lakeland Mental Health Center, Inc. Agreement - Pages 9-13  
(3) Acceptance of Cass County Extension Service-Learning Grant - Page 14  
(4) Acceptance of Gift - Page 15  
(5) Approval of Summer Migrant Program Resolution - Pages 16-17

B. BUSINESS AFFAIRS - Lacher

- C. PERSONNEL MATTERS - Skinkle  
(1) Approval of New Employees - Page 18  
(2) Approval of Family/Medical Leave - Page 19

D. ADMINISTRATIVE MATTERS - Anderson

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

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

3. COMMITTEE REPORTS

4. HIGH SCHOOL ALTERNATIVE SCHEDULE: Anderson  
Page 20

A recommendation as appropriate will be presented at the meeting.

Suggested Resolution:

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

5. FIRST READING OF POLICIES: Anderson  
Pages 21-35

Conduct a first reading of the following policies:  
Employee Copyrights/Royalties (GCQC); Employee Right to Know (GLCA); Student Activity Eligibility (IGDJ); and, Crisis Intervention (JHB).



6. INDIAN EDUCATION COMMITTEE REPORT: Anderson  
Pages 36-40

Suggested Resolution: Move to receive the recommendations of the Moorhead School District Indian Education Committee and direct the administration to review the report with the committee and to transmit information regarding action related to the recommendations to the Board.

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

7. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD
8. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Thanksgiving Holiday	Nov. 26-27		
Truth in Taxation Hearing	Dec. 8	7 pm	Townsite
School Board	Dec. 14	7 pm	Townsite
Inst. and Curr. Adv.	Dec. 17	7 am	Townsite
Truth in Taxation Hearing Continuation	Dec. 21	7 pm	Townsite
Winter Break Begins	Dec. 21		
School Board	Dec. 28	7 pm	Townsite
K-12 Classes Resume	Jan. 4		
Long Range Planning	Jan. 12	3:45 pm	Townsite
MSBA Annual Leadership Conference	Jan. 14-15		
Basic Standards Test (Gr. 10)	Jan. 20		High School
Inst. and Curr. Adv.	Jan. 21	7 am	Townsite
End of 2nd Quarter/ Semester	Jan. 22		
K-12 Teacher Workshops	Jan. 25		
Winter Community Educ. Classes Start	Jan. 25		

MEMO#: I-99-102

TO: Dr. Bruce Anderson

FROM: Robert Jernberg *RJ*

DATE: November 17, 1998

RE: Renewal Agreement With Clay County Department Of Social Services

Attached is the renewal agreement with Clay County Department of Social Services to continue mental health and instructional services to severely emotionally handicapped students and their families as part of the Clay County Day Treatment Program known as "Outreach".

The renewal agreement is in the amount of \$148,193.76 less \$114,500.00 of Medical Assistance Dollars received from Lakeland Mental Health Center, Inc. for services provided and returned to Moorhead Independent School District #152.

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

RMJ:dr  
Attachments

AGREEMENT

FOR

THE CLAY COUNTY DAY TREATMENT PROGRAM/OUTREACH

This Agreement entered into by and between the following agencies:

Clay County Social Services Department  
Moorhead Independent School District #152

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

Witnesseth that:

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

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

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

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

1. ESTABLISHMENT OF INTERAGENCY PROGRAM. That hereby there is established an interagency program, to be known as the Clay County Day Treatment Program/Outreach (hereinafter known as the Program).
2. PURPOSE OF AGREEMENT. The purpose of the Agreement shall be to provide through cooperative effort a comprehensive program of instructional and therapeutic services to children and youth requiring such services and their parents who are residents of Clay County, Minnesota and school districts served in Clay County.
3. ADVISORY COMMITTEE OF THE PROGRAM
  - a. The Advisory Committee shall consist of directors of special education serving the member school districts, Clay County Supervisor, Clay County Social Services Board member, Moorhead School Board member, contracting agency representatives, Clay County Mental Health Local Coordinating Council (2), and Local Advisory Council (2), members or members designee.

b. The Advisory Committee shall perform the following ongoing duties:

1. identify current services and funding being provided within the communities for children experiencing severe emotional and/or behavioral problems.
2. establish and evaluate the identification, referral, and community service systems as they impact on day treatment and to recommend, where necessary, alterations and improvements;
3. monitor the operation of the program and provide direction and support to Fiscal Agent and administrators; and
4. review and develop the funding sources necessary to adequately support the necessary constituent services of the program.
5. guide and advise regarding operations of the program.

4. FINANCING OF THE PROGRAM Moorhead Independent School District #152 shall be empowered to finance the program pursuant to this agreement by applying for, receiving and administering Federal and State Special Education State aids and grants.

The Clay County Department of Social Services agrees to pay the Moorhead Independent District #152 not to exceed \$148,193.76 less \$114,500.00 of Medical Assistance dollars upon receipt of billing from the Moorhead Independent School District #152.

It is anticipated the Moorhead Independent School District #152 will collect from the Unique Learners' Section of the State Department of Education \$160,543.24 in State reimbursement and \$114,500.00 from Lakeland Mental Health Center, Inc. medical assistance dollars for a total of \$275,043.24.

If State reimbursement is less than \$160,543.24 and Medical Assistance is less than \$114,500.00, Clay County Department of Social Services will be responsible for the difference.

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

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

TERMINATION This contract shall commence January 1, 1999 and terminate December 31, 1999. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152 and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If the contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 90 days prior to proposed action.

Signed at \_\_\_\_\_, in the County of \_\_\_\_\_, this \_\_\_\_\_ day of (November 23, 1998.)

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
Director, Department of Social Services Chair, Board of Education  
Moorhead Independent School District #152

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Chair, Board of County Commissioners

Approved as to Form and Execution

\_\_\_\_\_  
(County Attorney)

\_\_\_\_\_  
Date

MEMO#: I-99-103

TO: Dr. Bruce Anderson

FROM: Robert Jernberg *RJ*

DATE: November 17, 1998

RE: Renewal Agreement With Lakeland Mental Health Center,  
Inc.

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

The renewal agreement, which covers the period from January 1999 to December 1999, is in the amount of \$308,737. The entire cost of this program is paid with a combination of state aid, medical assistance funds and payment from Clay County Social Services.

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

RMJ:dr  
Attachments



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

THIS AGREEMENT is entered into the 23rd day of November 1998 and is in force for a period from January 1, 1999 to December 31, 1999.

WITNESSETH

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

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

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

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

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

1. Provide direct individual, group and family therapy to qualified students in the Clay County Interagency Day Treatment Program/Outreach of the Moorhead Independent School District #152 Emotionally and Behaviorally Disturbed Program.
2. Provide direct service to the parents (guardians) and families of the Clay County Interagency Day Treatment Program/Outreach children through parent education, family therapy, and mental health consultation.
3. Serve as support liaison between home, school, and community agencies. Day treatment clinicians will participate in county meetings related to children in the Clay County Interagency Day Treatment Program/Outreach and school child study team meetings on children served by the day treatment program. In addition to providing general clinical input, the clinicians will complete evaluations and make recommendations for day treatment program placement transition.



4. Insure that the mental health professional should participate on a day treatment interagency committee to consider the special needs and develop appropriate services for each day treatment child.
5. Provide mental health consultation to special education staff, regular education staff, school administrators, and other agency personnel as appropriate.

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

1. Licensed mental health professionals (3.0 FTE) will be employed by Lakeland Mental Health Center, Inc. for the length of the contract.
2. Two (2.0 FTE) social worker will be employed by Lakeland Mental Health Center, Inc. for the length of this contract.
3. Direct service will be provided each day school is in session, including the regular school year, Extended School Year and beyond.
4. Schedule flexibility will be allowed so that evening parent education and family services may be provided and the day treatment mental health component can be integrated, and coordinated with the educational component.
5. Services will consist of program development and implementation, including diagnostic assessments, treatment planning, individual and group counseling, parent education, family counseling, consultation, team meetings, report writing, and meeting other applicable policies and procedures of the Moorhead Independent School District #152, Clay County Department of Social Services, and Lakeland Mental Health Center, Inc.
6. The mental health professionals will receive back-up clinical consultation from appropriate psychiatrists, psychologists, and clinical social workers of Lakeland Mental Health Center, Inc.
7. Direct clinical time and direct administrative supervision will be provided by the Lakeland Mental Health Center, Inc. staff.
8. The Moorhead Independent School District #152 agrees to provide the facility, including appropriate space for the provision of mental health including the services for children/families enrolled in the program.

9. The cost of the Interagency Day Treatment Program for children, including the clinical back-up consultation for program staff at Lakeland Mental Health Center, Inc., therapy supplies and equipment, travel, postage and printing, secretarial expenses, maintenance/utilities, benefits and administrative expenses will be \$308,737.00. (See required components on Appendix A.)
10. The Moorhead Independent School District #152 agrees to pay Lakeland Mental Health Center, Inc. \$308,737.00 in accordance with the following:

Twelve equal monthly payments of \$25,728.08 from January 1999 through December 1999.
- 10.5 The Moorhead Independent School District #152 will bill Lakeland Mental Health Center, Inc. \$9,541.66 monthly from January 1, 1999 through December 31, 1999 for a total of \$114,500.00. If Lakeland Mental Health Center does not receive revenue as anticipated, the monthly bill will be reduced. Additional dollars will help reduce excess costs to Clay County Social Services.
- 10.6 Lakeland Mental Health Center will bill Medical Assistance for each of the clients eligible for Medical Assistance, accepting Medical Assistance payment schedule as reimbursement for services rendered. Lakeland Mental Health Center will seek reimbursement from other sources only for those costs which are not covered by Medical Assistance, or for those individuals that are not M.A. qualified.
11. The Moorhead Independent School District #152 will collect from the Unique Learner's Section of the State Department of Education for an estimated \$160,543.24 in State reimbursement.
12. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152 and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 90 days prior to proposed action.

\_\_\_\_\_  
Chair, Board of Education  
Moorhead Independent School District #152

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lakeland Mental Health Center, Inc.

\_\_\_\_\_  
Date

## LAKELAND MENTAL HEALTH CENTER, INC.

- ☐ FERGUS FALLS, MN 56537  
☐ DETROIT LAKES, MN 56501  
☐ MOORHEAD, MN 56560  
☐ GLENWOOD, MN 56334

126 EAST ALCOTT AVENUE  
 714 LAKE AVENUE  
 1010 - 32nd AVENUE SOUTH  
 105 - 2nd AVENUE N.E.

TEL: 218-736-6987 • FAX: 218-736-6980  
 TEL: 218-847-1676 • FAX: 218-847-1678  
 TEL: 218-233-7524 • FAX: 218-233-8627  
 TEL: 320-634-3446 • FAX: 320-634-3446

Appointments / Information 1 800-223-4512

Services Also Provided At  
 PERHAM STARBUCK  
 NEW YORK MILLS HAWLEY

24-Hour Emergency / Crisis 1 800 223-4512 • V\TDD

## CHILDREN'S DAY TREATMENT - CLAY COUNTY

## 1999 Staffing Pattern/Budget

Professional Staff

Ron Odden	MS LP	Mental Health Professional	48 Wks	1.0 FTE
Jim Knutson	MS LP	Mental Health Professional	46 Wks	1.0 FTE
Susan Dannen	MSW LICSW	Mental Health Professional	46 Wks	1.0 FTE
Becky Kopp	BSW	Mental Health Practitioner	46 Wks	1.0 FTE
Barb Schaub	BSW	Mental Health Practitioner	50 Wks	1.0 FTE
John Molstre	PhD LP	Mental Health Professional	48 Hours	
Dennis Staton	MD	Medical Doctor	24 Hours	
Renae Setter	RN	Registered Nurse	24 Hours	

Total Professional Cost

\$209,271

Other Expenses

Administrative Support	\$47,000
Staff Travel	8,000
Client Travel	500
Miscellaneous (food, depreciation, professional fees, licensing, advertising, recruitment, interest)	15,000
Therapy/Office Supplies	5,231
Office Space - Outreach	12,800
Utilities	1,946
Phone/Postage	6,039
Capital Expense	3,000

Total Other Expenses

\$99,516

Total Program Cost

\$308,737

MA/PMAP Reimbursement \$114,560 (9,540) Monthly

C:\WFDOCS\JOHN\FORMS\1999BUDGET



An Equal Opportunity Employer

MEMO #: I-99-105

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Grant Acceptance

DATE: November 17, 1998

Community Education has received \$950.00 from the Cass County Extension Service-Learning Program for the Junior High Heroes (Helping Encourages Responsibility, Organization, Enthusiasm and Success). The money will be used to continue the development of a playground at the Heritage Hjemkomst Interpretive Center. Students will be creating a Viking Ship sandbox. The project is being coordinated by Marsha Johansen.

Suggested Resolution: Move to accept the grant as presented and direct that a letter of thanks be sent to the Cass County Extension Service-Learning Program.

RMJ/vtr

**MEMO #:** I-99-104

**TO:** Dr. Bruce Anderson

**FROM:** Bob Jernberg *RJ*

**SUBJECT:** Gift Acceptance

**DATE:** November 17, 1998

This district has received a \$600.00 gift from George Washington School P.T.A.C. to be used for technology purposes.

Suggested Resolution: Move to accept the gift as presented and direct that a letter of thanks be sent to the Washington P.T.A.C..

RMJ/vtr

MEMO #: I-99-106

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: 1999 Summer Migrant Program

DATE: November 17, 1998

Attached please find the resolution to submit an application to operate the Migrant Education Project during the summer of 1999.

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

RMJ/vtr  
Attachment



### SCHOOL BOARD RESOLUTION

WHEREAS the Congress of the United States has approved and allocated funds to provide Migrant Education and Migrant Head Start programs designed to meet the unique needs of the children of migrant agricultural workers, and

WHEREAS School District # 152 at (city or town) Moorhead is located in an area of the state in which significant numbers of migrant agricultural workers seek employment on a seasonal basis, and

WHEREAS the School District is being requested by the State Department of Children, Families and Learning and Tri-Valley Opportunity Council, Inc. to cooperate in an effort to provide programs which address the unique needs of the children of migrant agricultural workers during their residence in the area;

BE IT THEREFORE RESOLVED that the School District

1. shall submit an application for a Title I Migrant Education grant to operate a Migrant Education project during the summer of 1999 and designate a District contact person to work with the State Department of Children, Families and Learning in the preparation and implementation of project activities, and
2. shall make available space for Tri-Valley Opportunity Council, Inc. to provide Migrant Head Start services for pre-school age children and will cooperate with a local Migrant Head Start contact person designated by Tri-Valley who has the authority, responsibility and liability for those services.

\_\_\_\_\_  
signature

\_\_\_\_\_  
title

\_\_\_\_\_  
date

Title I contact person for the Migrant Education project will be (name)

Pat King

, (phone) (218) 299-6257



MEMORANDUM

P 98.109

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JSS*

DATE: November 17, 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:

Israel Garcia - EBD Paraprofessional, MCAP, B21 (1) \$9.31 per hour, 6.5 hours daily, effective November 24, 1998. (New position)

Megan Tillett - EBD Paraprofessional, MCAP, B21 (1) \$9.31 per hour, 6.5 hours daily, effective November 24, 1998.  
(New position)

Laurie Thomas - Title I/AOM Paraprofessional, Washington, B21 (1) \$9.31 per hour, 4.66 hours daily, effective November 24, 1998. (Replace Muriel Baukol)

Jeffrey Possehl - Custodian, Float Position, A12 (0-1) \$8.74 per hour, 8 hours daily, effective December 1, 1998. (Replace Brad Beaton)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM      P 98.110

TO:            Dr. Bruce Anderson  
FROM:          Dr. John Skinkle *JDS*  
DATE:          November 17, 1998  
SUBJECT:      Family/Medical Leave

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

Pam Kiser - Reading Recovery/Title I Teacher, Edison  
Elementary, to begin on or about December 1, 1998  
for 12 weeks.

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

JDS:sdh

MEMO #: S-99-125  
TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BRA*  
RE: High School Scheduling Committee  
DATE: November 18, 1998

Mr. Boyle has informed me that the High School Scheduling Committee will be meeting on Monday to review its recommendations and the results of the staff survey.

Recommendations as appropriate will be available at the Monday evening meeting.

BRA:mdm

MEMO #: S-99-122

TO: School Board

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

RE: First Reading of Policies

DATE: November 17, 1998

Attached please find the policies, Employee Copyrights/Royalties (GCQC), Employee Right to Know (GLCA), Student Activity Eligibility (IGDJ), and Crisis Intervention (JHB), for your review.

The Policy Review Committee recommends approval of each policy.

:mdm  
Attachments

POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: GCQC DATE ADOPTED: 09/26/94 REVIEWED/REVISED:
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### EMPLOYEE COPYRIGHTS/ROYALTIES

The Moorhead School Board supports and encourages staff members to publish or develop materials related to the educational profession and wishes to establish the principle of rewarding creativity by the staff. The School Board does not wish to become an entrepreneur in either publishing or manufacturing enterprises, yet if there is a commercial return on the investment of District funds, the Board wishes to receive a return on that that investment.

It is suggested that staff members who desire to develop products make such action known to the Superintendent, or ~~his/her~~ designee, prior to the time such work is started so that proper procedures can be established to assure that District interests and the interests of staff members are protected. Any educationally related idea or product which can be copyrighted or patented (developed by an employee) will be the sole property of ISD #152 unless there is a prior written agreement which clearly defines ownership in a different matter.

### REGULATIONS

#### Materials developed by staff on their own time on their own equipment:

Rights to copyrights or patents of books, materials, computer software or templates, devices, etc. developed by staff members of ISD 152 on their own time will be vested in the employee and be copyrighted or patented and/or marketed, if at all, in ~~his or her~~ their name.

#### Materials developed by staff on their own time on school district-owned resources:

The ownership of materials developed by an employee on their own time, using district resources, shall be with the employee. The institution shall be reimbursed out of the royalties for an amount agreed upon by the institution and the employee. Fair market value is used for any facilities, personnel or resources, except those considered part of the normal academic environment including library facilities.

If the employee is developing materials on their own time, but using district resources, the following should occur:

- a. notify the Superintendent or designee of their plans
- b. keep a log which includes dates and hours worked on the project, activities engaged in and school district resources involved.

Materials developed by staff on school time:

Rights to copyrights or patents of books, materials, computer software or templates, devices, etc. developed or produced solely for the district and at district expense will be vested in the district and will be copyrighted or patented and/or marketed, if at all, in its name.

In the event that any of these products have commercial appeal, the Superintendent, or ~~his/her~~ designee, is authorized to secure copyrights, patents, etc. to ensure the ownership of the product by the District. The Superintendent, or ~~his/her~~ designee, is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal.

In an effort to stimulate the innovative and creative development of specific materials and/or programs, 30% of the proceeds will be distributed to the creator(s) of the material(s) or program(s). The remaining 70% will be retained by the Board. A portion of the royalties will be used to provide any necessary user support of the marketed product and/or continuation of product development.

The district shall have six months in which to assess the commercial viability and patentability of the product. If the District judges the discovery not to be copyrightable and/or marketable, or decides not to pursue a copyright or market the product, all rights will revert to the employee.

Noncopyrighted Materials:

Software programs or templates, materials, etc. that have been developed by an individual on their own time using either their own or district equipment, may have value for use throughout the district in a curricular area or as a teacher productivity tool. In order to stimulate the innovative and creative development of such materials, a fund will be established by the Superintendent which will compensate employees for products that have a district-wide appeal.

The appropriateness of the software for district wide use will be determined by a committee made up of representatives from the appropriate curriculum committee, the Asst. Superintendent of ~~Instruction~~ - Teaching/Learning, and other appropriate representatives as determined by the Asst. Superintendent of ~~Instruction~~ - Teaching/Learning. If the software is determined to have merit for district wide use, the District will pay the developer for their work. The amount paid is based on the complexity of the program as well as the extent of district application. Payment will be made using a tiered system ranging from simple to complex programs based on established criteria.

If the district decides to copyright and/or market the product, the District would receive 70% and the developer(s) 30% of any royalties generated by sales of the product as outlined under the above area.

POLICY OF THE SCHOOL BOARD MOORHEAD, MN	DISTRICT CODE: GLCA DATE ADOPTED: 11-13-84 REVISED: 04/26/94
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### EMPLOYEE RIGHT TO KNOW

Independent School District of Moorhead, Minnesota, in compliance with Minnesota's 1983 Employee Right-to-Know Act, established this policy concerning identification and training of employees. The law states that all employees "routinely exposed" to a hazardous substance, harmful physical agent, or infectious agent, must be trained and given access to specific information about those hazards. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work ~~and~~ or when an employee is assigned to work in an area where a hazardous substance has been spilled.

Training will be provided to the following:

1. All employees, full or part-time, in these targeted categories:  
Art,  
Science,  
Industrial Arts Technologies,  
Food Services,  
Home Economics, Family and Consumer Sciences  
Transportation,  
Buildings and Grounds (Custodians),  
Elementary and Secondary Science,  
Supplemental Teaching and Enrichment Program (S.T.E.P.),  
Swimming Pool,  
Coaches,  
School Building Secretaries,  
Early Childhood Family Education,  
Playground Supervisors,  
Special Education (Speech, OTPT, DAPE, EBD, etc.)  
Alternative Programs (MCAP, Outreach and Collaborative),  
School Nurse,  
Health Technicians,  
Principals, and  
Others identified by their supervisor.
2. Any concerned employee, not specifically targeted by this policy, who requests the training.

Training will be provided to the following employees before they begin work:

1. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.
2. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.

Reviewed/Revised: 4/26/94



POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: IGDJ DATE ADOPTED: 7/25/94 REVIEWED/REVISED:
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### STUDENT ACTIVITY ELIGIBILITY

#### PURPOSE

The purpose of this policy is to clarify the eligibility, responsibilities and penalties that the Moorhead Public Schools system utilizes relating to the Minnesota High School League rules. It is also the purpose of this policy to extend the rules, responsibilities and penalties to all extra- and co-curricular activities of the Moorhead Senior High School.

The Minnesota State High School League Rules regarding eligibility shall be extended to include all activities which are a part of the extra-curricular and co-curricular programs of Moorhead High School. These rules also extend to any junior high school student who participates in an event or program at the junior high or high school level.

The rule applies to the entire 12-month calendar year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

GENERAL ELIGIBILITY - In order to be eligible for participation in an activity, a student must be properly enrolled as defined by the Minnesota Department of Education and a bona fide undergraduate member of his or her school in good standing. A student who is under penalty of exclusion, expulsion or suspension whose character or conduct violates the MSHSL Student Code of Ethics is not in good standing and is ineligible for a period of time as determined by the principal.

#### GENERAL RULES:

- I. ACADEMIC: To be eligible, a student must be making satisfactory progress toward the school's requirement for graduation.
- II. GRADUATE: A student shall not be a graduate of a four (4) year high school or any secondary school.
- III. MOOD-ALTERING CHEMICALS: During the calendar year, regardless of the quantity, a student shall not: (1) use a beverage containing alcohol; (2) use tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.



PENALTIES: Mood-Altering Chemicals

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive activities or contests or two (2) weeks of a season in which the student is a participant whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive activities or contests in which the student is a participant.
3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) activities or contests in which the student is a participant.
4. Accumulative Penalties: Penalties shall be accumulative beginning with and throughout the student's participation in any and all activities.
5. Denial Disqualification: A student shall be disqualified from all activities for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

IV. SEXUAL HARASSMENT/VIOLENCE: Sexual Harassment is a form of sexual discrimination which violates Section 703 of the Title VII of the Civil Rights Act for 1964, as amended, 42 U.S.C 2000e, et. seq., and Minnesota Statutes 363.01-.14, the Minnesota Human Rights Act. Sexual Violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes.

Bylaw: During the school year, a student shall not violate the sexual harassment and sexual violence bylaws of the Minnesota State High School League. Interpretation: The bylaw applies to the entire school year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

In addition to the MSHSL penalties which follow, any complaint of harassment or violence towards another shall be reported to the building principal who shall also follow Policy JFCFA Prohibition of Harassment and Violence.

PENALTIES: Sexual Harassment Violations

1. First Violation: After determination of the violation, a student shall lose eligibility for the next two (2) consecutive activities or contests or two (2) weeks of a season in which the student is a participant, whichever is greater.
2. Second Violation: After determination of the second violation, the student shall lose eligibility for the next six (6) consecutive contests or activities in which the student is a participant.
3. Third Violation: After determination of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive contests or activities in which the student is a participant.
4. Accumulative Penalties: Penalties for sexual harassment or violation shall be accumulative beginning with and continuing throughout the student's participation in any and all activities.

PENALTY: Sexual Violence

After determination of the violation of the sexual violence rules, the student shall lose eligibility for the next year, i.e. twelve (12) calendar months.

Students who violate any of the above rules will be referred to the Student Assistance Program.

V. STUDENT CODE OF ETHICS: A student participating in all Moorhead Senior High extra and co-curricular activities understand the MSHSL Student Code of Ethics and accepts the responsibilities. These codes are found in the MSHSL agreement of form IGDJ-A.

PENALTY: Student Code of Ethics

Violation of the above responsibilities will be enforced with appropriate consequences and penalties. These consequences and penalties will be dependent upon the nature of the action or violation and school board policies.

- o Policy forms IGDJ-A and IGDJ-AB include rules, responsibilities and regulations in this policy. Rules not stated herein are available with the school principal. (Form IGDJ-AB: Minnesota State High School League Athletic Eligibility Statement is available in the Activity Director's office.)

MOORHEAD HIGH SCHOOL  
AND  
MINNESOTA STATE HIGH SCHOOL LEAGUE  
MOORHEAD ACTIVITY ELIGIBILITY INFORMATION

This Student Code of Ethics is to be signed by the participant from Moorhead High School and by the participant/s parent or guardian.

I have read, understand and acknowledge receiving the Moorhead Activity Eligibility Information brochure which contains a summary of the eligibility rules of the Minnesota State High School League. I understand that a copy of the Official Handbook of the MSHSL is on file with the senior high school athletic director and/or principal and that I may review it in its entirety, if I so choose.

