



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

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**INDEPENDENT SCHOOL DISTRICT #152**

School Board Meeting  
Board Room - Townsite Centre  
810 Fourth Avenue South

September 11, 2000

7:00 p.m.

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

**ATTENDANCE:**

Jim Cummings _____	Anton B. Hastad _____
Lisa Erickson _____	Carol A. Ladwig _____
Stacey Foss _____	Kristine Thompson _____
Mark Gustafson _____	Larry P. Nybladh _____

**AGENDA**

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Larry P. Nybladh, Superintendent
- C. Approval of Meeting Agenda

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

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

S-M 9-805  
MIN  
9/11/00

**SCHOOL BOARD AGENDA - September 11, 2000**  
**PAGE 2**

**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. TEACHING/LEARNING MATTERS - Kovash
  - (1) Approval of Student Teacher Agreement - Pages 6-7
  - (2) Acceptance of Grant - Pages 8-16
  - (3) Approval of Agreement - Pages 17-18
- B. SYSTEM SUPPORT MATTERS - Astrup
  - (1) Approval of Change Order - Page 19
  - (2) Approval of Leases - Pages 20-21
- C. HUMAN RESOURCE MATTERS- Nielsen
  - (1) Approval of Family/Medical Leave - Page 22
  - (2) Acceptance of Resignations - Page 23
  - (3) Approval of Rehires - Page 24
  - (4) Approval of Change in Employee Contract - Page 25
  - (5) Approval of New Employees - Pages 26-27
- D. SUPERINTENDENT MATTERS - Nybladh
  - (1) Approval of August 14 and 28, 2000 Minutes - Pages 28-38
  - (2) Approval of September Claims

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

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

**3. COMMITTEE REPORTS**

## SCHOOL BOARD AGENDA - September 11, 2000

### PAGE 3

#### 4. SCHOOL BOARD/STAFF DIALOGUE: Nybladh

(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.)

Program/Grade Configuration/Facility Study - Dr. Roger Worner

Dr. Worner, educational systems consultant, will provide a brief presentation detailing his professional approach to conducting school district organizational structure studies.

#### 5. STADIUM NAME: Astrup

Page 39

Suggested Resolution: Move to approve the Moorhead High Stadium Committee's recommendation to award Mr. Ron Offutt, a major contributor, the right to select a name for the newly constructed stadium on the campus of the Moorhead Senior High School. The Board reserves the right of refusal if the name that is selected by Mr. Offutt cannot be agreed upon by the Board.

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

#### 6. GRADES K-6 BUILDING PROFILES AND DISTRICT DATA: Kovash

Page 40

Review of profiles and district data.

#### 7. SCHOOL YEAR OPENING: Kovash

Pages 41-44

Review of opening day enrollment figures and general information.



**SCHOOL BOARD AGENDA - September 11, 2000**  
**PAGE 4**

8. **STAFF DEVELOPMENT REPORT:** Kovash  
Pages 45-55

Suggested Resolution: Move to accept the 1999-2000 staff development report as presented and direct administration to forward a copy to the Minnesota Department of Children, Families and Learning.

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

9. **CLASS-SIZE REDUCTION APPLICATION:** Kovash  
Pages 56-61

Suggested Resolution: Move to approve the Class-Size Reduction Application and submit the application to the Department of Children, Families and Learning for the 2000-2001 school year.

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

10. **CLASS-SIZE REDUCTION FUNDING:** Kovash  
Page 62

Suggested Resolution: Move to approve the \$11 per adjusted marginal cost pupil units set aside funds for the 2000-2001 school year to be used for funding class-size reduction.

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

11. **SCHOOL BOARD GOALS:** Foss

12. **OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD**

13. **ADJOURNMENT**

**SCHOOL BOARD AGENDA - September 11, 2000****PAGE 5****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Primary Election	September 12		
Mhd Healthy Community Initiative Annual Meeting	September 14	6:30 pm	HCI Office
Fall Community Ed Classes Begin	September 18		Varies
District Student/Staff Assistance Com.	September 18	3:45 pm	Board Room
Policy Review Committee	September 18	7 pm	Board Room
Com. Ed. Adv. Council	September 19	7 pm	Board Room
Inst. and Curr. Adv. Com.	September 21	7 am	Board Room
Supt. Adv. Council	September 21	7 pm	Board Room
School Board	September 25	7 pm	Board Room
School Board	October 9	7 pm	Board Room
Long Range Planning Com.	October 10	3:45 pm	Board Room
District Student/Staff Assistance Com.	October 16	3:45 pm	Board Room
Policy Review Committee	October 16	7 pm	Board Room
Com. Ed. Adv. Council	October 17	7 pm	Board Room
Staff Development Day	October 18	No School	
Education Moorhead	October 19-20	No School	
Supt. Adv. Council	October 19	7 pm	Board Room
School Board	October 23	7 pm	Board Room
ITBS Testing (Elem.)	October 23-27		
Inst. and Curr. Adv. Com.	October 26	7 am	Board Room

**MEMO #:** I-01-039



**TO:** Dr. Larry Nybladh  
**FROM:** Lynne Kovash *LK*  
**SUBJECT:** Student Teacher Agreement  
**DATE:** September 6, 2000

The administration requests approval of the agreement with North Dakota State University for student teachers.

Attached is the agreement with North Dakota State University for the 2000-2001 school year for the Moorhead School District to serve as a student teaching center.

Cooperating teachers will be asked to sign student teacher agreements when students begin student teaching. For each full time student teacher the school of education will pay to the school district \$178.00.

**SUGGESTED RESOLUTION:** Move to approve the attached contract with North Dakota State University for the 2000-2001 school year.

LAK/smw  
Attachment

School of Education  
P.O. Box 5057  
Fargo, ND 58105-5057

AUG 22 2000

Administrative Offices  
210 Family Life Center  
701.231.7921  
Fax 701.231.7416  
www.ndsu.nodak.edu/school\_of\_edu

August 18, 2000

The following AGREEMENT is an expression of professional cooperation between North Dakota State University and the school district identified below in providing student teaching opportunities for students enrolled in the professional education program.

The Teacher Education Program at North Dakota State University will assign a student teacher(s) to the student teaching site for a minimum period of ten (10) weeks of full-time participation. The actual number of student teachers will remain flexible.

The student teacher(s) will be encouraged to assume the responsibilities of regular teachers and to comply with the policies of the school system. At the discretion of the cooperating teacher(s), the student teacher(s) will be expected to increase gradually the number of classes taught until the typical load of a full-time teacher is assumed.

The cooperating teacher(s) agrees to assist and to supervise the student teacher(s). An honorarium will be provided according to the state guidelines for each student teacher supervised. Additional help to the student teacher(s) and the cooperating teacher(s) will be provided by the Teacher Education faculty through visits to the school by teacher educators representing NDSU.

This agreement will be in effect until terminated by an advance written notice of 30 days to the other party, given by either a representative of the school district or by a representative of the School of Education.

THIS AGREEMENT is approved by the following:

Moorhead School District  
School/District

Moorhead, MN 56560-0000  
Town/City, State, ZIP Code

By School District Administrative Representative:

Dr. Larry Nybladh  
Printed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By the School of Education, North Dakota State University, Fargo, North Dakota:

James V. Wigtil  
Chair, School of Education

James V. Wigtil  
Signature

8-18-00  
Date

Kim A. Overton  
Student Teacher Coordinator

Kim A. Overton  
Signature

8-18-00  
Date

drt

Counselor Education - 210 Family Life Center - Tel. 701.231.7202 - Fax 701. 231.7416  
Educational Leadership - 210 Family Life Center - Tel. 701.231.7202 - Fax 701. 231.7416  
Teacher Education - 155 EML Hall - Tel. 701.231.7101 - Fax 701. 231.9685

NDSU is an equal opportunity institution.

MEMO #: I-01-037



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Migrant Education Grant Award  
DATE: September 6, 2000

The District's application for Migrant Education funds has been approved for \$ 26,788.00.

Funding will be utilized to continue the district's utilization of 1.00 FTE outreach worker (home school liaison) to provide services to children and families on a referral basis. Home school liaisons will continue to assist in communication and support for migrant families and their children.

**SUGGESTED RESOLUTION:** Move to accept the Migrant Education grant award as presented.

LAK/smw  
Attachment



MEMORANDUM

DATE: August 23, 2000

TO: Lynne Kovash, Asst. Superintendent

FROM: Janet Bourdon and Mary Pfeifer, Migrant Education Program

SUBJECT: Migrant Education Project Grant Application for School Year 2000-2001

Greetings for School Year 2000-2001. Thank you for your application for Migrant Education Title I, Part C school year funds to provide services for Migrant children and families in your school district.

Due to an increase in the requests for Title I, Part C funds, we would like to review the purpose of these funds. Title I, Part C funds are federal supplemental funds. They are to be used in a supplemental manner, not to supplant what other state and/or federal dollars are mandated to provide in education and services to All children within the school district. Part C, Migrant Education funds, have not increased over the last six years and there are increasing demands for this money. Thus, our office reviews your application for Migrant Education funds on the following criteria:

1. Is the request supplemental in nature? Should the services be provided through other types of funding?
2. What is the coordination and/or collaboration with other funding sources, such as, Title I, II, VI, LEP/ESL, Basic Compensatory funds or other funded programs focused on serving at-risk populations?
3. Is there an emphasis on using the funds for outreach/family liaison activities to improve attendance, access to school classes, parent involvement, etc?
4. Is there an effort to use this type of funding to seed the process of developing family literacy programs for Migrant children and families?
5. Is the application complete? Are all items in the application answered?
6. Did the District meet all the deadlines for the application, completion reports, performance reports on time?
7. CFL reviews the last two years of applications, completion reports, and performance reports, and other demographic and program data for evidence of need. Thus, if Districts show a drop in the number of students served, we cannot justify continued funding at the same level as previous years.

2.

Based on the review process, we are awarding the following amount of Title I, Part C funds to your District for school year 2000-2001: \$ 26,788.00 .

If this amount is less than what you applied for, we request that you amend your budget and return the amended budget to us by September 15, 2000. Please do not hesitate to call our office if you have questions about the review process of your application, the amendment process, or other questions relating to the services to Migrant children and families. You may call or e-mail the following staff:

Jan Bourdon	651-528-8236	<a href="mailto:jan.bourdon@state.mn.us">jan.bourdon@state.mn.us</a>
Noemi Trevino	651-582-8233	<a href="mailto:noemi.trevino@state.mn.us">noemi.trevino@state.mn.us</a>
Betty Damsgaard	651-582-8257	<a href="mailto:betty.damsgaard@state.mn.us">betty.damsgaard@state.mn.us</a>

Thank you for your attention to this notice of Title I, Part C funding award.

	Migrant Education 1500 Highway 36 West Roseville, MN 55113-4266	<b>MIGRANT EDUCATION PROJECT GRANT APPLICATION</b>	ED-02082-07
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**GENERAL INFORMATION AND INSTRUCTIONS:** The information requested on this application is necessary for processing the application under the requirements of Title I, Public Law 103-382, Part C. Refer to accompanying instructions when completing this application. All financial information must relate to CFDA number 84.011A. For federal audit purposes, use CFDA Number 84.011A for financial recordkeeping. Please provide all information requested and return the completed application to the above address.

<b>SCHOOL YEAR</b>
2000-2001

### IDENTIFICATION INFORMATION

Fiscal Agent Moorhead Public Schools		For District(s): #____, #____, #____, #____	
District Name Independent School District		District Number 0152	County Clay
LEA Representative Lynne Kovash	Title Asst. Supt. - Teaching & Learning		Telephone Number (218) 299-6227
Address 810 - 4th Ave. S.	City Moorhead	State MN	Zip Code 56560
Name of Contact Person Pat King	Title Compensatory Program Manager		Telephone Number (218) 299-6296
Address 810 - 4th Ave. S.	City Moorhead	State MN	Zip Code 56560
			FAX Number (218) 299-1610

### APPLICATION INFORMATION SUMMARY

CHECK ONE:	FUNDS REQUESTED	PROJECT DURATION	NUMBER SERVED
<input checked="" type="checkbox"/> Initial Application	Initial: \$ 26,788.00	Beginning Date of Project: August 21, 2000	80 days or less 150
<input type="checkbox"/> Addendum to Project Application	Addendum: \$ _____	Ending Date of Project: May 25, 2001	More than 80 days 206

### LOCAL BOARD OF EDUCATION ACTION

The Local Board of Education of this school district, at a meeting held on July 17, 2000, authorized the undersigned to act as the LEA Representative in filing an application for funds as provided under Title I, Public Law 103-382 for the fiscal year 2000. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal Statutes, Regulations, and State procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this application. At that same meeting, Sarah King was also approved as Contact Person.

Lynne Kovash  
Signature of LEA Representative

July 17, 2000  
Date

DO NOT WRITE IN SPACES BELOW

### MINNESOTA DEPARTMENT OF CHILDREN, FAMILIES & LEARNING INFORMATION

Total Amount Approved: \$ 26,788.00	County/District Number: 0152	Fiscal Year: 20 <u>01</u>
Signature MDCFL Responsible Authority <u>Sarah L. Bourdon</u>	Final Approval Signature <u>Mary E. Perin</u>	Date Approved 8-23-2000
MDCFL Comments:		

(Refer to accompanying instructions)



## NUMBER OF MIGRATORY CHILDREN

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

Provide the estimated number of eligible children expected to be served.

ELIGIBLE MIGRATORY STUDENTS	Ages 3-5	GRADE												Out of School/ Ungraded	TOTAL	
		K	1	2	3	4	5	6	7	8	9	10	11			12
EXPECTED TO RESIDE	8	20	24	16	18	14	14	9	6	6	4	5	3	2	57	206
EXPECTED TO BE SERVED	8	20	24	16	18	14	14	9	6	6	4	5	3	2	57	206

065a must be completed for each family

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

## GENERAL PROJECT INFORMATION

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

The liaison will meet with families to determine eligibility and work with school personnel, including ESL staff. The liaison will gather information to share/disseminate between home and school to further the child's education.

2. Describe how the funds being requested will be used:

A liaison will be hired to facilitate information gathering and communication between home and school.

The liaison will have the following responsibilities:

- The liaison will work with and serve migrant families. This individual is responsible for all paper-work, recruitment and referrals for the migrant population.
- A major focus of this grant will be to assist in bridging the communication gap and build positive relationships between home and school.
- The liaison will work to increase parent/guardian knowledge and understanding of the academic, social and emotional gains made by students.
- The liaison will work to share information between home and school.

Describe how the proposed activities will be coordinated with other services, such as Title I, LEP, AOM, Special Education and mainstream curriculum:

Student referrals to the Migrant Liaison will be made by building principals, classroom teachers and staff working with Title I, AOM, LEP and Special Education programs. The liaison will also serve as a resource of cultural and background information. The Liaison will be expected to attend monthly ESL and Title I meetings, as well as special education Child Study meetings as needed. Supervision for the liaison will be the primary responsibility of a building principal. The principal and Compensatory Programs manager will be in close communication regarding work-load, referrals and liaison performance.

Of particular emphasis this year will be: (1) reinforcing the relationship with Head Start and other agencies in the identification and coordination of services to preschool migratory children, (2) strengthening educational continuity for migratory children by promoting intra district, intrastate state and interstate transfer of pertinent school records in a timely fashion, and (3) examining how migratory children are doing in meeting the State content and performance standards that all children are expected to meet.

Describe briefly how migrant parents will be involved in the educational program and in the implementation of the activities funded by this grant.

The migrant parent meetings will be coordinated by the liaison. A minimum of two migrant parent meetings will be held during the 2000-2001 school year. Both meetings will provide an opportunity for parents to have input regarding student and family needs in relation to educational opportunities. All migrant families will be invited and encouraged to attend the meetings. Meetings and materials will be in both English and Spanish.

Additional funds are requested this year in order to translate school information in Spanish.

ED-02082-07  
Page 4

1	2	3	4	5	6	7
UFARS OBJECT CODE	POSITION TITLE	HOURLY RATE	HOURS PER DAY	DAILY RATE	NUMBER OF DAYS	SALARY
185	Liaison (1 FTE)	\$11.57	8	\$92.56	188	\$17,401.28
Total Salaries of Migrant Project Personnel						\$17,401.28

	DATE	NUMBER OF PARTICIPANTS	STIPEND		AIR FARE OR MILEAGE	EST MILES	LODGING	MEALS	OTHER	AMOUNT
			DAYS	RATE						
INSERVICE	10/00	1		\$		550	\$ 200.00	\$ 50.00	\$ 50.00	\$300.00
	3/00	1				550	200.00	50.00	50.00	300.00
TOTAL IN-SERVICE										600.00

ATTENDANCE SERVICES	NAME	ESTIMATED MILES	MILEAGE RATE	OTHER EXPENSES	AMOUNT
	Data Entry Clerk:		\$		\$
	Outreach Worker: 1 Liaison	2500	.31		775.00
	TOTAL ATTENDANCE SERVICES				\$ 775.00

		AMOUNT
INSTRUCTIONAL SUPPLIES	If nonconsumable instructional materials are to be purchased, attach a list of the proposed items and estimated cost.	
	TOTAL INSTRUCTIONAL SUPPLIES	\$ 300.00

STUDENT ACTIVITIES		DESCRIPTION	AMOUNT
		Field Trips	\$ 100.00
		TOTAL STUDENT ACTIVITIES	\$ 100.00

DESCRIPTION		AMOUNT
COMMUNITY SERVICES & PARENT ACTIVITIES		\$ 300.00
	TOTAL COMMUNITY SERVICES AND PAC	\$ 300.00

## MIGRANT PROJECT BUDGET SUMMARY

All budget data provided below MUST relate to UFARS Finance Dimension Code 404. Fill in the Object Code summary information from the Budget Breakdown page as indicated. Use series "indicator" lines only if the specific code is not identified. Adjustments to coding AFTER this application is approved can only be made by submitting a formal amendment. The appropriate program code for internal bookkeeping is 216.

UFARS OBJECT CODE	EXPENDITURE ITEM	ORIGINAL BUDGET	CHANGE	AMENDED BUDGET
110	Executive/Managerial			
140	Licensed Instructional			
141	Non-licensed Instructional			
143	Licensed Support			
144	Non-licensed Support			
145	Substitute Licensed Instruction			
170	Clerical/Non-instruction Staff			
185	Extended Time	17401.00		
Other 100	Salaries			
200	Fringe Benefits (all)	6712.00		
270	Workman's Compensation			
305	Fees for Service/Consulting			
330	Utility Services	600.00		
350	Repairs/Maintenance			
360	Pupil Transportation			
366	Instate Travel Expense	1375.00		
368	Out of State Travel Expense			
370	Leases/Rents			
Other 300	Purchased Services			
430/435	Instructional Materials	300.00		
460	Textbooks			
Other 400	Supplies/Materials	400.00		
490	Food			
495	Milk			
800	Other Miscellaneous			
	<b>SUBTOTAL</b>	26,788.00		
895	Indirect Cost			
500	Capital Expenditures			
555	Technology Equipment			
	<b>GRAND TOTAL</b>	26,788.00		

STATEMENT OF ASSURANCES  
AND CERTIFICATION

ED-02082-07

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As an applicant agency for federal Title I, Part C Migrant Education funds, this agency assures that its policies, procedures and services are in compliance with all applicable sections of Title I of the Improving America's Schools Act, Public Law 103-382 and all other applicable federal laws and regulations.

I certify that, to the best of my belief and knowledge, the information contained in this application is correct and complete and that the applicant agency has authorized me, as its representative, to give the above assurances and to file this statement.

Israel M. Kohg  
Authorized Signature

Compensatory Program Manager  
Position

7-7-00  
Date

MEMO #: I-01-036



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Contract Agreement with Connections of Moorhead  
DATE: September 6, 2000

Attached is the agreement with Connections of Moorhead, Inc. to provide service to a Moorhead student. The services will include vocational assessment programming and transportation.

The agreement, which covers the period of September 2, 2000 to December 31, 2000. The amount paid to Connections of Moorhead, Inc. will not exceed \$8,284.00.

SUGGESTED RESOLUTION: Move to approve the attached agreement with Connections of Moorhead, Inc. in the amount not to exceed \$8,284.00 to provide vocational assessment programming and transportation.

LAK/smw  
Attachment



Connections of Moorhead Incorporated  
And  
Moorhead Independent School District  
Contractual Agreement For The 2000 School Year

This contract entered into this 31<sup>st</sup> day of August, 2000, by and between Moorhead Independent School District #152 and Connections, a nonprofit corporation, witness that:

1. The term of this contractual agreement shall commence on the 2<sup>nd</sup> day of September 2000, and extend until December 31, 2000. The agreed cost during the full term of the contract is as follows:
  - ▶ \$94.14 per full day or \$70.61 per partial day of vocational assessment and programming for a total of 80 days. This will not exceed the amount of \$7531.20 beginning September 2<sup>nd</sup>, 2000 and ending December 31<sup>st</sup>, 2000.
  - ▶ Transportation of the student to the Connections job site will be provided by Connections staff at a rate of \$9.41 per day. This will not to exceed a total of \$752.80 for September 2<sup>nd</sup> through December 31<sup>st</sup>.
  - ▶ **Total cost of the contract**, for vocational assessment, programming, and transportation will not exceed **\$8284.00** for the period of time of September 2<sup>nd</sup> through December 31<sup>st</sup>.
  - ▶ Technical assistance will be provided upon request from Independent School District #152.
2. Connections agrees to bill Independent School District #152 at the end of each month and will provide Independent School District #152 with a written copy of the student progress reports on a semi annual basis.
3. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

MEMO #: B01025



To: Dr. Nybladh  
From: Beth Astrup *BA*  
Subject: Fire Alarm Replacement - Change Order No. 1 and 2  
Date: August 30, 2000

The following change orders have been submitted by Magnum Electric, Inc.:

#1	Provide additional materials and labor as needed for integral door closures	\$3,485.00
#2	Furnish and install two (2) additional duct smoke detectors	<u>1,252.16</u>
	Total increase	\$4,737.16

The original bid award to Magnum Electric, Inc. was \$31,851.00, with Change Order No. 1 and 2 the total will be \$36,588.16. The budget for the project is \$42,000 and has been approved for health and safety funding.

Suggested Resolution: Move to approve Change Order No. 1 and 2, an increase in the amount of \$4,737.16.

BAA/krm



MEMO #: B01027



TO: Dr. Nybladh

FROM: Beth Astrup *BA*

DATE: September 1, 2000

SUBJECT: Townsite Center Lease - Minnkota Health Project

Minnkota Health Project would like to renew their lease of Suite 204 at Townsite Center. The lease would be for a six month term beginning October 1, 2000, and continuing through March 31, 2001. The total lease payment would be \$3,780.

Suggested Resolution: Move to approve the lease with Minnkota Health Project beginning October 1, 2000, and continuing through March 31, 2001.

BAA/krm

MEMO #: B01028



TO: Dr. Nybladh  
FROM: Beth Astrup *BA*  
DATE: September 1, 2000  
SUBJECT: Voyager Lease - Women United

Women United would like to renew their lease of Suite 205 at the Voyager School. The lease would be for a one year term beginning September 1, 2000, and continuing through August 31, 2001. The annual lease payment would be \$1,200.

Suggested Resolution: Move to approve the lease with Women United beginning September 1, 2000, and continuing through August 31, 2001.

BAA/krm

MEMO #: P.00.185

TO: Dr. Larry P. Nybladh, Supt.

FROM: Ron Nielsen, Director of Human Resources

DATE: August 31, 2000

SUBJECT: Family/Medical Leave

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

Heidi Fisher                      Adaptive Phy. Ed Teacher, Jr. High, beginning on or about October 20, 2000 for six weeks pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.

Mindi Jenson                      2nd Grade Teacher, Riverside, .5 days, beginning August 27, 2000 through September 30, 2000 pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.

Mary Bonemeyer                      Food Service Director, Townsite, beginning August 18, 2000 until October 6, 2000 pursuant to Article 8, Section 4 of the Supervisors' 2000-2002 Master Agreement.

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

RN:jg

Memo #: P.00.188

TO: Dr. Larry P. Nybladh, Supt.

FROM: Ron Nielsen, Director of Human Resources

DATE: August 31, 2000

SUBJECT: Resignations

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

Tamra Kern	Paraprofessional, Sr, High, effective August 29, 2000.
Bernie Larson	Paraprofessional, Sr. High, effective immediately.
Revis Nelson	Paraprofessional, Sr. High, effective August 23, 2000.
Paula Heath	Paraprofessional, Washington, effective immediately.
Deb Jacobson	Paraprofessional, Washington, effective immediately.

Suggested Resolution: Move to accept the resignations as presented.

RN:jg

MEMO #: P.00.187

TO: Dr. Larry P. Nybladh, Supt.

FROM: Ron Nielsen, Director of Human Resources

DATE: August 31, 2000

RE: Rehire

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

Claudia Araujo	Spanish Immersion Kindergarten Teacher, Probstfield, BA (3) \$28,770, effective August 29, 2000. (Replacing herself)
----------------	--

Jennifer Autumnstar	PI Teacher, BA +15 (1) \$28,040, for one year, effective August 29, 2000. (Replacing Colleen Morken)
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Suggested Resolution: Move to accept the rehire as presented.

RN:jg

MEMO #: P.00.184

TO: Dr. Larry P. Nybladh, Superintendent  
FROM: Ron Nielsen, Director of Human Resources  
DATE: August 31, 2000  
SUBJECT: Change in Employment Contract

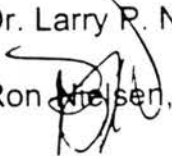
The administration requests approval of the change in employment contract of the following person:

Karel Varriano	Paraprofessional, Riverside, B21(3) \$9.98, from 3.25 to 6.5 hours per day, effective August 29, 2000. (Replacing Connie O'Leary)
Rhonda Granzow	ECSE Paraprofessional, Riverside, B21 (3) \$9.98, from 3.5 hours to 6.5 hours, effective September 5, 2000. (Replacing Mary Jo Gaugler)
Georgia Gregoire	Receptionist, Sr. High, from A13 (2) to B21 (2), \$9.83 per hour, effective August 29, 2000. Position was reevaluated by Fox Lawson Associates.

