



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

October 23, 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 Jesse Mattson, 2000 graduate of Moorhead High School, who was named National Forensic League (NFL) All-American. From a field of over 91,000 NFL student members the top 25 national point leaders at the end of each season are designated as NFL All-Americans. The National Forensic League is

S-M 19-BO5
Min
10-23-00

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coached by Harlan Shuck. Mr. Shuck has coached for 25 years and to have a student place in the top 3/100ths of 1 percent of all NFL students is a tribute to his outstanding coaching and the excellent support for speech education from the Moorhead Area Public Schools.

- 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
- B. SYSTEM SUPPORT MATTERS - Astrup
- C. HUMAN RESOURCE MATTERS- Nielsen
- (1) Approval of Change in Employment Contract - Page 6
 - (2) Approval of New Employees - Page 7
 - (3) Acceptance of Resignation - Page 8
 - (4) Approval of Family/Medical Leave - Page 9
 - (5) Approval of Paraprofessional Position - Page 10
- D. SUPERINTENDENT MATTERS - Nybladh

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

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4. **HEALTH AND SAFETY PLAN:** Nielsen
Pages 11-16

Suggested Resolution: Move to approve the District's Health and Safety Plan.

Moved by _____ Seconded by _____
Comments _____

5. **2000-2001 and 2001-2002 PRINCIPALS' ASSOCIATION AGREEMENT:** Nielsen
Pages 17-24

Suggested Resolution: Move to approve the Principals' Association agreement for the next two years, 2000-2002 with the proposed language changes. The total cost increase is \$95,795 over two years for eleven principals.

Moved by _____ Seconded by _____
Comments _____

6. **MAJOR MAGNITUDE FIELD TRIPS:** Kovash
Pages 25-36

Suggested Resolution: Move to approve the Robert Asp Gifted and Talented students to travel to Florida during October of 2001 and Sixth Grade Orchestra students to perform at the Minnesota Music Educators Convention in Minneapolis in February of 2001.

Moved by _____ Seconded by _____
Comments _____

7. **FIRST READING OF POLICIES:** Nybladh
Pages 37-50

Conduct a first reading of the following policies: Prohibition of Harassment and Violence (JFCFA) and Student Teachers (LEA).

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8. **RED RIVER AREA LEARNING CENTER STAFF CONTRACT PROPOSAL**: Kovash
Page 51

Suggested Resolution: Move to approve the change for .28 FTE special education and .83 FTE general education staff at the Red River Area Learning Center from time sheet to contract.

Moved by _____ Seconded by _____
Comments _____

9. **POST-SECONDARY ENROLLMENT OPTIONS**: Astrup
Pages 52-57

Suggested Resolution: Move to approve contracts with Minnesota State University - Moorhead and Concordia College for the 2000-2001 academic year.

Moved by _____ Seconded by _____
Comments _____

10. **ASSURANCE OF COMPLIANCE**: Nielsen
Pages 58-59

Suggested Resolution: Move to approve the Statement of Assurance of Compliance with State and Federal Law Prohibiting Discrimination.

Moved by _____ Seconded by _____
Comments _____

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

12. **ADJOURNMENT**

SCHOOL BOARD AGENDA - October 23, 2000**PAGE 5****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
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	6:30 pm	Hjemkomst
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
School Board	December 11	7 pm	Board Room
Long Range Planning Com.	December 12	3:45 pm	Board Room
Inst. and Curr. Adv. Com.	December 14	7 am	Board Room
District Student/Staff Assistance Com.	December 18	3 pm	Board Room
Supt. Adv. Council	December 21	7 pm	Board Room
Winter Break Begins	December 22		

MEMORANDUM P 00.213

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: October 17, 2000
SUBJECT: Change in Employment Contract

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

Kathleen Gress-Jorgenson

Switchboard Operator, Senior High, to MSMI
Paraprofessional, Senior High, B21 (0-2) \$9.83 per
hour, 6.5 hours daily, effective October 24, 2000.
(Position approved at last month's meeting)

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

RN:sh

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: October 17, 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:

Joann Holland	Payroll Secretary, Townsite Centre, B22 (6) \$10.78 per hour, 8 hours daily, effective November 1, 2000. (Replace Michelle Rohrich)
Ann Kallod	MSMI Paraprofessional, Junior High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective immediately. (New position approved last month)
Dawn Gnad	MSMI Paraprofessional, Junior High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective immediately. (New position approved last month)
Duane Hickel	POHI Paraprofessional, Senior High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effectively October 24, 2000. (Replace Monte Sveen)
Lisa Renner	Job Coach Paraprofessional, Senior High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective October 24, 2000. (New position approved last month)
Barbara Cote	Autism Paraprofessional, Robert Asp, B21 (0-2) \$9.83 per hour, effective immediately. (New position approved last month)
Jennifer Boese	AOM Paraprofessional, \$8.00 per hour, 7 hours per week, effective immediately. (Replace Carla Harstad)
Patricia Patron	AOM Paraprofessional, \$8.00 per hour, 7.5 hours per week, effective immediately. (Replace Rosario Weckler)
Dottie Biffert	Food Service Worker, Robert Asp, \$6.20 per hour, 2 hrs 45 minutes, effective immediately. (Replace Karen Pickar)

Suggested Resolution: Move to approve the employment as presented.

RN:sh

TO: Dr. Larry Nybladh

FROM: Ron Nelsen

DATE: October 17, 2000

SUBJECT: Resignation

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

Evarae Herbst Food Server, Thomas Edison, effective immediately.

Suggested Resolution: Move to accept the resignation as presented.

RN:sh

MEMORANDUM P 00.214

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: October 17, 2000
SUBJECT: Family/Medical Leave

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

Lisa Schmidt MSMI Paraprofessional, Senior High, to begin about October 24, 2000 for a period of 6 months.

Jennifer Weleski Title I Paraprofessional, Junior High, to begin approximately December 21, 2000 for the remainder of the 2000-2001 school year.

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

RN:sh.

MEMO #: I-01-088



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Approval for Paraprofessional Positions
DATE: October 17, 2000

A 3.5 hour paraprofessional is needed to assist in a special education classroom at Robert Asp Elementary. A student returned to the district from having been in several different schools. This student requires a 'hands on' approach for academic and behavioral concerns. This student meets eligibility under the Individuals with Disabilities Education Act and to benefit from general education placement, the student needs ongoing support to meet academic challenges.

SUGGESTED RESOLUTION: Move to approve 3.5 hour special education paraprofessional position for Robert Asp Elementary

LAK/smw

MEMO #: P.00.218

TO: Dr. Nybladh, Superintendent

FROM: Ron Nielsen, Director of Human Resources

DATE: October 18, 2000

RE: Health & Safety Plan

Attached please find a summary of each of the individual plans included in the District's Health and Safety Plan.

Lakes Country Service Cooperative put together the plan which includes everything that is required by the Department of Children, Families and Learning. The Health and Safety Plan is needed to access money from the state health and safety levy.

The final deadline for School Board approval is November 10, 2000.

Suggested Resolution: Move to approve the Health and Safety Plan.

RN:jg

A WORKPLACE ACCIDENT AND INJURY REDUCTION PROGRAM (AWAIR)

Serves as the cornerstone to an effective health and safety program. Passed by the Minnesota Legislature in 1990, the AWAIR program addresses the following:

1. How managers, supervisors and employees are responsible for implementing the program and how the continued participation of management will be established, measured, and maintained.
2. The methods used to identify, analyze and control new or existing hazards, conditions, and operations.
3. How the plan will be communicated to all affected employees so that they are informed of work related hazards and controls.
4. How workplace accidents will be investigated and corrective actions implemented.
5. How safe work practices and rules will be enforced. **Contact Person: Director of Personnel**

ASBESTOS

The purpose of this program is to protect all students, employees, contractors, and visitors from potential health hazards of asbestos related diseases and to comply with the EPA's Asbestos Hazard Emergency Response Act (AHERA) of 1986. All identified asbestos-containing material (ACBM) in the district will be visually inspected every six months. Every three years a thorough inspection of all known and suspected ACBM will take place. Inspections are documented in the asbestos management plan. **Contact Person: Property Services Supervisor**

MUSCULOSKELETAL DISORDERS SAFETY (BACK & REPETITIVE MOTION SAFETY)

Back injuries and repetitive motion injuries are frequent types of injuries/illnesses in workplaces. Manual lifting is the main cause of back injuries. Using the same motion repeatedly for a long time can cause strain, discomfort, illness or disability. These problems are often known as repetitive motion or cumulative trauma disorders, but can be grouped into the category of workplace musculoskeletal disorders (WMSD). WMSD can often be reduced or eliminated by educating employees on ergonomic concepts, and redesigning tasks and workstations to fit the employee. This program includes a plan for surveying at-risk employees, reviewing working conditions and training employees. **Contact Persons: Property Services Supervisor, Transportation Director, and Property Services Secretary.**

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

This plan is meant to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." An exposure determination was completed determining which employees may reasonably expect to incur exposure to blood or other potentially infectious materials as a result of their job duties. The exposure determination was made without regard to the use of personal protective equipment. The following groups and/or individuals have been identified as occupationally exposed: Bus Drivers, Coaches, Custodians, Crisis Response Team Members, Health Services Staff and their substitutes, Physical Education Staff, and Special Education Employees who work with students with aggressive or unpredictable behaviors or students whose disabilities include MSMI or EBD. All employees identified as occupationally exposed must receive training annually; be provided appropriate personal protective equipment; and be offered the Hepatitis B vaccination at the employer's expense. **Contact Person: District Nurse**

CHEMICAL HYGIENE (SCIENCE LAB SAFETY)

The general intent of the Chemical Hygiene Plan is:

1. To protect faculty and students from health hazards associated with the use of hazardous chemicals in laboratories.
2. To assure that faculty and students are not exposed to substances in excess of the permissible exposure limits (PELs) as defined by OSHA in 29 CFR subpart Z, Toxic and Hazardous Substances and Minnesota OSHA.

3. To meet the requirements of OSHA 29 CFR 1910.1450, Occupational Exposure to Hazardous Chemicals in Laboratories.

This standard applies to laboratory classes in the school system including chemical and biological.

Contact Person: High School Chemistry Teacher (Paul Cragg)

CHLORINE

The use of chlorine is an important part of proper pool disinfection. However, there are hazards associated with its use. This plan outlines safe handling and storage procedures, employee training, and respirator safety. **Contact Person: Property Services Supervisor**

COMMUNITY RIGHT-TO-KNOW

This plan complies with Title III of the Superfund Amendments and Reauthorization Act (SARA Title III), also known as the Emergency Planning and Community Right-to-Know Act, was passed in 1986 and is administered by the Environmental Protection Agency. The school district will maintain an inventory of all substances in quantities greater than the threshold planning quantity listed on the extremely hazardous substances list, or substances kept in quantities over 10,000 pounds that require a material safety data sheet. A Tier II report will be filed annually with the Minnesota Emergency Response Commission and the local fire department listing the substances and their location on the inventory. **Contact Person: Property Services Supervisor**

COMPRESSED GAS

When used and stored properly, compressed gas cylinders present few hazards. However, compressed gases are stored in cylinders and tanks under high pressure and can be flammable, poisonous, corrosive and cause life-threatening accidents and property damage. In accordance with OSHA 29 CFR 1910.101, Compressed Gases (General Requirements), all compressed gases will be handled, stored, received and used in a safe manner. **Contact Persons: Mechanic for Transportation, the Metals Shop Instructor, the Auto Shop Instructor, and the Lead Custodians for Propane**

CONFINED SPACE

This plan is based on the OSHA standard 29 CFR 1910.146, and establishes minimum safety standards to be followed when employees enter into or work in permit-required confined spaces. OSHA distinguishes between general confined spaces and permit-required confined spaces. A confined space means a space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
2. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, boilers, tunnels, ductwork and pits are spaces that may have limited means of entry); and
3. Is not designed for continuous employee occupancy.

A permit-required confined space has one or more of the following characteristics:

1. Contains or has the potential to contain a hazardous atmosphere.
2. Contains a material that has the potential for engulfing an entrant.
3. Has an internal configuration in which an entrant could be trapped or asphyxiated by inwardly converging walls or a floor that slopes downward and tapers to a smaller cross-section.
4. Contains any other recognized serious safety or health hazard. Examples of physical hazards that may be encountered include activation of electrical or mechanical equipment, release of material through lines located in the confined space, falling objects, extremely hot or cold temperatures, wet or slick surfaces.

Contact Person: Property Services Supervisor

CONTRACTOR SAFETY

Contractors are defined as non-district individuals or businesses that are retained by the district to provide specific labor or services. Contractors working in the district are required to follow local, state and federal safety regulations. Contractors will be informed of district policies and procedures regarding asbestos-containing materials; lockout/tagout; confined space entry; and employee right to know. **Contact Persons: Employees responsible for working with contractors**

ELECTRICAL SAFETY

In 1990, Federal OSHA implemented the Electrical Safety-Related Work Practice Standard, 1910.331 to 1910.335. This standard addresses safe work practices for both qualified and unqualified employees. The Electrical Safety program is designed to prevent electrically related injuries and property. **Contact Person: Property Services Supervisor**

EMPLOYEE RIGHT-TO-KNOW

The 1983 Minnesota Employee Right-to-Know Act (Minnesota Rule 5206) requires employers to evaluate their work environments and provide specific training and information for all employees who may be exposed to any hazardous substances, harmful physical agents, or infectious agents. This plan identifies affected departments, requires chemical inventories and proper labeling, and required training. **Contact Persons: Lead Custodians for the Custodial areas and Building Principals for the Instructional areas**

FIRE SAFETY

Addresses Uniform Fire Code requirements for the following areas: fire drills, equipment maintenance, fire extinguisher training, and general fire safety rules. **Contact Persons: Property Services Supervisor (equipment) and Building Principals (fire drills)**

FORKLIFT

This plan applies to all powered industrial trucks (forklifts, etc.), hoists & lifting gear. The OSHA regulation for Powered Industrial Trucks is 1910.178. It includes pre-trip inspections, driver training and evaluation, safe driving techniques and emissions testing. **Contact Person: Property Services Supervisor**

HAZARDOUS WASTE

In the course of its operations, the District generates some wastes considered by the Minnesota Pollution Control Agency (MPCA) and the Environmental Protection Agency (EPA) to be hazardous to health and the environment. There is less than 220 pounds of hazardous waste generated per month and is, therefore, considered to be a very small quantity generator (VSQG). The plan identifies areas where hazardous waste may be generated; proper storage of waste; choosing a transporter; and record keeping. **Contact Person: Property Services Supervisor**

HEARING CONSERVATION PROGRAM

The purpose of this program is to protect the hearing of employees; to meet the requirements of OSHA 1910.95 standard; and establish appropriate documentation. Includes sound level monitoring of areas/equipment generating high noise levels, training of affected employees, recommended use of hearing protection and audiograms if applicable. **Contact Person: Property Services Supervisor**

HOISTS, JACKS AND CHAIN SLING SAFETY

Hoists, jacks and chain slings are used to reduce the need for manual lifting. Inspections are required by OSHA regulations to help identify defective equipment and verify safe operating conditions. All hoists, jacks and chain slings will be inspected and used in a safe manner consistent with this plan. **Contact Person: Individual Instructors or Department Heads using hoists, jacks, or chain slings**

INDOOR AIR QUALITY

This plan is to comply with the 1997 Omnibus Education Act by implementing an IAQ Management Plan. This plan will encompass guidelines provided by the Department of Children, Families and Learning, and the "Tools for Schools" document. Includes designation of Indoor Air Quality Coordinator/Team, assessment of facilities, survey of occupants, goal setting, implementation of Indoor Air Quality policies and procedures and system for responding to indoor air quality complaints. **Contact Person: Property Services Supervisor**

LADDER SAFETY

Ladders present unique opportunities for unsafe acts and unsafe conditions. Employees who use ladders must be trained in proper selection, inspection, use and storage. Improper use of ladders has caused a large percentage of the accidents in the workplace. OSHA reference: (29 CFR 1910.25, 1910.26, and 1910.27). **Contact Person: Property Services Supervisor**

LEAD IN DRINKING WATER

This plan follows the recommendations of the Minnesota Department of Health's "Lead Contamination Control in School Drinking Water Guidance Manual." The goal in following this guidance is to reduce lead levels at water taps to as close to the maximum contaminant level goal (0 parts per billion) as feasible, but not to exceed 20 parts per billion at any tap at any time. All fixtures used in food preparation or used by children, staff, or pregnant women for drinking water will be tested. Each fixture will be tested once every five years. **Contact Person: Property Services Supervisor**

CONTROL OF HAZARDOUS ENERGY SOURCES (LOCKOUT/TAGOUT)

This plan establishes minimum requirements for the lockout of energy isolating devices. The purpose of this procedure is to prevent injury from the unexpected start-up or release of stored energy that could cause an injury. A lockout/tagout procedure will be required whenever performing maintenance or service work on machines or equipment. **Contact Person: Property Services Supervisor**

MACHINE GUARDING

Whenever hazardous machine actions or motions are used, a means for providing protection for the operator and other employees is essential. This policy complies with OSHA standard 29 CFR 1910.211 to 1910.219 "Machinery and Machine Guarding". This policy does not list every requirement outlined in these standards but will provide employees with a general understanding of machine guarding. Includes periodic inspection and maintenance of guards over blades, nip points, belts, pulleys and guards between the operator and the work, if necessary. **Contact Person: Individual Instructors**

PLAYGROUND SAFETY

Currently, there are no state or federal regulations regarding playground safety. However, each year more than 200,000 children are treated in U.S. hospital emergency rooms for injuries associated with playground equipment. In order to provide safe playgrounds for students, this plan states that the district will follow the Consumer Product Safety Commission's guidelines published as the "Handbook for Public Playground Safety." **Contact Person: Elementary Principals**

PERSONAL PROTECTIVE EQUIPMENT (PPE)

This plan covers the requirements for PPE with the exception of PPE used for respiratory and hearing protection or PPE required for hazardous material response to spills or releases. Applicable OSHA Standards are 1910 Subpart I, 132, 133, 136, 138 and 1910.120 App B. All employees are provided with required personal protective equipment (PPE) to suit the task and known hazards. The appropriate PPE is provided at no cost to the employee. The plan also identifies areas where PPE is required. **Contact Person: Department Heads**

RADON

Following the advisement of the Minnesota Department of Health, the Independent School District #152 will test for radon after any major re-modeling of the HVAC system. Testing will focus on basements and low-level areas in the school buildings. If testing indicates radon levels above 4 pCi/L, the district will take steps to lower the levels. **Contact Person: Property Services Supervisor**

RESPIRATORY PROTECTION

OSHA 29 CFR 1910.134 addresses respiratory protection. When effective engineering controls are not feasible, respirators are necessary. This program outlines the practices and procedures under which respirators are effectively used at Independent School District #152. Includes survey of areas and work practices requiring use of a respirator, respirator selection, cleaning and storage, medical evaluation, fit testing and training. **Contact Person: Property Services Supervisor**

SAFETY COMMITTEE

This program meets the requirements set forth in MN Rules Chapter 231, Sec. 101. [182.676]. It outlines committee membership, tasks, and record keeping. **Current H&S Committee Chair: Dan Bacon**

SAFETY INSPECTION

Safety inspections are required under the AWAIR plan. The purpose of safety inspections is to help identify unsafe conditions and unsafe practices that may lead to accidents. Promptly correcting these unsafe practices and conditions is one of the best methods for preventing accidents and safeguarding employees. Includes types of inspections, follow-up, and record keeping. **Contact Person: None Needed**

STUDENT SAFETY

This program is intended to minimize student exposure to hazardous situations, and will apply to all instructional areas that expose students to hazardous situations. Includes requirement for student instruction in safety procedures in classes that involve hazardous materials or equipment. A record of student mastery of safety procedures must be kept 1 year. **Contact Person: Building Principals**

UNDERGROUND STORAGE TANKS/ABOVE GROUND STORAGE TANKS

This program follows state and federal regulations as administered by the Minnesota Pollution Control Agency (MPCA) and the Environmental Protection Agency (EPA) regarding underground and aboveground storage tanks. Includes inventory of tanks, and a management plan, including an assessment of leak detection requirements. **Contact Person: Property Services Supervisor**

WELDING SAFETY

This plan references OSHA 29 CFR 1910.252. Welding and hot work, such as brazing or grinding, present a significant opportunity for fire and injury. Welding and hot work procedures include any activity which results in sparks, fire, molten slag, or hot material that has the potential to cause fires or explosions. The plan outlines general safety rules, training, and standard operating procedures. **Contact Persons: Mechanic for Transportation and the Metals Shop Instructor**

MEMO #: P.00.170 (Revised)

TO: Board of Education

FROM: Ron Nielsen, Director of Human Resources

DATE: October 17, 2000

RE: Principal Association Agreement for two years, 2000-01 and 2001-02

The unit representatives and administration have negotiated the following terms of the agreement: employees will move one step each year and the schedule will increase 2.45% year one and 3.36% year two.

Each year add a step and delete a step. In 2001-02 renumber the steps from 0 to 14.

<u>Base</u> <u>99.00</u>	<u>\$ Inc.</u>	<u>% Inc.</u>	<u>Year 1</u> <u>2000-01</u>	<u>\$ Inc.</u>	<u>% Inc.</u>	<u>Year 2</u> <u>2001-02</u>
\$889,158	\$44,444	5.00%	\$933,602	\$51,351	5.50%	\$984,953

Language changes have been agreed to in the following articles:

- Article VII, Section 3, Subd. 1: Work Assignment
- Article VIII, Section 2: Vacation
- Article VIII, Section 3: Holidays
- Article X, Section 1, Subd. 3: Early Retirement
- Article X, Section 7: Insurance Premiums for Retirees
- Article XV, Section 3: Formula - Proration
- Agreement

Language changes as proposed under Article X, Section 1, Subd. 3 Early Retirement, Article X, Section 7 Insurance Premiums for Retirees and Article XV, Section 3 Formula Proration are now in compliance with EEOC requirements, as attested to by Jim Knutson of Knutson, Flynn, Deans and Olsen. The attached agreement regarding Russ Henegar, Assistant Principal at Moorhead Senior High School, formalizes assurances given to Mr. Henegar by the former Moorhead School District administrators that he would have the option of choosing severance pay or deferred compensation.

See attached spreadsheet and language changes.

Suggested Resolution: Move to approve the Principals' Association agreement for the next two years, 2000-02 with the proposed language changes. The total cost increase is \$95,795 over the two years for the eleven principals.

RN:jg

ARTICLE VII

CONDITIONS OF EMPLOYMENT

- Section 3. Subd. 1. Work Assignment - It is mutually agreed that the Superintendent will meet and confer with the Association for the purpose of determining extra compensation for work which is beyond that regularly expected under the assignment.

ARTICLE VIII

WORK YEAR ASSIGNMENT

- Section 2. Vacation - Principals will be granted a total of twenty-five (25) vacation days per annum. Vacation cannot be accumulated may be accumulated for one year with the authorization of the Superintendent, and must be scheduled with approval of the Superintendent or his/her delegated assistant. Principals shall be paid for up to 10 days for unused vacation days, if any, at the time of resignation or retirement. The payment shall be an amount based on their daily salary rate, and paid as a lump sum. Vacation and holidays will be provided on a pro-rata basis for those working less than twelve (12) months in a contract year.

- Section 3. Holidays - All Principals shall have the following paid holidays:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day
<u>President's Day (if teachers and students are not present in the building).</u>	

ARTICLE X

INSURANCE

- Section 1. Medical Insurance

- Subd. 3. Early Retirement - For any member electing early retirement prior to age sixty five (65), the coverage shall continue to age sixty five (65) pursuant to Article XV, Section 2, Subd. 1, the coverage shall continue for a period not to exceed seven (7) years. The Board agrees to provide to the members of the Principal's Association the option, upon retirement, of using their severance pay to purchase spouse's medical insurance. The coverage would continue until the spouse reaches the age of Medicare coverage. the member discontinues the coverage or the money set aside from severance pay has been expended. The retiree may select an annual option for family insurance based on the billed rate for the given year. year of retirement. The billed rate will be the difference between the single rate and the family rate with a ten percent (10%) inflation factor compounded for each year remaining before Medicare coverage. the amount set aside from severance pay has

expired. Beginning September 1, 1995 the retired principal may select an annual option for family insurance based on the billed rate for the given year or another single health plan. The billed rate will be the difference between the single PPO rate and the family rate. Participation in the School District's health and hospitalization plan as described in this paragraph is subject to the approval of the carrier and the terms set forth in the carrier's plan.

Section 7. Insurance Premiums for Retirees - The School District will expend funds to pay premiums on hospitalization and major medical insurance coverage for employees covered by this Agreement retiring after May 1, 1974, with ~~ten (10)~~ eight (8) or more years of service with the District and who retire ~~prior to age sixty-five (65), and who are between the ages~~ are a minimum of fifty-five (55) and sixty-five (65) years of age. The coverage shall continue for a period not to exceed seven (7) years. Dependent coverage at the expense of the individual retiree will be offered as an option for the retiree. The District shall pay the cost of single coverage for the plan selected by the retiree annually. ~~The option for retirees age fifty-five through sixty (55-60) to obtain the benefits of this Article shall be renegotiated at the end of this Agreement period.~~

ARTICLE XV

SEVERANCE PAY/DEFERRED COMPENSATION

Section 3. Formula - Proration - A principal or assistant principal shall be eligible for severance pay based on the highest annual salary of the last five (5) years, on the following proration rate. ~~as follows:~~

Proration Formula by Age

55 through 57	75%
58 through 60	60%
61	50%
62	40%
63	30%
64	20%
65 through 69	0%

Years of Service

15 or greater	75%
13-14	60%
12	50%
11	40%
10	30%
9	20%



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

AGREEMENT

It is hereby agreed to between the Moorhead Principals' Association and the School Board of Independent School District No. 152 as follows:

1. That the School Board agrees to grant Russ Henegar, an Assistant Principal at Moorhead Senior High School, the option of choosing severance pay under Article XV, Section 3 or deferred compensation under Article XV, Section 6 of the current contract, based on date of hire into the school district rather than date of hire as an assistant principal.
2. That the Moorhead Principals' Association agrees that such approval by the School Board shall not constitute a binding past practice and that any future hires as an assistant principal/principal would have only the option of choosing deferred compensation under Article XV, Section 6.