I further understand that a member school of the MSHSL must adhere to all of the rules and regulations that pertain to the League Music, Speech and Athletic activities a school may sponsor, but that local rules may be more stringent than MSHSL rules.

As a student participating in my school's activities, I understand and accept the following responsibilities:

- \* I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- \* I will be fully responsible for my own actions and the consequences of my actions.
- \* I will respect the property of others.
- \* I will respect and obey the rules of my school and the laws of my community, state and country.
- \* I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Violation of the above responsibilities will be enforced with appropriate consequences and penalties. These consequences and penalties will be dependent upon the nature of the action or violation.

Student's Signature      Birthday      Grade in School      Date

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Minnesota State  
High School League

# 1998-99 Athletic Eligibility Information



- **Students:** Your participation in high school activities is dependent on your eligibility. PROTECT that eligibility by reviewing with your parent(s)/guardian(s) the summary of Minnesota State High School League rules which govern your participation.
- **Parents/  
Guardians:** REVIEW the following rules with your son or daughter. Your role in stressing the value of following these rules cannot be overestimated.

## Checklist for Student Eligibility

*If you cannot check all 10 items, see your athletic director or principal.*

- ☐ 1. Making academic progress toward graduation.
- ☐ 2. Will not have turned 20 before the start of the season in which I participate.
- ☐ 3. Physical exam within the last three (3) years on file with the school.
- ☐ 4. Have not transferred schools.
- ☐ 5. Will not play more than four (4) seasons in any sport in grades 9-12.
- ☐ 6. Have not dropped out of school or repeated a grade while in high school.
- ☐ 7. Have not accepted cash or merchandise for participating in a sport.
- ☐ 8. Have not and will not compete in non-school events in my sport after reporting for the school team.
- ☐ 9. Have not and will not use tobacco or alcoholic beverages, use, consume, have in possession, buy, sell or give away any other controlled substance, including steroids.
- ☐ 10. Have not and will not violate the racial/religious/sexual harassment/violence/and hazing bylaws of the MSHSL.



## Informed Consent

**INFORMED CONSENT:** By its nature, participation in interscholastic athletics includes risk of injury and the transmission of infectious diseases such as HIV and Hepatitis B. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

## GENERAL RULES

**1. \*ACADEMIC** — (Credit Requirement) To be eligible, a student must be making satisfactory progress toward the school's requirement for graduation.

**2. \*AGE** — A student representing a member school in League activities shall be under 20 years of age on the date of the contest. If, however, a student has started a season, the student will be permitted to complete that season after reaching the student's 20th birthday. Adapted athletes are eligible to participate until their 22<sup>nd</sup> birthday provided they meet all other eligibility requirements.

**3. FOREIGN EXCHANGE STUDENTS** — Foreign Exchange Students participating in a private exchange or an approved exchange program are limited to 1 calendar year of high school eligibility beginning with their 1<sup>st</sup> date of enrollment and attendance.

**4. AMATEUR** — A student must be an amateur in that sport. A student may not receive cash or merchandise for athletic participation. A student does not lose her/his amateur status because of reimbursement for officiating, instructing, teaching or coaching a sport.

### 5. ATHLETIC CAMPS AND CLINICS —

**A. School Year:** Students may attend athletic camps and clinics which have been approved by their high school principal.

**B. Summer Vacation Period:** Non-school specialized athletic camps and clinics do not require approval.

1. The non-school sponsored camp or clinic fee must be provided by the student or the student's parent(s) or guardian, unless other arrangements are approved by the Board of Directors.
2. A student may attend a camp or clinic where a member of the school's coaching staff (sophomore, B-Squad, junior varsity or varsity) in that sport owns, administers, directs, organizes, or serves as an instructor or is a staff member during the student's attendance.

### C. Penalty:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two (2) consecutive interscholastic contests or two (2) weeks of that season, whichever is greater. If there are fewer than two (2) events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two (2) games in the next sport season in which the student participates.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six (6) consecutive interscholastic contests or three (3) weeks, whichever is greater.
3. Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve (12) consecutive interscholastic contests or four (4) weeks, whichever is greater.
4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

**6. AWARDS BYLAW** — Acceptable awards to students in recognition of participation in high school activities include medals, ribbons, letters, trophies, plaques and other items of little or no intrinsic value (\$100.00 or less). Violation will render a student ineligible for participation in any activity of the League.

**7. COLLEGE/UNIVERSITY TEAMS** — Individuals who have participated with a college or university team are ineligible for participation in any activity of the League.

**8. FAIR HEARING PROCEDURE:** — The League Constitution provides a Fair Hearing Procedure for the student or parent contesting a school's failure to certify the eligibility of a student. **The student has 10 calendar days in which to appeal the school's decision.** The appeals process includes an appeal before a hearing panel at the school and the right, if desired, to appeal that decision to the League's Board of Directors. An independent hearing examiner will hear the appeal and make written findings of fact, conclusions and a recommendation for the Board of Directors following the hearing. The Board's decision shall be final. A complete listing of the Fair Hearing Procedure may be obtained from the athletic director or principal of the high school.

**9. \*ENROLLMENT, ATTENDANCE, AND REQUIRED SUBJECT LOAD** — Students must be fully enrolled in (as defined by the Minnesota Department of Education) and attending the school before they are eligible to represent that school in MSHSL sponsored activities. Students are eligible for participation if enrolled in the high school from the beginning of the semester. Students enrolling after the semester begins will gain eligibility at the start of the third week or on the 15th calendar day after enrollment. Students must be properly registered, attending school and classes regularly, and enrolled in the required number of credits.

**10. \*GENERAL ELIGIBILITY** — In order to be eligible for regular season and MSHSL tournament competition, a student must be fully enrolled as defined by the Minnesota Department of Education and a bona fide undergraduate member of his or her school in good standing. A student who is under penalty of exclusion, expulsion or suspension whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.

### Student Code of Responsibilities

*As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:*

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

A student ejected from a contest shall be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) regularly scheduled games/meets.

**11. \*GRADUATE** — A student shall not be a graduate of a four (4) year high school or any secondary school. This includes foreign exchange students.

**12. LAST DATE TO JOIN A TEAM** — To be eligible for section and state competition, a student must be a member of that school's team not later than the fourth Monday from the official start of that sport season. Gymnasts must be on the school's team not later than the third Monday from the official start of that season. When a sport season begins on a Monday, that day shall be counted as the first Monday.

### 13. NON-SCHOOL COMPETITION AND TRAINING FOR TEAM AND INDIVIDUAL SPORTS —

**A. During the High School Season:** During the high school season, a student may not participate as a member of a non-school team, in the same sport. *Season Defined: The high school season shall run from the first date that practice may begin until the team is eliminated in MSHSL tournament competition.* Baseball, Softball and Skiing are exceptions to this rule.

*Exception: Summer Vacation Period* — Students may participate on a non-school team in the same sport as they currently play at the high school level during the summer vacation period. *Summer Vacation Defined: Summer vacation shall start on the Saturday following the fourth Friday in May and ending on Labor Day.*

*Summer Coaching waiver:* If a student participates on a team coached by a member of the high school coaching staff, coaching contact shall end on July 31 unless an extension to the summer waiver is granted by the school's athletic director.

**B. During the School Year, Prior To and Following the High School Sports Season:** A student may participate in contests, meets or tournaments as an individual competitor or as a member of a non-school team provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff.

1. A student may not use any type of high school uniform.
2. A student may not receive coaching or training from a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport. Power skating and indoor soccer are included in this limitation.
3. A student may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport.

# GENERAL RULES, CONT.

7. **Sexual Violence** is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes. Intimate parts, as defined in Minnesota Statutes 1990, Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast of a human being. Sexual violence is a criminal activity.

- a. Sexual violence may include, but is not limited to:
- 1) touching, patting, grabbing, or pinching another person's intimate parts, either same sex or opposite sex.
  - 2) coercing or forcing sexual touching on another;
  - 3) coercing or forcing sexual intercourse on another;
  - 4) threatening to force sexual touching or intercourse on another.

8. **"Hazing"**

a. Hazing means 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, or for any other purpose. The term hazing includes, but is not limited to:

- 1) Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- 2) Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- 3) Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student.
- 4) Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- 5) Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

b. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

c. **Reporting Procedures**

- 1) Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- 2) The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- 3) Teachers, administrators, officials, volunteers, and employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- 4) Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

d. **Reprisal**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, coach, official contractor or employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

B. **Bylaw:**

During the school year, a student shall not violate the racial/religious/sexual harassment and racial/religious/sexual violence and hazing bylaws of the Minnesota State High School League.

*Interpretation: The bylaw applies to the entire school year and any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.*

C. **Category of Activities:**

1. **Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments:

a. **Athletic Activities:** as listed in 501.00

b. **Fine Arts Activities:**

- 1) Debate;
- 2) Speech activities, including One-Act Play, when a school schedules a season of interscholastic contests.

2. **Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments:

a. **Fine Arts Activities:**

- 1) Speech activities, including One-Act Play, when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
- 2) Music activities.

D. **Penalties for Category I Activities:**

1. **Racial/Religious/Sexual Harassment and Hazing Violations**

a. **First Violation:** After determination of the violation, a student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater.

*Recommendations: 1) It is recommended that the school develop a local education program through which the student would receive information about racial/religious/sexual harassment and racial/religious/sexual violence. 2) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for counseling.*

b. **Second Violation:** After determination of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater.

*Recommendation: It is recommended that before being re-admitted to activities following suspension for the second violation, the student shall show evidence in writing that the student has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist.*

c. **Third Violation:** After determination of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater.

d. **Accumulative Penalties:** Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

2. **Racial/Religious/Sexual Violence Violations:** After determination of the violation of the racial/religious/sexual violence rules, the student shall lose eligibility for the next year, i.e., twelve (12) calendar months.

E. **Penalties for Category II Activities:**

Each member school shall develop penalties that it will apply to the participants in these activities. A current copy of the member school's policy shall be kept on file in the member school.

\* Denotes rules applicable to cheerleaders

This brochure is a summary of the general rules which students and parents should understand. Complete regulations are found in the MSHSL Official Handbook. Please keep this brochure for reference, and if there is a question about any rule interpretation, CONTACT YOUR HIGH SCHOOL PRINCIPAL OR ATHLETIC DIRECTOR.



4. A student's fee for non-school coaching or training must be provided by the student or the student's parent(s) or guardian(s) unless approved by the Board of Directors.

#### C. Summer Vacation Period:

1. A student may compete as an individual or as a member of a nonschool team even though competing on a high school team in the same sport. *Summer Defined: The day following the fourth Friday in May through Labor Day. (Exception Summer Coaching Waiver)*
2. Students may receive a summer waiver to be coached by their high school coach. Students must contact their high school Athletic Director.

#### D. Penalty:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two (2) consecutive interscholastic contests or two (2) weeks of that season, whichever is greater. If there are fewer than two (2) events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two (2) games in the next sport season in which the student participates.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six (6) consecutive interscholastic contests or three (3) weeks, whichever is greater.
3. Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve (12) consecutive interscholastic contests or four (4) weeks, whichever is greater.
4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

#### E. Special Considerations:

1. National Teams and Olympic Development Programs — The MSHSL may permit participation by high school students on bona fide national teams or in Olympic development programs if:
  - a. The program is approved and supported by the national governing body of the sport or if there is an Olympic development program of training and competition.
  - b. Directly funded by a national governing body on a national level.
  - c. Authorized by a national governing body for athletes having potential for future national team participation.
 Students who are invited to participate on National Teams or in Olympic Development Programs must contact their high school principal to obtain an application form. This must be completed at least thirty (30) days prior to participation.
2. During the school year, students who participate for their school in a sport may participate through training, try-out or competition on a National Team or in a United States Olympic Development Program provided the student receives an individual invitation from the United States Olympic Committee or the United States National Governing Body on the national level for that sport.
3. Students who have completed their eligibility in a sport are exempt from the non-school competition and training rules in that sport. All-Star rules shall apply.

**14. \*PHYSICAL EXAMINATION AND PARENTS PERMIT** — Any student who intends to participate in high school interscholastic athletics and cheerleading activities must have on file in the school, a record of a physical examination performed within the previous three (3) years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of the parent or guardian approving participation is required.

**15. \*SEASONS OF PARTICIPATION** — No student may participate in more than four (4) seasons in any sport while enrolled in grades 9-12, semesters 1-8 inclusive.

**16. \*SEMESTERS IN HIGH SCHOOL** — A student shall not participate in an interscholastic contest after the student's eighth semester in grades 9-12 inclusive. All eight semesters shall be consecutive. The attendance of 15 days or more in one semester will count as a semester in administering this standard.

**17. JUNIOR HIGH PARTICIPATION** — Participation in high school interscholastic programs is limited to students in grades 7-12 inclusive. Students in grade 7, 8 and 9 may participate if enrolled in the regular continuation school for the educational unit and if all other eligibility requirements of the League have been met. Elementary students in grades 1-6 are not eligible for participation in any MSHSL-sponsored activity; B-squad, junior varsity or varsity level.

**18. TRANSFER RULE** — A student in a 7-12 grade level who disenrolls from one high school and enrolls in another high school shall be ineligible to compete in any varsity sport for a period of ninety (90) school calendar days from the date of the transfer unless one of the conditions of transfer has been met. CONTACT YOUR ATHLETIC DIRECTOR for specific information in this area. Transfer students are immediately eligible for sophomore, B-squad or junior varsity athletic competition.

#### 19. \*MOOD-ALTERING CHEMICALS

**A. Philosophy and Purpose:** The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affect extra-curricular participation and development of related skills. Others are

affected by the misuse and abuse of family, team members or other significant persons in their lives.

**B. Bylaw: During the calendar year, regardless of the quantity, a student shall not: (1) use a beverage containing alcohol; (2) use tobacco; or, (3) use or consume, have in possession, buy, sell, or giveaway any other controlled substance.**

1. The bylaw applies to the 12-month calendar year.
2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

#### C. Penalty:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
5. Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

#### 20. \*RACIAL/RELIGIOUS/SEXUAL HARASSMENT/VIOLENCE and HAZING

##### A. Definitions

1. **Racial Harassment** consists of physical or verbal conduct relating to an individual's race when the conduct:
  - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or
  - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - c. otherwise adversely affects an individual's employment or academic opportunities.
2. **Racial Violence** is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
3. **Religious Harassment** consists of physical or verbal conduct relating to an individual's religion when the conduct:
  - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or
  - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - c. otherwise adversely affects an individual's employment or academic opportunities.
4. **Religious Violence** is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
5. **Assault** is:
  - a. an act done with intent to cause fear in another of immediate bodily harm or death; or
  - b. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - c. the threat to do bodily harm to another with present ability to carry out the threat.
6. **Sexual Harassment** is a form of sex discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statutes Sections 363.01-.14, the Minnesota Human Rights Act.
  - a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment is illegal but may or may not be criminal activity.
  - b. Sexual harassment may include but is not limited to:
    - 1) verbal, written/graphic harassment or abuse;
    - 2) subtle pressure for sexual activity;
    - 3) inappropriate patting or pinching;
    - 4) intentional brushing against the individual's body;
    - 5) demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
    - 6) demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
    - 7) any unwelcome touching of a sexual nature.



## MINNESOTA STATE HIGH SCHOOL LEAGUE PARENT'S PERMIT AND HEALTH QUESTIONNAIRE

This form must be completed, signed and returned to the school each year before the student will be permitted to practice or play

Name of Student \_\_\_\_\_ Birth Date \_\_\_\_\_  
Type or Print Month Day Year  
High School \_\_\_\_\_ Grade in School 7 - 8 - 9 - 10 - 11 - 12  
Circle One

Minnesota State High School League regulations provide that any student who intends to participate in high school interscholastic athletics and cheerleading activities must have on file in this school a record of a satisfactory physical examination performed by a doctor within the previous three years. More frequent examinations may be required.

The following questions **must** be answered by the parent or guardian:

- |   | PLEASE<br>CIRCLE |    |
|---|------------------|----|
| 1. The student named above has a physical record on file in the school?   | YES              | NO |
| 2. Has the student been hospitalized since the above physical examination?  | YES              | NO |
| 3. Has the student had a major injury since the above physical examination?   | YES              | NO |
| 4. Has the student been found to have only one organ of usually paired organs?<br>(example: only one kidney, or one good eye)   | YES              | NO |
| 5. Has the student required medication on a daily or episodic routine?<br>(example: insulin daily or asthma medication with an attack)                                | YES              | NO |
| 6. Has the student been knocked unconscious, had a concussion, or had a head injury<br>at any time within the past 12 months?   | YES              | NO |
| 7. Has the student fainted, blacked out, experienced dizziness or chest pain while<br>exercising in the past year?  | YES              | NO |
| 8. Are there any weight loss or nutritional issues to consider, including self-induced<br>vomiting, over-exercising, laxative use, or diuretic use to control weight? | YES              | NO |
| 9. Do you know of or believe there is any health reason why this student should not<br>participate in interscholastic athletics or cheerleading activities?           | YES              | NO |

If so, why? \_\_\_\_\_  
\_\_\_\_\_

(Optional)

10. In the last year: What was the student's lowest weight? \_\_\_\_\_  
What was the student's highest weight? \_\_\_\_\_  
What do you think is his/her ideal weight? \_\_\_\_\_

The undersigned, herewith,

1. Grants the above named student permission to participate in all League activities.
2. Grants permission to take the student on supervised trips connected with League activities.
3. Understands that the student must refrain from practice or play during medical treatment until he/she is given a written permit by the attending physician to resume participation.
4. Certifies that the answers to the questions above are correct and true.
5. Certifies that the above named student is physically fit to participate in all high school interscholastic activities.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Month Day Year Signature of Parent or Guardian

This Parent's Permit And Health Questionnaire must be completed, signed and placed on file in the school office each year before the student will be permitted to practice or play.



## 1998-99 MSHSL Athletic Eligibility Statement

*Statement to be signed by the participant from a MSHSL member school and by the participant's parent or guardian*

- I have read, understand, and acknowledge receiving the 1998-99 Athletic Eligibility Information which contains a summary of the eligibility rules of the Minnesota State High School League. I understand that a copy of the Official Handbook of the MSHSL is on file with the senior high school athletic director and/or principal and that I may review it, in its entirety, if I so choose.
- I further understand that a member school of the MSHSL must adhere to all of the rules and regulations that pertain to the League athletic activities a school may sponsor, but that local rules may be more stringent than MSHSL rules.

### STUDENT CODE OF RESPONSIBILITIES

- As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:
    - ◆ I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
    - ◆ I will be fully responsible for my own actions and the consequences of my actions.
    - ◆ I will respect the property of others.
    - ◆ I will respect and obey the rules of my school and the laws of my community, state and country.
    - ◆ I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- A student whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.
- **Informed Consent:** By its nature, participation in interscholastic athletics includes risk of injury and the transmission of infectious diseases such as HIV and Hepatitis B. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. **PARENTS, GUARDIANS OR STUDENTS WHO MAY NOT WISH TO ACCEPT THE RISK DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS FORM. STUDENTS MAY NOT PARTICIPATE IN A MSHSL-SPONSORED ACTIVITY WITHOUT THE STUDENT'S AND PARENT'S/GUARDIAN'S SIGNATURE.**
  - By signing this we acknowledge that we have read the above information.

**The student/parent authorizes the release of documents and other pertinent information by the school in order to determine student eligibility.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Grade in School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Date



POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: JHB DATE ADOPTED: 1/8/90 REVIEWED: 3/22/94
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### CRISIS INTERVENTION

The school district acknowledges that staff members encounter students and personnel in crisis resulting from situations such as but not limited to:

- o serious illness or death of a student, a close relative or friend of a student
- o serious illness or death of a staff member
- o suicide or other threats to a student's physical or psychological well-being
- o harmful chemical involvement
- o changes in the composition of one's family for any reason
- o other tragedies that would traumatize school-age children and youth/staff .

The psychological, emotional and educational impact of such crises can be significant for the individual, family and the school community.

In accordance with Minnesota Health and Welfare guidelines (M.S. 144.344) which mandate that a minor child will receive necessary treatment for a life-threatening physical or mental illness, the school district charges the Crisis Intervention Policy Committee to establish and maintain a plan of action for identifying, preventing, and intervening in crisis situations and a plan of action for postvention. The plan is to include an appropriate response to crises affecting an individual building or a district- wide population.

The building principal is responsible for designating a crisis intervention team in each building. The principal insures that all personnel in their building are informed annually of this policy and of the procedural guidelines which comprise the action plan.

Reviewed/Revised: 3/22/94

**MEMO #:** I-99-101

**TO:** Dr. Bruce Anderson

**FROM:** Bob Jernberg *BJ*

**SUBJECT:** Moorhead School District Indian Education Committee Report

**DATE:** November 17, 1998

The Board has received the report of the Moorhead School District Indian Education Committee. The recommendations of the committee and the transmittal which is required by the state of Minnesota are attached. Donna Longie, Indian Education Coordinator, will review the recommendations with the Board.

Suggested Resolution: Move to receive the recommendations of the Moorhead School District Indian Education committee and direct the administration to review the report with the committee and to transmit information regarding action related to the recommendations to the board.

RMJ/vtr  
Attachments

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

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

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

### IDENTIFICATION INFORMATION

School District Name <b>Moorhead</b>	District Number and Type <b>ISD # 152</b>
Name of Person Completing This Form <b>Robert M. Jernberg</b>	Title Asst. Superintendent of Teaching and Learning Telephone Number <b>(218) 299-6224</b>

### RESOLUTION/PARENT COMMITTEE INFORMATION

Check all applicable items and provide the requested information:

☐ This district does not have ten or more American Indian students enrolled, therefore no Parent Committee has been established, and no resolution/recommendations are attached (sign below and return the form to the above address).

☒ Resolution is attached:

Date passed by Parent Committee: 11 / 4 / 98

Date presented to Local School Board: 11 / 23 / 98

The attached resolution is a resolution of (check one):

☒ Concurrence  
☐ Non-Concurrence

Recommendations are

☒ Included  
☐ Non Included

with the attachment.

☐ Resolution is NOT attached. If not attached, explain: \_\_\_\_\_

☐ School Board Response is NOT attached. Explain: \_\_\_\_\_

☐ A Parent Committee has NOT been established. If checked, please explain why not, including discussion of any steps that have been taken to establish a parent committee: \_\_\_\_\_

☐ The Minnesota Department of Children, Families and Learning could provide assistance in the following area(s): \_\_\_\_\_

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

Robert M. Jernberg  
Signature - Superintendent of School District/Authorized Representative

11/17/98  
Date

COMPLETE PARENT COMMITTEE MEMBERSHIP ROSTER ON REVERSE SIDE

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## **Part Three**

### **Recommendations:**

**What can we do to pull together as a team to better meet the Native American students unique needs?**

The Indian education committee is working with Moorhead State University, and the Moorhead School District to develop needs assessments and testing to provide detailed information about the language development of Indian students in comparison to their peers. This information is vital to determine what strengths and weaknesses Indian students have in their language development. It will give the school district information to formulate staff development and to find resources to better meet the needs of these students.

Further, it is recommended that the early childhood services representatives and other agencies work cooperatively together in efforts to better meet the needs of American Indian students starting from birth to graduation.

The Indian Education Committee supports the following plan to move the school district to find ways that not only improve assistance to Native American students other minority students as well. The information will be shared with the school board and ICAC (Instructional, Curriculum, Advisory Committee).

1. A comprehensive and on going staff development plan (including the transportation department, custodians, secretaries besides administration and teaching staff) and addresses the unique needs of Native American students must be implemented annually. The plan needs to work with the district staff development committee. A recommended plan of action is attached to this report. The chair of the Staff Development Committee (or a representative) is to report to the Indian Education Committee at least on a biannual basis on how progress is being made in this area.



2. The director of the Red River Alternative School program, the special education director, Indian education coordinator, special education teachers, and principals will review the process of Indian students moving through of special education/alternative programs on a yearly basis. The special education department needs to find a person to work with IEP teams to discuss the needs of each Native American student at the initial IEP meeting.

3. The district will continue to work with the Healthy Community Initiative and the Moorhead Human Rights Committee and other organization or committees as needed. One purpose is to continue to encourage Native Americans to be welcomed to our school and community and to assist parents to remove barriers which restrict families from participating in community activities. The school district's Human Rights Committee will report to the Indian Education Committee on their progress.

4. A yearly discussion between the activities director other leaders in curricular areas and the Indian Education coordinator (and others as needed) will occur. The mission is to find ways to assist Indian students to participate in school activities and to reduce barriers as needed. The Indian Education Coordinator (or representative) will report to the Indian Education Committee to discuss the progress of this group.

5. As the school district discusses the purchase of curriculum materials in its yearly cycle, input from the Indian Education Committee will be needed. The purpose is to assist curriculum teams to question bias in materials and identify alternatives (if needed). The Indian Education Committee will have a representative on the ICAC who will report to the Indian Education Committee on a monthly basis.

6. The district will purchase the state adopted Indian Education curriculum for each school. Workshops will be provided to assist teachers in integrating the Indian education curriculum, so it matches up with the graduation standards.

7. A counselor, classroom teacher, and secondary principal (or representative) will meet twice a year with the Indian Education Committee to discuss progress, issues, and solutions relevant to Native American students.

8. A yearly meeting between the Indian Education Committee (representative) and Community Education (representative) will be held to discuss educational needs for Native American adults and young children and to identify solutions. The Indian Education Committee representative will report progress to the Indian Education Committee.

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

December 14, 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 the Moorhead Junior High Team of Krister Anderson, Matt Bresee, Melissa Cai, Seth Harris, John Langdahl, Sam Lenius, Jacob Osowski, Craig Powers, Lee Richards, Daniel Stone, Ian Burman, Nick Foos, Zackary Kenz, and Nick Sternhagen, for ranking 1st in the state of 11th out of 958 middle schools worldwide in the Fall Knowledge Master Open.

