



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

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S-MQ-B05
MIN
1-8-01

INDEPENDENT SCHOOL DISTRICT #152

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

January 8, 2001

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 the Moorhead Junior High team for placing 2nd out of 42 teams in the state and 36th out of 957 teams nationwide in the Fall Knowledge Master Open held on December 6. Members of the team are: Brock Ashmore, Sam Cameron, Ben Hanna, Adam Klinnert, Tom Kvamme, Lauren McDermott, Eric Melquist, Cassie Palmer, and Stephen Zitzow.

SCHOOL BOARD AGENDA - January 8, 2001

PAGE 2

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

2. ORGANIZATION OF THE SCHOOL BOARD: Foss

- A. Election of Officers:

Chairperson -

Vice-Chair -

Treasurer -

Clerk -

Moved by _____ Seconded by _____

Comments _____

3. CONSENT AGENDA

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

- A. TEACHING/LEARNING MATTERS - Kovash
 - (1) Acceptance of Gifts - Page 7
 - (2) Approval of Grant Application - Pages 8-9
- B. SYSTEM SUPPORT MATTERS - Astrup
 - (1) Approval of Leases - Pages 10-12
- C. HUMAN RESOURCE MATTERS- Nielsen
 - (1) Acceptance of Resignation - Page 13
 - (2) Approval of Family/Medical Leave - Page 14

SCHOOL BOARD AGENDA - January 8, 2001

PAGE 3

D. SUPERINTENDENT MATTERS - Nybladh

- (1) Approval of December 11 and 19, 2000 Minutes - Pages 15-21
- (2) Approval of January Claims

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

Moved by _____ Seconded by _____
Comments _____

4. COMMITTEE REPORTS

5. 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.)

Service Learning - Kovash
Pages 22-23

6. TUITION BILLING AND SPECIAL EDUCATION: Kovash
Pages 24-25

Suggested Resolution: Move to approve the contract between Moorhead Schools and independent contractor Sheila Lumsden for development and maintenance of records for learner support services utilizing data base and spreadsheet technology. The total cost will be \$7,950 for one year only.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - January 8, 2001

PAGE 4

7. **MSEA AGREEMENT:** Nielsen

Page 26

Suggested Resolution: Move to approve the MSEA Employment agreements for the two-year period beginning 2000-01 as recommended. The total cost increase for the two-year period represented by the contract is \$524,441.

Moved by _____ Seconded by _____

Comments _____

8. **PART-TIME SALARY PAY SCHEDULE FOR FOOD SERVICE:** Nielsen

Pages 27-28

Suggested Resolution: Move to approve the change to the pay schedule to \$7.00/hour for part time (non-contract) Food Service Workers and to \$8.00/hour for part time (non-contract) Assistant Servers. The increase per year is \$18,740.00.

Moved by _____ Seconded by _____

Comments _____

9. **HIGH SCHOOL CURRICULUM OFFERINGS:** Kovash

Pages 29-57

Suggested Resolution: Move to approve the proposed curriculum additions for Moorhead High School for the 2001-2002 school year.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - January 8, 2001

PAGE 5

10. **APPROVAL OF POLICY:** Nybladh

Pages 58-66

Suggested Resolution: Move to approve the policy, Field Trips (IICA), as presented.

Moved by _____ Seconded by _____

Comments _____

11. **APPROVAL OF POLICY:** Nybladh

Pages 67-78

Suggested Resolution: Move to approve the policy, Prohibition of Harassment/Violence (JFCFA), as presented.

Moved by _____ Seconded by _____

Comments _____

12. **FIRST READING OF POLICIES:** Nybladh

Pages 79-87

Conduct a first reading of the following policies: Search of Student Lockers, Desks, Personal Possessions, and Student Person (JFG), Part-Time and Substitute Staff Salaries (GCEA) and Student Assistance Program (JESA).

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

14. **ADJOURNMENT**

SCHOOL BOARD AGENDA - January 8, 2001**PAGE 6****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
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	
Com. Ed. Adv Council	January 16	7 pm	Board Room
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 (Writing)	January 30		
Basic Standards Test (Rdg)	February 6		
Basic Standards Test (Math)	February 8		
District Student/Staff Assistance Com	February 12	3 pm	Board Room
School Board	February 12	7 pm	Board Room
Long Range Planning Com	February 13	3:45 pm	Board Room
Inst and Curr Adv Com	February 15	7 am	Board Room
Supt Adv Council	February 15	7 pm	Board Room
President's Day Holiday	February 19	No School	
Com. Ed. Adv. Council	February 20	7 pm	Board Room
School Board	February 26	7 pm	Board Room

S-M9-B05
Min
1-22-00

INDEPENDENT SCHOOL DISTRICT #152

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

January 22, 2001

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 the Moorhead School Board for receiving the MSBA District Award of Distinction for its commitment to good governance through board training. Districts receive the award when a majority of their school board members complete at least 100 hours of training in various education issues.

*** We Are Proud of School Board Vice-Chair Kristine Thompson for receiving the MSBA Director's Award for completing 100 hours of inservice training.

SCHOOL BOARD AGENDA - January 22, 2001

PAGE 2

*** We Are Proud of School Board Treasurer Lisa Erickson for completing MSBA Phase III Training for new school board members.

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

2. CONSENT AGENDA

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- A. TEACHING/LEARNING MATTERS - Kovash
(1) Acceptance of Gift - Pages 6-7
(2) Approval of Contract - Pages 8-12
- B. SYSTEM SUPPORT MATTERS - Weston
(1) Approval of Leases - Pages 13-14
(2) Approval of Agreement - Pages 15-16
- C. HUMAN RESOURCE MATTERS- Nielsen
(1) Approval of Change in Employment Contract - Page 17
(2) Approval of New Employees - Page 18
(3) Acceptance of Resignations - Page 19
(4) Approval of Family/Medical Leave - Page 20
(5) Approval of Teacher Contract Change - Page 21
- D. SUPERINTENDENT MATTERS - Nybladh

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

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - January 22, 2001
PAGE 3

3. **COMMITTEE REPORTS**

4. **REQUEST FOR AUTHORIZATION TO OBTAIN QUOTATIONS ON PROPERTY AND CASUALTY INSURANCE:** Weston
Pages 22-24

Suggested Resolution: Move to authorize the Assistant Superintendent of Business Services to receive price quotations for Property and Casualty Insurance for the school district.

Moved by _____ Seconded by _____
Comments _____

5. **CAMEROON PARTNERSHIP:** Kovash
Page 25-26

Suggested Resolution: Move to approve the student exchange with the American School of Yaounde, Cameroon in January and February 2001.

Moved by _____ Seconded by _____
Comments _____

6. **APPROVAL OF RESOLUTION DISCONTINUING AND REDUCING PROGRAMS AND POSITIONS:** Nielsen
Pages 27-28

Suggested Resolution: Move to direct administration to recommend reductions in programs and positions as deemed necessary in accordance with the attached resolution.

Moved by _____ Seconded by _____
Comments _____

7. **APPROVAL OF POLICY:** Nybaldh
Pages 29-30

SCHOOL BOARD AGENDA - January 22, 2001

PAGE 4

Suggested Resolution: Move to approve the policy, Part-Time and Substitute Staff Salaries (GCEA), as presented.

Moved by _____ Seconded by _____
Comments _____

8. **APPROVAL OF POLICY:** Nybladh
Pages 31-34

Suggested Resolution: Move to approve the policy, Student Assistance Program (JESA), as presented.

Moved by _____ Seconded by _____
Comments _____

9. **FIRST READING OF POLICIES:** Nybladh
Pages 35-45

Conduct a first reading of the following policies: Drug-Free Workplace/Drug-Free School (JECK), Fund Raising (IGDF), Patriotic Exercises (INDA), and Early Admissions (JEC).

10. **ALLOCATION OF GENERAL EDUCATION REVENUE AMONG BUILDINGS:**
Weston
Pages 46-47

Suggested Resolution: Move to approve the reallocation of general education revenue and direct administration to send the attached report to the Commissioner of the Department of Children, Families and Learning.

Moved by _____ Seconded by _____
Comments _____

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

12. **ADJOURNMENT**

SCHOOL BOARD AGENDA - January 22, 2001

PAGE 5

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Basic Standards Test (Writing)	January 30		
Human Rights Committee	February 1	3:45 pm	Board Rom.
Basic Standards Test (Rdg)	February 6		
Basic Standards Test (Math)	February 8		
District Student/Staff Assistance Com	February 12	3 pm	Board Room
School Board	February 12	7 pm	Board Room
Long Range Planning Com	February 13	3:45 pm	Board Room
Inst and Curr Adv Com	February 15	7 am	Board Room
Supt Adv Council	February 15	7 pm	Board Room
President's Day Holiday	February 19	No School	
Com Ed Adv Council	February 20	7 pm	Board Room
School Board Work Session	February 26	4:30 pm	Board Room
School Board	February 26	7 pm	Board Room
Public Info Mtg - District Organizational Study	February 27	7 pm	SH Auditorium
School Board	March 12	7 pm	Board Room
Long Range Planning Com	March 13	3:45 pm	Board Room
MCA (Grds 3 & 5 Math)	March 13-14		
MCA (Grade 5 Writing)	March 15		
Inst and Curr Adv Com	March 15	7 am	Board Room
Supt Adv Council	March 15	7 pm	Board Room
District Student/Staff Assistance Com	March 19	3 pm	Board Room
Policy Review Com	March 19	7 pm	Board Room
Com Ed Adv Council	March 20	7 pm	Board Room
End of 3rd Quarter	March 23		
MCA (Grds 3 & 5 Math)	March 27-28		
K - P/T Confs	March 27-28	Day	
K-12 P/T Confs	March 29	8-11, 12-4, 5-8:30	
K-12 P/T Confs	March 30	7:30 -11 am	
K-12 No School/Tchr Comp (pm)	March 30		

S-M9-B05
MIN
2-12-01

INDEPENDENT SCHOOL DISTRICT #152

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

February 12, 2001

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 District Spelling Bee winners Jeremy Holm (Grade 6) -- First Place; Whitney Baumgartner (Grade 8) -- Second Place; and Toni Shaw (Grade 8) -- Third Place which was held on January 30. Jeremy and Whitney will advance to the Regional Spelling Bee in Fergus Falls on March 2. Toni is the alternate. Lois Brown is the Spelling Bee advisor.

SCHOOL BOARD AGENDA - February 12, 2001

PAGE 2

***** We Are Proud** of Grade Level Spelling Bee winners Cameron Dailey-Ruddy, (Grade 5), Jeremy Holm (Grade 6), Cristy Adkins (Grade 7), and Erin Koppang (Grade 8).

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

2. CONSENT AGENDA

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A. TEACHING/LEARNING MATTERS - Kovash

- (1) Acceptance of Gift - Page 6
- (2) Acceptance of Grant - Page 7
- (3) Approval of Program Proposal - Pages 8-11

B. SYSTEM SUPPORT MATTERS - Weston

- (1) Approval of Leases - Pages 12-14
- (2) Approval of Agreement - Page 15

C. HUMAN RESOURCE MATTERS- Nielsen

- (1) Approval of Family/Medical Leave - Page 16
- (2) Approval of New Employees - Page 17
- (3) Acceptance of Resignation - Pages 18-19

D. SUPERINTENDENT MATTERS - Nybladh

- (1) Approval of January 8 and 22, 2000 Minutes - Pages 20-28
- (2) Approval of February Claims

SCHOOL BOARD AGENDA - February 12, 2001
PAGE 3

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.)

Power School Pilot Project - Kovash

Pages 29-31

5. **UPDATE ON ORGANIZATIONAL STUDY:** Nybladh

Page 32

6. **APPROVAL OF POLICY:** Nybladh

Pages 33-35

Suggested Resolution: Move to approve the policy, Fund Raising (IGDF), as presented.

Moved by _____ Seconded by _____

Comments _____

7. **APPROVAL OF POLICY:** Nybladh

Pages 36-37

Suggested Resolution: Move to approve the policy, Patriotic Exercises (INDA), as presented.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - February 12, 2001

PAGE 4

8. **APPROVAL OF POLICY:** Nybladh

Pages 38-41

Suggested Resolution: Move to approve the policy, Early Admissions (JEC), as presented.

Moved by _____ Seconded by _____

Comments _____

9. **APPROVAL OF POLICY:** Nybladh

Pages 42-46

Suggested Resolution: Move to approve the policy, Drug-Free Workplace/Drug-Free School (JECK), as presented.

Moved by _____ Seconded by _____

Comments _____

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

11. **ADJOURNMENT**

SCHOOL BOARD AGENDA - February 12, 2001**PAGE 5****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Long Range Planning Com	February 13	3:45 pm	Board Room
DARE Graduation	February 15	6 pm	Concordia Field House
Inst and Curr Adv Com	February 15	7 am	Board Room
Supt Adv Council	February 15	7 pm	Board Room
President's Day Holiday	February 19	No School	
Com Ed Adv Council	February 20	7 pm	Board Room
Junior High School Play "Alice in Wonderland"	February 22-24	7:30 pm	SH Auditorium
Legislative Meeting	February 24	9-10:30 am	Board Room
School Board Work Session	February 26	4:30 pm	Board Room
School Board	February 26	7 pm	Board Room
Public Info Mtg - District Organizational Study	February 27	7 pm	SH Auditorium
School Board -	March 12	7 pm	Board Room
Long Range Planning Com	March 13	3:45 pm	Board Room
MCA (Grds 3 & 5 Math)	March 13-14		
MCA (Grade 5 Writing)	March 15		
Inst and Curr Adv Com	March 15	7 am	Board Room
Supt Adv Council	March 15	7 pm	Board Room
District Student/Staff Assistance Com	March 19	3 pm	Board Room
Policy Review Com	March 19	7 pm	Board Room
Com Ed Adv Council	March 20	7 pm	Board Room
End of 3rd Quarter	March 23		
Legislative Meeting	March 24	9-10:30 am	Board Room
MCA (Grds 3 & 5 Math)	March 27-28		
K - P/T Confs	March 27-28	Day	
K-12 P/T Confs	March 29	8-11, 12-4, 5-8:30	
K-12 P/T Confs	March 30	7:30 -11 am	
K-12 No School/Tchr Comp (pm)	March 30		

MEMO #: I-01-148



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Gift Acceptance

DATE: February 6, 2001

The Junior High has received \$60.00 from Bursch Travel to assist with the Geography bee expenses.

SUGGESTED RESOLUTION: Move to approve the gift of \$60.00 from Bursch Travel for expenses related to the Geography Bee.

LAK/smw

MEMO #: I-01-146



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Grant Acceptance
DATE: February 5, 2001

Community Education has received notification from the state that the proposal for the Community, Higher Education, School Partnership (CHESP) grant, entitled "Common Ground for Excellence in Education," has been selected. The total dollar amount over three years for this grant is \$45,000. The grant will be used to support further development in the area of service learning. The collaborating partner is Concordia College.

SUGGESTED RESOLUTION: Move to accept the CHESP grant entitled "Common Ground for Excellence in Education" in the amount of \$45,000.

LAK/smw

MEMO #: I-01-149



TO: Dr. Larry Nyblad
FROM: Lynne Kovash *LK*
SUBJECT: AmericCorps *VISTA Project
DATE: February 7, 2001

Attached is a proposal and letter of support for the AmericCorps *VISTA project. The project will provide additional volunteer assistance for summer programming in the Moorhead District. The AmericCorps *VISTA program has requested a letter of support from the school board for this project.

SUGGESTED RESOLUTION: Move to support the development of the AmericCorps *VISTA program in the Moorhead Community.

LAK/smw
Attachment



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

February 12, 2001

Dear AmeriCorps *VISTA Project Coordinators:

I am pleased to offer a letter of support for the development of a VISTA program in this community. We look forward to working on a common mission that will improve the academic success for K-12 students in the Fargo-Moorhead area. We thank you for your interest in our community and your consideration of our proposal.

Sincerely yours,

Jim Cummings
School Board Chair

Moorhead Area Schools
INTENT TO APPLY FOR A GRANT TO AN OUTSIDE AGENCY
SEND TO THE OFFICE OF TEACHING AND LEARNING BEFORE SUBMITTING A GRANT

Proposal Title: **AmericCorps*VISTA Project Application**

1. *Briefly describe the purpose of the proposal.*

The purpose of this proposal is to provide additional staff, at no cost to the district to provide direct tutoring assistance through summer school programs, additional support for Service-Learning Development, and work collaborately with school administrators and youth development agencies to create sustainable structures for recruiting, training and supporting mentors and other volunteers for our youth programs.

2. *What is your goal with this proposal and how does it fit into the district five year plan?*

Our goal is to provide additional staff to coordinate Service-Learning efforts and to coordinate resources that our community has available for youth development/education.

This grant fits into the district 5 year plan under the Student Learning and Achievement goal that every K-12 classroom should provide opportunities for students to "learn in context" through community service, etc., allowing us to expand partnerships with schools of higher education and community business and agencies as suggested in item 1.

It also falls into the area of Community Partnerships in section B to "increase multi-cultural understanding by using Service-Learning and mentor programs to build understanding....", and Section E, "promote Service-Learning by building staff capacity in each building for carrying out projects, encouraging families to participate in Service-Learning projects, and using Service-Learning for reading development, including children 0-5. It also fits into District Resources Section C under maximizing flexibility and capacity.

3. *Does this proposal involve collaboration with other organizations? Describe the role of Moorhead Schools in the collaborative work.*

It is a very collaborative effort. Our main partner will be Concordia College. They are the key initiators of this project and will provide the administrative and staffing responsibilities for the project. Our role will be to support the work of the overall mission, provide supervision of AmeriCorp workers, provide office space and tools

required to carry out the work, and provide Concordia with reporting information.

4. Briefly describe the budget and the duration of the funding.

The proposal is not for funding, only for staff people. The proposal is written for 1 year, but unless funding models change, it is assumed that we would be supported for at least 3 years.

5. If long term funding will be required, explain how this issue will be addressed.

Our goals is to create sustainable models that will not require additional funding.

6. Describe matching funds, in kind requirements, technology needs etc.

There are no matching requirements of this grant. We are required to participate in collaborative efforts of this joint venture, provide supervision for the personnel, and provide space and office equipment required to do the work.

7. Staff and administration who have been involved in the grant. Please identify the person responsible for the grant in the district.

We have communicated with various people in our district, particularly Deb Pender who would be able to use VISTA's for the summer program. Anne Larson would be the person responsible for this proposal.