In Witness Whereof, the parties have executed this Agreement as follows:

FOR:

MOORHEAD PRINCIPALS'
ASSOCIATION

By _____
President

By _____
Negotiator, Principals' Association

Dated this _____ day of _____ 2000.

FOR:

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 152

By _____
Chair

By _____
Clerk

Dated this _____ day of _____ 2000.

STEPS	2000.01 D61	2000.01 D62	2000.01 D63	2000.01 D71	2000.01 D72	2000.01 E81	
0-3	56,354	59,247	65,312	66,548	70,174	77,093	0-3
4	57,661	60,646	66,805	68,181	71,923	79,051	4
5	58,967	62,046	65,312	69,815	73,673	81,012	5
6	60,272	63,445	66,805	71,448	75,423	82,971	6
7	61,534	64,800	68,298	73,034	77,125	85,001	7
8	62,839	66,199	69,791	74,667	78,874	86,961	8
9	64,145	67,599	71,284	76,300	80,624	88,920	9
10	65,452	68,998	72,776	77,933	82,374	90,879	10
11	66,758	70,397	74,269	79,566	84,124	92,839	11
12	68,065	71,798	75,764	81,199	85,873	94,798	12
13	69,371	73,197	77,257	82,832	87,622	96,759	13
14	70,677	74,597	78,749	84,464	89,372	98,718	14
15	71,983	75,996	80,242	86,097	91,122	100,678	15
16	73,290	77,396	81,735	87,730	92,871	102,636	16
17	74,596	78,795	83,227	89,363	94,620	104,595	17
				90,996	96,369	106,554	
Steps	1,306	1,399	1,493	1,633	1,749	1,959	

F1	103.36%	103.36%	103.36%	103.36%	103.36%	103.36%	
STEPS	01.02 D61	01.02 D62	01.02 D63	01.02 D71	01.02 D72	01.02 E81	Renumber
0-4	59,598	62,684	69,049	70,472	74,340	81,708	0-4
5	60,948	64,131	67,506	72,160	76,148	83,734	5
6	62,298	65,577	69,049	73,848	77,957	85,759	6
7	63,601	66,977	70,593	75,487	79,717	87,857	7
8	64,950	68,423	72,136	77,175	81,524	89,882	8
9	66,300	69,870	73,679	78,863	83,333	91,908	9
10	67,651	71,316	75,222	80,551	85,142	93,933	10
11	69,002	72,763	76,765	82,239	86,950	95,959	11
12	70,352	74,210	78,309	83,927	88,758	97,983	12
13	71,702	75,657	79,852	85,615	90,567	100,010	13
14	73,052	77,103	81,395	87,302	92,375	102,035	14
15	74,402	78,550	82,938	88,990	94,184	104,060	15
16	75,752	79,996	84,481	90,678	95,991	106,085	16
17	77,102	81,443	86,024	92,366	97,799	108,110	17
18				94,054	99,607	110,134	18

22

99.2000		102.4500% 99.00 Schedule Inc.			103.3600%		
Spread Sheet		PRINCIPALS NEGOTIATIONS SPREAD SHEET					
Line #	07-Jul-2000 99.00	99.00	99.00	99.00	99.00	99.00	STEPS
	D61	D62	D63	D71	D72	E81	
0-2	53,731	56,403	59,379	63,363	66,788	73,336	0-2
3	55,006	57,830	60,836	64,957	68,496	75,249	3
4	56,282	59,196	62,293	66,551	70,203	77,161	4
5	57,557	60,562	63,750	68,145	71,911	79,075	5
6	58,831	61,928	65,207	69,739	73,619	80,987	6
7	60,062	63,250	66,665	71,287	75,281	82,968	7
8	61,336	64,616	68,122	72,881	76,988	84,881	8
9	62,611	65,982	69,579	74,475	78,696	86,794	9
10	63,887	67,348	71,036	76,069	80,404	88,706	10
11	65,162	68,714	72,493	77,663	82,112	90,619	11
12	66,437	70,081	73,952	79,257	83,819	92,531	12
13	67,712	71,447	75,409	80,851	85,527	94,445	13
14	68,987	72,813	76,866	82,444	87,235	96,357	14
15	70,262	74,179	78,323	84,038	88,943	98,270	15
16				85,632	90,650	100,182	16
Comp worth	45.31	81.37	135.43	184.53	31.94		
Yearly	544	976	1,625	2,214	383		
	69,718	73,203	76,698	83,418	90,267		
.....							
C1	102.45%	102.45%	102.45%	102.45%	102.45%	102.45%	
STEPS	2000 01	2000 01	2000 01	2000 01	2000 01	2000 01	
	D61	D62	D63	D71	D72	E81	
0-3	56,354	59,247	65,312	66,548	70,174	77,093	0-3
4	57,661	60,646	66,805	68,181	71,923	79,051	4
5	58,967	62,046	65,312	69,815	73,673	81,012	5
6	60,272	63,445	66,805	71,448	75,423	82,971	6
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8	62,839	66,199	69,791	74,667	78,874	86,961	8
9	64,145	67,599	71,284	76,300	80,624	88,920	9
10	65,452	68,998	72,776	77,933	82,374	90,879	10
11	66,758	70,397	74,269	79,566	84,124	92,839	11
12	68,065	71,798	75,764	81,199	85,873	94,798	12
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14	70,677	74,597	78,749	84,464	89,372	98,718	14
15	71,983	75,996	80,242	86,097	91,122	100,678	15
16	73,290	77,396	81,735	87,730	92,871	102,636	16
17	74,596	78,795	83,227	89,363	94,620	104,595	17
				90,996	96,369	106,554	
Steps	1,306	1,399	1,493	1,633	1,749	1,959	
.....							
F1	103.36%	103.36%	103.36%	103.36%	103.36%	103.36%	
STEPS	01.02	01.02	01.02	01.02	01.02	01.02	
	D61	D62	D63	D71	D72	E81	Renumber
0-4	59,598	62,684	69,049	70,472	74,340	81,708	0-4
5	60,948	64,131	67,506	72,160	76,148	83,734	5
6	62,298	65,577	69,049	73,848	77,957	85,759	6
7	63,601	66,977	70,593	75,487	79,717	87,857	7
8	64,950	68,423	72,136	77,175	81,524	89,882	8
9	66,300	69,870	73,679	78,863	83,333	91,908	9
10	67,651	71,316	75,222	80,551	85,142	93,933	10
11	69,002	72,763	76,765	82,239	86,950	95,959	11
12	70,352	74,210	78,309	83,927	88,758	97,983	12
13	71,702	75,657	79,852	85,615	90,567	100,010	13
14	73,052	77,103	81,395	87,302	92,375	102,035	14
15	74,402	78,550	82,938	88,990	94,184	104,060	15
16	75,752	79,996	84,481	90,678	95,991	106,085	16
17	77,102	81,443	86,024	92,366	97,799	108,110	17
18				94,054	99,607	110,134	18
Steps	1,350	1,446	1,543	1,688	1,808	2,025	

Proposal

										99.00				00.01				01.02	2 Yr Total		
										SALARY	\$ Inc.	% Inc.		Step	SALARY	\$ Inc.	% Inc.	Step	SALARY	\$	%
2	Deferred Comp	TRAVEL	CLASS	POSITION	LAST NAME	STEP								1				2			
3	Y		D61	Asst. Prin.	OPEN									16	73,290	3,813	5.20%	17	77,102	6,840	9.74%
4	Y		515 D61	Asst. Prin.	Chamberlin	15				70,262	3,028	4.31%		11	74,269	4,040	5.44%	12	78,309	7,273	10.24%
5			515 D63	Principal	Moyano	10				71,036	3,233	4.55%		16	77,396	4,047	5.23%	17	81,443	7,264	9.79%
6			565 D62	Asst. Prin.	Siggenud	15				74,179	3,217	4.34%		13	73,197	3,906	5.34%	14	77,103	7,022	10.02%
7			565 D62	Asst. Prin.	Henegar	12				70,081	3,116	4.45%		16	81,735	4,289	5.25%	17	86,024	7,701	9.83%
8	Y		515 D63	Principal	Schmid	15				78,323	3,412	4.36%		9	71,284	3,938	5.52%	10	75,222	7,100	10.42%
9			515 D63	Principal	Becker	8				68,122	3,162	4.64%		16	81,735	4,289	5.25%	17	86,024	7,701	9.83%
10	Y		515 D63	Principal	Kopperud	15				78,323	3,412	4.36%		14	84,464	4,526	5.36%	15	88,990	8,139	10.07%
11	Y		565 D71	Principal	Tupper	13				80,851	3,613	4.47%		17	89,363	4,691	5.25%	18	94,054	8,422	9.83%
12			515 D71	Principal	Myers	16				85,632	3,731	4.36%		13	87,622	4,753	5.42%	14	92,375	8,556	10.21%
13	Y		565 D72	Principal	Boyle	12				83,819	3,803	4.54%									
14					Total					760,628	33,726	4.43%			794,354	42,291	5.32%		836,646	76,018	9.99%
15		5,350		10	Average					76,063	3,373	4.43%			79,435	4,229	5.32%		83,665	7,602	9.99%

18 HEALTH INSURANCE

HEALTH INSURANCE																
BASE YEAR																
YEAR 1																
YEAR 3																
99.00																
99.00																
Board Contributions																
HEALTH INSURANCE																
RATES																
# PEOPLE																
COST																
RATES																
# PEOPLE																
0																
0																
0.00%																
PPO																
129.65																
0																
0																
220.18																
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275.23																
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220.18																
7,926																
275.23																
3																
9,908																
1,982																
25.00%																
Retiree																
129.65																
3																
4,667																
7,926																
9,908																
1,982																
25.00%																
TOTAL																
3																
4,667																
7,926																
9,908																
1,982																
25.00%																
WORK COMP																
0.0062																
4,716																
0.0062																
4,925																
0.0062																
5187																
LTD																
0.0043																
3,271																
0.0043																
3,416																
0.0043																
3598																
SICK LV																
0																
0																
FICA MAX																
68,400																
76,800																
81,000																
# Over Max																
9																
6																
683,722																
460,800																
486,000																
68,122																
292,040																
307,737																
42,935																
46,676																
0.062																
49,212																
FICA																
0.0145																
11,029																
0.0145																
11,518																
0.0145																
12,131																
SS Medical																
TOTAL FICA																
53,964																
58,194																
61,343																
TRA																
0.05																
38,031																
0.05																
39,718																
0.05																
41,832																
LIFE INS																
0.000128																
1,536																
0.000128																
1,536																
0.000128																
1,536																
BASE																
100,000																
100,000																
100,000																
WAGES																
20,800																
20,800																
20,800																
HOURS																
20,800																

24

	BASE YR COST 99	YEAR 1 COST \$ INC	% INC	TOTAL COST 00.01	YEAR 2 COST \$ INC	% INC	TOTAL COST 01.02	
WAGES SCHEDULE	760,628	33,726	4.43%	794,354	42,291 0	5.32%	836,646 0	
SUB TOTAL	760,628	33,726	4.43%	794,354	42,291	5.32%	836,646	9.76%
FRINGES								
Travel	5,350	0	0.00%	5,350	0	0.00%	5,350	
DEFERRED COMP	9,194	409	4.44%	9,603	512	5.33%	10,115	
Retire Health Ins.	4,667	3,259	69.83%	7,926	1,982	25.00%	9,908	
Work Comp	4,716	209	4.43%	4,925	262	5.32%	5,187	
Dues	7,800	780	10.00%	8,580	858	10.00%	9,438	
Ltd	3,271	145	4.43%	3,416	182	5.32%	3,598	
FICA	42,935	3,741	8.71%	46,676	2,536	5.43%	49,212	
SS Medical	11,029	489	4.43%	11,518	613	5.32%	12,131	
TRA	38,031	1,686	4.43%	39,718	2,115	5.32%	41,832	
Life Ins	1,536	0	0.00%	1,536	0	0.00%	1,536	
Sub Total	128,530	10,718	8.34%	139,248	9,059	6.51%	148,307	
GRAND TOTAL	889,158	44,444	5.00%	933,602	51,351	5.50%	984,953	
AVG WAGE								
YEAR	76,063	3,373	4.43%	79,435	4,229	5.32%	83,665	
MONTH	6,339	281	4.43%	6,620	352	5.32%	6,972	
DAY	292.55	12.97	4.43%	305.52	16.27	5.32%	321.79	
HOUR	36.57	1.62	4.43%	38.19	2.03	5.32%	40.22	
AVG FRINGE								
YEAR	12,853	1,072	8.34%	13,925	906	6.51%	14,831	
MONTH	1,071	89	8.34%	1,160	75	6.51%	1,236	
DAY	49.43	4.12	8.34%	53.56	3.48	6.51%	57.04	
HOUR	6.18	0.52	8.34%	6.69	0.44	6.51%	7.13	
TOTAL \$								
YEAR	88,916	4,444	5.00%	93,360	5,135	5.50%	98,495	
MONTH	7,410	370	5.00%	7,780	428	5.50%	8,208	
DAY	341.98	17.09	5.00%	359.08	19.75	5.50%	378.83	
HOUR	42.75	2.14	5.00%	44.88	2.47	5.50%	47.35	
2 YEAR GRAND TOTAL					95,795			
YEAR					9,579	10.50%		
MONTH					798	10.50%		
DAY					36.84	10.50%		
HOUR					4.61	10.50%		

90 DISK: TCH: 2000 SUPPORT SERV NEO; PROGRAM "PRNBRD00"

MEMO #: I-01-086



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Major Magnitude Field Trip
DATE: October 16, 2000

Attached is information regarding the following proposed Major Magnitude Field Trips:

Robert Asp Gifted and Talented students - Robert Asp students, along with other students in the region will travel to Florida during October of 2001. An interest meeting is planned for interested families.

The Moorhead Sixth grade Orchestra will perform at the Minnesota Music Educators Convention in Minneapolis in February of 2001.

SUGGESTED RESOLUTION: Move to approve the Robert Asp Gifted and Talented students to go to Florida during October of 2001 and Sixth grade Orchestra students to perform at the Minnesota Music Educators Convention in Minneapolis in February of 2001.

LAK/smw
Attachment

Major Magnitude Field Trip Request Moorhead Area Public Schools

Date of Request: October 11, 2000

Date Presented to Board: October 23, 2000

Brief Description of Trip: The Moorhead Sixth Grade Orchestra was one of three orchestra ensembles in the state invited to perform at the Minnesota Music Educators Convention at the Minneapolis Convention Center. Over 60 groups applied to perform. Each year over 1500 music educators from across Minnesota and the region gather to attend the convention and hear groups perform. In addition to the Minneapolis performance, the Sixth Grade Orchestra will perform at three rural elementary schools on their way to the performance venue.

Staff Member, Coach: Brian Cole

Curricular or Co curricular Trip: Co curricular

Educational Purpose of the trip (how the trip is related to the activity and to the course content and graduation standards): Over 230 students are involved in the Moorhead Elementary Orchestra; last year the Moorhead Elementary Orchestras performed over 30 concerts throughout the state and region for over 3,000 adults and students. This proposed cultural experience will allow our students a meaningful experience and an opportunity to contribute to society through the three outreach concerts.

Philosophy of the Moorhead Elementary Orchestra

Music is a means of self-expression which is a force in our daily lives and a part of our cultural heritage.

It is the responsibility of our educational system to provide meaningful experiences which will develop appreciation and sensitivity to music as well as guide students in their growth emotionally, socially, and physically.

Our aim is to enhance their quality of life and contribution to society through their understanding of music.

Adopted 6/23/96

Dates of the Trip: February 16 and 17, 2001

Itinerary (include times, overnight accommodations, phone numbers etc) *See Attached

Number of school days involved: One: Friday, February 16.

Mode of Transportation: Chartered Busses **Director of Transportation Notified:** Yes

Approximate number of students involved: 85

Housing Plans: Minneapolis Hilton (conference headquarters)

Approximate individual and district costs: District cost: \$0.00 Individual cost: \$95.00

Plans for funding or fund raising for the trip: All funds will be raised by the students. We have several benefactors in town who have offered their continued financial support for events such as this when students are not allowed to pay.

**Moorhead Sixth Grade Orchestra
MMEA Performance - Tentative Timeline
February 16 & 17, 2001**

Friday 2/16

6:30 am Arrive at Asp School, Load Chartered Bus
6:40 Depart (we will not wait)
7:55 Arrive at Ashby Elementary School (218 218 747 2257)
8:15 Rehearsal
8:45 Performance
9:20 Leave for Evansville
9:40 Arrive at Evansville School (218 948 2241)
10:00 Performance
10:35 Leave for Cold Spring
Lunch on the way
12:35 Arrive at Cold Spring Elementary
1:00 Performance
1:40 Leave for Mpls
3:00 Arrive at Minncapolis Hilton (612 397 4999)
4:00 Supper in City Center
5:30 Depart for Mariucci Center
7:00 Perform National Anthem at Gopher Hockey Game
9:00 Back to Hotel
10:00 Lights Out

Saturday 2/17

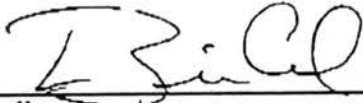
7:00 Wake up Call
8:00 Breakfast at Hotel
9:10 Walk to Convention Center
9:30 Warm Up
10:15 Tuning
10:30 Take the Stage
10:40 Performance
11:30 Concert Concludes
12:00 Depart for Home
(Box Lunches)
3:50 Arrive Back at Asp

I am looking forward to a great day. If you have any questions please give me a call at school (284-6431) There will be a cell phone (701 361 6055) available for emergency. On Monday, Feb. 12 your student will be receiving an assignment check list to be given to their teacher that will need to be turned in by Wed, Feb. 14 at 2:30. Please encourage all make-up work to be done ahead of time.

Accommodation plans for any student with IEP/504 plan: The parent would come along.

Plans for parental notification and approval: A parent meeting will be help pending School Board approval.

Other adults attending: There will be 15 adult/parents attending



Staff member signature:



Approval signature principal or supervisor

Approval signature Assistant Superintendent Teaching and Learning



Major Magnitude Field Trip Request Moorhead Area Public Schools

Date of Request:

Date Presented to Board:

Brief description of trip

Staff Member, Coach or Advisor

Curricular or Co curricular Trip:

The educational purpose of the trip (how the trip is related to the activity and to the course content and graduation standards):

Date (s) of the Trip:

Itinerary (include times, overnight accommodations, phone numbers etc.)

Number of school days involved

Mode of transportation:

Director of transportation notified

Approximate number of students involved

Housing plans:

Approximate individual and district costs:

Plans for funding or fund raising for the trip:

Accommodation plans for any student with IEP/504 plan

Plans for parental notification and approval

Other adults attending

Staff member signature

Linda Johnson

Approval signature principal or supervisor

Betty Meyer

Approval signature Assistant Superintendent Teaching and Learning

Date request:

October 5, 2000

Description:

Trip is opened to students, parents, grandparents and community members ages 10 years and up. We travel with many families. The trip includes five days of learning in Florida. Seminars are planned each day for about 6 hours with instructors from each place we go. Example: Sea World- the staff would be our instructors. (See sample itinerary)

Staff member:

Linda Johnson and Barb Stack

Educational purpose:

see attached article published in MEGT- Minnesota Educators of Gifted and Talented

Dates of trip

MEA of October 2001

They probably will not miss any school if next years schedule is like this years. The trip is 5 days, hotel for families-planning stages

Transportation: flying

Number of students:

We will have an interest meeting and see who is interested. We would like to keep it to 30 participants including adults.

Housing-hotel with security

Cost: around \$1,100 for everything

Fund Raising-

Families decide what types of fund raising they like. We will provide the fund raising opportunities to meet our families needs.

Parent's sign with our traveling company

Linda and Barb are the trip coordinators, adults are invited to participate in the group.

Experiential Learning and Grad Standards?

Valley Teachers of the Gifted and Talented September 1999

Have you ever thought about how you could meet a graduation standard by sitting under a Saturn V rocket and envisioning the Apollo Mission landings, or dissecting a shark while crossing Tampa Bay, or doing a simulated space mission in the Challenger Learning Center, or producing a public service announcement at MGM studios? For twelve years teachers from the Valley Teachers of the Gifted and Talented have been pursuing experiential learning opportunities in hopes of creating effective learning moments that increase students' knowledge and widen their world boundaries. Collaborating with educational companies we create a learning experience that makes learning come alive through hands-on exploration, dynamic instruction, exciting curriculum, graduation standards and fun.

Orlando, Florida has been one of our favorite learning laboratories. We have combined children from several districts within the Valley teachers' region. Students and families from Alexandria, Detroit Lakes, Moorhead, Perham and Fargo have traveled together. We believe mixing ages and inviting all family members makes the learning experience unique. In October Linda Larson from Detroit Lakes and Linda Johnson and Barb Stack from Moorhead will take 35 learners to Orlando. We have two grandmothers, one grandfather, two dads, five mothers and twenty two students ages 10 -15. We have discovered that the adults who sign up for this type of travel love to learn and enjoy having this unique learning opportunity with their child. We have five days of hands-on exploration planned. One of the five days focuses on the Space Program. In preparation for our Kennedy Space Day we are working with Dave Weinrich from Moorhead State University. He is doing a pretrip activity using the planetarium, telescopes, slides and video. Our space day at Kennedy Space Center includes many different learning adventures. We start the day with an air boat ride on the St. John's river to meet the alligators who protect the Kennedy Space Center. The 4,000 alligators who live at Cape Canaveral add excitement to our day. Then we go on a bus tour to the new Apollo Museum and space station center. They use the Disney special effects to try and create a simulated launch of the Saturn V rocket used in the Apollo Missions and recreate the Apollo 11 landing. In the Imax theater the students see a 3D movie on the *First City in Space*. The plot thickens when a future space community has to solve a water shortage problem. We talk to the students about the technology of 3D movies and how they might solved the water problem. We tour a replica of the shuttle, rocket garden and Astronaut Memorial. We focus on the space program past, present and future. We explore career opportunities and the future mission to Mars. We end the day on the beach where we can see the launch pads off in the distance and explore the marine life.

The educational companies have been very concerned with national graduation standards. They have manuals with pre and post educational opportunities, web sites, and every activity has an educational objective. The Valley teachers have worked with the companies at onsite seminars with input on how to meet different state standards. Experiential learning in this educational format is a learning experience the students and parents cherish for life.

WIDERHORIZONS™

Experiential Learning Programs
for Students and Teachers

PROPOSED ITINERARY FOR ROBERT ASP SCHOOL

Day 1

TRAVEL DAY/EXPLORATORY ADVENTURE

Arrive in Orlando
Transfer to hotel
Transfer to MAGIC KINGDOM
Exploratory Free Time
Lunch on own
Dinner provided (meal coupon)
Transfer to hotel

Day 2

BACKSTAGE TECHNOLOGY

6:30a	Breakfast provided at hotel
7:30a	Transfer to UNIVERSAL STUDIOS
8:00a	Meet Universal instructor for educational activities. Discover sound stages and sound proofing at NICKELODEON'S live studio. Compare front lot usage to back lot filming, and inside sound stages vs. filming on location. Enter viewing tubes and control room. Explore advanced lighting system and computer technology.
9:15a	Examine front lot sound stages and self-contained production facility. Investigate greenery, prop department, technical services, wardrobe facilities, actors' and production offices, and the largest permanent cyclorama in Soundstage 24 used in various productions for sky, ocean, and landscape shots.
9:30a	Participate in behind-the-scenes activities at KONG-FRONTATION! Instructors highlight applications of science in special effects. Topics include forced perspective, distressing for aging effect, technology of the ride, and smeltzer device.
10:00a	Explore back lot themed areas which include San Francisco (time periods), Amity (music and sound changes), and Expo (BACK TO THE FUTURE attraction). Topics include film miniatures, hydraulic systems, special effects, fog, and lighting.

EXPAND YOUR HORIZONS THROUGH EXPERIENTIAL LEARNING

7800 Southland Boulevard, Suite 115, Orlando, FL 32809 • Phone (888) 326-1991 • Fax (407) 856-7735

BACKSTAGE TECHNOLOGY (CONT'D.)

- 11:00a Observe post-production and editing at the HERCULES AND XENA show.
Foley stage, film techniques, and sound effects are featured.
Wrap-up: tie in post-production for final production.
- 11:30a Lunch on own
Exploratory Free Time
Dinner provided (meal coupon)
- 7:00p Halloween Horror Night (at closing)
Transfer to hotel

Note: Featured attractions are subject to change due to on-site production needs of UNIVERSAL STUDIOS.