\*\*\* We Are Proud of the Knowledge Bowl Team of Chelsea Brink, Ian Burman, Krista Costin, Matthew Dahlen, Nick Foos, Thelonius Gracyk, Bryce Haugen, Zackary Kenz, Thor Myrum, Jim Ross, Molly Smemo, Nick Sternhagen, Chelsea Allen, Krister Anderson, Matt Bresee, Melissa Cai, Matt DuVal, Tim Gustafson, Seth Harris, Will Hewitt, John Langdahl, Sam Lenius, Jacob Osowski, Craig Powers, Lee Richards, and Daniel Stone from Moorhead Junior High for completing a very successful Knowledge Bowl season. They participated in four Meets and took 1st and 2nd places in each of these Meets. Moorhead earned the top four spots in the final Meet.

S.M. 9. B05  
Min  
12.14.98



\*\*\* We Are Proud of Susan Knorr, teacher at George Washington School, who is among a select group of outstanding educators chosen to participate in Minnesota Humanities Commission's Teacher Institute seminar held in November.

\*\*\* We Are Proud of Patty Gulsvig, geography teacher at Moorhead Junior High School, who was also selected to attend a Minnesota Humanities Commission's Teacher Institute seminar held in September.

\*\*\* We Are Proud that again Moorhead School District was recognized as a SchoolMath "What Parents Want" award-winning school system. Only 14 percent of the nation's 15,620 public school districts have been recognized for meeting the needs of families choosing schools.

\*\*\* We Are Proud that Moorhead School District has been designated a Blue Ribbon winner in the annual Education Quotient Ratings done by Expansion Management Magazine. This award is given to school districts that achieve high academic standards with low taxpayer costs. The Moorhead School District will be recognized in the 1998 Ratings issue of Expansion Management Magazine.

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

2. \*CONSENT AGENDA

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

A. INSTRUCTIONAL MATTERS - Jernberg

- (1) Acceptance of Gifts- Pages 7-8
- (2) Approval of Grant - Page 9
- (3) Approval of Grant Application - Pages 10-16
- (4) Approval of Major Magnitude Field Trip - Pages 17-21

B. BUSINESS AFFAIRS - Lacher

C. PERSONNEL MATTERS - Skinkle

- (1) Approval of New Employees - Page 22
- (2) Acceptance of Resignations - Page 23
- (3) Approval of Family/Medical Leave - Page 24
- (4) Approval of Change in Contract - Page 25

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of November 9 and 23 Minutes -  
Pages 26-32
- (2) Approval of December 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.)

Alternative Education - Jernberg  
Pages 33-34

Review and discussion of alternative education programs in accordance with the 1998-2003 Five-Year Educational Plan.

5. POLICY APPROVAL: Anderson  
Pages 35-37

Suggested Resolution: Move to approve the policy, Employee Copyrights/Royalties GCQC), as presented.

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

6. POLICY APPROVAL: Anderson  
Pages 38-39

Suggested Resolution: Move approve the policy, Employee Right to Know (GLCA), as presented.

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

7. POLICY APPROVAL: Anderson  
Pages 40-50

Suggested Resolution: Move to approve the policy, Student Activity Eligibility (IGDJ), as presented.

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

8. POLICY APPROVAL: Anderson  
Pages 51-52

Suggested Resolution: Move to approve the policy, Crisis Intervention (JHB), as presented.

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

9. 1998-99 FINAL BUDGET: Lacher  
Pages 53-71

Suggested Resolution: Move to approve the final budgets for the 1998-99 school year as presented.

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

10. 1998 PAYABLE 1999 TAX LEVY: Astrup  
Pages 72-77

Suggested Resolution: Move to set the 1998 Payable 1999 Levy of \$7,712,516.96 less HACA of \$432,235 and debt service excess of \$100,000, for a net levy of \$7,180,281.96, as presented.

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

11. AS400 COMPUTER ENHANCEMENT: Markert  
Page 78

In accordance with the Five-Year Educational Plan the AS400 computer enhancement will be requested.

Suggested Resolution: Direct the business office to proceed with Option 1.

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

12. LAND NEAR KRAGNES FARMERS ELEVATOR: Lacher  
Pages 79-82

Suggested Resolution: Move to authorize the execution of a Quit Claim Deed for the Reverter Property to Kragnes Farmers Elevator Company in consideration of a payment of \$250.

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

13. FEBRUARY 15 STORM MAKE UP DAY: Anderson  
Page 83

Reaffirmation of February 15 make up day.

14. GRADUATION DATE AND LOCATION: Anderson/Boyle  
Page 84

Clarification of graduation date and location.

15. LEGISLATIVE GOALS: Anderson  
Pages

Review of potential legislative goals.

16. 1999-2000 ANNUAL OPERATIONAL PLAN TIMELINE: Anderson  
Pages 85

In accordance with the 1998-2003 Five-Year Educational Plan the 1999-2000 Annual Operational Plan timeline will be reviewed.

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 and superintendent's contract.

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>
Inst. and Curr. Adv.	Dec. 17	7 am	Townsite
Supt.'s Adv. Council	Dec. 17	7 pm	Townsite
Winter Break Begins	Dec. 21		
K-12 Classes Resume	Jan. 4		
School Board	Jan. 11	7 pm	Townsite
Long Range Planning	Jan. 12	3:45 pm	Townsite
MSBA Annual Leadership Conference	Jan. 14-15		
District Student/Staff Assistance	Jan. 18	3:30 pm	Townsite
Policy Review	Jan. 18	7 pm	Townsite
Basic Standards Test (Gr. 10)	Jan. 20		High School
Inst. and Curr. Adv.	Jan. 21	7 am	Townsite
End of 2nd Quarter/ Semester	Jan. 22		
School Board	Jan. 25	7 pm	Townsite
K-12 Teacher Workshops	Jan. 25		
Winter Community	Jan. 25		
Educ. Classes Start			
Basic Standards Test (Grade 8)	Feb. 2 & 4		Jr. High
School Board	Feb. 8	7 pm	Townsite
Long Range Planning	Feb. 9	3:45 pm	Townsite
Inst. and Curr. Adv.	Feb. 18	7 am	Townsite
Supt.'s Adv. Council	Feb. 18	7 pm	Townsite
District Student/Staff Assistance	Feb. 22	3:30 pm	Townsite
School Board	Feb. 22	7 pm	Townsite
K-P/T Day Confs. (day)	Mar. 2 & 3		
K-12 P/T Confs.	Mar. 4	8-12, 1-4, 4:30-8	
K-12 P/T Confs.	Mar. 5	7:30-11 am	
K-12 No School/Teacher Comp. (pm)	Mar. 5		
School Board	Mar. 8	7 pm	Townsite
Long Range Planning	Mar. 9	7 pm	Townsite
MN Comp. Assess. Tests	Mar. 9, 10, 11, 16, & 17		
District Student/Staff Assistance	Mar. 15	3:30 pm	Townsite
Policy Review	Mar. 15	7 pm	Townsite
Inst. and Curr. Adv.	Mar. 18	7 am	Townsite
Supt.'s Adv. Council	Mar. 18	7 pm	Townsite
School Board	Mar. 22	7 pm	Townsite
ITBS Testing (Elem.)	Mar. 22-26		
End of 3rd Quarter	Mar. 30		

**MEMO #:** I-99-114

**TO:** Dr. Bruce Anderson

**FROM:** Bob Jernberg *BJ*

**SUBJECT:** Gift Acceptance

**DATE:** December 8, 1998

This district has received a \$71.06 gift from Target to be used by Moorhead Junior High School for a mural project.

Suggested Resolution: Move to accept the gift as presented and direct that a letter of thanks be sent to Target.

RMJ/vtr

**MEMO #: I-99-115**

**TO:** Dr. Bruce Anderson

**FROM:** Bob Jernberg *BJ*

**SUBJECT:** Gift Acceptance

**DATE:** December 8, 1998

This district has received a \$1,058.00 gift from George Washington School P.T.A.C. to be used in the Library at Washington Elementary.

Suggested Resolution: Move to accept the gift as presented and direct that a letter of thanks be sent to the Washington P.T.A.C..

RMJ/vtr

**MEMO #: I-99-116**

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Grant Acceptance *BJ*

DATE: December 8, 1998

The district has received an \$8000.00 Parent and Family Training Grant from the Minnesota Department of Children, Families & Learning. The target population for the project will be students with disabilities (i.e.: severe emotional behavior disorders) attending Moorhead Community, student-at risk, parents of students with disabilities and parents of at-risk students. The Expected Outcomes of this project will be to disseminate information to:


- Increase knowledge of recent changes in IDEA.
- Increase knowledge of rights of students with disabilities.
- Increase knowledge of transition planning and educational programs available at Moorhead Community Alternative Program.
- Increase communication skills and written expression.

This grant was written to assist in the completion of goals in the Five Year Educational Plan related to School & Family partnerships and student learning achievement.

Suggested Resolution: Move to accept the grant as presented.

RMJ/vtr



**MEMO #:** I-99-118  
**TO:** Dr. Bruce Anderson  
**FROM:** Bob Jernberg   
**DATE:** December 8, 1998

The district is requesting \$35,494 in Goals 2000 Funding from the MN Department of Children, Families & Learning. Funding will be used by K-12 buildings to promote school-family partnerships that provide all students with learning opportunities at home and at school which ensure progress toward the graduation standards. Attached is the Plan of Action, Budget Summary, and a list of those who collaborated in planning. Each of the grant goals are aligned with the district's Five Year Educational Plan.

Suggested Resolution: Move to authorize the grant application to be submitted to the MN Department of Children, Families & Learning.

RMJ/vtr  
Attachment

## Plan of Action

<b>National Goals No.</b> <b>2, 3, 8</b>	<b>District Goal:</b>  Every K-12 building will promote family-school partnerships that provide all students with learning opportunities at home and at school which will ensure progress towards meeting the graduation standards.		
<b>STRATEGIES</b> <b>(steps, activities, tasks to achieve objective)</b>	<b>Number of Participants and frequency of activity</b>	<b>Time Frame</b>	<b>Person Responsible</b>
<p>1. <b>Objective</b>--Identify existing barriers to family-school partnerships.  <b>Strategies</b>--Working with parents, develop plans to identify barriers which interfere with parental involvement in their child's education. Data will be collected through interviews, parent meetings, building leadership teams and focus groups. A major effort will be made to reach populations which are typically under represented based on economics or ethnicity. Based on the results of these surveys, further strategies will be developed to address some of the needs.</p> <p>2. <b>Objective</b>-- Based on the results of the surveys developed under objective one, strategies will be generated to address some of the identified barriers.  <b>Strategies:</b> Building teams will analyze the data and develop individualized parent involvement plans for each school. These plans are to include but are not limited to:</p> <ul style="list-style-type: none"> <li>-improved school/family communication</li> <li>-increased attendance</li> <li>-increased homework completion in basic skill areas of reading and mathematics</li> <li>-increased parental attendance at conferences</li> <li>-improvement on basic skills toward graduation rule</li> <li>-support efforts which create welcoming building climate</li> </ul> <p>Utilize groups within the school district who already work extensively with parents including Title 1 and Early Childhood Family Education.</p>	<p>10% of the families at each of the school buildings.</p> <p>Building Parent Involvement Teams involving approximately 20 parents and staff per building.</p>	<p>Data collection will be completed by Nov. 1</p> <p>Nov. 1- Dec. 15</p>	<p>Building parent-involvement team.</p> <p>Building Leadership Teams</p>

## Plan of Action

<b>National Goals No.</b> <u>2, 3, 8</u>	<p style="text-align: center;"><b>District Goal:</b></p> <p style="text-align: center;">Every K-12 building will promote family-school partnerships that provide all students with learning opportunities at home and at school which will ensure progress towards meeting the graduation standards.</p>			
<b>STRATEGIES</b> (steps, activities, tasks to achieve objective)		<b>Number of Participants and frequency of activity</b>	<b>Time Frame</b>	<b>Person Responsible</b>
<p><b>3. Objective:</b> Enhance family /school partnerships to strengthen parental competency to offer meaningful support for their child's progress toward reaching the graduation standards.  <b>Strategies:</b> Strategies will be individualized based on building needs but are expected to include:</p> <ul style="list-style-type: none"> <li>-Parent education events</li> <li>-Basic Standards School for parents of 8-10th graders</li> <li>-Newsletters and other publications in appropriate languages</li> <li>-Parent Volunteer Coordinator</li> <li>-Materials</li> <li>-Remediation Plans for students</li> <li>-Maximum Achievement Plans</li> <li>-Training Parent Volunteer Coordinators</li> <li>-Training for instructional staff relevant to parent/school partnerships</li> <li>-Provide child care, transportation, stipends to support parent participation.</li> </ul>		It is anticipated that all families with children will be impacted in some manner by these efforts.		
<p><b>4. Objective:</b> Maximize individual achievement by using an individual "Maximum Achievement Plan" (MAP) and provide flexible structures to offer educational opportunities.  <b>Strategy:</b> Develop the standards-based MAP</p> <ul style="list-style-type: none"> <li>-review elementary learning plan process</li> <li>-review implications of the Profile of Learning rule</li> </ul>		12 staff, parents, Advisory Council	35 hrs. for staff Summer 99	Classroom teachers, principals, minority home/school liaisons, parent teacher advisory councils, Building Leadership Teams, (BLT) Supervisor of Planning and Assessment, Compensatory Program manager, Early Childhood Education manager, Community Ed.

## Plan of Action

<b>National Goals No.</b> <u>2, 3, 8</u>	<b>District Goal:</b>  Every K-12 building will promote family-school partnerships that provide all students with learning opportunities at home and at school which will ensure progress towards meeting the graduation standards.			
<b>STRATEGIES</b> (steps, activities, tasks to achieve objective)		<b>Number of Participants and frequency of activity</b>	<b>Time Frame</b>	<b>Person Responsible</b>
(Objective 4 continued)  -plan to incorporate technology, Preparatory and High School Standards, outside activities, career goals, post-secondary options, student strengths and interests, etc. -plan to pilot within Middle Level pod and High School grade 9 Social Studies staff -prepare pilot evaluation process				

## Budget Summary (Itemized Budget)

Budget Items	Cost
<b>Objective 1:</b> Identify existing barriers to family-school partnerships. Focus Groups, interviews, Clerical (20 hours x \$10.00) \$200 Meeting expenses--refreshments etc. \$300 Transportation \$300 Mailings \$400 Translation \$400 Interpreters (8 hrs. X 20) \$160	
<b>Objective 2:</b> Based on the results of the surveys developed under objective 1, strategies will be generated to address some of the identified barriers Contracted hours as needed \$2000 Child care, transportation, stipends to support parent participation \$1400 Translations and interpreters \$300	
<b>Objective 3:</b> Enhance family /school partnerships to strengthen parental competency to offer meaningful support/advocacy for their child's progress toward reaching the graduation standards Parent education events (In kind Title I & Community Ed) Newsletters and other publications in appropriate languages (supplemented by PTAC) \$400 Parent Volunteer Coordinators and training \$18,400 Materials \$400 Staff training relevant to parent/school partnerships \$600 Child care, transportation, stipends \$1330	
<b>Sub Total Budget</b>	<b>\$26,590</b>

**Budget Summary  
(Itemized Budget)**

Budget Items	Cost
<b>Objective 4:</b> Collaboration for the development of the Standards Based "Maximum Achievement Plan" (MAP) for all students. 12 staff, approximately 35 hours each	<b>\$8904</b>
<b>Total Budget</b>	<b>\$35,494</b>

### **Collaborative Page**

(List all names and titles of individual stakeholders who worked collaboratively in the planning and design of this application process.)

Lauri Winterfelt-Shanks	Early Childhood Program Manager
Patricia King	Compensatory Program Manager
Lynne Kovash	Supervisor of Planning & Assessment
Karla Ziemer	Literacy & Reading Recovery Program Manager
Robert Jernberg	Asst. Supt. for Teaching & Learning
Debra Pender	Director of Alternative Programs
Mary Davies	Community Education Director
Mary Jo Schmid	Principal - Washington
Kevin Kopperud	Principal - Edison
Kerry Sewell	Principal - Riverside
Betty Myers	Principal - Robert Asp
Bert Chamberlain	Assistant Principal - Robert Asp
Anne Moyano	Principal - Probstfield
Colleen Tupper	Principal - Moorhead Junior High Program

(Reproduce as needed)



**MEMO #: I-99-120**

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Junior High Proposed Major Magnitude Field Trip

DATE: December 9, 1998

Attached is information received from Tony Kunka, a teacher and endorsed by Colleen Tupper, principal at Moorhead Junior High School regarding a proposed major magnitude field trip to Washington, D.C. from Friday April 16, 1999 through Monday April 19, 1999. The field trip will provide a learning opportunity related to the curriculum and will be paid entirely by students and their families.

Suggested Resolution: Move to approve the Major Magnitude Field Trip as presented. Future Junior High Major Magnitude Field Trips will be put on hold until the Junior High P.T.A.C. and Principal conduct a parental survey regarding equity and cost of such Field Trips to families.

RMJ/vtr  
Attachment

To: Members of the Moorhead School Board  
Re: Spring Trip to Washington, D.C.  
From: Tony Kunka; Moorhead Junior High School  
Date: October 27, 1998

I am requesting your approval of a trip to Washington, D.C. for approximately 25-50 Junior High Students which will be Friday April 16, 1999 thru Monday April 19, 1998. The students, along with teachers, will be traveling with a student tour company, American Student Travel, specializing in Washington, D.C. trips. The ratio of chaperones to students will be 10: 1.

The purpose of this trip is to provide a highly motivated first hand historical and cultural learning experience for students. Students will tour the most outstanding historical places in America- The U.S. Capital, Holocaust Museum, Arlington National Cemetery, Mount Vernon, Smithsonian Complex and much more. All education components of the student travel program are supervised by a team of curriculum experts. The goal of the tour is to motivate students through experiential education and provide them with learning opportunities that help them understand the significant history of our country. Enclosed is a copy of last year's itinerary. As you can see this trip is much more than a sight seeing trip, it is a fantastic opportunity to learn.

The trip is student funded with monies coming from respective students and their families. No sponsored fund raising will take place as the community is overwhelmed with such type requests. The trip will cost approximately \$800.00. This price includes the following, round trip transportation via air travel, quality hotel accommodations, all meals, admission fees, nighttime security, and evening activities. Any souvenirs purchased would be considered additional student expense. Following approval, a parent information meeting will be planned and a short video will be shown explaining the tour company and what they offer.

I thank you for your consideration in this matter.

  
Tony Kunka

enclosure  
cc: Colleen Tupper  
Bob Jernberg

Master : F445  
03/25 09:25:06

#3605 Moorhead Junior High  
Mike Benson  
Moorhead, MN  
9/35

RAMADA INN HISTORIC  
500 MERRIMAC TRAIL  
WILLIAMSBURG VA  
800-666-8888  
3605

HOLIDAY INN BETHESDA  
8120 WISCONSIN AVE  
BETHESDA MD  
301-652-2000  
3605

HAYMARKET TRANSPORTATION (1)

Morning

Afternoon

Evening

-----  
FRIDAY APRIL 17, 1998  
-----

BREAKFAST  
EN ROUTE

BUS REPORT AIRPORT 11:00am  
NATIONAL-NORTHWEST #312

FDR MEMORIAL

LUNCH 1:15pm  
ROY ROGERS (CHG)  
450 5th & E Streets  
Washington, DC  
202-628-0918

NATIONAL ARCHIVES  
MOUNT VERNON  
Home of George Washington

\*\*\*\*\*  
TRAVEL TO WILLIAMSBURG  
\*\*\*\*\*  
(depart 5:30pm)

DINNER 7:00pm  
PONDEROSA STEAKHOUSE (CHG)  
591 Warrenton Road  
Fredericksburg, VA  
540-373-5034

BUS DROPS HOTEL  
HOTEL CHECK IN 10:00pm  
RAMADA INN HISTORIC

SECURITY REPORTS

-----  
SATURDAY APRIL 18, 1998  
-----

BREAKFAST 7:30am  
RAMADA INN HISTORIC  
Hotel Buffet (CHG)

LUNCH 12:00pm  
A GOOD PLACE TO EAT (CHG)  
Merchant's Square  
Colonial Williamsburg, VA  
757-299-4370

DINNER 7:00pm  
MORRISON'S (COU)  
3104 Plank Road  
Fredericksburg, VA  
540-786-6535

HOTEL CHECK OUT

BUS REPORTS HOTEL 8:30am

JAMESTOWN SETTLEMENT  
Visitor's Center  
Indian Village  
Replica Fort & Ships  
JAMESTOWN ISLAND  
Glassblowing  
w/ waiver letter

COLONIAL WILLIAMSBURG  
Capitol  
Gaol  
Raleigh Tavern  
Courthouse  
Magazine  
Wythe House  
Bruton Parish Church  
Craft Shops

BUS DROPS HOTEL  
HOTEL CHECK IN 10:00pm  
HOLIDAY INN BETHESDA

SECURITY REPORTS

BUS REPORTS 5:30pm  
COLONIAL WILLIAMSBURG  
-Meet on the corner of  
N. Henry & George St.

\*\*\*\*\*  
TRAVEL TO WASHINGTON, DC  
\*\*\*\*\*  
(depart by 5:30pm)

-----  
SUNDAY APRIL 19, 1998  
-----

BREAKFAST 6:45am  
HOLIDAY INN BETHESDA  
Hotel Buffet (CHG)

LUNCH 11:30am  
SMITHSONIAN (\$7.00 ALLOT)  
On the Mall  
Washington, DC

DINNER 6:00pm  
PLANET HOLLYWOOD (CHG)  
1101 Pennsylvania Ave NW  
Washington, DC  
202-783-7827

BUS REPORTS HOTEL 7:30am

ARLINGTON NAT'L CEMETERY  
Tomb of the Unknowns  
Changing of the Guard  
Challenger Memorial  
Kennedy Gravesites

VIETNAM VETERANS MEMORIAL  
KOREAN WAR MEMORIAL

SMITHSONIAN COMPLEX  
American History Museum  
Natural History Museum

GROUP WALKS TO HOLOCAUST

HOLOCAUST MUSEUM  
Appt 3:30pm (47 ppl)  
"Daniel's Story"

GROUP WALKS TO PLANET  
HOLLYWOOD - take 12th St  
between the American and  
National History Museums  
2 blocks to Pennsylvania  
Ave, cross Penn. Ave,  
then right 1 block

BUS REPORTS 7:00pm  
PLANET HOLLYWOOD

NIGHT TOUR  
Jefferson Memorial  
Lincoln Memorial  
Kennedy Center  
Iwo Jima Memorial

BUS DROPS HOTEL 10:00pm

SECURITY REPORTS

BUS DROPS 10:30am  
SMITHSONIAN COMPLEX  
Air & Space Museum  
\* No items can \*  
\* remain on bus \*

DAY APRIL 20, 1998

WAKFAST 6:30am  
HOLIDAY INN BETHESDA  
Hotel Buffet (CHG)

LUNCH 12:30pm  
SUPREME COURT CAFE. (CHG)  
1 First Street NE  
Washington, DC  
202-479-3246

DINNER  
NONE EN ROUTE  
\$7.00 ALLOTMENT @ NAT'L  
AIRPORT

HOTEL CHECK OUT

BUS REPORTS HOTEL 7:30am

THE AWAKENING

FORD'S THEATRE  
PETERSEN HOUSE

FBI HEADQUARTERS  
\*10:00am Appt.\*

HARD ROCK CAFE  
Gift Shop

CAPITOL HILL  
Supreme Court  
Library Of Congress  
U.S. Capitol Tour  
(Public Line Permitting  
or Appointment)

NATIONAL POSTAL MUSEUM

WHITE HOUSE  
\*Photo Stop\*

BUS DROPS AIRPORT 5:30pm  
NATIONAL - NORTHWEST #325

\*THIS ITINERARY IS FINAL\*  
AS OF 03/25/98  
MAJOR REVISIONS CANNOT  
BE MADE AFTER THIS DATE

#### TRANSPORTATION INFORMATION

DEPART		ARRIVE	MEAL
Moorhead Junior High School			
04/17 5:45am FARGO, ND	on Northwest #122	6:45am MINNEAPOLIS, MN	-
04/17 7:25am MINNEAPOLIS, MN	on Northwest #312	10:44am D.C. NATIONAL	B
04/20 8:00pm D.C. NATIONAL	on Northwest #325	9:51pm MINNEAPOLIS, MN	-
04/20 10:25pm MINNEAPOLIS, MN	on Northwest #1092	11:30pm FARGO, ND	-

Tour Central Phone Number: (703) 739-0344 Washington D.C. local

itin: 3605 Written by: LEE ANN Updated: 03/25/1998 Master code: F445

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JJS*

DATE: December 8, 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:

Lisa Timm - EBD Paraprofessional, Shelter Care, B21 (1) \$9.31 per hour, 6.5 hours daily, effective December 15, 1998.  
(Replace Shannon O'Neill)


Salim Binave - Paraprofessional, Adult Basic Functional Workforce Program, B21 (1) \$9.31 per hour, 21 hours weekly.  
(Replace Hussein Benevay)

Shawn McFarland - Night Custodian, Senior High, A12 (0-1) \$8.74 per hour, 8 hours daily, effective December 2, 1998. (Replace Don Vos)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM P 98.113

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle   
DATE: December 8, 1998  
SUBJECT: Resignation of District Employees.

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

Dawn Schultz - LD Teacher, Riverside, effective December 4, 1998.

Gracy Morey - Noon Lunch and Playground Supervisor, Robert Asp, effective November 20, 1998.

Tara Rosh - MSMI Paraprofessional, Senior High, effective December 18, 1998.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh



MEMORANDUM P 98.114

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JDS*  
DATE: December 8, 1998  
SUBJECT: Family/Medical Leave

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

Heather Meyer - Physical Education Teacher, Senior High, to begin on or about February 26, 1999.