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

RN:jg

MEMO #: P.00.186

TO: Dr. Larry R. Nybladh, Superintendent  
FROM: Ron  Nielsen, Director of Human Resources  
DATE: August 31, 2000  
RE: 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:

Pat Wavra	MSMI Paraprofessional, Sr. High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective August 29, 2000. (Replacing Robyn Berg)
Jane Hennen	EBD Paraprofessional, Jr. High, B21(0-2) \$9.83 per hour, 6.5 hours daily, effective August 29, 2000. (Replacing Russ Hest)
Juan Ball	Paraprofessional, RRALC, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective August 29, 2000. (Replacing Joanne Gomez)
Pat Frahm	EBD Paraprofessional, Sr. High, B21 (6) \$10.43 per hour, 6.5 hours daily, effective August 30, 2000. (Replacing Revis Nelson)
Jason Gruenhagen	EBD Paraprofessional, Outreach, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective August 29, 2000. (Replacing Nate Lindgren)
Tracey Wahl	2nd Cook, Jr. High, A13 (5) \$10.44 per hour, 6.5 hours daily, effective September 5, 2000. (Replacing Clare Berntson)
Claudia Schorno	ECSE Paraprofessional, Probstfield, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective August 29, 2000. (Replace Steve Oswald)
Susann Zoerner	ECSE Paraprofessional, Edison, B21 (0-2) \$9.83 per hour, 3.25 hours daily, effective August 29, 2000. (Replace Liz Marts)
Tammy Rasmussen	Food Server, Jr. High, \$6.20 per hour, 2.75 hours daily, effective September 5, 2000. (Replacing Becky Hoft)

Travis Vandal	Custodian, Edison, A13 (0-2) \$9.54 per hour, 8 hours daily, effective September 1, 2000. (Replacing Virginia Ingebretsen)
Luann Tack	MSMI Paraprofessional, Sr. High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective September 5th, 2000. (Replacing Tamara Kern)
Patricia Noon	EBD Paraprofessional, Sr. High, B21 (3) \$9.98 per hour, 6.5 hours daily, effective September 5, 2000. (Replacing Sandy Mathew )
Anne Schneider	Health Tech, St. Joseph's, B21 (0-2) \$9.83, effective September 6, 2000. (Replacing Geneva Schwab)
Gary Branden	MSMI Paraprofessional, Sr. High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective September 6, 2000. (Replacing Katie Olson)
Ramona Greene	Food Server, Jr. High, \$6.20 per hour, 2.75 hours per day, effective September 7, 2000. (Replacing Judy Anderson)
Dan Bjerke	Custodian, Sr. High, A12 (3), \$9.41 per hour, 8 hours daily, effective September 11, 2000. (Replacing Jason Bergman)
Chad Wick	Hall Monitor, Jr. High, B21 (0-2) \$9.83 per hour, 3.5 hours daily, effective September 5th (Replacing Quentin Vandal)
Monty Sveen	POHI Paraprofessional, Sr. High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective September 18, 2000. (Replacing Bernie Larson)
Jo Anne Miller	Food Server, Sr. High, \$6.20 per hour, 2.25 hours per day, effective September 7, 2000. (Replacing Deanna Love)

Suggested Resolution: Move to approved the employments as presented.

RN:jg



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
AUGUST 14, 2000  
PAGE 1

**MEMBERS PRESENT:** Jim Cummings, Lisa Erickson, Stacey Foss, Mark Gustafson, Anton B. Hastad, Carol A. Ladwig, and Dr. Larry P. Nybladh.

**MEMBERS ABSENT:** Kristine Thompson

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

**PREVIEW OF AGENDA:** Superintendent Nybladh recommended the agenda proceed as printed with one revision related to the new employees and removal of item 8 - Principals' Contract.

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

**WE ARE PROUD:**

\*\*\*We Are Proud of Pam Enz, Jim Lund and students in the Coral Web Studio for their work on developing and maintaining the Moorhead School District's nationally award-winning Web site. In July, the district Web site was named a national Award of Excellence winner in the School District -- Internet Web Site category in the 2000 Publications and Electronic Media Contest sponsored by the National School Public Relations Association (NSPRA).

**MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:** Jim Hewitt, 442 Birch Lane South (Moorhead), urged the Board to reject the principals' negotiated contract.

Bill Tomhave, 4315 Rivershore Drive South, stated that although he was not against the principals, asked that the principals' contract be rejected and renegotiated because of fiscal issues.

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

Grant - Accept the \$37,382 grant from the Department of Children, Families and Learning for the Title I Delinquent Education program.

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Contracts - Approve the contract with West Central Regional Juvenile Center for clerical services in the amount of \$3,584.75 for the 2000-2001 school year and the contract agreement with Connections of Moorhead, Inc. for vocational assessment programming and transportation in the amount not to exceed \$1,129.44 for the period of August 2, 2000 through September 29, 2000.

Lease - Approve the lease with Moorhead Seventh-Day Adventist Church beginning July 1, 2000 and continuing through June 30, 2001.

Change in Contract

Sara-Lundwall - EBD Teacher, Robert Asp School, full time to half time, effective the 2000-2001 school year.

Family/Medical Leave

Jana Kasper - Biology Teacher, Senior High, to extend until November 6, 2000.

Laurie Schafer - Grade 1 Teacher, Washington Elementary, from August 29, 2000 until October 23, 2000.

Jennifer Garcia - Biology Teacher, Senior High, from August 29, 2000 until October 9, 2000.

Leave of Absence

Patricia Gulsvig - Social Studies Teacher, Junior High, effective for the 2000-2001 school year.

New Employees

Amy Hoffer - School Psychologist, Robert Asp, MA+45 (0) \$35,060.00, effective for the 2000-2001 school year. (Replace Mark Richardson)

Susan Buckley - PT Teacher, District Wide, MA (3) .80 FTE, \$27,200.00, effective for the 2000-2001 school year. ( Replace Sandra Zwach)

John Keller - French Teacher, Junior/Senior High, BA (0) \$25,870.00, effective for the 2000-2001 school year. (Replace Melanie Lindquist)

Doug Johnson - Social Studies Teacher, Senior High, MA (4) \$35,180.00, effective for the 2000-2001 school year. (Replace Keith Jones)

Sandra Mathew - EBD Teacher, Senior High, BA+45 (2) \$31,570.00, effective for the 2000-2001 school year. (Replace Robin Grooters position)

Monique Summers Business Education Teacher, Senior High, MA (0) .857 FTE, \$26,112.79

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effective for the 2000-2001 school year. (Replace Denita Clapp)

Robecca Fisher - Title I Teacher, Washington Elementary, BA (0) .52 FTE, \$13,452.40, effective for the 2000-2001 school year. (New)

Sarah Miller - Guidance Counselor, Senior High, MA+15 (0) \$32,000.00, effective for the 2000-2001 school year. (Replace T Nielson)

Shirley Trickle - English Teacher, Senior High, BA (0) \$25,870.00, effective for the 2000-2001 school year. (Replace Amy Van Norman)

Ryan Lyson - Math Teacher, Senior High, BA (0) \$25,870.00, effective for the 2000-2001 school year. (Replace Jason Otto)

Susie Pederson - Kindergarten Teacher, Washington Elementary, BA (0) .50 FTE \$12,935.00, effective for the 2000-2001 school year. (Replace 1/2 Brenda Krueger)

Josie Gilbery - Speech Teacher, Robert Asp, MA+15 (4) .43 FTE, \$15,905.70, effective for the 2000-2001 school year. (Replace Helen Friend)

Lisa Martin - Title I Teacher, Robert Asp, BA (0) .50 FTE, \$12,935.00, effective for the 2000-2001 school year. (New Position)

Marcia Skaug - MSMT Teacher, Washington Elementary, BA+15 (2) \$29,060, effective for the 2000-2001 school year. (Replace Jane Holtz who transferred to Probstfield)

Michael Williams - Computer Technician, Edison Elementary, B22 (3) \$10.33 per hour, 8 hours daily, effective immediately. (New Position)

Shirley Bouchard - Computer Lab Secy/Supv, Senior High, B22 (2) \$10.18 per hour, 8 hours daily, effective August 29, 2000. (Replace Sharon Rein)

Kristina Osagie - Crisis Outreach Worker, Junior High, B32 (0-2) \$14.46 per hour, effective for the 2000-2001 school year. (Replace Kim Overton)

Melissa Langston - COTA, District Wide, B23 (3) \$10.69 per hour, 6.5 hours daily, effective for the 2000-2001 school year. (Replace Allyson Welter)

Lynette Hallman - Community Education Secretary, A12 (0-2) \$9.26 per hour, 6 hours daily, effective August 28, 2000. (Replace Leslie Doyle)

**Rehire**

Valerie Stevenson - OT Teacher, District Wide, BA (1) .80 FTE, \$21,472.00, effective for the 2000-2001 school year.

Peggy Simonson - Kindergarten Teacher, Probstfield Elementary, MA (2) \$32,820.00, effective for the 2000-2001 school year. (Replace Belinda Freeman)

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Leslie Keplin - Social Studies, Junior High, BA (1) \$26,840.00, effective for the 2000-2001 school year. (Replace Patty Gulsvig)

Linda Jones - MSMI Teacher, Senior High, BA (1) \$26,840.00, effective for the 2000-2001 school year. (Replace Nicole Stroh)

Resignations

Ruth Christianson - EBD Teacher, Junior High, effective immediately.

Jennifer Becker - OHI/ECSE Paraprofessional, Washington Elementary, effective immediately.

Shirley Bouchard - Paraprofessional for VI, Senior High, effective immediately.

Stacia Erdmann - MSMI Paraprofessional, Robert Asp, effective immediately.

Adriana Johnson - EBD Paraprofessional, Edison Elementary, effective immediately.

Mary Krumheuer - PI/ECSE Paraprofessional, Probstfield Elementary, effective immediately.

Sandy Mathew - EBD Paraprofessional, Senior High, effective immediately.

Eric Hofstrand Head Custodian, Probstfield Elementary, effective August 10, 2000.

Michelle Hartel - Health Tech Secretary, Edison Elementary, effective immediately.

Richard Morgan - Autistic Paraprofessional, Robert Asp, effective immediately.

Jessica Christmann Special Education Paraprofessional, Probstfield, effective immediately.

Nancy Krupich - Secretary on Leave, Senior High, effective immediately.

Minutes - Approval of the July 17, 2000 special and regular meeting minutes as presented.

Claims - Approve the August Claims, subject to audit, in the amount of \$1,542,647.77.

General Fund:	\$87,523.45
Food Service:	2,160.66
Transportation:	23,697.85
Community Service:	27,137.55
Capital Expenditure	604,885.15
Townsite Centre:	12,243.11
TOTAL	\$1,542,647.77

Motion carried 6-0.

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**COMMITTEE REPORTS:** Ladwig and Cummings reviewed the MSBA Summer Workshop meetings attended in August. Foss commented that the superintendent's mid-year assessment concluded very positively after the regular July 17 meeting.

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

**Basic Standards Testing** - Kovash provided the Board an update related to the state Basic Standards testing errors. One hundred sixteen Moorhead student scores were affected. No seniors were unable to graduate based only on an error on their Basic Standards test score.

**SCHOOL BUS PURCHASE:** Ladwig moved, seconded by Cummings, to purchase of two school buses from North Central Coach in the amount of \$57,874.80 each. Motion carried 6-0.

**MOORHEAD PUBLIC SERVICE SIGNAGE:** Ladwig moved, seconded by Cummings, to allow Moorhead Public Service to place the proposed three by six foot sign below the scoreboard on the football field of the Moorhead Senior High School for a period of three years. Motion carried 6-0.

**ALTERNATIVE EDUCATION TASK FORCE REPORT:** Deb Pender provided a presentation related to the alternative education task force report.

Erickson moved, seconded by Cummings, to accept the alternative education task force report as presented. Motion carried 6-0.

**MSBA BOARD STANDARDS:** Ladwig moved, seconded by Hastad, to adopt the Minnesota School Boards Association standards for board members. Motion carried 6-0. Chairwoman Foss stated she will be seeking Board volunteers to work on the previously adopted Board goals.

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**PUBLIC HEARING ON PROPOSED PROPERTY TAXES FOR TAXES PAYABLE IN**

**2001**: Cummings moved, seconded by Gustafson, to approve Thursday, November 30, 2000, 7:00 p.m. for initial hearing. Monday, December 11, 2000, 7:00 p.m. for continuation if necessary. If the hearing is completed on November 30, 2000, administration will recommend adoption of final levy on Monday, December 11, 2000. Motion carried 6-0.

**PROFILE OF LEARNING VOTE - YES PROGRAM**: Cummings moved, seconded by Ladwig, to approve the Youth Educational Services Profile of Learning proposal to require 24 standards for graduation. Motion carried 6-0.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD**: Hastad distributed two articles related to ethics and community leadership.

**ADJOURNMENT**: Hearing no objections, the meeting adjourned at 9:10 p.m.

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Carol Ladwig, Clerk

REGULAR MEETING  
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**MEMBERS PRESENT:** Jim Cummings, Lisa Erickson, Stacey Foss, Mark Gustafson, Anton B. Hastad, Carol A. Ladwig, Kristine Thompson, and Dr. Larry P. Nybladh.

**MEMBERS ABSENT:** None

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

**PREVIEW OF AGENDA:** Superintendent Nybladh recommended the agenda proceed as printed.

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

**WE ARE PROUD:**

\*\*\* The Moorhead School Board has been awarded with a Certificate of Excellence by the Minnesota School Boards Association for adopting board standards. The standards are in four fundamental roles of board members - vision, structure, accountability and advocacy - as well as conduct and ethics. Examples of the standards range from having written policies to recognizing achievement in the district to respecting the majority decisions of the board.

**MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:** None.

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

Gifts - Accept the \$100 gift of used children's books and a set of World Book Encyclopedias from A. Derick Dalhouse for use in the Probstfield Library and a \$6,000 gift from the American Legion Auxiliary and American Legion Post 21 to purchase school supplies for approximately 550 qualifying families.

Grants - Accept the \$25,000 from the Phonological Awareness Pre-referral project grant from the Department of Children, Families and Learning and Minnesota State University - Moorhead for



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American Indian student literacy intervention and \$42,411 grant for the PL 103-382 Indian Education Program.

Leases - Approve the following Townsite Centre leases: NCTC-Farm Management Program (August 1, 2000 through July 31, 2001) and Tri-Valley Opportunity Council, Inc. (September 1, 2000 through August 31, 2001).

Change in Employment Contract

Jeanne Erickson - Health Tech, Edison, B21 (4) \$10.13 per hour, 3.25 hours daily, to 6.5 hours daily, effective immediately. (Replace Michelle Hartel)

Resignations

Judy Anderson - Food Service, Junior High, effective immediately.  
Jana Bakke - Paraprofessional, Junior High, effective August 9, 2000.  
Janice Kreps - Paraprofessional, Washington, effective August 21, 2000.  
Kathryn Olson - Paraprofessional, Senior High, effective August 4, 2000.  
Julie Hardmeyer - Title I Paraprofessional, St. Joseph School, effective immediately.  
Rosario Weckler - Paraprofessional - Spanish Immersion, Probstfield, effective immediately.  
Lisa Timm - Paraprofessional, RRALC, effective immediately.  
Connie O'Leary - Paraprofessional, Riverside, effective immediately.  
Mary Jo Gaugler - Paraprofessional, Riverside, effective immediately.  
Tori Goldade - Paraprofessional, Riverside, effective immediately.  
Jena Witkowski Oconitrillo - ESL Paraprofessional, effective August 22, 2000.

New Employees

Dale Cary - Computer Technician, Probstfield, B22 (11) \$11.53 per hour, 8 hours daily.  
(Replace Iris Biaocchi)  
Jolene Pfingsten - EBD Teacher, Robert Asp, .5 FTE, BA (1) \$13,420, effective for the 2000-2001 school year. (Replace .5 Sara Lundwall)  
Carrie Scanlon - ECSE Paraprofessional, Probstfield, B21 (2) \$9.98 per hour, 6.5 hours daily.  
(Replace Stacia Erdmann)  
Lynne Mohler - Laundry/Server/Cashier, Senior High, \$6.20 per hour, 2.75 hours daily. (Replace Paulette Haakenson)



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Jeffrey Offutt - Grade 5 Teacher, Robert Asp, BA+45 (0) \$29,320, effective for the 2000-2001 school year. (Replace Terri Haugtvedt)  
Jill Fillipi - EBD Teacher, Junior High, BA (1) \$26,840, effective for the 2000-2001 school year. (Replace Ruth Christianson)  
Jason Bergman - Custodian, Robert Asp, A12 (3) \$9.41 per hour, 8 hours daily, effective August 21, 2000. (Replace Eric Hofstrand)  
Samuel Scott - Custodian, Robert Asp, A12 (3) \$9.41 per hour, 8 hours daily, effective August 28, 2000. (Replace Mitch Brandon)  
Pam Bakke - AU Paraprofessional, Probstfield, B21 (0) \$9.83 per hour, 6.5 hours daily. (Replace Jessica Christmann)  
Lea Rodriguez - LD/PI Paraprofessional, Probstfield, B21 (0) \$9.83 per hour, 6.5 hours daily. (Replace Mary Krumheuer)  
Dar Gulsvig - LD/EBD Paraprofessional, Probstfield, B21 (0) \$9.83 per hour, 6.5 hours daily. (Replace Candy Thompson)  
Genoveva Zamarron - EBD Paraprofessional, Probstfield, B21 (0) \$9.83 per hour, 6.5 hours daily. (Replace Ann Kallod)  
Ellen Moore - PI Paraprofessional, Probstfield, B21 (0) \$9.83 per hour, 6.5 hours daily. (Replace Laurie Thomas)  
Gerald Stuhr - Custodian, Senior High, A12 (3) \$9.41 per hour, 8 hours daily, effective August 29, 2000. (Replace Stephanie Counts)  
Patricia Evans - Hearing Impaired Teacher, Jr. High, BA +15 (2) \$29,060, effective for the 2000-2001 school year. (Replace Astrid Brenny)

Motion carried 7-0.

**COMMITTEE REPORTS:** None.

**HISPANIC GRADUATION RATES IN THE MOORHEAD SCHOOL DISTRICT:** Sylvia Steinert, a Moorhead High School graduate, accompanied by Amy Cerna, a Moorhead High junior, presented information regarding high school graduation rates of Hispanic students as part of a research grant project through Augsburg College. Her presentation of this information to the school board was part of the project.

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**MINNESOTA GRADUATION IMPLEMENTATION MANUAL:** Kovash reviewed the revised manual with the board. Revised copies will be available for staff and families through school principals.

Ladwig moved, seconded by Cummings, to approve the revised implementation manual for the Moorhead Area Public School District reflecting the changes in the Profile of Learning and direct administration to send the revised implementation manual to the Commissioner of Education by September 1. Motion carried 7-0.

**VENDING CONTRACTS:** Erickson moved, seconded by Gustafson, to approve contracts with FM Vending, Midwest Coca-Cola Bottling Company, and Pepsi-Cola Company for vending services to begin on September 5, 2000 and continue through August 31, 2004. Motion carried 7-0.

**BLEACHER BID AWARD:** Cummings moved, seconded by Thompson, to award the Gymnasium Bleacher Project at the Junior High and Robert Asp to Seating and Athletic Facility Enterprises for a total project cost of \$52,212, which includes the Base Bid No. 1 of \$34,870 and Alternate No. 1 of \$17,342. Motion carried 7-0.

**ELECTRICAL DISTRIBUTION UPGRADE BID AWARD:** Cummings moved, seconded by Erickson, to award the Electrical Distribution Upgrade Project at the Senior High to Dakota Electric Construction Co. Inc., for a total project cost of \$76,000, which includes the Base Bid for \$34,000, Alternate No. 1 for \$28,000, and Alternate No. 2 for \$14,000.

Chair Foss recessed the meeting at 8:38 p.m.; reconvened at 8:47 p.m.

**FUTURE -FOCUSED INITIATIVES:** Nybladh provided an overview presentation on five major initiatives included in a pamphlet entitled, "Future-Focused Initiatives" describing the district's current conditions and vision for the future.

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**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Erickson commented that freshman orientation with individual meetings with students at the High School was a wonderful experience and applauded the efforts of the staff. With the upcoming legislative year, Thompson and Ladwig noted the importance of attending the September 14 MSBA Fall Area meeting in Pelican Rapids. Ladwig also commented on the September 12 Primary election noting meetings cannot be held from 6-8 pm.

**ADJOURNMENT:** Hearing no objections, the meeting adjourned at 10:30 p.m.

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Carol Ladwig, Clerk

MEMO #: B01029



To: Dr. Nybladh  
From: Beth Astrup BA  
Subject: Stadium Name  
Date: September 5, 2000

It has been almost one year since the School Board first heard from the Stadium Committee and their plans to construct the facilities necessary to give Spud athletics a "home" field. The Stadium Committee worked hard to secure the funds necessary to build a first class facility. Approximately 85% of the funding for the project came from public and private donations.

The dream has now become a reality. The Spud Football Team played their season opener on their "home" field last Friday night. I have been in contact with members of the Stadium Committee and they have a request to make of the School Board.

The Stadium Committee is asking the Board to grant Mr. Ron Offutt the naming rights to the stadium in return for the contribution he made which created the momentum necessary to the project's success. Mr. Offutt would like the name to remain confidential until the dedication which is scheduled to take place at the homecoming game scheduled for September 29, 2000.

I recommend the Board grant Mr. Offutt the right to name the stadium. The name that is chosen by Mr. Offutt will be subject to final approval by the School Board in October.

Suggested Resolution: Move to approve the Moorhead High Stadium Committee's recommendation to award Mr. Ron Offutt, a major contributor, the right to select a name for the newly constructed stadium on the campus of the Moorhead Senior High School. The Board reserves the right of refusal if the name that is selected by Mr. Offutt cannot be agreed upon by the School Board.

BAA/krm

**MEMO #:** I-01-032



**TO:** Dr. Larry Nybladh  
**FROM:** Lynne Kovash *LK*  
**SUBJECT:** Building Profiles  
**DATE:** September 5, 2000

Enclosed with the agenda is the draft of the K-6 Building Profiles for the five-year period from 1995-96 through 1999-2000. Highlights and discussion of the profiles will be shared with the board. The 7-12 Building and District Profiles will be presented at the September 25th meeting.

The School Board will be asked to receive the Building and District Profiles at their October 9th meeting.

LAK/smw  
Attachment

**MEMO #:** I-01-033



**TO:** Dr. Larry Nybladh  
**FROM:** Lynne Kovash *LK*  
**SUBJECT:** Opening of School  
**DATE:** September 5, 2000

Attached is a copy of the opening day enrollment figures from September 5, 2000. This information, along with a comparison of projected figures and a graph of the past three years monthly enrollment figures, will be reviewed.

LAK/smw  
Attachment

MOORHEAD PUBLIC SCHOOLS  
9-5-00

Target	20		21		25		27		29		29		30			
SCHOOL BUILDING	K		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Self	TOTALS
	21	21	17		17	25	24	26	26	31	29	29	29			553
	20	21	16		18	25	25	27	27	31						
	20		18													
EDISON	103		86		99		106		91		58					543
	21	21	22	21	21	24	25	25	25	29	28					
	21	21	22			25	25	26	26	29	29					
Immersion	22	22	20		19	26	25	25								633
PROBSTFIELD	128		125		150		127		115							645
	22	20	19		20	21	22	23	24	27	29	30	29			
	22				18			24								
Multi Age					10	10										395
RIVERSIDE	64		57		43		71		56		59				12	362
	25	26	19		19	25	25	27	28	27	26					
full day	22		18			25		27	27	27	26					
Multi Age	24	25			11	13		27		27						
Multi Age					10	13										
Multi Age					10	13										591
WASHINGTON	122		87		114		136		133							592
Average class	21.9		18.7		23.9		26		28.2		29.1		29.5			752
ROBERT ASP											349		440			789
RRALC													2			2
TOTAL BY																2934
GRADE	417		355		406		440		395		466		442		12	2933
ELEMENTARY PRESCHOOL																60
TOTAL ELEMENTARY (INCLUDING PRESCHOOL AND SPECIAL EDUCATION)																2993
	GRADE 7		GRADE 8		GRADE 9		GRADE 10		GRADE 11		GRADE 12					
MOORHEAD																870
JUNIOR HIGH	424		432													856
MOORHEAD																1674
SENIOR HIGH					430		431		425		412				27	1725
RRALC	6		10		13		14		17		7					67
OUTREACH	1		4		6		3		2		0					16
DET/SHELTER	0		1		6		11		2		5					25
																5623
TOTAL KINDERGARTEN THROUGH GRADE 12 (INCLUDING SPECIAL ED)																5622
TOTAL PRESCHOOL THROUGH GRADE 12 (INCLUDING SPECIAL ED)																5682
SPECIAL EDUCATION CHILD COUNT																1081
Numbers in italics in column indicate May 1, 2000 totals.																
Self = Self Contained																

## Enrollment 2000-2001 Opening Day

	Actual	Projected	Variance	1999	Variance
Kindergarten	417	400	17	373	44
Grade 1	355	378	-23	431	-76
Grade 2	406	414	-8	449	-43
Grade 3	440	445	-5	401	39
Grade 4	395	395	0	461	-66
Self Contained, Alternative Ed	12		12	20	-8
Grade 5	466	455	11	453	13
Grade 6	440	449	-9	423	17
Grade 7	424	429	-5	460	-36
Grade 8	432	460	-28	439	-7
Self Contained, Alternative Ed	24		24	35	-11
Grade 9	430	466	-36	457	-27
Grade 10	431	484	-53	441	-10
Grade 11	425	456	-31	448	-23
Grade 12	412	430	-18	381	31
Self Contained, Alternative Ed	113		113	95	18
Total K-12	5622	5661	-39	5767	-145
Early Childhood Special Ed.	60		60	76	
Total Pre K-12	5682			5843	

### Opening Enrollment by Building

	Actual	Projected	Variance	1999	Variance
Edison	543	537	6	567	-24
Probstfield	645	639	6	654	-9
Riverside	362	398	-36	409	-47
Washington	592	562	30	611	-19
Robert Asp	789	786	3	770	19
Junior High	856	848	8	902	-46
Senior High	1725	1801	-76	1752	-27
RRALC/Alt.	110	90	20	103	7
Total K-12	5622	5661	-39	5767	-145
Early Childhood Special Ed.	60				
Total Pre K - 12	5682				





MEMO #: I-01-038



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Staff Development Report  
DATE: September 6, 2000

Attached is a copy of the staff development report of 1999-2000. Mary Jo Schmid will review the report with the board. This report needs board approval and submission to the Minnesota Department of Children, Families & Learning.

**SUGGESTED RESOLUTION:** Move to accept the 1999-2000 staff development report as presented and direct administration to forward a copy to the Minnesota Department of Children, Families & Learning.

LAK/smw  
Attachment

Minnesota Department of Children, Families & Learning  
Staff Development Coordinator  
Minnesota Educational Effectiveness Program  
1500 Highway 36 West  
Roseville, MN 55113-4266

**GENERAL INFORMATION AND INSTRUCTIONS:** School districts using state staff development revenue under MS 126C.10 subdivision 2, and MS122A.61 must complete this form and submit it to the address above by September 5, 2000.

**IDENTIFICATION INFORMATION;**

District Name: Moorhead District Number 152  
Address: 810 4th Ave. South  
City: Moorhead, MN Zip: 56560  
District Staff Development Chair: Mary Jo Schmid

**STATEMENT OF ASSURANCES**

On behalf of the school district identified above, we assure the Minnesota Department of Children, Families & Learning, that the district is in compliance with the stipulations for Staff Development allocations; one percent reserved revenue and any additional funding legislation related to the following:

1. Revenue Expenditures
2. Staff Development Planning
3. Staff development Outcomes

According to MS 122A.61 "a district may annually waive the requirement to reserve their basic revenue under this section if: (check one)

- ☒ Does not apply  
☐ A majority vote of the licensed teachers in the district and a majority vote of the school board agree to a resolution to waive the requirement.  
☐ A district in statutory operating debt is exempt from reserving basic revenue according to this section."

We hereby certify that the program information provided is compiled and accurate, that the district identified above will abide by the statement of assurances, and that records will be maintained at the district to verify program development, participation and expenditures.

Superintendent's Signature

Date

Board of Education Chair

Date

District Staff Development Chair

Date

# District Staff Development Report 1999-00

September 11, 2000

Mary Jo Schmid  
Staff Development Coordinator

Lynne Kovash  
Assistant Superintendent for Teaching & Learning

District Staff Development Program

## **1. History**

The district staff development program has been in place for eleven years. The need to support all employees as they grow personally and professionally has been the driving force of this program. The district supports an emphasis on staff development at the district, building, and individual level. Each building has a staff development plan.

The mission of professional development is to prepare and support educators to help all students achieve high standards of learning and development.

Staff development is an integral part of mandated programs such as: Employee Right to Know; Health & Safety in the Workplace; Data Privacy; Graduation Standards Implementation. Staff training is essential in areas of Technology Application, Crisis Prevention Intervention, Instructional Strategies, Mentoring, and Training the Trainers.