Submitted by Anne Larson

MEMO #: B01059



TO: Dr. Nybladh
FROM: Mark Weston *MLW*
DATE: January 25, 2001
SUBJECT: Townsite Lease - Migrant Health Services

Migrant Health Services would like to renew their lease at Townsite Center. They are renting 2,335 square feet at \$10.65, 124 square feet at \$6.98, and 513 square feet at \$3.09 for an annual rental amount of \$27,318.44. The lease would be for a twelve month term beginning February 1, 2001, and continuing through January 31, 2002.

Suggested Resolution: Move to approve the lease with Migrant Health Services beginning February 1, 2001 and continuing through January 31, 2002.

MLW/krm

MEMO #: B01060



TO: Dr. Nybladh

FROM: Mark Weston *MLW*

DATE: January 26, 2001

SUBJECT: Townsite Lease - Northern Lights Library Network

Northern Lights Library Network is currently leasing 200 square feet of Suite 230. They would like to continue leasing on a monthly basis at a rate of \$200 per month through December 31, 2001.

Suggested Resolution: Move to approve the monthly lease with Northern Lights Library Network through December 31, 2001.

MLW/krm

MEMO #: B01061



TO: Dr. Nybladh

FROM: Mark Weston *MLW*

DATE: January 26, 2001

SUBJECT: Townsite Lease - Minnesota Department of Revenue

The Minnesota Department of Revenue would like to renew their lease of Suite 200 at Townsite Center. The lease would be for a three year term commencing February 1, 2001 and continuing through January 31, 2004. Following is a breakdown of the lease terms:

<u>Lease Period</u>	<u>Rate/Sq Ft</u>	<u>Annual Lease</u>	<u>Monthly Lease</u>
02/01/01 - 01/31/02	\$10.93	\$9,837.00	\$819.75
02/01/02 - 01/31/03	\$11.26	10,134.00	844.50
02/01/03 - 01/31/04	\$11.59	10,431.00	869.25

Suggested Resolution: Move to approve a three year lease with Minnesota Department of Revenue commencing February 1, 2001 and continuing through January 31, 2004.

MLW/krm



TO: Dr. Nybladh

FROM: Mark Weston *mw*

DATE: February 8, 2001

SUBJECT: Moorhead High School and Sports Center Traffic Circulation and Pedestrian Safety Study

The Moorhead School District has been requested by the Fargo-Moorhead Metropolitan Council of Governments to help fund a study that will evaluate pedestrian safety and traffic circulation around the Moorhead High School and Sports Center. The amount of funding requested is \$2,500.

Suggested Resolution: Move to authorize agreement with FM COG relating to traffic circulation and pedestrian safety near the Moorhead High School.

MLW/krm

MEMO #: P.01.012

TO: Dr. Larry P. Nybladh, Supt.

FROM: Ron Nielsen, Director of Human Resources

DATE: February 5, 2001

RE: Family/Medical Leave

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

Lisa Seljevold	5th Grade Teacher, Riverside, beginning on or about April 30, 2001 for six weeks pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.
Jamie York	5th Grade Teacher, Robert Asp, beginning on or about March 19, for six weeks pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.
Sean Daly	Social Studies Teacher, Sr. High, beginning January 29, through the month of February pursuant to Article 37, Section 2 of the Teachers' 1999-2001 Master Agreement.:
Jennifer Carney	2nd Grade Teacher, Riverside, beginning on or about April 10 for six weeks pursuant to pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.

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

RN:jg

MEMORANDUM

P 01.011

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: February 6, 2001
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:

Diane Samek	PI/ECSE Paraprofessional, Probstfield, B21 (0-2) \$ 10.16 per hour, 6.5 hours daily, effective immediately. (Replace Laura Rundquist)
Jean Layman	MSMI Paraprofessional, Senior High, B21 (0-2) \$10.16 per hour, 6.5 hours daily, effective immediately. (Replace Nicole Davis)
Grady Carlson	EBD Paraprofessional, Riverside, B21 (0-2) \$10.16 per hour, 6.5 hours daily, effective immediately. (Replace Samuel Garcia)
Nancy Bock	EBD Paraprofessional, RRALC, B21 (02-) \$10.16 per hour, 6.5 hours daily, effective immediately. (Replace Juan Ball)

Suggested Resolution: Move to approve the employment as presented.

RN:sh

Memo #: P.01.013

TO: Dr. Larry P. Nybladh, Supt.

FROM: Ron Nielsen, Director of Human Resources

DATE: February 7, 2001

RE: Resignations

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

Judie Lahlum Director of Educational Programs and Planning, effective
June 30, 2001

Suggested Resolution: Move to accept the resignation as presented.

RN:jg

28 January, 2001

Mr. Ron Nielsen
Director: Human Resources
Moorhead Public Schools
Moorhead, MN 56560

Dear Mr. Nielsen:

This letter is to inform you on my decision to retire from my current position as Director of Educational Programs and Planning, effective 30 June, 2001. I am submitting this letter today to enable the District time to recruit a suitable replacement.

I have had a wonderful experience, albeit overwhelming at times, working for the Moorhead School District. Dr. Nybladh is a wonderful leader and is configuring an impressive team to deal with the issues facing the District for the next few years.

I look forward to time for relaxation at my lake home after 30 years in the field of education.

Sincerely,

Judie Lahlum

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 8, 2001
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MEMBERS PRESENT: Jim Cummings, Lisa Erickson, Stacey Foss, Mark Gustafson, Anton B. Hastad, Carol A. Ladwig, Kristine Thompson, and Dr. Larry P. Nybladh.

MEMBERS ABSENT: None

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

PREVIEW OF AGENDA: Superintendent Nybladh introduced Mark Weston, the new Assistant Superintendent for Business Services, and announced his one year anniversary with the District and thanked the School Board for their leadership. Superintendent Nybladh recommended the agenda proceed as printed noting no changes.

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

WE ARE PROUD:

*** **We Are Proud** of the Moorhead Junior High team for placing 2nd out of 42 teams in the state and 36th out of 957 teams nationwide in the Fall Knowledge Master Open held on December 6. Members of the team are: Brock Ashmore, Sam Cameron, Ben Hanna, Adam Klinnert, Tom Kvamme, Lauren McDermott, Eric Melquist, Cassie Palmer, and Stephen Zitzow. Lois Brown is the Knowledge Bowl Advisor.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: Pat Sullivan, President of Education Moorhead, announced a \$500 donation to the Moorhead Area Public Schools. Funds will be designated exclusively for the use of funding a booth and display at the Fargo-Moorhead Chamber of Commerce Showcase of Excellence and the Home Builder's Show.

ORGANIZATION OF THE SCHOOL BOARD: Hastad moved, seconded by Gustafson, to nominate the following slate of officers of the Moorhead Area Public Schools - Independent School District 152 for the year 2001 term and cast an unanimous ballot by acclamation:

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- Chairperson: Jim Cummings
Vice-Chair: Kristine Thompson
Treasurer: Lisa Erickson
Clerk: Carol Ladwig

Motion carried 7-0.

Foss thanked administration for their excellent leadership during her term as School Board Chair. Cummings expressed the Board's appreciation for Foss' leadership serving as School Board Chair.

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

Gifts - Accept the donation of \$911.86 from Target Stores to purchase outdoor furnishings for student use on the north side of the high school and a donation of colored paper, construction paper, tag board and a U.S. Constitution display from the Lake Agassiz Regional Library.

Grant - Approve the endorsement of the application from Lakes Country Service Cooperative for a Best Practice Seminar Grant.

Leases - Approve a lease with Bonnie Haney's School of Dance beginning January 1, 2001 and continuing through December 31, 2001 (lease payment total \$5,280); a lease with Three Treasures beginning January 1, 2001 and continuing through December 31, 2001 (lease payment total \$4,200); and a lease with ARC Clay County beginning January 1, 2001 and continuing through December 31, 2001 (total lease payment \$4,350).

Resignation

Patricia Decker - Paraprofessional, Thomas Edison, effective January 5, 2001.

Family/Medical Leave

Heather Meyer - Physical Education Teacher, Senior High, to begin on or about January 22, 2001 until March 26, 2001.

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Minutes - Approve the December 11 and 19, 2000 minutes as presented.

Claims - Approve the January Claims, subject to audit, in the amount of \$372,961.33

General Fund:	\$293,982.87
Food Service:	17,152.73
Transportation:	13,428.24
Community Service:	9,972.47
Capital Expenditure:	19,489.99
Debt Redemption:	9,967.80
Town site Center:	8,967.23
TOTAL	\$372,961.33

Motion carried 7-0.

COMMITTEE REPORTS: None.

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

Service Learning - Mindy Jensen, Anne Larson and Mary Jo Schmid discussed an opportunity to participate in upcoming service learning staff development activities.

TUITION BILLING AND SPECIAL EDUCATION: Foss moved, seconded by Gustafson, to approve the contract between Moorhead Schools and independent contractor Sheila Lumsden for development and maintenance of records for learner support services utilizing data base and spreadsheet technology. The total cost will be \$7,950 for one year only. The cost will not be taken out of general funds but is available through federal monies. Motion carried 7-0.

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MSEA AGREEMENT: Gustafson moved, seconded by Ladwig, to approve the SEA Employment agreements for the two-year period beginning July 1, 2000 as recommended. The total cost increase for the two-year period represented by the contract is \$524,441. Motion carried 7-0.

PART-TIME SALARY PAY SCHEDULE FOR FOOD SERVICE: Thompson moved, seconded by Hastad, to approve the change to the pay schedule to \$7.00/hour for part time (non-contract) Food Service Workers and to \$8.00/hour for part time (non-contract) Assistant Servers. The increase per year is \$18,740.00. The pay increase is retroactive to July 1, 2000 to those employees still employed by the district. Motion carried 7-0.

HIGH SCHOOL CURRICULUM OFFERINGS: Foss moved, seconded by Erickson, to approve the proposed curriculum additions for Moorhead High School for the 2001-2002 school year. Motion carried 7-0.

APPROVAL OF POLICY: Gustafson moved, seconded by Cummings, to approve the policy, Field Trips (INCA), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Foss moved, seconded by Thompson, to approve the policy, Prohibition of Harassment/Violence (JFCFA), as presented. Motion carried 7-0.

FIRST READING OF POLICIES: The Board conducted a first reading of the following policies: Search of Student Lockers, Desks, Personal Possessions, and Student Person (JFG), Part-Time and Substitute Staff Salaries (GCEA) and Student Assistance Program (JESA). Policy (JFG) - Search of Student Lockers, Desks, Personal Possessions, and Student Person was returned to the Policy Review Committee for further review.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Board member Ladwig reminded Board members to contact Michelle with their registration and travel plans for the upcoming Intergovernment Retreat held on January 27-28, 2001 in Detroit Lakes. Ladwig also summarized the Minnesota Rural Education Association accomplishments and commented that

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Board representatives might want to contact them at MSBA. Bea Arett, 824 15th Street North, reported that the Minnesota Committee to the U.S. Commission on Civil Rights will present the Advisory Committee's Report, The Status of Equal Opportunity for Minorities in Moorhead, Minnesota, on January 30 at 9 a.m. at the Red River Inn.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:44 p.m.

Carol Ladwig, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
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MEMBERS PRESENT: Jim Cummings, Lisa Erickson, Stacey Foss, Mark Gustafson, Anton B. Hastad, Carol A. Ladwig, Kristine Thompson, and Dr. Larry P. Nybladh.

MEMBERS ABSENT: None

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

WE ARE PROUD:

*** **We Are Proud** of the Moorhead School Board for receiving the MSBA District Award of Distinction for its commitment to good governance through board training. Districts receive the award when a majority of their school board members complete at least 100 hours of training in various education issues.

*** **We Are Proud** of School Board Vice-Chair Kristine Thompson for receiving the MSBA Director's Award for completing 100 hours of inservice training.

*** **We Are Proud** of School Board Treasurer Lisa Erickson for completing MSBA Phase III Training for new school board members.

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

Gifts - Accept a \$300 donation from Melanie Folstad to be used towards the Robert Asp orchestra program. Board member Gustafson read the letter from Ms. Folstad commenting on the caliber of faculty and staff as well as the wonderful orchestra program at Robert Asp School.

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Contract - Approve the contract with Clay County Public Health to provide early childhood screening services at a rate of \$25 per child. This agreement is in effect from July 1, 2000 to June 30, 2001.

Leases - Approve a lease with Foss Associates beginning January 1, 2001 and continuing through December 31, 2001 (lease payment total \$33,366.87) and a lease with Bonnie Haney's School of Dance beginning January 1, 2001 and continuing through December 31, 2001 (lease payment total \$5,280).

Agreement - Approve the resolution authorizing execution of sub-grant agreement with the Division of Emergency Management in the Minnesota Department of Public Safety for the program entitled Public Assistance (Infrastructure) Program for FEMA 1333 DR-MINNESOTA.

Change in Employment Contract

Virginia Moses - Food Server, Riverside to Dishwasher, Washington, effective immediately.

New Employees

Wade Harles - Night Custodian, Senior High, A 12 (3) \$9.73 per hour, effective immediately.
(Replace Gerald Stoetzer)

Lieu Tran - ESL Paraprofessional, Senior High, B21 (2) \$10.16 per hour, 6.5 hours daily, effective immediately. (Replace Minh Nguyen)

Lynn Bolstad - MSMI Paraprofessional, Senior High, B21 (2) \$10.16 per hour, 6.5 hours daily, effective immediately. (Replace Greg Frey)

Lonie Woltjer - Food Service Server, Junior High, \$7.00 per hour, 2.75 hours daily, effective immediately. (Replace Clara Zurn)

Resignations

Jennifer Boese - AOM Paraprofessional, Probstfield, effective immediately.

Laura Rundquist - PI/ECSE Paraprofessional, Probstfield, effective January 22, 2001.

Samuel Garcia EBD Paraprofessional, Riverside, effective January 16, 2001.

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Family/Medical Leave

Sharon Hulett - LD Teacher, Detention Center, from January 22, 2001 through February 23, 2001.

Nicole Davis - MSMI Paraprofessional, Senior High, from January 2, 2001 through the rest of the 2000-2001 school year.

Teacher Contract Change

Increase of Faye Smiley-Aakre's teacher contract from .5 FTE - 133 days to .83 FTE - 152 days, effective immediately and to be paid retroactively through dollars received from the Phonological Awareness Pre-referral Project.

Motion carried 7-0.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: Pat Sullivan, President of Education Moorhead, alerted the Board of an upcoming regional Education Rally scheduled for Tuesday, January 30 at 7 p.m. in the Fargo Civic Auditorium. The rally includes teachers from Fargo, West Fargo and Moorhead and a speaker from the National Education Association.

COMMITTEE REPORTS: Brief reports were heard related to the Activities Council, Community Education Advisory Council, District Care Team, Youth Advisory Council, and Clay County Joint Powers Collaborative meetings.

REQUEST FOR AUTHORIZATION TO OBTAIN QUOTATIONS ON PROPERTY AND

CASUALTY INSURANCE: Gustafson moved, seconded by Foss, to authorize the Assistant Superintendent of Business Services to receive price quotations for Property and Casualty Insurance for the school district. Motion carried 7-0.

CAMEROON PARTNERSHIP: Ladwig moved, seconded by Gustafson, to approve the student exchange with the American School of Yaounde, Cameroon in January and February 2001. Motion carried 7-0.

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APPROVAL OF RESOLUTION DISCONTINUING AND REDUCING PROGRAMS

AND POSITIONS: Foss moved, seconded by Erickson, to direct administration to recommend reductions in programs and positions as deemed necessary in accordance with the attached resolution. Motion carried 7-0.

APPROVAL OF POLICY: Ladwig moved, seconded by Foss, to approve the policy, Part-Time and Substitute Staff Salaries (GCEA), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Thompson moved, seconded by Ladwig, to approve the policy, Student Assistance Program (JESA), as presented. Motion carried.

FIRST READING OF POLICIES: The Board conducted a first reading of the following policies: Drug-Free Workplace/Drug-Free School (JECK), Fund Raising (IGDF), Patriotic Exercises (INDA), and Early Admissions (JEC).

ALLOCATION OF GENERAL EDUCATION REVENUE AMONG BUILDINGS: Foss moved, seconded by Ladwig, to approve the reallocation of general education revenue and direct administration to send the attached report to the Commissioner of the Department of Children, Families and Learning. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Various Board members briefly reported on the MSBA Leadership Conference held January 10-12. Hastad commented he would be out of the district on February 5 and would like Board representation at the Washington PTAC meeting. Ladwig reminded Board members of the upcoming Intergovernmental Retreat in Detroit Lakes on January 26-27. The major topics for discussion will be housing and water management.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:04 p.m.

Carol Ladwig, Clerk

MEMO #: I-01-147



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Dialogue

DATE: February 6, 2001

Jim Lund will present information on the PowerSchool Pilot Project. PowerSchool is a Student Management product that is being considered as a replacement to the Student Management System of the AS400

LAK/smw
Attachment

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- Archive
- Virtual Press Office

PowerSchool Press Release

August 30, 2000

PowerSchool Helps Revolutionize Education Via the Internet

Company Triples Number of Schools Using System

FOLSOM, Calif., August 30, 2000 -- With the approach of the new academic year, an increasing number of schools are turning to the Internet to improve student achievement by providing parents with instant access to the classroom. PowerSchool - the leading web-based student information system and online community provider to K-12 schools - is at the forefront of this movement, with three times the number of schools using its system from just one year ago.

To date, PowerSchool's unique web-based system has been selected by more than 1,100 schools in 32 states. In the last 12 months alone, approximately 750 schools have adopted PowerSchool's real-time technology, marking the company's fastest growth in its three-year history.

"We're very pleased with the way the education community is embracing PowerSchool," said Greg Porter, president and CEO of PowerSchool. "It is especially rewarding to see the response from families. We regularly hear from parents who thank us for helping them feel more involved in their children's education."

The PowerSchool system is used daily by teachers and administrators and enables school administrators to easily follow the progress of students and maintain accurate records. It also allows teachers to enter grades, attendance and post homework assignments in real-time via any computer with Internet access. Parents, too, can tap into the PowerSchool system by using a confidential log-in via the Internet to check on their children's grades, attendance, homework assignments or upcoming school events. In addition, parents can sign up to receive regular e-mail updates on their children's progress.

PowerSchool also provides online resources and features specifically targeted to meet the needs of students, parents and educators that help build an online community around the school. These include tutoring resources, college and career information, teacher lesson plans, classroom web pages, a school fundraiser, web mail and more.