OR

PHYSICS IN ACTION

- 7:30a Breakfast provided at hotel
- 8:30a Transfer to UNIVERSAL STUDIOS ISLANDS OF ADVENTURE
- 9:00a Meet instructor for educational activities.
Discover exciting and creative applications of physics and technology at the new, state-of-the-art "Islands of Adventure" at Universal Studios. Soar 125' in the air and travel at speeds of 55 mph at "Dueling Dragons", the world's first inverted, duel roller coaster. Go weightless in a Zero-G roll at "Incredible Hulk Coaster." Experience more thrust than a 747 airplane engine at "Doctor Doom's Fearfall"...and much more. Students explore kinetic energy, speed, velocity, acceleration, hydraulics, pneumatics, special effects, and other applications of physical science topics in a new and exciting setting that is guaranteed to hold their attention.
- 12:00p Lunch on own
- 1:00p Exploratory Free Time
Dinner provided (meal coupon)
- 7:00p Halloween Horror Night (at closing of UNIVERSAL STUDIOS)
Transfer to hotel

PROPOSED ITINERARY FOR ROBERT ASP SCHOOL

Page 4

Day 4

EXPLORING THE WILD KINGDOM

- 7:30a Breakfast provided at hotel
Check out of hotel in Orlando
- 8:15a Meet instructor for educational activities.
Transfer to BUSCH GARDENS
- 9:30a Participate in environmental education activities in behind-the-scenes classroom; focus on endangered species. Hands-on presentation of protected species featured.
- 10:30a Explore the Great Ape Domain, recreated tropical West African environment; endangered chimpanzees and gorillas featured. Habitats, behaviors, and conservation efforts highlighted.
- 11:15a Encounter diverse wildlife of African plains on "safari ride" through recreated natural environments. See black rhinoceros, Grevy zebra, scimitar-horned oryx, Mhorr gazelle and other unique species.
- 12:00p Lunch on own
- 1:00p Afternoon exploratory activities may include:
- Snake and Reptile Exhibit, Birds of Prey, Elephant Wash, nursery and more.
- Action-packed amusement park featuring Congo River Rapids, Tanganyika Tidal Wave and more!
- Dinner provided on-site
- 6:00p Transfer to hotel in Tampa for check in

Day 5

LIFE SCIENCE FLOATING CLASSROOM/DEPARTURE DAY

- 7:30a Breakfast provided at hotel
- 8:30a Transfer to Fort DeSoto Dock on Florida's Gulf Coast.
Depart for EGMONT KEY
Meet Facilitators for Orientation.
Students investigate man's effect on the environment while exploring natural habitats and life cycles of native plants and wildlife on this island refuge. A shark dissection focuses on marine life in this diverse ecosystem. Activities include snorkeling, netting, beach study, and more.
Lunch provided
Return to Fort DeSoto Dock
Transfer to Airport for Return Flight

Day 3

SAVING OUR SEAS

- | | |
|--------|---|
| 6:30a | Breakfast provided at hotel |
| 7:30a | Transfer to SEA WORLD |
| 8:00a | Meet SEA WORLD instructor for educational activities. |
| 8:15a | Enjoy exclusive hands-on interaction with dolphins before the park opens. |
| 8:45a | Visit behind-the-scenes SEA WORLD rescue and rehabilitation facility.
Manatees and sea turtles featured. Visit to "Manatees: The Last Generation?" included. |
| 9:45a | Participate in hands-on encounters with stingrays and tide pool inhabitants. Discuss adaptations, human misconceptions, and environmental threats. |
| 10:30a | Observe endangered and threatened sea turtles at the new "Key West at SEA WORLD" attraction. Discover conservation efforts to save sea turtles. |
| 11:00a | Explore the different species of penguins, their habitats, and special characteristics at "Penguin Encounter." |
| 11:30a | Visit the pinnipeds at Pacific Point Preserve. Focus on seal and sea lion characteristics and conservation issues. |
| 12:00p | Lunch on own |
| 1:00p | Discover fascinating facts about sharks, eels, barracudas, venomous fish at "Terrors of the Deep." Examine shark jaws, skin, teeth, and other hands-on artifacts. |
| 1:30p | Journey to the Arctic via a flight simulator at "Wild Arctic." Observe polar bears, beluga whales, and walrus. |
| 2:00p | Discover the unique world of killer whales at "Shamu Stadium."
Discussions focus on animal behavior and training techniques. |
| 2:30p | Exploratory Free Time
Dinner provided (meal coupon)
Transfer to hotel |

MEMO #: S-00-037

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent

RE: First Reading of Policies

DATE: October 18, 2000

Attached please find the policies, Prohibition of Harassment and Violence (JFCFA) and Student Teachers (LEA), for your review

The Policy Review Committee recommends approval of each policy.

:mde

Attachments

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: JFCFA

DATE ADOPTED: 05/27/86

REVISED: 06/9/97

PROHIBITION OF HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 152 (the "School District") to maintain a learning and working environment that is free from religious, racial, national origin, or sexual harassment and violence. The School District prohibits any form of religious, racial, national origin, or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion, national origin, and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial, national origin, or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, national origin, or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. RELIGIOUS, RACIAL, NATIONAL ORIGIN, AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment: Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- (3) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- (1) unwelcome verbal harassment or abuse;
- (2) unwelcome pressure for sexual activity;
- (3) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- (4) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- (5) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- (6) unwelcome behavior or words directed at an individual or group because of gender.

B. Racial Harassment: Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- (1) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (2) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (3) otherwise adversely affects an individual's employment or academic opportunities.

C. National Origin Harassment: Definition. National origin harassment consists of physical or verbal conduct which is related to an individual's place of birth or any of the individual's lineal ancestors, when the conduct:

- (1) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (2) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
- (3) otherwise adversely affects an individual's employment or academic opportunities.

D. Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- (1) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (2) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (3) otherwise adversely affects an individual's employment or academic opportunities.

E. Sexual Violence; Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- (1) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - (2) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - (3) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
- or
- (4) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

F. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

G. National Origin Violence; Definition. National Origin violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to the individual's place of birth or any of the individual's lineal ancestors.

H. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

I. Assault; Definition. Assault is:

- (1) an act done with intent to cause fear in another of immediate bodily harm or death;
- (2) the intentional infliction of or attempt to inflict bodily harm upon another; or
- (3) the threat to do bodily harm to another with present ability to carry out the threat.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial, national origin, or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial, national origin, or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form (Appendix B) available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial, national origin, or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial, national origin, or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaining involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District. The School Board hereby designates the ~~Assistant Superintendent~~ Director of Human Resources as the School District Human Rights Officer to receive reports or complaints of religious, racial, national origin, or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.

The School District shall conspicuously post the name of the Human Rights Officer, including mailing addresses and telephone numbers with this policy.

C. Submission of a good faith complaint or report of religious, racial, national origin, or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial, national origin, or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial, national origin, or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violation of this policy.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be

consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial, national origin, or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under M.S. 626.556 may be applicable.

Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

IX. DISSEMINATION OF POLICY AND TRAINING

A. A summary of this policy (Appendix A) shall be conspicuously posted throughout each school building in areas accessible to pupils and staff.

B. A summary of this policy (Appendix A) shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.

~~BC.~~ A summary of this policy (Appendix A) shall appear in the each school's student handbook.

~~CD.~~ The School District will develop a method of discussing this policy with students and

employees annually.

~~D~~E. This policy shall be reviewed by the Human Rights Officer at least annually for compliance with state and federal law.

Legal References: Minn. Stat. 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)

Minn. Stat. Ch. 363 (Minnesota Human Rights Act)

Minn. Stat 626.556 et seq. (Reporting of Maltreatment of Minors)

42 U.S.C. 2000e et seq. (Title VII of the Civil Rights Act)

Reviewed/Revised: 5/90

9/14/93

6/9/97



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

APPENDIX A

* * * ATTENTION * * *

MOORHEAD AREA PUBLIC SCHOOL DISTRICT 152 POLICY AGAINST RELIGIOUS, RACIAL, NATIONAL ORIGIN, AND SEXUAL HARASSMENT AND VIOLENCE

1. Everyone at District 152 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, national origin, or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, national origin, sex or gender:
 - a. name calling, jokes, or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, .
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. ~~We take seriously~~ The School District will investigate all reports of religious, racial, national origin, or sexual harassment or violence and the School District will take all appropriate actions based on your report.

An Equal Opportunity Employer

45

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

7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported a concern.

8. This is a summary of the School District policy against religious, racial, national origin, and sexual harassment and violence. Complete policies are available in the Principal's Office and the Superintendent's Office and at the School District Web site at www.moorhead.k12.mn.us ~~upon~~ request.

APPENDIX B

RELIGIOUS, RACIAL, NATIONAL ORIGIN, AND SEXUAL
HARASSMENT AND VIOLENCE ARE AGAINST THE LAW.

DISCRIMINATION IS AGAINST THE LAW.

CONTACT: , Human Rights Officer

Phone:

MOORHEAD AREA PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 152
RELIGIOUS, RACIAL, NATIONAL ORIGIN, OR SEXUAL
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Religious, Racial, National Origin, or Sexual Harassment

Independent School District No. 152 maintains a firm policy prohibiting all forms of discrimination. Religious, racial, national origin, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial, national origin, or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated ~~under any circumstances~~.

Complainant

Home Address

Work Address

Home Phone Work Phone

Date of Alleged Incident(s)

Circle as appropriate sexual \ racial \ religious \ national origin.

Name of person you believe harassed or was violent toward you or another person.

If the alleged harassment or violence was toward another person, identify that person.

Describe the incident(s) as clearly as possible, including such things as: what force, if any was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses who were present

This complaint is filed on my honest belief that _____ has harassed or
has been violent to me or to another person. I hereby certify that the information I have provided
in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by

(Date)

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN.

DISTRICT CODE: LEA

DATE APPROVED: 10/10/72

REVISED: 03/11/96

STUDENT TEACHERS

~~When placing student teachers in the Moorhead Public Schools, each college/university is to work directly with the building administrators through the District's Human Resources Office. The building administrator of each school shall prepare a roster of cooperating teachers for his/her staff which shall be available to cooperating colleges upon request to the Human Resources Office. In general, a cooperating teacher should not have more than one student teacher per year unless approved by the building administration and the Human Resources Office. A student teacher shall not be assigned to a first year teacher in the Moorhead public school system.~~

~~Each college is to send a copy of all student teacher assignments to the Moorhead public schools (Human Resources Office and Principal's Office) prior to the beginning of the student teaching assignment. The respective college will also be required to have the appropriate criminal background check conducted on each student teacher prior to the time when the student teacher begins his/her assignment with the Moorhead public schools. A notarized copy of the results of that background check will be shared with the Moorhead Assistant Superintendent for Human Resources, and Moorhead Public Schools will retain an option of refusing/terminating any student teaching assignment as a consequence of information available from the background check.~~

~~Student teacher observations shall be made on a regular basis by the college supervisor and the supervising teacher.~~

Moorhead Area Public Schools supports the training and development of new educators by colleges and universities by allowing student teachers to work with and be mentored by cooperating school district teachers and staff.

District staff will be surveyed by the local college/universities (Minnesota State University, Moorhead, Concordia College, and North Dakota State University) in the spring, to determine the availability of interested staff willing to work with student teachers. When placing student teachers in the Moorhead Area Public School District, each local college/university will work with the building administrators. A formal contract will be signed by the Director of Human

Resources. Colleges and universities outside the local area should contact the Human Resources Office for copies of a student teaching contract. The Human Resources Office will contact building administrators regarding available placement of student teachers.

Each college/university is to send a copy of all student teacher assignments for Moorhead Area Public Schools to the Human Resources Office and building Principal's Office prior to the beginning of the district's semester in which the student teacher is to start. The respective college/university will also be required to have the appropriate criminal background check conducted on each student teacher prior to the time the student teacher begins his/her assignment with the Moorhead Area Public Schools. A notarized copy of the results of that background check will be sent to the Director of Human Resources. Moorhead Area Public Schools will retain the option of refusing or terminating any student teaching assignment as a consequence of information available from the background check.

Guidelines:

1. A cooperating teacher/staff person should not have more than one student teacher per year unless approved by the building administrator and Human Resources Office.
2. A student teacher will not be assigned to a first year teacher in the Moorhead Area Public School system.
3. Student teacher observations will be made on a regular basis by the college/university supervisor and the building level supervising teacher/staff.

LAST REVISED: 11/26/91
3/11/96

MEMO #: I-01-087



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Change for licensed staff from time sheet to contract
DATE: October 17, 2000

The Red River Area Learning Center is requesting a change of .228 FTE in special education and a .83 FTE in general education staff from time sheet to contract time. These positions have been paid through a time sheet since the program became an area learning center in 1998.

The enrollment at the learning center has remained between 90 and 100 students for this year and through the last semester of the 1999-00 school year. The increase in students is also reflected in the increase of students in the October enrollment figures that were distributed at the October 9 Board meeting.

It appears that the enrollment has remained stable and these staff members should be placed on contracts. This will be beneficial for the actual counts of staff employed at the Red River Area Learning Center. This will continue to be important as adjustments to the budget need to be made. It is important that staff members be counted as part of the actual FTE lists so that accurate decisions can be made regarding staffing decreases or increases.

The increases can realistically be covered by the students that have enrolled in the district alternative learning center through open enrollment. At this time, an increase of 6.03 students can be attributed to open enrollment from other districts.

The area learning center has the capacity to attract students from our region and has funding incentives to cover the costs for these students. This proposal is funded entirely by the out of district students that are currently open enrolled in the program.

SUGGESTED RESOLUTION: Move to approve the change for .28 FTE special education and .83 FTE general education staff at the Red River Area Learning Center from time sheet to contract.

LAK/smw

MEMO #: B01039



To: Dr. Nybladh
From: Beth Astrup *BA*
Subject: Post-Secondary Enrollment Options
Date: October 18, 2000

During the 1999 - 2000, Moorhead Senior High School students enrolled in classes at Minnesota State University - Moorhead, Concordia College, and Northwest Technical College through the Post-Secondary Enrollment Options program. For the past seven years, the District has had a contract with Northwest Technical College for Post-Secondary Enrollment Options. The contract allowed Northwest Technical College to bill the District, rather than the State, for credit hours taken at Northwest Technical College by Moorhead Senior High School students. Minnesota State University - Moorhead and Concordia College have received reimbursement directly from the State for Post-Secondary Enrollment Options credits.

In an effort to maximize revenue to the District, I evaluated if it would be beneficial for the District to enter into contracts with Minnesota State University - Moorhead and Concordia College which would be similar to the contract with Northwest Technical College. The following information is a summary of the results based on the 1999-2000 data:

Total PSEO Credits taken at MSUM and CC	1,426
State reimbursement per credit	<u>\$142.62</u>
Total revenue received by MSUM and CC	\$203,376
Total ADM's associated with PSEO	46
Multiplied by the secondary weighing factor	1.3
Multiplied by revenue per weighted ADM	<u>\$4110</u>
Total revenue forfeited by the District for PSEO	\$245,778

Minnesota State University - Moorhead and Concordia College receive the same

amount of revenue regardless of who pays the bill. Based on last year's data, the District's general fund would have had a net increase in revenue of \$42,402 by changing the PSEO reporting process. By reporting the students as full time Senior High School students, the District is able to recoup the revenue loss for travel time.

The District should monitor the PSEO activity on an annual basis. The break even point per student is approximately 13 credits per semester. If the number of students taking 13 credits or more per semester were to grow, the District would want to go back to the system that is currently in place.

Suggested Resolution: Move to approve the attached contracts with Minnesota State University - Moorhead and Concordia College for the 2000 - 2001 academic year.

BAA/krm

"SCHOOL AND COLLEGE" PROGRAM
Agreement Between Minnesota State University – Moorhead
and
Moorhead Area Public Schools
for Post-Secondary Enrollment

The intent of this agreement is to formalize procedures and policies regarding post-secondary courses enrollment by eligible school district students. The School Board and the governing body of Minnesota State University – Moorhead, hereafter referred to as "University" have elected to enter directly into a contract to provide courses and reimbursement thereby by-passing the Post-Secondary Enrollment Options (PSEO) act, MN Statute 124D.09.

1. The School District authorizes enrollment by eligible high school students in University courses located on campus.
2. The University in collaboration with the School District, if deemed appropriate, can designate entrance requirements.
3. For each student participating in this program, the school district will provide the appropriate authorization forms to be certified by the University's Office of Academic Support Programs. The forms must contain a minimum of parental consent to attend courses, school district verification of eligibility, and University confirmation of enrollment.
4. School Districts will be billed at the standard rate, currently \$151.16 per credit hour, as the State would pay the post-secondary institution. This rate is inclusive of all tuition, fees, text books, and course fees (except private music lesson fees) as listed in the class schedule. A copy of each completed registration form will be returned to the school district with the invoice requesting payment.
5. Credit for refunds due to individual courses or complete University withdrawal will be issued according to the same refund schedule according other University students. Rates charted and refund schedules are set by the Minnesota State University Board and subject to change without notice.
6. Payment on billings are due thirty (30) days after the bill is issued.
7. The University Business Office will provide an authorization to the MSU Bookstore, which will list courses by name and course number. Their staff will list the course required books and materials as well as price. The student will sign for receipt of the required books and materials listed at no cost to them. The books and materials are the property of the school district at this point and how they are retrieved from the student and/or disposed of is the school district's decision. Should the school district prefer to review the courses registered for by the students before the purchase of textbooks at the Bookstore, a section in the book authorization form between Admission's signature and Bookstore is available for the high school official. This section

will not be a required signature by the Bookstore and they will be authorized to fill the order based on the University Business Office authorization. The high school official will have to communicate to the student that he/she wishes to sign off before the textbooks are purchased.

8. Room and board costs, if applicable, are the responsibility of the student.

This agreement is for the University's 2000-01 academic year and may be renewed on an annual basis by the written agreement of both parties to extend. The official contact person and mailing address for each institution must be provided at the time both parties sign the agreement.

SCHOOL DISTRICT:

School District Contact Person and Title

School District Authorized Signature

Date

Title

Moorhead Area Public Schools
810 4th Avenue South
Moorhead MN 56560

MINNESOTA STATE UNIVERSITY – MOORHEAD

University Contact Person and Title

University Authorized Signature

Date

Title

Minnesota State University-Moorhead
Business Office
1104 7th Avenue South
Moorhead MN 56560

"SCHOOL AND COLLEGE" PROGRAM
Agreement Between Concordia College
and
Moorhead Area Public Schools
for Post-Secondary Enrollment

The intent of this agreement is to formalize procedures and policies regarding post-secondary courses enrollment by eligible school district students. The School Board and the governing body of Concordia College, hereafter referred to as "College" have elected to enter directly into a contract to provide courses and reimbursement thereby by-passing the Post-Secondary Enrollment Options (PSEO) act, MN Statute 124D.09.

1. The School District authorizes enrollment by eligible high school students in College courses located on campus.
2. The College in collaboration with the School District, if deemed appropriate, can designate entrance requirements.
3. For each student participating in this program, the school district will provide the appropriate authorization forms to be certified by the College's Office of Academic Support Programs. The forms must contain a minimum of parental consent to attend courses, school district verification of eligibility, and College confirmation of enrollment.
4. School Districts will be billed at the standard rate, currently \$151.16 per credit hour, as the State would pay the post-secondary institution. This rate is inclusive of all tuition, fees, text books, and course fees (except private music lesson fees) as listed in the class schedule. A copy of each completed registration form will be returned to the school district with the invoice requesting payment.
5. Credit for refunds due to individual courses or complete College withdrawal will be issued according to the same refund schedule according other College students. Rates charted and refund schedules are set by the Minnesota State College Board and subject to change without notice.
6. Payment on billings are due thirty (30) days after the bill is issued.
7. The College Business Office will provide an authorization to the Concordia College Bookstore, which will list courses by name and course number. Their staff will list the course required books and materials as well as price. The student will sign for receipt of the required books and materials listed at no cost to them. The books and materials are the property of the school district at this point and how they are retrieved from the student and/or disposed of is the school district's decision. Should the school district prefer to review the courses registered for by the students before the purchase of textbooks at the Bookstore, a section in the book authorization form between Admission's signature and Bookstore is available for the high school official. This section

will not be a required signature by the Bookstore and they will be authorized to fill the order based on the College Business Office authorization. The high school official will have to communicate to the student that he/she wishes to sign off before the textbooks are purchased.

8. Room and board costs, if applicable, are the responsibility of the student.

This agreement is for the College's 2000-01 academic year and may be renewed on an annual basis by the written agreement of both parties to extend. The official contact person and mailing address for each institution must be provided at the time both parties sign the agreement.

SCHOOL DISTRICT:

School District Contact Person and Title

School District Authorized Signature

Date

Title

Moorhead Area Public Schools
810 4th Avenue South
Moorhead MN 56560

CONCORDIA COLLEGE

College Contact Person and Title

College Authorized Signature

Date

Title

Concordia College
Business Office
901 8th Street South
Moorhead MN 56560

MEMO #: P.00.220

TO: Dr. Larry Nybladh, Superintendent
FROM: Ron Nielsen, Director of Human Resources
DATE: October 18, 2000
RE: Assurance of Compliance

Attached please find the statement of compliance with state and federal law prohibiting discrimination. The second part of the assurance is completed online on the Department of Children, Families and Learning website.

A copy of each of the eighteen laws included on the statement must be in every school building. New copies of the laws have been made and will be sent out to each school building before November 15, 2000.

The Assurance of Compliance with State and Federal Law Prohibiting Discrimination needs to be submitted annually to the Commissioner of Children, Families and Learning.

Suggested Resolution: Move to approve the Statement of Assurance of Compliance with State and Federal Law Prohibiting Discrimination.

RN:jg

	Monitoring and Compliance 1500 Highway 36 West Roseville, MN 55113-4266	ASSURANCE OF COMPLIANCE WITH STATE AND FEDERAL LAW PROHIBITING DISCRIMINATION	ED-00199-07
			DUE 11/15

GENERAL INFORMATION AND INSTRUCTIONS: Pursuant to Minnesota Statutes, section 127A.42, subd. 3, each school board shall annually submit to the Commissioner of Children, Families and Learning a statement of compliance with state and federal laws prohibiting discrimination and provide the designated supporting information to assure that statement. Complete this form as directed and return it to the above address by November 15. Retain a copy for your files.

IDENTIFICATION INFORMATION			
School District Name Moorhead Public Schools			District Number 152
Name of District Contact Person Ron Nielsen	Title Dir. of Human Resources	Telephone Number 218 299-6226	FAX Number (218) 236-1610

STATEMENT OF ASSURANCE

The undersigned hereby affirm that the above named school district is in compliance with the following state and federal laws prohibiting discrimination:

1. Minnesota Statute, section 363.03, Minnesota Human Rights Act, which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.
2. Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq.; 34 CFR Part 100), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.
3. Title VII of the Civil Rights Act of 1964 (42 USC 2000e, et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (P.L. 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.
4. Title IX of the Education Amendments of 1972 (20 USC, Section 1681; 34 CFR Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
5. The Age Discrimination in Employment Act of 1967 (29 USC, Section 621; 42 USC Section 6101; 29 CFR Part 860), which prohibits discrimination on the basis of age (over 40 years).
6. Minnesota Statute, section 121A.04, which prohibits sex discrimination in athletic programs.
7. Minnesota Statute, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.
8. Minnesota Rules, Chapter 3535, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.
9. Section 504 of the Rehabilitation Act of 1973 34 C.F.R. part 104, prohibiting discrimination on the basis of disability.
10. American with Disabilities Act 42 U.S.C. § 12101, et seq., also prohibiting discrimination on the basis of disability.
11. Minnesota Rules, part 3500.0550 relating to Inclusive Educational Program Plan.
12. Equal Education Opportunities and Transportation of Students (20 U.S.C. § 1703).
13. Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) 42 U.S.C. § 2000 e(k).
14. Fair Housing Act 42 U.S.C. § 3601 et seq. 24 C.F.R. part 100.
15. Age Discrimination Act 42 U.S.C. § 6101, 6102; 45 C.F.R. part 100.
16. Prohibition of Discrimination Based on Blindness (20 U.S.C. § 1684).
17. May 25, 1970, Office of Civil Rights Memorandum, "Identification of Discrimination and Denial of Service on the Basis of National Origin".
18. August 1975, Office of Civil Rights Memorandum, "Identification of Discrimination in the Assignment of Children to Special Education Programs".

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal and state financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Children, Families and Learning (CFL), including installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date. The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons whose signatures appear below and who are authorized to sign on behalf of the district.

Furthermore, the undersigned hereby affirm that there is a copy of each of these laws in each building in the district and that the information given on page two and three of this form is accurate and complete.

_____ Signature - School District Superintendent	_____ Date
_____ Signature - President or Chairperson of School Board	_____ Date
_____ Signature - Clerk of School Board	_____ Date

S-M 9-1305
/min
11-13-00

INDEPENDENT SCHOOL DISTRICT #152

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

November 13, 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 _____

A G E N D A

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 Moorhead Partners in Learning for being one of eight Community Education programs recognized state-wide with an Outstanding Project award from the Minnesota Community Education Association. This family literacy program is funded by a grant from the Clay County Joint Powers Collaborative. Last year the program served 49 adults and 81 children. The criteria for the award included: cooperation and teamwork, use of resources, achievement, and community impact.

SCHOOL BOARD AGENDA - November 13, 2000

PAGE 2

- 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 Gift - Page 6
- B. SYSTEM SUPPORT MATTERS - Astrup
 - (1) Approval of Lease - Page 7
- C. HUMAN RESOURCE MATTERS- Nielsen
 - (1) Approval of Change in Employment Contract - Page 8
 - (2) Approval of New Employees - Page 9
 - (3) Acceptance of Resignations - Page 10
 - (3) Approval of Family/Medical Leave - Page 11
- D. SUPERINTENDENT MATTERS - Nybladh
 - (1) Approval of October 9 and 23, 2000 Minutes - Pages 12-20
 - (2) Approval of November Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

SCHOOL BOARD AGENDA - November 13, 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.)

Kids Voting - Kovash

Pages 21-22

5. **ENROLLMENT REVIEW**: Kovash

Pages 23-29

6. **1999-2000 AUDIT REPORT**: Astrup

Page 30

Suggested Resolution: Move to accept the 1999-2000 audit report as presented.

Moved by _____ Seconded by _____

Comments _____

7. **APPROVAL OF POLICY**: Nybladh

Pages 31-33

Suggested Resolution: Move to approve the policy, Student Teachers (LEA), as presented.

Moved by _____ Seconded by _____

Comments _____

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

9. **ADJOURNMENT**

SCHOOL BOARD AGENDA - November 13, 2000

PAGE 4

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
F-M Reads - Natl. Com.	November 14	6:30 pm	Hjemkomst
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 with Dr. Roger Worner	November 16	7 pm	Board Room
K - P/T Confs. (Day)	November 16-17		
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
School Board	December 11	7 pm	Board Room
Property Tax Hearing Cont.	December 11	7 pm	Board Room
Long Range Planning Com.	December 12	3:45 pm	Board Room
Inst. and Curr. Adv. Com.	December 14	7 am	Board Room
District Student/Staff Assistance Com.	December 18	3 pm	Board Room
Policy Review Com.	December 18	7 pm	Board Room
Supt. Adv. Council	December 21	7 pm	Board Room
Winter Break Begins	December 22		
K-12 Staff Dev. Day	January 2	No School	
K-12 Classes Resume	January 3		
District Student/Staff Assistance Com.	January 8	3 pm	Board Room
School Board	January 8	7 pm	Board Room
Long Range Planning Com.	January 9	3:45 pm	Board Room
Martin Luther King Jr. Day/ K-12 Staff Dev. Day	January 15	No School	

SCHOOL BOARD AGENDA - November 13, 2000

PAGE 5

Inst. and Curr. Adv Com.	January 18	7 am	Board Room
End of 2nd Quarter/First Semester	January 19		
School Board	January 22	7 pm	Board Room
Winter Com. Ed. Classes Start	January 22		
Basic Standards Test (Writing)	January 30		
MN Comp. Assessment	January 31		
Tests (Grade 11 Math)			

MEMO #: I-01-091



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Gift Acceptance

DATE: November 6, 200

The Moorhead Junior High received a gift of \$100.00 from Grosz Studio to be used for general supplies.

SUGGESTED RESOLUTION: Move to approve the gift of \$100.00 from Grosz Studio to be used for general supplies.