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

JDS:sdh

MEMORANDUM P 98.115

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JS*  
DATE: December 8, 1998  
SUBJECT: Change in Contract

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

Gayelynn Tunheim - MSMI Paraprofessional, Washington, to LD Teacher, Riverside, BA (0-6) .50 FTE, \$7992.27. (Replace Dawn Schultz)

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

JDS:sdh

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
NOVEMBER 9, 1998  
PAGE 1

MEMBERS PRESENT: Jim Cummings, Stacey Foss, Mark Gustafson (7:35), Anton B. Hastad, James Hewitt, Carol A. Ladwig, Kristine Thompson, and Bruce R. Anderson.

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

PREVIEW OF AGENDA: Superintendent Anderson recommended the agenda as presented.

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

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

MAEF Grants - Approve two MAEF grants in the amounts of \$396 and \$398 to be used by the Technology Department for upgrading computers in the elementary school and to fund the Multimedia Computer Lab Enhancement Project.

New Employees

Penny Wallace - PI/OHI Paraprofessional, Probstfield Elementary, B21 (1) \$9.31 per hour, 6.5 hours daily, effective November 16, 1998. (Replace Nola Beavers)

Michelle Bosak - AOM Paraprofessional, St. Joseph's, B21 (1) \$9.31 per hour, 2.5 hours daily, 103 days, effective immediately. (Replace Sister Agatha Herman)

Janet Klinkhammer - MSMI Paraprofessional, Senior High, B21 (1) \$9.31 per hour, 6.5 hours daily, effective November 10, 1998. (Replace Janelle Edner)

Resignations

Shannon ONeill - EBD Paraprofessional, MCAP, effective October 23, 1998.

Muriel Baukol - AOM Paraprofessional, Washington Elementary, effective October 30, 1998.

Family/Medical Leave

Sarah Bratlien - PI Paraprofessional, Junior High, to begin on or about April 24, 1999 for six weeks.

Employee Rehire

Leslie Schmidt - French Teacher, Elementary Schools, BA (12) .30 FTE, \$7,515.56, effective October 19, 1998.

Approval of Minutes - Approve the October 12 and October 26, 1998 minutes as presented.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
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Claims - Approve the November Claims, subject to audit, in the amount of \$1,234,559.11.

General Fund:	\$560,155.40
Food Service:	\$72,367.88
Transportation:	\$151,227.63
Community Service:	\$22,419.14
Capital Expenditure:	\$420,160.65
Townsite Centre:	\$8,228.41
TOTAL:	\$1,234,559.11

Motion carried 6-0.

COMMITTEE REPORTS: There were no committee reports.

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 the invited staff representatives on a wide variety of programs and issues.)

High School Alternative Schedule - Selected members of the Alternative Scheduling Committee including Beth Grosen, Jerry Harter, Gene Boyle, Amy Zanotti, and Charles Fisher presented the high school scheduling recommendation.

Amy Zanotti reported that the committee was formed by the request of a School Board resolution dated February 1998 and given the charge of recommending an alternative daily schedule for Moorhead High School which will enhance student learning and readiness for future career steps and facilitate desired outcomes.

Beth Grosen highlighted the following six needs, ranked by priority, as to why change to an alternative schedule: lower student-teacher ratio; individual student learning styles, rates, abilities not being addressed; more hand/minds on activities; better options for non-college bound students; and, limited interdisciplinary options.

Ms. Grosen explained that the committee looked at six types of schedules. The overwhelmingly highest rated schedule was the school-within-a-school and second most highly rated schedule was the 4 x 4 or the block/modified 8.

Charles Fisher reported on the school-within-a-school schedule commenting on the staff's permissive right to craft the academy.

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Gene Boyle further explained and elaborated on the recommendation including an explanation of recommended assurances provided in the agenda.

Mr. Boyle made a closing comment that a memo would be distributed to faculty and would include a more detailed breakdown of the recommendation, the needs assessment, board resolution and how the recommendation is tied into the resolution, an invitation to attend meetings during prep times on Tuesday and to a presentation to 9th, 10th and 11th grade students on Wednesday, and a survey would be distributed as to the level of faculty support on Friday.

Approval of the high school alternative schedule will be requested at the November 23 meeting.

The meeting recessed at 8:05 p.m. and reconvened at 8:12 p.m.

CANVASS ELECTION RETURNS: Gustafson moved, seconded by Foss, to approve the Resolution Canvassing Returns of Votes of Independent School District #152 Special Election as follows: a total of 10,749 voters of the school district voted on the question of approving the referendum revenue authorization of the school district for taxes payable in 1999 and thereafter, of which 6,336 voted in favor, 4,703 voted against the same, and there were 1,282 completely blank or defective ballots. Motion carried 7-0.

1997-98 FINANCIAL AUDIT: Dave Stende and Barb Aasen, Eide Bailly, presented the favorable financial audit. The 1997-98 school year ended with \$5.9 General Fund balance. (This balance includes the Transportation and Capital Outlay Funds.)

Foss moved, seconded by Hastad, to accept the 1997-98 financial audit as presented. Motion carried 7-0.

ENROLLMENT DATA AND PROJECTIONS: Bob Jernberg reviewed the November enrollment and cohort projection for 1999-2004.

POLICY APPROVAL: Cummings moved, seconded by Gustafson, to approve the policy, Subpoena of a School District Employee (GCQE), as presented. Motion carried 7-0.

Cummings moved, seconded by Thompson, to approve the policy, Emergency Closings (EBCD), as presented. Mr. Hastad stated that policies that are reviewed and not revised should be noted so on those specific policies. Motion carried 7-0.

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STORAGE SPACE - ISD 152/TRI-VALLEY OPPORTUNITY COUNCIL, INC.  
PARTNERSHIP: Bob Lacher provided a review of a potential partnership for construction of a storage facility. The site plans and Tri-Valley agreement will be presented at a later date.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Hewitt questioned the status of the Attendance policy related to the Policy Review Committee. Anderson responded that the policy is being reviewed at the High School and will be brought back to the Policy Review Committee and then to the Board when and if appropriate.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 10:10 p.m.

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Mark Gustafson, Clerk

REGULAR MEETING  
BOARD OF EDUCATION  
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MEMBERS PRESENT: Jim Cummings, Stacey Foss, Mark Gustafson, Carol A. Ladwig, Kristine Thompson, and Bruce R. Anderson.

MEMBERS ABSENT: Anton B. Hastad.

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

PREVIEW OF AGENDA: Superintendent Anderson amended the agenda by adding the item Lease of Armory and changing the order of item Cancel School Board Meeting to be held after this item.

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

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

Clay County Social Services Agreement - Approve the revised agreement as presented contingent upon approval of the Clay County Social Services Board.

Lakeland Mental Health Center, Inc. Agreement - Approve the revised agreement as presented contingent upon the approval of the Clay County Social Services Board.

Cass County Extension Service-Learning Grant - Accept the grant as presented and direct that a letter of thanks be sent to the Cass County Extension Service-Learning Program.

Gift - Accept the gift of \$600 from George Washington School PTAC to be used for technology.

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

New Employees

Israel Garcia - EBD Paraprofessional, MCAP, B21 (1) \$9.31 per hour, 6.5 hours daily, effective November 24, 1998. (New position)

Megan Tillett - EBD Paraprofessional, MCAP, B21 (1) \$9.31 per hour, 6.5 hours daily, effective November 24, 1998. (New position)

Laurie Thomas - Title I/AOM Paraprofessional, Washington, B21 (1) \$9.31 per hour, 4.66 hours daily, effective November 24, 1998. (Replace Muriel Baukol)



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Jeffrey Possehl - Custodian, Float Position, A12 (0-1) \$8.74 per hour, 8 hours daily, effective December 1, 1998. (Replace Brad Beaton)

Family/Medical Leave

Pam Kiser - Reading Recovery/Title I Teacher, Edison Elementary, to begin on or about December 1, 1998 for 12 weeks.

Motion carried 6-0.

COMMITTEE REPORTS: Reports were given related to the Policy Review and District Student/Staff Assistance Committees.

HIGH SCHOOL ALTERNATIVE SCHEDULE: Anderson stated that a commitment was given that a recommendation to move ahead with the committee's recommendation would not be forthcoming without the majority support of the staff. With about one in three supporting the change no resolution or action will be requested at this meeting as the committee likewise, has recommended.

Anderson presented his thoughts on this issue and his purpose for healing and unity in the high school and not further division.

Anderson emphasized his heartfelt thanks to the entire scheduling committee who spent hundreds of collective hours reviewing literature and experience of schools associated with best school practices and also their earlier recommendation.

Anderson pointed out that evolutionary and incremental change based on research and best school practices will occur in Moorhead High School through the existing processes such as the ICAC and the AOP as staff and administration will work together to improve the school.

Anderson further affirmed that teachers and administrators and other school staff at Moorhead High School want Moorhead High to become an ever improving, vibrant instructional program and a safe, learning environment for our students. While at times we may have honest differences on the what, when and how, we remain united in our common goal of providing the best possible public high school in Minnesota.

Hewitt stated his dissatisfaction with the survey.

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FIRST READING OF POLICIES:

Employee Copyrights/Royalties (GCQC) - Anderson reviewed the policy and recommended changes.

Employee Right to Know (GLCA) - Anderson reviewed the policy and recommended changes. The Board requested clarification on what student rights include.

Student Activity Eligibility (IGDJ) - Anderson reviewed the changes.

Crisis Intervention (JHB) - Anderson reviewed the policy noting no revisions.

INDIAN EDUCATION COMMITTEE REPORT: Donna Longie and Bert Chamberlain reviewed the report and committee recommendations.

Hewitt moved, seconded by Cummings, to receive the recommendations of the Moorhead School District Indian Education Committee and direct the administration to review the report with the committee and to transmit information regarding proposed action related to the recommendations for the Board's approval. Motion carried 6-0.

LEASE OF ARMORY: Hewitt moved, seconded by Gustafson, to approve the three-year lease for the Armory with a 60-day cancellation notice for the rental cost of: 1998-99 \$14,000, 1999-00 \$22,000 and 2000-01 \$32,000. Motion carried 6-0.

CANCEL SCHOOL BOARD MEETING: Gustafson moved, seconded by Thompson, to cancel the December 28, 1998 school board meeting. Motion carried 5-1, Hewitt dissenting.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Ladwig asked board members to determine who would be attending the upcoming NSBA conference in January for registration purposes.

The graduation date and location will be recommended at the December 14 Board meeting.

ADJOURNMENT: Hearing no objectives, the meeting adjourned at 8:08 p.m.

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Mark Gustafson, Clerk

**MEMO #: I-99-117**

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Alternative Education Dialogue

DATE: December 8, 1998

Alternative Education Program Manager Deb Pender along with Linda Scheet, Kyle Edgerton, and Jim Thom will review alternative programs and discuss them with the Board. The discussion will include a review of the attached data and an overall discussion of Red River Alternative Learning Center's application which includes the current MCAP program, Detention Center, Outreach, Shelter Care and Targeted Services. The discussion will include reported progress toward the district's Five Year Educational Plan related to Graduation Standards, mentor programming for at-risk students, service learning, volunteering, school to work, technology, parent involvement, transitions, provision of additional opportunities, alternatives for instruction and student learning achievement.

RMJ/vtr  
Attachment

**Alternative Program**  
**1997-98**

**Number of Students Served:**

1997-98 School Year - 124

Summer Term, 1997 - 88

<b><u>Gender:</u></b>	<b><u>Age - Years:</u></b>	<b><u>11</u></b>	<b><u>12</u></b>	<b><u>13</u></b>	<b><u>14</u></b>	<b><u>15</u></b>	<b><u>16</u></b>	<b><u>17</u></b>	<b><u>18</u></b>
	Male (.48)	2	5	5	16	15	11	5	1
	Female (.52)	2	6	9	11	20	9	5	3
	Total %	.03	.09	.11	.22	.28	.16	.08	.03

<b><u>Race:</u></b>	<b><u>Junior Alternative</u></b>	<b><u>Senior Alternative</u></b>
Asian	.00	.01
Caucasian	.45	.46
Hispanic	.36	.33
Native American	.20	.19
African American	.00	.00

Racial composition was consistent across gender groups.

<b><u>Special Education:</u></b>	<b><u>429</u></b>
Emotional and Behavioral Disorder	.382
Specific Learning Disability	.023
Mild Mental Impairment	.007
Physical and Other Health Impaired	.017

**Dual Attendance:** (Participation in the regular building or community work-site.)

Jr Alternative	.035
Sr Alternative	.305
PSEO	.040
Work Experience	.195

**High School Graduation Incentives Criteria As Reported At Intake:**

2 Years Below Grade Level - Achievement Score - Any Subject	.390
1 Year Behind In Acquisition of Credit	.450
Limited English Proficiency	.250
Homeless	.375
Truancy	.420
Out of Home Placement	.380
Mental Health Diagnosis	.515
Excluded or Expelled	.000
Drop Out Returning To School	.106
Chemical Dependency	.230
Pregnant or Parent	.160
History of Abuse	.380

MEMO #: S-99-152  
TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BRA*  
RE: Approval of Policy  
DATE: December 8, 1998

Attached please find the policy, Employee Copyrights/Royalties (GCQC).

Suggested Resolution: Move to approve the policy, Employee Copyrights/Royalties (GCQC) as presented.

:mdm  
Attachment

POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: GCQC DATE ADOPTED: 09/26/94 REVIEWED/REVISED:
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### EMPLOYEE COPYRIGHTS/ROYALTIES

The Moorhead School Board supports and encourages staff members to publish or develop materials related to the educational profession and wishes to establish the principle of rewarding creativity by the staff. The School Board does not wish to become an entrepreneur in either publishing or manufacturing enterprises, yet if there is a commercial return on the investment of District funds, the Board wishes to receive a return on that that investment.

It is suggested that staff members who desire to develop products make such action known to the Superintendent, or ~~his/her~~ designee, prior to the time such work is started so that proper procedures can be established to assure that District interests and the interests of staff members are protected. Any educationally related idea or product which can be copyrighted or patented (developed by an employee) will be the sole property of ISD #152 unless there is a prior written agreement which clearly defines ownership in a different matter.

### REGULATIONS

#### Materials developed by staff on their own time on their own equipment:

Rights to copyrights or patents of books, materials, computer software or templates, devices, etc. developed by staff members of ISD 152 on their own time will be vested in the employee and be copyrighted or patented and/or marketed, if at all, in ~~his or her~~ their name.

#### Materials developed by staff on their own time on school district-owned resources:

The ownership of materials developed by an employee on their own time, using district resources, shall be with the employee. The institution shall be reimbursed out of the royalties for an amount agreed upon by the institution and the employee. Fair market value is used for any facilities, personnel or resources, except those considered part of the normal academic environment including library facilities.

If the employee is developing materials on their own time, but using district resources, the following should occur:

- a. notify the Superintendent or designee of their plans
- b. keep a log which includes dates and hours worked on the project, activities engaged in and school district resources involved.



Materials developed by staff on school time:

Rights to copyrights or patents of books, materials, computer software or templates, devices, etc. developed or produced solely for the district and at district expense will be vested in the district and will be copyrighted or patented and/or marketed, if at all, in its name.

In the event that any of these products have commercial appeal, the Superintendent, or ~~his/her~~ designee, is authorized to secure copyrights, patents, etc. to ensure the ownership of the product by the District. The Superintendent, or ~~his/her~~ designee, is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal.

In an effort to stimulate the innovative and creative development of specific materials and/or programs, 30% of the proceeds will be distributed to the creator(s) of the material(s) or program(s). The remaining 70% will be retained by the Board. A portion of the royalties will be used to provide any necessary user support of the marketed product and/or continuation of product development.

The district shall have six months in which to assess the commercial viability and patentability of the product. If the District judges the discovery not to be copyrightable and/or marketable, or decides not to pursue a copyright or market the product, all rights will revert to the employee.

Noncopyrighted Materials:

Software programs or templates, materials, etc. that have been developed by an individual on their own time using either their own or district equipment, may have value for use throughout the district in a curricular area or as a teacher productivity tool. In order to stimulate the innovative and creative development of such materials, a fund will be established by the Superintendent which will compensate employees for products that have a district-wide appeal.

The appropriateness of the software for district wide use will be determined by a committee made up of representatives from the appropriate curriculum committee, the Asst. Superintendent of ~~Instruction~~ - Teaching/Learning, and other appropriate representatives as determined by the Asst. Superintendent of ~~Instruction~~ - Teaching/Learning. If the software is determined to have merit for district wide use, the District will pay the developer for their work. The amount paid is based on the complexity of the program as well as the extent of district application. Payment will be made using a tiered system ranging from simple to complex programs based on established criteria.

If the district decides to copyright and/or market the product, the District would receive 70% and the developer(s) 30% of any royalties generated by sales of the product as outlined under the above area.



MEMO #: S-99-153  
TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BA*  
RE: Approval of Policy  
DATE: December 8, 1998

Attached please find the policy, Employee Right to Know (GLCA).

Suggested Resolution: Move to approve the policy, Employee Right to Know (GLCA) as presented.

:mdm  
Attachment

POLICY OF THE  
SCHOOL BOARD  
MOORHEAD, MN

DISTRICT CODE: GLCA  
DATE ADOPTED: 11-13-84  
REVISED: 04/26/94

#### EMPLOYEE RIGHT TO KNOW

Independent School District of Moorhead, Minnesota, in compliance with Minnesota's 1983 Employee Right-to-Know Act, established this policy concerning identification and training of employees. The law states that all employees "routinely exposed" to a hazardous substance, harmful physical agent, or infectious agent, must be trained and given access to specific information about those hazards. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work ~~and~~ or when an employee is assigned to work in an area where a hazardous substance has been spilled.

Training will be provided to the following:

1. All employees, full or part-time, in these targeted categories:  
Art,  
~~Science,~~  
Industrial ~~Arts~~ Technologies,  
Food Services/,  
~~Home Economics,~~ Family and Consumer Sciences  
Transportation,  
Buildings and Grounds (Custodians),  
Elementary and Secondary Science,  
Supplemental Teaching and Enrichment Program (S.T.E.P.),  
Swimming Pool,  
Coaches,  
School Building Secretaries,  
Early Childhood Family Education,  
Playground Supervisors,  
Special Education (Speech, OTPT, DAPE, EBD, etc.)  
Alternative Programs (MCAP, Outreach and Collaborative),  
School Nurse,  
Health Technicians,  
Principals, and  
Others identified by their supervisor.
2. Any concerned employee, not specifically targeted by this policy, who requests the training.

Training will be provided to the following employees before they begin work:

1. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.
2. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.

Reviewed/Revised: 4/26/94

MEMO #: S-99-154  
TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BLA*  
RE: Approval of Policy  
DATE: December 8, 1998

Attached please find the policy, Student Activity Eligibility (IGDJ).

Suggested Resolution: Move to approve the policy, Student Activity Eligibility (IGDJ) as presented.

:mdm  
Attachment

POLICY OF THE  
SCHOOL BOARD  
MOORHEAD, MN.

DISTRICT CODE: IGDJ  
DATE ADOPTED: 7/25/94  
REVIEWED/REVISED:

### STUDENT ACTIVITY ELIGIBILITY

#### PURPOSE

The purpose of this policy is to clarify the eligibility, responsibilities and penalties that the Moorhead Public Schools system utilizes relating to the Minnesota High School League rules. It is also the purpose of this policy to extend the rules, responsibilities and penalties to all extra- and co-curricular activities of the Moorhead Senior High School.

The Minnesota State High School League Rules regarding eligibility shall be extended to include all activities which are a part of the extra-curricular and co-curricular programs of Moorhead High School. These rules also extend to any junior high school student who participates in an event or program at the junior high or high school level.

The rule applies to the entire 12-month calendar year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

GENERAL ELIGIBILITY - In order to be eligible for participation in an activity, a student must be properly enrolled as defined by the Minnesota Department of Education and a bona fide undergraduate member of his or her school in good standing. A student who is under penalty of exclusion, expulsion or suspension whose character or conduct violates the MSHSL Student Code of Ethics is not in good standing and is ineligible for a period of time as determined by the principal.

#### GENERAL RULES:

- I. ACADEMIC: To be eligible, a student must be making satisfactory progress toward the school's requirement for graduation.
- II. GRADUATE: A student shall not be a graduate of a four (4) year high school or any secondary school.
- III. MOOD-ALTERING CHEMICALS: During the calendar year, regardless of the quantity, a student shall not: (1) use a beverage containing alcohol; (2) use tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

PENALTIES: Mood-Altering Chemicals

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive activities or contests or two (2) weeks of a season in which the student is a participant whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive activities or contests in which the student is a participant.
3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) activities or contests in which the student is a participant.
4. Accumulative Penalties: Penalties shall be accumulative beginning with and throughout the student's participation in any and all activities.
5. Denial Disqualification: A student shall be disqualified from all activities for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

IV. SEXUAL HARASSMENT/VIOLENCE: Sexual Harassment is a form of sexual discrimination which violates Section 703 of the Title VII of the Civil Rights Act for 1964, as amended, 42 U.S.C 2000e, et. seq., and Minnesota Statutes 363.01-.14, the Minnesota Human Rights Act. Sexual Violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes.

Bylaw: During the school year, a student shall not violate the sexual harassment and sexual violence bylaws of the Minnesota State High School League. Interpretation: The bylaw applies to the entire school year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

In addition to the MSHSL penalties which follow, any complaint of harassment or violence towards another shall be reported to the building principal who shall also follow Policy JFCFA Prohibition of Harassment and Violence.

PENALTIES: Sexual Harassment Violations

1. First Violation: After determination of the violation, a student shall lose eligibility for the next two (2) consecutive activities or contests or two (2) weeks of a season in which the student is a participant, whichever is greater.
2. Second Violation: After determination of the second violation, the student shall lose eligibility for the next six (6) consecutive contests or activities in which the student is a participant.
3. Third Violation: After determination of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive contests or activities in which the student is a participant.
4. Accumulative Penalties: Penalties for sexual harassment or violation shall be accumulative beginning with and continuing throughout the student's participation in any and all activities.

PENALTY: Sexual Violence

After determination of the violation of the sexual violence rules, the student shall lose eligibility for the next year, i.e. twelve (12) calendar months.

Students who violate any of the above rules will be referred to the Student Assistance Program.

V. STUDENT CODE OF ETHICS: A student participating in all Moorhead Senior High extra and co-curricular activities understand the MSHSL Student Code of Ethics and accepts the responsibilities. These codes are found in the MSHSL agreement of form IGDJ-A.

PENALTY: Student Code of Ethics

Violation of the above responsibilities will be enforced with appropriate consequences and penalties. These consequences and penalties will be dependent upon the nature of the action or violation and school board policies.

- o Policy forms IGDJ-A and IGDJ-AB include rules, responsibilities and regulations in this policy. Rules not stated herein are available with the school principal. (Form IGDJ-AB: Minnesota State High School League Athletic Eligibility Statement is available in the Activity Director's office.)



MOORHEAD HIGH SCHOOL  
AND  
MINNESOTA STATE HIGH SCHOOL LEAGUE  
MOORHEAD ACTIVITY ELIGIBILITY INFORMATION

This Student Code of Ethics is to be signed by the participant from Moorhead High School and by the participant/s parent or guardian.

I have read, understand and acknowledge receiving the Moorhead Activity Eligibility Information brochure which contains a summary of the eligibility rules of the Minnesota State High School League. I understand that a copy of the Official Handbook of the MSHSL is on file with the senior high school athletic director and/or principal and that I may review it in its entirety, if I so choose.

I further understand that a member school of the MSHSL must adhere to all of the rules and regulations that pertain to the League Music, Speech and Athletic activities a school may sponsor, but that local rules may be more stringent than MSHSL rules.

As a student participating in my school's activities, I understand and accept the following responsibilities:

- \* I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- \* I will be fully responsible for my own actions and the consequences of my actions.
- \* I will respect the property of others.
- \* I will respect and obey the rules of my school and the laws of my community, state and country.
- \* I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Violation of the above responsibilities will be enforced with appropriate consequences and penalties. These consequences and penalties will be dependent upon the nature of the action or violation.

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Student's Signature	Birthday	Grade in School	Date
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Parent/Guardian Signature	Date
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- **Students:** Your participation in high school activities is dependent on your eligibility. PROTECT that eligibility by reviewing with your parent(s)/guardian(s) the summary of Minnesota State High School League rules which govern your participation.
- **Parents/  
Guardians:** REVIEW the following rules with your son or daughter. Your role in stressing the value of following these rules cannot be overestimated.

*If you cannot check all 10 items, see your athletic director or principal.*

- \_\_\_ 1. Making academic progress toward graduation.
- \_\_\_ 2. Will not have turned 20 before the start of the season in which I participate.
- \_\_\_ 3. Physical exam within the last three (3) years on file with the school.
- \_\_\_ 4. Have not transferred schools.
- \_\_\_ 5. Will not play more than four (4) seasons in any sport in grades 9-12.
- \_\_\_ 6. Have not dropped out of school or repeated a grade while in high school.
- \_\_\_ 7. Have not accepted cash or merchandise for participating in a sport.
- \_\_\_ 8. Have not and will not compete in non-school events in my sport after reporting for the school team.
- \_\_\_ 9. Have not and will not use tobacco or alcoholic beverages, use, consume, have in possession, buy, sell or give away any other controlled substance, including steroids.
- \_\_\_ 10. Have not and will not violate the racial/religious/sexual harassment/violence/and hazing bylaws of the MSHSL.

## Informed Consent

**INFORMED CONSENT:** By its nature, participation in interscholastic athletics includes risk of injury and the transmission of infectious diseases such as HIV and Hepatitis B. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

## GENERAL RULES

**1. \*ACADEMIC** — (Credit Requirement) To be eligible, a student must be making satisfactory progress toward the school's requirement for graduation.

**2. \*AGE** — A student representing a member school in League activities shall be under 20 years of age on the date of the contest. If, however, a student has started a season, the student will be permitted to complete that season after reaching the student's 20th birthday. Adapted athletes are eligible to participate until their 22<sup>nd</sup> birthday provided they meet all other eligibility requirements.