Staff development money is allocated to the building sites by FTE (Full Time Equivalency). The staff development budget is divided as follows: 50% to building sites, 25% to incentive grants, and 25% at district level. (This includes professional development for support staff, administration, technology at central office, and 50% of the staff development coordinator position.)

## **2. Staff Involvement in Program**

This program includes **ALL** District 152 employees.

The program is governed by a 24- member committee including:

- 2 teachers from each building
- 1 teacher Early Childhood/Special Education
- 1 representative - Community Education
- 2 representatives - Support Services (Secretaries, Paraprofessionals, Custodial)
- 1 Principal - Elementary
- 1 Principal - Secondary
- Ass't. Superintendent for Teaching & Learning
- Director of Information Systems and Instructional Support

Another component of the district staff development program is mentoring. Three mentoring sessions of elementary staff were held during the year. The teachers worked with the staff development coordinators on classroom procedures, licensure and development of a professional

portfolio. The secondary schools held their own mentoring sessions, including the same areas as elementary.

Incentive Grants were awarded through the district staff development program. The focus areas of Minnesota Graduation Standards in the classroom were used as criteria for consideration of funding. In addition, 1998-99 marked the start of a new technology training program with the continuation for the 1999-2000 school year. The classes were offered free of charge for all employees. Over 300 staff members completed at least nine hours of technical training, many completing more hours.

Our school sites have recommended that most professional development be school based and should involve teachers in a variety of job-embedded learning activities such as: collaborative discussions, study groups, peer coaching, action research, curriculum development and joint problem solving. Teachers form professional learning communities that lead to instructional improvement. Educators are working to align curriculum, instruction, and assessment practices with Minnesota Graduation Standards to work as an educational unit and not a collection of independent workers.

### **3. Staff Needs**

The staff development program focuses on teachers as a central group of learners who need to be actively involved and encouraged to become articulate about what they have learned so they can share it. Recognizing that what we all want for students – a wide array of learning opportunities that engage students in experiencing, creating, and solving real problems, using their own experiences and working with others – is often overlooked for the teachers who provide this instruction. (An example is in the area of meeting the technology outcomes for the Minnesota Graduation Standards. It is evident that educators must have knowledge, skills and attitude about Learner Outcomes & Content Standards in place *before* they will be comfortable working with students to meet the standards. Thus organized staff development is a must.)

A successful staff development program is based upon training that is practical for classroom situations and enhances teaching skills which can be passed on to the learner. (Teacher learning is a result of complex interactions that allow for immediate application, experimentation and adaptation on the job.)

A successful staff development program is on-going and sustained not just a “one time” workshop. Moorhead’s district staff development strives to meet these needs. (Adult learning, like student learning, can take many forms and needs to be revisited with meaningful feedback encouraged.)

Periodically, the district and building sites collect staff needs surveys to help plan the training

areas and the supporting activities. This year, need assessments were done in technology.

Other staff needs: preceding fall workshop, all new teachers to ISD 152 are invited to a 10-hour *New Staff Inservice* presented by the district staff development coordinator and other district staff members.

The agenda includes:

- Welcome to the District
- Data Privacy
- Moorhead Implementation of the Minnesota Graduation Standards
- Basic Standards Testing
- Basic Information for New Teachers

During fall workshop one day is designated as the District Staff Development Day. All staff are welcomed back for the year and grade-level or department meetings are scheduled for all teachers on this day. Support staff are included in these meetings or have meetings or training on their own.

One Building Staff Development Day was in this year's calendar and since site-based management has been a focus, each building site has managed its own staff training on Building Staff Development Days. Items covered were:

- Technology mini-sessions,
- Graduation Standards Workshops,
- Social Emotional Learning
- Special Education Modification workshops,
- Team-Building, Crisis Prevention Intervention
- Collaboration Time
- Grade Level meetings to discuss issues regarding Grad Rule Implementation
- School-Wide Planning
- Team Building for staff

#### **4. Staff Results**

Success of program is evident in the following results:

- Staff sign up for evening, weekend and/or summer workshop and class offerings.
- Staff request additional training in areas offered.
- Staff are observed "trying out" research-based ideas, activities, performance packages, etc. that they have gotten from attending a Staff Development workshop.
- Staff evaluations of workshops are reviewed and suggestions taken in mind for planning

All new teachers to District 152 are asked to assemble a *Professional Portfolio* documenting their first year in Moorhead. A workshop for compiling the material to showcase their year is held

late in March with the district staff development coordinator, and portfolios are then used for their Year End Review with their principal, for their Peer Review Project and/or for personal reflection and growth. This has been a growing experience for participants.

A staff development report must be compiled and submitted to the Minnesota Department of Children, Families & Learning each year to receive assurance of Minnesota Goals 2000 funding, Minnesota Graduation Standards funding, and Minnesota Staff Development funding.

## **5. Achievement of District Staff Development Objectives**

The staff development program provides a vehicle for accessing current trends and research in instructional strategies, leadership, program evaluation and adult learning.

### **Effective Professional Development**

- Focuses on educators as central to student learning
- Focuses on individual, collegial and organizational improvement
- Respects and nurtures the intellectual and leadership capabilities of teachers, principals, support staff, community members and students.
- Reflects best available research and practice in teaching, learning and leadership
- Promotes continuous inquiry and improvement embedded in the daily life of schools
- Requires substantial time and other resources
- Is driven by a coherent long-term plan
- Is evaluated and refined

The current staff development program provides a structure that allows teachers to identify instructional problems and control and apply the resources needed to solve them.

Staff development is not a "frill" that can be cut during difficult financial times but rather an indispensable process without which schools cannot hope to prepare young people for citizenship and productive employment. (Employees need to feel supported and valued in their job to foster and in turn convey the same to the students they interact with.)



## Planning for 2000-2001

1. Continue the employment of a staff development coordinator working collaboratively with administration, staff development committee, program staff, principals, and special education personnel regarding Vision, Leadership, and Specific Needs in the area of staff development.

2. Utilize the **seven staff development models**.

1. Expert-Presenter	Employees assemble to listen to an expert talk about a topic.	Development of employees' knowledge and understanding – Changing employees' attitudes
2. Clinical-Supervision	Supervisor, mentor, or coach identifies an employee's concerns and goals, collects observation data, reviews data with the employee	Development of employees' instructional skills and strategies – Development of employees' ability to reflect and make sound decisions
3. Skill-Training	Trainer presents theory underlying the skills, explains and models the skills. Employee practices skills and receives feedback, is coached to promote transfer of training.	Development of employees' skills and strategies. Develop ability to improve students' academic achievement. Develop ability to formulate and implement curriculum. Develop ability to reflect and make sound decisions.
4. Action-Research	Do research in their own work setting to answer their questions or test new ideas.	Changing attitudes. Develop the ability to engage in school restructuring.
5. Organization-Development	Helps employees diagnose strengths and weaknesses of their school or system, develop a plan of action, implement the plan, and evaluate its success.	Changing attitudes. Improve faculty's ability to develop and implement programs and procedures.
6. Change-Process	Helps employees make a decision to adopt a system wide innovation, put the innovation into action, and institutionalize it.	Develop the ability to engage in school restructuring.
7. Induction Process	Supervisors, trainers, and mentor/coaches provide staff orientation to policies, procedures and curriculum/job duties for new employees and district transfers.	Orientation to ensure new employees have the information needed to perform their job effectively. To ensure that district policies and procedures are followed. To aid in retention of new employees.

3. Utilize the staff development and training planning guide to assist district and building committees in planning staff development activities.

### **Moorhead Staff Development & Training Planning Guide**

These questions attempt to gauge the depth of staff development planning for any program. Committees should utilize these questions early in their planning:

1. How will this improvement, change or program benefit students?
2. What staff development needs will be created by the improvement, change or program?
  - New Knowledge
  - New Skills
  - Changed Attitudes
3. Which staff members will be impacted by the improvement, change or program?
4. How much time will be needed for staff development?
  - Will staff willingly participate?
  - Will staff be sufficiently motivated to attend on their own time?
  - Are incentives needed to encourage participation?
  - Will any activities be required?
5. Has staff development been budgeted for?
  - Consultants and Expenses
  - Training Materials
  - Optional Days/Times
  - Stipends
  - Curriculum Rate
  - Hourly Rate
6. Is the improvement, change or program sufficiently powerful enough to produce the intended results?
  - Are goals and expectations realistic for planned staff development activities?
  - Are goals and expectations realistic for resources allocated?
7. Are effective models for staff development being planned?
  - Research based
  - Exemplary programs
8. Who will be responsible for staff development planning, implementation and evaluation? Who will ensure success?
  - District Committee
  - District Staff Development Office-Principal/Building Leadership
  - Program Administrator/Coordinator
  - Other
9. Besides staff development, what other subsystems of the system need attention?
  - Curriculum & Instruction
  - Assessment
  - Policies & Procedures
  - Facilities
  - Others

4. Staff Development Committee will develop and annually review the following:

**A. Belief statements regarding staff development:**

- **All staff** plays a role in contributing to the educational experiences of students. A comprehensive staff development plan must address the needs of all employees.
- **Personnel is a renewable resource.** Staff development which sustains this 'renewal' is an essential component of any effective district or school
- **Change is an opportunity for growth.** Staff members are more willing to take risks if their input is used to design and implement change.
- Staff development requires a **personal commitment** to professional growth, self-renewal and life-long learning.
- Staff development requires a long-term **commitment by staff, the Board and the community** to provide the resources needed to support a comprehensive staff development program.
- Staff development is a **continuous** process, which involves identifying needs, designing delivery models, implementing programs, evaluating input, and adjusting accordingly.
- Effective staff development planning involves the individuals it is intended to serve or impact.
- Effective staff development programs are research-based and proven in practice.
- Effective staff development utilizes appropriate personal and professional **incentives** for participation.

**B. District standards regarding staff development**

**Context Standards**

Effective high school, middle level and elementary school staff development:

- requires and fosters a norm of continuous improvement;
- requires strong leadership in order to obtain continuing support and to motivate all staff, school board members, parents and the community to be advocates for continuous improvement;
- is aligned with the school's and the district's strategic plan and is funded by a line item in the budget;
- provides adequate time during the work day for staff members to learn and work together to accomplish the school's mission and goals;
- is an innovation in itself that requires study of the change process.

**Process Standards**

Effective high school, middle level and elementary school staff development:

- provides knowledge, skills, and attitudes regarding organization development and systems thinking;
- is based on knowledge about human learning and development.
- provides for the three phases of the change process: initiation, implementation, and institutionalization;
- bases priorities on a careful analysis of disaggregated student data regarding goals for student learning;
- uses content that has proven value in increasing student learning and development.
- provides a framework for integrating innovations and relating those innovations to the mission of the organization;
- requires an evaluation process that is ongoing, includes multiple sources of information, and focuses on all levels of the organization;
- uses a variety of staff development approaches to accomplish the goals of improving instruction and student success;
- provides the follow up necessary to ensure improvement;
- requires staff members to learn and apply collaborative skills to conduct meetings, make shared decisions, solve problems and work collegially;
- requires knowledge and use of the stages of group development to build effective, productive, collegial teams.

## Content

Effective high school, middle level and elementary school staff development:

- increases administrators' and teachers' understanding of how to provide school environments and instruction that are responsive to the developmental needs of students;
- facilitates the development and implementation of school and classroom-based management which maximize student learning;
- addresses diversity by providing awareness and training related to the knowledge, skills, and behaviors needed to ensure that an equitable and quality education is provided to all students;
- enables educators to provide challenging, developmentally appropriate curricula that engage students in integrative ways of thinking and learning;
- prepares teachers to use research-based teaching strategies appropriate to their instructional objectives and their students;
- prepares educators to demonstrate high expectations for student learning;
- facilitates staff collaboration with and support of families for improving student performance;
- prepares teachers to use various types of performance assessment in their classrooms.

Effective high school and middle level staff development:

- prepares educators to combine academic student learning goals with service to the community;
- increases administrators' and teachers' ability to provide guidance and advisement to adolescents.

Effective middle level staff development:

- increases staff knowledge and practice of interdisciplinary team organization and instruction.

5. An annual needs assessment will be conducted which includes needed mandated and goal oriented training at building and district levels to assist in guiding the Moorhead Public Schools staff development efforts.

MEMO #: I-01-034



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Class Size Reduction Application  
DATE: September 5, 2000

Attached is the application for Class Size Reduction as a requirement of P.L. 106-111, the Department of Education Appropriation Act, 2000. The application outlines the district's goals for class size reduction and maintaining class sizes of 18 in kindergarten, first grade and second grade. The teachers that are counted as a part of the average class size includes teachers of regular classrooms, special education teachers, and teachers of children with special needs, such as those with disabilities or limited English proficiency.

**SUGGESTED RESOLUTION:** Move to approve the Class Size Reduction application and submit to the Department of Children, Families and Learning for the 2000-2001 school year.

LAK/smw  
Attachment

## III. NARRATIVE (CONTINUED)

- D. Please describe any recruitment efforts your district undertook to attract new teachers to your schools. Indicate the effectiveness of these efforts.

The district hiring process was used, with some recruitment done by district staff. We continued with a foreign language immersion program and recruitment was done by telephone, web sites and personal recruitment throughout the country and world. This has been successful in recruiting teachers from various countries and states.

- E. Please describe how your district will enhance its professional development offerings with the federal class size reduction funds. Any professional development activities funded through this program must have a stated purpose, be of the highest quality, and supplement current offerings.

The district's plan will be included in the Annual Report of Student Progress, presented to the School Board in October of 2000. This information is mailed to all households in the Moorhead School District in October. In March 2000, information will be presented to the Instruction and Curriculum Advisory Committee with a report on the district web site. Information will also be compiled for the school profiles and presented to the School Board and the public in September 2000.

- F. Please indicate which one of the following was selected by the local school board for use of the \$11 (per adjusted marginal cost pupil) set-aside:

☐ Reducing the special education student-to-instructor ratio ☐ All-day, everyday kindergarten ☒ Class size reduction



## III. NARRATIVE

Please prepare an answer to each applicable question and attach additional pages as necessary.

- A. Please state the goals and priorities for your district's class size reduction plan and describe how they will be achieved. Include the criteria and rationale used by your district to determine the placement of the new teachers. *If your district had a written policy stating a class size reduction target of 20 or below prior to November 29, 1999, describe how your district will use the federal class size reduction funds to meet that goal. (The learner-instructor ratio or any other ratio measure of class size may not be used according to statute.) If the class size reduction plan involves the rehiring of any teachers who may have been laid off because of local budget constraints, please include documentation, such as a copy of the notification of unrequested leave or minutes from school board meetings. If your district meets the state and federal targets for class size, please describe your district's plans for the use of the class size reduction funds.*

In the Annual Operating Plan approved by the School Board at the March 2000 meeting, staff reductions were indicated. In June, target class sizes were set with building principal and the Assistant Superintendent for Teaching and Learning. After spaces were utilized, other options were discussed with district administrators and the school board. Our plans included targeting all district schools to reduce class sizes across the district. We have especially targeted kindergarten and grade 1, which meets with our literacy initiative across the district. In grade 2, support is given for literacy groups and additional support in the area of mathematics and reading. Additional staff has been employed to further reduce class sizes in grades one, two and three with federal funds.

- B. Describe your district's efforts to coordinate the use of the State Learning and Development Revenue and the Class Size Reduction Set-Aside with the Federal Class Size Reduction entitlement. This description should include information about how the funds will supplement each other.

The state and federal funds have been used to hire additional staff and to hire teachers that will work with groups of students in the area of mathematics and reading. Our goals have been to help students with both remediation and enrichment for all students as needed. The percentage of federal funds used for staff development is 2% and 2% used for administrative costs.

- C. Please describe your district's plan to ensure the high quality of the new teachers hired, including in-services for certification and professional testing.

New teachers attended a one day in-service with training in performance assessment and Minnesota Graduation Standards. August Academy (staff development workshops in August for teachers) has also been a part of providing quality staff development for our teachers. Teachers will also be given the opportunity to work with district staff to develop curriculum for classrooms based on best practices for teaching. Three additional days of inservice will be provided to support teachers in the work of K-12 scope and sequence and performance assessment. Classes are offered for primary teachers in Guided Reading and Foundations of Literacy. Our reading specialists have taken these classes. We will also offer workshops and staff development in the area of math with trained facilitators in Everyday Mathematics.

MINNESOTA DEPARTMENT OF <i>Children Families Learning</i>	<b>Learner Options</b> 1500 Highway 36 West Roseville, MN 55113-4266	<h2 style="margin:0;">CLASS SIZE REDUCTION APPLICATION</h2>	ED-0223J-02 DUE: 9/23/00
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**GENERAL INFORMATION AND INSTRUCTIONS:** The information on this report is a requirement of P.L.106-113, the Department of Education Appropriation Act, 2000. Complete and submit original and one copy to the above address by 9/23/00.

I. IDENTIFICATION INFORMATION				
District Name <b>Moorhead</b>			District Number <b>152</b>	
Address <b>810 4th Ave. South</b>		City <b>Moorhead</b>	State <b>MN</b>	Zip Code <b>56560</b>
Superintendent Name <b>Dr. Larry Nybladh</b>		Telephone Number <b>(218) 299 - 6255</b>	Fax Number <b>(218) 233 - 1610</b>	E-Mail Address <b>lnybladh@moorhead.k12</b>
District Contact (if different) <b>Lynne Kovash</b>		Telephone Number <b>(218) 299 - 6227</b>	Fax Number <b>(218) 233 - 1610</b>	E-Mail Address <b>lkovash@moorhead.k12</b>

II. DISTRICT CLASS SIZE REDUCTION INFORMATION									
For each licensed teacher hired as part of your district's class size reduction plan, please supply the requested information in the following table and <b>CHECK</b> appropriate boxes as applicable. Attach additional sheets as necessary. Include only the teachers you are hiring for the expressed purpose of class size reduction. Please include teachers who are being retained from the previous school year.									
HIRE	GRADE LEVEL	SCHOOL	SCHOOL YEAR HIRED	FTE	LICENSURE (check one)				
					Elementary	Math Specialist	Reading Specialist	Special Education	Other (identify)
#1	K	Washington	2000	.5	X				
#2	1	Probstfield	1999	1	X				
#3	2	Edison	1999	.125		X	X		
#4	2	Washington	1999	.125		X	X		
#5	2	Riverside	1999	.125		X	X		
#6	2	Probstfield	1999	.125		X	X		
#7	3	Edison	1999	.125		X	X		
#8	3	Washington	1999	.125		X	X		
#9	3	Riverside	1999	.125		X	X		
#10	3	Probstfield	1999	.125		X	X		
#11	K & 1	Probstfield	2000	.5		X	X		
#12	1 & 2	Riverside	2000	1	X				Multi-age
<b>TOTAL</b>				<b>5</b>					

57



## IV. ACTUAL/PROJECTED CLASS SIZE CALCULATIONS BY GRADE LEVEL

## Impact of Class Size Reduction Plan

For School Year 1999-2000, please provide the actual average class sizes for each grade level. For School Year 2000-2001, please include the planned average class sizes for each grade level after implementation of your district's class size reduction plan.

GRADE	SCHOOL YEAR 1999-2000	SCHOOL YEAR 2000-2001
	Average Class Size	Average Class Size
Kindergarten	20	19
1	18	18
2	24	24
3	22	26
4	26	28
5	28	29
6	26	29.5
Other		

## V. ANNUAL REPORT INFORMATION

Describe your district's plan for the annual report required by the federal class size reduction program including the date by which your district will present the report. This report must be produced for parents and the general public. The plan must include a strategy for disseminating the report in a format easily understandable by the general public, which may include providing reports in the most common non-English languages and alternative formats. At a minimum the report must include: the number of teachers hired, the grades to which they were assigned, the class sizes before and after implementation, the professional development activities provided through the use of the federal Class Size Reduction funds and the number of participants at each event, measures of student performance prior to and after implementation, and progress the district has made in increasing the percentage of classes in core academic areas taught by fully qualified, licensed teachers throughout the district. The plan must also include a policy to ensure parents have access to the professional qualifications of their children's teachers upon request.

## VI. BUDGET SUMMARY

Please attach a brief letter of justification to the application.

OBJECT CODES	Federal Class Size Reduction Entitlement (Finance Code 416)	Other (Identify Source)
110 - Executive Managerial	\$ 5,202.01	
140 - Licensed Instruction	\$ 143,075.00	
145 - Substitute Licensed Instruction		
185 - Extended Time	\$ 5,202.00	
200 - Fringe Benefits (all)	\$ 28,615.00	
305 - Fees for Service/Consulting		
320 - Communication Services		
366 - Instate Travel Expense		
368 - Out-of-State Travel Expense		
Other 300 - Purchased Services		
<b>GRAND TOTAL</b>	<b>\$ 182,094.01</b>	<b>\$</b>

\* Starting Salary of Teacher (Lane 1, Step 1) \$ 25,870

## VII. ASSURANCES

By submitting this application, you have provided the Department of Children, Families &amp; Learning the following assurances:

1. The Federal Class Size Reduction Funds will supplement and not supplant state and local efforts to reduce class sizes.
2. The district will ensure equitable participation of private schools in the professional development activities provided by the use of Federal Class Size Reduction Funds, if applicable.
3. The district will report to the Department of Children, Families & Learning on its class size reduction efforts when requested.

Signature of Superintendent

Dr. Larry Nybladh

Typed Name

Date

## FOR STATE USE ONLY

CSR Funds Approved \$	Signature - CFL Authorized Official	Date
--------------------------	-------------------------------------	------

MEMO #: I-01-031



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Set Aside Funds for Class Size Reduction  
DATE: September 5, 2000

In the 1999 Omnibus K-12 Education Act, the district is required to reserve an amount equal to \$11 of the district's adjusted marginal cost pupil units for class size reduction, all day kindergarten or reducing special education student-to-teacher ratios. The funding is \$75,000 for this year. At this time the administration suggests that the funds be reserved for class size reduction. The funding will be used for sections in kindergarten and first grade to maintain an 18 class size average. This funding is used in conjunction with the funding from the state funding for class size reduction.

**SUGGESTED RESOLUTION:** Approve the \$11 per adjusted marginal cost pupil units set aside funds for the 2000-2001 school year to be used for funding class size reduction.

LAK/smw

S-M9-B05  
9-25-00

# INDEPENDENT SCHOOL DISTRICT #152

School Board Meeting  
Board Room - Townsite Centre  
810 Fourth Avenue South

September 25, 2000

7:00 p.m.

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

## ATTENDANCE:

Jim Cummings _____	Anton B. Hastad _____
Lisa Erickson _____	Carol A. Ladwig _____
Stacey Foss _____	Kristine Thompson _____
Mark Gustafson _____	Larry P. Nybladh _____

## AGENDA

### 1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Larry P. Nybladh, Superintendent
- C. Approval of Meeting Agenda

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

- D. "We Are Proud"

\*\*\* We Are Proud of Brett McMillan, Josh Sundby, Kevin Boerner, Brandon Poitra, Josh Van Raden, Julian Dahlquist, Billy Yellowbird, Lindsey Marcy, Hong Nguyen, and Kristen Erickson who had artwork published in the July-August 2000 issue of the *Minnesota School Boards Association Journal*. The students were seventh- or eighth-graders last spring when they completed the artwork under the direction of Deb Knutson, Moorhead Junior High art teacher.

## **SCHOOL BOARD AGENDA - September 25, 2000**

### **PAGE 2**

Brandon Poitra's artwork is a pastel drawing. The pieces done by Brett McMillan, Kristen Erickson, Josh Sundby, Hong Nguyen, and Kevin Boerner are hand-colored prints. A photograph was taken of raku pottery done by Josh Van Raden, Julian Dahlquist, Billy Yellowbird, and Lindsey Marcy.

- 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. TEACHING/LEARNING MATTERS - Kovash
  - (1) Acceptance of Gifts - Page 7
  - (2) Approval of Paraprofessional Positions - Page 8
  - (3) Acceptance of Grants - Pages 9-10
- B. SYSTEM SUPPORT MATTERS - Astrup
  - (1) Approval of Change Orders - Page 11
- C. HUMAN RESOURCE MATTERS- Nielsen
  - (1) Approval of New Employees - Page 12
  - (2) Acceptance of Resignations - Page 13
  - (3) Approval of Family/Medical Leave - Page 14
  - (4) Approval of Change in Employment Contract - Page 15
- D. SUPERINTENDENT MATTERS - Nybladh

**SCHOOL BOARD AGENDA - September 25, 2000**  
**PAGE 3**

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

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

3. **COMMITTEE REPORTS**

4. **GRADES 7-12 BUILDING PROFILES AND DISTRICT DATA:** Kovash  
Page 16

Review of profiles and district data.

5. **1999-2000 ANNUAL REPORT ON CURRICULUM, INSTRUCTION AND STUDENT PERFORMANCE:** Kovash  
Pages 17-25

Suggested Resolution: Move to direct administration to print the final copy of the 1999-2000 Annual Report on Curriculum, Instruction and Student Performance and send to the Minnesota Department of Children, Families and Learning by October 15, 2000.

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

6. **FIRST READING OF POLICIES:** Nybladh  
Page 26-34

Conduct a first reading of the following policies: Extended Day Supervision (IICA) and Evaluation of Licensed Personnel (GCNC).

**SCHOOL BOARD AGENDA - September 25, 2000**

**PAGE 4**

**7. 2000 AID ANTICIPATION CERTIFICATES: Astrup**

Page 35

Suggested Resolution: Move to approve the sale of aid anticipation certificates to \_\_\_\_\_, in the amount of \$3,800,000, bearing an interest rate of \_\_\_\_\_.

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

Comments \_\_\_\_\_

**8. ROGER WORNER ASSOCIATES PROPOSAL FOR RESTRUCTURING**

**STUDY:** Nybladh

Pages 36-39

Suggested Resolution: Move to approve the Organizational Study Proposal/Agreement with Dr. Roger Worner, Roger Worner Associates, for consultive services for the purpose of conducting an organizational study of the Moorhead Area Public School District at a cost of \$11,000 plus approved expenses.

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

Comments \_\_\_\_\_

**9. PROPOSED LEVY FOR 2000 PAYABLE 2001: Astrup**

Pages 40-43

Suggested Resolution: Move to certify the "maximum" for the 2000 payable 2001 proposed levy.

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

Comments \_\_\_\_\_

**10. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD**

**SCHOOL BOARD AGENDA - September 25, 2000**

**PAGE 5**

11. **CLOSE PUBLIC MEETING**: Foss

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

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

Comments \_\_\_\_\_

12. **OPEN PUBLIC MEETING**: Foss

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

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

Comments \_\_\_\_\_

13. **ADJOURNMENT**



**SCHOOL BOARD AGENDA - September 25, 2000****PAGE 6****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Human Rights Com.	October 5	3:45 pm	Board Room
School Board	October 9	7 pm	Board Room
Long Range Planning Com.	October 10	3:45 pm	Board Room
District Student/Staff Assistance Com.	October 16	3:30 pm	Board Room
Policy Review Committee	October 16	7 pm	Board Room
Com. Ed. Adv. Council	October 17	7 pm	Board Room
Staff Development Day	October 18	No School	
Education Moorhead	October 19-20	No School	
Supt. Adv. Council	October 19	7 pm	Board Room
School Board	October 23	7 pm	Board Room
ITBS Testing (Elem.)	October 23-27		
Inst. and Curr. Adv. Com.	October 26	7 am	Board Room
End of First Quarter	November 3		
Election Day	November 7		
School Board	November 13	7 pm	Board Room
District Student/Staff Assistance Com.	November 13	3:30 pm	Board Room
F-M Reads - Natl. Com.	November 14		
Ed. Day Book Club Event			
Long Range Planning Com.	November 14	7 pm	Board Room
Inst. and Curr. Adv. Com.	November 16	7 am	Board Room
Supt. Adv. Council	November 16	7 pm	Board Room
K - P/T Confs. (Day)	November 16-17		
Policy Review Com.	November 20	7 pm	Board Room
K-12 P/T Confs. (5-8:30)	November 20	5-8:30 pm	
K-12 P/T Confs.	November 21	8-11, 12-4, 5-8:30	
Com. Ed. Adv. Council	November 21	7 pm	Board Room
K-12 No School/Tchr. Comp	November 22		
Thanksgiving Holiday	November 23 & 24		
School Board	November 27	7 pm	Board Room

**MEMO #:** I-01-049



**TO:** Dr. Larry Nybladh  
**FROM:** Lynne Kovash *LK*  
**SUBJECT:** Gift Acceptance  
**DATE:** September 18, 2000

The district has received a donation of \$1,922.96 from the Washington Parent Teacher Advisory Committee (PTAC). The money has been used to purchase Scholastic software.