LAK/smw

OCT 26 2000

MEMO #: B01040



TO: Dr. Nybladh

FROM: Beth Astrup *BA*

DATE: October 25, 2000


SUBJECT: Townsite Center Lease - TransEm

TransEm would like to renew their lease of Suite 206 at Townsite Center. The lease would be for a twelve month term beginning November 1, 2000, and continuing through October 31, 2001. The total lease payment would be \$2,940.

Suggested Resolution: Move to approve the lease with TransEm beginning November 1, 2000, and continuing through October 31, 2001.

BAA/krm

MEMORANDUM P 00.229

TO: Dr. Larry Nybladh
FROM: Ron  Nilsen
DATE: November 7, 2000
SUBJECT: Change in Employment Contract

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

Pat Babolian	Teacher Red River Are Learning Center, increase .202 FTE, for 146 days, \$4714.34, effective immediately. (Approved at 10-23-00 Board meeting)
--------------	--

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

RN:sh

TO: Dr. Larry Nybladh
FROM: Ron Hansen
DATE: November 7, 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:

Kim Melander Teacher Red River Area Learning Center, BA+30(2) .57 FTE for 146 days, \$13,783.86, effective immediately. (Approved at Board meeting 10-23-00)

Pauline Alba Teacher Red River Area Learning Center, BA (0) .286 FTE for 118 days, effective December 5, 2000. (Approved at Board meeting 10-23-00)

Nicole Anderson EBD Paraprofessional, Riverside, 3.5 hour daily, B21 (0) \$9.83 per hour, AOM Paraprofessional, Probstfield, 2.5 hours daily, effective immediately.
(Special Education paid for by Hawley-AOM Probstfield budget)

Suggested Resolution: Move to approve the employment as presented.

RN:sh

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: November 7, 2000
SUBJECT: Resignation

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

Beth Astrup Assistant Superintendent Systems Support, Townsite Centre, effective
December 31, 2000.

Dan Bjerke Custodian, Moorhead Senior High, effective October 31, 2000.

Suggested Resolution: Move to accept the resignations as presented.

RN:sh

MEMORANDUM P 00.227

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: November 7, 2000
SUBJECT: Family/Medical Leave

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

Ann Goldade LD Teacher, Moorhead Junior High, on or about March 12, 2001
until the end of the school year.

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

RN:sh

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 9, 2000
PAGE 1

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

MEMBERS ABSENT: Anton B. Hastad.

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: Cummings moved, seconded by Gustafson, to approve the agenda as presented. Motion carried 6-0.

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.

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.

School Board members and audience admired the award winning designs.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 9, 2000
PAGE 2

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

Grants - Accept the \$10,000 grant for the Whole School/New School Program from the Perpich Center for Arts Education for the 2000-2001 school year. The grant will 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. The grant does not commit the district to develop an arts high school.

Accept the \$83,505 grant from the Clay County Joint Powers Collaborative for the continuation of the Partners in Learning family literacy project (September 1, 2000 - August 31, 2001).

Gift - Accept the \$850 gift of a Calcomp Artisan Plus Plotter from Eid-Co Home Builders.

Student Teacher Contract - Approve the agreement with the University of Wyoming for the 2000-2001 school year.

Paraprofessional Positions - Approve 3 FTE special education paraprofessional positions for the 2000-2001 school year at Moorhead Junior High and Senior High Schools due to the increase of students and student needs.

Change in Employment Contract

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)

New Employees

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)

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 9, 2000
PAGE 3**

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)

Resignations

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

Monty Sveen - OHI Paraprofessional, Senior High, effective immediately.

Agreements - Approve the agreement with ASI Professional Associates for services not to exceed \$20,400 for 85 student contact days; Connections of Moorhead Incorporated in the amount not to exceed \$3,625.23; and Isign Interpreting for an amount not to exceed \$30,275 (9/5/00 until 5/31/01).

Minutes - Approve the September 11 and 25, 2000 meeting minutes as presented.

Claims - Approve the October Claims, subject to audit, in the amount of \$1,942,815.42.

General Fund:	\$695,090.38
Food Service:	73,870.03
Transportation:	201,356.67
Community Service:	40,287.67
Capital Expenditure	857,693.11
Townsite Centre:	74,517.56
TOTAL	\$1,942,815.42

Motion carried 6-0.

COMMITTEE REPORTS: Reports were heard regarding the Human Rights, Joint Powers, Clay County Collaborative, and Marketing Moorhead Task Force meetings.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 9, 2000
PAGE 4

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.)

2000 Summer Programming - Lynne Kovash, Jackie Migler, Sarah King, and Deb Pender provided an update and dialogue of the 2000 summer programs including the Summer Migrant, Extended School Year, EXCEL, and Alternative and Secondary Summer programs.

1999-2000 ANNUAL REPORT ON CURRICULUM, INSTRUCTION AND STUDENT PERFORMANCE: Ladwig moved, seconded by Erickson, to receive the Annual Report on Curriculum, Instruction and Student Performance and direct administration to mail the report to all district residents and submit two copies to the Department of Children, Families and Learning. Motion carried 6-0.

OCTOBER ENROLLMENT: Kovash provided a review of the October 2 enrollment figures. The October 2 figures reflect the enrollment number that is reported to the Department of Children, Families and Learning.

MAJOR MAGNITUDE FIELD TRIPS: Gustafson moved, seconded by Thompson, 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, 2001, and Junior High students to travel to Washington, D.C. on April 7-10, 2001. Motion carried 6-0.

PRELIMINARY 1999-2000 AUDIT INFORMATION: Astrup reviewed the preliminary year-end financial information and stated that Eide Bailly will present the audit report at the November 13, 2000 School Board meeting.

BUILDING PROFILES ACCEPTANCE: Ladwig moved, seconded by Foss, 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. Motion carried 6-0.

APPROVAL OF POLICY: Erickson moved, seconded by Gustafson, to approve the policy, Evaluation of Licensed Personnel (GCNC) as presented.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 9, 2000
PAGE 5

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: None.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:10 p.m.

Carol Ladwig, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 23, 2000
PAGE 1

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

MEMBERS ABSENT: Mark Gustafson.

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

WE ARE PROUD:

*** We Are Proud of Jesse Mattson, 2000 graduate of Moorhead High School, who was named National Forensic League (NFL) All-American. From a field of over 91,000 NFL student members the top 25 national point leaders at the end of each season are designated as NFL All-Americans. The National Forensic League is coached by Harlan Shuck. Mr. Shuck has coached for 25 years and to have a student place in the top 3/100ths of 1 percent of all NFL students is a tribute to his outstanding coaching and the excellent support for speech education from the Moorhead Area Public Schools.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Change in Employment Contract

Kathleen Gress-Jorgenson - Switchboard Operator, Senior High, to MSMI Paraprofessional, Senior High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective October 24, 2000. (Position approved at last month's meeting)

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 23, 2000
PAGE 2**

New Employees

Joann Holland - Payroll Secretary, Townsite Centre, B22 (6) \$10.78 per hour, 8 hours daily, effective November 1, 2000. (Replace Michelle Rohrich)

Ann Kallod - MSMI Paraprofessional, Junior High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective immediately. (New position approved last month)

Dawn Gnadt - MSMI Paraprofessional, Junior High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective immediately. (New position approved last month)

Duane Hickel - POHI Paraprofessional, Senior High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effectively October 24, 2000. (Replace Monte Sveen)

Lisa Renner - Job Coach Paraprofessional, Senior High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective October 24, 2000. (New position approved last month)

Barbara Cote - Autism Paraprofessional, Robert Asp, B21 (0-2) \$9.83 per hour, effective immediately. (New position approved last month)

Jennifer Boese - AOM Paraprofessional, \$8.00 per hour, 7 hours per week, effective immediately. (Replace Carla Harstad)

Patricia Patron - AOM Paraprofessional, \$8.00 per hour, 7.5 hours per week, effective immediately. (Replace Rosario Weckler)

Dottie Biffert - Food Service Worker, Robert Asp, \$6.20 per hour, 2 hrs 45 minutes, effective immediately. (Replace Karen Pickar)

Resignation

Evarae Herbst - Food Server, Thomas Edison, effective immediately.

Family/Medical Leave

Lisa Schmidt - MSMI Paraprofessional, Senior High, to begin about October 24, 2000 for a period of 6 months.

Jennifer Weleski - Title I Paraprofessional, Junior High, to begin approximately December 21, 2000 for the remainder of the 2000-2001 school year.

Approval of Paraprofessional Position - Approve a 3.5 hour special education paraprofessional position for Robert Asp Elementary.

Motion carried 6-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 23, 2000
PAGE 3

COMMITTEE REPORTS: Reports were heard regarding the Long Range Planning, Policy Review, Clay County Joint Powers Collaborative, Health and Safety, District Student/Staff Assistance and Clay County Interagency Early Intervention Committees. Erickson emphasized Probstfield School's "Year of Excellence" theme commenting on bulletin boards displaying student's works of excellence.

HEALTH AND SAFETY PLAN: Dan Bacon, Chair of the Health and Safety Committee, and Melissa Mattson, Lakes Country Service Cooperative, reviewed the plan put together for the Department of Children, Families and Learning and also required for access of health and safety levy funds. Ladwig moved, seconded by Cummings, to approve the District's Health and Safety Plan as presented. Motion carried 6-0.

2000-2001 and 2001-2002 PRINCIPALS' ASSOCIATION AGREEMENT: Cummings moved, seconded by Thompson, to approve the Principals' Association agreement for the next two years, 2000-2002 with the proposed language changes. The total cost increase is \$95,795 over two years for eleven principals. Motion carried 6-0.

MAJOR MAGNITUDE FIELD TRIPS: Hastad moved, seconded by Foss, to approve the Robert Asp Gifted and Talented students to travel to Florida during October of 2001 and Sixth Grade Orchestra students to perform at the Minnesota Music Educators Convention in Minneapolis in February of 2001. Motion carried 6-0.

FIRST READING OF POLICIES: The Board conducted a first reading of the following policies: Prohibition of Harassment and Violence (JFCFA) and Student Teachers (LEA).

RED RIVER AREA LEARNING CENTER STAFF CONTRACT PROPOSAL: Ladwig moved, seconded by Hastad, to approve the change for .28 FTE special education and .83 FTE general education staff at the Red River Area Learning Center from time sheet to contract. Motion carried 6-0.

POST-SECONDARY ENROLLMENT OPTIONS: Hastad moved, seconded by Ladwig, to approve the post-secondary enrollment option contracts with Minnesota State University - Moorhead and Concordia College for the 2000-2001 academic year. Motion carried 6-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 23, 2000
PAGE 4

ASSURANCE OF COMPLIANCE: Erickson moved, seconded by Ladwig, to approve the Statement of Assurance of Compliance with State and Federal Law Prohibiting Discrimination. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Cummings stated as part of the Board goals, he had met with the Superintendent's Advisory Council regarding communication and participation at the building PTAC meetings.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 7:55 p.m.

Carol Ladwig, Clerk

MEMO #: I-01-093



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Kids Voting Dialogue
DATE: November 7, 2000

Lauri Winterfeldt-Shanks, Vicki Breneman, Jenni Carney, Beth Anderson and Del Larson along with students from their schools will give a presentation on Kids Voting.

LAK/smw
Attachment

Kids Voting
November 2000

Kids Voting came to Moorhead this fall as a collaboration with the Fargo and West Fargo programs that had been in existence for a few years. After approval of the school board, the Moorhead chair, Mary Davies, began the work of coordinating volunteers, working with election officials, developing a plan to work with the schools and seeing to a million details to ensure a successful experience for all students K-12 on election day.

A fact sheet from Kids Voting North Dakota describes the program this way:

Kids Voting is a nonpartisan, non profit, grassroots program, Kids Voting is a one-of-a-kind! In partnership with families, schools, election officials and community leaders, kids visit official polls on election day to cast their own ballot, accompanied by a parent or guardian. The mission is profound and being accomplished: securing the American tradition of civic involvement and the responsibility of voting.

In Moorhead, one teacher from each of the district building was trained by Claudia Anderson of Kids Voting North Dakota to act as a building coordinator. These coordinators ensured distribution of the curriculum materials and developed some very creative strategies for implementation in their own building. Some of these events were featured in the media which helped build community awareness.

The majority of the costs of the program in Moorhead were underwritten by donations from area businesses and service clubs. The district staff development program did provide money through an incentive grant for seven substitute teachers for one half day each. This covered the time used to train the building coordinators. The amount was \$286.00.

The success of Kids Voting relied heavily on the efforts of volunteers. Mary Davies gave leadership to the Moorhead project. Many others volunteered time to ensure that every polling place had volunteers there to assist the students who were voting. Volunteers also raised money, organized material distribution, counted ballots, made signs, spoke to civic groups and covered the myriad of other tasks necessary to make the effort a success.

The future of Kids Voting in our community is a topic of on-going conversation. Many teachers embraced the program and did amazing work. We want to get feedback from them as well as the community at large before making long-range plans.

Kids Voting certainly provided a great opportunity for the district to develop Community Partnerships for the benefit of the students. This program could serve as a model for future efforts to collaborate for the benefit of all.

MEMO #: I-01-094



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Enrollment Review
DATE: November 7, 2000

Attached is the November 2000 enrollment and cohort projections for 2000-2006 to be reviewed with the Board.

Elementary enrollment (K-6) decreased by 107 from November 1999 to November 2000 and it is anticipated that K-6 enrollment will drop by another 238 by November 2005. Enrollment in grades 7-12 decreased by 51 from November 1999 through November 2000. Secondary enrollment is projected to decrease by 279 from November 2000 through November 2005.

Monthly enrollment continues to decline with a 1% or 18 students decline from October 2000 to November 2000.

LAK/smw
Attachment

MOORHEAD PUBLIC SCHOOLS COHORT PROJECTIONS

November, 2000

1999 projected
for November

November, 2000							Projected enrollments						2000 VARIANCE	
	Actual enrollments													
	95/96	96/97	97/98	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06			
Kindergarten	500	433	442	425	380	414	360	420	400	450	420	400	14	
Grade 1	492	492	420	451	421	364	404	352	410	391	440	378	-14	
Grade 2	459	481	483	401	457	407	356	396	344	401	382	414	-7	
Grade 3	489	432	461	473	399	438	397	347	386	335	391	445	-7	
Grades 1-3	1440	1405	1364	1325	1277	1209	1157	1095	1140	1128	1213	1237	-28	
Grade 4	483	478	419	471	465	392	433	393	343	382	332	395	-3	
Grade 5	498	462	477	414	456	458	386	427	386	338	376	455	3	
Grade 6	491	479	461	457	418	437	449	378	418	379	331	449	-12	
Grades 4-6	1472	1419	1357	1342	1339	1287	1268	1197	1148	1099	1039	1299	-12	
Grades 5-6	989	941	938	871	874	895	835	805	805	717	707	904	-9	
Grade 7	504	488	503	469	479	441	450	463	390	431	390	429	12	
Grade 8	488	484	464	480	458	453	424	433	445	375	415	460	-7	
Grades 7-8	992	972	969	949	937	894	875	896	835	806	805	889	5	
Grade 9	520	464	528	468	492	474	466	436	445	458	386	466	8	
Grade 10	452	521	460	476	475	482	470	462	433	442	454	484	-2	
Grade 11	406	430	486	432	474	451	466	455	447	419	428	456	-5	
Grade 12	382	390	364	428	407	433	412	426	416	408	383	430	3	
Grades 9-12	1760	1805	1839	1804	1848	1840	1814	1780	1741	1727	1650	1836	4	
Grades K-4	2423	2316	2225	2221	2122	2015	1951	1907	1884	1959	1965	2033	-18	
Grades K-6	3412	3257	3163	3092	2996	2910	2786	2712	2688	2676	2672	2937	-27	
Grades 7 -12	2736	2777	2808	2753	2785	2734	2689	2675	2576	2533	2455	2725	9	
Grades K-12	6151	6034	5971	5845	5781	5644	5475	5387	5264	5209	5127	5662	-18	
		-117	-63	-126	-64	-137	-169	-88	-123	-55	-82			

Pupil Units													
Kindergarten	265.00	229.49	234.26	225.25	211.66	230.60	200.52	233.94	222.80	250.65	233.94		
Grades 1-3	1526.40	1489.30	1445.84	1404.50	1423.86	1348.04	1290.41	1220.42	1271.27	1257.33	1352.82		
Grades 4-6	1560.32	1504.14	1438.42	1422.52	1419.34	1364.22	1344.31	1269.26	1216.94	1164.44	1101.32		
Grades 7-12	3560.70	3610.10	3650.40	3578.90	3620.50	3554.20	3495.74	3478.15	3349.11	3292.83	3191.47		
Adjustments					-12.00	-12.00	-12.00	-12.00	-12.00	-12.00	-12.00		
Total					6663.35	6485.05	6318.99	6189.77	6048.13	5953.26	5867.54		

Budgeted units in AOP at 99% of November projections 6596.7215 6420.2025 6255.7996 6127.8744 5987.6446 5893.7258 5808.8643

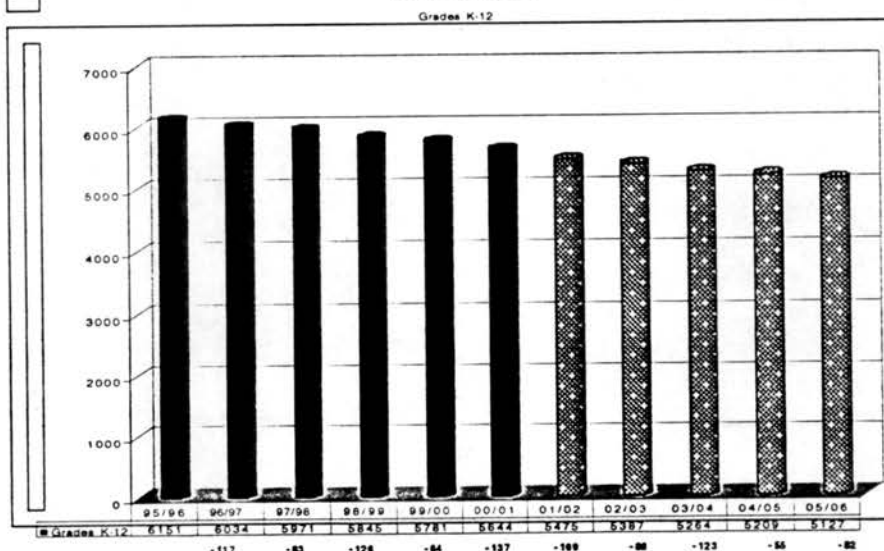
Adjustments include estimates of 13 pupil units for Early Childhood Special Education, 90 units for YES and a reduction of 100 units for PSEO as well as a reduction of 7 pupil units for students older than 21 who receive .65 FTE weighting and 8 units for part time students. Weighting Changes were made in legislation effective July 1 1999. Kindergarten from .053 to .0557; Grades 1-3 from 1.06 to 1.115 with grades 4-6 remaining at 1.06 and grades 7-12 remaining at 1.30.

Moorhead Area Public Schools Enrollment Projections Based on 2000-2001 Enrollment

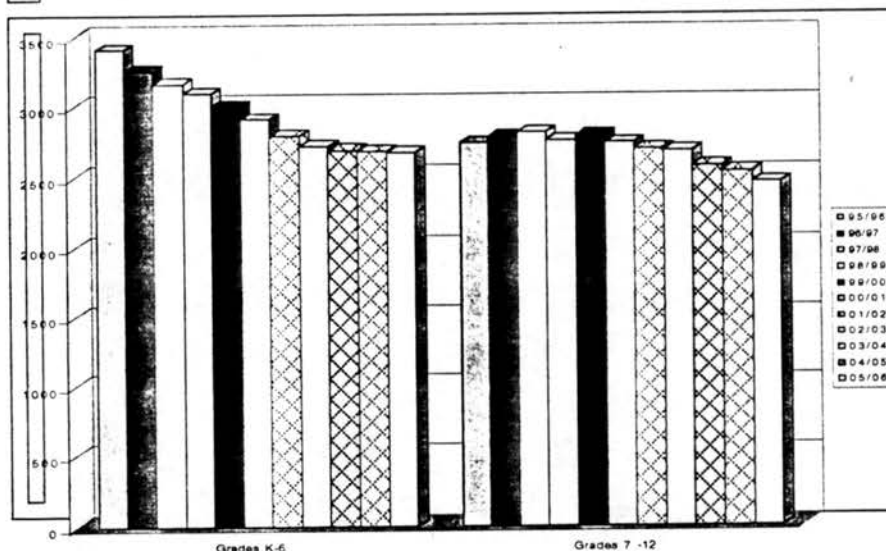
Prepared by Office of Teaching and
Learning

November 13, 2000

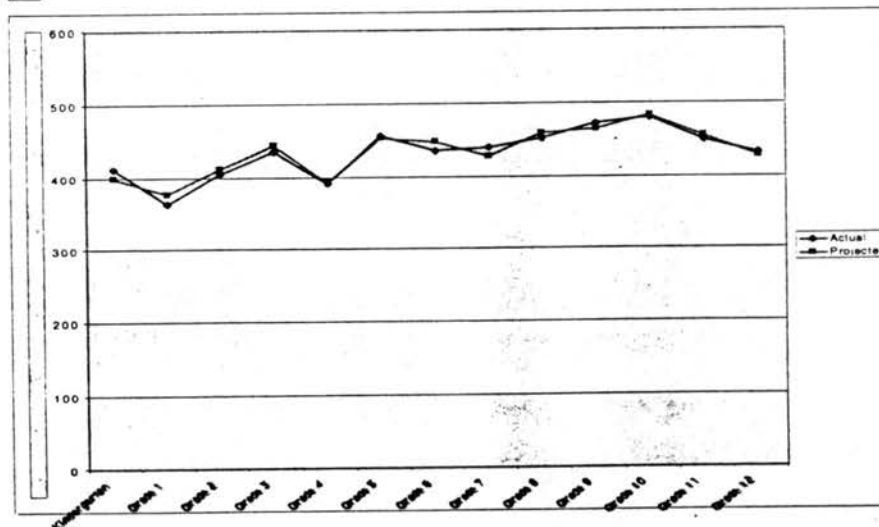
The enrollment will continue to decline by an average of 103 students per year for the next five years, 108 for four years, 127 for three years and 129 for two years.



K-6 enrollment decline compared with 7-12

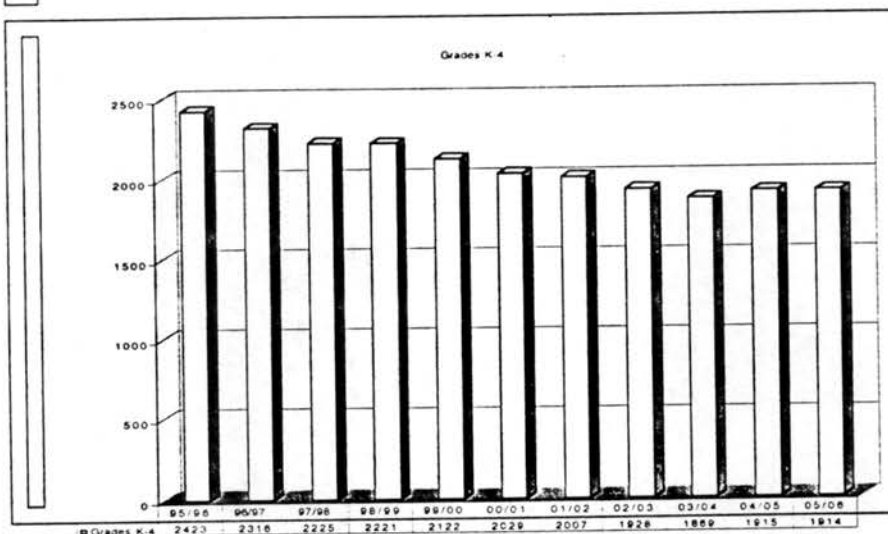


Enrollment projections accurate for 00/01



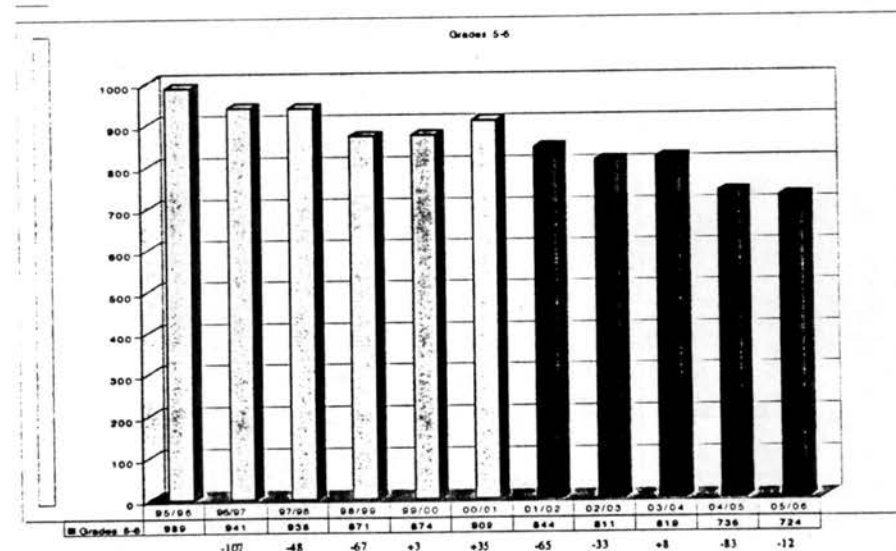
K-4 Enrollment

- K-4 enrollment will decline sharply the next three years, with a total decline of 115 students by 05/06
- In 2004/05 enrollment will increase 46 students
- Enrollment will remain under 2000 students for grades K-4 after 01-02