**3. FOREIGN EXCHANGE STUDENTS** — Foreign Exchange Students participating in a private exchange or an approved exchange program are limited to 1 calendar year of high school eligibility beginning with their 1<sup>st</sup> date of enrollment and attendance.

**4. AMATEUR** — A student must be an amateur in that sport. A student may not receive cash or merchandise for athletic participation. A student does not lose her/his amateur status because of reimbursement for officiating, instructing, teaching or coaching a sport.

### 5. ATHLETIC CAMPS AND CLINICS —

**A. School Year:** Students may attend athletic camps and clinics which have been approved by their high school principal.

**B. Summer Vacation Period:** Non-school specialized athletic camps and clinics do not require approval.

1. The non-school sponsored camp or clinic fee must be provided by the student or the student's parent(s) or guardian, unless other arrangements are approved by the Board of Directors.
2. A student may attend a camp or clinic where a member of the school's coaching staff (sophomore, B-Squad, junior varsity or varsity) in that sport owns, administers, directs, organizes, or serves as an instructor or is a staff member during the student's attendance.

### C. Penalty:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two (2) consecutive interscholastic contests or two (2) weeks of that season, whichever is greater. If there are fewer than two (2) events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two (2) games in the next sport season in which the student participates.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six (6) consecutive interscholastic contests or three (3) weeks, whichever is greater.
3. Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve (12) consecutive interscholastic contests or four (4) weeks, whichever is greater.
4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

**6. AWARDS BYLAW** — Acceptable awards to students in recognition of participation in high school activities include medals, ribbons, letters, trophies, plaques and other items of little or no intrinsic value (\$100.00 or less). Violation will render a student ineligible for participation in any activity of the League.

**7. COLLEGE/UNIVERSITY TEAMS** — Individuals who have participated with a college or university team are ineligible for participation in any activity of the League.

**8. FAIR HEARING PROCEDURE:** — The League Constitution provides a Fair Hearing Procedure for the student or parent contesting a school's failure to certify the eligibility of a student. **The student has 10 calendar days in which to appeal the school's decision.** The appeals process includes an appeal before a hearing panel at the school and the right, if desired, to appeal that decision to the League's Board of Directors. An independent hearing examiner will hear the appeal and make written findings of fact, conclusions and a recommendation for the Board of Directors following the hearing. The Board's decision shall be final. A complete listing of the Fair Hearing Procedure may be obtained from the athletic director or principal of the high school.

### 9. \*ENROLLMENT, ATTENDANCE, AND REQUIRED SUBJECT LOAD —

Students must be fully enrolled in (as defined by the Minnesota Department of Education) and attending the school before they are eligible to represent that school in MSHSL sponsored activities. Students are eligible for participation if enrolled in the high school from the beginning of the semester. Students enrolling after the semester begins will gain eligibility at the start of the third week or on the 15th calendar day after enrollment. Students must be properly registered, attending school and classes regularly, and enrolled in the required number of credits.

**10. \*GENERAL ELIGIBILITY** — In order to be eligible for regular season and MSHSL tournament competition, a student must be fully enrolled as defined by the Minnesota Department of Education and a bona fide undergraduate member of his or her school in good standing. A student who is under penalty of exclusion, expulsion or suspension whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.

### Student Code of Responsibilities

*As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:*

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

A student ejected from a contest shall be ineligible for the next regularly scheduled game meet at that level of competition and all other games meets in the interim at any level of competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) regularly scheduled games meets.

**11. \*GRADUATE** — A student shall not be a graduate of a four (4) year high school or any secondary school. This includes foreign exchange students.

**12. LAST DATE TO JOIN A TEAM** — To be eligible for section and state competition, a student must be a member of that school's team not later than the fourth Monday from the official start of that sport season. Gymnasts must be on the school's team not later than the third Monday from the official start of that season. When a sport season begins on a Monday, that day shall be counted as the first Monday.

### 13. NON-SCHOOL COMPETITION AND TRAINING FOR TEAM AND INDIVIDUAL SPORTS —

**A. During the High School Season:** During the high school season, a student may not participate as a member of a non-school team, in the same sport. *Season Defined:* The high school season shall run from the first date that practice may begin until the team is eliminated in MSHSL tournament competition. Baseball, Softball and Sking are exceptions to this rule.

**Exception: Summer Vacation Period** — Students may participate on a non-school team in the same sport as they currently play at the high school level during the summer vacation period. *Summer Vacation Defined:* Summer vacation shall start on the Saturday following the fourth Friday in May and ending on Labor Day.

**Summer Coaching waiver:** If a student participates on a team coached by a member of the high school coaching staff, coaching contact shall end on July 31 unless an extension to the summer waiver is granted by the school's athletic director.

**B. During the School Year, Prior To and Following the High School Sports Season:** A student may participate in contests, meets or tournaments as an individual competitor or as a member of a non-school team provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff.

1. A student may not use any type of high school uniform.
2. A student may not receive coaching or training from a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport. Power skating and indoor soccer are included in this limitation.
3. A student may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport.

\*Denotes rules applicable to cheerleaders

# GENERAL RULES, CONT.

7. **Sexual Violence** is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes. Intimate parts, as defined in Minnesota Statutes 1990, Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast of a human being. Sexual violence is a criminal activity.

a. Sexual violence may include, but is not limited to:

- 1) touching, patting, grabbing, or pinching another person's intimate parts, either same sex or opposite sex;
- 2) coercing or forcing sexual touching on another;
- 3) coercing or forcing sexual intercourse on another;
- 4) threatening to force sexual touching or intercourse on another.

8. **"Hazing"**

a. Hazing means 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, or for any other purpose. The term hazing includes, but is not limited to:

- 1) Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body;
- 2) Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- 3) Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student;
- 4) Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school;
- 5) Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

b. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

c. **Reporting Procedures**

- 1) Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy;
- 2) The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent;
- 3) Teachers, administrators, officials, volunteers, and employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or had other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately;
- 4) Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

d. **Reprisal**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, coach, official contractor or employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

B. **Bylaw:**

During the school year, a student shall not violate the racial/religious/sexual harassment and racial/religious/sexual violence and hazing bylaws of the Minnesota State High School League.

*Interpretation: The bylaw applies to the entire school year and any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.*

C. **Category of Activities:**

1. **Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments:

a. **Athletic Activities:** as listed in 501.00

b. **Fine Arts Activities:**

- 1) Debate;
- 2) Speech activities, including One-Act Play, when a school schedules a season of interscholastic contests.

2. **Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments:

a. **Fine Arts Activities:**

- 1) Speech activities, including One-Act Play, when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series;
- 2) Music activities.

D. **Penalties for Category I Activities:**

1. **Racial/Religious/Sexual Harassment and Hazing Violations**

a. **First Violation:** After determination of the violation, a student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater.

*Recommendations: 1) It is recommended that the school develop a local education program through which the student would receive information about racial/religious/sexual harassment and racial/religious/sexual violence. 2) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for counseling.*

b. **Second Violation:** After determination of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater.

*Recommendation: It is recommended that before being re-admitted to activities following suspension for the second violation, the student shall show evidence in writing that the student has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist.*

c. **Third Violation:** After determination of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater.

d. **Accumulative Penalties:** Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

2. **Racial/Religious/Sexual Violence Violations:** After determination of the violation of the racial/religious/sexual violence rules, the student shall lose eligibility for the next year, i.e., twelve (12) calendar months.

E. **Penalties for Category II Activities:**

Each member school shall develop penalties that it will apply to the participants in these activities. A current copy of the member school's policy shall be kept on file in the member school.

\* Denotes rules applicable to cheerleaders

This brochure is a summary of the general rules which students and parents should understand. Complete regulations are found in the MSHSL Official Handbook. Please keep this brochure for reference, and if there is a question about any rule interpretation, CONTACT YOUR HIGH SCHOOL PRINCIPAL OR ATHLETIC DIRECTOR.



4. A student's fee for non-school coaching or training must be provided by the student or the student's parent(s) or guardian(s) unless approved by the Board of Directors.

#### C. Summer Vacation Period:

1. A student may compete as an individual or as a member of a nonschool team even though competing on a high school team in the same sport. *Summer Defined: The day following the fourth Friday in May through Labor Day. (Exception Summer Coaching Waiver)*
2. Students may receive a summer waiver to be coached by their high school coach. Students must contact their high school Athletic Director.

#### D. Penalty:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two (2) consecutive interscholastic contests or two (2) weeks of that season, whichever is greater. If there are fewer than two (2) events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two (2) games in the next sport season in which the student participates.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six (6) consecutive interscholastic contests or three (3) weeks, whichever is greater.
3. Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve (12) consecutive interscholastic contests or four (4) weeks, whichever is greater.
4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

#### E. Special Considerations:

1. National Teams and Olympic Development Programs — The MSHSL may permit participation by high school students on bona fide national teams or in Olympic development programs if:
  - a. The program is approved and supported by the national governing body of the sport or if there is an Olympic development program of training and competition.
  - b. Directly funded by a national governing body on a national level.
  - c. Authorized by a national governing body for athletes having potential for future national team participation.
 Students who are invited to participate on National Teams or in Olympic Development Programs must contact their high school principal to obtain an application form. This must be completed at least thirty (30) days prior to participation.
2. During the school year, students who participate for their school in a sport may participate through training, try-out or competition on a National Team or in a United States Olympic Development Program provided the student receives an individual invitation from the United States Olympic Committee or the United States National Governing Body on the national level for that sport.
3. Students who have completed their eligibility in a sport are exempt from the non-school competition and training rules in that sport. All-Star rules shall apply.

**14. \*PHYSICAL EXAMINATION AND PARENTS PERMIT** — Any student who intends to participate in high school interscholastic athletics and cheerleading activities must have on file in the school, a record of a physical examination performed within the previous three (3) years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of the parent or guardian approving participation is required.

**15. \*SEASONS OF PARTICIPATION** — No student may participate in more than four (4) seasons in any sport while enrolled in grades 9-12, semesters 1-8 inclusive.

**16. \*SEMESTERS IN HIGH SCHOOL** — A student shall not participate in an interscholastic contest after the student's eighth semester in grades 9-12 inclusive. All eight semesters shall be consecutive. The attendance of 15 days or more in one semester will count as a semester in administering this standard.

**17. JUNIOR HIGH PARTICIPATION** — Participation in high school interscholastic programs is limited to students in grades 7-12 inclusive. Students in grade 7, 8 and 9 may participate if enrolled in the regular continuation school for the educational unit and if all other eligibility requirements of the League have been met. Elementary students in grades 1-6 are not eligible for participation in any MSHSL-sponsored activity; B-squad, junior varsity or varsity level.

**18. TRANSFER RULE** — A student in a 7-12 grade level who disenrolls from one high school and enrolls in another high school shall be ineligible to compete in any varsity sport for a period of ninety (90) school calendar days from the date of the transfer unless one of the conditions of transfer has been met. **CONTACT YOUR ATHLETIC DIRECTOR** for specific information in this area. Transfer students are immediately eligible for sophomore, B-squad or junior varsity athletic competition.

#### 19. \*MOOD-ALTERING CHEMICALS

**A. Philosophy and Purpose:** The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affect extracurricular participation and development of related skills. Others are

affected by the misuse and abuse of family, team members or other significant persons in their lives.

**B. Bylaw:** During the calendar year, regardless of the quantity, a student shall not: (1) use a beverage containing alcohol; (2) use tobacco; or, (3) use or consume, have in possession, buy, sell, or giveaway any other controlled substance.

1. The bylaw applies to the 12-month calendar year.
2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

#### C. Penalty:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
5. Denial/Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

#### 20. \*RACIAL/RELIGIOUS/SEXUAL HARASSMENT/VIOLENCE and HAZING

##### A. Definitions

1. **Racial Harassment** consists of physical or verbal conduct relating to an individual's race when the conduct:
  - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or
  - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - c. otherwise adversely affects an individual's employment or academic opportunities.
2. **Racial Violence** is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
3. **Religious Harassment** consists of physical or verbal conduct relating to an individual's religion when the conduct:
  - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or
  - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - c. otherwise adversely affects an individual's employment or academic opportunities.
4. **Religious Violence** is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
5. **Assault** is:
  - a. an act done with intent to cause fear in another of immediate bodily harm or death; or
  - b. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - c. the threat to do bodily harm to another with present ability to carry out the threat.
6. **Sexual Harassment** is a form of sex discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statutes Sections 363.01-.14, the Minnesota Human Rights Act.
  - a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment is illegal but may or may not be criminal activity.
  - b. Sexual harassment may include but is not limited to:
    - 1) verbal, written/graphic harassment or abuse;
    - 2) subtle pressure for sexual activity;
    - 3) inappropriate patting or pinching;
    - 4) intentional brushing against the individual's body;
    - 5) demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
    - 6) demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
    - 7) any unwelcome touching of a sexual nature.

\*Denotes rules applicable to cheerleaders

Rules continued on opposite side...



## MINNESOTA STATE HIGH SCHOOL LEAGUE PARENT'S PERMIT AND HEALTH QUESTIONNAIRE

This form must be completed, signed and returned to the school each year before the student will be permitted to practice or play

Name of Student \_\_\_\_\_ Birth Date \_\_\_\_\_  
Type or Print Month Day Year  
High School \_\_\_\_\_ Grade in School 7 - 8 - 9 - 10 - 11 - 12  
Circle One

Minnesota State High School League regulations provide that any student who intends to participate in high school interscholastic athletics and cheerleading activities must have on file in this school a record of a satisfactory physical examination performed by a doctor within the previous three years. More frequent examinations may be required.

The following questions **must** be answered by the parent or guardian:

- |   | PLEASE<br>CIRCLE |    |
|---|------------------|----|
| 1. The student named above has a physical record on file in the school?   | YES              | NO |
| 2. Has the student been hospitalized since the above physical examination?  | YES              | NO |
| 3. Has the student had a major injury since the above physical examination?   | YES              | NO |
| 4. Has the student been found to have only one organ of usually paired organs?<br>(example: only one kidney, or one good eye)   | YES              | NO |
| 5. Has the student required medication on a daily or episodic routine?<br>(example: insulin daily or asthma medication with an attack)                                | YES              | NO |
| 6. Has the student been knocked unconscious, had a concussion, or had a head injury<br>at any time within the past 12 months?   | YES              | NO |
| 7. Has the student fainted, blacked out, experienced dizziness or chest pain while<br>exercising in the past year?  | YES              | NO |
| 8. Are there any weight loss or nutritional issues to consider, including self-induced<br>vomiting, over-exercising, laxative use, or diuretic use to control weight? | YES              | NO |
| 9. Do you know of or believe there is any health reason why this student should not<br>participate in interscholastic athletics or cheerleading activities?           | YES              | NO |

If so, why? \_\_\_\_\_

(Optional)

10. In the last year: What was the student's lowest weight? \_\_\_\_\_  
What was the student's highest weight? \_\_\_\_\_  
What do you think is his/her ideal weight? \_\_\_\_\_

The undersigned, herewith,

1. Grants the above named student permission to participate in all League activities.
2. Grants permission to take the student on supervised trips connected with League activities.
3. Understands that the student must refrain from practice or play during medical treatment until he/she is given a written permit by the attending physician to resume participation.
4. Certifies that the answers to the questions above are correct and true.
5. Certifies that the above named student is physically fit to participate in all high school interscholastic activities.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Month Day Year Signature of Parent or Guardian

This Parent's Permit And Health Questionnaire must be completed, signed and placed on file in the school office each year before the student will be permitted to practice or play.

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## 1998-99 MSHSL Athletic Eligibility Statement

*Statement to be signed by the participant from a MSHSL member school and by the participant's parent or guardian*

- I have read, understand, and acknowledge receiving the 1998-99 Athletic Eligibility Information which contains a summary of the eligibility rules of the Minnesota State High School League. I understand that a copy of the Official Handbook of the MSHSL is on file with the senior high school athletic director and or principal and that I may review it, in its entirety, if I so choose.
- I further understand that a member school of the MSHSL must adhere to all of the rules and regulations that pertain to the League athletic activities a school may sponsor, but that local rules may be more stringent than MSHSL rules.

### STUDENT CODE OF RESPONSIBILITIES

- As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:
  - ◆ I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
  - ◆ I will be fully responsible for my own actions and the consequences of my actions.
  - ◆ I will respect the property of others.
  - ◆ I will respect and obey the rules of my school and the laws of my community, state and country.
  - ◆ I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

A student whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.
- **Informed Consent:** By its nature, participation in interscholastic athletics includes risk of injury and the transmission of infectious diseases such as HIV and Hepatitis B. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. **PARENTS, GUARDIANS OR STUDENTS WHO MAY NOT WISH TO ACCEPT THE RISK DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS FORM. STUDENTS MAY NOT PARTICIPATE IN A MSHSL-SPONSORED ACTIVITY WITHOUT THE STUDENT'S AND PARENT'S/GUARDIAN'S SIGNATURE.**
- By signing this we acknowledge that we have read the above information.

**The student/parent authorizes the release of documents and other pertinent information by the school in order to determine student eligibility.**

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Birth Date*

\_\_\_\_\_  
*Grade in School*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent's or Guardian's Signature*

\_\_\_\_\_  
*Date*



MEMO #: S-99-155

TO: School Board

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

RE: Approval of Policy

DATE: December 8, 1998

Attached please find the policy, Crisis Intervention (JHB).

Suggested Resolution: Move to approve the policy, Crisis Intervention (JHB) as presented.

:mdm  
Attachment



POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: JHB DATE ADOPTED: 1/8/90 REVIEWED: 3/22/94
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### CRISIS INTERVENTION

The school district acknowledges that staff members encounter students and personnel in crisis resulting from situations such as but not limited to:

- o serious illness or death of a student, a close relative or friend of a student
- o serious illness or death of a staff member
- o suicide or other threats to a student's physical or psychological well-being
- o harmful chemical involvement
- o changes in the composition of one's family for any reason
- o other tragedies that would traumatize school-age children and youth/staff .

The psychological, emotional and educational impact of such crises can be significant for the individual, family and the school community.

In accordance with Minnesota Health and Welfare guidelines (M.S. 144.344) which mandate that a minor child will receive necessary treatment for a life-threatening physical or mental illness, the school district charges the Crisis Intervention Policy Committee to establish and maintain a plan of action for identifying, preventing, and intervening in crisis situations and a plan of action for postvention. The plan is to include an appropriate response to crises affecting an individual building or a district-wide population.

The building principal is responsible for designating a crisis intervention team in each building. The principal insures that all personnel in their building are informed annually of this policy and of the procedural guidelines which comprise the action plan.

Reviewed/Revised: 3/22/94

MEMO #: B99.188 (REVISED 12/3/98)  
 MEMO TO: DR. ANDERSON  
 FROM: ROBERT LACHER *R. Lacher*  
 DATE: NOVEMBER 16, 1998  
 SUBJECT: 1998.99 FINAL BUDGET ALL FUNDS

The final budgets for the 1998.99 are as follows:

<u>FUNDS</u>	<u>BEGINNING FUND BALANCE</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>ENDING FUND BALANCE</u>
I General Fund	\$ 5,579,456	\$33,709,238	\$33,875,520	\$ 5,413,174
II Food Service	\$ 350,602	\$ 1,172,290	\$ 1,197,480	\$ 325,412
*III Transportation	\$ 280,409	\$ 2,158,270	\$ 2,105,410	\$ 333,269
IV Community Serv.	\$ 603,473	\$ 1,189,967	\$ 1,573,112	\$ 220,328
*V Capital Outlay	\$ 118,328	\$ 1,643,820	\$ 2,845,657	\$ (1,083,509)
VII Debt Service	\$ 5,335,047	\$ 1,107,000	\$ 1,143,400	\$ 5,298,647
VIII Enterprise	\$ (655,450)	\$ 313,890	\$ 315,749	\$ (657,309)

Attached are the Fund changes.

\* Now part of General Fund for annual reporting to the State of Minnesota.  
 ISD #152 has chosen to maintain a separate fund for management purposes.

Suggested Resolution: Move to approve all funds as presented by the administration for the 1998.99 Final Budget.

I GENERAL FUND  
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

01-Dec-98 PRINT DATE

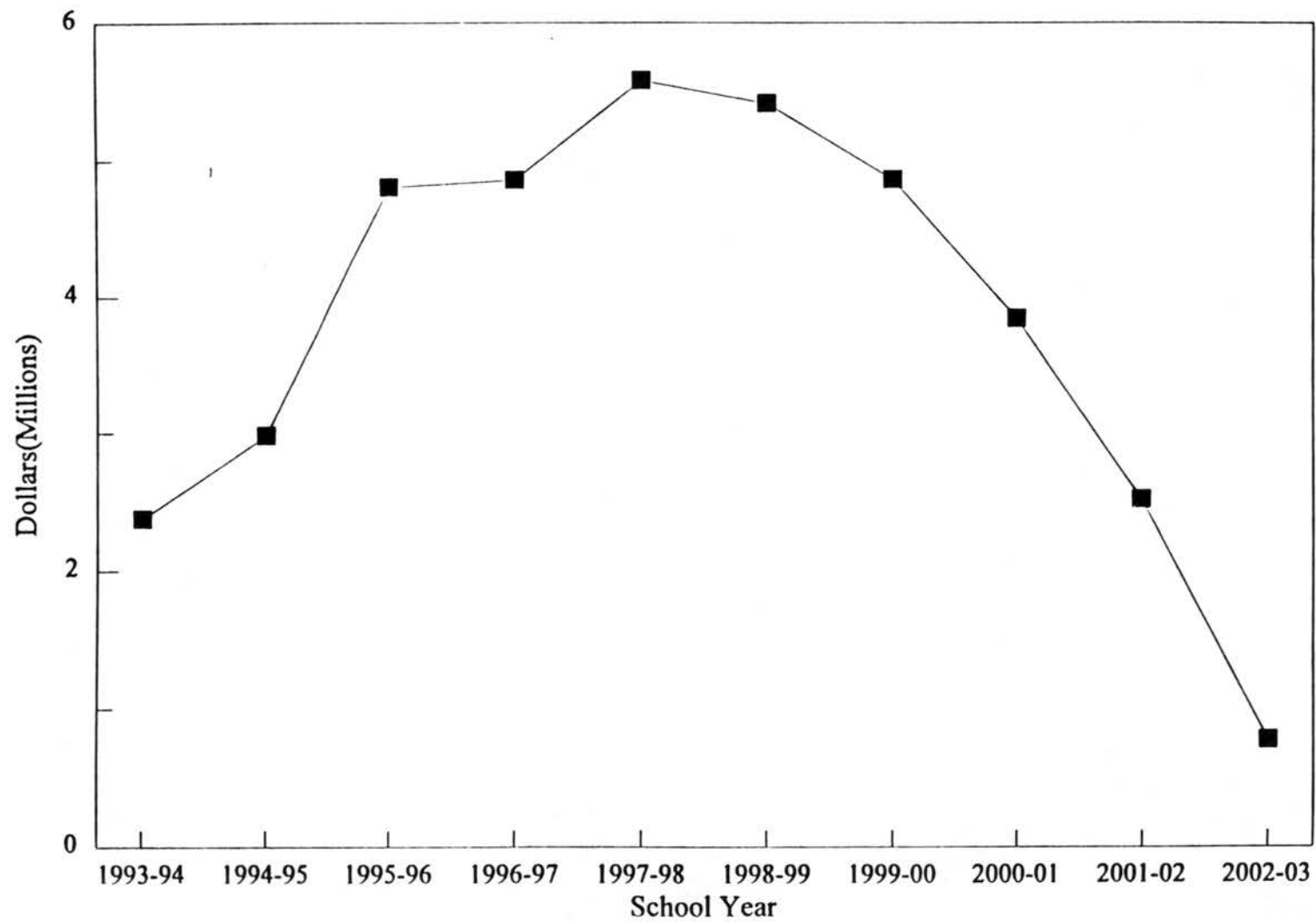
LINE #	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 BUDGET	1999-00 PROJECTED	2000-01 PROJECTED	2001-02 PROJECTED	2002-03 PROJECTED
<b>Basic Education Revenue</b>										
<b>UNAPPROPRIATED REVENUES</b>										
	3,050	3,167	3,205	3,205	3,281	3,360	3,427	3,496	3,566	3,637
1 Property Taxes	4,567,270	5,137,987	5,311,658	6,255,001	5,580,324	4,830,640	4,949,441	5,071,164	5,195,880	5,323,664
2 Interest	178,796	277,683	368,284	284,705	307,219	261,850	200,000	150,000	100,000	50,000
3 Tax shift	(299,948)	366,912	(948,780)	(861,979)	(9,317)	0	0	0	0	0
4 Other local	234,010	258,824	289,645	368,396	685,989	383,230	392,655	402,312	412,206	422,343
5 Tax credits	1,350,875	1,419,496	1,639,937	1,960,723	1,864,138	2,735,360	2,802,631	2,871,557	2,942,178	3,014,536
6 General ed aid	18,024,190	18,992,963	19,152,318	17,220,321	17,899,531	19,150,000	19,262,232	19,335,611	19,645,444	19,737,654
7 Special ed aid	2,565,967	2,959,172	3,316,632	3,411,095	3,553,701	3,800,000	3,893,454	3,989,207	4,087,315	4,187,835
8 Other state aids	456,277	727,223	530,632	582,781	718,617	302,648	310,091	317,717	325,531	333,537
9 Tax shift	299,948	(366,912)	948,780	861,979	9,314	0	0	0	0	0
10 Federal aids	1,248,271	1,482,486	1,624,406	1,791,076	1,863,604	1,842,670	1,887,987	1,934,419	1,981,993	2,030,736
11 Conversion of assets	15,771	5,841	2,025	854,800	604	20,000	20,492	20,996	21,512	22,041
12 Tuition & fees	179,898	249,740	595,350	483,768	426,393	382,840	392,255	401,902	411,786	421,913
13 State reduction										
14 TOTAL REVENUES	28,821,325	31,511,415	32,830,887	33,212,666	32,900,117	33,709,238	34,111,239	34,494,885	35,123,845	35,544,260
15 % CHANGE	7.07%	9.33%	4.19%	1.16%	-0.94%	2.46%	1.19%	1.12%	1.82%	1.20%
16 \$ CHANGE	1,903,023	2,690,090	1,319,472	381,779	(312,549)	809,121	402,001	383,646	628,960	420,415
+++++										
17 Admin salaries	1,679,586	1,624,992	1,658,169	1,878,735	1,972,892	2,137,735	2,201,867	2,267,923	2,335,961	2,406,040
18 Admin supplies	85,043	28,219	58,716	12,731	14,062	16,690	17,191	17,706	18,238	18,785
19 Admin fringe benefits	296,121	285,553	284,018	315,777	310,800	327,460	337,284	347,402	357,824	368,559
20 Admin other	164,167	246,957	232,945	229,234	242,736	206,100	212,283	218,651	225,211	231,967
21 Instruct salaries(reg & voc)	10,119,433	10,692,274	10,659,285	11,903,289	12,008,226	12,466,180	12,840,165	12,995,197	13,179,446	13,440,849
22 Allowance for new staff						0	(223,469)	(199,619)	(130,078)	(250,673)
23 Instruct supplies	580,366	643,308	459,016	758,003	674,814	539,295	555,474	572,138	589,302	606,981
24 Allowance for new students							(10,344)	(9,240)	(6,021)	(11,603)
25 Instruct fringe benefits	2,338,116	2,450,751	2,438,367	2,624,645	2,347,095	2,387,120	2,458,734	2,532,496	2,608,470	2,686,725
26 Instruct other	680,068	761,706	825,471	963,533	939,106	950,088	978,591	1,007,948	1,038,187	1,069,332
27 Spec ed salaries	5,493,884	6,036,106	6,488,986	5,773,112	6,205,047	6,524,160	6,719,885	6,921,481	7,129,126	7,343,000
28 Spec ed supplies	121,153	134,354	102,879	79,687	72,005	102,150	105,215	108,371	111,622	114,971
29 Spec ed fringe benefits	1,195,829	1,317,953	1,390,055	1,224,518	1,189,328	1,250,400	1,287,912	1,326,549	1,366,346	1,407,336
30 Spec ed other	684,005	1,023,309	973,280	1,006,436	857,107	950,840	979,365	1,008,746	1,039,009	1,070,179
31 Instruct support salaries	935,218	989,854	936,539	1,028,975	1,181,830	1,388,718	1,430,380	1,473,291	1,517,490	1,563,014
32 Instruct support supplies	140,633	135,865	107,222	98,438	101,290	128,610	132,468	136,442	140,536	144,752
33 Instruct support fringe benefits	174,606	190,996	183,419	189,643	193,299	221,120	227,754	234,586	241,624	248,873
34 Instruct support other	209,264	412,217	413,795	411,371	319,383	632,360	651,331	670,871	690,997	711,727
35 Pupil support salaries	609,357	609,924	638,704	668,083	724,911	725,750	747,523	769,948	793,047	816,838
36 Pupil support supplies	10,157	13,518	19,614	14,037	12,537	9,880	10,176	10,482	10,796	11,120
37 Pupil support fringe benefits	127,635	127,544	132,675	137,676	133,954	135,270	139,328	143,508	147,813	152,248
38 Pupil support other	53,949	83,850	86,486	77,963	85,685	92,390	106,073	109,255	112,532	115,908
39 Bldgs & grounds salaries	708,121	704,661	766,668	796,756	804,908	821,510	846,155	871,540	897,686	924,617
40 Bldgs & grounds energy exp	457,378	439,425	490,775	525,445	491,513	520,270	535,878	551,954	568,513	585,568
41 Bldgs & grounds supplies	116,134	197,313	125,015	170,768	149,694	141,940	146,198	150,584	155,102	159,755
42 Bldgs & grounds fringe benefits	121,639	120,921	128,465	136,604	138,546	158,200	162,946	167,834	172,869	178,055
43 Bldgs & grounds other	168,859	306,114	247,225	1,283,964	277,842	288,030	296,671	305,571	314,738	324,174
44 Early retirement pay	234,555	399,803	297,733	244,506	286,217	257,950	265,689	273,659	281,869	290,325
45 Fringe benefits	336,364	414,988	436,497	377,720	367,103	407,604	419,832	432,427	445,400	458,762
46 Other fixed costs	233,957	239,952	253,925	229,678	71,903	87,700	90,331	93,041	95,832	98,707
47 TOTAL EXPENDITURES	28,075,597	30,632,427	30,835,944	33,161,327	32,173,833	33,875,520	34,668,884	35,510,746	36,449,486	37,286,896
48 % CHANGE	2.39%	9.11%	0.66%	7.54%	-2.98%	5.29%	2.34%	2.43%	2.64%	2.30%
49 \$ CHANGE	654,923	2,556,830	203,517	2,325,383	(987,494)	1,701,687	793,364	841,862	938,740	837,410
+++++										
50 REV OVER EXP (EXP OVER REV)	745,728	878,988	1,994,943	51,339	726,284	(166,282)	(557,645)	(1,015,861)	(1,325,641)	(1,742,636)
50.1 Trf to eliminate oper def in transp fund		(273,476)	(173,157)	0			0	0	0	0
51 F T E Reduction needed to balance budget						(346)	(11,28)	(19,95)	(25,27)	(32,26)
52 BEGINNING FUND BALANCE *	1,628,807	2,374,535	2,980,047	4,801,833	4,853,172	5,579,456	5,413,174	4,855,529	3,839,669	2,514,027
53 ENDING FUND BALANCE *	2,374,535	2,980,047	4,801,833	4,853,172	5,579,456	5,413,174	4,855,529	3,839,669	2,514,027	771,392
54 As a % of Expenditures	8.46%	9.73%	15.57%	14.64%	17.34%	15.98%	14.01%	10.81%	6.90%	2.07%