The district received donations from the following organizations for the All Staff Breakfast on August 30, 2000.

Wells Fargo Bank	Paper napkins & cups
Hornbachers	6 large cans of coffee
SunMart	800 paper plates
American Crystal	Paper napkins & cups
Elementary Avenue	Posters & decorations made by children attending the daycare
U.S. Army Recruiting	Rolls & Fruit & services of caterer at a cost of \$2300
Table Decorations	Partners in Learning through ECFE/ABE

**SUGGESTED RESOLUTION:** Move to approve the donation of \$1,922.96 from Washington PTAC for the purchase of Scholastic software and the donations from the various organizations and send letters of thanks.

LAK/smw

MEMO #: I-01-052



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Approval for Paraprofessional Positions  
DATE: September 18, 2000

A 1.0 FTE Paraprofessional is needed for a child with special needs enrolled at Moorhead Senior High. The student is returning to Moorhead High School.

A 1.0 FTE Paraprofessional is needed to provide assistance to three kindergarten students at Edison. The students were administratively assigned to Edison kindergarten from Probstfield.

A 1.0 FTE Paraprofessional is needed for a student transferring from another district with an individualized education plan in place indicating the need for one to one paraprofessional assistant.

These positions are part of the students' individual education plans. After consideration of the needs of the students and the existing staffing the the buildings, it was determined that paraprofessional support was needed for the students. All of these positions will be funded with federal funds for salary and benefits.

**SUGGESTED RESOLUTION:** Move to approve 3 FTE special education paraprofessional positions for the 2000-2001 school year.

LAK/smw

MEMO #: I-01-047



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Moorhead Healthy Community Initiative Grant Award

DATE: September 18, 2000

The District's application for Moorhead Health Community Initiative has been awarded \$41,546.72.

The money will be used to provide activities for students after the school day at the Junior High, Robert Asp, Washington, Riverside, Probstfield, Edison and the Red River Area Learning Center.

**SUGGESTED RESOLUTION:** Move to accept the Moorhead Healthy Community Initiative grant award for \$41,546.72 for after school activities

LAK/smw

**MEMO #:** I-01-046



**TO:** Dr. Larry Nybladh  
**FROM:** Lynne Kovash *RL*  
**SUBJECT:** Homeless Education Grant Award  
**DATE:** September 18, 2000

The district has received a \$20,000.00 grant from the Department of Children, Families & Learning for the Education for Homeless Children and Youth program. The funding will be used for social work services and a home school liaison.

Moorhead received an average score of 127 points (150 points is highest possible) and a priority ratio of 3.3 (4.0 is highest possible). The Review Panel cited the quality workplan and the need assessment as strengths. Challenges include improving the evaluation, providing more clarity in project description of application and strengthening community support.

**SUGGESTED RESOLUTION:** Move to accept the Migrant Education grant award in the amount of \$20,000.00.

LAK/smw

MEMO #: B01032



To: Dr. Nybladh  
From: Beth Astrup *BA*  
Subject: Expansion and Remodeling Projects - Change Orders No. 24 - 28  
Date: September 18, 2000

The following change orders have been submitted by Roers' Construction, Inc.:

#24	Interior signage allowance at Robert Asp	(\$264.00)
#25	Interior signage allowance at Washington	(\$442.00)
#26	Interior signage allowance at Probstfield	(\$364.00)
#27	Interior signage allowance at Senior High	(\$563.00)
	Provide additional 2 GFI receptables in Wood Shop	400.00
	Provide air piping to 3 dust hogs	473.00
	Provide transformer/connections to automatic shower, relocate 2 outlets at east classrooms, and connect 2 pulse valves on new dust hogs	<u>630.00</u>
	Total Change Order #27	\$940.00
#28	Infill existing display case with plastic laminate, install new plastic laminate display case	<u>\$1,562.00</u>
	Total increase of Change Orders #24 - 28	\$1,432.00

The original bid award to Roers' Construction, Inc. was \$3,624,300. The new contract balance including all change orders to date is \$3,694,017.

Suggested Resolution: Move to approve Change Orders No. 24 - 28, an increase in the amount of \$1,432.00.

BAA/krm

MEMORANDUM

P 00.191

TO: Dr. Larry Nybladh  
FROM: Ron Nielsen  
DATE: September 19, 2000  
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:

Jean Fischer Title I Paraprofessional, Junior High, B21 (0-2) \$9.83 per hour, 5 hours daily, effective September 13, 2000. (Replace Michael Benson)

Leslie McCollum Paraprofessional, RRALC, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective September 5, 2000. (Replace Lisa Timm)

Dolores Morse Paraprofessional, RRALC, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective September 5, 2000. (Replace Pauline Alba)

Michele Hoeft Paraprofessional, Probstfield, B21 (0-2) \$9.83 per hour, 6.5 hour daily, effective September 18, 2000. (Replace Pam Bakke)

Jeremy Grant Night Custodian, Senior High, A12 (0-2) \$9.26 per hour, 8 hours daily, effective September 25, 2000. (Replace Jeff Possehl)

Clara Zurn Food Service, Senior High, \$6.20 per hour, 2.75 hours daily, effective September 18, 2000. (Replace JoAnn Miller)

Suggested Resolution: Move to approve the employment as presented.

RN:sh

MEMORANDUM P 00.189

TO: Dr. Larry Nybladh  
FROM: Ron Nielsen  
DATE: August 19, 2000  
SUBJECT: Resignations

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

JoAnn Miller	Food Server, Moorhead Senior high, effective September 15, 2000.
Pam Bakke	Paraprofessional, Probstfield Elementary, effective September 6, 2000.
Erika Cantu	Paraprofessional, Washington Elementary, effective immediately.
Heather Skaro	Paraprofessional, Moorhead Senior High, effective September 7, 2000.

Suggested Resolution: Move to accept the resignations as presented.

RN:sh .



MEMORANDUM P 00.192

TO: Dr. Larry Nybladh  
FROM: Ron Nielsen  
DATE: September 19, 2000  
SUBJECT: Family/Medical Leave

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

JoAnn Painter Paraprofessional, Probstfield, to begin on September 25, 2000 for two to three weeks pursuant to Article VIII, Section 3 of the Paraprofessionals Contract.

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

RN:sh

MEMORANDUM P 00.190

TO: Dr. Larry Nybladh  
FROM: Ron Nielsen  
DATE: September 19, 2000  
SUBJECT: Change in Employment Contract

The administration requests approval of the change in employment contract of the following person:

Michael Benson Title I Paraprofessional, Junior High, to .50 FTE Teacher, BA (0) \$12,935.00, Edison Elementary, effective for the 2000-2001 school year. (Replace three (3) Mary Ann Jasken, Stephanie Budish and Colleen Hillstad)

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

RN:sh

**MEMO #:** I-01-048



**TO:** Dr. Larry Nybladh  
**FROM:** Lynne Kovash *LK*  
**SUBJECT:** Building Profiles  
**DATE:** September 18, 2000

Enclosed with the agenda is the draft of the 7-12 Building Profiles for the five-year period from 1995-96 through 1999-2000. Highlights and discussion of the profiles will be shared with the board.

The School Board will be asked to receive the Building and District Profiles at their October 9th meeting.

LAK/smw  
Attachment

**MEMO #:** I-01-050



**TO:** Dr. Larry Nybladh

**FROM:** Lynne Kovash *LK*

**SUBJECT:** 1999-2000 Annual Report on Curriculum, Instruction and Student Performance

**DATE:** September 18, 2000

Attached is the draft copy of the 1999-2000 Annual Report on Curriculum, Instruction and Student Performance, a report from the Instruction and Curriculum Advisory Committee reviewing the past year's accomplishments in student achievement. The report has been reviewed by the Instruction and Curriculum Advisory Committee (ICAC).

This draft needs to be approved for printing. At the October 9th meeting, the board will receive the final copy of the annual report which will then be mailed to all district households and forwarded to the Minnesota Department of Children, Families and Learning by October 15, 2000 to meet state requirements.

**SUGGESTED RESOLUTION:** Move to direct administration to print the final copy of the 1999-2000 Annual Report on Curriculum, Instruction and Student Performance and send to the Minnesota Department of Children, Families and Learning by October 15, 2000.

LAK/smw  
Attachment

# Moorhead Area Public Schools

Independent School District 152

*The mission of the Moorhead School District is to develop the maximum potential of every learner to thrive in a changing world.*

## Welcome to the 1999-2000 Annual Report on Curriculum, Instruction and Student Performance

Dear Friends of Moorhead Public Schools,

The Moorhead Area Public Schools have a reputation for excellence. The high expectations of parents, the dedication of the teachers and staff, and the influence of strong administrative and governance leadership and broad-based community involvement and support have made the schools among the best in Minnesota, a state with a highly regarded educational system.

The district is best known for three things: the superior academic achievement of its students, its far-reaching extracurricular activities, and its efficiency in operating costs.

The mission of the Moorhead Area Public School District is to develop the maximum potential of every learner to thrive in a changing world. Each day approximately 5,700 students learn and thrive in the classrooms, hallways and playgrounds of Moorhead Area Public Schools. Besides addressing the needs of K-12 students, the district also provides educational, social and recreational opportunities for learners of all ages.

A significant reason for the educational effectiveness and economic efficiency of the Moorhead Area Public Schools is the district's approach to change and improvement. There is a long standing tradition of the use of strategic planning to develop a more productive future for the district. The focus of the district upon goals which will enhance student achievement has provided an educational culture of academic success.

The district's penchant for systemic improvement has truly made Moorhead Area Public Schools an example of excellence!

Dr. Larry P. Nybladh  
Superintendent of Schools

### Learning through service

**Draft**

picture caption here.

## District introduces new digital telephone system

As part of the Moorhead School District's communication efforts a new digital telephone system has been installed.

Installation of the new phone system began at the beginning of August. The final buildings will be transferred to the new system by the middle of October. Moorhead High School will be the final building transferred to the new system.

The new system uses the district's exciting fiber optic network to equip classrooms districtwide with new phones.

The new system allows each teacher to have a phone in their classroom.

New numbers for each building are posted on the Moorhead School District Web site at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us) as the building is transferred to the new phone system.

### New Phone Numbers

District Office .....	284-3300
Community Education .....	284-3400
George Washington .....	284-8300
Probstfield .....	284-7300
Riverside .....	284-1300
Thomas Edison .....	284-5300
Robert Asp .....	284-6300
Moorhead Junior High .....	284-4300
Moorhead Senior High .....	284-2300
(beginning in mid-October)	
Red River Area	
Learning Center .....	284-2200

### What's Inside



Future-Focused Initiatives .....	page 3
Basic Standards Results .....	page 4
Local Assessment Results .....	page 5
Improvement Goals .....	pages 6-7
Testing Schedule .....	page 8

### Instruction and Curriculum Advisory Committee

The Instruction and Curriculum Advisory Committee provides a forum where parents, community members and school officials can work together to evaluate, review and plan the district's curriculum.

The committee helps ensure that there is constant improvement in what is taught in each and every subject area for students in grades K-12.

Community members are either recom-

mended by various groups including principals, parents, etc., or they can volunteer on their own. Each committee member is then approved by the School Board.

All terms are for two years. Members can be re-appointed.

People who are interested in serving on the ICAC committee should express interest to a building principal or should call 299-6224.

#### 1999-2000 Curriculum and Instruction Advisory Committee

(Year gives expiration date of term)

Bea Arett 2001 <i>Rep: Senior Citizens</i>	Maren Hulden 2001 <i>Rep: Sophomore Class</i>	Samantha Saarion 2000 <i>Rep: Senior Class</i>
Linda Bartholome 2000 <i>Rep: Edison Parent</i>	Edna Jensen 2000 <i>Rep: Senior High Parent</i>	Jeff Seaver 2001 <i>Rep: Clergy</i>
Jena Bruhn 2001 <i>Rep: Junior Class</i>	Lynne Kovash 2001 <i>Rep: Administration</i>	Fred Sternhagen 2001 <i>Rep: Asp Parent</i>
Linda Davidson 2001 <i>Rep: Washington Parent</i>	Carol Ladwig 2001 <i>Rep: School Board</i>	Clint Talley 2000 <i>Rep: Support Staff</i>
Pamela Enz, Secretary 2000 <i>Rep: District Communications</i>	Donna Longie 2001 <i>Rep: Minorities</i>	Lynn Tkachuk 2001 <i>Rep: Community</i>
Charlie Fisher 2001 <i>Rep: MEA Secondary</i>	Elise Midelfort 2001 <i>Rep: Junior High Parent</i>	Bill Tomhave 2001 <i>Rep: Colleges and Universities</i>
Stacey Foss 2000 <i>Rep: School Board</i>	Howard Murray 2001 <i>Rep: Senior Citizens</i>	Colleen Tupper 2001 <i>Rep: Principals</i>
Yoke-Sim Gunaratne 2001 <i>Rep: Minorities</i>	Emily Nerland 2000 <i>Rep: Special Education</i>	Kris Valan 2001 <i>Rep: Higher Education</i>
Molly Howitson 2001 <i>Rep: Junior Class</i>	Karen Nitzkowski 2000 <i>Rep: Community Education</i>	
Michael Hughey 2001 <i>Rep: Junior High Parent</i>	Larry Papenfuss 2001 <i>Rep: Probstfield Parent</i>	

### Long-Range Goals

#### Established by the Instruction and Curriculum Advisory Committee

##### Our graduates will be able to...

- Think purposefully.
- Communicate effectively.
- Work productively with others.
- Act responsibly as citizens.
- Direct their own learning and gain a general education as defined by the Minnesota Learner Goals.

##### Our students will be able to...

- Leave grades 4, 8 and 12 having demonstrated competency over challenging subject matter. This goal will be fully implemented by the year 2000, and
- Reach state standards in basic skills areas of reading and mathematics by grade 8, writing by grade 10, with all students meeting competency requirements prior to grades 9-12.

This document can be made available in an alternate format such as large print, Braille or audio cassette. Call 299-6224 or 233-6010/TDD to make a request.

If you do not read English and would like help in your own language, please call 299-6224.

Si usted no lee en inglés y le gustaría que le ayudaran en su propio idioma, por favor llame al 299-6224.

#### Administration

**Dr. Larry P. Nybladh**  
*Superintendent*

**Lynne Kovash**  
*Assistant Superintendent of Teaching and Learning*

**Beth Astrup**  
*Assistant Superintendent of System Support*

#### School Board

Jim Cummings  
Lisa Erickson  
Stacey Foss  
Mark Gustafson  
Anton "Butch" Hastad  
Carol Ladwig  
Kristine Thompson



The Annual Report on Curriculum, Instruction and Student Performance is a publication of Moorhead Area Public Schools, ISD 152, Moorhead, MN. Edited by Pamela J. Enz.

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# Superintendent announces future-focused initiatives

The Moorhead School District is responding to fewer students and tighter finances with five future-focused initiatives. In presentations to the School Board and district staff, Superintendent Larry Nybladh outlined the five initiatives the district hopes will combat declining enrollment.

"We are going through some difficult times with our enrollments, but people need to know we're working to address the decline while maintaining the quality education the Moorhead School District is known for," Nybladh said. "There are many examples of excellence inside the Moorhead Schools. We will continue to share these examples so everyone the community will be aware of the excellence that exists in our district."

To address falling enrollment numbers, Superintendent Larry Nybladh said the district must conduct an enrollment study, review the programs and facilities, analyze the organizational culture, review the district's funding sources and create a stronger partnership with the community.

## Conduct an enrollment study

The district has done a good job of understanding enrollment trends, but not why the trends are happening, Nybladh said.

Enrollment dropped 145 students this fall, mirroring last year's decline in students. The enrollment decline is expected to continue for another five years.

As part of the enrollment study, the district needs to track the migration of students to determine if there are factors pushing them away or factors pulling them to other districts.

"If students are being pushed away from the district, we have to change what's pushing them away. If they're being pulled away, we have to mirror what other schools and communities are doing to attract students," Nybladh said.

## Review the school's programs, grade configuration and facility use

Because of the enrollment drop, the district must examine whether its facilities and programs are being used effectively and efficiently, Nybladh said.

The organizational study would include interviews with School Board members, district administrators, staff and community members. As part of the comprehensive study, the district's enrollment, finances, programs, course offerings, technology, facilities and operational costs would all be analyzed.

The district is considering an independent third party to examine the current condition of the district, identify strengths and needs of programs, services and facilities, and make recommendations for the district to consider.

## Analyze the organizational culture and climate

The district needs to analyze organizational culture and create a system where teachers and administrators work together to collaborate on projects and solutions.

Morale of teachers and staff members can improve if the staff members are involved in decisions and communication between administrators and staff is open.

## Review the district's funding sources

The district must seek more outside grants and additional state funding to maintain its quality programs. The district needs to further educate the state legislature on the demographic trends causing the enrollment decline and assist the legislature in creating options that might provide necessary support.

## Create a strong partnership between the district and the community

As the city's largest employer, the district must further develop the partnership between the district and the community. The district needs to examine how the schools, students and district employees can promote the growth and development of the community.

## An Award-Winning School District

### Expansion Management

Moorhead continues to receive high ratings from Expansion Management magazine. In 1999-2000, the district was recognized with the Blue Ribbon rating. Each year this business magazine ranks 750 school districts across the country on how well they are preparing students to be part of the work force after graduation.

### North Central Association Commission on Schools

Our district is one of just a few in the state in which all elementary, junior high and senior high schools are accredited. North Central Association, the state's official accrediting body, requires schools to meet rigorous standards to become and stay accredited.

### School Match

School Match, an education consulting and research firm, again recognized our district for meeting the needs of families with its renowned What Parent's Want Award. Only 10 percent of school districts nationwide achieve this honor.

photo?

## The Basic Standards

The Basic Standards guarantee that all high school graduates have the basic reading, writing and math skills they need to live and work in today's society.

Students achieve the Basic Standards by passing the reading, writing and math Basic Skills tests.

Students test in reading and math beginning in grade 8 and in writing beginning in grade 10.

## High Standards

The High Standards are rigorous academic goals in 10 broad learning areas called the Profile of Learning. The High Standards contain standards for what students must know and be able to do before graduation.

Achievement in the High Standards requires that students complete a series of projects and assignments demonstrating what they know, understand and are able to do.

In grades K-8, student work is measured against primary, intermediate and middle standards. At the high school level, students must achieve 24 of the 48 High Standards as part of the graduation requirement.

## Profile of Learning

Students complete several tasks to prove that they know and can do what is required to meet each of the 24 High Standards. The High Standards fall under the 10 learning areas below:

1. Read, view and listen to complex information in the English language.
2. Write and speak effectively in the English language.
3. Use and interpret the arts.
4. Solve problems by applying mathematics.
5. Conduct research and communicate findings.
6. Understand and apply scientific concepts.
7. Understand interactions between people and cultures.
8. Use information to make decisions.
9. Manage resources for a household, community or government.
10. Communicate in another language.

## Moorhead students on track for meeting Minnesota Graduation Standards

Minnesota graduation requirements include the Basic Standards and the High Standards. The Moorhead School District also requires that students complete 21 credits including three credits each of English and social studies before graduating.

Students achieve the Basic Standards by passing the reading, writing and math Basic Skills tests. Students must pass with a score of 75 percent or higher.

Students test in reading and math beginning in grade 8 and in writing in grade 10. The writing test was first given in 1998-99 to students in the Class of 2001.

Some students with special learning plans (i.e. IEP, 504, LEP) may be permanently or temporarily exempted. Special testing accom-

modations may also be made.

Students who do not pass the Basic Standards tests are given additional testing opportunities in grades 9, 10, 11 and 12. Remediation plans, which may include summer school or Saturday school, are developed according to student needs.

At the high school level, students must achieve 24 of the 48 High Standards as part of Minnesota's graduation requirement.

The Class of 2001 is the first class where students are required to pass the reading, math and writing tests. Currently the majority of the students have passed. Students in the Class of 2002 are the first required to complete the Graduation Standards, which includes both the Basic and High Standards.

## Basic Standards Results

	Class of 2001	Class of 2002	Class of 2003	Class of 2004
<b>Reading</b>				
Passed	369	370	366	362
Passed Individual	0	0	0	0
Not Passed	25	39	70	83
Not Tested	7	24	23	18
Exempt	1	8	7	1
<b>Math</b>				
Passed	367	361	363	349
Passed Individual	0	0	0	0
Not Passed	27	51	72	94
Not Tested	7	21	24	20
Exempt	1	8	7	1
<b>Writing</b>				
Passed	365	375		
Passed Individual	2	0		
Not Passed	20	20		
Not Tested	14	38		
Exempt	1	8		

- In 1999-2000, the district had 1,774 students enrolled in grades 9-12.
- The writing test was first given in 1998-99 to the Class of 2001.
- No students took the Basic Standards in a language other than English.



## District's MCA results mirror state averages

*Fifth-grade students math results exceed state averages*

All third- and fifth-grade students take the Minnesota Comprehensive Assessments (MCAs) to check their progress toward the state's High Standards. Passing the MCAs is not required for graduation or grade promotion. The MCAs are not basic competency tests, so scoring on these tests reflect high expectations.

Student performance is broken down into

four achievement levels with level four indicating advanced performance.

Students who score in levels three and four demonstrate a capacity to achieve the Graduation Standards. Students who scored in levels one and two will benefit from the more focused approach Graduation Standards offer. Ideally, students should score at level three or above.

### Minnesota Comprehensive Assessments (MCAs) Results

	Reading		Math		Writing	
	Grade 3	Grade 5	Grade 3	Grade 5	Grade 5	
	Moorhead	State	Moorhead	State	Moorhead	State
Level IV	14%	11%	18%	16%	12%	10%
Level III	30%	33%	35%	36%	32%	37%
Level II	36%	38%	35%	34%	43%	43%
Level I	20%	18%	12%	14%	13%	10%

## ACT Average Scores Class of 2000

The American College Test or ACT is the admissions test most widely required by colleges in the Midwest.

The test has a point range from 1-36. In 1999-2000, 283 Moorhead students (?? percent) took the test.

	Moorhead	Minnesota	National
Composite	22.6	22.0	21.0
Composite Core*	23.3	22.8	22.0
English	21.4	21.2	20.5
Math	22.9	21.9	20.7
Reading	22.6	22.3	21.4
Science Reasoning	23.0	22.2	21.0

\* The composite core score is the average score of only those students who have completed recommended college preparatory curriculum.

## District focuses class-size reduction efforts in grades K-3

The Moorhead School District focused on learner-instructor ratios and federal class sizes in grade K-3 for the 1999-2000 school year.

### Learner-Instructor Ratio

Minnesota's Learning and Development Revenue requires a district to reduce and maintain the learner-instructor ratio to 17:1 in kindergarten and first grade. Once the district achieves the target levels for both grade levels, the district may address the subsequent grade levels.

To calculate the learner-instructor ratio for a grade level, a district may include all full-time licensed teachers, including art, music, world language, gifted and talented, counselor, nurse, computer and physical education specialists. Math and reading specialists who teach with the regular classroom teacher may also be included in the calculation. Special education instructors may not be included.

### Ratios and Average Class Sizes for 1998-99 and 1999-2000

	1998-99 School Year		1999-2000 School Year	
	Learner-Instructor Ratio	Average Class Size	Learner-Instructor Ratio	Average Class Size
Kindergarten	14.84	20.91	16.48	20
Grade 1	14.90	21.82	13.38	16
Grade 2	17.71	23.84	15.33	18
Grade 3	17.39	23.10	14.92	18

### Federal "Average Class Size"

The federal class size reduction program is intended to provide money to hire new teachers for the early elementary grades (Grades 1-3). The class size in a district is determined by the average number of students per regular class in each grade level in the district. The target class size for grades 1-3 is

18:1. This number includes teachers of regular classrooms, special education teachers, and teachers of children with special needs such as those with disabilities or limited English proficiency. This does not include administrative support, paraprofessionals, guidance counselors, librarians or other specialists such as physical education, art or music teachers.

# District on target for meeting 1999-2000 improvement goals

**Goal:** Review policy for advisory committee based on statute.

**Progress:** A subcommittee reviewed the policy.

■ ■ ■

**Goal:** Review ICAC goals as listed in the 1998-99 Annual Report on Curriculum, Instruction and Student Performance.

**Progress:** A subcommittee reviewed the ICAC goals.

■ ■ ■

**Goal:** Review North Central Association self-study, visiting committee reports, audits, and follow-up reports in science, health and physical education.

**Progress:** Information on the self-study and North Central Association review was shared with the committee.

The review team reported that the K-6 science curriculum is strong and aligned with the Graduation Standards. Improvement is needed in tracking achievement, collaboration between teachers, and staff development. The strengths of the secondary science curriculum are the hard-working staff, the inclusion in the Junior High curriculum of innovative ideas like the Johnson Park Nature Trail Project, and the strong core of basic science courses at the Senior High. Improvements needed relate to space and class size.

The elementary physical education and health curriculum is listed as one of the strengths in this year's report. Improvements for physical education in grades K-6 are a need for storage space for equipment and issues such replacement of paving.

In the secondary schools, strengths of the physical education curriculum included varied curriculum and implementation of standards. Areas of improvement were class size, budget concerns, and the placement of the Technical Writing and Data Management graduation standard.

■ ■ ■

**Goal:** Review curriculum accomplishments of the district's Five-Year Educational Plan.

**Progress:** The committee reviewed the 2000 Progress Report which contains accomplishments of the Five-Year Plan. Accomplishments were identified as being fully implemented, ongoing/in progress or planned.

Following are some of the accomplishments. The Graduation Standards are being implemented into the curriculum with modifications of the performance packages being made for

students with special needs. The Spanish Immersion Program, school-to-work and service-learning projects provide educational options in the curriculum.

To better communicate with families and the community, the district is using print publications and the expanded district Web site. Parents have opportunities to attend meetings and back-to-school nights. Families can attend carnivals, reading and math nights, and book fairs.

The district is continuing to seek grant opportunities. A technology literacy grant for 2000-01 will provide three integrationists to work with teachers and programs to integrate technology into the curriculum.

■ ■ ■

**Goal:** Review District 152's long-range planning and task force progress related to the Red River Area Learning Center.

**Progress:** The alternative education report was shared with the committee. The Alternative Education Task Force is recommending that the referral process for admitting students is reviewed annually and that the Red River Area Learning Center remain at the D and M Professional Building with continued options of shared programs with the Junior High and Senior High.

■ ■ ■

**Goal:** Review district test results and the district's testing program including a review of progress toward goals.

**Progress:** The committee reviewed results for the Basic Standards Tests, Iowa Tests of Basic Skills, and the Minnesota Comprehensive Assessments. Assessment results are included on pages 4-5. The district's testing program is outlined on the back page.