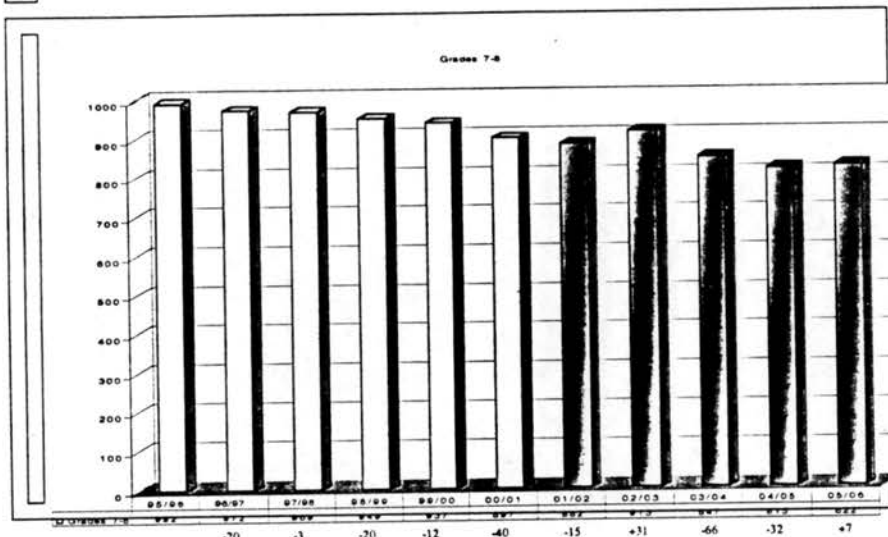
5-6 Enrollment

- 5-6 enrollment has peaked with 909 students
- From 2000-01 to 2004/05 enrollment will decrease 180 students
- Enrollment will dip under 750 students by 2004/05



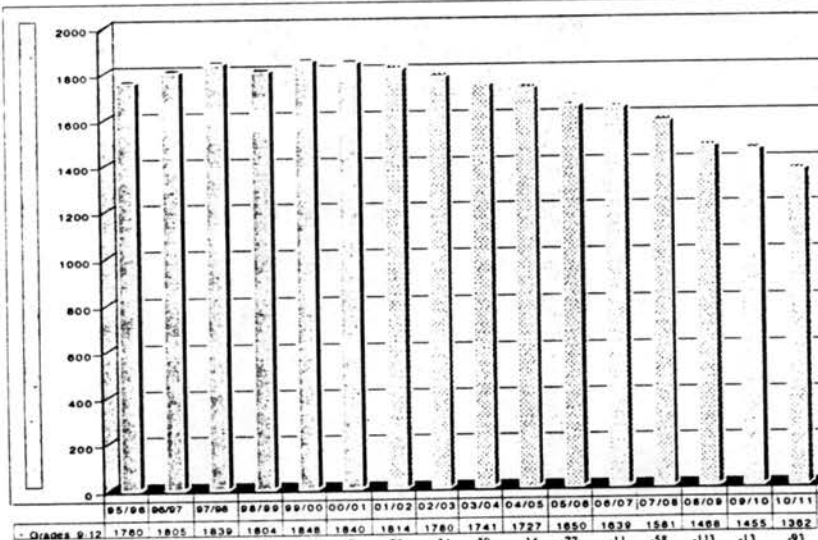
7-8 Enrollment

- 7-8 enrollment will peak with 913 students in 02/03
- Enrollment will decrease and remain under 900 students in 03/04 for a total decrease of 75 students from 00/01 to 05/06

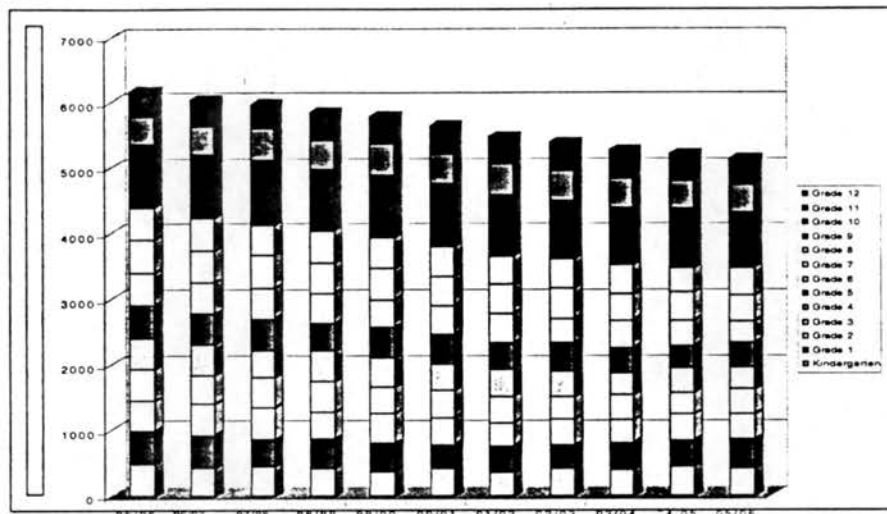


9-12 Enrollment Predicted 10 years

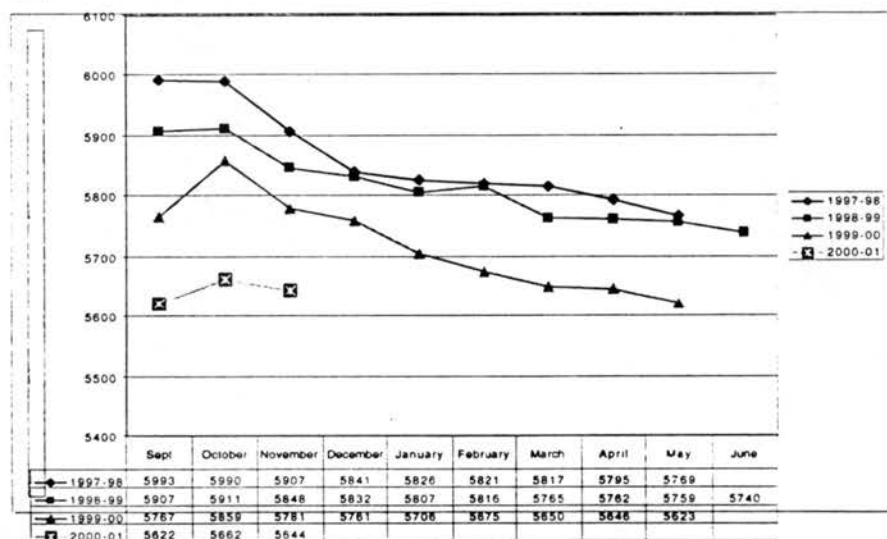
- 9-12 enrollment peaked in 99-00
- Enrollment will decrease and remain under 1800 students in 02/03
- Enrollment will decrease to 1655 student in 05/06 with a total decrease of 172 students from 00/01 to 05/06 and a decrease of 452 students in 10 years if current trends continue



Stacked Enrollment for K-12



Monthly enrollment continues to decline



MEMO #: B01041



TO: Dr. Nybladh
FROM: Beth Astrup *BA*
DATE: November 6, 2000
SUBJECT: 1999-2000 Audit Report

Dave Stende, of Eide Bailly LLP, will present the District's Comprehensive Annual Financial Report for the year ended June 30, 2000. He will also discuss the results of the annual audit.

Suggested Resolution: Move to accept the 1999-2000 audit report.

BAA/krm

MEMO #: S-01-042

TO: School Board

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

DATE: November 6, 2000

RE: Approval of Policy

Attached please find the policy, Student Teachers (LEA).

Suggested Resolution: Move to approve the policy, Student Teachers (LEA), as presented.

LPN:mde
Attachment

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN.

DISTRICT CODE: LEA

DATE APPROVED: 10/10/72

REVISED: 03/11/96

STUDENT TEACHERS

~~When placing student teachers in the Moorhead Public Schools, each college/university is to work directly with the building administrators through the District's Human Resources Office. The building administrator of each school shall prepare a roster of cooperating teachers for his/her staff which shall be available to cooperating colleges upon request to the Human Resources Office. In general, a cooperating teacher should not have more than one student teacher per year unless approved by the building administration and the Human Resources Office. A student teacher shall not be assigned to a first year teacher in the Moorhead public school system.~~

~~Each college is to send a copy of all student teacher assignments to the Moorhead public schools (Human Resources Office and Principal's Office) prior to the beginning of the student teaching assignment. The respective college will also be required to have the appropriate criminal background check conducted on each student teacher prior to the time when the student teacher begins his/her assignment with the Moorhead public schools. A notarized copy of the results of that background check will be shared with the Moorhead Assistant Superintendent for Human Resources, and Moorhead Public Schools will retain an option of refusing/terminating any student-teaching assignment as a consequence of information available from the background check.~~

~~Student teacher observations shall be made on a regular basis by the college supervisor and the supervising teacher.~~

Moorhead Area Public Schools supports the training and development of new educators by colleges and universities by allowing student teachers to work with and be mentored by cooperating school district teachers and staff.

District staff will be surveyed by the local college/universities (Minnesota State

University, Moorhead, Concordia College, and North Dakota State University) in the spring, to determine the availability of interested staff willing to work with student teachers. When placing student teachers in the Moorhead Area Public School District, each local college/university will work with the building administrators. A formal contract will be signed by the Director of Human Resources. Colleges and universities outside the local area should contact the Human Resources Office for copies of a student teaching contract. The Human Resources Office will contact building administrators regarding available placement of student teachers.

Each college/university is to send a copy of all student teacher assignments for Moorhead Area Public Schools to the Human Resources Office and building Principal's Office prior to the beginning of the district's semester in which the student teacher is to start. The respective college/university will also be required to have the appropriate criminal background check conducted on each student teacher prior to the time the student teacher begins his/her assignment with the Moorhead Area Public Schools. A notarized copy of the results of that background check will be sent to the Director of Human Resources. Moorhead Area Public Schools will retain the option of refusing or terminating any student teaching assignment as a consequence of information available from the background check.

Guidelines:

1. A cooperating teacher/staff person should not have more than one student teacher per year unless approved by the building administrator and Human Resources Office.
2. A student teacher will not be assigned to a first year teacher in the Moorhead Area Public School system and a teacher with less than three years teaching experience.
3. Student teacher observations will be made on a regular basis by the college/university supervisor and the building level supervising teacher/staff.

LAST REVISED: 11/26/91
3/11/96

S-MQ-BOS-
min
11-27-00

INDEPENDENT SCHOOL DISTRICT #152

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

November 27, 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)

SCHOOL BOARD AGENDA - November 27, 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 Gift - Page 5

B. SYSTEM SUPPORT MATTERS - Astrup

(1) Approval of Change Orders - Page 6

(2) Approval of Lease - Page 7

C. HUMAN RESOURCE MATTERS- Nielsen

(1) Approval of Family/Medical Leave - Page 8

(2) Approval of New Employee - Page 9

(3) Acceptance of Resignations - Page 10

D. SUPERINTENDENT MATTERS - Nybladh

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

Moved by _____ Seconded by _____

Comments _____

3. COMMITTEE REPORTS

SCHOOL BOARD AGENDA - November 27, 2000
PAGE 3

4. **CHRISTMAS AND NEW YEAR'S HOLIDAY**: Nielsen
Page 11

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

Moved by _____ Seconded by _____
Comments _____

5. **2000-2001 BUDGET**: Astrup
Pages 12-20

Suggested Resolution: Move to approve the 2000-2001 budgets as presented.

Moved by _____ Seconded by _____
Comments _____

6. **OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD**
7. **ADJOURNMENT**

SCHOOL BOARD AGENDA - November 27, 2000**PAGE 4****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Property Tax Hearing	November 30	7 pm	Board Room
School Board	December 11	7 pm	Board Room
Property Tax Hearing Cont	December 11	7 pm	Board Room
Long Range Planning Com	December 12	3:45 pm	Board Room
Inst and Curr Adv Com	December 14	7 am	Board Room
District Student/Staff Assistance Com	December 18	3 pm	Board Room
Policy Review Com	December 18	7 pm	Board Room
Supt Adv Council	December 21	7 pm	Board Room
Winter Break Begins	December 22		
K-12 Staff Dev Day	January 2	No School	
K-12 Classes Resume	January 3		
District Student/Staff Assistance Com	January 8	3 pm	Board Room
School Board	January 8	7 pm	Board Room
Long Range Planning Com	January 9	3:45 pm	Board Room
Martin Luther King Jr Day/	January 15	No School	
K-12 Staff Dev Day			
Inst and Curr Adv Com	January 18	7 am	Board Room
Supt Adv Council	January 18	7 pm	Board Room
End of 2nd Qtr/First Sem	January 19		
School Board	January 22	7 pm	Board Room
Winter Com Ed Classes Start	January 22		
Basic Standards Test (Grade 10 Writing)	January 30		

MEMO #: I-01-099



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Gift Acceptance
DATE: November 17, 2000

George Washington Elementary received a gift of \$100.00 from Grosz Studio to be used for general supplies,

SUGGESTED RESOLUTION: Move to approve the gift of \$100.00 from Grosz Studio to be used for general supplies.

LAK/smw

MEMO #: B01043



TO: Dr. Nybladh
FROM: Beth Astrup
DATE: November 20, 2000
SUBJECT: Stadium Seating - Change Orders No. E-1 and G-2

The following change order has been submitted by Rick Electric, Inc.:

E-1	Add meter sockets and wire existing scoreboard controls to the new press box.	\$1,988.00
	Add microphone wiring, telephone wiring, wiring for future ticket booth.	<u>1,632.00</u>
	Total Change Order E-1	\$3,620.00

The original bid award to Rick Electric, Inc. was \$170,000. The new contract balance including all change orders to date is \$173,620.

The following change order has been submitted by Curtis Construction:

G-2	Concrete landing pads at four (4) stair locations	\$ 808.00
	Reinstall existing woven fabric fencing along north property line	<u>2,476.00</u>
	Total Change Order G-2	\$3,284.00

The original bid award to Curtis Construction was \$407,700. The new contract balance including all change orders to date is \$400,384.

Suggested Resolution: Move to approve Change Orders No. E-1 with Rick Electric, Inc. and G-2 with Curtis Construction, an increase in the amount of \$6,904.

BAA/krm

MEMO #: B01044




TO: Dr. Nybladh
FROM: Beth Astrup
DATE: November 20, 2000
SUBJECT: Voyager Lease - Baytone Music

Baytone Music would like to renew their lease of Suite 102 in the Voyager Building. The lease would be for a period of seven (7) months beginning on December 1, 2000 and continuing through June 30, 2001. The total lease payment would be \$2,380.

Suggested Resolution: Move to approve the lease with Baytone Music beginning December 1, 2000 and continuing through June 30, 2001.

BAA/krm

MEMORANDUM P 00.232

TO: Dr. Larry Nybladh
FROM:  Nielsen
DATE: November 20, 2000
SUBJECT: Family/Medical Leave

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

Kim Melander Teacher RRALC, to begin on or about January 2, 2001 through
March 1, 2001.

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

RN:sh

MEMORANDUM

P 00.235

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

DATE: November 20, 2000

SUBJECT: New Employees

The administration requests approval of the employment of the following person subject to satisfactory completion of federal, state, and school district statutes and requirements:

Gerald Stoetzer Night Custodian, Senior High, A 12 (3) \$9.41 per hour, 8 hours daily, effective November 20, 2000. (Replace Dan Bjerke)

- Suggested Resolution: Move to approve the employment as presented.

RN:sh

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: November 20, 2000
SUBJECT: Resignation

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

Gregory Frey MSMI Paraprofessional, Senior High, effective December 4, 2000.

Donna Gunderson Food Service, Washington, effective November 28, 2000.

Clara Zurn Food Service, Junior High, effective December 21, 2000.

Suggested Resolution: Move to accept the resignations as presented.

RN:sh

MEMO P. 00.230

TO: Dr. Nybladh
FROM: Ron Nielsen
DATE: November 15, 2000
SUBJECT: Christmas and New Year's Holiday

Based on the information presented Monday at COT, you asked me to research the contracts for language on how holidays are handled if they fall on a weekend.

I have looked at all of the contracts for staff and find in all of them language that states that if a holiday falls on a weekend, that the School Board will determine an alternate day for the holiday.

The past practice of the Board is to establish a Monday-Tuesday Holiday when the Eve Holiday for Christmas and New Years falls on a Sunday. When the Day Holiday falls on a Saturday, the practice is to establish a Thursday-Friday Holiday sequence. This year, since a Staff Development Day falls on January 2, 2001, many staff have asked that the New Year's Holiday be Friday-Monday so that the Staff Development Day is not missed.

I recommend that the School Board establish Monday and Tuesday, December 25th and 26th, 2000 as the official holidays for Christmas Eve and Christmas Day and Friday and Monday, December 29, 2000 and January 1, 2001 as the official holidays for New Year's Eve and New Year's Day, since January 2, 2001 is a Staff Development Day.

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

RN:sh

MEMO #: B01042



TO: Dr. Nybladh
FROM: Beth Astrup *BA*
DATE: November 20, 2000
SUBJECT: 2000-2001 Budget

The recommended final budgets for 2000-2001 are in order by fund as follows:

<u>FUNDS</u>	<u>BEGINNING FUND BALANCE</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>ENDING FUND BALANCE</u>
I General	\$ 4,368,927	\$ 35,853,400	\$ 35,630,310	\$ 4,592,017
II Food Service	\$ 275,051	\$ 1,288,460	\$ 1,349,440	\$ 214,071
III Transportation	\$ 311,769	\$ 2,303,360	\$ 2,556,340	\$ 58,789
IV Community Service	\$ 314,083	\$ 1,423,770	\$ 1,604,800	\$ 133,053
V Capital Outlay	\$ (3,473,623)	\$ 4,624,360	\$ 3,647,690	\$ (2,496,953)
VI Debt Service	\$ 5,290,341	\$ 1,152,270	\$ 1,142,960	\$ 5,299,651
III Townsite/Voyager	\$ (567,538)	\$ 400,500	\$ 352,190	\$ (519,228)

Attached are spreadsheets which show the recommended budgets in more detail along with variances from the preliminary budget approved last February.

The General Fund had a net increase in revenue of \$947,220. The increase is primarily due to the many changes made by the legislature in the last session. The net increase in expenditures in the General Fund is also partially due to the legislative changes. The recommended budget has revenue in excess of expenditures of \$223,090.

The Food Service Fund increased the budgeted revenue for the Fast Break program. The recommended budget is \$60,980 of expenditures in excess of revenue.

The transportation Fund has increased the expenditure budget for the rising cost of fuel. The Transportation Fund Balance is budgeted to decrease \$252,980, leaving a balance of \$58,789.

There were also many legislative changes that affected the Capital Outlay Fund. In addition to the increase in revenue, there are some projects that needed to be moved into the current year at Washington School as a result of the heavy rains that occurred last June. There were also many Health and Safety project changes.

There were very few changes from the preliminary budget to the recommended final budget for the Debt Service and Enterprise Funds.

Suggested Resolution: Move to approve the 2000-2001 budgets as presented.

BAA/krm

Independent School District #152
General Fund (01)

LINE #	1998-99 ACTUAL	1999-00 ACTUAL	2000-01 Prel. Budget	2000-01 Revised Budget	Variance
Formula Allowance per Pupil Unit	3,360	3,570	3,794	3,834	40
1 Property Taxes	\$5,371,206	\$3,835,163	\$3,000,000	\$3,000,000	\$0
2 Interest	283,706	212,943	150,000	200,000	50,000
3 Tax shift	(433,661)	0	0	0	0
4 Tuition & fees	570,295	382,297	528,120	465,700	(62,420)
5 Other local sources	273,093	437,857	373,400	325,420	(47,980)
6 General ed aid	19,002,119	20,339,738	20,905,010	21,300,000	394,990
7 Tax credits	2,412,562	3,005,426	3,110,000	3,267,500	157,500
8 Special ed aid	3,688,216	4,769,806	4,692,000	4,900,000	208,000
9 Other state sources	272,374	217,263	109,610	141,760	32,150
10 Tax shift	433,661	0	0	0	0
11 Federal aids	1,976,098	1,906,833	2,038,040	2,253,020	214,980
12 TOTAL REVENUES	33,849,669	35,107,326	34,906,180	35,853,400	947,220
13 % CHANGE	2.89%	3.72%	-0.57%	2.13%	
14 \$ CHANGE	949,552	1,257,657	(201,146)	746,074	
	+++++	+++++	+++++	+++++	+++++
15 Admin salaries	2,099,599	2,173,048	2,180,420	2,313,330	(132,910)
16 Admin fringe benefits	326,325	337,516	349,890	369,510	(19,620)
17 Admin supplies	12,873	11,696	16,160	16,160	0
18 Admin other	236,494	305,895	227,340	246,790	(19,450)
19 Instruct salaries(reg & voc)	12,706,728	13,260,362	12,367,670	12,483,940	(116,270)
20 Allowance for new staff:					
21 Instruct fringe benefits	2,433,257	2,782,091	2,628,650	2,694,400	(65,750)
22 Instruct supplies	482,971	485,571	509,250	483,030	26,220
23 Allowance for new students:					
24 Instruct other	987,318	935,203	909,600	945,180	(35,580)
25 Spec ed salaries	6,596,552	6,733,953	7,012,300	6,851,410	160,890
26 Spec ed fringe benefits	1,256,063	1,373,127	1,572,430	1,421,290	151,140
27 Spec ed supplies	92,676	93,171	113,400	113,400	0
28 Spec ed other	881,508	1,203,071	1,191,690	1,194,070	(2,380)
29 Instruct support salaries	1,253,784	1,297,355	1,127,960	1,469,580	(341,620)
30 Instruct support fringe benefits	206,932	211,036	263,180	253,210	9,970
31 Instruct support supplies	148,510	175,635	167,780	123,620	44,160
32 Instruct support other	697,185	356,342	177,660	350,610	(172,950)
33 Pupil support salaries	746,458	738,680	723,550	734,190	(10,640)
34 Pupil support fringe benefits	133,509	142,803	162,300	146,800	15,500
35 Pupil support supplies	9,847	8,316	10,390	10,030	360
36 Pupil support other	84,825	95,108	121,360	94,710	26,650
37 Bldgs & grounds salaries	859,868	906,718	888,620	866,640	21,980
38 Bldgs & grounds fringe benefits	149,521	155,067	173,900	178,490	(4,590)
39 Bldgs & grounds energy exp	443,753	542,595	463,500	604,900	(141,400)
40 Bldgs & grounds supplies	170,718	169,115	185,400	141,470	43,930
41 Bldgs & grounds other	288,031	271,818	286,590	266,030	20,560
42 Early retirement pay	508,477	625,965	525,100	525,100	0
43 Fringe benefits	328,035	387,927	471,090	485,820	(14,730)
44 Other fixed costs	78,167	168,356	79,000	246,600	(167,600)
45 TOTAL EXPENDITURES	34,219,984	35,947,540	34,906,180	35,630,310	(724,130)
46 % CHANGE	6.36%	5.05%	-2.90%	-0.88%	
47 \$ CHANGE	2,046,151	1,727,556	(1,041,360)	(317,230)	
	+++++	+++++	+++++	+++++	+++++
48 REV OVER EXP (EXP OVER REV)	(370,315)	(840,214)	0	223,090	223,090
52 BEGINNING FUND BALANCE *	5,579,456	5,209,141	4,368,927	4,368,927	
53 ENDING FUND BALANCE *	\$5,209,141	\$4,368,927	\$4,368,927	\$4,592,017	
54 As a % of Expenditures	15.22%	12.15%	12.52%	12.89%	

INDEPENDENT SCHOOL DISTRICT #152
FOOD SERVICE FUND (Fund 02)

	1998.99 ACTUAL	1999.2000 ACTUAL	2000.01 Preliminary Budget	2000.01 Revised Budget	Variance
REVENUES:					
Other local and county sources:					
Interest	\$20,580	\$4,316	\$12,000	\$8,000	(\$4,000)
Miscellaneous local revenues	4,941	6,141	4,200	4,200	0
	<u>25,521</u>	<u>10,457</u>	<u>16,200</u>	<u>12,200</u>	<u>(4,000)</u>
State sources:					
Lunch program aid	22,144	95,015	46,900	72,900	26,000
Federal sources:					
Lunch program aid	521,835	520,126	524,620	524,620	0
Food distribution program	99,910	90,070	86,770	86,770	0
	<u>621,745</u>	<u>610,196</u>	<u>611,390</u>	<u>611,390</u>	<u>0</u>
Sale of food	617,888	622,740	591,970	591,970	0
Total revenues	<u>1,287,298</u>	<u>1,338,408</u>	<u>1,266,460</u>	<u>1,288,460</u>	<u>22,000</u>
EXPENDITURES:					
Pupil support services:					
Salaries and wages	370,050	365,702	396,300	396,300	0
Employee benefits	57,572	55,130	67,730	67,730	0
Purchased services	77,313	79,264	83,300	83,300	0
Food costs-USDA commodities	99,910	90,070	89,550	89,550	0
Food costs, milk and supplies	623,715	658,257	654,000	654,000	0
Equipment/Construction	6,396	170,389	30,000	30,000	0
Other expenditures	24,935	22,554	28,560	28,560	0
Total expenditures	<u>1,259,891</u>	<u>1,441,366</u>	<u>1,349,440</u>	<u>1,349,440</u>	<u>0</u>
Revenues and other financing sources over (under) expenditures	27,407	(102,958)	(82,980)	(60,980)	(22,000)
FUND BALANCE (DEFICIT), BEGINNING OF YEAR	<u>350,602</u>	<u>378,009</u>	<u>275,051</u>	<u>275,051</u>	<u>0</u>
FUND BALANCE (DEFICIT), END OF YEAR	<u>\$378,009</u>	<u>\$275,051</u>	<u>\$192,071</u>	<u>\$214,071</u>	<u>(\$22,000)</u>
Fund Balance as a % of Expenditures	30.00%	19.08%	14.23%	15.86%	

INDEPENDENT SCHOOL DISTRICT #152
TRANSPORTATION FUND (03)

	1998-99 ACTUAL	1999-00 ACTUAL	2000-01 Prel. Budget	2000-01 Revised Budget	Variance
REVENUES					
Local and county sources:					
Transportation levy					
Interest	\$19,552	\$3,534	\$10,000	\$4,000	(\$6,000)
Bus depreciation	56,983	71,914	60,000	60,000	0
Special Needs Chargeback	476,350	529,144	549,060	549,060	0
	552,885	604,592	619,060	613,060	(6,000)
State Sources:					
Transportation aid	1,466,032	1,522,630	1,546,800	1,546,800	0
Other appropriations	162,134	40,788	143,500	143,500	0
	1,628,166	1,563,418	1,690,300	1,690,300	0
Total revenues	2,181,051	2,168,010	2,309,360	2,303,360	(6,000)
EXPENDITURES:					
Pupil support services:					
Salaries and wages	350,631	364,283	384,380	386,480	(2,100)
Employee benefits	60,919	60,041	70,030	70,030	0
Contracted bus services	1,322,151	1,445,224	1,427,340	1,536,030	(108,690)
Other purchased services	75,786	69,515	87,170	81,780	5,390
Supplies and materials	148,851	211,149	186,720	257,170	(70,450)
Equipment	6,397	48,695	130,000	130,000	0
Other expenditures	20,717	18,123	26,970	26,970	0
Chargebacks	56,983	58,236	60,000	67,880	(7,880)
Total expenses	2,042,435	2,275,266	2,372,610	2,556,340	(183,730)
Revenues over (under) expenditures:	138,616	(107,256)	(63,250)	(252,980)	(189,730)
Operating transfer from the General Fund					
FUND BALANCE, BEGINNING OF YEAR	280,409	419,025	311,769	311,769	0
FUND BALANCE, END OF YEAR	\$419,025	\$311,769	\$248,519	\$58,789	(189,730)
Fund Balance reserved for bus purchase	75,091	98,310	28,310	28,310	
Operating Fund Balance	343,934	213,459	220,209	30,479	

INDEPENDENT SCHOOL DISTRICT No. 152 COMMUNITY SERVICE FUND

	1999-2000 Actual	2000-01 Preliminary Budget	2000-01 Recommended Budget
Revenues:			
Local property taxes:			
Property tax levy	\$155,357	168,147	\$166,710
Other local and sources:			
Tuition and fees	151,435	150,000	142,000
Interest	9,135	0	2,500
Miscellaneous local revenues	<u>169,568</u>	<u>115,569</u>	<u>205,220</u> *
	330,138	433,716	349,720
State sources:			
Community education aid	186,694	186,690	186,000
HACA	0	0	0
Other appropriations	<u>512,259</u>	<u>517,294</u>	<u>671,000</u> **
	698,953	703,984	857,000
Federal sources	42,480	42,480	50,340
Total revenues	1,226,928	1,180,180	1,423,770
Expenditures:			
Community education and services:			
Salaries and wages	843,892	882,516	999,726 **
Employee benefits	123,471	127,684	144,642
Purchased services	236,167	229,944	273,210 **
Supplies and materials	66,929	50,000	95,230
Capital outlay	12,651	12,000	28,080 **
Other expenditures	<u>72,244</u>	<u>56,275</u>	<u>63,912</u>
	1,355,354	1,358,419	1,604,800
Revenues over (under) expenditures	(128,426)	(178,239)	(181,030)
Fund balance, beginning of year	442,509	149,669	314,083
Fund balance, end of year	314,083	(28,570)	133,053

* Grants including Partners In Learning and Kellogg Grant.