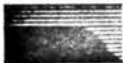
"The PowerSchool system has had an enormous impact on our entire school district," said PowerSchool user since 1998 John Purvis, superintendent of schools for Clay County Community Schools in Kansas. "The PowerSchool technology has simplified and streamlined internal operations, but even more importantly, has improved communication with parents. PowerSchool essentially brings the classroom home to families."

Established in 1997, PowerSchool is the leading web-based student information system and online community provider to K-12 schools. The PowerSchool system has been selected by more than 1,100 schools in 32 states throughout the country. Currently, the PowerSchool system is used in approximately 16,500 classrooms daily, and has a loyal online community of

30

approximately 850,000 users. For more information about PowerSchool, access the company's Web site at www.powerschool.com.

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Moorhead
School District

Public Meeting

7 p.m.

Tuesday, February 27, 2001
Moorhead High School Auditorium
2300 4th Ave. S., Moorhead

Dr. Roger Worner presents the results of the organizational study

Dr. Worner, the educational systems consultant hired by the Moorhead School District, will share his findings and recommendations during this public meeting.

Can't make the meeting?

Here are other ways to find out more about Dr. Worner's report.

Watch the live Web cast

The public meeting will be broadcast live on the district Web site at www.moorhead.k12.mn.us

Watch the tape delay broadcast

The public meeting will be broadcast on Channel 2 (Moorhead Cable Access Television) – check their bulletins for dates and times

Read the report online

The report will be available online at www.moorhead.k12.mn.us

Representatives from the School Board and administration will attend March PTAC meetings to receive parental input on Dr. Worner's report.

MEMO #: S-01-075

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent

DATE: February 6, 2001

RE: Approval of Policy

Attached please find the policy, Fund Raising (IGDF).

Suggested Resolution: Move to approve the policy, Fund Raising (IGDF), as presented.

LPN:mde
Attachment

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN 56560

DISTRICT CODE: IGDF

DATE ADOPTED: 04/08/80

REVIEWED/REVISED: 05/13/96

FUND RAISING

I. PURPOSE

The purpose of this policy is to address student fund raising efforts and to prevent fund raising activities from becoming too numerous and overly demanding on employees, students and the general public.

II. GENERAL STATEMENT OF POLICY

The term "fund raising" encompasses activities which are designed to raise funds to support an educational program and which meet one of the following criteria:

1. Involves a student group
2. Involves a community group and is characterized by one of the following:
 - a. takes place during school time
 - b. utilizes school facilities or equipment
 - c. involves school personnel
3. School affiliated

Requests for all fund raising activities shall receive prior approval of the principal and shall not commence until approved by the Assistant Superintendent - ~~Instruction~~ Teaching/Learning (Form IGDF-AB). This includes, but is not limited to, fund raising activities by the PTACs, civic groups, school concessions, school stores, and athletic/academic booster clubs.

Prior to conducting any fund raising for an activity which involves community solicitation, the student members of the fund raising organization and their parents shall be notified of the educational purpose of the activity, the total cost of the activity, the total amount to be raised, and the anticipated profit. If the organization contemplates more than one fund raising activity, all such activities shall be listed. If a ticket is sold or announcements posted, the printed message shall state the purpose of the fund raising.

Fund raising activities during the school day should be limited in number and should not conflict with the regulations relating to food service programs as prescribed by the state and school district.

Activities should be avoided where the consumer feels compelled to purchase or the student feels compelled to sell the product or services. Door-to-door fund raising activities should be limited and/or discouraged.

Funds raised by student groups shall be accounted for by each student organization in accordance with District accounting procedures. The fund raising completion form (Form IGDF-AC) shall be sent to the Office of Teaching/Learning at the end of the fund raising activity.

All fund raising shall be in accordance with local, state and public laws and/or policies. Necessary licenses, etc. must be obtained when applicable to the activity taking place.

Legal References: Minnesota Statute 123B.36 (Authorized Fees)

Reviewed/Revised: 4/23/91

5/13/96

MEMO #: S-01-076

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent

DATE: February 6, 2001

RE: Approval of Policy

Attached please find the policy, Patriotic Exercises (INDA).

Suggested Resolution: Move to approve the policy, Patriotic Exercises (INDA), as presented.

LPN:mde
Attachment

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: INDA

DATE ADOPTED: 06/10/86

REVISED: 06/24/96

PATRIOTIC EXERCISES

PURPOSE

We believe that one's respect of country is promoted by the ceremonies and observances held in the public schools and that the flag of the United States is a symbol of our American heritage and democratic ideals.

In all classroom buildings K-12, the Pledge of Allegiance to the flag of the United States of America will be recited at least once a week.

Any student or staff member who, for reasons of conscience, does not wish to salute the flag or say the pledge, will be excused from the exercises. A teacher may have a student or other representative lead the class in the Pledge.

The School Board wishes to set an example for the district's staff and students. Therefore, the Pledge of Allegiance shall be recited at the beginning of each meeting of the School Board.

Reviewed/Revised: 12/90
6/24/96

MEMO #: S-01-077

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent

DATE: February 6, 2001

RE: Approval of Policy

Attached please find the policy, Early Admissions (JEC).

Suggested Resolution: Move to approve the policy, Early Admissions (JEC), as presented.

LPN:mde
Attachment

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN 56560

DISTRICT CODE: JEC

DATE ADOPTED: 04/08/80

REVIEWED/REVISED: 12/16/96

EARLY ADMISSIONS

PURPOSE

~~The State of Minnesota (Regulation 120.06, 1969 Legislative Session)~~ Statute specifies that a child must be five years of age on or before September 1st before commencing kindergarten and six years of age on or before September 1st before beginning first grade.

The School Board of Education of ISD 152 recognizes that there may be occasions when it is appropriate to admit a youngster to school prior to the regular entrance age of five years old.

The administration is authorized to develop procedures that will provide for early admission of students with consideration given to their cognitive abilities, academic abilities, language skills, motor development, social and emotional maturity.

After careful consideration, the School Board of Education of ISD 152 has adopted the following criteria for early admission:

1. COGNITIVE ABILITY assessed to be within the very superior range (IQ 130+) as measured by a standardized individually administered test. The Stanford Binet-Fourth Edition (SB-IV), Wechsler Preschool & Primary Scale of Intelligence-Revised Form (WPPSI-R), Woodcock Johnson Test of Cognitive Abilities-Revised Form (WJ-R) or the Kaufman Assessment Battery for Children (K-ABC) are examples of intelligence tests that can be utilized for this purpose.
2. ACADEMIC ACHIEVEMENT assessed to be within the very superior range (standard scores 130 or above) as measured by the Woodcock-Johnson Tests of Achievement (WJ-R), Peabody Individual Achievement Test-Revised (PIAT-R), or Battelle Developmental Inventory (BDI).
3. SUPERIOR COORDINATION as determined by scores which are 2 standard deviations above the mean on the Bruinink's-Oseretsky Test of Motor Proficiency.
4. SUPERIOR SOCIAL MATURITY on the basis of information gathered from parent report, day care observations, and other developmental checklists as appropriate.

5. SUPERIOR LANGUAGE DEVELOPMENT as determined by scores falling at least two standard deviations above the mean as measured by the Preschool Language Scale or the Test of Word Knowledge (TOWK).
6. COMPLETION OF HEALTH FORMS, physical and required immunizations.
7. RECOMMENDATION OF ASSESSMENT TEAM.

APPLICATION PROCESS FOR EARLY ADMISSION

Although chronological age is probably the best single factor used to determine eligibility for admission, some younger children may be ready for kindergarten or the first grade sooner. Consequently, a district policy makes it possible for some exceptional children to be considered for early admission if they turn five years old during September 1 -- December 1. They may be competing in school with children who are several months older than they are. The district does not believe it is wise to admit a child to school early unless the child can work with more mature pupils.

CHILDREN MAY BE CONSIDERED FOR EARLY ENTRANCE TO KINDERGARTEN/ GRADE ONE ACCORDING TO THE FOLLOWING PROCEDURES:

1. The child must be five/six years old ~~on or before~~ between September 1 -- December 1 of the year in which kindergarten/grade one entrance is required. A copy of the child's birth certificate is required.
2. Parents or guardians must complete an application requesting early admission.
3. Applications may be made anytime after May 1 of the year the parent or guardian wishes the child enter school. The process must be completed before school starts. Included in the application will be a developmental checklist which must be filled out by the parent prior to the meeting with the building principal and kindergarten teacher.
4. Parents will request a meeting with the building principal and a kindergarten teacher to review the application and developmental information. A review of the entrance criteria will take place at this time.
5. The principal and kindergarten teacher may also obtain additional information as needed (e.g. observations, notes from day care provider, preschool record review).

6. The parent, principal and kindergarten teacher will meet when the necessary information has been gathered and review the results. If the recommendation of this team is that the child is not a viable candidate for early admissions, then the application process will be terminated. If the team determines that the child may be an appropriate candidate for early admissions, a meeting will be scheduled to develop an assessment plan with appropriate school personnel (e.g. school psychologist, occupational therapist, speech/language clinician).

7. Following the completion of this assessment, the parents will meet with the assessment team, building principal, gifted and talented coordinator and kindergarten teacher to discuss the results and make a final recommendation for early entrance.

8. Parents who disagree with the finding of the school staff may appeal the decision in writing to the Assistant Superintendent of ~~Instruction~~ - Teaching/Learning. The final decision shall rest with the Superintendent of Schools.

Legal Reference: Minnesota Statute 120A.20 (Admission to Public School)

REVIEWED/REVISED: 1/26/91
12/16/96

MEMO #: S-01-078

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent

DATE: February 6, 2001

RE: Approval of Policy

Attached please find the policy, Drug-Free Workplace/Drug-Free School (JECK).

Suggested Resolution: Move to approve the policy, Drug-Free Workplace/Drug-Free School (JECK), as presented.

LPN:mde
Attachment

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: ~~JECK~~ JFCH

DATE ADOPTED: 06/24/96

REVIEWED/REVISED:

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician prescription.

II. GENERAL STATEMENT OF POLICY

A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

B. It shall be a violation of this policy for any student, teacher, administrator, or other school district personnel, or member of the public to use alcohol, toxic substances or controlled substances in any school location.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

A. "Alcohol" includes any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor.

B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812, including analogues and look-alike drugs.

C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

D. "Use" includes to sell, buy, distribute, dispense, possess, use or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

F. "School District location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician prescription for the substance. The person shall comply with the relevant procedures of this policy.

B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. 624.701, Subd. 1a (experiments in laboratories or pursuant to a temporary license under Minn. Stat. 340.404, Subd. 10 and 340A.403, Subd. 2).

V. PROCEDURES

A. Students who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substances and associated necessary paraphernalia, such as an inhaler or syringe. The student must provide a copy of the prescription to the (school nurse or principal or other designated staff) to be kept on file, along with other emergency information. The school district's licensed school nurse, trained health clerk, principal or teacher will administer the prescribed medication in accordance with school district procedures. It is the responsibility of the student to provide a copy of a renewal after prescription has expired.

B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substances and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor.

The employee may be required to provide a copy of the prescription.

C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

CD. Employees are subject to the school district's drug and alcohol testing policies and procedures.

DE. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.

EF. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. 624.701, Subd. 1a, shall be by permission of the school board only. The applicant for permission shall apply in writing and shall follow school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students.

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school. -

2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or law enforcement officials where appropriate.

B. Employees.

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination or discharge as deemed appropriate by the school board.

2. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol assistance abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension or termination as deemed appropriate by the school board.

3. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute

for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.

4. Sanctions against employees, including nonrenewal, suspension, termination or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies.

C. The Public.

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. 340A.404 Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. 624.701 (Liquor in Certain Buildings or Grounds)
21 C.F.R. ~~1300.11-1300.15~~ 1308.11 - 1308.15 (Controlled Substances)
21 U.S.C. 812 (Schedules of Controlled Substances)
41 U.S.C. 701-707 (Drug-Free Workplace Act)
34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)
20 U.S.C. 7101 - 7143 (Safe and Drug-Free Schools and Community Act of 1994)

Cross Reference: Moorhead School Board Policy GBEC (Drug and Alcohol Testing)
Moorhead School Board Policy JK (Discipline)

Original Adoption: 06/24/96

Revised/Reviewed:

S-M 9-805
Min
2-26-01

INDEPENDENT SCHOOL DISTRICT #152

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

February 26, 2001

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 Derrick Turner, an eighth grader at Moorhead Junior High School, for winning the school-level competition of the National Geography Bee on December 15, 2000. The school-level Geography Bee, where students answer oral questions on geography, was the first round in the 13th annual National Geography Bee. Moorhead Junior High eighth grader Jon Engstrom was the runner-up, and eighth grader Ben Gunderson placed third. The Geography Bee advisor is Sandy Argent.

SCHOOL BOARD AGENDA - February 26, 2001

PAGE 2

The winners from each school will now take a written test. Up to 100 of the top scorers in each state will be eligible to compete in their state Geography Bee on April 6, 2001.

State champions receive all-expense paid trips to Washington, D.C., for the national championship in May. The national champion receives a \$25,000 college scholarship.

***** We Are Proud** of the Moorhead Junior High School Mathcounts Team for placing first in the chapter competition held at Minnesota State University Moorhead on February 7, 2001. Ingrid Anderson, Erin Koppang, Stephen Zitzow, and Andrew Chen will compete at the state competition in Arden Hills on March 17.

Team members were eighth graders Erin Koppang and Cassie Palmer, seventh grader Stephen Zitzow, and sixth grader Andrew Chen. Individuals were eighth graders Ingrid Anderson, Ally Carey, Lauren McDermott, and seventh grader Brianna Engeseth. Andrew Chen captured first place individual and second in the countdown round. Erin Koppang placed second individual and fourth in the countdown round. Stephen Zitzow placed fourth individual and third in the countdown round. Ingrid Anderson placed in the top eight individual.

The Mathcounts team is coached by Ken Welken. Mathcounts, a national competition, tests students on probability, statistics, linear algebra, and polynomials

***** We Are Proud** of the company of Moorhead High School's production of "Godspell" for being honored by Theatre Live!, an organization that recognizes outstanding high school musical theatre programs across the state. A committee of judges unanimously named "Godspell" Outstanding Overall Production of a Musical.

Moorhead's "Godspell" is the only production yet named and will be one of only two schools to receive this honor. The entire "Godspell" company has been invited to perform the winning production at the Historic State and Orpheum Theatres in the Heart of Minneapolis' Theatre District in June 2001. More than \$10,000 in theatre scholarships will be awarded to students performing at the theatre festival. Theatre Live!, a nonprofit arts presenter at the Historic State and Orpheum Theatres, is dedicated to enriching the cultural lives of the people of the Twin Cities

SCHOOL BOARD AGENDA - February 26, 2001
PAGE 3

and the region through its artistic presentations, unique education programs and theatre preservation.

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

2. **CONSENT AGENDA**

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

- A. TEACHING/LEARNING MATTERS - Kovash
(1) Acceptance of Gifts - Page 6
(2) Acceptance of Grants - Pages 7-14
- B. SYSTEM SUPPORT MATTERS - Weston
- C. HUMAN RESOURCE MATTERS- Nielsen
(1) Approval of New Employees - Page 15
(2) Acceptance of Resignation - Page 16
(3) Approval of Family/Medical Leave - Page 17
(4) Approval of Extended Family/Medical Leave - Page 18
(5) Approval of Early Retirements - Page 19
(6) Approval of Extension of Deadline for Notification of Retirement - Page 20
(7) Approval of Benefits Amendment - Pages 21-25
- D. SUPERINTENDENT MATTERS - Nybladh

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

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - February 26, 2001

PAGE 4

3. **COMMITTEE REPORTS**

4. **MOORHEAD SCHOOL DISTRICT ORGANIZATIONAL STUDY REPORT:**

Nybladh

Suggested Resolution: Move to receive the Organizational Study Report from Dr. Roger Worner as presented and refer the report to administration for consideration.

Moved by _____ Seconded by _____

Comments _____

5. **2001-2002 SCHOOL CALENDAR:** Nybladh

Pages 26-27

Suggested Resolution: Move to approve the 2001-2002 School Calendar as presented.

Moved by _____ Seconded by _____

Comments _____

6. **2001-2002 ANNUAL OPERATIONAL PLAN:** Nybladh/Weston

Page 28

Initial review of the following funds:

General (01)

Food Service (02)

Pupil Transportation (03)

Community Education (04)

Capital Outlay (05)

Debt Service (07)

Enterprise (22)

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

8. **ADJOURNMENT**

SCHOOL BOARD AGENDA - February 26, 2001

PAGE 5

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Public Info Mtg - District			
Organizational Study	February 27	7 pm	SH Auditorium
JH PTAC with	March 1	7 pm	JH Library
Organizational Study			
Discussion			
Robert Asp/Washington	March 5	6:30 pm	Asp Gymnasium
PTAC with Organizational			
Study Discussion			
Edison PTAC with Organi-	March 5	7 pm	Edison Library
zational Study Discussion			
Probstfield PTAC with Or-	March 5	7 pm	Probst Library
ganizational Study Discussion			
Riverside PTAC with Organ-	March 6	7 pm	Riverside Library
izational Study Discussion			
Special School Board Meeting	March 8	6 pm	Board Room
School Board	March 12	7 pm	Board Room
Long Range Planning Com	March 13	3:45 pm	Board Room
MCA (Grds 3 & 5 Math)	March 13-14		
MCA (Grade 5 Writing)	March 15		
Inst and Curr Adv Com	March 15	7 am	Board Room
Supt Adv Council	March 15	7 pm	Board Room
District Student/Staff	March 19	3 pm	Board Room
Assistance Com			
SH PTAC with	March 19	6:30 pm	SH Library
Organizational Study			
Discussion			
Policy Review Com	March 19	7 pm	Board Room
Com Ed Adv Council	March 20	7 pm	Board Room
End of 3rd Quarter	March 23		
Legislative Meeting	March 24	9-10:30 am	Board Room
School Board	March 26	7 pm	Board Room
MCA (Grds 3 & 5 Math)	March 27-28		
K - P/T Confs	March 27-28	Day	
K-12 P/T Confs	March 29	8-11, 12-4, 5-8:30	
K-12 P/T Confs	March 30	7:30 -11 am	
K-12 No School/Tchr	March 30		
Comp (pm)			

S-M9-1305
min
2-26-01

INDEPENDENT SCHOOL DISTRICT #152

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

February 26, 2001
4:30 p.m. (Work Session)

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. MOORHEAD SCHOOL DISTRICT ORGANIZATIONAL STUDY REPORT: Nybladh

3. ADJOURNMENT

SCHOOL BOARD AGENDA - February 26, 2001**PAGE 2****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Public Info Mtg - District			
Organizational Study	February 27	7 pm	SH Auditorium
JH PTAC with	March 1	7 pm	JH Library
Organizational Study			
Discussion			
Robert Asp/Washington	March 5	6:30 pm	Asp Gymnasium
PTAC with Organizational			
Study Discussion			
Edison PTAC with Organi-	March 5	7 pm	Edison Library
zational Study Discussion			
Probstfield PTAC with Or-	March 5	7 pm	Probst Library
ganizational Study Discussion			
Riverside PTAC with Organ-	March 6	7 pm	Riverside Library
izational Study Discussion			
Special School Board Meeting	March 8	6 pm	Board Room
School Board	March 12	7 pm	Board Room
Long Range Planning Com	March 13	3:45 pm	Board Room
MCA (Grds 3 & 5 Math)	March 13-14		
MCA (Grade 5 Writing)	March 15		
Inst and Curr Adv Com	March 15	7 am	Board Room
Supt Adv Council	March 15	7 pm	Board Room
District Student/Staff	March 19	3 pm	Board Room
Assistance Com			
SH PTAC with	March 19	6:30 pm	SH Library
Organizational Study			
Discussion			
Policy Review Com	March 19	7 pm	Board Room
Com Ed Adv Council	March 20	7 pm	Board Room
End of 3rd Quarter	March 23		
Legislative Meeting	March 24	9-10:30 am	Board Room
School Board	March 26	7 pm	Board Room
MCA (Grds 3 & 5 Math)	March 27-28		
K - P/T Confs	March 27-28	Day	
K-12 P/T Confs	March 29	8-11, 12-4, 5-8:30	
K-12 P/T Confs	March 30	7:30 -11 am	
K-12 No School/Tchr	March 30		
Comp (pm)			

S-M9-B05
min
3-8-01

INDEPENDENT SCHOOL DISTRICT #152

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

March 8, 2001

6:00 p.m. (Special Meeting)

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. 2001-2002 ANNUAL OPERATIONAL PLAN: Nybladh

The School Board will hear public commentary of the draft 2001-2002 Annual Operational Plan.