■ ■ ■

**Goal:** Monitor Inclusive Education through reports from the Human Rights Committee.

**Progress:** With the transition in district administration, the Human Rights Committee met once in 1999-2000. State statute requires the district has a plan for inclusive education, but does not require that the Human Rights Committee must meet. The inclusive education plan must be reviewed every six years.

■ ■ ■

**Goal:** Review the staff development program including efforts related to reducing bias and increased use of technology.

**Progress:** Besides staff development for paraprofessionals, technology classes for all staff

and substitutes, and incentive grants for staff, the staff development program added August Academy. August Academy allowed any staff member to take classes for either Continuing Education Units or credit. Staff taking the classes for credit paid for the credit through Minnesota State University-Moorhead. Over 40 classes were offered with sessions taught by district staff and community experts.

■ ■ ■

**Goal:** Monitor the implementation of the Minnesota Graduation Standards with emphasis on Senior High curriculum and programs.

**Progress:** The committee received information on the Graduation Standards reporting form and the record-keeping at the secondary level. Changes in the Senior High curriculum were shared with the committee. Advanced Placement classes are being added.

■ ■ ■

**Goal:** Continue to monitor compensatory education programs including Improving America's Schools Act, English as a Second Language, Migrant Education and Indian Education.

**Progress:** The committee received information about the programs for at-risk learners and approved a recommendation supporting the allocation of the Basic Skills funding from the state. The committee also approved the American Indian Education Resolution after reviewing the report. The report included the progress and recommendations for items such as staff development, curriculum evaluation, and extracurricular activities.

Compensatory programs include Title I, which is the largest federal program, Title II, which provides funds for staff development, and Title VI, which is considered innovative funds. The Title VI money is being used for technology and library media services and the addition of a Kurdish liaison.

The district received about \$826,000 in Title I funds in 1999-2000. The district will receive about 96 percent of that in 2000-01. Schools that are at or above the district's average for free and reduced lunch receive Title I funding. Washington has a school-wide program and Edison, Riverside, Robert Asp and the Junior High receive targeted assistance. Probstfield does not receive Title I funds so the school receives additional state funds.

The district is trying to get more families to complete the Application for Educational Ben-

*continued on page 7*

*continued on page 6*

efits (the free and reduced lunch form). Additional funding is based on the percentage of students who qualify and complete the form.

Migrant Education is also part of the compensatory programs. Two liaisons provide outreach to connect with the families. In 1999-2000, the EXCEL (Excellence for Every Learner), Migrant Education and Special Education summer school programs will be at the same building so they can combine resources, such as transportation services and technology, library, secretarial and maintenance staff. Students in EXCEL are identified through Title I/Targeted Services as at-risk learners. In Targeted Services the number of students in the program determines the revenue.

English as a Second Language teachers shared information with the committee about the ESL program. The largest issue when working with English Language Learners is that it is a very mobile population. The teachers work with students with a wide range of abilities and a diversity of languages.

Other programs funded through Title I include homework clubs at Washington and Riverside, reading and math groups, Saturday School, and Partners in Learning, which is a cooperative program that includes Early Childhood Family Education and Adult Basic Education.

■ ■ ■

**Goal:** Review proposals of curriculum program additions or deletions.

**Progress:** The committee approved a motion recommending that the revised content standards for the Senior High be presented to the School Board. The majority of the revisions to the Senior High curriculum were in the English department where elective courses were restructured and the B sections of English 9 and 10 were eliminated. Advanced Placement courses were added. Statistics and probability was added as an accelerated math option.

■ ■ ■

**Goal:** Review technology including networking, curriculum integration, hardware and software acquisition, and staff development.

**Progress:** Nearly 99 percent of the staff have computers on their desks. At the secondary level teachers use the computers for grading and attendance. As teachers become more familiar with the computers, it will be easier for them to use computers in their classes. The district has moved to standardized software, which is available for staff to use at home. The district has also provided software to the library for staff and families without computers at home. The

district now has e-mail available for teachers and key support staff.

The committee received an overview of the district's Web site, including the school and library pages, calendar, lunch menus, School Board page and district news section. Employment opportunities are also listed.

■ ■ ■

**Goal:** Review community-based concerns related to instruction and curriculum.

**Progress:** Concerns discussed by the committee included zero hour at the Junior High, the implementation of packages as part of the curriculum and not as stand-alone projects, and concerns related to the budget cuts caused by declining enrollment.

■ ■ ■

**Goal:** Review the Spanish Immersion Program.

**Progress:** The committee received an update on the Spanish Immersion Program. The year started with two sections of half-day kindergarten and two sections of first grade. For 2000-01 there will be two sections of half-day kindergarten, two sections of first grade and one section of second grade. Because of attrition, the two sections of first grade from 1999-2000 are being combined into the one second-grade class.

The curriculum follows the learning goals the district has set for each grade level. In some cases the classes are using the identical curriculum materials in Spanish. Parent support of the program is very strong. Parents have volunteered to work on grant writing, promoting the school district and the immersion program, legislative issues, assisting the teachers, and welcoming new teachers and their families to the community.

Four teachers are being hired for 2000-01. Recruiting has been one challenge because the district is looking for native or near native speakers which is a high standard. Hiring native speakers trained in other countries can mean a delay in licensing.

The program coordinator position has been eliminated to reduce the costs of the program. Probstfield principal Anne Moyano will be assuming most of those tasks.

■ ■ ■

**Goal:** Review grading at Moorhead High School including scoring of standards and honor roll determination.

**Progress:** This goal area will be expanded to cover grading and progress reports in the district.

## 2000-2001 Improvement Plan

1. Review policy for advisory committee based on statute.
2. Review Instruction and Curriculum Advisory Committee goals as listed in the 1999-2000 Annual Report on Curriculum, Instruction and Student Performance.
3. Review self-study plan and follow-up reports.
4. Review curriculum accomplishments of the district's Five Year Educational Plan.
5. Review district test results and the district's testing program including a review of progress towards goals.
6. Monitor Inclusive Education through reports from the Human Rights Committee.
7. Review the staff development program and goals, with emphasis on staff development for the implementation of standards based teaching and performance assessment.
8. Monitor the implementation of the Minnesota Graduation Standards with emphasis on Senior High curriculum and programs.
9. Continue to monitor compensatory education programs including Improving America's Schools Act, English as a Second Language, Migrant Education, and Indian Education.
10. Review proposals for curricular additions or deletions.
11. Review of the Senior High plan for the implementation of the Profile of Learning.
12. Review of the school site plans for the implementation of the Profile of Learning.
13. Review technology with an emphasis on curriculum integration.
14. Review of community-based concerns related to instruction and curriculum.
15. Review grading and progress reports in the school district.



## District-Wide Testing

### District-Wide Testing 2000-01

Every two years the ICAC reviews the district's assessment program. The review is based on findings and recommendations of teachers, administrators and specialists. Testing for the 2000-01 school year will include the following:

Tests	Grades Tested	Dates	Objectives/Uses
Basic Standards Tests in: Writing	10 and above who have not passed the test	Jan. 30, 2001	To ensure minimum competency in the areas of math, reading and writing; required for graduation in Minnesota
Reading	8 and above who have not passed the test	Feb. 6, 2001	
Math		Feb. 8, 2001	
Minnesota Comprehensive Assessments (MCAs) in: Reading	3 & 5	March 13–14, 2001	To provide information about instruction of the High Standards and help schools and teachers determine program improvements.
Math	3 & 5	March 27–28, 2001	
Writing	5	March 15, 2001	
Iowa Test of Basic Skills	2–6	Oct. 23–27, 2000	To monitor and measure student knowledge and understanding based on national norms.
	7	Feb 6 & 8, 2001	
	9	November 2000	
Special Education test as applicable	Specific students in all grades	As needed	To assess student needs for referral and special help; to assist with classroom placements and course adjustments
Entrance tests for students new to the district	Specific students in all grades		
PSAT	11	Oct. 21, 2000	To provide information and assist in counseling individual college-bound students; all are norm-referenced achievement tests
ACT	11–12	Various Saturdays throughout the year	
SAT	11–12		
Guidance Information Systems (GIS)	8–10	Various dates throughout the year	To determine students' interests and needs in planning for future educa- tional and/or career choices
Armed Services Vocational Aptitude Battery (ASVAB)	11–12	Dec. 4, 2000	To determine students' vocational aptitude and interests



**Independent School District 152**  
**Moorhead Area Public Schools**  
 810 4th Avenue South  
 Moorhead, MN 56560

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**MEMO #: S-00-030**

**TO:** School Board

**FROM:** Dr. Larry P. Nybladh, Superintendent *LPN*

**RE:** First Reading of Policies

**DATE:** September 20, 2000

Attached please find the policies, Extended Day Supervision (IICA) and Evaluation of Licensed Personnel (GCNC), for your review.

The Policy Review Committee recommends approval of each policy.

:mde

Attachments

## POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: IICA

DATE ADOPTED: 10/24/89

REVIEWED/REVISED: 03/11/96

### EXTENDED DAY SUPERVISION

~~Field trips and other student activities involving travel may be authorized by the School Board or designated administrator when such trips or activities contribute substantially to the achievement of desirable educational goals. In planning and authorizing such trips, primary consideration shall be given the educational values to be derived and the safety and welfare of the students involved.~~

~~The Board expects all students to be under assigned adult supervision at all times when engaged in school-sponsored activities. No supervisor will leave his/her group unsupervised except if an arrangement has been made to take care of an emergency.~~

~~To ensure adequate supervision, the activity coach/advisor is responsible for the following:~~

- ~~1) To assure that the student/adult chaperone ratio is adequate.~~
- ~~2) To follow emergency procedures if necessary as outlined by the activities office or building principal.~~
- ~~3) To provide the activities director or principal and parent/guardian with relevant information either prior to the season or before an individual field trip as necessary. This includes:~~

- ~~a) A roster of students.~~
- ~~b) The trip itinerary.~~
- ~~c) A list of chaperones.~~
- ~~d) A list of special needs students and steps to accommodate them.~~
- ~~e) The name of motel or other overnight accommodation.~~
- ~~f) The emergency phone numbers at the destination.~~

~~A form is provided in each school's office.~~

~~Coaches and advisors will review the expectations of conduct with students in advance of travel. The expectations of students outlined in the District 152 Discipline Handbook are in effect 24 hours a day for the duration of the trip. If a student misbehaves his/her parents will be contacted and appropriate actions taken.~~

~~When engaged in school sponsored activities students will be released only at the written request of parents.~~

### Field Trips With Extended Day Supervision

#### Purpose:

Field trips with extended day supervision should be activities that contribute substantially to achieving desirable student educational goals. In planning and authorizing such trips, primary consideration shall be given to the educational values to be derived, and the safety and welfare of the students involved.

#### Definitions: Categories of Field Trips

Trips with Extended Day Supervision includes the following categories:

1. Field Trips - Any activity that requires leaving school district property for the purpose of enhancing school district curriculum.

a. Local Regular Field Trips - Within the cities of Moorhead, Fargo, West Fargo or Dilworth. A Field Trips that takes place within the regular school day.

b. Extended Day Field Trips - Any trip scheduled beyond the Fargo-Moorhead metropolitan area, under 500 miles without overnight lodging, that extends beyond the school day.

c. Major Magnitude Field Trips - A trip involving travel in excess of 500 miles from Moorhead or with overnight lodging.

2. Athletic/Activities Competition Trips - A trips for participating in athletic/activity season competitions.

#### Approval guidelines:

1. All Field Trips and other student activities involving travel must be authorized by the Building Principal, and district Administration, and arranged through the Transportation Office. Superintendent and School Board approval are also needed for Major Magnitude Trips. No formal publicity, discussion or fund-raising activities can take place until all required authorization is obtained. Field Trip forms are available in each school's office.

2. ~~Local~~ Regular Field Trips During the ~~Regular~~ School Day and Extended Day Field Trips - staff need to file the proper request form (Administrative Form IICA-A) with the Building Principal in a timely manner. It must include the reason and educational value of the field trip they are requesting. (See information required below.) ~~They~~ The staff and principal need to keep a copy of the authorized trip request form, and following the field trip complete the evaluation section detailing how the goals were met through this activity. The form is to be resubmitted to the Building Principal within two weeks following the activity.

3. Major Magnitude Field Trips - Advisors need to discuss tentative plans with the Building Principal and Superintendent. The Superintendent may approve, modify, or disapprove the proposal. Major Magnitude Field Trips also require submission to the School Board for approval, at least 60 days prior to the proposed trip.

a. Major Magnitude Field Trip requests presented to the School Board for approval must include:

1. The educational purpose of the trip (i.e., how the trip is related to the activity; if the activity is curricular or co-curricular; and how, the trip is related to the course content and graduation standards).
2. The location to be visited and general trip itinerary
3. Number of school days involved (Attempts shall be made to consider non-school days when possible.)
4. Transportation plans
5. Housing plans
6. Probable number of students involved
7. Approximate individual and district costs
8. Plans for funding or fund-raising for the trip
9. An accommodation plan for any student with an IEP or 504 Plan. ~~managers of students with disabilities special needs have been consulted regarding accommodations and any related cost is attached.~~
10. ~~Plan for parental notification and approval.~~

b. ~~The Junior High may schedule one major magnitude field trip each year.~~

eb. A Junior High and Senior High Advisors shall not plan major magnitude field trips of over 500 miles (outside the continental United States) more often than once every other year.

dc. Staff travel expenses will not be paid by the District, but may be provided by



the tour agency. Cost of travel by a spouse or family member of staff will be at personal expense.  
ed. Written assurances of compliance with this policy will be given by the  
Principal and Advisor to the Superintendent or designee at least two weeks prior to the date of  
departure (See Information Required below). Failure to provide this assurance will result in  
immediate cancellation of the trip.  
fe. Following the trip, a written summary report will be presented to the Building  
Principal and Superintendent assessing the degree in to which the goals of  
the trip were attained.

4. Athletic/Activity Competition Trip Information will be handled through the Activity office.  
Students and parents/guardians will be given relevant information either prior to the season or  
before an individual athletic/activity field trip as necessary.

#### Supervision:

1. All students are to be under assigned adult supervision at all times when engaged in school-  
sponsored activities. No supervisor will leave his/her group unsupervised except if unless an  
arrangement has been made to take care of an emergency.
2. To ensure adequate supervision, the activity advisor/coach is responsible for the following:
  - a. to assure that the student/adult chaperone ratio is adequate;
  - b. to follow emergency procedures if necessary as outlined by the Activities Office or building  
principal;
  - c. to provide the parents/guardians, Principal, Superintendent (or designee) or Activities Director  
with an accurate roster of students and adults going and relevant information before the field trip  
or prior to the athletic/activity season.
3. ~~When engaged in~~ While attending a school-sponsored activities students will be released only  
at the written request of parents/guardians.

#### Student Conduct :

Advisors and coaches will review expectations of conduct with students and supervisors in  
advance of travel. The expectations of Moorhead students are outlined in the building's  
handbook, School District's Discipline Handbook, and Minnesota State High School League  
Rules. They are in effect 24 hours a day for the duration of the trip. If a student misbehaves or  
breaks the rules, his/her parents/guardians will be contacted and appropriate actions taken.

Final Information Required:

1. ~~For a Local Regular Field Trips~~ During the ~~Regular~~ School Day and Extended Day Field Trips:

- a. A building/transportation field trip form, stating purpose, destination, costs, estimated time and type of bus needed ~~and evaluation of experience.~~  
(Administrative Form IICA-A)
- b. Approval by the Building Principal
- c. A roster of students going on the trip and written parent/guardian approval if needed.
- d. The trip itinerary
- e. A list of chaperones
- f. ~~A list of special needs students' special needs (i.e., IEP, 504, health needs) and steps needed to accommodate them.~~ An accommodation plan for students with an IEP or 504 plan.
- g. Emergency phone numbers at the destination
- h. The estimated cost of the trip for individual students

2. ~~For a Major Magnitude Field Trip:~~

- a. A Major Magnitude Trip form (Administrative form IICA-AB)
- b. Approval by the Superintendent and School Board
- c. Approval of the Building Principal
- d. A roster of students going on the trip with written parent/guardian approval
- e. A list of the chaperones going on the trip
- f. A detailed trip itinerary with hotel/motel accommodations
- g. A list of emergency phone numbers where one can be reached in case of an emergency.
- h. ~~A list of special needs students' special needs (i.e., IEP, 504, health needs) and steps to accommodate them.~~ An accommodation plan for students with an IEP or 504 plan.
- i. The cost for individual students
- j. A Transportation Field Trip form including cost, estimated time, and type of bus if needed
- k. An evaluation of the trip to be turned in to the building principal.

Reviewed/Revised: 12/90  
03/11/96

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: GCNC

DATE ADOPTED: 09/18/00

EVALUATION OF LICENSED PERSONNEL

The Moorhead School Board believes that a strong relationship exists between the quality of education afforded students and the competency of professional personnel employed by the school system. The Board attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. The Board regards a personnel evaluation plan as a critical and essential part of professional growth.

The primary purpose of professional evaluation is to improve the instructional program for all students by assisting teachers and other licensed personnel to improve and to gain greater competence in their profession. To be most effective, the evaluation plan should be:

- Viewed as a positive process designed to indicate the present effectiveness of the employee and to provide a performance improvement plan if needed
- Designed to facilitate open dialogue between the evaluator and the person evaluated and directed toward improving employee performance and promoting career development.

It shall be the responsibility of the Superintendent and/or his or her designee to establish specific procedures which comply and are consistent with Minnesota laws and State Board of Teaching regulations regarding performance appraisal.

LEGAL REFERENCE: Minn. Stat. Section 122A.41 Subd.2

ADMINISTRATIVE POLICY OF THE MOORHEAD AREA PUBLIC SCHOOLS

DISTRICT CODE: GCNC-A

DATE ADOPTED: 09/18/00

PROBATIONARY TEACHER EVALUATION

Each probationary teacher is to be observed on at least three (3) occasions during each school year as referenced in Minn. Stat. Section 122A.41, Subd.2. Principals must evaluate non-tenured personnel, but may delegate one or two of those observations to supervisory personnel.

The three observations for the year will be completed by April 1. The attached form will be used for teacher evaluation and observation for each evaluation.



# Moorhead Area Public Schools

## Independent School District 152

### Probationary Teacher Evaluation

Name \_\_\_\_\_

School/Program \_\_\_\_\_

Date of Observation: \_\_\_\_\_

Time of Observation: \_\_\_\_\_

Subject Observed: \_\_\_\_\_

Observation Number ☐

**Key: U....Unsatisfactory B....Basic P....Proficient D....Distinguished**

	U	B	P	D	NA
<b>Planning and Preparation</b>					
a. Knowledgeable teacher					
b. Knowledgeable of students					
c. Goals for student Learning					
d. Range of resources					
e. Developing instructional plans					
f. Evaluation of student learning					
<b>The Classroom Environment</b>					
a. Creating respect and rapport					
b. Creating a culture for learning					
c. Establishing classroom management routines					
d. Managing student behavior					
e. Organizing the physical space					
<b>Instruction</b>					
a. Clear/accurate communication					
b. Using questioning techniques and discussion					
c. Engaging students in learning					
d. Providing feedback					
e. Demonstrating flexibility					
f. Monitoring and adjusting					
<b>Professional Responsibilities</b>					
a. Teacher reflection on teaching					
b. Accurate record keeping					
c. Parent/teacher communication					
d. School and district involvement					
e. Display professional behaviors					
f. Professional growth and development					

Signature of Teacher \_\_\_\_\_ Signature of Principal \_\_\_\_\_

MEMO #: B01033



To: Dr. Nybladh  
From: Beth Astrup <sup>3/3</sup>  
Subject: Aid Anticipation Certificates  
Date: September 20, 2000

Current cash flow projections indicate that the District will need to utilize the short term borrowing program authorized by Minnesota Statutes, Sections 126C.50 to 126C.56. Last year the District issued aid anticipation certificates in the amount of \$3,500,000. This year the District will need to borrow \$3,800,000. Offers will be received on September 25, 2000, for the purchase of the Certificates. Evensen Dodge, the District's bond consultants, will prepare an award recommendation prior to the School Board meeting.

Suggested Resolution: Move to approve the sale of aid anticipation certificates to \_\_\_\_\_, in the amount of \$3,800,000, bearing an interest rate of \_\_\_\_\_.

BAA/krm

MEMO #: S-00-031

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent *LPN*

RE: Proposal by Dr. Roger Worner, Roger Worner Associates, for Consultive Services for the Purposes of Conducting an Organizational Study

DATE: September 20, 2000

In accordance with one of the district's future-focused initiatives, I recommend the district contract with Dr. Roger Worner, Roger Worner Associates, for the purposes of conducting an organizational study related to the educational effectiveness and economic efficiency of the district.

Dr. Worner is a credible, third-party, neutral, expert educational systems consultant who has demonstrated competencies and a record of significant experience in conducting school district organizational studies.

The essential details of the study can be found in the attached Organizational Study Proposal/Agreement. It is anticipated, upon school board approval, the organizational study will be initiated on or about October 1, 2000 and concluded on or about January 31, 2001. The project costs shall be \$11,000 plus expenses. The project will be funded through the use of a combination of revenues from a grant source and the Capital Fund.

Suggested Resolution: Move to approve the Organizational Study Proposal/Agreement with Dr. Roger Worner, Roger Worner Associates, for consultive services for the purpose of conducting an organizational study of the Moorhead Area Public School District at a cost of \$11,000 plus approved expenses.

LPN:mdm  
Attachment



**MOORHEAD SCHOOL DISTRICT #152  
ORGANIZATIONAL STUDY  
PROPOSAL/AGREEMENT**

**1.0 Purpose:** The School Board and Superintendent of Moorhead School District #152 propose to commission an **Organizational Study** to gather and analyze school district data, present findings, draw conclusions, identify alternatives, and prepare recommendations that will lead to the formulation of decisions about the future of the school district's programs, services, grade level configuration, facilities, and other operational characteristics of the organization in order to insure the delivery of quality teaching/learning, community, social, and recreational opportunities for the school district's pre-school, school-aged, and adult populations.

Moorhead School District #152's School Board and Superintendent propose to engage the services of Dr. Roger B. Worner, Roger Worner Associates, Educational Systems' Consultant, Sartell, Minnesota to serve as the school district's **independent third party neutral** in conducting the study.

**2.0 Need for the Study:** Moorhead School District #152 has experienced and apparently will continue to experience declining student enrollment and, as a result, has and will continue to be impacted by declining General Fund revenues. Unless conditions are reversed, school enrollment and revenue decline will spawn staff, program, service, and quality decline and may, as well, necessitate organizational reconfiguration and school closings.

Moorhead School District #152's School Board and Superintendent desire that an **independent third party neutral** examine the current condition of the school district, identify strengths and needs of programs, services, organization, and facilities, identify alternative organizational scenarios, develop and rate alternative courses of action, and prepare recommendations for consideration by the School Board, Superintendent, staff, parents, and public.

The **Organizational Study** – as envisioned by the Project Consultant (Roger Worner Associates) – will require a comprehensive examination of the school organization's demographics, finances, programs and services, staffing, and facilities.

**3.0 Methodologies:** At the onset of the **Organizational Study** Roger Worner Associates identified the following components of a methodology for conducting the study on behalf of the School Board and Superintendent of Moorhead School District #152. The components of the study are as follows:



- ♦ Interview the Superintendent of Schools.
- ♦ Interview School Board members.
- ♦ Interview key district level administrators.
- ♦ Interview building Principals.
- ♦ Meet with each of the school district's school staff and building leadership teams.
- ♦ Interview a sampling of community patrons/leaders and employee unit leadership.
- ♦ Analyze enrollment, enrollment trend, open enrollment, home schooling, census, non-public school, and other demographic data (e.g. YES Program).
- ♦ Analyze school district finance data.
- ♦ Analyze staffing data.
- ♦ Analyze class section size data.
- ♦ Analyze program and service data.
- ♦ Analyze secondary school schedules.
- ♦ Analyze elementary and secondary school course offerings.
- ♦ Analyze collaborative/cooperative programming data (including academy concept and Trollwood program).
- ♦ Analyze community education data.
- ♦ Review the school district's technology status.
- ♦ Analyze teacher preparation data.
- ♦ Analyze instructional methodologies and delivery system data.
- ♦ Analyze extra-curricular and co-curricular data.
- ♦ Tour school district facilities.
- ♦ Analyze facility data.
- ♦ Analyze organizational configuration data.
- ♦ Analyze operational cost data.
- ♦ Compare school district data with comparable data from peer group (like-sized) school districts and the average of all Minnesota school districts.
- ♦ Confer with representatives of the Minnesota Department of Children, Families and Learning.
- ♦ Confer with the Superintendent of Schools.
- ♦ Prepare a final study document, including findings, conclusions, alternatives, and recommendations.
- ♦ Present the final study document to the School Board, Superintendent, Superintendent's Cabinet, and building administrators.
- ♦ Present, as desired, the final study document to the community at a public hearing.

**4.0 Timetable of the Study:** It is proposed the Moorhead School District #152 **Organizational Study** will be initiated on or about October 1, 2000 (with initial data gathering) and concluded on or about January 31, 2001.

**5.0 Deliverables:** Deliverables by Roger Worner Associates to Moorhead School District #152 shall include a comprehensive (100 or more page) **Organizational Study**, including narrative and table data and findings, conclusions, alternatives, and recommendations; as required, presentation to the School Board and Superintendent and, as desired, to building administrators and the Superintendent's Cabinet; and, as required, a presentation to the public of Moorhead School District #152.

**6.0 Costing of the Study:** Roger Worner Associates' costing of the **Organizational Study** shall be \$11,000 plus expenses, including travel mileage of .33/mile, word processing, photocopying, and binding of the final study document. The school district shall be responsible for bearing any costs associated with involvement of the school district's architectural firm.

**7.0 Accountability:** Roger Worner Associates shall be accountable to Superintendent of Schools Dr. Larry P. Nybladh throughout the duration of the project. The Superintendent or his designated representatives shall be responsible for insuring the delivery of data to and orchestration of meetings for Roger Worner Associates to guarantee a timely completion of the project.

**8.0 Entire Agreement:** Sections 1.0-7.0, above, represent the entire agreement between Moorhead School District #152 and Roger Worner Associates except as may be amended in writing and attached to this agreement. Acceptance of the proposal/agreement as delineated in Sections 1.0-7.0 is affirmed by the agreeing parties below:

\_\_\_\_\_  
Moorhead School District #152

\_\_\_\_\_  
Roger Worner Associates

\_\_\_\_\_  
Moorhead School District #152

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

MEMO #: B01031



To: Dr. Nybladh  
From: Beth Astrup BA  
Subject: Proposed Levy for 2000 Payable 2001  
Date: September 18, 2000

The School Board is required by law to certify to the county auditor the District's preliminary 2000 Payable 2001 property tax levy by October 2, 2000. I recommend the Board certify the maximum levy allowed by the State. Certifying the maximum gives authorization to the State to send changes to the preliminary levy data directly to the county auditor without further action from the Board. Minor changes are made to the preliminary levy limitation certification throughout October and into November. For example, the health and safety levy fluctuates as additional projects are approved by the state. The Board will be asked to certify the final levy at the first Board meeting in December.