** Adult Basic Education received a large increase in funding from the legislature during the last session. These dollars allow for increased staff and programming but also requires an investment in technology and staff training.

Independent School District #152
Capital Outlay Fund (Fund 05)

Line #		1998-99 ACTUAL	1999-2000 ACTUAL	2000-01 Prel. Budget	2000-01 Revised Budget	Variance
REVENUES:						
1	Operating Capital	\$1,362,025	\$1,364,953	\$1,175,438	\$1,330,970	\$155,532
1.1	Deferred Maintenance Aid				210,000	210,000
1.2	Telecommunications Access				32,500	32,500
2	Excess Levy Referendum (Local)		561,300	561,300	584,260	22,960
3	Excess Levy Referendum (State)		1,309,700	1,309,700	1,300,440	(9,260)
4	Lease Levy	222,042		264,870	264,870	0
5	Interest Income	44,709	41,037	41,780	40,000	(1,780)
6	Interactive Television	77,946	89,257	43,670	44,260	590
7	Miscellaneous	92,365	77,512		440,000	440,000
8	Sale of Property	8,532	2,290			0
	Total Operating Capital	1,807,619	3,446,049	3,396,758	4,247,300	850,542
9	Total Health & Safety	(32,206)	221,253	622,058	377,060	(244,998)
10	Disabled Accessibility					
	Total Revenues	1,775,413	3,667,302	4,018,816	4,624,360	605,544
EXPENDITURES:						
Operating:						
11	Food Service	4,059	0	0	0	0
12	Special Assessments	33,310	8,596	8,800	8,800	0
13	Leases	223,286	318,113	300,000	347,500	(47,500)
14	Telephone/Telecommunications	64,218	55,790	96,900	96,900	0
15	Interest	41,390	27,189	136,130	136,130	0
16	Building Discretionary Allocation	141,386	201,242	70,150	70,150	0
17	Athletics	8,977	8,775	9,000	9,000	0
18	Textbook/Curriculum Adoption	157,398	155,043	165,000	185,000	(20,000)
19	Music	11,959	11,959	12,000	12,000	0
20	Media	52,612	53,211	53,000	53,000	0
21	Maintenance Equipment	22,341	28,066	24,000	24,000	0
22	Vehicles	0	0	35,000	35,000	0
23	Equipment Contingency Fund	19,212	14,372	25,000	25,000	0
24	Technology Staffing	124,864	148,146	74,000	76,030	(2,030)
25	Technology Plan	1,052,791	126,382	565,130	597,630	(32,500)
26	Building Construction & Maintenance Pl	1,277,257	3,497,980	498,000	954,000	(456,000)
27	Miscellaneous	816	50,720	0	448,950	(448,950)
	Total Operating Expenditures	3,235,876	4,705,584	2,072,110	3,079,090	(1,006,980)
Health and Safety:						
28	Physical Hazard Control		124,816		247,000	(247,000)
29	Hazardous Substance	83,083	23,966	67,000	15,000	52,000
30	Environmental Health & Safety Mgmt.	36,491	340,527		45,000	(45,000)
31	Asbestos	94,613	82,482	91,400	151,600	(60,200)
32	Fire Safety	80,895	23,643	15,000	80,000	(65,000)
33	Other		1,416		30,000	(30,000)
	Total Health and Safety Expenditures	295,082	596,850	173,400	568,600	(395,200)
34	Disabled Accessibility	126,073	75,200	0	0	
	Total Expenditures	3,657,031	5,377,634	2,245,510	3,647,690	(1,402,180)
	Total Revenue Over Expenditures (Total Expenditures Over Revenue)	(1,881,618)	(1,710,332)	1,773,306	976,670	(796,636)
	Beginning Fund Balance	118,327	(1,763,291)	(3,473,623)	(3,473,623)	
35	Total Ending Fund Balance	(\$1,763,291)	(\$3,473,623)	(\$1,700,317)	(\$2,496,953)	(\$796,636)
36	Disabled Accessibility	\$0	\$0	\$0	\$0	
37	Operating Capital	(\$1,686,293)	(\$3,021,028)	(\$1,696,380)	(\$1,852,818)	
38	Health and Safety	(\$76,998)	(\$452,595)	(\$3,937)	(\$644,135)	

19-Nov-2000

INDEPENDENT SCHOOL DISTRICT #152
DEBT SERVICE FUND (Fund 07)

	1998.99 ACTUAL	1999.00 ACTUAL	2000.01 BUDGET	2001.02 Projected
REVENUES:				
Local property tax levy	\$728,732	\$734,558	\$765,600	\$423,270
Property tax shift				
	<u>728,732</u>	<u>734,558</u>	<u>765,600</u>	<u>423,270</u>
Other local sources:				
Proceeds of refunding bonds				
Interest income	<u>271,795</u>	<u>252,429</u>	<u>263,690</u>	<u>8,000</u>
State sources:				
HACA (Homestead credit)	0	0	0	0
Border city aid	122,351	134,595	122,350	134,595
Other appropriations	631	742	630	742
State aid adjustment				
	<u>122,982</u>	<u>135,337</u>	<u>122,980</u>	<u>135,337</u>
Total revenues	<u>1,123,509</u>	<u>1,122,324</u>	<u>1,152,270</u>	<u>566,607</u>
EXPENDITURES:				
Principal on bonds	509,310	539,480	565,870	5,395,000
Interest on bonds	636,740	603,549	576,590	248,600
Other debt service	<u>438</u>	<u>1,022</u>	<u>500</u>	<u>1,022</u>
Total expenditures	<u>1,146,488</u>	<u>1,144,051</u>	<u>1,142,960</u>	<u>5,644,622</u>
Revenues over (under) expenditures	(22,979)	(21,727)	9,310	(5,078,015)
FUND BALANCE, BEGINNING OF YEAR	<u>5,335,047</u>	<u>5,312,068</u>	<u>5,290,341</u>	<u>5,299,651</u>
FUND BALANCE, END OF YEAR	<u>\$5,312,068</u>	<u>\$5,290,341</u>	<u>\$5,299,651</u>	<u>\$221,636</u>

*** 2000-2005 projections include a \$50,000/year reduction in the debt service levy due to excess fund balance.

15-Nov-2000

INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE ENTERPRISE FUND (Fund 22)

	1998-99 ACTUAL	1999-00 ACTUAL	2000-01 Prel. Budget	2000-01 Revised Budget	Variance
OPERATING REVENUES:					
Rents	\$256,625	\$287,629	\$264,180	\$280,000	\$15,820
Rents from School District	73,000	73,390	75,480	75,000	(480)
	<u>329,625</u>	<u>361,019</u>	<u>339,660</u>	<u>355,000</u>	<u>15,340</u>
OPERATING EXPENSES:					
Salaries and benefits	86,810	87,983	90,990	90,000	990
Utilities and fuel	49,230	55,370	56,351	57,850	(1,499)
Insurance	6,412	6,437	7,210	7,210	0
Bldg. Improvement	2,585	7,364	10,300	10,000	300
Other operating expense	15,586	35,150	31,827	25,800	6,027
Total operating expenses	<u>160,623</u>	<u>192,304</u>	<u>196,679</u>	<u>190,860</u>	<u>5,819</u>
OPERATING INCOME BEFORE DEPRECIATION	169,002	168,715	142,982	164,140	21,159
DEPRECIATION	<u>39,341</u>	<u>46,378</u>	<u>40,000</u>	<u>50,600</u>	<u>(10,600)</u>
OPERATING INCOME	<u>129,661</u>	<u>122,337</u>	<u>102,982</u>	<u>113,540</u>	<u>10,559</u>
NONOPERATING REVENUES (EXPENSES):					
Interest revenue	2,729	573	2,000	500	(1,500)
Interest expense	(44,709)	(41,037)	(40,000)	(40,000)	0
Other	10	0		0	
Net Nonoperating expense	<u>(41,970)</u>	<u>(40,464)</u>	<u>(38,000)</u>	<u>(39,500)</u>	<u>(1,500)</u>
NET INCOME (LOSS)	87,691	81,873	64,982	74,040	9,059
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, BEGINNING OF YEAR	<u>(601,533)</u>	<u>(513,842)</u>	<u>(431,969)</u>	<u>(431,969)</u>	
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR	<u>(\$513,842)</u>	<u>(\$431,969)</u>	<u>(\$366,988)</u>	<u>(\$357,929)</u>	

INDEPENDENT SCHOOL DISTRICT #152
VOYAGER PROPERTY ENTERPRISE FUND (Fund 22)

	1998-99 ACTUAL	1999-00 ACTUAL	2000-01 Prel. Budget	2000-01 Revised Budget	Variance
OPERATING REVENUES:					
Rents	\$19,272	\$30,138	\$26,900	\$31,210	\$4,310
Rents from School District	12,662	12,316	12,800	13,790	990
	<u>31,934</u>	<u>42,454</u>	<u>39,700</u>	<u>45,000</u>	<u>5,300</u>
OPERATING EXPENSES:					
Salaries and benefits	26,660	25,562	28,870	26,520	2,350
Utilities and fuel	20,312	24,337	21,170	17,500	3,670
Insurance	1,825	1,874	1,960	1,960	0
Bldg. Improvement	0	0	0	0	0
Other operating expense	12,391	5,779	5,820	6,100	(280)
Total operating expenses	<u>61,188</u>	<u>57,552</u>	<u>57,820</u>	<u>52,080</u>	<u>5,740</u>
OPERATING INCOME BEFORE DEPRECIATION	(29,254)	(15,098)	(18,120)	(7,080)	11,040
DEPRECIATION (40 year \$746,000)	<u>18,650</u>	<u>18,650</u>	<u>18,650</u>	<u>18,650</u>	<u>0</u>
OPERATING LOSS	<u>(47,904)</u>	<u>(33,748)</u>	<u>(36,770)</u>	<u>(25,730)</u>	<u>11,040</u>
NONOPERATING REVENUES (EXPENSES):					
Interest revenue	0	0	0	0	0
Interest expense	0	0	0	0	0
Other	0	0	0	0	0
Net Nonoperating expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET LOSS	(47,904)	(33,748)	(36,770)	(25,730)	11,040
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, BEGINNING OF YEAR	<u>(53,917)</u>	<u>(101,821)</u>	<u>(135,569)</u>	<u>(135,569)</u>	
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR	<u>(\$101,821)</u>	<u>(\$135,569)</u>	<u>(\$172,339)</u>	<u>(\$161,299)</u>	

S-M9-B05
min
11-30-00

INDEPENDENT SCHOOL DISTRICT #152

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

November 30, 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 _____

A G E N D A

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 _____

2. **TRUTH IN TAXATION PROPERTY TAX HEARING:** Nybladh/Astrup

Overview of the 2000 payable 2001 property tax levy and receive testimony and respond to questions.

3. **ADJOURNMENT**

SCHOOL BOARD AGENDA - November 30, 2000**PAGE 2****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
School Board	December 11	7 pm	Board Room
Property Tax Hearing Cont	December 11	7 pm	Board Room
Long Range Planning Com	December 12	3:45 pm	Board Room
Inst and Curr Adv Com	December 14	7 am	Board Room
District Student/Staff Assistance Com.	December 18	3 pm	Board Room
Policy Review Com.	December 18	7 pm	Board Room
Supt Adv Council	December 21	7 pm	Board Room
Winter Break Begins	December 22		
K-12 Staff Dev Day	January 2	No School	
K-12 Classes Resume	January 3		
District Student/Staff Assistance Com	January 8	3 pm	Board Room
School Board	January 8	7 pm	Board Room
Long Range Planning Com	January 9	3:45 pm	Board Room
Martin Luther King Jr Day/ K-12 Staff Dev Day	January 15	No School	
Inst and Curr Adv Com	January 18	7 am	Board Room
Supt Adv Council	January 18	7 pm	Board Room
End of 2nd Qtr/First Sem.	January 19		
School Board	January 22	7 pm	Board Room
Winter Com Ed Classes Start	January 22		
Basic Standards Test (Grade 10 Writing)	January 30		

S-MQ-B05
Min
12-11-00

INDEPENDENT SCHOOL DISTRICT #152

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

December 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 _____

A G E N D A

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)

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

SCHOOL BOARD AGENDA - December 11, 2000

PAGE 2

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 Gift - Page 6
 - (2) Acceptance of Grant - Pages 7-9
 - (3) Approval of Agreements - Pages 10-18
 - (4) Approval of Contract - Pages 19-21
 - (5) Approval of Paraprofessional Position - Page 22
- B. SYSTEM SUPPORT MATTERS - Astrup
 - (1) Approval of NSF Collection - Page 23
 - (2) Approval of Change Order - Page 24
- C. HUMAN RESOURCE MATTERS- Nielsen
 - (1) Acceptance of Resignation - Page 25
 - (2) Approval of Family/Medical Leave - Page 26
 - (3) Approval of New Employees - Page 27
- D. SUPERINTENDENT MATTERS - Nybladh
 - (1) Approval of November 13, 27 and 30, 2000 Minutes - Pages 28-36
 - (2) Approval of December Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. SCHOOL BOARD/STAFF DIALOGUE: 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.)

SCHOOL BOARD AGENDA - December 11, 2000
PAGE 3

Technology Integration into Curriculum - Kovash
Pages 37-38

5. **2000 PAYABLE 2001 LEVY**: Astrup
Pages 39-40

Suggested Resolution: Move to set the 2000 Payable 2001 Levy at \$7,964,345. The Clerk of the School Board is authorized to certify the proposed levy to the County Auditor of Clay County Minnesota.

Moved by _____ Seconded by _____
Comments _____

6. **SCHOOL BOARD MEETING CANCELLATION**: Nybladh
Page 41

Suggested Resolution: Move to cancel the December 25 (second) School Board meeting as recommended.

Moved by _____ Seconded by _____
Comments _____

7. **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 _____

8. **OPEN PUBLIC MEETING**: Foss

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

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - December 11, 2000

PAGE 4

9. DIETARY AND FOOD SERVICE EMPLOYMENT AGREEMENT FY

2002-2003: Astrup

Pages 42-54

Suggested Resolution: Move to approve the Dietary and Food Service Employment agreement for the three-year period beginning 2000-2001 as recommended. The total cost increase for the three-year period represented by the contract is \$27,051.

Moved by _____ Seconded by _____

Comments _____

10. ADJOURNMENT

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

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Inst and Curr Adv Com	December 14	7 am	Board Room
District Student/Staff Assistance Com.	December 18	3 pm	Board Room
MSH Music Ensembles	December 18	6:30 and 8 pm	MSH Auditorium
Policy Review Com.	December 18	7 pm	Board Room
Winter Break Begins	December 22		
K-12 Staff Dev Day	January 2	No School	
K-12 Classes Resume	January 3		
District Student/Staff Assistance Com	January 8	3 pm	Board Room
School Board	January 8	7 pm	Board Room
Long Range Planning Com	January 9	3:45 pm	Board Room
Martin Luther King Jr Day/ K-12 Staff Dev Day	January 15	No School	
Inst and Curr Adv Com	January 18	7 am	Board Room
Supt Adv Council	January 18	7 pm	Board Room
End of 2nd Qtr/First Sem.	January 19		
School Board	January 22	7 pm	Board Room
Winter Com Ed Classes Start	January 22		
Basic Standards Test (Grade 10 Writing)	January 30		

MEMO #: I-01-107



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Gift Acceptance

DATE: December 4, 2000

The district has received the donation of an Apple Macintosh PowerPC computer, monitor, keyboard and mouse valued at \$400.00 from Lori Palmer.

SUGGESTED RESOLUTION: Move to accept the donation of the Apple Macintosh PowerPC computer, monitor, keyboard and mouse valued at \$400.00.

LAK/smw

MEMO #: I-01-108



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Grant Acceptance
DATE: December 4, 2000

Adult Basic Education has received a grant in the amount of \$ 62,282.00 for a Functional Workforce Literacy English as a Second Language Program.

SUGGESTED RESOLUTION: Move to approve the grant in the amount of \$ 62,282.00 for a Functional Workforce Literacy English as a Second Language Program as presented.

LAK/smw
Attachment

*Children
Families & Learning*

November 20, 2000

Ms. Bonnie Herman
ABE Program Manager
Moorhead Area Public Schools ISD 152
1330 8th Avenue North
Moorhead, MN 56560

Dear Ms. Herman:

On behalf of the Department of Children, Families & Learning we are pleased to inform you that your application for the Intensive ESL Grant Program for MFIP Participants has been approved for funding in the amount of \$62,282.

The time period for the implementation of this grant will be from November 20, 2000 through June 30, 2001. The approved funds are to provide a Functional Workforce Literacy ESL Program to clients referred by the Rural Minnesota Concentrated Employment Program (CEP), including Kurdish, Latino and Asian students.

The grant payment schedule and description of project reporting requirements will be described in Attachment B of the Grant Award form, which will be sent to you in the near future.

Please be aware that the work reimbursed under this grant can not be extended beyond June 30, 2001, nor can your grant carry over unexpended funds past that date.

Congratulations on your selection as a participant in the Intensive ESL Grant Program for MFIP Participants. The panel that reviewed your proposal

commented very positively on a number of aspects of your proposal, including your links to a network of providers and a well-developed plan for support services. We are excited about your project and look forward to working with you this fiscal year.

If you have questions regarding the grant award process or about other information contained in this letter, please contact either of us at: (651) 582-8424 (Diane) or (651) 582-8442 (Barry).

Sincerely,

Diane Pecoraro *Barry Shaffer*

Diane Pecoraro and Barry Shaffer
Adult Basic Education

MEMO #: I-01-111



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Renewal Agreement with Lakeland Mental Health Center, Inc.

DATE: December 5, 2000

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

The renewal agreement, which covers the period from January 2001 to December 2001, is in the amount of \$ 527,159.00. The entire cost of this program is paid with a combination of state aid, medical assistance funds and payment from Clay County Social Services.

SUGGESTED RESOLUTION: Move to approve the attached agreement with Lakeland Mental Health Center, Inc. contingent upon the approval of the Clay County Social Services Board.

LAK/smw
Attachment

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

THIS REVISED AGREEMENT is entered into the 11th day of November 2000 and is in force for a period from January 1, 2001 to December 31, 2002.

WITNESSETH

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

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

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

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

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

1. Provide direct individual, group and family therapy to qualified students in the Clay County Interagency Day Treatment Program/Outreach of the Moorhead Independent School District #152 Emotionally and Behaviorally Disturbed Program.
2. Provide direct service to the parents (guardians) and families of the Clay County Interagency Day Treatment Program/Outreach children through parent education, family therapy, and mental health consultation.
3. Serve as support liaison between home, school, and community agencies. Day treatment clinicians will participate in county meetings related to children in the Clay County Interagency Day Treatment Program/Outreach and school child study team meetings on children served by the day treatment program. In addition to providing general clinical input, the clinicians will complete evaluations and make recommendations for day treatment program placement transition.
4. Insure that the mental health professional should participate on a day treatment interagency committee to consider the special needs and develop appropriate services for each day treatment child.
5. Provide mental health consultation to special education staff, regular education staff, school administrators, and other agency personnel as appropriate.

[Handwritten initials]

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

1. Licensed mental health professionals (5.24 FTE) will be employed by Lakeland Mental Health Center, Inc. for the length of the contract.
2. Two (2.30 FTE) Mental Health Practitioner social workers will be employed by Lakeland Mental Health Center, Inc. for the length of this contract.
3. Direct service will be provided each day school is in session, including the regular school year, Extended School Year and beyond.
4. Schedule flexibility will be allowed so that evening parent education and family services maybe provided and the day treatment mental health component can be integrated, and coordinated with the educational component.
5. Services will consist of program development and implementation, including diagnostic assessments, treatment planning, individual and group counseling, parent education, family counseling, consultation, team meetings, report writing, and meeting other applicable policies and report writing, and meeting other applicable policies and procedures of the Moorhead Independent School District #152, Clay County Department of Social Services, and Lakeland Mental Health Center, Inc.
6. The mental health professionals will receive back-up clinical consultation from appropriate psychiatrists, psychologists, registered nurse and clinical social workers of Lakeland Mental Health Center, Inc.
7. Direct clinical time and direct administrative supervision will be provided by the Lakeland Mental Health Center, Inc. staff.
8. The Moorhead Independent School District #152 agrees to provide the facility, including appropriate space for the provision of mental health including the services for children/families enrolled in the program.
9. The cost of the Interagency Day Treatment Program for children, including the clinical back-up consultation for program staff at Lakeland Mental Health Center, Inc., therapy supplies and equipment, travel, postage and printing, secretarial expenses, maintenance/utilities, benefits and administrative expenses will be \$527,159.00.
10. The Moorhead Independent School District #152 agrees to pay Lakeland Mental Health Center, Inc. \$527,159.00 in accordance with the following: Eleven equal payments of \$43,929.90 from January 2001 through November, 2001 and one payment, December, 2001, of \$43,930.10.
- 10.5 The Moorhead Independent School District #152 will bill Lakeland Mental Health Center, Inc. \$16,667.00 monthly for January 1, 2001 through December, 2001 for a total of \$200,004.00. If Lakeland Mental Health Center does not receive this Medical Assistance revenue as anticipated, the monthly bill will be reduced accordingly. Lakeland Mental Health Center will retain 3 % of the Medical Assistance dollars earned during the contract period, the amount to be determined at the end of the contract period. Any additional M.A. dollars earned will help reduce costs to Clay County Social Services.

- 10.6 Lakeland Mental Health Center will bill Medical Assistance for each of the clients eligible for Medical Assistance, accepting Medical Assistance payment schedule as reimbursement for services rendered. Lakeland Mental Health Center will seek reimbursement from other sources only for those costs which are not covered by Medical Assistance, or for those individuals that are not M.A. qualified.
11. The Moorhead Independent School District #152 will collect from the Unique Learner's Section of the State Department of Education for an estimated \$274,122.68 in State reimbursement.
12. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152 and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 90 days prior to proposed action.

Chair, Board of Education Date
Moorhead Independent School District #152

Lakeland Mental Health Center, Inc. Date

Lakeland Mental Health Center, Inc.
Children's Day Treatment - Clay County
2001 Staffing Pattern /Budget

Ron Odden, MS, LP	Mental Health Professional	48 weeks	1.0 FTE
Jim Knutson, MS, LP	Mental Health Professional	46 weeks	1.0 FTE
Susan Dannen, MSW, LICSW	Mental Health Professional	46 weeks	1.0 FTE
Jackie Crawford, MS, LP	Mental Health Professional	464 hours	
Rita Lall, MS, LP	Mental Health Professional	48 weeks	1.0 FTE
Denette Narum, MSW	Mental Health Professional	49 weeks	1.0 FTE
Heather Krause, BA	Mental Health Practioner	46 weeks	1.0 FTE
Barb Schaub, BSW	Mental Health Practioner	50 weeks	1.0 FTE
Laura Kensok, , BSW	Mental Health Practioner	630 hours	
Renae Setter, RN	Registered Nurse	204 hours	
Dennis Staton, MD	Psychiatrist	144 hours	
John Mostre, Ph.D., LP	Mental Health Professional	40 hours	

Total Professional Cost Including Fringe Benefits

\$357,410.00

Other Expenses

Administrative / Support	\$55,623.00
Staff Travel	\$ 9,000.00
Client Travel	\$ 600.00
Therapy/Office Supplies	\$ 8,100.00
Office Space	\$18,000.00
Utilities	\$ 2,500.00
Phone /Postage	\$ 9,965.00
Capital Expenses/Capital Reserve Fund	\$22,672.00
Miscellaneous:	
food, depreciation, professional fees	
advertising, recruitment, insurance, legal,	
audit, conference, computer maint,	
equipment rental, etc.	\$43,289.00

Total Other Expenses

\$169,749.00

Total Program Costs

527,159.00

MEMO #: I-01-112



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Renewal Agreement with Clay County Department of Social Services

DATE: December 5, 2000

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

The renewal agreement is in the amount of \$ 274,122.68 less \$ 200,004.00 of Medical Assistance Dollars received from Lakeland Mental Health Center, Inc. for services provided and returned to Moorhead Independent School District # 152. The agreement covers the period of January 1, 2001 to December 31, 2001.

SUGGESTED RESOLUTION: Move to approve the attached agreement with Clay County Department of Social Services contingent upon the approval of the Clay County Social Services Board.