3. ADJOURNMENT

SCHOOL BOARD AGENDA - March 8, 2001**PAGE 2****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
School Board	March 12	7 pm	Board Room
Long Range Planning Com	March 13	3:45 pm	Board Room
MCA (Grds 3 & 5 Math)	March 13-14		
MCA (Grade 5 Writing)	March 15		
Inst and Curr Adv Com	March 15	7 am	Board Room
Supt Adv Council	March 15	7 pm	Board Room
District Student/Staff Assistance Com	March 19	3 pm	Board Room
SH PTAC with Organizational Study Discussion	March 19	6:30 pm	SH Library
Policy Review Com	March 19	7 pm	Board Room
Com Ed Adv Council	March 20	7 pm	Board Room
End of 3rd Quarter	March 23		
Legislative Meeting	March 24	9-10:30 am	Board Room
School Board	March 26	7 pm	Board Room
MCA (Grds 3 & 5 Math)	March 27-28		
K - P/T Confs	March 27-28	Day	
K-12 P/T Confs	March 29	8-11, 12-4, 5-8:30	
K-12 P/T Confs	March 30	7:30 -11 am	
K-12 No School/Tchr Comp (pm)	March 30		

S-M 9-B05
Min
3-12-01

INDEPENDENT SCHOOL DISTRICT #152

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

March 12, 2001

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 the Moorhead Junior High School Math Team for placing first at the Tri-College Math Contest held at Concordia College on Monday, February 26, 2001.

Team members were Matt Fuxa, Chris Hilgers, Justin Howland, Zack Kenz, Ingrid Anderson, Nate Miller, Ty Thorsen, and Stephen Zitzow. Top ten individual awards went to Matt Fuxa, Nate Miller and Ty Thorsen.

SCHOOL BOARD AGENDA - March 12, 2001
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
(2) Approval of Funding - Pages 7-11
- B. SYSTEM SUPPORT MATTERS - Weston
- C. HUMAN RESOURCE MATTERS- Nielsen
(1) Approval of Family/Medical Leave - Page 12
(2) Approval of Change in Retirement Date - Page 13
- D. SUPERINTENDENT MATTERS - Nybladh
(1) Approval of February 12, 26 (Special) and 26 (Regular), 2001 Minutes -
Pages 14-24
(2) Approval of March Claims

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

Moved by _____ Seconded by _____
Comments _____

3. **COMMITTEE REPORTS**

SCHOOL BOARD AGENDA - March 12, 2001

PAGE 3

4. **AMERICAN INDIAN EDUCATION COMMITTEE REPORT:** Kovash

Pages 25-58

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

Moved by _____ Seconded by _____
Comments _____

5. **2001-2002 ANNUAL OPERATIONAL PLAN:** Nybladh/Weston

Page 59

Suggested Resolution: Move to approve the 2001-2002 Annual Operational Plan which includes the preliminary budget for the 2001-2002 school year.

Moved by _____ Seconded by _____
Comments _____

6. **RESOLUTION FOR DISCONTINUING AND REDUCING PROGRAMS AND LICENSED POSITIONS:** Nybladh/Kovash

Pages 60-63

Suggested Resolution: Move to approve the resolution for discontinuing and reducing programs and licensed positions as indicated in the Annual Operational Plan.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - March 12, 2001

PAGE 4

7. **RESOLUTION FOR DISCONTINUING AND REDUCING NON-LICENSED**

POSITIONS: Nybladh/Kovash

Pages 64-65

- Suggested Resolution: Move to approve the resolution for discontinuance of non-licensed positions as indicated in the Annual Operational Plan.

Moved by _____ Seconded by _____

Comments _____

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

9. **CLOSE PUBLIC MEETING:** Cummings

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 _____

10. **OPEN PUBLIC MEETING:** Cummings

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

Moved by _____ Seconded by _____

Comments _____

11. **ADJOURNMENT**

SCHOOL BOARD AGENDA - March 12, 2001**PAGE 5****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Long Range Planning Com	March 13	3:45 pm	Board Room
MCA (Grds 3 & 5 Reading)	March 13-14		
MCA (Grade 5 Writing)	March 15		
Inst and Curr Adv Com	March 15	7 am	Board Room
Dist Stud/Staff Asstnce Com	March 19	3 pm	Board Room
SH PTAC with Organiza- tional Study Discussion	March 19	6:30 pm	SH Library
Policy Review Com	March 19	7 pm	Board Room
Com Ed Adv Council	March 20	7 pm	Board Room
Supt Adv Council	March 22	7 pm	Townsite-Room 266
End of 3rd Quarter	March 23		
Legislative Meeting	March 24	9-10:30 am	Board Room
School Board	March 26	7 pm	Board Room
MCA (Grds 3 & 5 Math)	March 27-28		
K - P/T Confs	March 27-28	Day	
K-12 P/T Confs	March 29	8-11, 12-4, 5-8:30	
K-12 P/T Confs	March 30	7:30 -11 am	
K-12 No School/Tchr Comp (pm)	March 30		
Spring Community Ed Classes Start	April 2		
School Board	April 9	7 pm	Board Room
Kindergarten Registration	April 9-10		All Elem Bldgs
Long Range Planning Com	April 10	3:45 pm	Board Room
K-12 Staff Development Day	April 12		
No School			
Spring Break/No School	April 13-16		
Inst and Curr Adv Com	April 19	7 am	Board Room
Supt Adv Council	April 19	7 pm	Board Room
Dist Stud/Staff Asstnce Com	April 23	3:30 pm	Board Room
School Board	April 23	7 pm	Board Room

S-MQ-1305
Min
3-26-01

INDEPENDENT SCHOOL DISTRICT #152

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

March 26, 2001

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 Stacey Olinger, STEP English 8 student at Moorhead Junior High, for winning a \$100 savings bond for an essay she wrote about "What patriotism means to me" for a VFW essay contest. Olinger read her essay at the VFW on March 8. Olinger was a student of Pam Rezac. Pam served as a long-term substitute for Michaela Ludwig's STEP English 8 class.

SCHOOL BOARD AGENDA - March 26, 2001

PAGE 2

*** **We Are Proud** Moorhead High School students Richard Vaudrin, Brian Klinnert and James Moyano for placing first in Web site development at the State Business Professionals of America Competition on March 7-10, 2001. With their first place team finish, the three BPA members qualified for the national competition in Anaheim, California, from May 9-13, 2001.

Steve Tranby placed fifth in BASIC programming at the state BPA competition. The team of Tranby, Craig Powers and Will Hewitt placed in the top ten for Web site development.

Moorhead High teacher Kathi Salvevold advises the Business Professionals of America students.

- 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 - Weston
 - (1) Approval of Leases - Pages 6-7
- C. HUMAN RESOURCE MATTERS- Nielsen
 - (1) Acceptance of Resignations - Page 8
 - (2) Approval of Family/Medical Leave - Page 9
 - (3) Acceptance of Change in Retirement Date - Page 10
 - (4) Acceptance of Early Retirement - Page 11
 - (5) Approval of Return from Leave of Absence - Page 12

SCHOOL BOARD AGENDA - March 26, 2001

PAGE 3

D. SUPERINTENDENT MATTERS - Nybladh

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

Moved by _____ Seconded by _____

Comments _____

3. COMMITTEE REPORTS

4. AUTHORIZATION TO ADVERTISE FOR BIDS ON COPIERS: Weston

Pages 13-19

Suggested Resolution: Move to authorize the advertisement for bids on copiers.

Moved by _____ Seconded by _____

Comments _____

5. AUTHORIZATION TO ADVERTISE FOR BIDS ON PROPERTY AND CASUALTY, BOILER AND MACHINERY, AUTO, AND WORKERS COMPENSATION

INSURANCE: Weston

Page 20

Suggested Resolution: Move to authorize the advertisement for bids on Property and Casualty, Boiler and Machinery, Auto, and Workers Compensation Insurance.

Moved by _____ Seconded by _____

Comments _____

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

Pages 21-23

Suggested Resolution: Move to approve the resolution directing administration to effect termination or reduction and non-renewal of probationary teacher contracts as presented.

SCHOOL BOARD AGENDA - March 26, 2001

PAGE 4

Moved by _____ Seconded by _____
Comments _____

7. **RESOLUTION RELATING TO THE OFFERING OF PART-TIME TEACHING CONTRACTS FOR 2001-2002:** Kovash

Page 24

Suggested Resolution: Move to approve the probationary teachers whose teaching contracts were terminated effective at the end of the 2000-2001 school year and non-renewed for the 2001-2002 school year, as provided in School Board resolution adopted earlier in this meeting, shall be offered part-time teaching contracts for the 2001-2002 school year as described.

Moved by _____ Seconded by _____
Comments _____

8. **REDUCTION OF NON-LICENSED POSITIONS:** Kovash

Page 25

Suggested Resolution: Move to approve the reduction of .50 Human Resource Secretary and .50 Payroll Secretary and offer Julie Grant reemployment of .50 Payroll Secretary for a FTE of 1.0.

Moved by _____ Seconded by _____
Comments _____

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

10. **ADJOURNMENT**

SCHOOL BOARD AGENDA - March 26, 2001**PAGE 5****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
School Board	March 26	7 pm	Board Room
MCA (Grds 3 & 5 Math)	March 27-28		
K - P/T Confs	March 27-28	Day	
K-12 P/T Confs	March 29	8-11, 12-4, 5-8:30	
K-12 P/T Confs	March 30	7:30 -11 am	
K-12 No School/Tchr Comp (pm)	March 30		
Spring Community Ed Classes Start	April 2		
School Board	April 9	7 pm	Board Room
Kindergarten Registration	April 9-10		All Elem Bldgs
Long Range Planning Com	April 10	3:45 pm	Board Room
K-12 Staff Development Day No School	April 12		..
Spring Break/No School	April 13-16		
Com Ed Appreciation Event	April 17	6:00 pm	Board Room
Inst and Curr Adv Com	April 19	7 am	Board Room
Supt Adv Council	April 19	7 pm	Board Room
Dist Stud/Staff Asstnce Com	April 23	3:30 pm	Board Room
School Board	April 23	7 pm	Board Room
Dist Stu/Staff Asstnce Com	April 23	3:30 pm	Board Room

S-M9-B05
min
4-9-01

INDEPENDENT SCHOOL DISTRICT #152

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

April 9, 2001

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 several district employees whose work was recognized at the Minnesota School Public Relations Association's (MinnSPRA) spring conference on March 23, 2001, in Minneapolis.

Moorhead Community Education's fall catalog was named the Award of Excellence winner in the Community Education catalog of classes/services category for districts of 3,000-6,500 students. Judges indicated that the catalog included an

SCHOOL BOARD AGENDA - April 9, 2001

PAGE 2

attention-getting cover, a good use of graphics, and clear registration information. The Community Education catalog is coordinated by Karen Nitzkowski, Community Education program coordinator.

Pam Enz, communications coordinator for the district, received the Bruce Bauer Scholarship Award. MinnSPRA's Bruce Bauer Scholarship Award pays \$500 toward expenses for attendance at the national NSPRA (National School Public Relations Association) seminar. The 2001 NSPRA seminar will be held July 8-11, 2001, in Minneapolis.

The district also received a Certificate of Merit in the marketing material category of the communications contest for its CD-Rom presentation, "A Window of Opportunities." Pam Enz, communications coordinator, Jim Lund, supervisor of planning, assessment and online resources, Lauri Winterfeldt-Shanks, supervisor of educational programs, and several students in the Coral Web Studio produced the presentation last spring.

Each year, the Minnesota School Public Relations Association honors school communicators for their work in school public relations.

***** We Are Proud** of six Moorhead teams who placed first at the Moorhead Region Destination ImagiNation Tournament held March 10 at Moorhead High School.

Moorhead's Region Tournament is one of 10 Destination ImagiNation Region Tournaments in Minnesota. First-place winners from Moorhead's Region Tournament will represent the region at the Destination ImagiNation State Tournament on April 21, 2001, in Plymouth, Minn.

Moorhead teams that will represent the region at the state tournament are:

Anonymously Yours - Elementary Level

1st place: Probstfield Elementary School, Moorhead

Team Members: Jessica Biller, Laura Gonshorowski, Elisabeth Hanson, Karly Pierce, Katie Cole, Megan Wixo, Andrea Haugen. Team Manager: Maggie Hanson

SCHOOL BOARD AGENDA - April 9, 2001

PAGE 3

Anonymously Yours - Middle Level

1st place: Moorhead Junior High, Moorhead

Team Members: Cassie Palmer, Christy Eickhoff, Rachel Jones, Mallory Swanson, Ryan Bacon, Lanae Preuss, Stephanie Storlie. Team Manager: John Jones

DInamic Improv - Middle Level

1st place: Moorhead Junior High, Moorhead

Team Members: Pat Frost, Logan Werlinger, Neil Anderson, Sara Mogen, Erica Schierholz, Joel Witthoeft. Team Manager: Michele Mogen

Incredible TechEffects - Middle Level

1st place: Robert Asp School, Moorhead

Team Members: Jessamy Alto, Katherine Dickerson, Sarah Fremo, Caroline Moos, Clare Palmer. Team Manager: Charlene Alto

Mystery Loves Company - Elementary Level

1st place: Robert Asp School, Moorhead

Team Members: Tyler Iverson, Joel Preuss, Johan Anderson, Kaia Hoium, Madeleine Bailey, Brittney Just, Brianna Gaughan. Team Manager: Robin Morse-Bailey

Triplicity - Elementary Level

1st place: Washington Elementary School, Moorhead

Team Members: Helen Zelaya, J.D. Thompson, Jillian Flom, Cassie Olson, Nick Friesen, Keleigh Van Dyke, George Matthys. Team Manager: J. Malcolm Thompson

Destination ImagiNation is a creative problem-solving competition that emphasizes creativity, problem solving, budgeting, teamwork, improvisation, project management, presentation skills, research skills, application of knowledge, and confidence building.

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

SCHOOL BOARD AGENDA - April 9, 2001

PAGE 4

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 Carl Perkins Funding - Pages 9-17
- (2) Approval of Grant Application - Pages 18-22
- (3) Acceptance of Grants - Pages 23-27
- (4) Acceptance of Gifts - Page 28

B. SYSTEM SUPPORT MATTERS - Weston

- (1) Approval of Lease - Page 29
- (2) Approval of Auditor Proposal for School District Audits - Pages 30-35

C. HUMAN RESOURCE MATTERS- Nielsen

- (1) Approval of Change in Retirement Date - Page 36
- (2) Approval of Family/Medical Leave - Page 37
- (3) Acceptance of Resignation - Page 38

D. SUPERINTENDENT MATTERS - Nybladh

- (1) Approval of March 8, 12 and 26, 2001 Minutes - Pages 39-51
- (2) Approval of April Claims

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

Moved by _____ Seconded by _____

Comments _____

3. COMMITTEE REPORTS

SCHOOL BOARD AGENDA - April 9, 2001

PAGE 5

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.)

Global Exchange Project with American School of Yaounde, Cameroon - Kovash

Page 52

5. **FIRST READING OF POLICIES**: Nybladh

Pages 53-59

Conduct a first reading of the following policies: Equal Educational Opportunity (ACA), Community Involvement (KC), School/Community Relations (KB), Assurance of Mastery (IEA), Activities Travel, and Review of School Board Performance (AFA).

6. **RESOLUTION RELATING TO THE UNREQUESTED LEAVE OF ABSENCE OF TENURED TEACHERS**: Kovash

Pages 60-62

Suggested Resolution: Move to approve the resolution directing administration to place the named teachers on unrequested leave of absence pursuant to Minnesota Statute 122A.40, Subd. 10 and Article 22, Section 1 and 2 of the current Master Agreement between the School District and the exclusive representative.

Moved by _____ Seconded by _____

Comments _____

7. **RESOLUTION RELATING TO THE OFFERING OF PART-TIME TEACHING CONTRACTS TO TENURED TEACHERS**: Kovash

Page 63

Suggested Resolution: Move to approve that the full-time tenured teachers who were placed on unrequested leave of absence at the end of the 2000-2001 school year as provided in the School Board resolution adopted earlier in this meeting, shall be offered part-time teaching contracts for the 2001-2002 school year as described.

SCHOOL BOARD AGENDA - April 9, 2001

PAGE 6

Moved by _____ Seconded by _____
Comments _____

**8. RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF
EXTRA-CURRICULAR DUTY ASSIGNMENT CONTRACTS: Kovash**

Page 64

Suggested Resolution: Move to approve the resolution directing administration to terminate the named extra-curricular duty assignments as listed in Appendix D of the current Master Agreement between the School District and the exclusive representative.