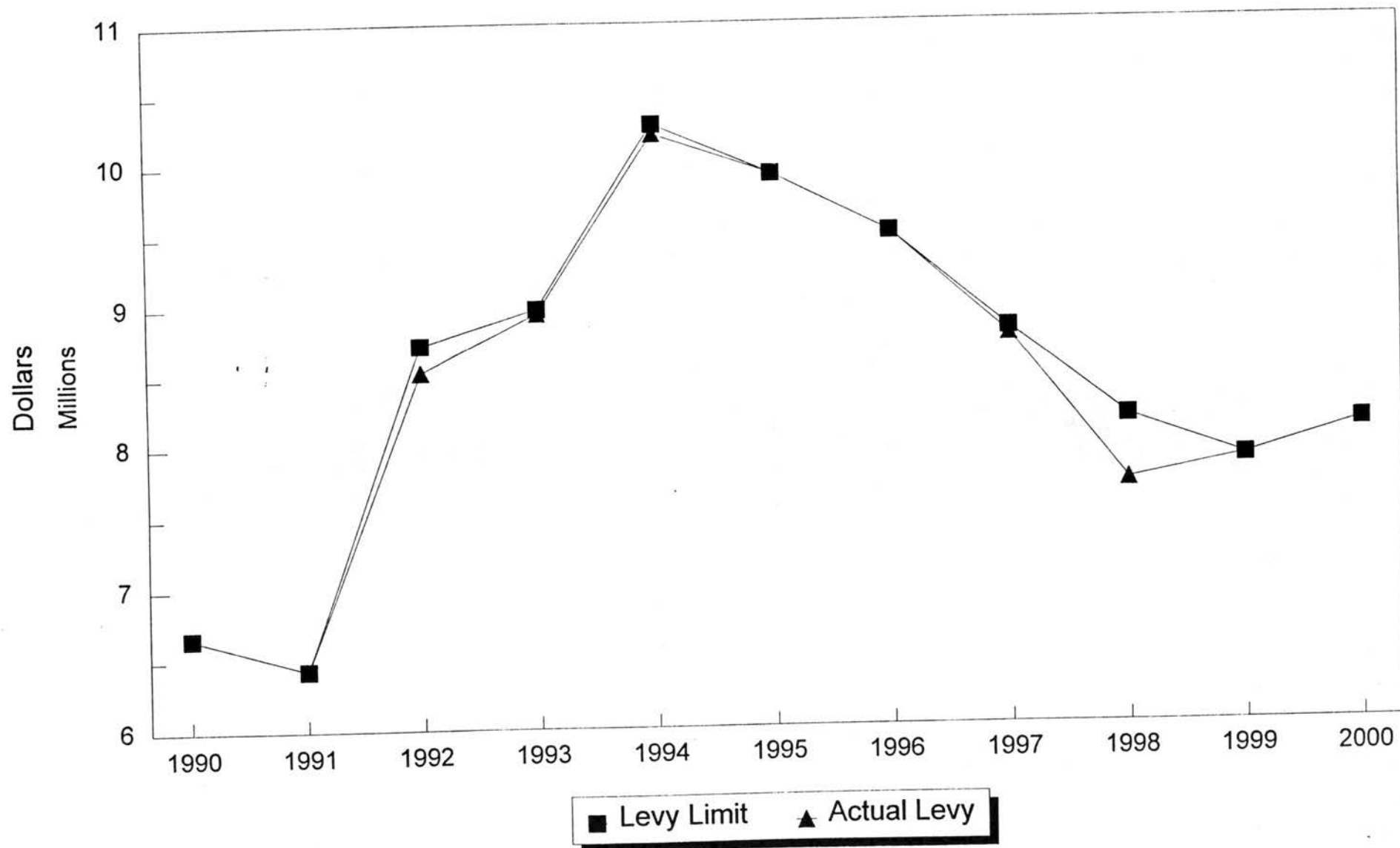
I have attached page 16 of the levy limitation certification which summarizes the 2001 levy and compares it to the 2000 levy. A statistical summary is also attached for your review. It compares the statewide totals to what is occurring within the Moorhead District.

As you can see from the attached documents the overall levy has increased \$412,594 or 5.46% over the prior year levy. The increase in the referendum market value and the adjusted net tax capacity are the main contributing factors to the increase in the overall levy. Moorhead's aid to levy ratio will shift slightly to the levy side due to the increase. Keep in mind that the net tax capacity increased 8%, but the large decrease in the sales ratio caused the adjusted net tax capacity to increase 14%. Prior to this year, the largest increase in tax capacity for the past five years had been 3%.

Suggested Resolution: Move to certify the "maximum" for the 2000 payable 2001 proposed levy.

BAA/krm

# 1990 - 2000 Levy



I. COMPUTATION OF 2000 PAYABLE 2001 LEVY LIMITATION BY FUND (BEFORE ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENT	ABATEMENT ADJUSTMENTS	TACONITE ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN (MKT VOTER AP)	835,961.07	5,326.62	N/A	N/A	841,287.69
GEN (NTC VOTER AP)			N/A	N/A	
GEN (STATE DETER)	5,382,809.99		N/A	N/A	5,382,809.99
GENERAL (OTHER)	1,197,376.32	96,753.62-	413.04-		1,100,209.66
TOTAL GENERAL	7,416,147.38	91,427.00-	413.04-		7,324,307.34
COMMUNITY SERVICE	182,798.10	145.60	10.96-		182,932.74
DEBT SERV (VOTER AP)	607,525.00		52.31-	N/A	607,472.69
DEBT SERV (OTHER)				N/A	
TOTAL GEN DEBT SERV	607,525.00		52.31-	N/A	607,472.69
TOTAL	8,206,470.48	91,281.40-	476.31-		8,114,712.77

II. COMPARISON OF 1999 PAYABLE 2000 LEVY LIMITATION WITH 2000 PAYABLE 2001 LEVY LIMITATION (PLUS ADJUSTMENTS):

FUND	99 PAY 00 LIMITATION	00 PAY 01 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
TOTAL GENERAL *1	6,753,788.25	7,324,307.34	570,519.09	8.45 %
COMMUNITY SERVICE	179,487.23	182,932.74	3,445.51	1.92
GENERAL DEBT SERVICE *2	888,579.14	557,472.69	331,106.45-	37.26-
REDUCTION FOR HACA	270,104.00-	100,368.00-	169,736.00	62.84-
TOTAL	7,551,750.62	7,964,344.77	412,594.15	5.46 %

III. COMPARISON OF 1999 PAYABLE 2000 CERTIFIED LEVY PLUS ADJUSTMENTS WITH  
2000 PAYABLE 2001 CERTIFIED LEVY PLUS ADJUSTMENTS:

FUND	PAY 00 CERT LEVY + ADJUSTMENTS	PAY 01 CERT LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
TOTAL GENERAL *1	6,753,788.25			%
COMMUNITY SERVICE	179,487.23			
GENERAL DEBT SERVICE *2	888,579.14			
REDUCTION FOR HACA	270,104.00-	100,368.00-	169,736.00	62.84-
TOTAL AFTER ADJUSTMENTS	7,551,750.62			%

TABLES II AND III FOOTNOTES:

- \*1 AMOUNTS SHOWN ARE BEFORE REDUCTIONS FOR EDUCATION HOMESTEAD AND EDUCATION AGRICULTURAL CREDITS.  
\*2 AMOUNTS SHOWN REFLECT REDUCTIONS FOR DEBT SERVICE EXCESS AND DEBT SERVICE AID.

	State		Moorhead	
	Amount	Percent Change	Amount	Percent Change
Market Value				
1997	\$206.0 billion		977,408,200	
1998	222.4 billion	8.0%	1,011,724,000	3.5%
1999	241.0 billion	8.4%	1,071,070,200	5.9%
Referendum Market Value				
1997	\$200.5 billion		962,015,217	
1998	215.2 billion	7.3%	989,434,567	2.9%
1999	233.6 billion	8.6%	1,048,171,794	5.9%
Net Tax Capacity				
1997	3,089,410,565		13,393,418	
1998	3,277,886,359	6.1%	13,742,851	2.6%
1999	3,588,274,759	9.5%	14,897,811	8.4%
Median Sales Ratio				
1997	89.0%		92.3%	
1998	88.3%	-0.7%	94.4%	2.3%
1999	87.3%	-1.0%	89.7%	-5.0%
Adjusted Net Tax Capacity				
1997	3,472,175,841		14,510,745	
1998	3,713,745,242	7.0%	14,558,105	0.3%
1999	4,105,783,376	10.6%	16,608,485	14.1%
Total Certified Levy Before Credits				
1998 Pay 1999	2,191,819,000		8,168,370	
1999 Pay 2000	2,270,575,000	3.6%	7,871,865	-3.6%
2000 Pay 2001 est	2,345,266,000	3.3%	8,114,713	3.1%
Total Net Levy After Credits				
1998 Pay 1999	1,838,573,000		7,636,135	
1999 Pay 2000	1,839,397,000	0.1%	7,551,751	-1.1%
2000 Pay 2001 est	1,913,952,000	4.1%	7,964,345	5.5%
School HACA				
1998 Pay 1999	35,936,200		432,235	
1999 Pay 2000	24,676,600	-31.3%	270,104	-37.5%
2000 Pay 2001 est	13,832,200	-43.9%	100,368	-62.8%

**INDEPENDENT SCHOOL DISTRICT #152**

School Board Meeting  
Board Room - Townsite Centre  
810 Fourth Avenue South

October 9, 2000

7:00 p.m.

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

**ATTENDANCE:**

Jim Cummings _____	Anton B. Hastad _____
Lisa Erickson _____	Carol A. Ladwig _____
Stacey Foss _____	Kristine Thompson _____
Mark Gustafson _____	Larry P. Nybladh _____

**AGENDA**

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Larry P. Nybladh, Superintendent
- C. Approval of Meeting Agenda

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

- D. "We Are Proud"

\*\*\*We Are Proud of Jessica Jordahl, a junior at Moorhead High School, who was presented Sept. 19 with a \$500 prize for winning first place in a national drafting competition. The National Association of Women in Construction's Education Foundation sponsors the CAD/Design/Drafting Competition each year. Jordahl's first place award was in the drafting category.

S-M9-B05  
Min  
10-9-00



**SCHOOL BOARD AGENDA - October 9, 2000**  
**PAGE 2**

Jordahl, who entered the 1999-2000 competition as a sophomore, also won at both the local and regional levels. Fargo-Moorhead, ND #246, the local chapter, sponsors the local competition. The local winner then competes in the regional competition. There are about 20 chapters in the region.

The 1999-2000 competition required students to design a residential building. Jordahl was a student of Tony Kinsella when she entered the competition.

- 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. **TEACHING/LEARNING MATTERS - Kovash**

- (1) Approval of Grants - Pages 7-12
- (2) Acceptance of Gift - Page 13
- (3) Approval of Student Teacher Contract - Pages 14-18
- (4) Approval of Paraprofessional Positions - Page 19

B. **SYSTEM SUPPORT MATTERS - Astrup**

C. **HUMAN RESOURCE MATTERS- Nielsen**

- (1) Approval of Change in Employment Contract - Page 20
- (2) Approval of New Employees - Page 21
- (3) Acceptance of Resignations - Page 22
- (4) Approval of Agreements - Pages 23-28

**SCHOOL BOARD AGENDA - October 9, 2000**  
**PAGE 3**

D. SUPERINTENDENT MATTERS - Nybladh

- (1) Approval of September 11 and 25, 2000 Minutes - Pages 29-39
- (2) Approval of October Claims

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

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

3. **COMMITTEE REPORTS**

4. **SCHOOL BOARD/STAFF DIALOGUE:** Nybladh

(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.)

2000 Summer Programming - Kovash  
Page 40

5. **1999-2000 ANNUAL REPORT ON CURRICULUM, INSTRUCTION AND STUDENT PERFORMANCE:** Kovash  
Page 41

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 two copies to the Department of Children, Families and Learning.

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

6. **OCTOBER ENROLLMENT:** Kovash  
Pages 42-45

Review of October 2 enrollment figures.

**SCHOOL BOARD AGENDA - October 9, 2000**  
**PAGE 4**

7. **MAJOR MAGNITUDE FIELD TRIPS:** Kovash  
Pages 46-57

Suggested Resolution: Move to approve the Senior High Band to go to "Oklahoma" on December 8 and 9, 2000, Senior High Symphony Orchestra to attend the Music Festival in Chicago, on April 20-22, 2000, and Junior High students to travel to Washington, D.C. on April 7-10, 2000.

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

8. **PRELIMINARY 1999-2000 AUDIT INFORMATION:** Astrup  
Pages 58-59

The full audit will be ready for presentation at the October 23 meeting.

9. **BUILDING PROFILES ACCEPTANCE:** Kovash  
Page 60

Suggested Resolution: Move to accept the Building and District Profiles for 1995-96 through 1999-2000 as presented and direct administration to share them with staff and public as appropriate.

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

10. **APPROVAL OF POLICY:** Nybladh  
Pages 61-64

Suggested Resolution: Move to approve the policy, Evaluation of Licensed Personnel (GCNC) as presented.

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

**SCHOOL BOARD AGENDA - October 9, 2000**

**PAGE 5**

11. **OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD**

13. **ADJOURNMENT**

**SCHOOL BOARD AGENDA - October 9, 2000****PAGE 6****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Long Range Planning Com.	October 10	3:45 pm	Board Room
District Student/Staff Assistance Com.	October 16	3 pm	Board Room
Policy Review Committee	October 16	7 pm	Board Room
Com. Ed. Adv. Council	October 17	7 pm	Board Room
Staff Development Day	October 18	No School	
Education Moorhead	October 19-20	No School	
Supt. Adv. Council	October 19	7 pm	Board Room
School Board	October 23	7 pm	Board Room
ITBS Testing (Elem.)	October 23-27		
Inst. and Curr. Adv. Com.	October 26	7 am	Board Room
End of First Quarter	November 3		
Election Day	November 7		
School Board	November 13	7 pm	Board Room
District Student/Staff Assistance Com.	November 13	3 pm	Board Room
F-M Reads - Natl. Com.	November 14		
Ed. Day Book Club Event			
Long Range Planning Com.	November 14	7 pm	Board Room
Inst. and Curr. Adv. Com.	November 16	7 am	Board Room
Supt. Adv. Council	November 16	7 pm	Board Room
K - P/T Confs. (Day)	November 16-17		
Policy Review Com.	November 20	7 pm	Board Room
K-12 P/T Confs. (5-8:30)	November 20	5-8:30 pm	
K-12 P/T Confs.	November 21	8-11, 12-4, 5-8:30	
Com. Ed. Adv. Council	November 21	7 pm	Board Room
K-12 No School/Tchr. Comp	November 22		
Thanksgiving Holiday	November 23 & 24		
School Board	November 27	7 pm	Board Room
Property Tax Hearing	November 30	7 pm	Board Room

**MEMO #:** I-01-066



**TO:** Dr. Larry Nyblad  
**FROM:** Lynne Kovash  
**SUBJECT:** Perpich Center for Arts Education  
**DATE:** October 2, 2000

The Moorhead Area School District's application for Whole School/New School Program from the Perpich Center for Arts Education has been awarded \$10,000.00 for the 2000-2001 school year.

The grant is to be used to determine the need and develop plans for the implementation and support of a locally appropriate adaptation of the Arts High School model, a comprehensive high school education centered in the arts. The grant does not commit the district to develop an arts high school. With the grant, our district will be determining the need for a model in our community.

**SUGGESTED RESOLUTION:** Move to approve the \$10,000.00 for the Whole School/New School Program from the Perpich Center for Arts Education for a feasibility study for a comprehensive arts high school.

LAK/smw

MEMO #: I-01-073



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Partners in Learning Grant  
DATE: October 3, 2000

Moorhead Area Public Schools has received a grant in the amount of \$ 83,505.00 from Clay County Joint Powers Collaborative for the continuation of the Partners in Learning family literacy project.

**SUGGESTED RESOLUTION:** Move to approve the grant from Clay County Joint Powers Collaborative in the amount of \$ 83,505.00 for the Partners in Learning family literacy project.

LAK/smw  
Attachment



**RESOLUTION FOR CONTRACT BETWEEN CLAY COUNTY  
AND MOORHEAD PUBLIC SCHOOLS  
September 1, 2000 - August 31, 2001**

**WHEREAS**, the Clay County Joint Powers Collaborative received Local Collaborative Time Study (LCTS) funds to allocate in the form of grants; and

**WHEREAS**, an application review and selection process occurred for Grant Cycle #3,  
and

**WHEREAS**, the Clay County Joint Powers Collaborative will allocate a total of \$542,107.01 in grants during Grant Cycle #3; and

**WHEREAS**, the Clay County Joint Powers Collaborative has approved a \$83,505 grant for Moorhead Public Schools to implement Partners In Learning; and

**WHEREAS**, Moorhead Public Schools has agreed to implement the Program and evaluate the outcomes of the Program as outlined in the LCTS Grant Application submitted and approved for funding by the Clay County Joint Powers Collaborative; and

**WHEREAS**, Moorhead Public Schools has agreed to submit Quarterly Narrative and Financial Reports for the LCTS grant funded Program, to the Clay County Joint Powers Collaborative;

**NOW, THEREFORE, BE IT RESOLVED** that Moorhead Public Schools receive an amount of \$20,876.25 at the onset of implementation of the grant funded Program and the remainder of the amount in equal payments upon receipt of the Quarterly Reports.

**IN WITNESS WHEREOF**, the parties have caused this contract to be duly executed intending to be bound thereby.

**FOR MOORHEAD PUBLIC SCHOOLS**

By: \_\_\_\_\_  
Dr. Larry Nybladh  
Title: Superintendent  
Date: September 19, 2000

**FOR THE CLAY COUNTY COMMISSION**

By: \_\_\_\_\_  
Jerry Waller  
Title: Chair  
Date: September 19, 2000

**ATTEST:**

By: \_\_\_\_\_  
Vijay Sethi  
Title: County Administrator  
Date: September 19, 2000

MEMO #: I-01-062



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash  
SUBJECT: 2001 Summer Migrant Program  
DATE: October 2, 2000


Attached please find the resolution to submit an application to operate the Migrant Education Project during the summer of 2001.

**SUGGESTED RESOLUTION:** Move to approve submission of the Migrant Education Project Summer 2001 application as presented.

LAK/smw  
Attachment

*Children,  
Families & Learning*

TO: Bruce R. Anderson, Superintendent  
Moorhead Schools  
810 Fourth Ave. South  
Moorhead, MN 56560

FROM: Mary Pfeifer, Supervisor   
Migrant Education Program

DATE: September 22, 2000

SUBJECT: Summer 2001 Migrant Education Project  
School Board Resolution

Enclosed is the School Board Resolution for the Summer 2001 Migrant Education Program. This resolution is an annual mutual commitment between your district the Department of Children, Families and Learning and Tri-Valley Opportunity Council that allows us to go forward in the planning for next summer's program.

We ask that you present this resolution to your board at the next scheduled meeting. **Once the resolution is passed, please see that it is signed by the chairperson of the board and returned to our office as soon as possible. Mail to our address below:**

Migrant Education Office  
MN Dept. of Children, Families & Learning  
1500 Highway 36 West  
Roseville, MN 55113-4266

We in the Migrant Education office greatly appreciate the support we have received from local school boards in the operation of summer migrant programs. Without your support and concern for children, it would be very difficult for us to fulfill our task of providing educational services to migratory children during their resident in our state.

If you have any questions, or would like to discuss any facet of the program, please call Jan Bourdon at 651-582-8236 or Noemi Trevino at 651-582-8233.

Thank you very much.

WORD: Migrant/SchBdResolution01



## 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 # \_\_\_\_\_ at (city or town) \_\_\_\_\_ 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 2000 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)

\_\_\_\_\_, (phone) \_\_\_\_\_

Migrant/Resolution

**MEMO #:** I-01-065



**TO:** Dr. Larry Nybladh  
**FROM:** Lynne Kovash  
**SUBJECT:** Gift Acceptance  
**DATE:** October 2, 2000

The Moorhead Senior High drafting program has received a Calcomp Artison Plus Plotter from Eid-Co Home Builders. The estimated value is \$850.00

**SUGGESTED RESOLUTION:** Move to approve the Calcomp Artison Plus Plotter donated from Eid-Co Home Builders with an estimated value of \$850.00.

LAK/smw

MEMO #: I-01-053



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash  
SUBJECT: Student Teacher Contract  
DATE: September 18, 2000

The administration requests approval of the agreement with University of Wyoming for student teachers.

Attached is the agreement with University of Wyoming for the 2000-2001 school year for the Moorhead School District to serve as a student teaching center.

**SUGGESTED RESOLUTION:** Move to approve the attached contract with University of Wyoming for the 2000-2001 school year.

LAK/smw  
Attachment

**UNIVERSITY OF WYOMING**  
**DEPARTMENT OF SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY**  
**COOPERATIVE EDUCATION AGREEMENT**

This Agreement is entered into as of the last date of the signatures affixed hereto by and between the University of Wyoming, Department of Speech-Language Pathology and Audiology (UNIVERSITY) located in Laramie, Wyoming 82071 and Probstfield Elementary School (CONTRACTOR), located at 810 4<sup>th</sup> Avenue South, Moorhead, MN 56560.

The parties agree that it is of mutual interest and advantage for selected students of the UNIVERSITY to be provided quality clinical education experiences through the CONTRACTOR at CONTRACTOR's facilities and CONTRACTOR desires to participate in the provision of such quality education.

1. This Agreement shall be for a two (2) year term from the last date of signatures affixed hereto unless otherwise noted.
2. CONTRACTOR shall maintain ultimate responsibility for client care and treatment and shall be responsible for informing the client of the proposed student's involvement in their care.
3. CONTRACTOR shall provide UNIVERSITY's student and employees access to all necessary facilities to fulfill the purposes of this Agreement.
4. CONTRACTOR shall provide UNIVERSITY with all applicable policies and regulations that it deems necessary and for which it requires compliance by UNIVERSITY's students and employees.
5. No student or employee of UNIVERSITY shall be deemed an employee or agent of CONTRACTOR and no employee or agent of CONTRACTOR shall be deemed an employee or agent of UNIVERSITY.
6. UNIVERSITY students and employees shall not be covered under CONTRACTOR's Workers' Compensation or Unemployment Compensation Insurance programs unless required by state law. Where such coverage is required by state law, coverage shall be at UNIVERSITY's expense.
7. This Agreement may be terminated by either party with written thirty (30) day notice to the other, provided that students already present at the facility are given the opportunity to complete their cooperative education experience as offered at the time of their entry in accordance with this Agreement.
8. CONTRACTOR and UNIVERSITY shall comply with all applicable federal and state laws to include compliance WITH THE Americans with Disabilities Act of 1990.



9. CONTRACTOR shall provide, at its own expense, adequate liability insurance coverages that is approved by the University of Wyoming Risk Management Office. CONTRACTOR shall defend, indemnify and hold harmless the UNIVERSITY, its trustees, its public employees as defined by Wyoming State Statutes and its students from any and all claims for loss or damage to property or injury or death to persons, including costs, expenses and reasonable attorney's fees, arising from the negligent or wrongful acts or omissions of the CONTRACTOR, its officers, employees, agents, representatives or volunteers.
10. UNIVERSITY shall provide liability coverage for its employees and students. Such coverage shall not apply to activities on the part of employees or students that are not part of or are beyond the scope of the educational program. To the extent of such coverage, UNIVERSITY will defend, indemnify and hold harmless CONTRACTOR, its officers, agents, employees and representatives from any and all claims for loss or damage to property or injury or death to person, arising from the negligent or wrongful acts or omissions of UNIVERSITY, its public employees and students.
11. All students originally licensed or certified to practice in Speech-Language Pathology and Audiology shall maintain current professional liability insurance coverage throughout the clinical program.
12. CONTRACTOR agrees to notify UNIVERSITY when an incident is reported to CONTRACTOR that involves UNIVERSITY employees or students and UNIVERSITY and CONTRACTOR agree to cooperate with each other during the investigation and likewise UNIVERSITY agrees to the same if an incident is reported to UNIVERSITY.
13. CONTRACTOR reserves the right to deny students access to its facilities in accordance with CONTRACTOR's policies and procedures and UNIVERSITY shall follow its University Regulations and Procedures when dealing with such a student.
14. UNIVERSITY shall maintain sole responsibility for offering its educational programs.
15. CONTRACTOR shall designate in writing, an American Speech-Language-Hearing Association (ASHA) certified supervisor/liaison to supervise UNIVERSITY's students who will work with UNIVERSITY's assigned employee.
16. CONTRACTOR shall provide, in writing, its supervisor/liaison's ASHA account number which shall be current and remain current for the term of this Agreement.
17. CONTRACTOR's supervisor/liaison shall arrange for clinical education experiences as stated in objectives and philosophy of the UNIVERSITY as well as provide supervision appropriate to the academic and clinical level of the assigned students where deemed necessary. CONTRACTOR's supervisor/liaison shall abide by the Academic Accreditation committee (AAC) of the ASHA supervision standards that will include a minimum of 50% supervision of all diagnostic sessions and 25% supervision of all remediation sessions.

18. All working details for this Cooperative Education Agreement may be covered in a memorandum between the parties when necessary and shall be incorporated herein as an Attachment to the Agreement.
19. CONTRACTOR shall not discriminate against any student applicant based on race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation or political belief.
20. CONTRACTOR shall permit UNIVERSITY's student and employees in this program to use its client care, record and data facilities for clinical education, provided that such use shall not conflict with or violate any rules, regulations, or policies of the CONTRACTOR.
21. The terms and conditions of this Agreement shall supersede those of any and all prior Agreements, oral or written.
22. The parties hereto agree that: (i) the laws of Wyoming shall govern this Agreement, (ii) any questions arising hereunder shall be construed according to such laws, and (iii) this Agreement is enforceable in a Wyoming court of competent jurisdiction.
23. The University of Wyoming does not waive its governmental immunity by entering into this Agreement and fully retains all immunities and defenses provided by law with regard to any action based on this Agreement.
24. UNIVERSITY'S policy is one of equal opportunity for all persons in all facets of UNIVERSITY'S operations. Equal opportunity is offered to all officers, faculty and staff members, and applicants for employment on the basis of their demonstrated ability and competence and without regard to such matters as race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation and political belief. Both parties shall fully adhere to all applicable local, state and federal law regarding equal employment opportunity.

SIGNATURE PAGE FOLLOWS:

UNIVERSITY OF WYOMING  
DEPARTMENT OF SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY  
COOPERATIVE EDUCATION AGREEMENT

SIGNATURE PAGE

UNIVERSITY OF WYOMING  
APPROVED BY:

\_\_\_\_\_  
DANIEL L. BACCARI, VICE PRESIDENT FOR  
ADMINISTRATION AND FINANCE

DATE: \_\_\_\_\_

RECOMMENDED BY:

\_\_\_\_\_  
ROBERT O. KELLEY, DEAN  
COLLEGE OF HEALTH SCIENCES

DATE: \_\_\_\_\_

\_\_\_\_\_  
MICHAEL A. PRIMUS, INTERIM DIRECTOR  
DIV. COMMUNICATION DISORDERS

DATE: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
UNIVERSITY LEGAL OFFICE

**CONTRACTOR: PROBSTFIELD ELEMENTARY SCHOOL**

\_\_\_\_\_  
AUTHORIZED AGENT'S SIGNATURE  
NAME:  
TITLE:

DATE: \_\_\_\_\_

SUPERVISOR/LIAISON'S NAME:  
\_\_\_\_\_  
PHONE: \_\_\_\_\_

ASHA# \_\_\_\_\_

**MEMO #:** I-01-071



**TO:** Dr. Larry Nybladh

**FROM:** Lynne Kovash *LK*

**SUBJECT:** Approval for Paraprofessional Positions

**DATE:** October 3, 2000

The junior high MSMI program has proposed the addition of 2 FTE paraprofessionals due to the increase of students transitioning from Robert Asp to the junior high, there is a need for paraprofessionals for the safety and to provide support in the constructive activities.