1 GENERAL FUND  
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

01-Dec-98 PRINT DATE

LINE #		1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 BUDGET	1999-00	2000-01	2001-02	2002-03	
								PROJECTED				
55 CHANGE FACTORS												
56	SALARIES	N/A	19,780,154	21,057,614	21,446,084	22,293,456	23,184,031	24,322,003	24,828,194	25,373,421	26,004,546	26,534,009
57	SUPPLIES	N/A	1,053,486	1,152,577	872,462	1,133,664	1,024,402	938,565	956,378	986,484	1,019,574	1,044,760
58	ENERGY ITEMS	N/A	457,378	439,425	490,775	525,445	491,513	520,270	535,878	551,954	568,513	585,568
59	OTHER	N/A	2,194,269	3,074,105	3,033,127	4,202,179	2,793,762	3,207,508	3,314,644	3,414,083	3,516,506	3,622,001
60	FRINGE BENEFITS	N/A	4,590,310	4,908,706	4,993,496	5,006,583	4,680,125	4,887,174	5,033,789	5,184,803	5,340,347	5,500,557
61	REVENUES	N/A	28,821,325	31,511,415	32,830,887	33,212,666	32,900,117	33,709,238	34,111,239	34,494,885	35,123,845	35,544,260
.....												
ASSUMPTIONS												
64 CHANGE FACTORS												
65	SALARIES		102.03%	106.46%	101.84%	103.95%	103.99%	104.91%	103.00%	103.00%	103.00%	103.00%
66	SUPPLIES		134.22%	109.41%	75.70%	129.94%	90.36%	91.62%	103.00%	103.00%	103.00%	103.00%
67	ENERGY ITEMS		103.14%	96.07%	111.69%	107.06%	93.54%	105.85%	103.00%	103.00%	103.00%	103.00%
68	OTHER		95.05%	140.10%	98.67%	138.54%	66.48%	114.81%	103.00%	103.00%	103.00%	103.00%
69	FRINGE BENEFITS		102.09%	106.94%	101.73%	100.26%	93.48%	104.42%	103.00%	103.00%	103.00%	103.00%
70	REVENUES		107.07%	109.33%	104.19%	101.16%	99.06%	102.46%	102.46%	102.46%	102.46%	102.46%
70.1												
70.2												
70.3												
70.4						25,369						
70.5						165,378						
71												
71.1	Kindergarten & Early Childhood	490		500	455	449	450	445	465	450	440	
71.2	1-6	2,992		2,884	2,820	2,695	2,665	2,587	2,556	2,496	2,424	
71.3	7-12	2,572		2,683	2,692	2,725	2,749	2,719	2,632	2,645	2,611	
71.4		6,054	6,086	6,067	5,967	5,868	5,864	5,751	5,653	5,591	5,475	
72	PUPIL UNITS											
	94-96											
72.1	Kindergarten & Early Childhood	0.530	252	0	265	241	260	239	236	246	239	233
72.2	1-6	1.060	3,082	0	3,057	2,989	2,856	2,825	2,742	2,709	2,646	2,569
72.3	7-12	1.300	3,344	0	3,488	3,500	3,542	3,574	3,535	3,422	3,439	3,394
72.4		6,678	6,874	6,810	6,730	6,659	6,637	6,513	6,377	6,323	6,197	
	CHANGE IN PUPIL UNITS				(100)	(99)	(4)	(113)	(98)	(62)	(116)	
73	CHANGE IN WEIGHTED PUPIL UNITS	342.81	196.29	(64.06)	(79.99)	(71.34)	(21.51)	(124.33)	(135.36)	(54.65)	(125.82)	
74	AFDC UNITS	973	978	908	786							

## General Fund Balance



1998.99 GENERAL FUND BUDGET REDUCTIONS

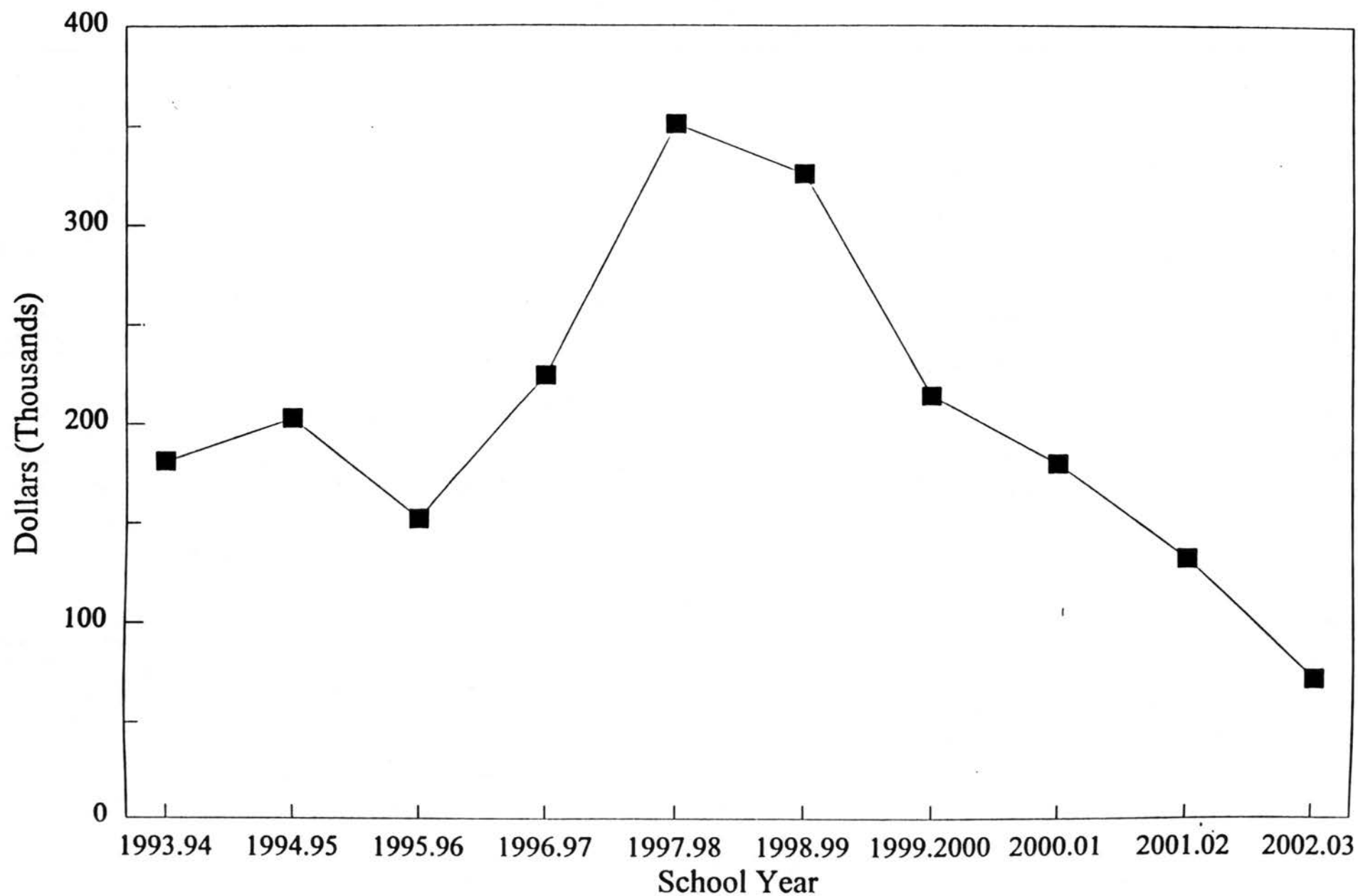
Line #	ACCOUNT NUMBER	TITLE	98.99 Budget	99.00 Prel Budget
		Revenue over Exp (Exp Over Rev.)	(747,272)	(1,170,965)
		Reduce capital Expense		
01.005.020.000.00179.000		Student Help	(1,800)	(1,800)
01.005.020.000.00306.000		Strategic Planning	(5,000)	(5,000)
01.005.030.000.00179.000		Student Help	(1,800)	(1,800)
01.186.050.000.00179.000		Student Help	(360)	(360)
01.190.050.000.00179.000		Student Help	(360)	(360)
01.191.050.000.00179.000		Student Help	(360)	(360)
01.194.050.000.00179.000		Student Help	(360)	(360)
01.382.050.000.00179.000		Student Help	(775)	(775)
01.384.050.000.00179.000		Student Help	(360)	(360)
01.385.050.000.00179.000		Student Help	(775)	(775)
01.200.050.000.00173.000		Secret Overtime & Subs	0	(2,450)
01.005.110.000.00179.000		Student Help	(1,800)	(1,800)
01.005.110.000.00314.000		Data Processing - Region 8	(500)	(500)
01.005.110.000.00321.000		Telephone	(2,300)	(2,300)
01.005.110.000.00329.000		Postage & Parcel Service	(5,000)	(5,000)
01.005.110.000.00350.403		Contracted R & M	(2,500)	(2,500)
01.005.130.000.00xxx.000		Misc. Exp	(26,900)	(26,900)
01.005.150.000.00313.000		Cont. Legal Service	(30,000)	(30,000)
01.005.160.000.00179.000		Student Help	(3,600)	(3,600)
01.005.160.000.00890.000		Misc. Admin. Costs	(900)	(900)
01.005.180.000.00890.000		Misc. Exp	(1,000)	(1,000)
01.005.193.000.00307.000		Comp Worth Study	(2,000)	(2,000)
01.100.203.000.00390.000		Tuition - Regular	(9,000)	(9,000)
01.100.203.000.00430.000		Instructional Supplies	(7,800)	(7,800)
01.100.203.000.00431.000		Textbook Adoptions	(11,650)	(11,650)
01.300.211.000.00390.000		Tuition - Regular	(40,000)	(40,000)
01.300.211.000.00392.000		Tuition - Regular out of state	(2,000)	(2,000)
01.005.216.401.xxxx		Title 1	(450)	
01.xxx.217.xxx.00xxx.000		AOM	(16,940)	(16,940)
01.382.292.000.00897.000		Tournament Expense	(10,000)	(10,000)
01.200.4xx.740.00390		Tuition	(66,730)	(66,730)
01.200.605.000.00899.020		Misc. Exp	(2,600)	(2,600)
01.200.605.000.00899.030		Misc. Exp	(2,600)	(2,600)
01.200.605.204.00889.000		Supt. Discr./Global exchange	(1,770)	(1,770)
01.200.610.341.00899.000		Misc. Exp	(1,000)	(1,000)
01.200.620.000.00179.000		Student Help	(2,000)	(2,000)
01.200.620.000.00396.000		TV Services		(13,500)
01.xxx.640.xxx.xxxxx.xxx		Staff Development	(25,000)	(25,000)
01.xxx.641.xxx.xxxxx.xxx		Sabbatical Leave	(14,000)	0
01.xxx.810.xxx.00440.000		Fuel for Buildings	(10,000)	(10,000)
01.005.810.000.00373.000		Security System	(1,000)	(1,000)
01.005.930.000.00230.000		Life Insurance	(2,000)	(2,000)
01.005.930.000.00240.000		Long Term Disability	(8,000)	(8,000)
01.005.930.000.00270.000		Worker's Comp	(5,000)	(5,000)
01.005.930.000.00191.000		Severance Pay (403(b))	0	90,000
01.005.940.000.00340.000		Property Insurance	(5,000)	(5,000)
01.005.940.000.00343.000		Vehicle Insurance	(2,000)	(2,000)
01.005.950.000.00910.000		Fund Transfers	(10,000)	(20,000)
Move to Capital Outlay				
01.xxx.xxx.000.00461.000		Textbook Adoptions	(161,130)	(161,130)
01.005.140.000.00112.000		AS/400 Manager	(74,870)	(74,870)
Increased Staff Ratios			0	0
			(580,990)	(502,490)
Revised		Expenditures over Revenue	(166,282)	
Ending Fund Balance				4,744,699
Target				4,853,172
		Variance remaining		(108,473)

**II FOOD SERVICE FUND  
INDEPENDENT SCHOOL DISTRICT #152 BUDGET**

Line #	1993.94 ACTUAL	1994.95 ACTUAL	1995.96 ACTUAL	1996.97 ACTUAL	1997.98 ACTUAL	1998.99 BUDGET	1999.2000	2000.01	2001.02	2002.03
							PROJECTED			
<b>REVENUES:</b>							1.02	1.02	1.02	1.02
Other local and county sources:										
1 Interest	6,645	9,366	15,999	10,144	32,754	12,240	12,480	12,730	12,980	13,240
2 Miscellaneous local revenues	1,998		0	265		5,100	5,200	5,300	5,410	5,520
3	8,643	9,366	15,999	10,409	32,754	17,340	17,680	18,030	18,390	18,760
State sources:										
4 Lunch program aid	42,194	47,361	47,128	48,521	40,297	36,850	37,590	38,340	39,110	39,890
Federal sources:										
5 Lunch program aid	431,928	476,515	441,087	462,560	482,615	485,670	495,380	505,290	515,400	525,710
6 Food distribution program	95,627	108,222	89,910	91,042	90,838	83,120	84,780	86,480	88,210	89,970
7	527,555	584,737	530,997	553,602	573,453	568,790	580,160	591,770	603,610	615,680
8 Sale of food	453,693	457,969	471,028	538,793	557,237	549,310	560,300	571,510	582,940	594,600
9 Transfers (Equipment)	0	108,500	10,000	0		0	0			
10 Total revenues	1,032,085	1,207,933	1,075,152	1,151,325	1,203,741	1,172,290	1,195,730	1,219,650	1,244,050	1,268,930
<b>EXPENDITURES:</b>							1.030	1.030	1.030	1.030
Pupil support services:										
11 Salaries and wages	306,017	313,909	330,543	336,342	342,080	377,600	388,930	400,600	412,620	425,000
12 Employee benefits	47,408	49,512	54,429	55,014	53,454	59,930	61,730	63,580	65,490	67,450
13 Purchased services	39,522	36,943	44,485	42,882	44,011	52,580	54,160	55,780	57,450	59,170
14 Food costs-USDA commodities	95,627	108,222	89,909	91,042	90,838	83,120	85,610	88,180	90,830	93,550
15 Food costs, milk and supplies	469,891	502,383	512,505	523,804	532,332	576,590	593,890	611,710	630,060	648,960
16 Equipment/Construction	2,349	164,939	82,375	11,810		25,000	100,000	10,000	10,000	10,000
17 Other expenditures	9,387	10,446	11,734	18,001	14,681	22,660	23,340	24,040	24,760	25,500
18 Total expenditures	970,201	1,186,354	1,125,980	1,078,895	1,077,396	1,197,480	1,307,660	1,253,890	1,291,210	1,329,630
Revenues and other financing sources over (under)										
19 expenditures	61,884	21,579	(50,828)	72,430	126,345	(25,190)	(111,930)	(34,240)	(47,160)	(60,700)
<b>FUND BALANCE (DEFICIT), BEGINNING OF YEAR</b>	119,192	181,076	202,655	151,827	224,257	350,602	325,412	213,482	179,242	132,082
<b>FUND BALANCE (DEFICIT), END OF YEAR</b>	181,076	202,655	151,827	224,257	350,602	325,412	213,482	179,242	132,082	71,382
22 Fund Balance as a % of Expenditures	18.66%	17.08%	13.48%	20.79%	32.54%	27.17%	16.33%	14.29%	10.23%	5.37%



# Food Service Fund Balances

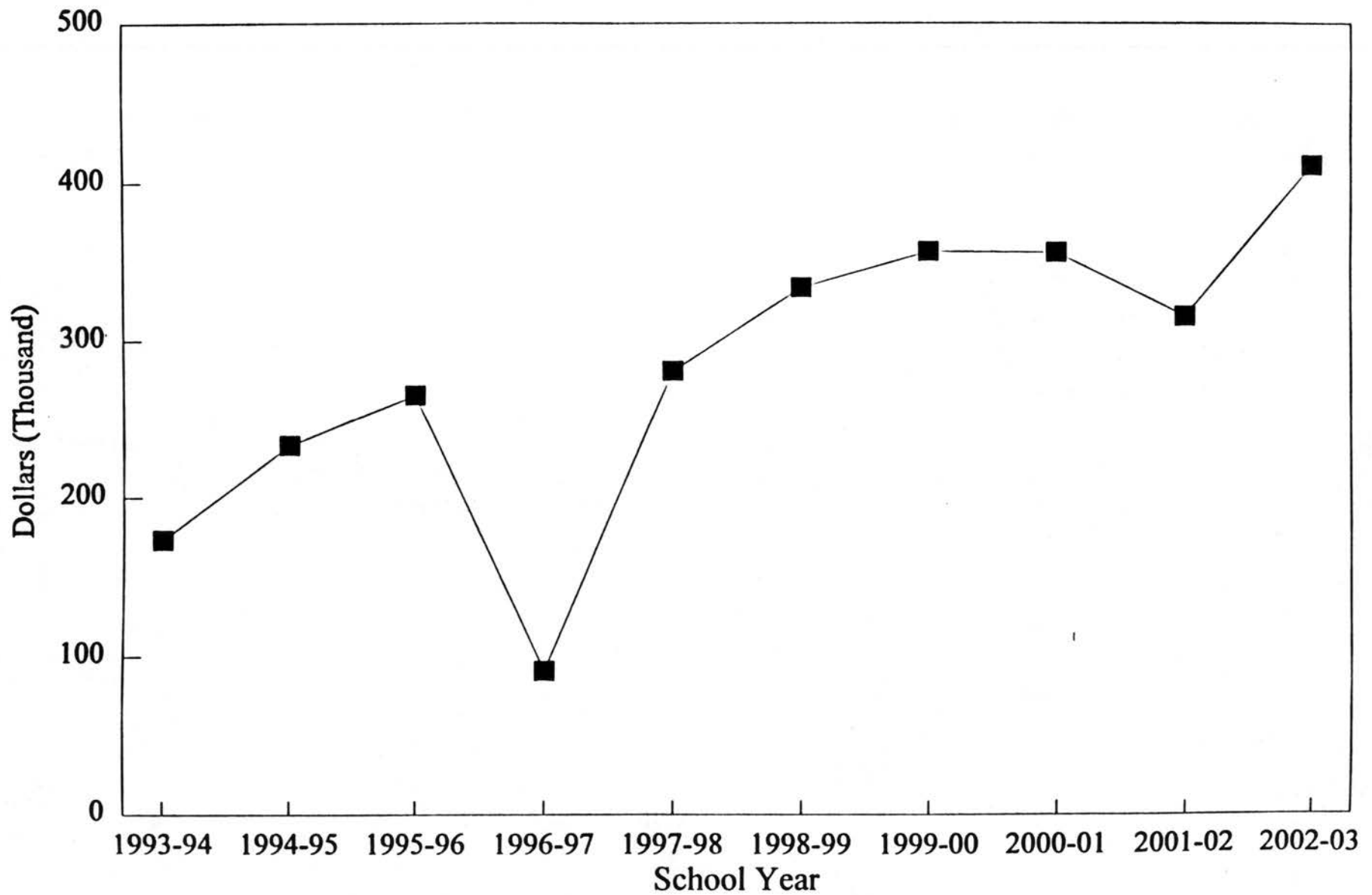


PRINT DATE

12-Nov-98

	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 BUDGET	1999-00	2000-01 PROJECTED	2001-02	2002-03
<b>REVENUES</b>										
Local property Taxes										
Transprotration levy	429,651	489,157	539,722	164,105	118,023					
Bus purchase levy										
Property tax shift	(30,604)	39,252	(216,578)	0						
	399,047	528,409	323,144	164,105	118,023	0	0	0	0	0
Other local and county sources:										
Interest	0		2,607	3,749	11,042					
Bus depreciation					49,294	89,000	60,000	60,000.00	60,000.00	60,000.00
Special Needs Chargeback						498,820	513,790	529,200.00	530,080.00	530,980.00
Miscelaeous local revenues	146		1,130							
	146	0	3,737	3,749	60,336	587,820	573,790	589,200	590,080	590,980
State Sources:										
Transportation aid	980,101	864,354	1,040,777	1,417,206	1,644,783	1,458,690	1,462,330	1,472,790	1,483,040	1,494,110
Bus Depreciation aid	67,838	78,377	78,377							
Tax Credits (HACA) **	108,886	121,720	112,580							
Other appropriations	76,310	95,188	117,163	441,067	460,000	111,760	113,670	115,670	117,710	119,810
State aid adjustment	30,604	(39,252)	216,578							
	1,263,739	1,120,387	1,565,475	1,858,273	2,104,783	1,570,450	1,576,000	1,588,460	1,600,750	1,613,920
Sales and other conversions of assets:										
Insurance recoveries	317									
<b>Total revenues</b>	<b>1,663,249</b>	<b>1,648,796</b>	<b>1,892,356</b>	<b>2,026,127</b>	<b>2,283,142</b>	<b>2,158,270</b>	<b>2,149,790</b>	<b>2,177,660</b>	<b>2,190,830</b>	<b>2,204,900</b>
<b>EXPENDITURES:</b>										
Pupil support services:										
Salaries and wages	312,829	368,169	347,006	366,944	350,317	380,680	390,200	399,960	409,960	420,210
Employee benefits	53,059	62,941	61,422	68,097	63,727	72,450	74,260	76,110	78,020	79,970
Contracted bus services	1,071,607	1,114,908	1,280,490	1,253,808	1,272,051	1,276,990	1,308,910	1,341,630	1,375,170	1,409,550
Other purchased services	52,301	97,398	54,407	118,919	104,681	33,210	34,040	34,890	35,760	36,660
Supplies and materials	194,478	194,145	200,943	194,664	173,252	227,420	233,100	238,930	244,900	251,020
Equipment	143,825	2,182	67,419	178,136	111,658		0	0	0	0
Other expenditures	21,424	22,549	21,957	19,868	17,743	25,660	26,310	26,970	27,640	28,330
Chargebacks				0	0	89,000	60,000	60,000	60,000	60,000
<b>Total expenses</b>	<b>1,849,523</b>	<b>1,862,292</b>	<b>2,033,644</b>	<b>2,200,436</b>	<b>2,093,429</b>	<b>2,105,410</b>	<b>2,126,820</b>	<b>2,178,490</b>	<b>2,231,450</b>	<b>2,285,740</b>
Revenues over (under) expenditures:	(186,274)	(213,496)	(141,288)	(174,309)	189,713	52,860	22,970	(830)	(40,620)	(80,840)
Operating transfer from the General Fund		273,476	173,155							176,490
<b>FUND BALANCE, (DEFICIT), BEGINNING OF YEAR **</b>	<b>359432</b>	<b>173,158</b>	<b>233,138</b>	<b>265,005</b>	<b>90,696</b>	<b>280,409</b>	<b>333,269</b>	<b>356,239</b>	<b>355,409</b>	<b>314,789</b>
<b>RETAINED EARNINGS (DEFICIT) FUND BALANCE, END OF YEAR</b>	<b>173,158</b>	<b>233,138</b>	<b>265,005</b>	<b>90,696</b>	<b>280,409</b>	<b>333,269</b>	<b>356,239</b>	<b>355,409</b>	<b>314,789</b>	<b>410,439</b>
Fund Balance reserved for bus purchase	177,458	254,047	265,005	86,869	24,505	113,505	173,505	233,505	293,505	353,505
Fund Balance reserved for student transportation safety		(20,909)	0	0	0	0	0	0	0	0
Operating Fund Balance	(4,300)	0	0	3,827	255,904	219,764	182,734	121,904	21,284	56,934