Moved by _____ Seconded by _____
Comments _____

**9. RESOLUTION RELATING TO THE UNREQUESTED LEAVE OF ABSENCE OF
THE ELEMENTARY ASSISTANT PRINCIPAL CONTRACT: Kovash**

Pages 65-66

Suggested Resolution: Move to approve the resolution directing administration to place the named Elementary Assistant Principal on unrequested leave of absence due to discontinuance of position pursuant to Minnesota Statute 122A.40, Subd. 11.

Moved by _____ Seconded by _____
Comments _____

**10. RESOLUTION RELATING TO OFFERING A FULL-TIME TEACHING
CONTRACT: Kovash**

Page 67

Suggested Resolution: Move to approve that the Elementary Assistant Principal placed on unrequested leave of absence at the end of 2000-2001 school year as provided in the School Board resolution adopted earlier in this meeting, shall be offered a full-time teaching contract (Physical Education 1.0 FTE) for the 2001-2002 school year pursuant to Minnesota Statute 122A.40, Subd 11.

SCHOOL BOARD AGENDA - April 9, 2001

PAGE 7

Moved by _____ Seconded by _____
Comments _____

11. **ADMINISTRATIVE SOFTWARE:** Weston

Page 68

Suggested Resolution: Move to approve contracts with Power School and Region I for the administrative software and maintenance.

Moved by _____ Seconded by _____
Comments _____

12. **SUPERINTENDENT'S RECOMMENDATION FOR A DECISION MAKING PROCESS: A RESPONSE TO THE ORGANIZATIONAL STUDY REPORT:**

Nybladh

13. **CHANGE IN SCHOOL BOARD MEETING DATE:** Nybladh

Page 69

Suggested Resolution: Move to approve the change in the second School Board meeting date to Tuesday, May 29, 2001 at 7 p.m. in the Townsite Centre Board Room.

Moved by _____ Seconded by _____
Comments _____

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

15. **ADJOURNMENT**

SCHOOL BOARD AGENDA - April 9, 2001**PAGE 8****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Kindergarten Registration	April 9-10		All Elem Bldgs
Long Range Planning Com	April 10	3:45 pm	Board Room
K-12 Staff Development Day	April 12		
No School			
Spring Break/No School	April 13-16		
Com Ed Appreciation Event	April 17	6:30 pm	Board Room
Inst and Curr Adv Com	April 19	7 am	Board Room
Supt Adv Council	April 19	7 pm	Board Room
GED Graduation	April 20	7 pm	NW Tech - Aud
Dist Stud/Staff Asstnce Com	April 23	3:30 pm	Board Room
School Board	April 23	7 pm	Board Room
Dist Stu/Staff Asstnce Com	April 23	3:30 pm	Board Room
Joint Powers Committee	May 3	7 am	Board Room
Policy Review Com	May 3	7 pm	Board Room
Long Range Planning Com	May 8	3:45 pm	Board Room
School Board	May 14	7 pm	Board Room
Inst and Curr Adv Com	May 17	7 am	Board Room
Supt Adv Council	May 17	7 pm	Board Room
Dist Stud/Staff Asstnce Com	May 21	3:30 pm	Board Room
School Board	TBD		
Memorial Day (No School)	May 31		
Last Day of Schl for Students	May 31		
Last Day for K-12 Staff/ Workshops	June 1		
Graduation	June 3		
Joint Powers Committee	June 7	7 am	Board Room
School Board	June 11	7 pm	Board Room
School Board	June 25	7 pm	Board Room

S-M19-1305
min
4-23-01

INDEPENDENT SCHOOL DISTRICT #152

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

April 23, 2001

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 several district employees whose work was recognized at the Minnesota School Public Relations Association's (MinnSPRA) spring conference on March 23, 2001, in Minneapolis.

Moorhead Community Education's fall catalog was named the Award of Excellence winner in the Community Education catalog of classes/services category for districts of 3,000-6,500 students. Judges indicated that the catalog included an

SCHOOL BOARD AGENDA - April 23, 2001

PAGE 2

attention-getting cover, a good use of graphics, and clear registration information. The Community Education catalog is coordinated by Karen Nitzkowski, Community Education program coordinator.

Pam Enz, communications coordinator for the district, received the Bruce Bauer Scholarship Award. MinnSPRA's Bruce Bauer Scholarship Award pays \$500 toward expenses for attendance at the national NSPRA (National School Public Relations Association) seminar. The 2001 NSPRA seminar will be held July 8-11, 2001, in Minneapolis.

The district also received a Certificate of Merit in the marketing material category of the communications contest for its CD-Rom presentation, "A Window of Opportunities." Pam Enz, communications coordinator, Jim Lund, supervisor of planning, assessment and online resources, Lauri Winterfeldt-Shanks, supervisor of educational programs, and several students in the Coral Web Studio produced the presentation last spring.

Each year, the Minnesota School Public Relations Association honors school communicators for their work in school public relations.

*** **We Are Proud** of the Moorhead Junior High School team who took first place honors at the Regional Science Olympiad Tournament held at Moorhead State University on February 2. The Junior High Science Olympiad Team coach is Mick Garrett.

Regional team members included:

Jon Hulett	Sam Cameron
Brad Rassier	Dana Rognlie
Stephen Zitzow	Cristy Adkins
Matt Hulett	Jonathan Schultz
Dan Kennedy	Ben Hanna
Alex Stalboerger	Dan Wheeler
Lauren McDermott	

Additional state team members include:

Zack Kenz	Adam Klinnert
-----------	---------------

SCHOOL BOARD AGENDA - April 23, 2001

PAGE 3

Additional honors were won at the State Science Olympiad Tournament on March 10th, at the University of St. Thomas. The following medals were won in the events below and deserve special recognition:

Gold Medals in Metric Estimation: Dana Rognlie & Lauren McDermott
Silver Medals in Rocks and Minerals: Lauren McDermott & Matt Hulett
Silver Medals in Road Scholar: Dan Kennedy & Ben Hanna
Bronze Medals in Dynamic Planet: Zack Kenz & Ben Hanna
Bronze Medals in Life Science Lab: Stephen Zitzow & Sam Cameron

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

2. CONSENT AGENDA

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

- A. TEACHING/LEARNING MATTERS - Kovash
 - (1) Approval of Grant - Pages 9-17
 - (2) Approval of Grant Amendment - Page 18
 - (3) Acceptance of Carl Perkins Funding - Page 19
- B. SYSTEM SUPPORT MATTERS - Weston
- C. HUMAN RESOURCE MATTERS- Nielsen
 - (1) Acceptance of Resignation - Page 20
- D. SUPERINTENDENT MATTERS - Nybladh

SCHOOL BOARD AGENDA - April 23, 2001

PAGE 4

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

Moved by _____ Seconded by _____

Comments _____

3. **COMMITTEE REPORTS**

4. **MAJOR MAGNITUDE FIELD TRIP:** Kovash

Pages 21-23

Suggested Resolution: Move to approve the Moorhead Sixth Grade Orchestra - Robert Asp students to travel to Chicago on December 17-19, 2001 to perform at the International Bank and Orchestra Clinic at the Chicago Hilton and Convention Center.

Moved by _____ Seconded by _____

Comments _____

5. **EARLY INTERVENTION SERVICE PROGRAM:** Weston

Page 24

Suggested Resolution: Move to approve that the Moorhead Public School District #152 will operate the Early Intervention Services program for the 2001-2002 school year and give notice to the Lakes Country Service Cooperative that the District no longer desires to contract for Early Intervention Services after the 2000-01 school year.

Moved by _____ Seconded by _____

Comments _____

6. **APPROVAL OF POLICY:** Nybladh

Pages 25-26

Suggested Resolution: Move to approve the policy, Evaluation of School Board (AFA), as presented.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - April 23, 2001

PAGE 5

7. **APPROVAL OF POLICY**: Nybladh

Pages 27-28

Suggested Resolution: Move to approve the policy, Equal Educational Opportunity (ACA), as presented.

Moved by _____ Seconded by _____

Comments _____

8. **APPROVAL OF POLICY**: Nybladh

Pages 29-30

Suggested Resolution: Move to approve the policy, Assurance of Mastery (IEA), as presented.

Moved by _____ Seconded by _____

Comments _____

9. **APPROVAL OF POLICY**: Nybladh

Pages 31-32

Suggested Resolution: Move to approve the policy, Student Activities Travel (IGDK), as presented.

Moved by _____ Seconded by _____

Comments _____

10. **APPROVAL OF POLICY**: Nybladh

Pages 33-34

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

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - April 23, 2001

PAGE 6

11. **APPROVAL OF POLICY:** Nybladh

Pages 35-36

Suggested Resolution: Move to approve the policy, Community Involvement (KC), as presented.

Moved by _____ Seconded by _____

Comments _____

12. **APPROVAL OF RECOMMENDATION FOR A DECISION MAKING PROCESS: A RESPONSE TO THE ORGANIZATIONAL STUDY REPORT:** Nybladh

Pages 37-60

Suggested Resolution: Move to approve the Recommendation for a Decision Making Process: A Response to the Organizational Study Report and direct the administration to commence with the decision making process.

Moved by _____ Seconded by _____

Comments _____

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

14. **CLOSE PUBLIC MEETING:** Cummings

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

Moved by _____ Seconded by _____

Comments _____

15. **OPEN PUBLIC MEETING:** Cummings

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

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - April 23, 2001
PAGE 7

16. **ADJOURNMENT**

SCHOOL BOARD AGENDA - April 23, 2001**PAGE 8****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Joint Powers Committee	May 3	7 am	Board Room
Policy Review Com	May 3	7 pm	Board Room
Long Range Planning Com	May 8	3:45 pm	Board Room
School Board	May 14	7 pm	Board Room
Inst and Curr Adv Com	May 17	7 am	Board Room
Supt Adv Council	May 17	7 pm	Board Room
Dist Stud/Staff Asstnce Com	May 21	3:30 pm	Board Room
Memorial Day (No School)	May 28		
School Board	May 29	7 pm	Board Room
Last Day of Schl for Students	May 31		
 Last Day for K-12 Staff/ Workshops	 June 1		
Graduation	June 3	2 pm	Concordia
Joint Powers Committee	June 7	7 am	Board Room
School Board	June 11	7 pm	Board Room
School Board	June 25	7 pm	Board Room

S-M 9-BOE
5-14-01

INDEPENDENT SCHOOL DISTRICT #152

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

May 14, 2001

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 the Probstfield "Anonymously Yours" Destination Imagination team for placing first in the Minnesota state Destination Imagination tournament on April 21, 2001. The students will now represent Moorhead and Minnesota in the 2001 Destination Imagination World Finals May 23-26 at the University of Tennessee in Knoxville. Over 700 teams will be participating in the World Finals.

SCHOOL BOARD AGENDA - May 14, 2001

PAGE 2

Team members are Jessica Biller, Katie Cole, Laura Gonshorowski, Elisabeth Hanson, Andrea Haugen, Karly Pierce, and Megan Wixo. Maggie Hanson is the team manager.

The students put in numerous hours to create an original play about an anonymous artist. They recreated a piece of artwork, composed music, designed sets, and painted unique blankets as part of their costumes.

Destination Imagination is an international program dedicated to the enhancement of creative problem solving, team and sportsmanship skills.

***** We Are Proud** of 49 students from Moorhead Junior High School who participated in the 2001 Midwest Talent Search conducted by the Center for Talent Development at Northwestern University. Two Moorhead eighth-grade students scored at the 99th percentile of the 22,000 students who participated in the talent search from our eight state region: River Finken on the SAT and Cassie Palmer on the ACT. Top seventh-grade scorers were Dana Rognlie on the SAT and Cathryn Nelson on the ACT.

This is the seventh year that students from Moorhead Junior High School have participated in the Midwest Talent Search. Over half of the Moorhead students participating this year scored at or above the level required for admission to our local colleges.

***** We Are Proud** of two Moorhead High seniors, Nathan Burgess and Adam Garberg, who competed in the state finals of the Ford/AAA Automotive Trouble Shooting Contest on May 2 in Minneapolis. They were one of the top ten teams competing from Minnesota high schools.

The students diagnosed and repaired all the problems in a "bugged" 2001 Ford Mustang. Their vehicle was one of only three perfectly repaired vehicles. They finished first in the written test portion of the contest and third overall.

Moorhead also earned a "power train" (engine, transmission, differential, rear axle) for the auto program by having the highest total written test scores for all eight students to took the written portion of the test.

SCHOOL BOARD AGENDA - May 14, 2001
PAGE 3

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

2. CONSENT AGENDA

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

- A. TEACHING/LEARNING MATTERS - Kovash
 - (1) Acceptance of Gifts - Page 7
 - (2) Acceptance of Carl Perkins Funding - Pages 8-9
- B. SYSTEM SUPPORT MATTERS - Weston
 - (1) Approval of Lease - Page 10
 - (2) Approval of Copier Bid - Pages 11-13
 - (3) Approval of Sport Center Lease Addendum Agreement - Pages 14-16
 - (4) Approval of Contracted Bus Service Bid - Page 17
 - (5) Approval of Variable Speed Drives and Controller Upgrade Bid - Page 18
 - (6) Approval of High School Track Repair Bid - Page 19
 - (7) Approval of High School Hot Water Conversion Tank Bid - Page 20
 - (8) Approval of High School Parking Lot Resurface Bid - Page 21
- C. HUMAN RESOURCE MATTERS- Nielsen
 - (1) Approval of New Employees - Page 22
 - (2) Acceptance of Resignations - Page 23
 - (3) Approval of Family/Medical Leave - Page 24
- D. SUPERINTENDENT MATTERS - Nybladh
 - (1) Approval of April 9 and 23, 2001 Minutes - Pages 25-37
 - (2) Approval of May Claims

SCHOOL BOARD AGENDA - May 14, 2001
PAGE 4

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.)

Destination Imagination - Kovash

Pages 38-40

Work Sampling - Kovash

Pages 41-45

5. **RESOLUTION PLACING TENURED TEACHERS ON UNREQUESTED LEAVE OF**

ABSENCE: Nielsen

Pages 46-47

Suggested Resolution: Move to approve the final placement of tenured teachers on unrequested leave of absence according to M.S. 122A.40, Subd. 10 and Article 22, Section 1 and 2 of the current Master Agreement between the School District and the exclusive representative.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - May 14, 2001
PAGE 5

6. **RESOLUTION PLACING ELEMENTARY ASSISTANT PRINCIPAL ON UNREQUESTED LEAVE OF ABSENCE:** Nielsen
Pages 48-49

Suggested Resolution: Move to approve the resolution placing the above tenured elementary assistant principal on unrequested leave of absence due to discontinuance of position pursuant to M.S. 122A.40, Subd. 11.

Moved by _____ Seconded by _____
Comments _____

7. **CLOSE PUBLIC MEETING:** Cummings

Suggested Resolution: Move to close the public meeting at _____ p.m. pursuant to M.S. 471.705 to conduct the Superintendent's annual evaluation.

Moved by _____ Seconded by _____
Comments _____

8. **OPEN PUBLIC MEETING:** Cummings

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

Moved by _____ Seconded by _____
Comments _____

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

10. **ADJOURNMENT**

SCHOOL BOARD AGENDA - May 14, 2001**PAGE 6****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Inst and Curr Adv Com	May 17	7 am	Board Room
Dist Stud/Staff Asstnce Com	May 21	3:30 pm	Board Room
All City Orchestra Concert	May 21	7:30 pm	SH Gymnasium
Supt Adv Council	May 24	7 pm	Townsite Room 266
Memorial Day (No School)	May 28		
School Board	May 29	7 pm	Board Room
Last Day of Schl for Students	June 1		
Graduation	June 3	2 pm	Concordia
Last Day for K-12 Staff/	June 4		
Workshops			
Joint Powers Committee	June 7	7 am	Board Room
School Board	June 11	7 pm	Board Room
School Board	June 25	7 pm	Board Room
School Board	July 9	7 pm	Board Room
School Board	July 23	7 pm	Board Room

MEMO #: I-01-221



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Gift Acceptance

DATE: May 7, 2001

George Washington Elementary has received from their PTAC \$1,000.00 for field trips and \$1,165.50 for Ellison die cut supplies.

Dee Pretty has donated a \$25.00 memorial to the Probstfield guided reading library for the purchase of books.

Danelle Walker has donated a Texas Instruments Super Speak and Math to the Probstfield immersion program. The estimated value is \$75.00.

LAK/smw

MEMO #: I-01-222



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Carl Perkins funding
DATE: May 7, 2001

The following has been approved for Carl Perkins funding through Lakes Country Service Cooperative.

One digital video camcorder, one video data projector for the Moorhead High Business Occupations and Work Experience Disadvantaged Programs. Approximate amount of funding is \$4,300.

SUGGESTED RESOLUTION: Move to accept \$4,300 for one digital video camcorder and one video data projector from Carl Perkins funding thru Lakes Country Service Cooperative for the Moorhead High Business Occupations and Work Experience Disadvantaged Program.

LAK/smw
Attachment



APR 3 2001

Lakes Country Service Cooperative

DuWayne Balken, Executive Director

1001 East Mount Faith • Fergus Falls, MN 56537

Telephone: 218-739-3273 • Fax: 218-739-2459 • Website: www.lcsc.org*To provide and promote the development of quality services that are sensitive and responsive to customers' needs*

April 2, 2001

To: Mary Flesberg and Dan Kostich
Moorhead High School

From: Inger Churchill *Inger*
Carl Perkins/Tech Prep Specialist

RE: INSTRUCTIONAL EQUIPMENT REQUEST

Your funding request for instructional equipment for the Moorhead High Business Occupations and Work Experience-Disadvantaged Programs of:

Item(s): 1 digital video camcorder, 1 video data projector

in an amount of approximately \$4,300.00 was received at our offices on January 29, 2001. Responses to funding requests are based on the date on which they are received. As requests from other member districts which were received prior to yours have been processed and finalized, I regret to inform you that the Lakes Country Carl D. Perkins project has insufficient equipment dollars available at this time to further process your funding request. Your funding request will be held until sufficient funds again become available, possibly May, 2001 if a budget amendment is approved by the Department of Children, Families, and Learning, or until July, 1 2001, the start of a new fiscal year for the Lakes Country Carl D. Perkins project.

You will be contacted again when your request may be processed. While your equipment request has received preliminary project approval, the Minnesota Department of Children, Families, and Learning (DCFL), following formal local approval, must approve all equipment purchases. Equipment funding requests have been denied by DCFL.