1 FTE paraprofessional is needed to assist in a special education classroom at Moorhead Senior High School. All of the positions are needed due to the severity of needs for these students. In classrooms of significantly disabled learners, one to one intensive instruction and supervision is needed. Without additional support, safety and risk for adults and students may become a concern. Other options have been considered and discussed, but the number and the needs of the students require additional support.

With the addition of these staff members there is a \$7,410.00 impact on the Annual Operating Plan. These costs may be recouped through third party billing for services.

**SUGGESTED RESOLUTION:** Move to approve 3 FTE special education paraprofessional positions for the 2000-2001 school year

LAK/smw

MEMORANDUM P 00.199

TO: Dr. Larry Nybladt;

FROM: Ron Nielsen

DATE: October 3, 2000

SUBJECT: Change in Employment Contract

The administration requests approval of the change in employment contract of the following person:

Susanne Zoerner Paraprofessional, Edison Elementary, from half-time to full time, effective immediately. (New proposal at September 25 Board meeting)

Deborah Ramsett Food Server, \$6.20 per hour, Junior High, to Second Cook, Junior High, A13 (3) \$10.11 per hour, effective immediately. (Replace Tracey Wahl)

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

RN:sh

TO: Dr. Larry Nybladh  
FROM: Ron Nielsen  
DATE: October 3, 2000  
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:

Stacy Keeping EBD Teacher, Junior High, BA (0) \$13,005.67, effective for first semester only. (New paid by Federal Funds)

Dai Dai Finton Custodian, Senior High, A12 (3) \$9.41 per hour, 8 hours daily, effective September 26, 2000. (Replace Adrian Smith)

Laura Dominguez Attendance Caller, Senior High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective immediately. (Replace Heather Skaro)

Nicole Davis EBD Paraprofessional, Senior High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective immediately. (Replace Jana Christian)

Jane Sweeney ECSE Paraprofessional, Edison Elementary, B21 (0-2) \$9.83 per hour, 3.25 hours daily, effective immediately. (New approved at September 25 Board meeting)

Suggested Resolution: Move to approve the employment as presented.

RN:sh

MEMORANDUM

P 00.200

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

DATE: October 3, 2000

SUBJECT: Resignation

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

Michelle Rohrich Payroll Secretary, Townsite Centre, effective October 5, 2000.


Monty Sveen OHI Paraprofessional, Senior High, effective immediately.

Suggested Resolution: Move to accept the resignation as presented.

RN:sh



MEMO #: P.00.205

TO: Dr. Larry P. Nybladh, Superintendent  
FROM: Ron  Nielsen, Director of Human Resources  
DATE: October 3, 2000  
RE: Agreement with ASI Professional Associates

Attached please find a copy of the agreement made between Moorhead Public Schools and ASI Professional Associates for interpreting services from September 8, 2000 until May 31, 20001.

The agreement is for a total of 85 student contact days and will not exceed the amount of \$20,400. ASI Professional Associates will bill Moorhead Public Schools by the 25th of each month to be approved for payment at the next month's Board meeting.

Suggested Resolution: Move to approve the agreement with ASI Professional Associates for services not to exceed \$20,400 for 85 student contact days.



# Moorhead Area Public Schools

## Independent School District 152

Townsite Centre • 810 4th Ave. S. • Moorhead, Minnesota 56560  
(218) 236-6400 • Fax: (218) 233-1610 • [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)

This agreement is made and entered into on this 8th day of September, 2000, by and between **Moorhead Public Schools District #152** and **ASI Professional Associates**, witnesses that:

The term of this contract shall be from September 8, 2000, until May 31, 2001, for a total of 85 student contact days.

The billing rate will be \$40.00 per hour not to exceed the amount of \$20,400.00 for the contracted days indicated above.


The hours of interpreting service shall be from 10:45 a.m. to 11:45 a.m. and from 1:00 p.m. to 3:00 p.m. for a total of 3.0 hours per day not to exceed 510 hours for the contracted days indicated above.

ASI Professional Associates agrees to bill Moorhead Public Schools District #152 by the 25th of each month to be approved for payment at the next month's Board meeting, with payment being sent out that week. These bills should be faxed or mailed to Learner Support Services, attention, Deb Krupich.

It is understood and agreed that if either party chooses to withdraw from this contract, it will give at least a sixty (60) day written notice to the other party. Otherwise this agreement will remain in effect from September 8, 2000, through January 19, 2001.

Judie Lahlum \_\_\_\_\_  
Name

David G. Coons \_\_\_\_\_  
Name

  
Authorized Signature

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

Director, Learner Support Services \_\_\_\_\_  
Title

ASI Professional Associates, Sr. Partner \_\_\_\_\_  
Title

September 8, 2000 \_\_\_\_\_  
Date

September 8, 2000 \_\_\_\_\_  
Date

*An Equal Opportunity Employer*

*The mission of the Moorhead School District is to develop the maximum potential of every learner to thrive in a changing world.*

MEMO #: P.00.206

TO: Dr. Larry P. Nybladh, Superintendent  
FROM: Ron Melsen, Director of Human Resources  
DATE: October 3, 2000  
RE: Agreement with Connections for 2000 School Year

Attached please find a copy of the agreement made between Moorhead Public Schools and Connections of Moorhead Incorporated for the 2000-01 school year for Fallon Zebley.

The agreement is for October 2, 2000 until December 29, 2000. Total cost for the contract including vocational assessment, programming and transportation will not exceed \$3625.23 for the designated period. Technical assistance will be provided upon request from Independent School District #152.

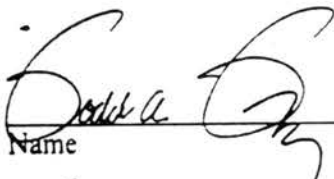
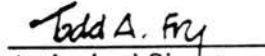
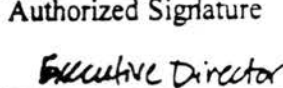
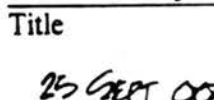
Connections will bill ISD #152 at the end of each month and will provide written copies of student progress reports quarterly.

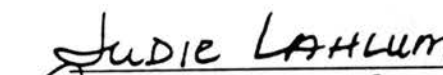

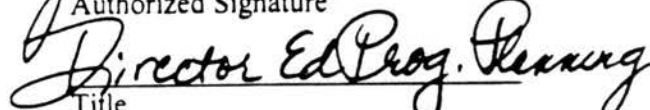
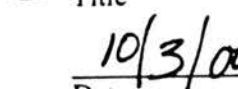
Suggested Resolution: Move to approve the agreement between Moorhead Public Schools and Connections in the amount not to exceed \$3625.23.

Connections of Moorhead Incorporated  
And  
Moorhead Independent School District  
Contractual Agreement For The 2000 School Year  
For Fallon Zebley

This contract entered into this 25<sup>th</sup> day of September, 2000, by and between Moorhead Independent School District #152 and Connections, a nonprofit corporation, witness that:

1. The term of this contractual agreement shall commence on the 2<sup>nd</sup> day of October 2000, and extend until December 29<sup>th</sup>, 2000. The agreed cost during the full term of the contract is as follows:
  - \$50.90 per day for vocational assessment and programming for a total of 61 days. This will not exceed the amount of \$3104.90 beginning October 2<sup>nd</sup>, 2000 and ending December 29<sup>th</sup>, 2000.
  - Transportation of the student to the Connections job site will be provided by Connections staff at a rate of \$8.53 per day. This will not exceed a total of \$520.33 for October 2<sup>nd</sup> through December 29<sup>th</sup>.
  - **Total cost of the contract**, for vocational assessment, programming, and transportation will not exceed **\$3625.23** for the period of time of October 2<sup>nd</sup> through December 29<sup>th</sup>.
  - Technical assistance will be provided upon request from Independent School District #152.
2. Connections agrees to bill Independent School District #152 at the end of each month and will provide Independent School District #152 with a written copy of the student progress reports quarterly.
3. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

  
Name  
  
Authorized Signature  
  
Title  
  
Date

  
Name  
  
Authorized Signature  
  
Title  
  
Date

MEMO #: P.00.207

TO: Dr. Larry P. Nybladh, Superintendent  
FROM: Ron Meisen, Director of Human Resources  
DATE: October 3, 2000  
RE: Agreement with Isign Interpreting

Attached please find a copy of the agreement made between Moorhead Public Schools and Isign Interpreting for services for a total of 173 student contact days.

The contract will be from September 5, 2000 until May 31, 2001. The rate will be \$25.00 per hour, not to exceed \$30,275.00 for the contracted days.

Isign Interpreting will bill Moorhead Public Schools by the 25th of each month to be approved for payment at the next month's Board meeting.

Suggested Resolution: Move to approve the agreement with Isign Interpreting for September 5, 2000 until May 31, 2001 for an amount not to exceed \$30,275.



# Moorhead Area Public Schools

## Independent School District 152

Townsite Centre • 810 4th Ave. S. • Moorhead, Minnesota 56560  
(218) 236-6400 • Fax: (218) 233-1610 • [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)

This agreement is made and entered into on this 5th day of September, 2000, by and between **Moorhead Public Schools District #152** and **Isign Interpreting (Cara Olmstead)**, witnesses that:

The term of this contract shall be from September 05, 2000, until May 31, 2001, for a total of 173 student contact days.

The billing rate will be \$25.00 per hour not to exceed the amount of \$30,275.00 for the contracted days indicated above.

The hours of interpreting service shall be seven hours per day not to exceed 1,211 hours for the contracted days indicated above.

Isign Interpreting agrees to bill Moorhead Public Schools District #152 by the 25th of each month to be approved for payment at the next month's Board meeting, with payment being sent out that week. These bills should be faxed or mailed to Special Services, attention, Deb Krupich.

It is understood and agreed that if either party chooses to withdraw from this contract, it will give at least a thirty (30) day written notice to the other party. Otherwise this agreement will remain in effect from September 05, 2000, through May 31, 2001.

Jessie M. Lakum  
Name

Jessie M. Lakum  
Authorized Signature

Director, Learner Support Services  
Title

9-5/00  
Date

Cara Olmstead  
Name

Cara Olmstead  
Authorized Signature

Sign Language Interpreter  
Title

9/5/00  
Date

An Equal Opportunity Employer

The mission of the Moorhead School District is to develop the maximum potential of every learner to thrive in a changing world.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 11, 2000  
PAGE 1

**MEMBERS PRESENT:** Jim Cummings, Lisa Erickson, Stacey Foss, Mark Gustafson, Anton B. Hastad, Carol A. Ladwig, Kristine Thompson, and Dr. Larry P. Nybladh.

**MEMBERS ABSENT:** None

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

**PREVIEW OF AGENDA:** Superintendent Nybladh recommended the agenda proceed as presented.

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

**MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:** None.

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

**Student Teacher Agreement** - Approve a student teacher contract with North Dakota State University for the 2000-2001 school year. For each full-time student teacher the school of education will pay to the district \$178.

**Grant** - Accept the \$26,788 Migrant Education grant. Funding will be utilized to continue the district's utilization of 1.00 FTE outreach worker (home-school liaison) to provide services to children and families on a referral basis.

**Contract Agreement** - Approve an agreement with Connections of Moorhead, Inc. in the amount not to exceed \$8,284 to provide vocational assessment programming and transportation.

**Change Orders** - Approve Fire Alarm Replacement - Change Orders No. 1 and 2, an increase of \$4,737.16.



**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 11, 2000  
PAGE 2**

Leases - Approve Townsite Centre Lease with Minnkota Health Project for \$3,780 beginning October 1, 2000 and continuing through March 31, 2001 and Voyager Lease with Women United for \$1,200 beginning September 1, 2000 and continuing through August 31, 2001.

Family Medical Leave

Heidi Fisher - Adaptive Phy. Ed Teacher, Jr. High, beginning on or about October 20, 2000 for six weeks pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.

Mindi Jensen - 2nd Grade Teacher, Riverside, .5 days, beginning August 27, 2000 through September 30, 2000 pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.

Mary Bonemeyer - Food Service Director, Townsite, beginning August 18, 2000 until October 6, 2000 pursuant to Article 8, Section 4 of the Supervisors' 2000-2002 Master Agreement.

Resignations

Tamra Kern - Paraprofessional, Sr. High, effective August 29, 2000.

Bernie Larson - Paraprofessional, Sr. High, effective immediately.

Revis Nelson - Paraprofessional, Sr. High, effective August 23, 2000.

Paula Heath - Paraprofessional, Washington, effective immediately.

Deb Jacobson - Paraprofessional, Washington, effective immediately.

Rehires

Claudia Araujo - Spanish Immersion Kindergarten Teacher, Probstfield, BA (3) \$28,770, effective August 29, 2000. (Replacing herself)

Jennifer Autumnstar - PI Teacher, BA +15 (1) \$28,040, for one year, effective August 29, 2000. (Replacing Colleen Morken)

Change in Contract

Karel Varriano - Paraprofessional, Riverside, B21(3) \$9.98, from 3.25 to 6.5 hours per day, effective August 29, 2000. (Replacing Connie O'Leary)

Rhonda Granzow - ECSE Paraprofessional, Riverside, B21 (2) \$9.83, from 3.5 hours to 6.5 hours, effective September 5, 2000. (Replacing Mary Jo Gaugler)

Georgia Gregoire - Receptionist, Sr. High, from A13 (2) to B21 (2), \$9.83 per hour, effective August 29, 2000. Position was reevaluated by Fox Lawson Associates.

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 11, 2000  
PAGE 3**

New Employees

Pat Wavra - MSMI Paraprofessional, Sr. High. B21 (0-2) \$9.83 per hour. 6.5 hours daily. effective August 29, 2000. (Replacing Robyn Berg)

Jane Hennen - EBD Paraprofessional, Jr. High. B21(0-2) \$9.83 per hour. 6.5 hours daily. effective August 29, 2000. (Replacing Russ Hest)

Juan Ball - Paraprofessional, RRALC. B21 (0-2) \$9.83 per hour. 6.5 hours daily. effective August 29, 2000. (Replacing Joanne Gomez)

Pat Frahm - EBD Paraprofessional, Sr. High. B21 (6) \$10.43 per hour. 6.5 hours daily. effective August 30, 2000. (Replacing Revis Nelson)

Jason Gruenhagen - EBD Paraprofessional, Outreach. B21 (0-2) \$9.83 per hour. 6.5 hours daily. effective August 29, 2000. (Replacing Nate Lindgren)

Tracey Wahl - 2nd Cook, Jr. High. A13 (5) \$10.44 per hour. 6.5 hours daily. effective September 5, 2000. (Replacing Clare Berntson)

Claudia Schorno - ECSE Paraprofessional, Probstfield. B21 (0-2) \$9.83 per hour. 6.5 hours daily. effective August 29, 2000. (Replace Steve Oswald)

Susan Zoerner - ECSE Paraprofessional, Edison. B21 (0-2) \$9.83 per hour. 3.25 hours daily. effective August 29, 2000. (Replace Liz Marts)

Tammy Rasmussen - Food Server, Jr. High. \$6.20 per hour. 2.75 hours daily. effective September 5, 2000. (Replacing Becky Hoft)

Travis Vandal - Custodian, Edison. A13 (0-2) \$9.54 per hour. 8 hours daily. effective September 1, 2000. (Replacing Virginia Ingebretsen)

Luann Tack - MSMI Paraprofessional, Sr. High. B21 (0-2) \$9.83 per hour. 6.5 hours daily. effective September 5th, 2000. (Replacing Tamara Kern)

Patricia Noon - EBD Paraprofessional, Sr. High. B21 (3) \$9.98 per hour. 6.5 hours daily. effective September 5, 2000. (Replacing Sandy Mathew)

Anne Schneider - Health Tech, St. Joseph's. B21 (0-2) \$9.83. effective September 6, 2000. (Replacing Geneva Schwab)

Gary Branden - MSMI Paraprofessional, Sr. High. B21 (0-2) \$9.83 per hour. 6.5 hours daily. effective September 6, 2000. (Replacing Katie Olson)

Ramona Greene - Food Server, Jr. High. \$6.20 per hour. 2.75 hours per day, effective September 7, 2000. (Replacing Judy Anderson)

Dan Bjerke - Custodian, Sr. High. A12 (3). \$9.41 per hour. 8 hours daily. effective September 11, 2000. (Replacing Jason Bergman)

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 11, 2000  
PAGE 4

Chad Wick - Hall Monitor, Jr. High, B21 (0-2) \$9.83 per hour, 3.5 hours daily, effective September 5th (Replacing Quentin Vandal)

Monty Sveen - POHI Paraprofessional, Sr. High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective September 18, 2000. (Replacing Bernie Larson)

Jo Anne Miller - Food Server, Sr. High, \$6.20 per hour, 2.25 hours per day, effective September 7, 2000. (Replacing Deanna Love)

Minutes - Approval of the August 14 and August 28, 2000 meeting minutes as presented.

Claims - Approve the September Claims, subject to audit, in the amount of \$989,628.09.

General Fund:	\$556,945.21
Food Service:	22,753.03
Transportation:	140,513.73
Community Service:	12,938.07
Capital Expenditure	256,050.05
Townsite Centre:	428.00
TOTAL	\$989,628.09

Motion carried 7-0.

**COMMITTEE REPORTS:** A brief report was heard regarding the Clay County Joint Powers Collaborative September meeting.

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

**Program/Grade Configuration/Facility Study** - Dr. Roger Worner, educational systems consultant, provided a presentation detailing his professional approach to conducting school district organizational structure studies.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 11, 2000  
PAGE 5

**STADIUM NAME:** Gustafson moved, seconded by Ladwig, to approve the Moorhead High Stadium Committee's recommendation to award Mr. Ron Offutt, a major contributor, the right to select a name for the newly constructed stadium on the campus of the Moorhead Senior High School. The Board reserves the right of refusal if the name that is selected by Mr. Offutt cannot be agreed upon by the Board. Motion carried 7-0.

**GRADES K-6 BUILDING PROFILES AND DISTRICT DATA:** Kovash reviewed the profiles and district data.

**SCHOOL YEAR OPENING:** Kovash reviewed opening day enrollment figures and general information.

The meeting recessed at 9:14 p.m.; the Chair reconvened the meeting at 9:21 p.m.

**STAFF DEVELOPMENT REPORT:** Ladwig moved, seconded by Thompson, to accept the 1999-2000 staff development report as presented and direct administration to forward a copy to the Minnesota Department of Children, Families and Learning. Motion carried 7-0.

**CLASS-SIZE REDUCTION APPLICATION:** Cummings moved, seconded by Gustafson, to approve the Class-Size Reduction Application and submit the application to the Department of Children, Families and Learning for the 2000-2001 school year. Motion carried 7-0.

**CLASS-SIZE REDUCTION FUNDING:** Hastad moved, seconded by Erickson, to approve the \$11 per adjusted marginal cost pupil units set aside funds for the 2000-2001 school year to be used for funding class-size reduction. Motion carried 6-1; Thompson dissenting.

**SCHOOL BOARD GOALS:** Foss reviewed the names of Board members appointed to work on goal areas of the 2000-2001 Board Goals.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Foss reminded Board members of the September 14th MSBA Fall Area meeting in Pelican Rapids.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 11, 2000  
PAGE 6

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:54 am.

---

Carol Ladwig, Clerk

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 25, 2000  
PAGE 1

**MEMBERS PRESENT:** Jim Cummings, Lisa Erickson, Stacey Foss, Mark Gustafson, Anton B. Hastad, Carol A. Ladwig, Kristine Thompson, and Dr. Larry P. Nybladh.

**MEMBERS ABSENT:** None

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

**PREVIEW OF AGENDA:** Superintendent Nybladh recommended the agenda proceed as presented with minor revisions.

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

**WE ARE PROUD:**

\*\*\* We Are Proud of Brett McMillan, Josh Sundby, Kevin Boerner, Brandon Poitra, Josh Van Raden, Julian Dahlquist, Billy Yellowbird, Lindsey Marcy, Hong Nguyen, and Kristen Erickson who had artwork published in the July-August 2000 issue of the *Minnesota School Boards Association Journal*. The students were seventh- or eighth-graders last spring when they completed the artwork under the direction of Deb Knutson, Moorhead Junior High art teacher.

Brandon Poitra's artwork is a pastel drawing. The pieces done by Brett McMillan, Kristen Erickson, Josh Sundby, Hong Nguyen, and Kevin Boerner are hand-colored prints. A photograph was taken of raku pottery done by Josh Van Raden, Julian Dahlquist, Billy Yellowbird, and Lindsey Marcy.

**MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:** Junior High Principal Colleen Tupper introduced the new assistant principal, David Lawrence and highlighted his work experience and education.

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

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 25, 2000  
PAGE 2**

Gifts - Accept the \$1,922.96 donation from the Washington Parent Teacher Advisory Committee to assist in purchasing Scholastic software at Washington School and the donations from the following community organizations for the All-Staff Breakfast held on August 30: Wells Fargo Bank - paper napkins and cups. Hornbachers - six large cans of coffee. SunMart - 800 paper plates. American Crystal - paper napkins and cups. Elementary Avenue - posters and decorations made by children attending the daycare. U.S. Army Recruiting - rolls, fruit and services of caterer at a cost of \$2,300, and Partners in Learning through ECFE/ABE - table decorations.

Paraprofessional Positions - Approve 3 FTE special education paraprofessional positions for the 2000-2001 school year. All positions will be funded with federal funds for salary and benefits.

Grants - Accept the Moorhead Healthy Community Initiative grant award for \$41,546.72 for after-school activities at the Junior High, Robert Asp, Washington, Riverside, Probstfield, Edison, and Red River Area Learning Center. Also accepted the Department of Children, Families and Learning grant for Education for Homeless Children and Youth in the amount of \$20,000. Funding will be used for social work services and a home-school liaison.

Change Orders - Approve Change Orders No. 24-28 for an increase of \$1,432.

New Employees

Jean Fischer - Title I Paraprofessional, Junior High, B21 (0-2) \$9.83 per hour, 5 hours daily, effective September 13, 2000. (Replace Michael Benson)

Leslie McCollum - Paraprofessional, RRALC, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective September 5, 2000. (Replace Lisa Timm)

Dolores Morse - Paraprofessional, RRALC, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective September 5, 2000. (Replace Pauline Alba)

Michele Hoeft - Paraprofessional, Probstfield, B21 (0-2) \$9.83 per hour, 6.5 hour daily, effective September 18, 2000. (Replace Pam Bakke)

Jeremy Grant - Night Custodian, Senior High, A12 (0-2) \$9.26 per hour, 8 hours daily, effective September 25, 2000. (Replace Jeff Possehl)

Clara Zurn - Food Service, Senior High, \$6.20 per hour, 2.75 hours daily, effective September 18, 2000. (Replace JoAnn Miller)



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 25, 2000  
PAGE 3

Resignations

JoAnn Miller - Food Server, Moorhead Senior High, effective September 15, 2000.  
Pam Bakke - Paraprofessional, Probstfield Elementary, effective September 6, 2000.  
Erika Cantu - Paraprofessional, Washington Elementary, effective immediately.  
Heather Skaro - Paraprofessional, Moorhead Senior High, effective September 7, 2000.

Family Medical Leave

JoAnn Painter - Paraprofessional, Probstfield, to begin on September 25, 2000 for two to three weeks pursuant to Article VIII, Section 3 of the Paraprofessionals Contract.

Change in Contract

Michael Benson - Title I Paraprofessional, Junior High, to .50 FTE Teacher, BA (0) \$12,935.00, Edison Elementary, effective for the 2000-2001 school year. (Replace three (3) Mary Ann Jasken, Stephanie Budish and Colleen Hillstad)

Motion carried 7-0.

**COMMITTEE REPORTS:** Brief reports were heard regarding the following committees: District Student Staff Assistance, Policy Review, Instruction and Curriculum Advisory, Safety, Interagency Early Intervention (Open House), Staff Development, Moorhead Healthy Community Initiative, Superintendent's Advisory, and MSBA Legislative Forum.

**GRADES 7-12 BUILDING PROFILES AND DISTRICT DATA:** Kovash reviewed the profiles and district data.

**1999-2000 ANNUAL REPORT ON CURRICULUM, INSTRUCTION AND STUDENT PERFORMANCE:** Ladwig moved, seconded by Hastad, to direct administration to print the final copy of the 1999-2000 Annual Report on Curriculum, Instruction and Student Performance and send to the Minnesota Department of Children, Families and Learning by October 15, 2000 for the purpose of mailing to district households. Motion carried 7-0.

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 25, 2000  
PAGE 4**

**FIRST READING OF POLICIES:** The Board conducted a first reading of the following policies: Extended Day Supervision (IICA) and Evaluation of Licensed Personnel (GCNC).

**2000 AID ANTICIPATION CERTIFICATES:** Gustafson moved, seconded by Erickson, to approve the sale of aid anticipation certificates to CIBC World Markets, in the amount of \$3,800,000, bearing an interest rate of 4.4195 percent. Motion carried 7-0.

**ROGER WORNER ASSOCIATES PROPOSAL FOR RESTRUCTURING STUDY:** Gustafson moved, seconded by Cummings, to approve the Organizational Study Proposal/Agreement with Dr. Roger Worner, Roger Worner Associates, for consultive services for the purpose of conducting an organizational study of the Moorhead Area Public School District at a cost of \$11,000 plus approved expenses. Motion carried 7-0.

**PROPOSED LEVY FOR 2000 PAYABLE 2001:** Ladwig moved, seconded by Thompson, to certify the "maximum" for the 2000 payable 2001 proposed levy. Motion carried 7-0.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Thompson noted that the MSBA deadline to receive legislative platform resolutions. The Board discussed a list of possible initiatives. She will work with the Chair and Superintendent about submitting those with Board consensus.

**CLOSE PUBLIC MEETING:** Thompson moved, seconded by Foss, to close the public meeting at 9:09 p.m., pursuant to M.S. 471.705 for the purpose of discussing negotiations strategies. Motion carried 7-0.

The meeting recessed at 9:10 p.m.; the Chair reconvened the meeting at 9:20 p.m.

**OPEN PUBLIC MEETING:** Ladwig moved, seconded by Cummings, to reopen the public meeting at 10:30 p.m. Motion carried 7-0.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
SEPTEMBER 25, 2000  
PAGE 5

ADJOURNMENT: Hearing no objections, the meeting adjourned at 10:31 p.m.

---

Carol Ladwig, Clerk

**MEMO #:** I-01-072



**TO:** Dr. Larry Nybladh  
**FROM:** Lynne Kovash  
**SUBJECT:** 2000 Summer Programming  
**DATE:** October 3, 2000

Scott Matheson from the Summer Migrant Program; Jackie Migler from Extended School Year; Sarah King from EXCEL, and Deb Pender from Alternative & Secondary Summer programs will update and dialogue with the school board regarding the 2000 summer programs

LAK/smw

MEMO #: I-01-069



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: 99-00 Annual Report on Curriculum, Instruction and Student Performance  
DATE: October 2, 2000

At the September 25, 2000, School Board meeting, the printing of the 1999-2000 Annual Report on Curriculum, Instruction and Student Performance was approved. We have now completed printing of the report. The final report will be distributed at the October 9 meeting of the school board.

**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 two copies to the Department of Children, Families and Learning.

LAK/smw

**MEMO #:** I-01-068



**TO:** Dr. Larry Nybladh

**FROM:** Lynne Kovash *LK*

**SUBJECT:** Enrollment figures

**DATE:** October 2, 2000

Attached are the October 2, 2000 enrollment figures. The enrollment numbers are collected from each of the schools by telephone the first day of the month. The October 2 figures reflect the enrollment number that is reported to the Department of Children, Families and Learning.

A monthly enrollment chart and a chart referring to pupil units have been attached for your information.