LAK/smw
Attachment

AGREEMENT

FOR

THE CLAY COUNTY DAY TREATMENT PROGRAM/OUTREACH

This Agreement entered into by and between the following agencies:

Clay County Social Services Department
Moorhead Independent School District #152

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

Witnesseth that:

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

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

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

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

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

Local Coordinating Council (2) , and Local Advisory Council (2) , members or members designee.

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

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

The Clay County Department of Social Services agrees to pay the Moorhead Independent School District #152 not to exceed \$274,122.68 less \$200,004.00 of Medical Assistance dollars upon receipt of billing from the Moorhead Independent School District #152.

It is anticipated the Moorhead Independent School District #152 will collect from the Unique Learners' Section of the State Department of Education \$274,122.68 in State reimbursement and 200,004.00 from Lakeland Mental Health Center, Inc. medical assistance dollars for a total of \$474,126.68.

If State reimbursement is less than \$274,122.68 and Medical Assistance is less than \$200,004.00, Clay County Department of Social Services will be responsible for the difference.

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

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

TERMINATION This contract shall commence January 1, 2001 and terminate December 31, 2001. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152 and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If the contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 90 days prior to proposed action.

Signed at _____, in the County of _____, this _____ day of (December 11, 2000.)

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

BY: _____ DATE: _____
Chair, Board of County Commissioners

Approved as to Form and Execution

(County Attorney)

MEMO #: I-01-109



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: 2000-2001 Clay County Public Health Contract

DATE: December 4, 2000

Attached is a contract with Clay County Public Health allowing Moorhead Schools to purchase nursing services as outlined. This contract will provide services when both school nurses are out of the district or absent from work. The rate will be \$35.00 per hour and will not exceed \$1,750.00 per year or 50 hours for the 2000-2001 school year.

SUGGESTED RESOLUTION: Move to approve the contract with Clay County Public Health for nursing services for times that both school nurses may be out of the district.

LAK/smw
Attachment

AGREEMENT BETWEEN
CLAY COUNTY PUBLIC HEALTH
AND
MOORHEAD SCHOOL DISTRICT

The Moorhead School District, hereinafter referred to as the "School" and Clay County Public Health, Moorhead, Minnesota hereinafter referred to as the "Provider" enter into this agreement for the period July 1, 2000 through June 30, 2001. These dates allow the school district to cover the fiscal year. Provider services will be requested starting two weeks prior to the first day of classes, throughout the school academic year and lasting two weeks after the last day of classes.

Whereas the Provider is a certified health care provider in Clay County and; Whereas the Provider has authorized the development of school health services and; Whereas the School wishes to purchase such services from the Provider; Now, therefore, in consideration of the mutual understandings and agreements set forth, the School and Provider agree as follows:

I. PROVIDER RESPONSIBILITIES:

1. Provide nursing services as a back-up in the School as requested.
2. Provide nursing consultation per phone or in person to the School as requested.
3. Assist with immunizations as requested by the school.
4. Assistance with communicable disease control as requested by the School.
5. The public health nurse shall provide the above services to the school district. The day of the week and the length of time spent in the school may vary according to the activity planned and requested by the school.

II. SCHOOL RESPONSIBILITIES:

The school shall appoint a health service aide in each building to assist the public health nurse. The aide shall at all times remain the employee and agent of the School. The School shall cooperate with all reasonable requests of the Provider in connection with the furnishings of the above service.

The School shall provide ample space for the public health nurse to care for students. The space shall be appropriate for the activity provided.

The School will give 48 hours (or more if possible) notice to Provider when services are needed to provide back-up for scheduled days off for the school nurse (e.g. for attendance at conferences, vacation days).

No person or persons shall on the ground of race, color, national origin, handicap, age, sex, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program service or benefit advocated, authorized, or provided by this Department.

III. STAFF:

The Provider shall make every reasonable effort to maintain sufficient staff, facilities and equipment to deliver the above mentioned services. The Provider shall notify the School if ever the Provider will be unable to provide the required quality or quantity of purchased services. Upon notification, School and Provider shall determine whether such inability will require a modification or cancellation of the contract.

IV. RECORDS:

1. Individual school health records will be maintained by the school health aide and kept on file in the School in accordance with school policy.
2. Necessary health forms will be provided by the School.
3. The School is responsible to comply with the Data Practices Act which includes notification of data collected, release of information and safeguarding the record.

V. COST OF SERVICES:

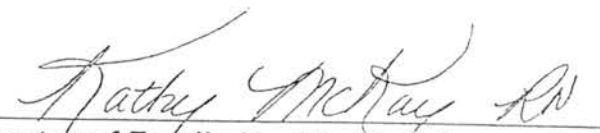
The School agrees to pay the Provider, upon receipt of the bill, \$35.00 per hour spent by the public health nurse on school premises and consultation hours in the Provider's office, up to a maximum of \$1,750.00 per year or 50 hours. The cost of supplies shall be in addition to this amount. The Provider will bill the School monthly specifying the dates and number of hours service was provided, and the amount being billed. The bill will be payable upon receipt.

VI. INDEMNIFICATION:

The School hereby agrees, to the extent permitted by law, to at all times indemnify provider against any and all claims, suits, actions, debts, damages, costs, charges and expenses, including court costs and attorneys fees, and against all liability, losses, and damages of any nature whatever, that provider shall or may at any time sustain or be put to by reason of the performance by provider of its obligations under this agreement, with the exception of any claims, suits, actions, debts, damages, costs, charges, expenses, liability and/or negligence of the provider, its officers, employees and agents.

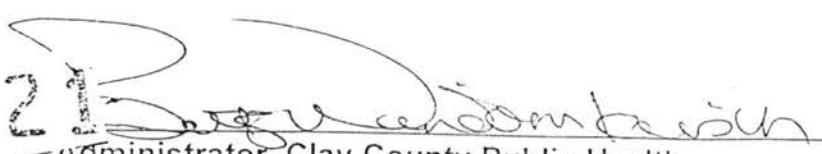
School Superintendent (date)

Chair, School Board (date)



Director of Family Health, Clay County Public Health

11-16-00
(date)



Administrator, Clay County Public Health

11-21-00
(date)

MEMO #: I-01-110



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Approval of Paraprofessional Position

DATE: December 4, 2000

A 3.5 hour paraprofessional is needed to assist in a special education classroom at Robert Asp Elementary a student with disabilities. This position is funded through federal funding.

SUGGESTED RESOLUTION: Move to approve the 3.5 hour paraprofessional at Robert Asp.

LAK/smw

November 29, 2000

TO: Larry Nybadh

FROM: Beth Astrup *BA*

SUBJECT: NSF checks

Request permission to write off the following NSF checks and submit them to Red River Collection Agency.

On the General Acct:

Jean Kempers	\$ 10.00
Jean Kempers	10.00
Catherine Andersen	10.00
Karen Wasson	45.00
Bradly Rustan	40.00
Bradly Rustan	23.25
Deb Storbakken	82.53
Mark Wick	50.00
Mary Thompson	6.75

Total	277.53
-------	--------

On the Activity Acct:

Catherine Andersen	27.00
--------------------	-------

Total	27.00
-------	-------

Suggested Resolution: Move to approve collection of NSF checks listed above.

MEMO #: B01047



TO: Dr. Nybladh
FROM: Beth Astrup *BA*
DATE: December 5, 2000
SUBJECT: Playground Equipment - Edison and Probstfield
Change Order No. 02

The following change order has been submitted by MinKo Construction:

Additional asphalt paving at Probstfield	\$1,750.
Sod in lieu of seeding at Probstfield	800.
Sod in lieu of seeding at Edison	525.
Remove existing playground equipment at Edison, finish grade/seed	3,200.
Provide 2" and 3" Everplay mat material in lieu of specified material	<u>(2,500.)</u>
Total Change Order No. 02	\$3,775.

The original bid award to MinKo Construction was \$224,000. The new contract balance including all change orders to date is \$243,975.

Suggested Resolution: Move to approve Change Order No. 2 with MinKo Construction, an increase in the amount of \$3,775.

BAA/krm

Memo #: P.00.239

TO: Dr. Larry P. Nybladh, Supt.

FROM: Ron Nelsen, Director of Human Resources

DATE: December 5, 2000

RE: Resignations

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

Juan Ball Paraprofessional, RRALC, effective December 20, 2000.

Suggested Resolution: Move to accept the resignation as presented.

RN:jg

MEMO #: P.00.240

TO: Dr. Larry P. Nybladh, Supt.
FROM: Ron Nielsen, Director of Human Resources
DATE: December 5, 2000
RE: Family/Medical Leave

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

Heather Sand	Special Education Teacher, Robert Asp, beginning on or about March 30, 2000 for the remainder of the school year and extending through the 2001-2002 school year pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.
Stacy Jo Swanson	2nd Grade Teacher, Edison, beginning on or about February 15, 2001 for six weeks pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.
Lisa Renner	Paraprofessional, Sr. High, beginning on or about February 13, 2001 for six weeks pursuant to Article 8, Section 3 of the Paraprofessionals' 1998-2000 Master Agreement.
Kim Brewster	SLD Teacher, Edison, beginning on or about April 9, 2001 for six weeks pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.
Wendy Rheault	2nd Grade Teacher, Probstfield, beginning on or about February 14, 2001 for six weeks pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.
Nicole Odegard	Home Ec. Teacher, Sr. High, beginning on or about March 12, 2001 for the remainder of the school year pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.

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

RN:jg

MEMO #: P.00.238

TO: Dr. Larry P. Nybladh, Superintendent
FROM: Ron Nielsen, Director of Human Resources
DATE: December 5, 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:

Jeffrey Martinson	2nd Custodian, Edison, A13 (13) \$9.69 per hour, 8 hours daily. (Replace Rick Trowbridge)
Terry Kirkeby	Paraprofessional/Technician, RRALC, B21 (0-2) \$9.83 per hour, 8 hours per day. (Funded by grant and Title I through June 30, 2001)
Sally Dandurand	Homeless Liaison, RRALC, \$10.76 per hour, 20 hours per week. (Funded by grant and Title I)
Marie Melroe	Paraprofessional, RRALC, B21 (0-2) \$9.83 per hour, 3.25 hours per day. (Replace Melvin Bolton)

Suggested Resolution: Move to approve the employments as presented.

RN:jg

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 13, 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: Gustafson moved, seconded by Ladwig, to approve the agenda as presented. Motion carried 7-0.

WE ARE PROUD:

*** **We Are Proud** of Moorhead Partners in Learning for being one of eight Community Education programs recognized state-wide with an Outstanding Project award from the Minnesota Community Education Association. This family literacy program is funded by a grant from the Clay County Joint Powers Collaborative. Last year the program served 49 adults and 81 children. The criteria for the award included: cooperation and teamwork, use of resources, achievement, and community impact.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Gift - Accept the \$100 gift from Grosz Studio for use in purchasing general supplies for Moorhead Junior High School.

Lease - Approve a lease with TransEm beginning November 1, 2000 and continuing through October 31, 2001 with a total lease payment of \$2,940.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 13, 2000
PAGE 2**

Change in Employment Contract

Pat Babolian - Teacher Red River Area Learning Center, increase .202 FTE, for 146 days, \$4714.34, effective immediately. (Approved at 10-23-00 Board meeting)

New Employees

Kim Melander - Teacher Red River Area Learning Center, BA+30(2) .57 FTE for 146 days. \$13,783.86, effective immediately. (Approved at Board meeting 10-23-00)

Pauline Alba - Teacher Red River Area Learning Center, BA (0) .286 FTE for 118 days, effective December 5, 2000. (Approved at Board meeting 10-23-00)

Nicole Anderson - EBD Paraprofessional, Riverside. 3.5 hour daily, B21 (0) \$9.83 per hour, AOM Paraprofessional, Probstfield, 2.5 hours daily, effective immediately. (Special Education paid for by Hawley-AOM Probstfield budget)

Resignations

Beth Astrup - Assistant Superintendent Systems Support, Townsite Centre, effective December 31, 2000.

Dan Bjerke - Custodian, Moorhead Senior High, effective October 31, 2000.

Medical Leave

Ann Goldade - LD Teacher, Moorhead Junior High, on or about March 12, 2001 to the end of the school year.

Minutes - Approve the October 9 and 23, 2000 meeting minutes as presented.

Claims - Approve the November Claims, subject to audit, in the amount of \$1,880,791.19.

General Fund:	\$593,336.33
Food Service:	177,734.24
Transportation:	483,265.80
Community Service:	29,926.90
Capital Expenditure	570,008.38
Townsite Centre:	26,519.54
TOTAL	\$1,880,791.19

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 13, 2000
PAGE 3

Motion carried 7-0.

COMMITTEE REPORTS: Reports were heard regarding the Joint Powers Committee, District Student/Staff Assistance Committee, Instruction and Curriculum Advisory Committee, Early Childhood Family Education, and Youth Advisory Council meetings.

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.)

Kids Voting - Lynne Kovash, Lauri Winterfeldt-Shanks, Mary Jo Schmid, Vicki Breneman, Jenni Carney, Beth Anderson, Del Larson and students provide a presentation on Kids Voting.

The meeting recessed at 7:45 p.m.; the Chair reconvened the meeting at 7:55 p.m.

ENROLLMENT REVIEW: Kovash provided a presentation on the November 2000 enrollment and cohort projections for 2000-2006. Monthly enrollment continues to decline with a one percent or 18-student decline from October 2000 to November 2000.

1999-2000 AUDIT REPORT: Barb Aasen, Eide Bailly LLP, presented the District's Comprehensive Annual Financial Report for the year ended June 30, 2000. She also discussed the results of the annual audit.

Thompson moved, seconded by Gustafson, to accept the 1999-2000 audit report as presented. Motion carried 7-0.

APPROVAL OF POLICY: Erickson moved, seconded by Cummings, to approve the policy, Student Teachers (LEA), as presented. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Cummings acknowledged for the Board Beth Astrup's resignation with regret and gratitude and expressed good wishes.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 13, 2000
PAGE 4

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:26 p.m.

Carol Ladwig, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 27, 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: Ladwig moved, seconded by Gustafson, to approve the agenda as presented. Motion carried 7-0.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

- Gift - Accept the \$100 gift from Grosz Studio for use in purchasing teaching supplies for George Washington Elementary School.

Change Orders - Approve change order No E-1 with Rick Electric, Inc and G-2 with Curtis Construction, an increase in the amount of \$6,904.

Lease - Approve lease with Baytone Music beginning December 1, 2000 and continuing through June 30, 2001.

Family/Medical Leave

Kim Melander - Teacher RRALC, to begin on or about January 2, 2001 through March 1, 2001.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 27, 2000
PAGE 2**

New Employees

Gerald Stoetzer - Night Custodian, Senior High, A 12 (3) \$9.41 per hour. 8 hours daily, effective November 20, 2000. (Replace Dan Bjerke)

Resignations

Gregory Frey - MSMI Paraprofessional, Senior High, effective December 4, 2000.

Donna Gunderson - Food Service, Washington, effective November 28, 2000.

Clara Zurn - Food Service, Junior High, effective December 21, 2000.

Motion carried 7-0.

COMMITTEE REPORTS: Reports were heard regarding the Wellness Committee, Instruction and Curriculum Advisory Committee, and the Activities Council meetings.

CHRISTMAS AND NEW YEAR'S HOLIDAYS: Ron Nielsen, District Human Resource Director, recommended to the School Board that after evaluation of union contracts, December 25th and 26th be designated official Christmas Eve and Christmas Day holidays and Friday, December 29, 2000 and Monday, January 1, 2001 be designated as official New Year's Day holidays for contract purposes.

Gustafson moved, seconded by Foss, to approve the change in holiday designations as presented. Motion carried 7-0.

2000-2001 BUDGET: Astrup provided a presentation on the recommended final 2000-2001 budget for each fund. Thompson moved, seconded by Hastad, to approve the 2000-2001 budgets as presented. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Thompson noted that the MSBA Delegate Assembly resolutions were available on the MSBA web site. Hastad asked if a Board member could attend the December 4, Washington PTAC meeting in his absence and Cummings accepted. Gustafson commented that a memo from the Minnesota State High School League regarding a proposal would be forthcoming in the week's transmittal.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 27, 2000
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ADJOURNMENT: Hearing no objections, the meeting adjourned at 7:50 p.m.

Carol Ladwig, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 30, 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 revision of the agenda to include the Open Public Hearing item and the Close Public Hearing item.

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

Foss reviewed the format which would be used to conduct the public hearing, stating that first a presentation would be made to the audience, then the hearing would be opened for comments.

TRUTH IN TAXATION PROPERTY TAX HEARING: Astrup presented an overview of the 2000 payable 2001 property tax levy. There is an expected 5.46 percent increase in the total school district levy after adjustments for reduction for Debt Service and HACA aid.

OPEN PUBLIC HEARING: Gustafson moved, seconded by Cummings, to open the public hearing. Motion carried 7-0.

Foss requested the audience to address the Board with any questions regarding the levy. This request was made two times. Hearing none, the following motion was made.

CLOSE PUBLIC HEARING: Thompson moved, seconded by Ladwig, to close the public hearing. Motion carried 7-0.

Sharon Staton of Access, Inc. stated she had no questions regarding the school district portion of the tax statement but needed assistance about discrepancies on her statement. Beth Astrup offered to assist her.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 30, 2000
PAGE 2

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Cummings asked Board members to determine a representative to attend the upcoming February 9 Business Ethics Day 2001 at Concordia College. Cummings has represented the Board in previous years.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 7:35 p.m.

Carol Ladwig, Clerk

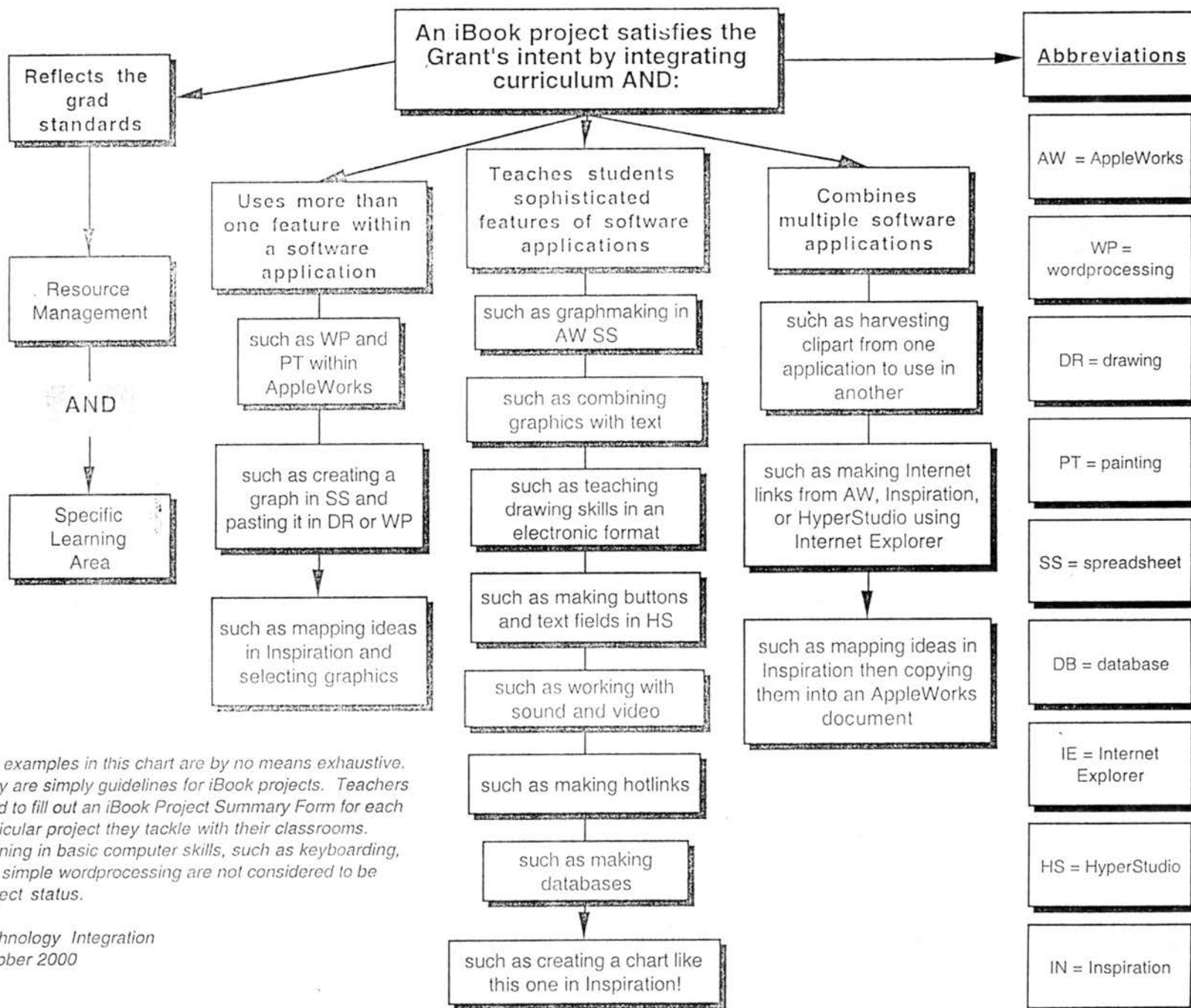
MEMO #: I-01-113



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Dialogue
DATE: December 6, 2000

Dan Markert, Denita Clapp, Helen Friend and Candace Allen will present information to the board regarding technology integration into curriculum.

LAK/smw



The examples in this chart are by no means exhaustive. They are simply guidelines for iBook projects. Teachers need to fill out an iBook Project Summary Form for each curricular project they tackle with their classrooms. Training in basic computer skills, such as keyboarding, and simple wordprocessing are not considered to be project status.

*Technology Integration
October 2000*

MEMO #: B01046



TO: Dr. Nybladh
FROM: Beth Astrup *BA*
DATE: December 4, 2000
SUBJECT: 2000 Payable 2001 Levy

Pursuant to Minnesota Statutes the School Board of Independent School District No. 152, Moorhead, MN, is authorized to make the following tax levies:

	<u>2001 Proposed</u>	<u>2000 Actual</u>
General Fund	\$7,324,307	\$6,753,789
Community Service	182,933	179,487
Debt Service	<u>607,473</u>	<u>938,579</u>
Total School Tax Levy	\$8,114,713	\$7,871,855
Debt Service Excess	(50,000)	(50,000)
Reduction for HACA	<u>(100,368)</u>	<u>(270,104)</u>
Net School Tax Levy	\$7,964,345	\$7,551,751

The net school tax levy represents an increase over the prior year net levy of \$412,594 or 5.46%.

Suggested Resolution: Set the 2000 Payable 2001 Levy at \$7,964,345. The clerk of the School Board is authorized to certify the proposed levy to the County Auditor of Clay County Minnesota.

BAA/krm

LEVY CATEGORY	LEVIES EXCLUDED FROM HACA ALLOC		LEVIES INCLUDED IN HACA ALLOC		TOTAL LEVY	
	MAXIMUM LEVY LIMITATION	FINAL CERTIFIED LEVY	MAXIMUM LEVY LIMITATION	FINAL CERTIFIED LEVY	MAXIMUM LEVY LIMITATION	FINAL CERTIFIED LEVY
(1) GENERAL--RMV VOTER APPROVED	841,287.69	841,287.69	NONE	NONE	841,287.69	841,287.69
(2) GENERAL--NTC VOTER APPROVED			NONE	NONE		
(3) STATE DETERMINED GENERAL EDUCATION	5,382,809.99	5,382,809.99	NONE	NONE	5,382,809.99	5,382,809.99
(4) GENERAL--NTC OTHER	NONE	NONE	1,100,209.66	1,100,209.66	1,100,209.66	1,100,209.66
(5) COMMUNITY SERVICE--OTHER	182,932.74	182,932.74	NONE	NONE	182,932.74	182,932.74
(6) GEN DEBT SERV--VOTER APPROVED	607,472.69	607,472.69	NONE	NONE	607,472.69	607,472.69
(7) GEN DEBT SERV--OTHER			NONE	NONE		
(8) TOTAL LEVY BEFORE ADJUSTMENT	7,014,503.11	7,014,503.11	1,100,209.66	1,100,209.66	8,114,712.77	8,114,712.77
TRUTH IN TAXATION LEVY CATEGORIES:						
VOTER APPROVED LEVIES = (1) + (2) + (6)			(9) REDUCT FOR VOTER APPROVED			
STATE DETERMINED LEVY = (3)			NET GENERAL DEBT SERV EXCESS *		50,000.00	
ALL OTHER LEVIES = (4) + (5) + (7)			(10) REDUCTION FOR OTHER NET GENERAL DEBT SERVICE EXCESS *		0	
HACA IS ALLOCATED ONLY TO THE GENERAL--NTC OTHER CATEGORY (LINE 4). IF THE AMOUNT IS LESS THAN THE REDUCTION FOR HACA, ALLOCATE THE REMAINING HACA TO THE "EXCLUDED FROM HACA ALLOCATION" CATEGORIES AS NEEDED IN THE FOLLOWING ORDER: (5) COMMUNITY SERVICE; (3) STATE DETERMINED GENERAL EDUCATION; (2) GENERAL--NTC VOTER APPROVED; (7) GENERAL DEBT SERVICE--OTHER; (6) GEN DEBT SERVICE--VOTER APPROVED; AND (1) GENERAL--RMV VOTER APPROVED.			(11) REDUCTION FOR HACA		100,368.00	
			(12) SUBTOT CERT LEVY ON TAX CAP = (8) - (1) - (9) - (10) - (11) =		7,123,057.08	
			(13) GRAND TOTAL CERTIFIED LEVY AFTER ADJUSTMENTS = (12) + (1) =		7,964,344.77	

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

SCHOOL DISTRICTS CERTIFYING LESS THAN THE MAXIMUM LEVY LIMITATION FOR ANY CATEGORY MUST COMPLETE THE APPROPRIATE SECTIONS OF PAGES 18 THROUGH 24 AS NEEDED TO DOCUMENT THE SPECIFIC AMOUNTS CERTIFIED FOR EACH LEVY COMPONENT.

THE SCHOOL DISTRICT MUST SUBMIT THE COMPLETED ORIGINAL OF THIS FORM TO THE HOME COUNTY AUDITOR BY DECEMBER 28, 2000. A DUPLICATED COPY MUST BE SUBMITTED TO THE MN DEPT OF CHILDREN, FAMILIES AND LEARNING, PROGRAM FINANCE DIVISION, BY JANUARY 15, 2001.