Please feel free to contact me at 1-800-739-3273, or inger@lcsc.org if you have any questions about the status of your funding request.

cc Larry Nybladh, Superintendent
Mike Siggerud, Principal

Chairperson
Duane Swenson, Barnesville
Linda Kraibenzott, Ar Lingo
Norman Kolstad, Underwood

Vice Chairperson
Mike Boen, Pelican Rapids
Verni Scal, Becker County
Kim Hasbarger, Breckenridge

Service Cooperative Board of Directors

Clerk
David Schomack, Perham
Thelma Kaste, Ashby
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Tom Kuminow, Fergus Falls
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Supt. Jerry Nesland, Ex-officio, New York Mills

* AN EQUAL OPPORTUNITY EMPLOYER *

Serving the Counties of: Becker • Clay • Douglas • Grant • Otter Tail • Pope • Stevens • Traverse • Wadena

9

BUSINESS SERVICES MEMO#: B01086



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: May 8, 2001

RE: Voyager Lease – Moorhead Church of Christ

Moorhead Church of Christ would like to renew their lease of all space in the Convent at 821 14th Street north, except the Chapel. The lease would be for a one year term commencing June 1, 2001 and continuing through May 31, 2002. The monthly lease amount is \$916.67, for a total lease amount of \$11,000.

Suggested Resolution: Move to approve the lease renewal with Moorhead Church of Christ beginning June 1, 2001 and continuing through May 31, 2002, for a total lease amount of \$11,000.

MLW/krm

BUSINESS SERVICES MEMO#: B01095



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: May 8, 2001

RE: Copier Bids

After reviewing all copier bids received on April 23, 2001, I am recommending that we accept a bid received from Advanced Business Methods of Fargo, ND. The total cost of this proposal including purchase, lease, service and supplies (including toner) is \$257,759. At a volume of 33.5 million copies, the District will pay a cost of .0077 per copy.

Suggested Resolution: Move to approve the bid received from Advanced Methods of Fargo, ND.

MLW/krm

EQUIPMENT, SERVICE, AND SUPPLY ANALYSIS

Purchase and Lease Options (Complete one sheet for each solution)

Vendor ADVANCED BUSINESS METHODS, INC.

Date APRIL 20, 2001

Low bid will include purchase price, maintenance agreement, and any other costs associated with bid received.

3 NEW CANON IR 550'S 1 NEW LEASED CANON IR 550

Month	Volume	Equipment Purchase	Annual Lease	Service & Supply Cost	Total Cost	Cost Per Copy	Overage Cost Per Copy
1-12	2,800,000	42,855	4,248	12,600	59,703	0.0213	0.0045
13-24	2,800,000		4,248	13,608	17,856	0.0064	0.0049
25-36	2,800,000		4,248	14,697	18,945	0.0068	0.0052
37-48	2,800,000		4,248	15,872	20,120	0.0072	0.0057
49-60	2,800,000		4,248	17,142	21,390	0.0076	0.0061
Totals	14,000,000	42,855	21,240	73,919	138,014	0.0099	0.0053

<u>Alternate:</u> Network Printer Capabilities	\$ 3,400.00/or \$888.00/yr.
--	-----------------------------

- Price escalation for service and supplies should be factored into analysis
- Purchase options at end of lease should be stated
- Leasing Company must be stated *ABM Leasing (Self)*
- Equipment price is based on 60 month lease term
- Supplies are to include all items excluding paper
- Any guarantees (Customer satisfaction and/or Manufacturer) must be stated
- Service and Supply

EQUIPMENT, SERVICE, AND SUPPLY ANALYSIS

Purchase and Lease Options (Complete one sheet for each solution)

Vendor ADVANCED BUSINESS METHODS, INC.

Date APRIL 20, 2001

Low bid will include purchase price, maintenance agreement, and any other costs associated with bid received.

6 USED NP 6085'S 1 USED LEASED NP 6085

Month	Volume	Equipment Purchase	Annual Lease	Service & Supply Cost	Total Cost	Cost Per Copy	Overage Cost Per Copy
1-12	6,700,000	60,000	2,604	31,490	94,094	0.0140	0.0047
13-24	6,700,000		2,604	34,009	36,613	0.0055	0.0051
25-36	6,700,000		2,604	36,730	39,334	0.0059	0.0055
37-48	6,700,000		2,604	39,668	42,272	0.0063	0.0059
49-60	6,700,000		2,604	42,842	45,446	0.0068	0.0064
Totals	33,500,000	60,000	13,020	184,739	257,759	0.0077	0.0055

Alternate: Network Printer Capabilities

\$ N/A

- Price escalation for service and supplies should be factored into analysis
- Purchase options at end of lease should be stated
- Leasing Company must be stated ABM LEASING (SELF)
- Equipment price is based on 60 month lease term
- Supplies are to include all items excluding paper
- Any guarantees (Customer satisfaction and/or Manufacturer) must be stated
- Service and Supply

BUSINESS SERVICES MEMO#: B01094



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: May 8, 2001

RE: Bond Refinancing Relating to Sports Center

As was conveyed in an earlier transmittal, I am recommending that the School Board pass two resolutions relating to the current lease agreement with the city of Moorhead for the Sports Center. These resolutions will allow the city to refinance revenue bonds in the future as well as lower our current annual payment.

Suggested Resolutions: Resolve to approve the addendum to ground lease as attached.
Resolve to approve addendum to lease agreement as attached.

MLW/krm

ADDENDUM TO LEASE AGREEMENT

WHEREAS, the City of Moorhead, Minnesota (the "City") and the Independent School District No. 152 (the "District") entered into a Ground Lease dated the 5th day of September, 1991 (the "Ground Lease"); and

WHEREAS, it is necessary to amend the Ground Lease in order to facilitate the issuance of the City of Moorhead \$505,00 Gross Revenue Recreation Facility Refunding Bonds, -Series 2001A (the "Refunding Bonds"); and

WHEREAS, the issuance of the refunding Bonds by the City of Moorhead will result in a lower lease payment from the District to the City under a Lease Agreement between the City and the District.

NOW, THEREFORE, be it agreed between the parties that exhibit D - Rent Schedule, shall be amended by this Addendum to read as follows:

AMENDED EXHIBIT D RENT SCHEDULE

<u>Year</u>	<u>Monthly Payment</u>	<u>Total Annual Payment</u>
2001	\$5,700	\$39,900 (June - Dec)
2002	\$5,700	\$68,400
2003	\$5,700	\$68,400
2004	\$5,700	\$68,400
2005	\$5,700	\$68,400
2006	\$5,700	\$68,400
2007	\$5,700	\$68,400
2008	\$5,700	\$68,400
2009	\$5,700	\$68,400
2010	\$5,700	\$68,400
2011	\$5,700	\$68,400
2012	\$0	\$0

First payment under Amended Exhibit D due June 1, 2001.

Monthly payments prior to then shall be made in conformance with Exhibit D of the original Lease.

All other terms of the Lease shall remain in full force and effect.

CITY OF MOORHEAD

INDEPENDENT SCHOOL DISTRICT
NO. 152

BY: _____
Its Mayor

BY: _____
Its Chairperson, Board of Education

BY: _____
Its City Manager

BY: _____
Its: Clerk, Board of Education

ADDENDUM TO GROUND LEASE

WHEREAS, the City of Moorhead, Minnesota (the "City") and the Independent School District No. 152 (the "District") entered into a Ground Lease dated the 5th day of September, 1991 (the "Ground Lease"); and

WHEREAS, it is necessary to amend the Ground Lease in order to facilitate the issuance of the City of Moorhead \$505,00 Gross Revenue Recreation Facility Refunding Bonds, Series 2001A (the "Refunding Bonds"); and

WHEREAS, the issuance of the refunding Bonds by the City of Moorhead will result in a lower lease payment from the District to the City under a Lease Agreement between the City and the District.

NOW, THEREFORE, be it agreed between the parties that paragraph 6 of the Ground Lease shall be amended by this Addendum to read as follows:

Section 6. Termination. This Lease shall terminate upon the completion of the twenty-nine (29) year term set forth in Section 2, or upon final payment of both the Gross Revenue Bonds, Series 1991A and the General Obligation Recreation Facility Bonds, Series 1991C or any bonds issued to refund those Bonds, whichever event occurs sooner.

All other terms of the Ground Lease shall remain in full force and effect.

CITY OF MOORHEAD

BY: _____
Its Mayor

BY: _____
Its City Manager

INDEPENDENT SCHOOL DISTRICT
NO. 152

BY: _____
Its Chairperson, Board of Education

BY: _____
Its Clerk, Board of Education

BUSINESS SERVICES MEMO#: B01089



To: Dr. Larry P. Nybladh

From: Mark Weston *ML*

Date: May 2, 2001

RE: Authorization request to advertise for bids for School Bus Transportation Service

Our current agreement for School Bus Transportation Service expires June 30, 2001. It has been past practice of the Moorhead School District to secure bids for this service for a two year period with possible renegotiation for an additional two year period.

Suggested Resolution: Move to authorize the advertisement for bids for School Bus Transportation Service for the 2001-02 and 2002-03 school years with possible renegotiation for 2003-04 and 2004-05 school years.

MLW/krm

BUSINESS SERVICES MEMO#: B01093



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: May 8, 2001

RE: Variable Speed Drives and Controller Upgrades for Air Handling Units at the High School

The 2001-02 Annual Operating Plan called for the installation of variable speed drives and controller upgrades for the air handling units at the high school. Foss Associates have assembled bid specifications for the work. At this time I am recommending that we go out for bid on this project.

Suggested Resolution: Move to authorize the advertisement for bids relating to the purchase and installation of variable speed drives and controller upgrades for the air handling units at the high school.

MLW/krm

BUSINESS SERVICES MEMO#: B01092



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: May 8, 2001

RE: High School Track Repair

The 2001-02 Annual Operating Plan called for some repair work at the high school track. Foss Associates have assembled bid specifications for the work. At this time I am recommending that we go out for bid on this project.

Suggested Resolution: Move to authorize the advertisement for bids on repairs to the high school running track.

MLW/krm

BUSINESS SERVICES MEMO#: B01091



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: May 8, 2001

RE: High School Hot Water Conversion Tank Bid

The 2001-02 Annual Operating Plan called for the replacement of three hot water conversion tanks at the High School. Foss Associates have assembled bid specifications for the work. At this time I am recommending that we go out for bid on this project.

Suggested Resolution: Move to authorize the advertisement for bids on the three hot water conversion tanks for the high school.

MLW/krm

BUSINESS SERVICES MEMO#: B01090



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: May 8, 2001

RE: High School Parking Lot Bid

The 2001-02 Annual Operating Plan called for the resurfacing of a portion of the high school parking lot. Foss Associates have assembled bid specifications for the work. The project will not exceed the \$120,000 allocated in the AOP. At this time I am recommending that we go out for bid on this project.

Suggested Resolution: Move to authorize the advertisement for bids on the high school parking lot resurface.

MLW/krm

TO: Dr. Larry Nybladh

FROM: Ron  Nielsen

DATE: May 8, 2001

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:

Renee Renney Junior High Food Service, \$7.00 per hour, 2.75 hours daily, effective April 16, 2001. (Replace Cynthia Knutson)

Vicki Nelson COTA, EIS, B23 (0-2) \$10.90 per hour, 6.5 hours daily, effective May 21, 2001. (Replace Alyson Erbes)

Suggested Resolution: Move to approve the employment of Renee Renney and Vicki Nelson as presented.

RN:sh

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: May 8, 2001
SUBJECT: Resignation

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

Carol Bennett	English Teacher, Senior High, effective at the end of the 2000-2001 school year.
Ruben Garcia	Student Resource Coordinator, Senior High, effective May 31, 2001.
Chad Hagen	AS/400 Systems Analyst, Townsite Centre, effective May 11, 2001.
Carey Lyon	Title I Paraprofessional, Junior High, effective April 30, 2001.

Suggested Resolution: Move to accept the resignation of Carol Bennett, Ruben Garcia, Chad Hagen and Carey Lyon.

RN:sh

MEMORANDUM P 01.046

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: May 8, 2001
SUBJECT: Family/Medical Leave

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

Stacy Schroeder Special Education Teacher, Edison Elementary, to begin approximately August 19, 2001 and last 6 weeks, pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.

- Suggested Resolution: Move to approve the family/medical leave for Stacy Schroeder, pursuant to Article 38, Section 1 of the Teachers' 1999-2001 Master Agreement.

RN:sh

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

MEMBERS ABSENT: None

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

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

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

WE ARE PROUD:

*** **We Are Proud** of six Moorhead teams who placed first at the Moorhead Region Destination ImagiNation Tournament held March 10 at Moorhead High School.

Moorhead's Region Tournament is one of 10 Destination ImagiNation Region Tournaments in Minnesota. First-place winners from Moorhead's Region Tournament will represent the region at the Destination ImagiNation State Tournament on April 21, 2001, in Plymouth, Minn.

Moorhead teams that will represent the region at the state tournament are:

 Anonymously Yours - Elementary Level

 1st place: Probstfield Elementary School, Moorhead

 Team Members: Jessica Biller, Laura Gonshorowski, Elisabeth Hanson, Karly Pierce, Katie Cole, Megan Wixo, Andrea Haugen. Team Manager: Maggie Hanson

 Anonymously Yours - Middle Level

 1st place: Moorhead Junior High, Moorhead

 Team Members: Cassie Palmer, Christy Eickhoff, Rachel Jones, Mallory Swanson,

REGULAR MEETING
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Ryan Bacon, Lanae Preuss, Stephanie Storlie. Team Managers: John Jones and Beth Swanson

Dinamic Improv - Middle Level

1st place: Moorhead Junior High, Moorhead

Team Members: Pat Frost, Logan Werlinger, Neil Anderson, Sara Mogen, Erica Schierholz, Joel Witthoeft. Team Manager: Michele Mogen

Incredible TechEffects - Middle Level

1st place: Robert Asp School, Moorhead

Team Members: Jessamy Alto, Katherine Dickerson, Sarah Fremo, Caroline Moos, Clare Palmer. Team Manager: Charlene Alto

Mystery Loves Company - Elementary Level

1st place: Robert Asp School, Moorhead

Team Members: Tyler Iverson, Joel Preuss, Johan Anderson, Kaia Hoium, Madeleine Bailey, Brittney Just, Brianna Gaughan. Team Managers: Robin Morse-Bailey and Sandra Thompson

Triplicity - Elementary Level

1st place: Washington Elementary School, Moorhead

Team Members: Helen Zelaya, J.D. Thompson, Jillian Flom, Cassie Olson, Nick Friesen, Keleigh Van Dyke, George Matthys. Team Managers: J. Malcolm Thompson and Kristine Thompson

Destination ImagiNation is a creative problem-solving competition that emphasizes creativity, problem solving, budgeting, teamwork, improvisation, project management, presentation skills, research skills, application of knowledge, and confidence building.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: Ladwig commented on a communications received from the Moorhead Human Rights Commission.

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

Carl Perkins Funding - Accept the funding in the amount of \$3,564 through the Lakes Country Service Cooperative for instructional materials and supplies and substitute reimbursement for one staff member to attend a Modeling and Simulation workshop on April 10 in the amount of \$78.

Grant Application - Approve the IASA Title I - Private Equity Services grant application in the amount of \$2,327.95. Funds will be used for Title I services for nonpublic students attending St. Joseph School for the 2001-2002 school year.

Grants - Accept the grants from the Moorhead Area Education Foundation totaling \$1,923. Three of these grants were for Fall 2000 and two for Winter 2001.

Gift - Accept the following: \$782.07 from Target Stores to purchase miscellaneous supplies for Moorhead Senior High School; computer donation from Candace Allen valued at \$500 for use in the Elementary Media Center, and \$752.10 gift from Moorhead OM World Fund to be used for teams qualifying for World Finals Destination Imagination.

Lease - Approve the revised lease with TransEm which includes Suites 206.1 and 206.3 for a total lease amount of \$4,725, and for the period of November 1, 2000 through October 31, 2001.

Audit Proposal for School District Audits - Approve the audit proposal from Eide Bailly LLP for the audit for the next three fiscal years as follows: \$15,500 for 2001; \$15,750 for 2002; and \$16,000 for 2003.

Change in Retirement Date

Pat Suko - Media Specialist, Washington Elementary, from June 16, 2001 to June 1, 2001.

Family/Medical Leave

Stacey Irion - Custodian, Junior High School, from March 27, 2001 until on or around April 27, 2001, pursuant to Article IX, Section 3 of the Master Agreement for Custodians.

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Emily Nerland - Reading Teacher, Probstfield School, six month leave effective immediately, pursuant to Article 37, Sub. 7 of the Teachers' Master Agreement.

Resignation

Duane Hickel - POHI Paraprofessional, Senior High School, effective April 4, 2001.

Minutes - Approve the March 8 (special), March 12 (regular) and March 26 (regular) minutes as presented.

Claims - Approve the April Claims, subject to audit, in the amount of \$981, 145.44.

General Fund:	\$455,607.76
Food Service:	91,787.90
Transportation:	219,929.57
Community Service:	35,199.55
Capital Expenditure:	178,255.07
Townsite Centre:	14,255.07
TOTAL	\$981,145.44

Motion carried 7-0.

COMMITTEE REPORTS: Brief reports were heard regarding the Policy Review Committee, Joint Powers Committee, and Clay County Joint Powers Formal Agreement Subcommittee 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.)

Global Exchange Project with American School of Yaounde, Cameroon - Moorhead High School students Lee Richards and Maren Hulden provided a power point presentation and included their reflections on their trip to Cameroon through the American School of Yaounde.

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FIRST READING OF POLICIES: The Board conducted a first reading of the following policies: Equal Educational Opportunity (ACA), Community Involvement (KC), School/Community Relations (KA), Assurance of Mastery (IEA), Student Activities Travel (IGDK), and Review of School Board Performance (AFA).

RESOLUTION RELATING TO THE UNREQUESTED LEAVE OF ABSENCE OF TENURED TEACHERS: Thompson moved, seconded by Hastad, to approve the resolution directing administration to place the following named teachers on unrequested leave of absence pursuant to Minnesota Statute 122A.40, Subd. 10 and Article 22, Section 1 and 2 of the current Master Agreement between the School District and the exclusive representative:

	Current Contract	Reduction
Brian Meyer	1.00	.221
Sandy VanDyke	1.00	.20

Motion carried 7-0.