LAK/smw  
Attachment

MOORHEAD PUBLIC SCHOOLS  
10-2-00

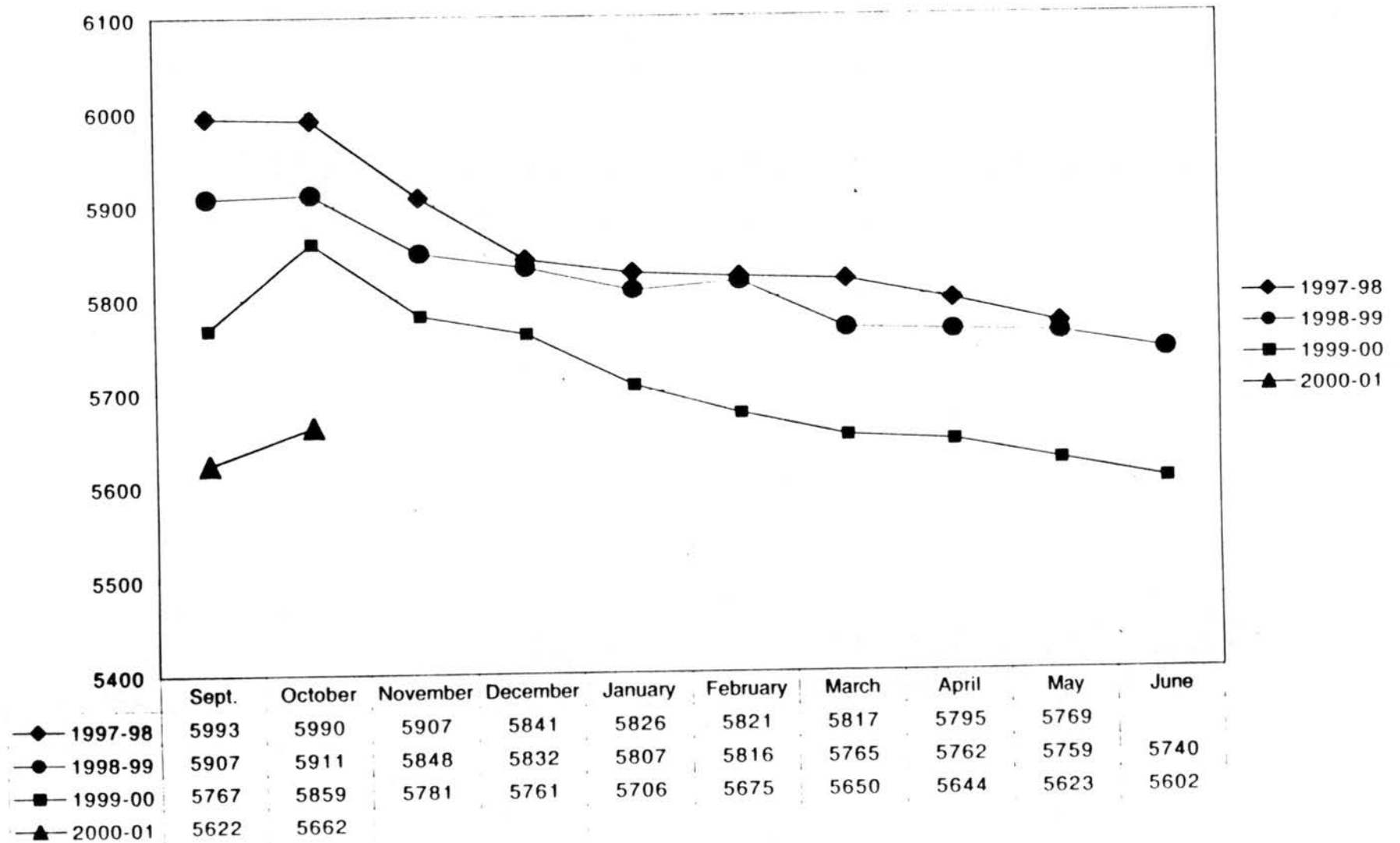
Target	20	21	25	27	29	29	30	
SCHOOL BUILDING	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Self TOTALS
	21	19 18	17	25 25	26 26	30 29	28 29	
	20	21 17	17	25 25	25 27	31		543
	21	17						539
EDISON	102	86	100	104	90	57		
	21	21 22	21	21	24 25	24 25	28 29	
	21	21 21		25 25	25 26	28 29		
Immersion	22	22 21	19	26 25	25			645
PROBSTFIELD	128	125	150	125	114			642
	22	22 19	19	20 21	22 23	27 29	30 29	
	18		16	24				
Multi Age			9 11					362
RIVERSIDE	62	63	52	69	56	59	13	374
	21	19 19	20	24 26	28 28	27 27		
full day	22	20		25	27 27	27 25		
Multi Age	20	20	10 12	27	25			
Multi Age	20		10 13					
Multi Age			10 13					592
WASHINGTON	122	89	113	137	131			592
Average class	21.8	19.1	24.4	26	27.9	28.8	29.8	789
ROBERT ASP						344	444	788
RRALC							3	3
TOTAL BY								2933
GRADE	414	363	415	435	391	460	447 13	2938
ELEMENTARY PRESCHOOL								58
TOTAL ELEMENTARY (INCLUDING PRESCHOOL AND SPECIAL EDUCATION)								2996
	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11	GRADE 12		
MOORHEAD								856
JUNIOR HIGH	424	431					1	856
MOORHEAD								1725
SENIOR HIGH			435	436	419	411	27	1728
RRALC	11	23	27	24	9	9		103
OUTREACH	1	4	6	3	2	0		16
DET/SHELTER	0	2	5	9	3	2		21
								5622
TOTAL KINDERGARTEN THROUGH GRADE 12 (INCLUDING SPECIAL ED)								5662
TOTAL PRESCHOOL THROUGH GRADE 12 (INCLUDING SPECIAL ED)								5720
SPECIAL EDUCATION CHILD COUNT								1081

Numbers in italics in column indicate September 5, 2000 totals.

Self = Self Contained



# Monthly Enrollment



# Enrollment - Units to date

Month	Sept. 5, 2000	Oct. 2, 2000	Nov. 1, 2000	Dec. 1, 2000	Jan. 3, 2001	Feb. 1, 2001	Mar. 1, 2001	Apr. 1, 2001	May 1, 2001
Kindergarten	421	418							
Grades 1-3	1205	1218							
Grades 4-6	1307	1302							
Grades 7-12	2689	2724							
Enrollment	5622	5662	0	0	0	0	0	0	0
Units									
Kindergarten	234.50	232.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grades 1-3	1343.58	1358.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grades 4-6	1385.42	1380.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grades 7-12	3495.70	3541.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adj-ECSE	13	13	13	13	13	13	13	13	13
Adj YES	90	90	90	90	90	90	90	90	90
Adj PSEO	100	100	100	100	100	100	100	100	100
Adj over 21	7	7	7	7	7	7	7	7	7
Adj part time	8	8	8	8	8	8	8	8	8
Units	6447.192	6500.216							
Ave Units to date		6473.704							

MEMO #: I-01-063



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Major Magnitude Field Trip  
DATE: October 2, 2000

Attached is information regarding the following proposed Major Magnitude Field Trips:

Senior High Band students will attend a performance of "Oklahoma" at the Chanhassen Dinner Theater, December 8 and 9, 2000. The graduation standard "Literature and Arts Analysis and Interpretation - Music is a basis for part of this trip. Students are required to complete a concert critique after the performance.

Members of the Moorhead Senior High Symphony Orchestra will attend the music festival in Chicago, April 20-22. The festival would include a performance for competition and ratings and an on-stage clinic by nationally recognized music educators. At the Region 8AA large ensemble festival in Detroit Lakes last spring, the Symphony Orchestra's performance was ranked no more than a few points from a perfect score by any of the judges. The group could greatly benefit from participation in a competitive festival at the national level, both for the judges' comments and for the chance to hear the other string groups that will participate. The trip will also include the students attending a professional symphonic performance in the Chicago area. All of this will relate directly to the course content of the class and to the graduation standards, both as arts creation and performance and arts analysis and interpretation.

Junior High students will travel to Washington D.C. on April 7-10, 2000. The purpose of this trip is to provide a highly motivated historical and cultural learning experience for students. Students will tour many of the most historical sites in American and World history: U.S. Capitol, Holocaust Museum, Arlington National Cemetery, Mount Vernon, Smithsonian Complex, and much more in passing. All educational components of the student travel program are supervised by a team of curriculum experts. The goal of this enjoyable tour is to motivate students through experiential education and to provide them with learning opportunities that help them understand the significant history of our country.

**SUGGESTED RESOLUTION:** Move to approve the Senior High Band to go to "Oklahoma" December 8 and 9, 2000, Senior High Symphony Orchestra to attend the Music Festival in Chicago, April 20-22, 2000, and Junior High students to travel to Washington D.C. April 7-10, 2000.

LAK/smw  
Attachment



## Major Magnitude Field Trip Request Moorhead Area Public Schools

Date of Request: Sept 8, 2000

Date Presented to Board: Oct. 9, 2000

Brief description of trip Observe the performance of "Oklahoma" at the Chanhassen Dinner Theater

Staff Member, Coach or Advisor: Doug Engstrom

Curricular or Co curricular Trip: Curricular

The educational purpose of the trip (how the trip is related to the activity and to the course content and graduation standards): This is an opportunity for Moorhead students to attend a professional musical. The graduation standard "Literature and Arts Analysis and Interpretation - Music" is a basis for part of this trip. Students are required to complete a concert critique after the performance.

Date (s) of the Trip: December 8 & 9

Itinerary (include times, overnight accommodations, phone numbers etc.)  
Attached in parent letter

Number of school days involved: There are no school days involved, this is a weekend trip.

Mode of transportation: Coach bus

Director of transportation notified: Yes

Approximate number of students involved: 100

Housing plans: Bloomington Marriott

Approximate individual and district costs: Student \$75 Adult \$90

Plans for funding or fund raising for the trip: Coupon book sales, car wash, magazine sales

Accommodation plans for any student with IEP/504 plan: Arrangements will be made as appropriate

Plans for parental notification and approval: Letter attached

Other adults attending: Parents are invited to attend

Staff member signature

Approval signature principal or supervisor

Approval signature Assistant Superintendent



# Moorhead Senior High School Instrumental Music

Douglas C. Engstrom, Director  
2300 4th Avenue South  
Moorhead, MN 56560  
(218) 299-6328

September 15, 2000

Dear Parents of Guardians:

The Moorhead High School Band is offering students the opportunity to attend a performance of "Oklahoma" at the Chanhassen Dinner Theater.

The cost of the trip will be \$75.00 per student and \$90.00 per adult. The difference resulting in quad occupancy for the students and double occupancy for the adults. This amount includes deluxe coach transportation, accommodations at the Bloomington Marriott (adjacent to the Mall of America), a ticket to the performance, and dinner at the theater. Students can pay for the trip using their band accounts or by check payable to Moorhead High School Band. A \$25.00 non-refundable deposit is due by Friday, October 6th, to secure seating at the theater.

A preliminary itinerary is outlined below.

Friday, December 8th	1:00pm	Departure for Minneapolis
	5:00pm	Arrival and check-in procedure
	11:45pm	Student room check
Saturday, December 9th	10:30am	Check-out and departure
	11:00am	Lunch at Chanhassen Main Theater
	1:00pm	"Oklahoma" - Chanhassen Main Theater
	4:00pm	Approximate departure time
	6:00pm	Fast food en-route
	8:15pm	Approximate arrival time at Moorhead High

\*\*\*\*\*Students are reminded to bring appropriate attire for the theater.\*\*\*\*\*

Moorhead High School Bands hold very high standards of conduct and behavior.  
Students will be expected at all times to adhere to these standards.

Thank you,

Douglas C. Engstrom

## **THINGS TO REMEMBER:**

**THE MOORHEAD AND MINNESOTA STATE HIGH SCHOOL LEAGUE RULES** concerning the use of alcohol, tobacco, and mood-altering chemicals will be strictly enforced. Violation of these rules will result in an immediate telephone conference with parent(s)/guardian(s). Measures appropriate to the offense will be taken. This will include the return of the student to Moorhead via public transportation or by the parents(s)/guardian(s). Other actions may include isolation of that student from the rest of the group and/or legal action.

**ROOM ASSIGNMENTS** will be made in advance and are not to be changed unless authorized to do so by a chaperone. After bed check, no student is to leave his or her room for any reason unless he or she has received permission to do so. Moorhead High School students are not allowed to enter rooms outside of our "block," nor will the students be permitted to invite outsiders into MHS rooms.

**OUR SCHEDULE** is not a demanding one! We have plenty of time to get from one place to the next; therefore, tardiness will not be accepted. Be on time (if not early) for each event on this trip.

**ADDITIONAL CHARGES** to your room will be your responsibility.

**DRESS** for travel in comfortable clothes. Please remember that you are representing Moorhead High School. Please **DRESS UP** for the dinner theatre!

**ENJOY** yourself on this trip. You deserve it. Please remember to conduct yourself in a manner that will leave a positive memory for those around you, chaperones included!

**ALL OF THE RULES** as listed, and those found in the MHS handbook, are to ensure that we have a safe and enjoyable trip. I do not expect any problems, nor should we have any. Please remember that if you are in the company of someone who is breaking a rule, you are just as much to blame as they are.

.....

**Minneapolis Airport Marriott**  
2020 East 79th St  
Bloomington, MN  
(612) 854-7441

**Doug Engstrom**  
Cell # (701-238-5634)

**Chanhassen Dinner Theatre**  
501 West 78th St  
Chanhassen, MN  
(612) 934-1500



## Major Magnitude Field Trip Request Moorhead Area Public Schools

Date of Request: Sept 7, 2000

Date Presented to Board: Oct. 9, 2000

Brief description of trip Participation in a competitive music festival in Chicago

Staff Member, Coach or Advisor: Tim Nelson

Curricular or Co curricular Trip: Curricular

The educational purpose of the trip (how the trip is related to the activity and to the course content and graduation standards): See attached letter. Students will also complete a concert critique form after observing a professional performance

Date (s) of the Trip: April 20 - 22

Itinerary (include times, overnight accommodations, phone numbers etc.)  
All itineary will be completed after approval of the board. The trip is being arranged through Gateway Music Festivals and Tours

Number of school days involved: Friday, April 20 - one day only.

Mode of transportation: Coach bus

Director of transportation notified:

Approximate number of students involved: 38

Housing plans: Gateway will be arranging the housing plans - this company has been used for other trips by the music department

Approximate individual and district costs: \$495 per student

Plans for funding or fund raising for the trip: Candy sales and donations at performances (Apollo Strings or small group performances)

Accommodation plans for any student with IEP/504 plan: Arrangements will be made as appropriate



Plans for parental notification and approval: A detailed letter will go out to parents after approval from the board

Other adults attending: 12 adults may attend the trip

Staff member signature

Approval signature principal or supervisor

Approval signature Assistant Superintendent

TO:

From: Timothy H. Nelson

RE: Gateway Music Festival

I am seeking board approval for the Moorhead Senior High School Symphony Orchestra to travel to Chicago, Illinois to participate in the Gateway Chicago Music Festival.

The festival would include a performance for competition and ratings and an on-stage clinic by nationally recognized music educators. At the Region 8AA large ensemble festival in Detroit Lakes last spring, the Symphony Orchestra's performance was ranked no more than a few points from a perfect score by any of the judges. The group could greatly benefit from participation in a competitive festival at the national level, both for the judges comments and for the chance to hear the other string groups that will participate. The trip will also include the students attending a professional symphonic performance in the Chicago area. All of this will relate directly to the course content of the class and to the graduation standards, both as arts creation and performance and arts analysis and interpretation.

The actual competitive performance takes place on April 21st at Elgin Community College, some sightseeing can be arranged around that performance.

The trip would involve only one school day; Friday, April 20th.

There are 38 students who are members of the Symphony Orchestra, all would be involved in this trip.

All hotel and motor coach arrangements will be handled by Gateway Music Festivals & Tours, Inc.

The cost of the trip will be paid by the individual participants. The projected cost of the trip is \$495.00 per participant. Student fundraising projects will include candy sales and paid performance opportunities.

Thank you for your consideration of this matter.

MOORHEAD HIGH SCHOOL  
OVERNITE ACTIVITY TRIP

Date 9/7/00 Code \_\_\_\_\_

Staff Member, Coach, or Advisor TIM NELSON

Purpose of trip TO PARTICIPATE IN COMPETITIVE  
MUSIC FESTIVAL

Date(s) of trip APRIL 20-22 Departure Time \_\_\_\_\_

Destination CHICAGO - IL.

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

See Attached

Director of transportation notified \_\_\_\_\_ Mode of travel B.S.

List of students attached--and supplies to attendance \_\_\_\_\_

Other people going along who are not students of staff  
members \_\_\_\_\_

In case of my absence on the day of the trip, the field trip  
should be cancelled. Yes NO Comment \_\_\_\_\_

List of special needs for students \_\_\_\_\_

Tim Nelson  
Staff Member Signature

Tom Bayle  
Principal Signature



## Major Magnitude Field Trip Request Moorhead Area Public Schools

Date of Request: 10/02/00

Date Presented to Board: 10/09/00

Brief description of trip: Educational Tour of Washington, D.C.

Staff Member, Coach or Advisor: Leslie Keplinger

Curricular or Co curricular Trip: Co-curricular

The educational purpose of the trip (how the trip is related to the activity and to the course content and graduation standards): At some point in a student's school career, they will have to study history. This trip about anything would be most educational and memorable lesson they would ever experience.

Date (s) of the Trip: April 7-10, 2001

Itinerary (include times, overnight accommodations, phone numbers etc.) will be provided by American Student Travel when plans are confirmed.

Number of school days involved: 2 days (Monday April 9<sup>th</sup> & Tuesday April 10<sup>th</sup>)

Mode of transportation: Airplane      Director of transportation notified: American Student Travel

Approximate number of students involved: 35 students

Housing plans: Provided in travel package

Approximate individual and district costs: Individual cost is \$723.00

Plans for funding or fund raising for the trip: Family of the student is responsible for the cost.

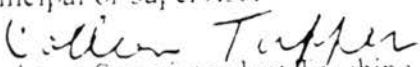
Accommodation plans for any student with IEP/504 plan: Accommodations are in place by law for handicapped students.

Plans for parental notification and approval: A letter will be sent home with the students and returned with parental approval.

Other adults attending: Chaperones and possibly parents.

Staff member signature 

Approval signature principal or supervisor

  
Approval signature Assistant Superintendent Teaching and Learning

To : Members of the School Board and Lynn Kovash

Re: Spring Trip to Washington D.C.

From: Leslie Keplin

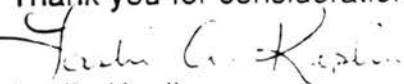
Date: September 14, 2000

Once again the Moorhead Junior High is seeking approval for a trip to Washington, D.C., which 25-40 students will attend. Teachers and students will be traveling with American Student Travel, a company who specializes in Washington, D.C., trips. The ratio of chaperones to students is 10:1. This will be the fifth trip to Washington, D.C., and is a memorable one for those who have participated in the past. This trip does adhere to all the rules the Moorhead School Board has set for guidelines of major magnitude school trips.

The purpose of this trip is to provide a highly motivated historical and cultural learning experience for students. Students will tour the most understanding historical sites in American and World history: U.S. Capitol, Holocaust Museum, Arlington National Cemetery, Mount Vernon, Smithsonian Complex, and much more in passing. All educational components of the student travel program are supervised by a team of curriculum experts. The goal of this enjoyable tour is to motivate students through experiential education and to provide them with learning opportunities that help them understand the significant history of our country.

We will depart from Fargo on Saturday, April 7, and arrive back into Fargo on Tuesday, April 10, 2000. The cost of the trip is \$903.00, and is solely funded by the family of the student attending. No sponsored fundraising will take place in finding money to participate. If possible, can you please incorporate this into the school board agenda as soon as possible? This will allow for students and their families to have a sufficient amount of time to arrange for the trip.

Thank you for consideration in this matter,



Leslie Keplin

Social Studies - Junior High

MEMO #: B01036



To: Dr. Nybladh  
From: Beth Astrup *BA*  
Subject: Year End Financial Information  
Date: October 5, 2000

Attached is the preliminary year end financial information. Eide Bailly will present the audit report in its entirety at the November 6, 2000 School Board meeting. The Comprehensive Annual Financial Report will show the Transportation and Capital Outlay accounts as part of the General Fund. The District continues to maintain the Transportation and Capital Funds for budget and accounting purposes.

The General Fund Balance of \$4,368,940 is approximately 12.5% of the current year's expenditure budget. The \$840,201 decrease represents a 16% drop in fund balance. Maintaining a fund balance of 10-15% of the annual is expenditures budget makes it possible for the District to cash flow through the months of December and January when state aid payments normally lag. It also provides a cushion for unpredicted, extraordinary expenditures that may occur.

The audit report will break out the various reserve or dedicated amounts within the general fund balance. I would ask you to pay particular attention to what has occurred in the past year relative to fund balance designated for post employment benefits. Last year the amount was \$746,205. With the 29% increase in the health insurance rates and the large number of teachers that retired last year, this number has now become approximately \$1,500,000.

The Food Service Fund Balance decreased \$172,137. The decrease represents the investment by the Food Service Fund in the renovation of the kitchen at Washington School.

The Community Service Fund Balance decreased \$128,427 or approximately 29% over the previous year. The fund balance is approximately 23% of the annual expenditure budget.

The Capital Outlay Fund Balance fell to a negative \$3,473,623. The current annual operating plan reflects the plan to bring the Fund Balance back to a positive figure by the 2003 fiscal year.

INDEPENDENT SCHOOL DISTRICT #152  
Preliminary 1999-00 Year End Balances

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>General Fund:</b>			
Revenues	\$34,762,500	\$35,107,326	\$344,826
Expenditures	\$35,716,489	\$35,947,527	(\$231,038)
Ending Fund Balance	\$4,255,152	<b>\$4,368,940</b>	\$113,788
Prior Year Ending Fund Balance		<b>\$5,209,141</b>	
<b>Food Service Fund:</b>			
Revenues	\$1,339,090	\$1,269,230	(\$69,860)
Expenditures	\$1,491,390	\$1,441,367	\$50,023
Ending Fund Balance	\$225,709	<b>\$205,872</b>	(\$19,837)
Prior Year Ending Fund Balance		<b>\$378,009</b>	
<b>Transportation Fund:</b>			
Revenues	\$2,268,300	\$2,168,011	(\$100,289)
Expenditures	\$2,247,910	\$2,275,266	(\$27,356)
Ending Fund Balance	\$439,415	<b>\$311,770</b>	(\$127,645)
Prior Year Ending Fund Balance		<b>\$419,025</b>	
<b>Community Service Fund:</b>			
Revenues	\$1,323,940	\$1,226,927	(\$97,013)
Expenditures	\$1,600,879	\$1,355,354	\$245,525
Ending Fund Balance	\$165,570	<b>\$314,082</b>	\$148,512
Prior Year Ending Fund Balance		<b>\$442,509</b>	
<b>Capital Outlay Fund:</b>			
Revenues	\$3,653,420	\$3,667,302	\$13,882
Expenditures	\$5,497,740	\$5,377,634	\$120,106
Ending Fund Balance	(\$3,607,611)	<b>(\$3,473,623)</b>	\$133,988
Prior Year Ending Fund Balance		<b>(\$1,763,291)</b>	
<b>Debt Service Fund:</b>			
Revenues	\$1,101,570	\$1,122,324	\$20,754
Expenditures	\$1,140,280	\$1,144,052	(\$3,772)
Ending Fund Balance	\$5,273,358	<b>\$5,290,340</b>	\$16,982
Prior Year Ending Fund Balance		<b>\$5,312,068</b>	
<b>Enterprise Fund:</b>			
Revenues	\$373,900	\$404,046	\$30,146
Expenditures	\$345,730	\$355,921	(\$10,191)
Ending Fund Balance	(\$587,493)	<b>(\$567,538)</b>	\$19,955
Beginning Fund Balance		<b>(\$615,663)</b>	



**MEMO #:** I-01-067



**TO:** Dr. Larry Nybladh  
**FROM:** Lynne Kovash  
**SUBJECT:** Building Profiles Acceptance  
**DATE:** October 2, 2000

Enclosed with the agenda are final copies of the Building and District Profiles for the five-year period from 1995-1996 through 1999-2000.

**SUGGESTED RESOLUTION:** Move to accept the Building and District Profiles for 1995 -1996 through 1999-2000 as presented and direct administration to share them with staff and public as appropriate.

LAK/smw  
Enclosure

**MEMO #: S-01-034**

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent *LPN*

DATE: October 2, 2000

RE: Approval of Policy

Attached please find the policy, Evaluation of Licensed Personnel (GCNC).

Suggested Resolution: Move to approve the policy, Evaluation of Licensed Personnel (GCNC), as presented.

:mde

Attachment

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: GCNC

DATE ADOPTED:

EVALUATION OF LICENSED PERSONNEL

The Moorhead School Board believes that a strong relationship exists between the quality of education afforded students and the competency of professional personnel employed by the school system. The Board attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. The Board regards a personnel evaluation plan as a critical and essential part of professional growth.

The primary purpose of professional evaluation is to improve the instructional program for all students by assisting teachers and other licensed personnel to improve and to gain greater competence in their profession. To be most effective, the evaluation plan should be:

- Viewed as a positive process designed to indicate the present effectiveness of the employee and to provide a performance improvement plan if needed
- Designed to facilitate open dialogue between the evaluator and the person evaluated and directed toward improving employee performance and promoting career development.

It shall be the responsibility of the Superintendent and/or his or her designee to establish specific procedures which comply and are consistent with Minnesota laws and State Board of Teaching regulations regarding performance appraisal.

LEGAL REFERENCE: Minn. Stat. Section 122A.41 Subd.2

ADMINISTRATIVE POLICY OF THE MOORHEAD AREA PUBLIC SCHOOLS

DISTRICT CODE: GCNC-A

DATE ADOPTED:

PROBATIONARY TEACHER EVALUATION

Each probationary teacher is to be observed on at least three (3) occasions during each school year as referenced in Minn. Stat. Section 122A.41, Subd.2. Principals must evaluate non-tenured personnel, but may delegate one or two of those observations to supervisory personnel.

The three observations for the year will be completed by April 1. The attached form will be used for teacher evaluation and observation for each evaluation.



# Moorhead Area Public Schools

Independent School District 152

## Probationary Teacher Evaluation

Name \_\_\_\_\_

School/Program \_\_\_\_\_

Date of Observation: \_\_\_\_\_

Time of Observation: \_\_\_\_\_

Subject Observed: \_\_\_\_\_

Observation Number ☐

**Key: U....Unsatisfactory B....Basic P....Proficient D....Distinguished**

Planning and Preparation	U	B	P	D	NA
a. Knowledgeable teacher					
b. Knowledgeable of students					
c. Goals for student Learning					
d. Range of resources					
e. Developing instructional plans					
f. Evaluation of student learning					
<b>The Classroom Environment</b>					
a. Creating respect and rapport					
b. Creating a culture for learning					
c. Establishing classroom management routines					
d. Managing student behavior					
e. Organizing the physical space					
<b>Instruction</b>					
a. Clear/accurate communication					
b. Using questioning techniques and discussion					
c. Engaging students in learning					
d. Providing feedback					
e. Demonstrating flexibility					
f. Monitoring and adjusting					
<b>Professional Responsibilities</b>					
a. Teacher reflection on teaching					
b. Accurate record keeping					
c. Parent/teacher communication					
d. School and district involvement					
e. Display professional behaviors					
f. Professional growth and development					