THE CERTIFIED LEVY LISTED ABOVE IS THE LEVY VOTED BY THE SCHOOL BOARD FOR TAXES PAYABLE IN 2001.

SIGNATURE OF
 SCHOOL BOARD CLERK _____

DATE OF CERTIFICATION _____

MEMO #: S-01-054

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent ^{JPN}

DATE: December 7, 2000

RE: School Board Meeting Cancellation

Due to conflict with the upcoming holiday season, it is recommended that the December 25 regular School Board meeting be cancelled.

Suggested Resolution: Move to cancel the December 25 (second) School Board meeting as recommended.

LPN:mde

MEMO #: B01048



TO: Dr. Nybladh
FROM: Beth Astrup *BA*
DATE: December 5, 2000
SUBJECT: Dietary and Food Service Employment Agreement FY 2001-2003

The dietary and food service employees, represented by the American Federation of State, County and Municipal Employees, and District administration have bargained in good faith and reached a contract agreement for a three year period beginning FY 2001 and continuing through FY 2003. The following represents the wage and benefit agreement:

	(Base) FY 2000	FY 2001	FY 2002	FY 2003
Wages	\$156,103	\$162,263	\$170,436	\$179,008
Benefits	<u>21,708</u>	<u>23,556</u>	<u>24,678</u>	<u>25,854</u>
Total	\$177,811	\$185,819	\$195,114	\$204,862
Increase over prior year		\$8,008/4.5%	\$9,295/5.0%	\$9,748/5.0%

Language changes have been agreed to in the following articles (the language changes are attached):

- 1) Article 6; Sections 5, 7, and 10
- 2) Article 8; Sections 1 and 2
- 3) Article 9; Sections 3, 4, 5 and 8
- 4) Article 10; Sections 7 and 8
- 5) Article 12; Sections 3 and 4
- 6) Article 13; Sections 2 and 3
- 7) The steps were renumbered

Suggested Resolution: Approve the Dietary and Food Service Employment agreement for the three year period beginning 2000-01 as recommended. The total cost increase for the three year period represented by the contract is \$27,051.

BAA/krm

ARTICLE 6

RATES OF PAY

Section 1. Effective Date

The rates of pay reflected in Appendix A shall be part of this Agreement and shall be effective as provided herein for a period as provided in the Duration Clause of this Agreement (Article 15).

Section 2. Increase Status

- Subd. 1. Except in the circumstances noted in this Article, all employees shall advance in salary on July 1 of the Agreement year. The Supervisor reserves the right to withhold advancement if the employee's performance is judged to be unsatisfactory by his/her Supervisors and the School Board.
- Subd. 2. The Supervisor must notify the affected employee, in writing, by February 1 of noted deficiencies.

Section 3. Salary Schedule Placement of Promoted or Demoted Employees

- Subd. 1. Promotions - In the event that an employee is promoted to a job classification with a higher "band, grade, and subgrade," the employee shall be moved to that lane and step on the schedule representing an increase in pay plus one (1) additional step.
- Subd. 2. Demotions - If a reduction in force requires an employee to transfer to a job with a lower "band, grade, and subgrade," the employee shall be frozen at the employee's rate of pay prior to the reduction in force until the employee's schedule placement catches up. However, said employee must bid on all subsequent openings in higher "band, grade, and subgrade," positions. Failure to bid on such positions will result in the employee being compensated at such employee's current "band, grade and subgrade" position.

Section 4. New Employees

The past experience of a new employee will be evaluated by the Food Services Supervisor who will recommend to the Personnel Office an appropriate step on the salary schedule for the new employees. A new employee shall be eligible for advancement on July 1 if employed prior to January 1 of the same year. An employee hired after January 1 shall not be eligible for an increase in his/her starting salary until one (1) year from the following July 1.

Section 5. Certification

- Subd. 1. All head cooks and head servers must earn a Food Service Certificate by completing the ninety (90) hour Child-Nutrition School Food Service Certification Training Program.
- Subd. 2. All head cooks and head servers will be certified within four (4) ~~three (3)~~ years from date of employment.

- Subd. 3. All head cooks and head servers must have a State of Minnesota "Food Manager Certificate" within 45-90 days of being employed by the District as a head cook or head server. The District will reimburse the employee for the application and the subsequent renewal fee for the certification upon submission of the certificate to the Food Service Director.
- Subd. 4. All employees must complete the Food Service Department Orientation Program within six months of hire.
- Subd. 3. 5. All employees must complete the course "Fundamentals of School Food Service" within one (1) year of employment if offered by the District. If the requirements of Subds. 2 and 3 are not met, the employment of said employee may be terminated. Continued employment is dependent upon successful completion of the requirements of Subds. 2, 3, and 4.
- Subd. 4. 6. Employees who are certified after July 1, 1986, will be moved an additional STEP on the salary schedule. Employees certified prior to this date had their certification stipend added to their hourly rate prior to placement on the composite schedule in 1986. Employees completing the School Food Service Certification Program will be moved an additional step upon presentation of the certificate to the Food Service Director.
- Subd. 7. The District will pay the registration and travel expenses of authorized and approved training in accordance with the District's travel policy.

Section 6. Hours of Work

The regular work day for all dietary and food service employees included in this Agreement shall be posted in each place of employment.

Section 7. Overtime Pay

- Subd. 1. **School Activities** - Any Employee who works more than forty (40) hours in any work week shall be paid overtime, or have release comp time, at a "time and one-half" (1 and 1/2) rate. ~~All hours performed in excess of this regular work schedule must be authorized by the Food Services Supervisor.~~ Arrangements may be made for compensatory time, in lieu of overtime pay.
- Subd. 2. **Non-School Activities** - Any employee who works more than their regular scheduled hours shall be paid overtime, or have release comp time, at a "time and one-half" (1 and 1/2) rate.
- Subd. 3. All hours of work performed in excess of the regular work schedule must be authorized by the Food Services Supervisor.

Section 8. Minimum Pay

Employees who present themselves for work as per the posted schedule, and are subsequently excused from work, shall receive pay for two (2) hours. This clause shall only apply to employees commencing their work shift prior to 9:00 a.m. daily, with all other payments to be made on the basis of hours worked.

Section 9. Sunday Work

All hours worked between 12:01 a.m. Sunday and 12:01 a.m. Monday shall be compensated at a "double time" (2 times) rate.

Section 10. Substituting and Higher Classification

When an employee works temporarily in a higher paid classification, the employee shall be paid at the higher classification if the employee substitutes in that higher classification for a period exceeding five ~~(5)~~ four (4) working days. For such employees, the higher pay shall be retroactive to the first day of this substitute service.

ARTICLE 7

EMPLOYEE DESIGNATION

All food service employees shall be designated as follows:

Section 1. Full-Time Employees

A "full-time employee" is an employee who works six (6) hours or more per day, five (5) days per week.

Section 2. Regular Part-Time Employee

A "regular part-time employee" is an employee who works three (3) hours or more, but less than six (6) hours per day, five (5) days per week.

Section 3. Part-Time Employee

A "part-time employee" is any employee who works less than three (3) hours per day, five (5) days per week.

Section 4. Casual Employee

- Subd. 1. A "casual employee" is any employee who is not required to work a regular schedule for five (5) days per week.
- Subd. 2. Where regular scheduled employees are absent from their assignment, other regular scheduled employees may be moved to work the vacated assignment. The casual employee may receive the assignment with the fewer hours.

ARTICLE 8

HOLIDAYS

Section 1. Paid Holidays

All employees working three (3) hours a day, for five (5) days a week, shall receive the following Good Friday as a paid holiday.

- 4. ~~Good Friday~~

Section 2. Changing Holiday Dates

- Subd. 1. The School District reserves the right, if school is in session, to change any-of the above holidays and establish another holiday in lieu thereof.
- Subd. 2. ~~Holidays that fall on weekends will be observed on a day established by the Board of Education.~~

Section 3. Eligibility

In order to be eligible for holiday pay, an employee must have worked his/her regular work day before and after the holiday, unless he/she is on an excused illness or leave under provisions of this Agreement.

ARTICLE 9

LEAVE PROVISIONS

Section 1. Sick Leave

- Subd. 1. Employees working seven (7) or more hours per day shall be credited with twelve (12) days sick leave per year.
- Subd. 2. Employees working six (6) hours per day shall be credited with nine (9) days sick leave per year.
- Subd. 3. Unused sick leave days each year shall accumulate to a total of sixty days (60) days for this group of employees, and shall be subject to the long-term disability insurance as stated in this Agreement.
- Subd. 4. Once a full-time employee reaches sixty (60) days accumulated sick leave, the full sixty (60) days shall be restored September 1 of each year regardless of usage the previous year, as long as the employee has actively returned to work.
- Subd. 5. Regular part-time employees working a daily schedule of less than six (6) hours per day, but more than three (3) hours per day, shall be credited with pro-rata sick leave of one (1) day per month, to a total of nine (9) days per year with no provision for long-term disability insurance.
(Examples - an employee working four (4) hours per day shall receive thirty-six (36) hours per year; an employee working three (3) hours per day shall receive twenty-seven (27) hours per year.)
- An employee subject to this Subdivision may accumulate unused sick leave to total of thirty (30) days of pro-rated sick leave.
- Once an employee subject to this Subdivision reaches thirty (30) days of accumulated sick leave, the thirty days of pro-rated sick leave shall be restored September 1 of each year regardless of usage the previous year, as long as the employee has actively returned to work.
- Subd. 6. Employees who have accumulated sixty (60) days sick leave shall be covered by Subdivision 4 above and pro-rated as in Subdivision 5.
- Subd. 7. Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to illness which

Section 3. Family and Medical Leave

The District will comply with the Family and Medical Leave Act of 1993. Each building in the District has employee rights under the Family and Medical Leave Act posted.

- Subd. 1. ~~An employee, as defined herein, will be granted an unpaid leave of absence for a total period of up to twelve (12) work weeks during any twelve (12) month period for any of the following:~~
- a. ~~The birth and first-year care for a child;~~
 - b. ~~The adoption or foster placement of a child;~~
 - c. ~~To care for the spouse, child, or parent of the employee if such spouse, child, or parent has a serious health condition; or~~
 - d. ~~A serious health condition that makes the employee unable to perform his/her job.~~
- Subd. 2. ~~An "employee," for purposes of this Section, means any individual employed by the School District for twelve (12) months preceding the request for a leave under this Section, and who has worked for at least 1,250 hours during that twelve (12) month period.~~
- Subd. 3. ~~A "child," for purposes of this Section, means the employee's son or daughter, which includes biological, adopted, foster, step-child, legal ward, or a child of a person standing in loco parentis, who is under eighteen (18) years of age, or eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.~~
- Subd. 4. ~~"Spouse," for purpose of this Section, means husband or wife, but does not include unmarried domestic partners.~~
- Subd. 5. ~~A "parent," for purposes of this Section, means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a youth.~~
- Subd. 6. ~~A "serious health condition," for purposes of this Section, means an illness, injury, impairment, or physical or mental condition that involves inpatient care in hospital, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with inpatient care, or continuing treatment by a health care provider. A "health care provider" is defined as a doctor of medicine or osteopathy, who is authorized to practice medicine or surgery by the State of Minnesota.~~
- Subd. 7. ~~In the event a leave is requested under this Section, an employee must provide the employer written notice at least thirty (30) days in advance of when the leave is to begin. This written notice must be submitted to the Assistant Superintendent for Human Resources if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of the employee's family members. If thirty (30) days notice is not practicable, because of lack of knowledge of approximately when the leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. "As soon as practicable" means as soon as both possible and practical, taking~~

into account all of the facts and circumstances for the individual case, and ordinarily would mean at least verbal notification to the Assistant Superintendent of Human Resources within one (1) or two (2) business days prior to when the need for leave becomes known to the employee.

Subd. 8. In the event that the foreseeable leave is in connection with the care for the spouse, child or parent of the employee, or a serious health condition that makes the employee unable to perform his/her job, the employee must make reasonable effort to schedule treatment, including taking leave intermittently or on a reduced hours basis, as to not unduly disrupt the operations of the School District, subject to the approval of the employee's or family member's health care provider.

Subd. 9. In the event that the leave is in connection with the care for the spouse, child, or parent of the employee, or a serious health condition that makes the employee unable to perform his/her job, the School District may require the employee to provide timely certification from the employee's health care provider, or a family member's health care provider addressing:

- a. The approximate date on which the serious health condition commenced;
- b. The probable duration of the serious health condition, including the probable duration of the patient's present incapacity;
- c. The appropriate medical facts, within the knowledge of the health care provider, regarding the serious health condition;
- d. In the event that the leave is in connection with the care for the spouse, child or parent of the employee, a statement that the employee is needed to care for the spouse, child or parent, and an estimate of the amount of time the employee is needed to care for the spouse, child or parent;
- e. In the event the leave is in connection with a serious health condition that makes the employee unable to perform his/her job, a statement that the employee is unable to perform the functions of his/her job; and
- f. In the case of certification for intermittent leave for planned medical treatment, the dates on which such treatment is expected to be given, and the duration of such treatment.

Subd. 10. In the event that the School District doubts the certification provided pursuant to Subd. 9 of this Section, the School District may, in its discretion, require, at its own expense, that the employee obtain the opinion of a second health care provider (other than a School District employee) designated by the School District. If the second opinion provided herein differs from the certification provided pursuant to Subd. 9 of this Section, the School District may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved by both the School District and the employee, which opinion shall be final and binding on both the School District and the employee.

- Subd. 11. ~~The School District may require, or the employee may elect, the substitution of the employee's accrued paid vacation leave, personal leave, or emergency leave for any part of the twelve (12) week period of such leave. The employee may not elect the substitution of paid medical or sick leave to care for the spouse or parent of the employee if such spouse or parent has a serious health condition. However, the School District may require, or the employee may elect, the substitution of paid medical or sick leave to care for the child of the employee who has a serious health condition or in the event of a serious health condition of the employee himself/herself which makes the employee unable to perform his/her job. In addition, any leave provided pursuant to this Section shall not be in addition to any other child care/parenting leave.~~
- Subd. 12. ~~In the event that the leave is in connection with a serious health condition that makes the employee unable to perform his/her job, the School District may require the employee to provide certification from the employee's health care provider that the employee is able to resume work.~~
- Subd. 13. ~~During the period of a leave as provided for herein, the employee shall retain all seniority, salary and fringe benefits which had been accrued prior to the taking of such a leave.~~
- Subd. 14. ~~The School District shall maintain coverage for the employee under any group health insurance plan for the duration of any leave provided for herein at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. The employee, however, shall pay that portion of the premium otherwise set forth in this Agreement. The School District may recover any premium that the School District paid for maintaining such coverage for the employee pursuant to this Subdivision if the employee fails to return to work after the leave has expired for reasons other than the continuance, recurrence or onset of a serious health condition or other circumstances beyond the control of the employee.~~
- Subd. 15. ~~Upon return from the leave as provided herein, the employee shall be restored to the position held by the employee when said leave commenced, or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. The School District is not required to reinstate the employee if it can show that the employee would have been subject to lay off at the time reinstatement is requested.~~
- Subd. 16. ~~In the event that both a husband and wife are employed by the School District, the aggregate number of work weeks of leave for the birth or adoption of a child, or to care for a sick child or parent, to which both may be entitled shall be limited to twelve (12) work weeks during any twelve (12) month period.~~
- Subd. 17. ~~Except as provided in Subd. 11 of this Section, Family Medical Leave is without pay.~~
- Subd. 18. ~~An employee who attempt to use leave provided in this Section, and also Child Care/Parenting Leave, shall have the amount of Child Care/Parenting Leave count against the leave provided in this Section.~~

Section 4. Emergency Leave

Paid emergency leave of up to five (5) days per year may be granted by the School District because of the death or serious illness of the employee's spouse, parent or child. "Serious illness" will usually be interpreted to mean that the employee's spouse or child is hospitalized. Up to three (3) days of emergency leave per year may be granted for the death or serious illness of a son-in-law, daughter-in-law, parent, father- or mother-in-law, sibling, grandchild, or grandparents, niece or nephew.

Section 5. Personal Leave

The School District will grant one (1) personal leave day per year to be taken at the discretion of the employee. ~~An employee may be granted one (1) day leave at full pay for personal business, which cannot be attended to when school is not in session and is not covered under other provisions of this Agreement.~~ Requests for leave shall be made to the immediate Supervisor no later than three days prior to the requested leave, except in cases of emergency. This leave shall be non-accumulative. In cases of conflict, the most senior employee's request shall prevail.

Section 6. Medical Leave

Subd. 1.

- a. Employees who are unable to perform their duties because of personal illness or disability and have who exhausted all accumulated sick leave, or have become eligible for long-term disability compensation, may receive a leave of absence without pay for the duration of such illness or disability up to one (1) year. The leave may be renewed for one (1) year at the discretion of the Board of Education upon the written request of the employee.
- b. If the leave is for six (6) months or less, the employee shall return to the same position. If the leave is for more than six (6) months, the employee shall return to a comparable position.

Subd. 2. In accordance with state law, the employee while on medical leave of absence shall be permitted to continue with the School District's insurance program by paying the full premium.

Subd. 3. At the expiration of the leave, if the disability still exists and the leave is not extended, the employee's employment is terminated.

Subd. 4. An employee returning from medical leave shall be reemployed in a position for which the employee is qualified.

Subd. 5. All rights in this Section will be terminated if the person is previously discharged or the position is discontinued in accordance with the Agreement.

Subd. 6. An employee who returns from medical leave within the provisions of this Section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence for medical leave.

Section 7.

The School District may allow leaves of absence for reasons other than those noted in this Article.

Section 8.

An employee called for jury duty shall be paid the regular salary during the period of jury duty, but shall turn over to the District any jury pay, excluding travel and expense allowances.

Section 8: 9.

Absences not covered by leave provisions will result in a salary deduction at the employee's regular daily compensation rate.

ARTICLE 10

GROUP INSURANCE

Section 1. Selection of Carriers

The selection of the insurance carriers and policies shall be made by the School District.

Section 2. Claims Against the School District

The parties agree that any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District. It is further understood that the School District's only obligation is to provide an insurance policy as agreed to herein, and no claim shall be made against the School District as a result of a denial of insurance benefits by any insurance carrier.

Section 3. Eligibility

Full-time employees, as defined in Article 7, shall be eligible for group insurance as set forth in this Article.

Section 4. Duration of Insurance Participation

An employee is eligible for District insurance contributions and payroll deductions as provided in this Article as long as the unit member is employed by Independent School District No. 152. When employment is terminated, group insurance benefits may be continued at the employee's option and expense consistent with State and Federal law.

Section 5. Medical-Hospitalization Insurance

- Subd. 1. Single Coverage - Effective July 1, 1991, the employee shall pay the entire premium.
- Subd. 2. Family Coverage - Effective July 1, 1991, the employee shall pay the entire premium.

Section 6. Long-Term Disability Insurance

The School District shall pay the premium for long-term disability insurance. The income plan shall include the following provisions:

- a. Benefits begin after sixty (60) work days of total disability.
- b. The monthly income benefits will be sixty percent (60%) of the basic monthly earnings.
- c. Benefits will be paid for disability due to the accident or illness as long as the employee remains totally disabled up to age sixty-five (65), and thereafter as required under option (b) of Age Discrimination and Employment Act, and
- d. During the period an employee is receiving long-term disability compensation as provided in this Agreement, such employee shall not be eligible for sick leave.

Section 7. Life Insurance

The District agrees to furnish each employee working full-time, as defined in Article 7, with a Life Insurance policy, total of \$50,000 as is presently carried, and with all expenses to borne by the District. The entire \$50,000 of this amount shall contain an accidental death and dismemberment clause (standard double indemnity and dismemberment - AD & D) which will pay an additional \$50,000 in case of accidental death and stated varying sums for dismemberment.

Section 8. Additional Life Insurance

~~Supplemental Life Insurance totaling \$25,000 will be provided to employees who qualify, at the employee's option, and at their own expense, subject to the limitations enforced by the insurance carrier.~~ Eligible employees may purchase an additional \$25,000 of life insurance with AD & D at their own expense.

Section 9. Optional Cancer Care or Intensive Care Insurance

Employees in the unit who qualify and wish to carry cancer care or intensive care insurance may do so on a payroll deduction basis at their own expense. This option must be exercised during the period of September 1 to September 30 of each school year, subject to the limitations of Section 2.

Section 10. Workers' Compensation

In case of a compensable injury or sickness incurred while on the job, that is eligible for Workers' Compensation Benefits, an employee may elect to use as much pro-rated sick leave as necessary, and available, to equal the normal pay. Any such injury or sickness must be reported immediately to the Human Resources Office.

Section 3. Job Posting

- Subd. 1. All vacancies or new jobs shall be posted in each kitchen area for a period of five (5) working days.
- Subd. 2. Any present employee shall be eligible to apply for said vacancy or new job.
- Subd. 3. In filling the position, qualifications and job performance will be the basis for appointment. ~~Seniority will be considered in the filling of vacancies provided an employee has the qualifications to perform the duties and handle the responsibilities of the position.~~ If there is more than one candidate for the position, and if qualifications and job performance are equal, the most senior candidate will be offered the position.
- Subd. 4. The final decision regarding employment shall be made by the District.

Section 4. Staff Reduction

- Subd. 1. In the event conditions necessitate a reduction of staff, voluntary separation, if any, will be accepted.
- Subd. 2.
1. In the event of layoff, employees shall be laid off according to seniority in the inverse order of hiring; provided, however, employees may not displace a junior head nor claim a vacant head position through the exercise of seniority rights.
 2. Employees shall be rehired within "band, grade, and subgrade" according to seniority in the inverse order of layoffs.
 3. Eligible employees, as defined in Section 1 of this Article, who are laid off shall be put on a recall list for ~~one (1)~~ two (2) calendar year. The administration will post all positions within the building. Those on the recall list shall have the same rights as current employees to be considered for jobs posted.
- Subd. 3. Employees who wish to receive postings should furnish self-addressed envelopes to the Human Resource Office.

Section 5. Outside Applicants

The School District reserves the right to fill any position with an outside applicant if internal candidates do not have the needed qualifications for the position, or if no internal candidates apply.

Section 6. Administrative Transfers

Seniority and posting shall not apply in an administrative transfer involving two (2) permanent employees. Transfers of this nature will be discussed with the Union prior to final disposition.

ARTICLE 13

MISCELLANEOUS

Section 1. Uninterrupted Services

The parties recognize that their first obligation during the term of this Agreement is to see that the students of the District receive a continuous and uninterrupted delivery of instructional services.

Section 2. ~~Health Examination~~

~~New food service employees may be required, at their own expense, to take a health examination administered by a physician authorized to practice medicine in the State. The examination report form will be furnished by the School District.~~

Section 3. ~~2. Short Course Training~~

~~The School District will pay the tuition costs of authorized and approved short course training.~~

Section 4. 2. Use of Bulletin Boards

The Union shall be permitted the use of school bulletin boards located on the premises of the employer for the posting of matters of interest to its members.

Section 5. 3. Access to Premises

Representatives of the American Federation of State, County and Municipal Employees, AFL-CIO shall have access to the premises of the employer at reasonable times and subject to reasonable rules, to investigate grievances and other problems with which she/he is concerned, provided permission is requested, and approval granted, by the respective building principals.

Section 6. 4. Union Stewards

The Union shall select three (3) stewards from their membership who will constitute the grievance and negotiating committees. The names of these members and their successors shall be submitted to the Human Resources Offices by the Union.

Section 7. 5. Mileage Reimbursement

Employees whose work requires the use of their personal cars for transportation from one (1) building to another during their regular work day, shall be paid according to IRS mileage allowance. Mileage reports may be turned in for each pay period, or as frequently as practical.

Section 8. 6. Resignation

A resignation should be turned in at least two (2) weeks in advance of leaving. Employees should write a letter of resignation to the Assistant Superintendent of Human Resources (copy to the Food Service Supervisor) stating the reasons for leaving. The Assistant Superintendent of Human Resources then presents the resignation to the Board of Education at their next regular meeting for acceptance.

Section 9. 7. Job Assignment

An employee's duties shall be established or assigned by the immediate Supervisor.

S-19-B05
Min
12-19-00

INDEPENDENT SCHOOL DISTRICT #152

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

December 19, 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 _____

2. **RECOMMENDATION FOR ASSISTANT SUPERINTENDENT OF BUSINESS**

SERVICES: Nybladh

Pages 3-4

Suggested Resolution: Move to approve the recommendation of the administration that effective January 1, 2001, Mr. Mark Weston assume the position of Assistant Superintendent of Business Services at E82, Step 9 of the Moorhead Administrators' Association Contract at a salary of \$93,702.

SCHOOL BOARD AGENDA - December 19, 2000
PAGE 2

3. **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 _____

4. **OPEN PUBLIC MEETING:** Foss

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

Moved by _____ Seconded by _____
Comments _____

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

6. **ADJOURNMENT**

MEMO #: S-01-057

TO: School Board

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

DATE: December 18, 2000

RE: Recommendation for Assistant Superintendent for Business Services

The recruitment/screening/selection process for the position of Assistant Superintendent for Business Services has been conducted. The collaborative committee working on this task selected three semi-finalists to be interviewed from a field of twenty three completed applicants. After the interviews the committee advanced two finalists for consideration by the Superintendent. After the completion of background and reference checks and a second interview, a finalist has been selected.

It is my pleasure to recommend Mr. Mark Weston to be named to the position. Mr. Weston currently serves as Superintendent of the Breckenridge and Campbell-Tintah School Districts. He has a significant background in school administration, including 9 years of experience as a district superintendent. Mr. Weston has a number of degrees, including a Master Degree and a Specialist Degree in Educational Administration. He also has experience as a school principal and a high school teacher.

Following are some of the strengths of Mr. Weston as identified by the screening committee:

- * Good educational background
- * Advanced degrees
- * Experience in finance, budgeting, negotiating, property services, transportation, food service
- * Good technical background
- * Experience with school boards
- * A leader
- * Balanced budget experience
- * Breadth of school experience
- * Very humanistic, but understands "bottom line"
- * Team player on multiple levels
- * Very professional, air of competence

- * Energetic
- * Sense of humor
- * Problem solving skills

Suggested Resolution: Move to approve the recommendation of the administration that effective January 1, 2001, Mr. Mark Weston assume the position of Assistant Superintendent of Business Services at E82, Step 9 of the Moorhead Administrators' Association Contract at a salary of \$93,702.

LPN:mde