# Transportation Fund Balance



	Community Education <u>Summary of Revenues</u>	11-20-98
	<u>1997-98</u>	<u>1998-99</u>
General Com. Ed	\$259,286	\$206,240*
Tuition/fees (general)	\$157,673	\$147,900
CHOICES	\$ 27,187	\$ 29,000
All-day Kindergarten	\$ 56,879	\$ 72,000
ABE	\$249,843	\$281,095
Interest	\$ 37,092	\$ 25,000
ECFE	\$227,007	\$200,140
Kindergarten Readiness	\$ 71,639	\$ 60,000
Lincoln	\$ 20,000	\$ 20,000
other (screening, nonpublic, grants)	\$ 75,321	\$148,592
TOTALS	\$1,181,927	\$1,189,967

\*80% levied for general Community Ed; all others at 100%

	<u>Summary of Expenditures</u>	
General Community Ed	\$511,093	\$741,392
CHOICES	\$ 31,988	\$ 32,560
All-Day Kindergarten	\$ 58,008	\$ 72,180
ABE	\$232,015	\$359,410
ECFE	\$225,676	\$252,860
Kindergarten Readiness	\$ 50,136	\$ 65,970
Lincoln	\$ 18,788	\$ 19,330
other (non-public, screening)	\$ 29,962	\$ 29,410
TOTALS	\$1,157,666	\$1,573,112

MEMO #: B99.187 (REVISED 11/16/98, 11/19/98, 12/3/98)

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: NOVEMBER 12, 1998

SUBJECT: 1998.99 FINAL BUDGET - CAPITAL OUTLAY

1998.99 CAPITAL OUTLAY FUND FINAL BUDGET NARRATIVE

LINE #		BEGINING FUND BAL.	REVENUE	EXPENDITURE	ENDING FUND BAL.
16	AOP	\$335,238	\$1,507,509	\$2,370,453	(\$527,706)
56	Final Budget	\$118,328	\$1,643,820	\$2,845,657	(\$1,083,589)
	Change	(\$216,910)	\$ 136,311	\$ 455,331	\$555,804

REVENUES (MAJOR CHANGES)

12 Operating Capital increased by: \$69,674  
14 Health and Safety decreased by: \$66,637

EXPENDITURES

17 Food Service decreased by: \$10,000  
19 Maintenance decreased by: \$125,046  
20 Telephone/Telecomm. increased by: \$14,852  
22 Lease Levy decreased by: \$4,602  
22.1 Added Crime Levy: \$55,640  
22.2 Added Health Benefits: \$34,420  
23- Building Allocations increased by: \$7,643  
30.1  
34 Technology, Long-Term Emergency increased by: \$10,000  
35 Technology Networking increased by: \$577,100  
35.1 Added Technology Staffing/Textbooks: \$236,884  
36 Interactive Television increased by: \$10,000  
46 Total Operating Expenses increased by: \$747,521  
55 Handicapped Access decreased by: \$292,190  
56 Total Expenditures increased by: \$475,204  
58 Fund Balance deficit increased by: \$555,804 (primarily do to increase of technology expenditures.)

Please see attached Capital Expenditure spread sheets.

Independent School District No. 152  
V. Capital Outlay Fund

Line #		02-Dec-98	94.95	95.96	96.97	97.98	A.O.P. Preliminary Budget	YEAR 98.99	VARIANCE
		ACTUALS	ACTUALS	ACTUAL	ACTUAL			BUDGET	
	BEGINNING FUND BALANCE								
1	Disabled Accessibility		(34,772)	2,630	119,820	57,190	99,745	42,555	
2	Operating Capital	36,672	378,338	961,024	480,759	(86,689)	(246,949)	(160,260)	
3	Health and Safety	587,160	(74,567)	259,349	392,907	364,737	265,531	(99,206)	
4	Total Beginning Fund Balance	623,832	268,999	1,223,003	993,486	335,238	118,327	(216,911)	
	REVENUES								
5	Operating Capital Aid	1,388,323	1,403,955	1,324,554	1,312,486	1,341,952	1,346,600	4,648	
6	Lease	257,821	298,681	245,754	221,153	222,042	217,440	(4,602)	
6.1	Excess Levy								
6.2	Excess levy Aid								
7	Interest Income (Townsite Loan	62,180	45,582	73,349	44,778	49,000	43,780	(5,220)	
9	Interactive Television		36,962	80,419	77,491	85,852	72,700	(13,152)	
10	Misc./Donations/Grants	90,296	13,972	19,319	164,992		88,000	88,000	
11	Sale of Property		10,919	757					
12	Total Operating Capital	1,798,620	1,810,071	1,744,152	1,820,900	1,698,846	1,768,520	69,674	
13	Super Fund Reimb.	8,297			10,413				
14	Health and Safety	(216,106)	962,310	481,243	511,015	(191,337)	(124,700)	66,637	
	Total Health & Safety	(207,809)	962,310	481,243	521,428	(191,337)	(124,700)	66,637	
15	Disabled Accessibility	60,000	60,000	120,000					
16	Total Revenues	1,650,811	2,832,381	2,345,395	2,342,328	1,507,509	1,643,820	136,311	
		+	+	+	+	+	+	+	+

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Independent School District No. 152  
V. Capital Outlay Fund

Line #	02-Dec-98	94.95	95.96	96.97	97.98	LRFP A.O.P. Preliminary Budget	YEAR 98.99	VARIANCE
	ACTUALS	ACTUALS	ACTUAL	ACTUAL		BUDGET		
EXPENDITURES								
OPERATING								
17	Food Service	118,124	41,545	10,000	6,953	10,000	0	(10,000)
18	Special Assessments	30,898	7,373	8,528	8,422	27,487	27,490	3
19	Maintenance	231,000	197,769	235,805	932,940	292,246	167,200	(125,046)
20	Telephone/Telecommunications	66,210	72,166	73,829	88,679	76,488	91,340	14,852
21	Building Construction			111,111		125,000	125,000	0
21.1	Air Conditioning	2,002	142,630	828,622				0
21.2	Security Equipment		132,988					0
21.3	Reading Recovery Room		26,822					0
22	*Lease Levy	292,578	226,171	221,702	222,452	222,042	217,440	(4,602)
22.1	*Crime Levy						55,640	55,640
22.2	*Health Benefits Levy						34,420	34,420
	Building Allocation							0
23	Edison	13,204	13,743	11,105	15,120	14,900	14,750	(150)
24	Probstfield	13,259	14,941	13,894	16,808	17,340	16,140	(1,200)
25	Riverside	12,605	7,236	9,544	10,151	10,000	10,060	60
26	Washington	17,536	11,873	12,486	16,044	16,560	16,310	(250)
27	Robert Asp	25,803	16,408	17,667	19,172	20,550	20,960	410
28	Voyager	14,101	4,847	5,112	0	0	0	0
29	Jr. High	66,391	25,224	36,213	29,366	27,200	28,655	1,455
29.1	Athletics	1,497	2,809	0	1,918	3,000	3,000	0
30	Sr. High	69,594	44,148	44,683	57,823	46,450	53,768	7,318
30.1	Athletics	15,438	5,266	5,997	5,975	6,000	6,000	0
31	Transfer to cover fund 06 expe	213,257			0	0	0	0
32	Interest	7,643	15,348	0	0	32,000	32,000	0
33	Technology	24,662	22,984	22,551	263,228	23,000	23,000	0
33.1	Technology Staffing					75,000	75,000	0
34	Technology Long-Term/Emergency	31,490	29,707	6,861	0		10,000	10,000
35	Technology - Networking			99,684	751,436	543,600	1,120,700	577,100
35.1	Tehcnology staffing/Textbooks						236,884	236,884
36	Interactive Television			42,778	0		10,000	10,000
37	Replacement of Equip.		10,855	10,000	0	20,000	20,000	0
38	Maint./Transportation	22,099	27,019	21,042	9,050	21,000	20,000	(1,000)
39	Vehicles	7,600		26,000	19,717	15,000	15,000	0
40	Media/A.V.	25,572	26,786	27,198	27,040	27,000	27,000	0



## Independent School District No. 152

## V. Capital Outlay Fund

Line #	02-Dec-98	94.95	95.96	96.97	97.98	LRFP	YEAR 98.99	VARIANCE
						A.O.P. Preliminary Budget		
41	Media Library	27,156	25,870	25,602	25,421	26,000	26,000	0
42	District-Wide Equip.	71,008	42,758	60,167	14,185	45,000	0	(45,000)
43	Music	12,010	11,997	11,697	11,548	12,000	12,000	0
44	Text Book Adoptions			225,000			0	0
45	Misc./Donations/Grants	24,217	20,102	(461)	(4,840)		6,500	6,500
46	Total Operating	1,456,954	1,227,385	2,224,417	2,548,608	1,754,863	2,522,257	767,394

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Independent School District No. 152  
V. Capital Outlay Fund

		02-Dec-98	94.95	95.96	96.97	97.98	LRFP A.O.P. Preliminary Budget	YEAR 98.99	VARIANCE
Line #		ACTUALS	ACTUALS	ACTUAL	ACTUAL		BUDGET		
HEALTH AND SAFETY									
47	Tank Replacement	29,813	26,056	10,339	5,572				0
47.1	Well Monitoring	49,790	397,381						0
48	Fire Code Compliance	25,812	80,088	85,136	298,620	15,000	15,000		0
49	Life Safety Repairs\Demolition	264,360	20,591	29,189					0
49.1	Sr. High Lab Remodeling				11,355				0
50	Asbestos Removal\Hazardous Was	4,893			0	15,000	30,000	15,000	
51	Asbestos Loan Payback	76,343	76,343	76,343	76,572	76,400	76,400		0
52	Hazardous Substance Consult	2,907	27,935	125,105	7,814	67,000	52,000	(15,000)	
53	Health & Safety Management			21,573	248,871				0
54	Health and Safety	453,918	628,394	347,685	648,804	173,400	173,400		0
55	Handicap Access	92,219	22,598	2,810	20,075	442,190	150,000	(292,190)	
56	Total Expenditures	2,003,091	1,878,377	2,574,912	3,217,487	2,370,453	2,845,657	475,204	
		+++++	+++++	+++++	+++++	+++++	+++++	+++++	
57	Total Revenue Over Expenditure (Total Expenditure Over Revenue)	(352,280)	954,004	(229,517)	(875,159)	(862,944)	(1,201,837)	(338,893)	
58	Total Ending Fund Balance	271,552	1,223,003	993,486	118,327	(527,706)	(1,083,510)	(555,804)	
GRADE									
59	K	490	500	455	435	494	425	(69)	
60	1-6	2,992	2884	2820	2714	2672	2,667	(5)	
61	7-12	2,572	2683	2692	2719	2773	2,756	(17)	
		6054	6067	5967	5868	5939	5848	(91)	
	K	0.53	0.53	0.53	0.53	0.53	0.53		
	1-6	1.06	1.06	1.06	1.06	1.06	1.06		
	7-12	1.30	1.30	1.30	1.30	1.30	1.30		

Independent School District No. 152  
V. Capital Outlay Fund

Line #		02-Dec-98	94.95	95.96	96.97	97.98	A.O.P. Preliminary Budget	YEAR 98.99 BUDGET	VARIANCE
62	K		260	265	241	231	262	225	(37)
63	1-6		3,172	3,057	2,989	2,877	2,832	2,827	(5)
64	7-12		3,344	3,488	3,500	3,535	3,605	3,583	(22)
									0
65	Excess Levy Funds		6,774.82	6,809.94	6,729.95	6,642.09	6,699.04	6,635.07	(64)
				290.00					0
				98.99					
66	Facilities Fund			200			1,341,952	1,329,137	(12,814)
*	Formally 100% Local Levy. Do we want to keep as part of Capital Resources?								

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**VII DEBT REDEMPTION FUND  
INDEPENDENT SCHOOL DISTRICT #152**

12-Nov-98

Line No.		1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 BUDGET	1999-00 Preliminary Budget	2000-01	2001-02 Projected	2002-03	2002-04
<b>REVENUES:</b>											
1	Local property taxes levy	589,718	519,905	486,123	522,562	726,630	719,500	722,840	441,810	441,100	439,640
2	Property tax shift	7	(617)	-136							
		589,725	519,288	485,987	522,562	726,630	719,500	722,840	441,810	441,100	439,640
Other local sources:											
	Proceeds of refunding bonds				5,839,400						
3	Interest income	31,620	30,562	15,688	153,252	263,600	264,930	262,980	7,500	7,000	6,500
					5,992,652						
State sources:											
4	HACA (Homestead credit)	337,497	219,838	264,254	211,720	0	0	0	0		
5	Border city aid	119,424	113,829	103,491	116,137	116,140	116,140	116,140	116,140	116,140	116,140
6	Other appropriations	557	437	398	459	630	630	630	630	630	630
7	State aid adjustment	(7)	617	136							
8		457,471	334,721	368,279	328,316	116,770	116,770	116,770	116,770	116,770	116,770
9	<b>Total revenues</b>	<b>1,078,816</b>	<b>884,571</b>	<b>869,954</b>	<b>6,843,530</b>	<b>1,107,000</b>	<b>1,101,200</b>	<b>1,102,590</b>	<b>566,080</b>	<b>564,870</b>	<b>562,910</b>
<b>EXPENDITURES:</b>											
10	Principal on bonds	482,524	437,524	455,873	1,245,873	505,870	535,870	565,870	5,395,000	345,000	360,000
11	Interest on bonds	496,209	470,365	445,755	544,062	636,530	603,410	576,590	248,600	232,920	216,530
12	Other debt service	400	0	0	(1,690)	1,000	1,000	1,000	1,000	1,000	1,000
13	<b>Total expenditures</b>	<b>979,133</b>	<b>907,889</b>	<b>901,628</b>	<b>1,788,245</b>	<b>1,143,400</b>	<b>1,140,280</b>	<b>1,143,460</b>	<b>5,644,600</b>	<b>578,920</b>	<b>577,530</b>
14	<b>Revenues over (under) expenditures</b>	<b>99,683</b>	<b>(23,318)</b>	<b>(31,674)</b>	<b>5,055,285</b>	<b>(36,400)</b>	<b>(39,080)</b>	<b>(40,870)</b>	<b>(5,078,520)</b>	<b>(14,050)</b>	<b>(14,620)</b>
15	<b>FUND BALANCE, BEGINNING OF YEAR</b>	<b>235,071</b>	<b>334,754</b>	<b>311,436</b>	<b>279,762</b>	<b>5,335,047</b>	<b>5,298,647</b>	<b>5,259,567</b>	<b>5,218,897</b>	<b>140,177</b>	<b>126,127</b>
16	<b>FUND BALANCE, END OF YEAR</b>	<b>334,754</b>	<b>311,436</b>	<b>279,762</b>	<b>5,335,047</b>	<b>5,298,647</b>	<b>5,259,567</b>	<b>5,218,697</b>	<b>140,177</b>	<b>126,127</b>	<b>111,507</b>

\*\*\* Ending fund balances between 1997-98 and 2001-02 include the dollars set aside for the refunding that will occur during 2001-02.

\*\*\* 1999-2000 projections include a \$100,000/year reduction in the debt service levy due to excess fund balance and 2001-2004 projections include a \$50,000/year reduction in the debt service levy due to excess fund balance.

12-Nov-98

ENTERPRISE FUND (TOWNSITE)  
INDEPENDENT SCHOOL DISTRICT #152

	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 BUDGET	1999-00	2000-01 PROJECTED	2001-02 PROJECTED	2002-03 PROJECTED
OPERATING REVENUES:							1.02	1.02	1.02	1.02
Rents	235,674	163,649	197,054	180,584	229,502	188,830	192,607	196,459	200,388	204,396
Rents from School District	35,550	69,493	63,462	79,932	78,453	95,620	97,532	99,483	101,473	103,502
Sq Feet	271,224	233,142	260,516	260,516	307,955	284,450	290,139	295,942	301,861	307,898
44,971	\$6.03	\$5.18	\$5.79	\$5.79	\$6.81	\$6.28	\$6.40	\$6.53	\$6.66	\$6.79
OPERATING EXPENSES:										
Salaries and benefits	73,439	75,620	76,975	80,504	84,495	82,650	84,303	85,989	87,709	89,463
Utilities and fuel	44,471	47,237	51,060	52,665	51,120	53,490	54,560	55,651	56,764	57,899
Insurance	7,300	6,952	6,583	6,850	6,602	8,140	8,303	8,469	8,638	8,811
Bldg. Improvement			0	3,089	0	5,570	5,737	5,909	6,086	6,269
Other operating expense	39,531	38,799	19,785	39,399	34,067	32,350	32,997	33,657	34,330	35,017
Total operating expenses	164,741	168,608	154,403	182,507	176,284	182,200	185,900	189,675	193,528	197,459
Per square foot	\$3.66	\$3.75	\$3.43	\$4.06	\$3.92	\$4.02	\$4.10	\$4.19	\$4.27	\$4.36
OPERATING INCOME BEFORE DEPRECIATION	106,483	64,534	106,113	78,009	131,671	102,250	104,239	106,267	108,333	110,439
DEPRECIATION	80,178	37,937	37,937	37,901	41,642	30,602	27,542	24,482	21,422	18,362
Per square foot	\$1.78	\$0.84	\$0.84	\$0.84	\$0.93	\$0.68	\$0.61	\$0.54	\$0.48	\$0.41
OPERATING INCOME	26,305	26,597	68,176	40,108	90,029	71,648	76,697	81,785	86,911	92,077
NONOPERATING REVENUES (EXPENSES):										
Interest revenue	1,932	2,952	3,116	1,340	0	4,500	5,000	5,500	6,000	6,500
Interest expense	(52,082)	(48,535)	(45,582)	(44,213)	(43,871)	(36,000)	(32,000)	(28,000)	(24,000)	(20,000)
Other	2,227	2,262	0	0	24,000	2,500	2,500	2,500	2,500	2,500
Net Nonoperating expense	(47,923)	(43,321)	(42,466)	(42,873)	(19,871)	(29,000)	(24,500)	(20,000)	(15,500)	(11,000)
Per square foot	(\$1.07)	(\$0.96)	(\$0.94)	(\$0.95)	(\$0.44)	(\$0.64)	(\$0.54)	(\$0.44)	(\$0.34)	(\$0.24)
NET LOSS	(21,618)	(16,724)	25,710	(2,765)	70,158	42,648	52,197	61,785	71,411	81,077
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, BEGINNING OF YEAR	(656,294)	(677,912)	(694,636)	(668,926)	(671,691)	(601,533)	(558,885)	(506,688)	(444,903)	(373,492)
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR	(677,912)	(694,636)	(668,926)	(671,691)	(601,533)	(558,885)	(506,688)	(444,903)	(373,492)	(292,415)

12-Nov-98  
ENTERPRISE FUND (VOYAGER)  
INDEPENDENT SCHOOL DISTRICT #152

Line #

	1997-98 ACTUAL	1998-99 BUDGET	1999-00	2000-01 PROJECTED	2001-02	2002-03
OPERATING REVENUES:		1.02	1.02	1.02	1.02	1.02
1 Rents	14,735	11,400	11,628	11,861	12,098	12,340
2 Rents from School District	7,500	11,040	11,261	11,486	11,716	11,950
3	22,235	22,440	22,889	23,347	23,814	24,290
4 Sq. Feet						
5	41,248	\$0.54	\$0.54	\$0.55	\$0.57	\$0.58
6 OPERATING EXPENSES:						
7						
8 Salaries and benefits	27,607	26,520	27,050	27,591	28,143	28,706
9 Utilities and fuel	22,096	20,400	20,808	21,224	21,649	22,082
10 Insurance	1,316	357	364	371	379	386
11 Bldg. Improvement		0	0	0	0	0
12 Other operating expense	6,483	1,020	1,040	1,061	1,082	1,104
13 Total operating expenses	57,502	48,297	49,263	50,248	51,253	52,278
14 Per square foot	\$1.39	\$1.17	\$1.19	\$1.22	\$1.24	\$1.27
15						
16 OPERATING INCOME BEFORE						
17 DEPRECIATION	(35,267)	(25,857)	(26,374)	(26,902)	(27,440)	(27,988)
18						
19 DEPRECIATION (40 year \$746,000)	18,650	18,650	18,650	18,650	18,650	18,650
20 Per square foot (1997 to 2012)	\$0.45	\$0.45	\$0.45	\$0.45	\$0.45	\$0.45
21						
22 OPERATING LOSS	(53,917)	(44,507)	(45,024)	(45,552)	(46,090)	(46,638)
23						
24 NONOPERATING REVENUES (EXPENSES):						
25 Interest revenue	0	0	0	0	0	0
26 Interest expense	0	0	0	0	0	0
27 Other	0	0	0	0	0	0
28 Net Nonoperating expense	0	0	0	0	0	0
29 Per square foot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30						
31 NET LOSS	(53,917)	(44,507)	(45,024)	(45,552)	(46,090)	(46,638)
32						
33 RETAINED EARNINGS (DEFICIT)						
34 FUND BALANCE, BEGINNING	0	(53,917)	(98,424)	(143,448)	(189,000)	(235,089)
35 OF YEAR						
36						
37 RETAINED EARNINGS (DEFICIT)						
38 FUND BALANCE, END OF YEAR	(53,917)	(98,424)	(143,448)	(189,000)	(235,089)	(281,728)
39						
40						
41 TOWNSITE AOP: "VOYAGER"						

MEMO #: B99.198

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: DECEMBER 9, 1998

SUBJECT: RECOMMENDED 1998 PAYABLE 1999 LEVY

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

<u>FUND</u>	<u>MAXIMUM ALLOWABLE LEVY</u>
General Fund	\$ 6,601,363.51
Community Services	175,178.34
General Debt Services	<u>935,975.11</u>
	\$ 7,712,516.96
HACA	(432,235.00)
Debt Service Excess	<u>(100,000.00)</u>
Net Levy	\$ 7,180,281.96

This represents a reduction from the prior years levy of \$980,389.58 or 12.0%

Suggested Resolution: Set 1998 Payable 1999 levy of \$7,712,516.96 less HACA of \$432,235.00 and debt service excess of \$100,000.00 or a net levy of \$7,180,281.96.