RESOLUTION RELATING TO THE OFFERING OF PART-TIME TEACHING CONTRACTS TO TENURED TEACHERS: Foss moved, seconded by Ladwig, to approve that the following full-time tenured teachers who were placed on unrequested leave of absence at the end of the 2000-2001 school year as provided in the School Board resolution adopted earlier in this meeting, shall be offered part-time teaching contracts for the 2001-2002 school year as described:

	Current Contract	Reduction	Contract Offer
Brian Meyer	1.00	.221	.779
Sandy VanDyke	1.00	.20	.80

Motion carried 7-0.

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF EXTRA-CURRICULAR DUTY ASSIGNMENT CONTRACTS:

Ladwig moved, seconded by Gustafson, to approve the termination of the following named extra-curricular duty assignments as in Appendix D of the current Master Agreement between the School District and the exclusive representative:

Amy Biller - Newspaper - Edison, .025
Maret Kashmark - Student Council - Edison, .040
Kathryn Ferreira - Swing Choir - Edison, .060
Vicki Breneman - Newspaper - Riverside, .026
Vicki Breneman - Student Council - Riverside, .040
Joan Degerness - Swing Choir - Riverside, .060
Del Larson - Video Club - Washington, .070

Motion carried 7-0.

RESOLUTION RELATING TO THE UNREQUESTED LEAVE OF ABSENCE OF THE ELEMENTARY ASSISTANT PRINCIPAL CONTRACT:

Thompson moved, seconded by Erickson, to approve the resolution directing administration to place the following named Elementary Assistant Principal on unrequested leave of absence due to discontinuance of position pursuant to Minnesota Statute 122A.40, Subd. 11:

Bert Chamberlain - Assistant Principal, 1.00 FTE, Robert Asp School

Motion carried 7-0.

RESOLUTION RELATING TO OFFERING A FULL-TIME TEACHING CONTRACT:

Thompson moved, seconded by Gustafson, to approve that the following named Elementary Assistant Principal placed on unrequested leave of absence at the end of 2000-2001 school year as provided in the School Board resolution adopted earlier in this meeting, shall be offered a full-time teaching contract (Physical Education 1.0 FTE) for the 2001-2002 school year pursuant to Minnesota Statute 122A.40, Subd 11:

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Bert Chamberlain - Physical Education, 1.0 FTE

Motion carried 7-0.

ADMINISTRATIVE SOFTWARE: Dan Markert provide a power point presentation related to the recommended administrative software and maintenance purchase. After lengthy discussion, Foss moved, seconded by Erickson, to approve contracts with Power School and Region I for the administrative software and maintenance. Ladwig moved to amend the motion as follows: Approve purchasing PowerSchool student management software system at approximately \$80,000 and a contract with Region I as the provider for the payroll, human resources, and finance software and maintenance at approximately \$34,325 through school year 2001-2002. Hastad seconded the amended motion. Motion carried 7-0. The amended main motion carried 6-1; Gustafson dissenting.

The meeting recessed at 9:49 p.m.; the Chair reconvened the meeting at 10 p.m.

SUPERINTENDENT'S RECOMMENDATION FOR A DECISION MAKING PROCESS:
A RESPONSE TO THE ORGANIZATIONAL STUDY REPORT: Dr. Nybladh presented A Proposal to the School Board of Moorhead Public Schools on a Recommendation to Proactively Address Primary Focus Areas Which Will Enhance the Educational Effectiveness, Economic Efficiency, and Future Position of Moorhead Public Schools Through Community Collaboration and Consensus Building.

CHANGE IN SCHOOL BOARD MEETING DATE: Hastad moved, seconded by Gustafson, to approve the change in the second School Board meeting date to Tuesday, May 29, 2001 at 7 p.m. in the Townsite Centre Board Room. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Cummings commented on the Inventor's Fair at George Washington School scheduled for Tuesday, April 10 and requested that the completed superintendent's annual evaluation forms be turned in as soon as possible.

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ADJOURNMENT: Hearing no objections, the meeting adjourned at 10:35 p.m.

Carol Ladwig, Clerk

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

MEMBERS ABSENT: Mark Gustafson and Anton B. Hastad.

CALL TO ORDER: Chairwoman Foss called the meeting to order at 7:16 p.m. and led everyone in attendance with the Pledge of Allegiance.

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

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

WE ARE PROUD:

*** **We Are Proud** of the Moorhead Junior High School team who took first place honors at the Regional Science Olympiad Tournament held at Moorhead State University on February 2. The Junior High Science Olympiad Team coach is Mick Garrett.

Regional team members included:

Jon Hulett	Sam Cameron
Brad Rassier	Dana Rognlie
Stephen Zitzow	Cristy Adkins
Matt Hulett	Jonathan Schultz
Dan Kennedy	Ben Hanna
Alex Stalboerger	Dan Wheeler
Lauren McDermott	

Additional state team members include:

Zack Kenz	Adam Klinnert
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Additional honors were won at the State Science Olympiad Tournament on March 10th, at the University of St. Thomas. The following medals were won in the events below and deserve special recognition:

Gold Medals in Metric Estimation: Dana Rognlie & Lauren McDermott

Silver Medals in Rocks and Minerals: Lauren McDermott & Matt Hulett

Silver Medals in Road Scholar: Dan Kennedy & Ben Hanna

Bronze Medals in Dynamic Planet: Zack Kenz & Ben Hanna

Bronze Medals in Life Science Lab: Stephen Zitzow & Sam Cameron

*** **We Are Proud** of several district employees whose work was recognized at the Minnesota School Public Relations Association's (MinnSPRA) spring conference on March 23, 2001, in Minneapolis.

Moorhead Community Education's fall catalog was named the Award of Excellence winner in the Community Education catalog of classes/services category for districts of 3,000-6,500 students. Judges indicated that the catalog included an attention-getting cover, a good use of graphics, and clear registration information. The Community Education catalog is coordinated by Karen Nitzkowski, Community Education program coordinator.

- Pam Enz, communications coordinator for the district, received the Bruce Bauer Scholarship Award. MinnSPRA's Bruce Bauer Scholarship Award pays \$500 toward expenses for attendance at the national NSPRA (National School Public Relations Association) seminar. The 2001 NSPRA seminar will be held July 8-11, 2001, in Minneapolis.

The district also received a Certificate of Merit in the marketing material category of the communications contest for its CD-Rom presentation, "A Window of Opportunities." Pam Enz, communications coordinator, Jim Lund, supervisor of planning, assessment and online resources, Lauri Winterfeldt-Shanks, supervisor of educational programs, and several students in the Coral Web Studio produced the presentation last spring.

Each year, the Minnesota School Public Relations Association honors school communicators for their work in school public relations.

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MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Grant Applications - Approve the requests for \$50,968 in Discretionary Funding as a part of the Prevention and Intervention Delinquent Programs - P.L. 103-382 grant and \$42,775 in Discretionary Funding as part of the Education for Homeless Children and Youth - P.L. 101-646 grant.

Grant Amendment - Approve utilization of IASA Consolidated carryover and unobligated funds of \$86,932 for summer programming, staff development, technology purchases, and supplies.

Carl Perkins Funding - Accept the \$4,300 from Carl Perkins funding through the Lakes Country Service Cooperative for one digital video camcorder and one video data projector for use in Moorhead High's Business Occupations and Work Experience Disadvantaged programs.

Resignation

Pam Becker - Principal, Washington Elementary, effective June 30, 2001.

Motion carried 5-0.

Ladwig and Thompson commented on how they regretfully accepted Ms. Becker's resignation and thanked her for her leadership and dedication to George Washington Elementary School.

COMMITTEE REPORTS: Brief reports were heard related to the Youth Advisory Council, Superintendent's Advisory Council, Wellness Committee, Interagency Early Intervention, Activities Council, and Clay County Joint Powers Collaborative meetings. Cummings also commented and asked board members to review the distributed information related to the Minnesota System of Interagency Coordination (MnSIC).

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 23, 2001
PAGE 4

MAJOR MAGNITUDE FIELD TRIP: Ladwig moved, seconded by Foss, to approve the Moorhead Sixth Grade Orchestra - Robert Asp students to travel to Chicago on December 17-19, 2001 to perform at the International Band and Orchestra Clinic at the Chicago Hilton and Convention Center. Motion carried 5-0.

EARLY INTERVENTION SERVICE PROGRAM: Foss moved, seconded by Thompson, to approve that the Moorhead Public School District #152 will operate the Early Intervention Services program for the 2001-2002 school year and give notice to the Lakes Country Service Cooperative that the District no longer desires to contract for Early Intervention Services and is withdrawing from that program with the Lakes Country Service Cooperative after the 2000-01 school year. Motion carried 5-0.

APPROVAL OF POLICY: Foss moved, seconded by Ladwig, to approve the policy, Evaluation of School Board (AFA), as presented. Motion carried 5-0.

APPROVAL OF POLICY: Ladwig moved, seconded by Thompson, to approve the policy, Equal Educational Opportunity (ACA), as presented. Motion carried 5-0.

APPROVAL OF POLICY: Erickson moved, seconded by Ladwig, to approve the policy, Assurance of Mastery (IEA), as presented. Motion carried 5-0.

APPROVAL OF POLICY: Ladwig moved, seconded by Foss, to approve the policy, Student Activities Travel (IGDK), as presented. Motion carried.

APPROVAL OF POLICY: Thompson moved, seconded by Foss, to approve the policy, School/Community Relations (KA), as presented. Motion carried 5-0.

APPROVAL OF POLICY: Foss moved, seconded by Erickson, to approve the policy, Community Involvement (KC), as presented. Motion carried 5-0.

REGULAR MEETING
BOARD OF EDUCATION
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APPROVAL OF RECOMMENDATION FOR A DECISION MAKING PROCESS: A RESPONSE TO THE ORGANIZATIONAL STUDY REPORT: Erickson moved, seconded by Foss, to approve the Recommendation for a Decision Making Process: A Response to the Organizational Study Report and direct the administration to commence with the decision making process. Motion carried 5-0.

Audience member Bill Tomhave, 4315 Rivershore Drive South, commented that he felt it was imperative that Task Forces include a broad spectrum of community involvement.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Board members scheduled the School Board Retirement Tea for Monday, May 14 at 5:30 p.m. in the Townsite Centre Board Room to honor this year's retirees. A Human Rights Commission meeting is scheduled for April 26 at 7 p.m. at the Hjemkomst and a Moorhead Human Rights presentation on hate crimes is also scheduled for April 26 at Moorhead Senior High School.

CLOSE PUBLIC MEETING: Ladwig moved, seconded by Thompson, to close the public meeting at 8:10 p.m., pursuant to M.S. 471.705 for the purpose of discussing negotiations strategies. Motion carried 5-0.

The meeting recessed at 8:11 p.m.; the Chair reconvened the meeting at 8:20 p.m.

OPEN PUBLIC MEETING: Erickson moved, seconded by Ladwig, to reopen the public meeting at 9:22 p.m. Motion carried 5-0.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:23 p.m.

Carol Ladwig, Clerk

MEMO #: I-01-223



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Dialogue
DATE: May 7, 2001

The Destination Imagination team of Jessica Biller, Katie Cole, Laura Gonshorowski, Elisabeth Hanson, Andrea Haugen, Karly Pierce and Megan Wixo will be representing Moorhead and the state of Minnesota in Knoxville, Tennessee. The team placed first at the Minnesota State competition, April 21, in Plymouth, MN.

The competition will be held on the campus of the University of Tennessee May 23, 2001.

Destination ImagiNation is an international organization that works with kindergarten through college aged kids to foster critical thinking and team based creative problem solving. The team started working on its eight minute production late last year. They are required to produce a creative solution to one of the DI category problems utilizing team creativity and individual talents woven together to create an original play about an anonymous artist. All props, costumes, staging, and mechanical devise must be designed and created by team members. No team can spend more than \$100 on the materials utilized and strict budget keeping procedures are assessed. In addition to the 'production' aspect of the competition, teams are also judged on team creative responses to 'impromptu' problems posed by judges.

Destination Imagination focuses on creativity (brainstorming, creative & critical thinking skills), teamwork (budgeting, life skills, research skills), problem solving (project management, knowledge application, confidence), and is intended to be "student centered" and FUN. Though teams have adult team managers, no adult ideas are permitted as the team goes through the process of creating their solutions and productions.

The attached brochure provides additional information about this team.

LAK/smw
Attachments

MOORHEAD KIDS GOING TO WORLDS!

Seven energetic third- and fourth-graders from Moorhead just took first place at the state Destination Imagination competition. With their victory they won the opportunity to represent Moorhead and the State of Minnesota in the 2001 Destination Imagination World Finals at the University of Tennessee in Knoxville! We hope that you, as friends and family, will help with this exciting event!



Destination Imagination (DI) is an international program dedicated to the enhancement of creative problem solving, team and sportsmanship skills.

The Global Finals in Knoxville brings together kids from many different countries in a spirit of friendship and friendly competition. Over 700 teams will be participating.

More than the competition is the excitement of meeting kids from around the world who have DI in common. Language and cultural barriers disappear and friendships are born.

This team from Probstfield Elementary School has put in hundreds of hours to develop a solution to a challenge ... creating an original play about an anonymous artist. They recreated a piece of artwork, composed music, designed sets and painted unique blankets as part of

their costumes. They took first place in their division at the Moorhead Regional DI Tournament and placed first at the Minnesota State DI Competition on April 21, 2001, earning the honor to attend the 2001 DI World Finals.

Now the team has only three weeks to raise the \$10,000 needed to send team members and coaches to this event and make this dream a reality. Please help make this happen.

Thank you for your consideration!

Your Destination Imagination Friends,
Jessica Biller and her parents,
Greg and Amy Biller

Katie Cole and her parents,
D.C. and Kathy Cole

Laura Gonshorowski and her parents,
Mike Gonshorowski and Su Botner

Elisabeth Hanson and her parents,
Bruce and Maggie Hanson

Andrea Haugen and her parents,
Dean and Pat Haugen

Karly Pierce and her parents,
Frank and Mary Pierce

Megan Wixo and her parents,
Darrin and Cindy Wixo



**Our deadline is
approaching quickly.
Our registration and
full payment is due
May 15!**

Please complete the following and check the appropriate box. (Please print)

Name or Company _____

Address _____

City _____ State _____ Zip _____

Contact Person/Phone _____

☐ Preparing for landing
in Knoxville!

\$200

☐ Boarding the plane!

\$100

☐ Packing our bags!

\$50

☐ Making reservations!

\$25

☐ Other _____

Make check payable to: **Moorhead DI World Fund**. Send to: Moorhead DI World Fund c/o Amy Biller, 3221 Village Green Drive, Moorhead, MN 56560.

Note: If you can make a monetary commitment and the check will come later, just send in the form and we will contact you later.



**MOORHEAD KIDS
GOING TO WORLDS!**



**MOORHEAD KIDS
GOING TO WORLDS!**

MEMO #: I-01-224



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Dialogue - Work Sampling

DATE: May 7, 2001

Sarah King and Sandy Kortan will present information on Work Sampling. The attached information will provide a background on work sampling.

Kindergarten teachers at Washington and Edison have been using the work sampling system for Title 1 students. Sarah King and Sandy Kortan will present a timeline for continued implementation in the Moorhead District.

LAK/smw
Attachment



Work Sampling System Questions and Answers June 2000

What is the Work Sampling System?

The Work Sampling System (WSS) is a comprehensive way to evaluate and keep track of children's learning and progress in school. It provides a framework for systematic observation over time of children's knowledge, skills and abilities demonstrated during regular classroom activities. Students are observed and their progress recorded three times a year – fall, winter and spring.

Why is Title I implementing a statewide assessment?

Assessment is required by Title I legislation. Districts have the responsibility to comply with the assessment and reporting requirements. The legislation requires that assessment be developmentally appropriate, consistent with the state's standards, and able to be aggregated. At grade 3, the Minnesota Comprehensive Assessment provides information about students at the state level. However, at grades K-2, there are no statewide assessments, yet approximately 65% of the children receiving services through Title I in Minnesota are in these grades.

Why was WSS selected as the assessment instrument for K-2 students?

Because WSS is a developmentally appropriate instrument that uses multiple measures of student progress over time and is consistent with the state's high standards, it meets the requirement for Title I assessment. In addition, WSS is so closely aligned to Minnesota's high standards, the use of this system should provide teachers with substantial evidence for assessing students' performance toward meeting the Primary Standards. The WSS documents can also meet the record keeping requirements associated with the graduation standards rule. Districts can determine how to coordinate the requirements and record keeping.

What schools are required to participate in WSS?

Schools that serve Title I students in grades K-2 will be required to participate in the WSS. Non-Title I schools may participate on a voluntary basis.

Which students need to participate in the WSS observation?

Observation and completion of the checklist is required for Title I students in grades served by Title I. If a particular grade level isn't served with Title I, then Title I does not require that students in that grade be assessed with WSS.

Because assessing Title I students in isolation from their peers is not a good instructional practice, all students in K-2 classrooms containing Title I students may participate, at Title I expense, in the WSS, even in targeted assistance schools. All K-2 students in schoolwide schools will participate. Title I students attending non-public schools are not required to participate.

Who needs to be trained?

Because the teacher who has the most opportunity to observe the student in the regular classroom setting needs to conduct the observation, regular K-2 classroom teachers need to be trained.

Can Title I teachers receive WSS training?

Title I staff may assist in the observation process, under the direction of the classroom teacher, so therefore, Title I staff may receive training after the regular classroom teachers in Title I schools have been trained.

How much will WSS cost?

The initial two days of training (one day of training, one day of follow-up training) sponsored by the Department of Children, Families & Learning is \$180 per person. This includes the cost of the training and materials used in the training. Travel expenses will depend on the training site selected, and the district's own reimbursement and substitute policies. Some districts may choose to send a staff person to an Institute on Teaching Others to Teach WSS and develop their own in-house training for WSS. Other districts may decide to contract directly with a Work Sampling trainer. In these last two examples, districts would purchase materials for teachers. Harcourt Brace has developed pricing for this initiative and has distributed information to school districts in the state about ordering training materials and checklists.

How will the district pay for the training and materials?

Costs for training for teachers (including travel expenses and substitutes) in Title I schools may be paid with funds from Titles I, II or VI, Goals 2000, Class Size Reduction, state Basic Skills Revenue, local staff development funds, or regular state/local funds. Checklists and other materials needed to implement the system may be paid with Title I, Title VI, Goals 2000, Basic Skills Revenue or regular state/local funds. Costs for training and materials in non-Title I schools may be paid with Title II (training and travel expenses only), Title VI, Goals 2000, Basic Skills Revenue, local staff development funds or regular state/local funds.

When does WSS need to be implemented?