ECSU REGION 04 CLAY

## 1998 PAYABLE 1999

DATE OF RUN: 11/12/98

DATE OF CERTIFICATION \_\_\_\_\_

(COMPLETED ONLY BY DISTRICTS THAT CERTIFY LESS THAN THE MAXIMUM GENERAL - REF MARKET VALUE VOTER APPROVED  
OR GENERAL - NET TAX CAPACITY VOTER APPROVED LEVY LIMITATION)

## VOTER APPROVED MARKET VALUE:

LIMITATION COMPONENTS	LIMITATION	*** FINAL ***	
		/CERTIFIED LEVY *3 /	
(228)		/	/
FY 00 RMV REFERENDUM	855,722.02	/	/
	*1	/	/
(1022)		/	/
FY 99 RMV REF ADJUST	1,046.56	/	/
	*2	/	/
(1061)		/	/
FY 97 RMV REF ADJUST		/	/
		/	/
(1184)		/	/
OTHER RMV REFERENDUM		/	/
ADJUSTMENT (MEMO)		/	/
		/	/
TOTAL GENERAL - RMV		/	/
VOTER APPROVED	856,768.58	/	/
	*3	/	/

## VOTER APPROVED TAX CAPACITY:

LIMITATION COMPONENTS	LIMITATION	*** FINAL ***	
		/CERTIFIED LEVY *6 /	
(221)		/	/
FY 00 NTC REFERENDUM		/	/
	*4	/	/
(346)		/	/
FACILITIES DOWN PAYMENT		/	/
		/	/
(1017)		/	/
FY 99 NTC REF ADJUST		/	/
		/	/
(1054)		/	/
FY 97 NTC REF ADJUST	5,768.75	/	/
		/	/
(1183)		/	/
OTHER NTC REFERENDUM		/	/
ADJUSTMENT (MEMO)		/	/
		/	/
TOTAL GENERAL - NTC		/	/
VOTER APPROVED	5,768.75	/	/
	*6	/	/

## GENERAL REF MARKET VALUE VOTER APPROVED LEVY FOOTNOTES:

- \*1 DISTRICT UNDERLEVY IN THIS COMPONENT BELOW THE AMOUNT SHOWN ON PAGE 4, LINE 229, WILL RESULT IN PROPORTIONATE REDUCTION IN REFERENDUM EQUALIZATION AID. FOR TACONITE DISTRICTS, THE COMBINED LEVY IN THIS COMPONENT AND FY 00 TAX CAPACITY REFERENDUM IN THE NEXT COLUMN, PLUS THE CORRESPONDING REFERENDUM AID SHOWN ON PAGE 4, LINE 227 AFTER ADJUSTING FOR ANY REDUCTION FOR UNDERLEVY, PLUS THE REFERENDUM REDUCTION (PAGE 3, LINE 190 MINUS LINE 187), MUST AT LEAST EQUAL THE AMOUNT SHOWN ON PAGE 15, LINE 3021 TO RECEIVE MAXIMUM PAYMENTS PURSUANT TO M.S. 298.28, SUBD. 4, PARAGRAPH D.
- \*2 THE SUM OF THIS COMPONENT AND THE AMOUNT CERTIFIED IN PAY 98 SHOWN ON PAGE 10, LINE 1021 MUST AT LEAST EQUAL THE AMOUNT SHOWN ON PAGE 10, LINE 1019 TO RECEIVE MAXIMUM RMV REFERENDUM EQUALIZATION AID.
- \*3 THE CERTIFIED LEVY COMPONENTS MUST ADD UP EXACTLY TO THE AMOUNT OF THE CERTIFIED GENERAL - VOTER APPROVED MARKET VALUE LEVY ON PAGE 19 OF 26.

## GENERAL NET TAX CAPACITY VOTER APPROVED LEVY FOOTNOTES:

- \*4 DISTRICT UNDERLEVY IN THIS COMPONENT BELOW THE AMOUNT SHOWN ON PAGE 4, LINE 222, WILL RESULT IN PROPORTIONATE REDUCTION IN REFERENDUM EQUALIZATION AID. FOR TACONITE DISTRICTS, THE COMBINED LEVY IN THIS COMPONENT AND FY 00 MARKET VALUE REFERENDUM IN THE PREVIOUS COLUMN, PLUS THE CORRESPONDING REFERENDUM AID SHOWN ON PAGE 4, LINE 227 AFTER ADJUSTING FOR ANY REDUCTION FOR UNDERLEVY, PLUS THE REFERENDUM REDUCTION (PAGE 3, LINE 190 MINUS 187), MUST EQUAL THE AMOUNT SHOWN ON PAGE 15, LINE 3021 TO RECEIVE MAXIMUM PAYMENTS PURSUANT TO M.S. 298.28, SUBD. 4, PARAGRAPH D.
- \*5 THE SUM OF THIS COMPONENT AND THE AMOUNT CERTIFIED IN PAY 98 SHOWN ON PAGE 10, LINE 1016 MUST AT LEAST EQUAL THE AMOUNT SHOWN ON PAGE 10, LINE 1014 TO RECEIVE MAXIMUM NTC REFERENDUM EQUALIZATION AID.
- \*6 THE CERTIFIED LEVY COMPONENTS MUST ADD UP EXACTLY TO THE AMOUNT OF THE CERTIFIED GENERAL - VOTER APPROVED TAX CAPACITY LEVY ON PAGE 19 OF 26.

72

75

LV11101340199

STATE DEPT OF CHILDREN, FAMILIES AND LEARNING

EU-00111-20

DISTRICT NO. 0152 TYPE 01

LEVY LIMITATION AND CERTIFICATION

DISTRICT NAME MOORHEAD

1998 PAYABLE 1999

PAGE 21 OF 26

ECSU REGION 04 CLAY

DATE OF RUN: 11/12/98

(COLUMN 1 COMPLETED ONLY BY DISTRICTS THAT CERTIFY LESS THAN THE MAXIMUM STATE DETERMINED LEVY)  
(COLUMN 2 COMPLETED ONLY BY DISTRICTS THAT CERTIFY LESS THAN THE MAXIMUM GENERAL - NET TAX CAPACITY OTHER LEVY LIMITATION.  
NOTE: DISTRICTS COMPLETING COLUMN 2 OF THIS PAGE MUST ALSO COMPLETE PAGE 22 OF 26 THROUGH PAGE 24 OF 26.)

STATE DETERMINED:

LIMITATION COMPONENTS	LIMITATION	*** FINAL ***	
		/CERTIFIED LEVY *3 /	/
(204)		/	/
INITIAL GENERAL EDUC	5,308,030.52	/	/
	* 1	/-----/	/
(1185)		/	/
OTHER ADJUSTMENT		/	/
	*2	/-----/	/
		/	/
TOTAL STATE		/	/
DETERMINED LEVY	5,308,030.52	/	/
	*3	/-----/	/

GENERAL TAX CAPACITY OTHER:

LIMITATION COMPONENTS	LIMITATION	*** FINAL ***	
		/CERTIFIED LEVY *14/	/
INITIAL LIMITATION:		/	/
(208)		/	/
TRANSITION	182,713.67	/	/
	*1	/-----/	/
(210)		/	/
SUPPLEMENTAL		/	/
	*1	/-----/	/
(244)		/	/
OPERATING DEBT		/	/
	*4	/-----/	/
(252)		/	/
STATUTORY OPER DEBT		/	/
	*5	/-----/	/
(262)		/	/
SCHOOL DISTRICT COOP	330,461.94	/	/
	*1	/-----/	/
(266)		/	/
INTEGRATION		/	/
		/-----/	/
(280)		/	/
REEMPLOYMENT INS		/	/
		/-----/	/
(283)		/	/
CRIME LEVY	55,639.50	/	/
		/-----/	/
		0	/
		/-----/	/
SUBTOTAL:		/	/
INITIAL GENERAL OTHER		/	/
(THIS COLUMN)	568,815.11	/	/
		/-----/	/
		513,175.61	/
		/-----/	/

STATE MANDATED LEVY FOOTNOTES:

- \*1 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.
- \*2 NEGATIVE ADJUSTMENT REQUIRED TO INSURE NO SUBCATEGORY WITHIN THE GENERAL FUND HAS A TOTAL LESS THAN ZERO.
- \*3 THE CERTIFIED LEVY COMPONENTS MUST ADD UP EXACTLY TO THE AMOUNT OF THE CERTIFIED STATE DETERMINED LEVY ON PAGE 19 OF 26.

GENERAL NET TAX CAPACITY OTHER LEVY FOOTNOTES:

- \*1 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.
- \*4 A DISTRICT MUST LEVY THE MAXIMUM FOR GENERAL EDUCATION (204) BEFORE ANY AMOUNT MAY BE LEVIED FOR OPERATING DEBT (244)
- \*5 DISTRICTS IN STATUTORY OPERATING DEBT MUST LEVY THIS AMOUNT (M.S. 124.914, SUBD. 1)
- \*14 THE CERTIFIED LEVY COMPONENTS ON COLUMN 2, PAGE 21 THROUGH PAGE 24 MUST ADD UP EXACTLY TO THE AMOUNT OF THE CERTIFIED OTHER GENERAL LEVY SPREAD ON TAX CAPACITY ON PAGE 19 OF 26.

(COMPLETED ONLY BY DISTRICTS THAT CERTIFY LESS THAN THE MAXIMUM GENERAL - NET TAX CAPACITY OTHER LEVY LIMITATION.  
NOTE: DISTRICTS COMPLETING THIS PAGE MUST ALSO COMPLETE COLUMN 2 OF PAGE 21, AND PAGE 23 OF 26 THROUGH PAGE 24 OF 26.)

*** FINAL ***			*** FINAL ***		
LIMITATION COMPONENTS	LIMITATION	/CERTIFIED LEVY *14/	LIMITATION COMPONENTS	LIMITATION	/CERTIFIED LEVY *14/
INITIAL LIMITATIONS:		/			/
(285)		/	(351)		/
STAFF DEV INCENTIVE		/	HEALTH INSURANCE	25,185.00	0
		/			/
(295)		/	(352)		/
BUS PURCHASE		/	HEALTH BENEFITS	9,233.00	0
		/			/
(317)		/	(353)		/
HEALTH AND SAFETY	143,185.56	/	HEALTH INS (MPLS)		/
	*6	/			/
(323)		/	(354)		/
INTERACTIVE TELEVISION	16,947.27	/	RETIREMENT (MPLS)		/
		/			/
(335)		/	(355)		/
DISABLED ACCESS		/	ADDITIONAL RETIREMENT		/
		/			/
(338)		/	(356)		/
BUILDING/LAND LEASE	217,437.32	0	SEVERANCE		/
		/			/
(341)		/	(357)		/
HISTORIC BUILDING		/	ICE ARENA		/
	*1	/			/
(343)		/	(358)		/
COOP BUILDING REPAIR		/	CONSOL/RETIREMENT		/
		/			/
(344)		/	(359)		/
TECHNOLOGY		/	OTHER GENERAL (MEMO)		/
		/			/
(770)		/	SUBTOTAL:		/
ALTERNATIVE FACILITIES		/	INITIAL GEN NTC OTHER		/
		/	(THIS PAGE)	411,988.15	160,132.83
(345)		/			/
OTHER CAPITAL (MEMO)		/	SUBTOTAL:		/
		/	INITIAL GEN NTC OTHER		513,175.61
(348)		/	(FROM COLUMN 2 OF		/
JUDGMENT		/	PAGE 21)	568,815.11	/
		/			/
(349)		/	SUBTOTAL--INITIAL		/
CONSOL/TRANSITION		/	GENERAL - NET TAX		/
		/	CAPACITY OTHER	980,803.26	673,308.44
(350)		/			/
REORG OPERATING DEBT		/			/
		/			/

GENERAL NET TAX CAPACITY OTHER LEVY FOOTNOTES (CONTINUED):

- \*1 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.  
\*6 DISTRICT UNDERLEVY BELOW THE AMOUNT SHOWN ON PAGE 6, LINE 312 WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.  
\*14 THE CERTIFIED LEVY COMPONENTS ON COLUMN 2, PAGE 21 THROUGH PAGE 24 MUST ADD UP EXACTLY TO THE AMOUNT OF THE CERTIFIED OTHER GENERAL LEVY SPREAD ON TAX CAPACITY ON PAGE 19 OF 26.

(COMPLETED ONLY BY DISTRICTS THAT CERTIFY LESS THAN THE MAXIMUM GENERAL NET TAX CAPACITY OTHER LEVY LIMITATION.  
 NOTE: DISTRICTS COMPLETING THIS PAGE MUST ALSO COMPLETE COLUMN 2 OF PAGE 21, AND PAGE 22 OF 26 THROUGH PAGE 24 OF 26.)

		*** FINAL ***			*** FINAL ***
LIMITATION COMPONENTS	LIMITATION	/CERTIFIED LEVY *14/	LIMITATION COMPONENTS	LIMITATION	/CERTIFIED LEVY *14/
INITIAL LIMITATIONS:		/			/
(1152)		/	(2031)		/
FY 99 INTERACTIVE TV ADJ	84.35	/	ABATEMENT ADJUSTMENT	3,469.78-	3,469.78-/
		/-----/		*11	/-----/
(1159)		/	(2050)		/
FY 97 INTERACTIVE TV ADJ	1,130.85	/	CARRY-OVER ABATE ADJUST		/
		/-----/		*12	/-----/
(1167)		/	(2067)		/
FY 99 HISTORIC BUILD ADJ		/	ADVANCE ABATEMENT ADJ	4,121.22	/
	*1	/-----/		*13	/-----/
(1168)		/	(3019)		/
CEX PUPIL VARIANCE (MEMO)		/	TACONITE ADJUSTMENT		/
		/-----/		/	/-----/
(1169)		/		/	/
OTHER CAPITAL ADJ (MEMO)		/	SUBTOTAL:		/
		/-----/	ADJUSTMENTS		/
(1178)		/	(THIS PAGE)	1,866.64	/
OTHER GENERAL ADJ (MEMO)		/		/	/-----/
		/-----/	SUBTOTAL:		/
(1179)		/	ADJUSTMENTS		/
FY 00 ATTACH MACH ADJ		/	(FROM PAGE 23 OF 26)	96,021.53-	/
		/-----/		/	/-----/
(744)		/	SUBTOTAL:		/
FY 00 FAC & EQP BOND ADJ		/	INITIAL GENERAL NET		/
		/-----/	TAX CAPACITY OTHER		/
(1180)		/	(FROM PAGE 22 OF 26)	980,803.26	673,308.44 /
MAINT PU VARIANCE ADJ		/		/	/-----/
		/-----/		/	/
(1181)		/	TOTAL GENERAL NET		/
FY 97 STAFF DEV INC ADJ		/	TAX CAPACITY OTHER		/
		/-----/	(EXCLUDING REFERENDUM)	886,648.37	579,153.55 /
(1182)		/		*14	/-----/
DEBT SURPLUS ADJUST		/			/
		/-----/			/

GENERAL NET TAX CAPACITY OTHER LEVY FOOTNOTES (CONTINUED):

- \*1 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.
- \*11 DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD UP TO THREE YEARS.
- \*12 PAY 00 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT, EXCEPT EXPIRING CARRY-OVER AUTHORITY SHOWN ON PAGE 14, LINE 2054.
- \*13 PAY 00 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- \*14 THE CERTIFIED LEVY COMPONENTS ON COLUMN 2, PAGE 21 THROUGH PAGE 24 MUST ADD UP EXACTLY TO THE AMOUNT OF THE CERTIFIED OTHER GENERAL LEVY SPREAD ON TAX CAPACITY ON PAGE 19 OF 26.



# Moorhead Public Schools

TO: Dr. Bruce Anderson

FROM: Dan Markert - Director of Information Systems & Instructional Support *De Markert*

DATE: 12/9/98

RE: AS400 Computer purchase

IBM has extended end-of-the-year pricing to its business partners. With this special pricing, the district can expect to save over \$50,000 on the purchase of a new Model 170 RISC-based AS400.

To take advantage of this offer the district must provide the vendor with a purchase order prior to the end of the year.

We have two options:

1. Authorize the Business Office to open bids December 28, place a purchase order to the lowest responsible bidder that meets specifications prior to December 31, 1998, with board ratification of the purchase at the January 11 meeting.
2. Open bids on December 28 and have a special board meeting at 4:00PM that day to award the bid.

Suggested Resolution:

Direct the business office to proceed with Option 1.

CC: Bob Lacher

MEMO #: B99.191

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: DECEMBER 1, 1998

SUBJECT: LAND (.4 TO .25 ACRES) NEAR KRAGNESS FARMERS ELEVATOR

Attached is a letter dated 11/25/98 from Mr. Joel Johnson, on behalf of the elevator. The land was given to School District 113 in 1909 by Helen Tanner.

District 113 became District 122 which became District 152.

The Township thought they had conveyed the property from District 113 in 1948. In 1962 the Township conveyed the property to the elevator.

The title to the property appears to be in the name of District 113 which is now ISD 152.

Suggested Resolution: Move to authorize the execution of a Quit Claim Deed for the Reverter Property to Kragness Farmers Elevator Company in consideration of a payment of \$250.00.



**DOSLAND, NORDHOUGEN, LILLEHAUG & JOHNSON, P.A.**

ATTORNEYS AT LAW  
NORWEST BANK BUILDING  
730 CENTER AVE., SUITE 203  
P.O. BOX 100  
MOORHEAD, MINNESOTA 56561-0100

(218) 233-2744

C.A. NYE (1886-1910)  
C.G. DOSLAND (1898-1945)  
G.L. DOSLAND (1945-1983)  
WILLIAM B. DOSLAND (1954-1993)

JOHN P. DOSLAND  
CURTIS A. NORDHOUGEN  
DUANE A. LILLEHAUG  
JOEL D. JOHNSON

LEGAL ASSISTANT

JO ANNE JACOBSON  
BONNIE C. OLSON  
FAX (218) 233-1570

November 25, 1998

Mr. Robert Lacher  
I.S.D. 152, Administrative Office  
810 Fourth Avenue South  
Moorhead, MN 56560

Re: Kragnes Farmers Elevator Company

Dear Mr. Lacher:

Thank you for the opportunity to meet with you on November 24th, and explain the rather unusual factual background with regard to the small parcel of land nestled within other property owned by Kragnes Farmers Elevator Company at Kragnes, Minnesota. I am writing on behalf of my client, Kragnes Farmers Elevator Company, to request a Deed to this property from Independent School District No. 152. The property (which for ease of reference will be referred to subsequently in this letter simply as the "Reverter Property") is legally described as follows:

All that portion of Section 34, Township 141 North, Range 48 West of the Fifth Principal Meridian, Clay County, Minnesota, described as follows: Commencing at the Southeast Corner of Lot "P" in the Townsite of Kragnes, Minnesota, according to the Auditor's Plat of said Townsite on file in the Office of the Clay County Recorder for the County of Clay of the State of Minnesota; thence running south fifty feet, running thence west on a line parallel with the South Line of said Lot "P" and fifty feet distant therefrom to the east right-of-way line of the Burlington Northern Railroad as located, thence along the east right-of-way of said railroad in a northwesterly direction to the Southwest Corner of said Lot "P" in said Townsite of Kragnes; thence running east along the south line of said Lot "P" to the point of beginning.

I have prepared and you will find enclosed a Deed that can be used by I.S.D. No. 152 to convey the Reverter Property to Kragnes Farmers Elevator Company. You indicated during our conversation that it was likely that my client would be required to pay I.S.D. No. 152 for the Reverter Property. I have talked with my client and my client, under the circumstances, thinks \$250 would be a generous payment for the Reverter Property and is willing to pay that amount.

When I was in your office on November 24th, I reviewed with you the documents that I have

Mr. Robert Lacher  
November 25, 1998  
Page 2

obtained and offered to write a letter to you at the conclusion of our meeting to set forth the facts, as I have been able to learn them so far. The following are the facts as I have been able to identify them so far.

1. I am enclosing a photocopy of an aerial, color photograph of the Kragnes Farmers Elevator property which was taken in the late 1940's or early 1950's that hangs in the office of the Kragnes Farmers Elevator Company that shows the school house on it. Pursuant to your request, I have drawn on the photograph the approximate boundaries and location of the Reverter Property.

2. I am also enclosing a "plat" of the Reverter Property which we obtained from the Clay County Recorder's office which shows the school house straddling the north boundary line of Reverter Property and which shows the boundaries of the Reverter Property. I highlighted in yellow highlighter the Reverter Property for your convenient reference.

3. I am also enclosing a copy of a survey that was done by Lambert Vogel in June, 1998, of the Reverter Property. When I was in your office on November 24th, you asked how many acres the Reverter Property contained. I looked at the "Plat" (item 2 above) and thought it was about 205 feet by 50 feet. Today, when I look at the Lambert Vogel survey, it appears that it might be slightly larger than we calculated while I was in your office but, in any event, the Reverter Property is likely between .4 acres and .25 acres in size. We know that the North-South dimension is 50 feet and it appears that the easterly line of the property is the edge of the right-of-way of Highway 75 and the westerly boundary appears to be the easterly right-of-way of the railroad.

4. In 1909, Helen Tanner conveyed the Reverter Property to School District No. 113. A copy of this Deed is enclosed. The 1909 Helen B. Tanner deed contained a possibility of reverter. This deed provided that this conveyance was for as "long as said described property [the Reverter Property] is used for school purposes and in the event that said land should at any time cease to be so used the same shall revert to and be the property of Helen B. Tanner, the same as though this Deed had not been made."

5. It is my position that the reverter clause in the 1909 Helen Tanner Deed became ineffective under Minnesota Statutes §500.20 in 1939, thirty years after the 1909 deed created the possibility of reverter. I can find no subsequent conveyance of the Reverter Property in the office of the Clay County Recorder and accordingly, because of the termination of the right of reverter, legal record title appears still to be in the name of School District No. 113.

6. I am enclosing documents I received from the Minnesota Department of Education confirming that School District No. 113 became Independent School District No. 122, which became Independent School District No. 152.

7. By Deed dated June 7, 1948, School District No. 113 conveyed certain property to the Township of Kragnes by Deed recorded in Book 148 of Deeds, page 439, a copy of which is enclosed. Subsequently, that same property was conveyed by the Township of Kragnes to Kragnes Farmers Elevator Company by Deed dated April 23, 1962, recorded in Book 228 of Deeds, page 283. A copy of that Deed is also enclosed. As we now know, the property which

Mr. Robert Lacher  
November 25, 1998  
Page 3

was actually the subject of these deeds is that 50 foot parcel lying adjacent to and north of the Reverter Property.

8. Mr. Dennis Bromley, the Manager of the Kragnes Farmers Elevator, recently talked with Lloyd Fossum, who was the Clerk of the Kragnes Township Board and who signed the April 23, 1962 Deed. Mr. Fossum told Mr. Bromley that it was his understanding that all of the schoolhouse property (including the Reverter Property) had been acquired by the Township of Kragnes from School District No. 113, under the terms of the June 7, 1948, Deed (recorded in Book 148 of Deeds, page 439) (item 7 above), and that all of that property (including the Reverter Property) had been conveyed to the Kragnes Farmers Elevator Company by the April 23, 1962 Deed (Book 228 of Deeds, page 283).

9. The Kragnes Farmers Elevator Company representatives certainly thought that it had acquired the Reverter Property from the Township by the 1962 Deed. However, as it now turns out, only the north half of the school house property was described on these Deeds and, as indicated earlier in this letter, it appears that the south half of the property, the Reverter Property, was not conveyed and record title remains in School District No. 113.

10. Since Kragnes Farmers Elevator thought it had acquired the Reverter Property in 1962, under the terms of the 1962 Deed, about that time it tore down and disposed of the one-room school house building and has since mowed and maintained the Reverter Property.

Would you please inform me if Kragnes Farmers Elevator Company can now obtain a Deed from I.S.D. No. 152 for the Reverter Property in exchange for a payment of \$250. If it can, I will ask Kragnes Farmers Elevator Company for a check payable to I.S.D. No. 152 for \$250. We will need from you a certified copy of a Board of Education resolution approving the transfer and the original, signed and notarized deed to be recorded.

Thank you for your help. If you have any questions, don't hesitate to call.

Very truly yours,

DOSLAND, NORDHOUGEN, LILLEHAUG & JOHNSON, P.A.

By

  
Joel D. Johnson

JDJ:kap  
Encs.

cc: Mr. Dennis Bromley

MEMO #: S-99-157  
TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BIT*  
RE: Storm Day Make Up and Holiday Designation  
DATE: December 9, 1998

In accordance with the adopted 1998-99 calendar, February 15, 1999 will be the first day used to make up for the November 18 storm day. Any future storm days will be made up in accordance with the calendar.

If employees are entitled to Presidents' Day as a holiday as per their bargaining unit agreement, they will be allowed to take a different day in lieu thereof. That date is to be determined by their immediate supervisor.

BRA:mdm



# MOORHEAD SENIOR HIGH SCHOOL

2300 4th Avenue South Moorhead, Minnesota 56560

Administration	(218) 299-6300
Athletics/Activities	(218) 299-6314
Guidance/Counseling	(218) 299-6307
Fax	(218) 236-0274

To: Dr. Bruce Anderson  
 Fr: Gene Boyle /MB  
 Dt: 12/07/98  
 Re: Date of graduation

After visiting with a number of parents and securing the Fargo Civic center, it is my recommendation that graduation be conducted on June 6<sup>th</sup> as originally scheduled.

It appears that Concordia will be available for our use in the year 2000.

Gene Boyle  
 Principal  
 299-6301

Jerry Harter  
 Asst. Principal  
 299-6302

Michael Siggerud  
 Asst. Principal  
 299-6312

Don Hulbert  
 Activities Director  
 299-6313

Toni Bach  
 Dir. of Guidance  
 Counselor  
 A - D  
 299-6309

Jeff Robinson  
 Counselor  
 E - H  
 299-6310

Jill Lavette  
 Counselor  
 I - Mc  
 299-6277

Twyla Nielsen  
 Counselor  
 Me - Sa  
 299-6308

Carol Nelson  
 Counselor  
 Sc - Z  
 299-6304

Jim Thom  
 Student Assistance  
 Counselor  
 299-6365

MEMO #: S-99-156  
TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BGT*  
RE: 1999-2000 Annual Operational Plan Timeline  
DATE: December 9, 1998

The 1999-2000 Annual Operational Plan process will be initiated at the January 11 Board meeting and will continue in accordance with the 1998-2003 Five-Year Educational Plan with the following anticipated timeline:

January 11

Food Service  
Community Service  
Debt Service  
Enterprise Fund

January 25

General Fund  
Transportation  
Capital Outlay

February 8 and 22

Review of all funds.

March 8

Anticipated approval of  
1999-2000 AOP.

BRA:mdm