Districts will be given a total of five years to phase in the WSS. Training for Kindergarten teachers will begin during the 1999-2000 school year and continue into the 2000-2001 school year. Observation of Kindergarten students and use of the checklist will no later than January 2001. Reporting of results from Kindergarten observations will begin at the end of the 2000-2001 school year.

Training for first grade teachers (and training for new Kindergarten teachers) will begin during the 2000-2001 school year, and continue in the 2001-2002 school year. Observation of first grade students and use of the checklist will begin as early as fall of 2001 and no later than January 2002. Reporting of results from grades K and 1 will begin at the end of the 2001-2002 school year.

Training for second grade teachers (and new Kindergarten and first grade teachers) will be held during the 2002-2003 school year. Observation and use of the checklist for second grade students will begin as soon as fall of 2002 and no later than January 2003. Reporting of results from grades K, 1 and 2 will begin at the end of the 2002-2003 school year. By fall of school year 2003-2004 all K-2 Title I students will participate in the WSS on a fall-winter-spring observation, recording and reporting cycle.

After the 2002-2003 school year, training for new primary teachers will be provided through the regular WSS training schedule. If teachers change grade level over the years, they do not need to attend a second initial training on WSS.

What information will need to be reported?

Aggregated student averages for each of the three domains will be reported by building. For example, the average student performance for each domain is the sum of the student's ratings for performance indicators within the domain divided by the number of performance indicators in that domain. The building average is the sum of the average student ratings divided by the number of students. If students receive Title I services only a portion of the year, their results should be included in the data for the period they received services. If a district is using WSS with all students in a grade level (Title I and others), the district will have the option of reporting the average scores either from just the Title I students or the class as a whole. While this system will be an integral part of the Title I assessment, we do not anticipate including results from WSS in the definition of adequate yearly progress. The information will be used to comply with Federal assessment and reporting requirements. Both CFL psychometricians and the WSS developer recommended this reporting format.

Can I use the Work Sampling System to select students for Title I?

The instruments and processes used for WSS may be one of the measures used to select Title I students as well as assessing and reporting their progress. Other criteria such as teacher judgment and parent interview should also be used for selection. WSS is not required for selection of students.

How can I support my teachers using WSS after they have been trained?

Institutes on Teaching Others How to Teach WSS and provide ongoing in-district support will be offered periodically. School districts that have three or more elementary schools are encouraged to consider having a staff member attend an Institute. Districts can develop their own follow-up workshops by contracting with Work Sampling trainers. It is anticipated that topics related to Work Sampling implementation will be included in Title I conferences or as workshops. Work Sampling also operates a website (www.rebusinc.com) and publishes a quarterly newsletter. Teachers taking the initial training may subscribe to the newsletter by filling out the postcard included in the box of teacher materials.

MEMO #: P.01.049

TO: Dr. Larry P. Nybladh, Supt.

FROM: Ron Nielsen, Director of Human Resources



DATE: May 9, 2001

RE: Resolution Placing Tenured Teachers on Unrequested Leave of Absence

Consider the attached resolution placing tenured teachers listed below on unrequested leave of absence. This finalizes the statutory requirements of M.S. 122A.40

Chris Haugen
Brian Meyer
Sandy VanDyke

Suggested Resolution: Move to approve the final placement of tenured teachers on unrequested leave of absence according to M.S. 122A.40, Subd. 10 and Article 22, Section 1 and 2 of the current Master Agreement between the School District and the exclusive representative.

ig

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PLACING
«Name»
ON UNREQUESTED LEAVE OF ABSENCE

WHEREAS, the School Board of Independent School District No. 152 adopted a resolution proposing placement of «Name» on unrequested leave of absence on May 14, 2001, on the grounds of discontinuance of position, lack of pupils and financial limitations; and

WHEREAS, said written notice of the proposed placement on unrequested leave was received by «Name» by certified mail (or personal service) on April 11, 2001, and

WHEREAS, said written notice of the proposed placement on unrequested leave contained a statement setting forth the reasons for the proposed placement as well as a statement that he (she) was entitled to a hearing before the school board provided he (she) make a request in writing within fourteen days of receipt of said notice, and that if no hearing was requested within said fourteen day period it constituted acquiescence by «Name» to the school board's proposed action, and

WHEREAS, no written request of any kind was received by the school board or superintendent of schools from «Name» for hearing as of May 14, 2000 and

WHEREAS, said failure to make written request for a hearing within fourteen days after receipt of notice of proposed placement on unrequested leave constitutes acquiescence by «Name» to his (her) placement of unrequested leave.

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 152 that «Name» be and hereby is placed on unrequested leave of absence as a teacher of Independent School District No. 152 on the grounds of discontinuance of position, lack of pupils and financial limitations, effective at the end of the 2000-2001 school year on June 30, 2001 pursuant to Minnesota Statutes, Sec. 122A.40, subd. 10 and Article 22, Section 1 and 2 of the 1999-2001 Teacher Master Agreement without pay or fringe benefits.

BE IT FURTHER RESOLVED, that a notice of placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher by certified mail or personally and that an affidavit of same be placed in his/her file, together with a copy of the notice and resolution.

The motion for the adoption of the foregoing resolution was duly seconded by

Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

MEMO #: P.01.050

TO: Dr. Larry P. Nybladh, Supt.

FROM: Ron Nielsen, Director of Human Resources



DATE: May 9, 2001

RE: Resolution Placing Elementary Assistant Principal on Unrequested Leave of Absence

Consider the attached resolution placing the tenured elementary assistant principal as listed below on unrequested leave of absence due to the discontinuance of the position.

Bert Chamberlain

Suggested Resolution: Move to approve the attached resolution placing the above tenured elementary assistant principal on unrequested leave of absence due to discontinuance of position pursuant to M.S. 122A.40, Subd. 11.

ig

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PLACING
«Name»
ON UNREQUESTED LEAVE OF ABSENCE

WHEREAS, the School Board of Independent School District No. 152 adopted a resolution proposing placement of «Name» on unrequested leave of absence on May 14, 2001, on the grounds of discontinuance of position, lack of pupils and financial limitations; and

WHEREAS, said written notice of the proposed placement on unrequested leave was received by «Name» by certified mail (or personal service) on April 11, 2001, and

WHEREAS, said written notice of the proposed placement on unrequested leave contained a statement setting forth the reasons for the proposed placement as well as a statement that he (she) was entitled to a hearing before the school board provided he (she) make a request in writing within fourteen days of receipt of said notice, and that if no hearing was requested within said fourteen day period it constituted acquiescence by «Name» to the school board's proposed action, and

WHEREAS, no written request of any kind was received by the school board or superintendent of schools from «Name» for hearing as of May 14, 2000 and

WHEREAS, said failure to make written request for a hearing within fourteen days after receipt of notice of proposed placement on unrequested leave constitutes acquiescence by «Name» to his (her) placement of unrequested leave.

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 152 that «Name» be and hereby is placed on unrequested leave of absence as an elementary assistant principal of Independent School District No. 152 on the grounds of discontinuance of position, lack of pupils and financial limitations, effective at the end of the 2000-2001 school year on June 30, 2001 pursuant to Minnesota Statutes, Sec. 122A.40, subd. 11.

BE IT FURTHER RESOLVED, that a notice of placement on unrequested leave, together with a copy of this resolution be forwarded to said elementary assistant principal by certified mail or personally and that an affidavit of same be placed in his/her file, together with a copy of the notice and resolution.

The motion for the adoption of the foregoing resolution was duly seconded by

Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

S-M9-B05

MIN

5-29-01

INDEPENDENT SCHOOL DISTRICT #152

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

May 29, 2001

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 Jace Lahlum, Moorhead Senior High mathematics teacher, for receiving the Rose-Hulman Outstanding Teacher Award. The Rose-Hulman Outstanding Teacher Award is an award given annually to mathematics and science teachers in the United States. The winner or winners are chosen by the faculty and staff of the Rose-Hulman Institute of Technology located in Terre Haute, Indiana. Rose-Hulman is the highest rated college or university in the nation specializing in mathematics, science or engineering related curriculum. Recognition of the

SCHOOL BOARD AGENDA - May 29, 2001

PAGE 2

Outstanding Teacher Award took place at an Honors and Awards Banquet and included a \$500 honorarium to cover travel expenses.

***** We Are Proud** of two Moorhead High School teams that competed in the second annual Great Plains Economics Challenge at Minnesota State University - Moorhead in April. The team of Troy Seelhammer, Todd Seelhammer, Ryan Schumacher, Robert Bekkerus, and Chris Richards placed first in the large school category.

By placing first, the team qualified to compete in the May 21, 2001, division contest at the Federal Reserve Bank in Minneapolis.

The Challenge required students to complete a four-part test of economics knowledge covering micro and macroeconomics, global economics, and current economic events.

Senior Chris Richards won first place in the individual competition for having the highest individual score on all four tests. Senior Troy Seelhammer took second place and junior Same Boggs received fourth in the individual competition.

Moorhead High teacher Brian Dinda serves as coach for the economics team.

***** We Are Proud** of the sixth-grade team from Robert Asp for placing first out of 60 teams in Minnesota in this year's Minnesota Mathematics League competition. Team members are Andrew Chen, Paul Lillehaugen, Moriah Thielges, Spencer Hilde, Andrew Burns, and Sebastian Wai.

The Robert Asp team finished with 156 points ahead of second place Wayzata Central Middle School with 151 points.

In the individual competition, Andrew Chen placed first in the state and Paul Lillehaugen placed third in the state.

Students in Rick Eidsness and Shari Krchnavy's advanced math classes take the 30-minute individual test for the math league competition.

SCHOOL BOARD AGENDA - May 29, 2001

PAGE 3

*** We Are Proud of ten Moorhead High School students who qualified for the May 5, 2001, State History Day.

At the State History Day competition, Sarah Anderson received the "Women in History" award for her individual performance, "Courage: A Girl, A Plane, A Dream." Carissa Wolf received an honorable mention for her individual performance, "The True Story of Alaska's Interior." Sara Helgren, Holly Burd and Barbi Strnad received an honorable mention for their group performance, "Minnesota Steps for Suffrage: A Woman's Frontier."

The other students who qualified for State History Day were Krista Bauman in exhibit, Katie Torpen in exhibit, and Kim Le, Molly Dowling and John Anderson in group documentary.

The state competition is part of the National History Day program. Students study topics related to an annual theme and present their research in the form of papers, media presentations, performances or exhibits. This year, students completed projects pertaining to the theme Frontiers in History.

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

2. CONSENT AGENDA

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

- A. TEACHING LEARNING MATTERS - Kovash
 - (1) Acceptance of Gifts - Page 8

SCHOOL BOARD AGENDA - May 29, 2001

PAGE 4

B. SYSTEM SUPPORT MATTERS - Weston

- (1) Approval of Advertisement for Milk and Bread Bids - Page 9

C. HUMAN RESOURCE MATTERS- Nielsen

- (1) Acceptance of Early Retirements - Page 10
(2) Acceptance of Resignations - Page 11
(3) Approval of Family Medical Leave - Page 12

D. SUPERINTENDENT MATTERS - Nybladh

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

Moved by _____ Seconded by _____

Comments _____

3. COMMITTEE REPORTS

4. SUPERINTENDENT'S ANNUAL EVALUATION: Cummings

Suggested Resolution: Move to record that pursuant to M.S. 471.705 the Superintendent's Annual Evaluation was completed on Monday, May 14, 2001.

Moved by _____ Seconded by _____

Comments _____

5. FIRST READING OF POLICIES: Nybladh

Pages 13-94

Conduct a first reading of the following policies: Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches (JFGA); Student Discipline (JG); Communicable Diseases and Infectious Conditions (JHCC); Immunization Requirements (JHCB); Search of Student Lockers, Desks, Personal Possessions and Student Person (JFG); Student Transportation Safety (EEAE); Instruction and Curriculum Advisory Committee (AFE); School District Copyright Policy (EEGA); Reimbursement for Travel, Professional Meetings and Conferences (DLC); Tobacco Free (JFCG); Family and Medical Leave (GPFE); and Student Disability Nondiscrimination (JBA).

SCHOOL BOARD AGENDA - May 29, 2001
PAGE 5

6. **SENIOR HIGH SOUND SYSTEM BID AUTHORIZATION:** Weston

Page 95

Suggested Resolution: Move to authorize the advertisement for bids on an upgrade to the sound system at the Senior High School Auditorium.

Moved by _____ Seconded by _____

Comments _____

7. **SECONDARY SUMMER SCHOOL PROGRAMS:** Kovash

Pages 96-105

Suggested Resolution: Move to receive the Secondary Summer School Program information as presented and to approve the employment of summer school staff contingent upon student enrollment.

Moved by _____ Seconded by _____

Comments _____

8. **CURRENT/FUTURE FACILITY ANALYSIS:** Weston

Pages 106-112

Suggested Resolution: Move to advertise for proposals of an educational facility analysis.

Moved by _____ Seconded by _____

Comments _____

9. **EXCEL SUMMER PROGRAM:** Kovash

Pages 113-120

Suggested Resolution: Move to approve the Excel Summer Term as described and hiring of teaching staff contingent upon enrollment.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - May 29, 2001
PAGE 6

10. **SPECIAL EDUCATION EXTENDED SCHOOL YEAR PROGRAM**: Kovash
Pages 121-122

Suggested Resolution: Move to receive the Special Education Extended School Year Program information and to approve the employment of extended school year staff contingent upon student enrollment.

Moved by _____ Seconded by _____
Comments _____

11. **BASIC STANDARDS TESTING REPORT**: Kovash
Page 123

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

13. **CLOSE PUBLIC MEETING**: Cummings

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 _____

14. **OPEN PUBLIC MEETING**: Cummings

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

Moved by _____ Seconded by _____
Comments _____

15. **ADJOURNMENT**

SCHOOL BOARD AGENDA - May 29, 2001
PAGE 7

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Last Day of Schl for Students	June 1		
Graduation	June 3	2 pm	Concordia
Last Day for K-12 Staff	June 4		
Workshops			
Joint Powers Committee	June 7	7 am	Board Room
School Board	June 11	7 pm	Board Room
School Board	June 25	7 pm	Board Room
School Board	July 9	7 pm	Board Room
School Board	July 23	7 pm	Board Room
School Board	August 13	7 pm	Board Room
School Board	August 27	7 pm	Board Room

MEMO #: I-01-236



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Gift Acceptance

DATE: May 21, 2001

Community Education has received \$120.00 from the Altrusa Club of Fargo. Altrusa Club of Fargo requests that the money be used for GED test fees for disadvantaged adults in our community.

The district has received a donation of \$12.65 from Bert Chamberlain for the Targeted Service Program.

SUGGESTED RESOLUTION: Move to accept the gift of money from Altrusa Club of Fargo in the amount of \$120.00 to be used for GED test fees for disadvantaged adults in our community and the donation of \$12.65 from Bert Chamberlain for the Targeted Service Program.

LAK/smw

MEMORANDUM P 01.052

TO: Dr. Larry Nybladh
FROM: Ron Hansen
DATE: May 21, 2001
SUBJECT: Early Retirement

The administration requests approval of the Early Retirement of the following persons:

Jace Lahlum	Math Teacher, Senior High, effective May 31, 2001, pursuant to Article 35, Section 1, Subd. 2 of the Teachers' 1999-2001 Master Agreement.
Carol Gallatin	MSMI Paraprofessional, Robert Asp, effective August 31, 2001.

Suggested Resolution: Move to accept the Early Retirement for Jace Lahlum, pursuant to Article 35, Section 1, Subd. 2 of the Teachers' 1999-2001 Master Agreement and Carol Gallatin, pursuant to Article IX, Section 2 of the Paraprofessional Master Agreement.

RN:sh

BUSINESS SERVICES MEMO#: B01098



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: May 21, 2001

RE: Authorization Request to Advertise for Bids for Milk and Bread

It has been past practice of the Moorhead School District to secure bids for the purchase of milk and bread products. Food Services is requesting authorization to advertise for bids for milk and bread products for the 2001-2002 school term.

Suggested Resolution: Move to authorize the advertisement for bids for milk and bread products for the 2001-2002 school term.

MLW/krm

MEMORANDUM F 01 054

TO: Dr. Larry Nybladh
FROM: Ron Nilsen
DATE: May 21, 2001
SUBJECT: Family/Medical Leave

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

Jane Butler Special Education Teacher, Washington, to begin immediately until released by physician.

Suggested Resolution: Move to approve the family/medical leave for Jane Butler, pursuant to Article 37, Section 2, Subd. 1 of the Teachers' 1999-2001 Master Agreement.

RN:sh

TO: Dr. Larry Nybladh
FROM: Ron Nelsen
DATE: May 21, 2001
SUBJECT: Resignations

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

Patty Gulsvig	Social Studies Teacher, Junior High, effective at the close of the 2000-2001 school year.
Ramona Svercl	MMMI Teacher, Junior High, effective June 1, 2001.
Lynette Hallman	Secretary, Community Education, effective May 24, 2001.
Gloria Hernandez	Hall Monitor, Junior High, effective June 1, 2001.
Becky Brockberg	Food Service, Junior High, effective at the end of the school year.
Bernice Whaley	Food Service, Riverside School, effective at the end of the school year.

Suggested Resolution: Move to accept the resignation of Patty Gulsvig, Ramona Svercl, Lynette Hallman, Gloria Hernandez, Becky Brockberg and Bernice Whaley.

RN:sh

MEMO #: S-01-103

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent L P N

DATE: May 21, 2001

RE: First Reading of Policies

Attached please find the policies: Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches (JFGA); Student Discipline (JG); Communicable Diseases and Infectious Conditions (JHCC); Immunization Requirements (JHCB); Search of Student Lockers, Desks, Personal Possessions and Student Person (JFG); Student Transportation Safety (EEAE); Instruction and Curriculum Advisory Committee (AFE); School District Copyright Policy (EEGA); Reimbursement for Travel, Professional Meetings and Conferences (DLC); Tobacco Free (JFCG); Family and Medical Leave (GBEE); and Student Disability Nondiscrimination (JBA).

The Policy Review Committee recommends approval of each policy.

:mde

Attachments

C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

D. "School district location" means property is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location.

IV. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving motor vehicles to Moorhead Senior High School may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways or in other designated areas, [e.g. staff, visitors or busing lanes.]

VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: JFGA

DATE ADOPTED:

REVIEWED/REVISED

STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS,
INSPECTIONS AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the Moorhead Area Public Schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Moorhead Area Public School District to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U.S. Const., amend. IV

Minn. Const., art. I, 10

Minn. Stat. 123B.02 (Independent School District Specific Powers and Duties)

New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct 733, 83 L.Ed.2d 720 (1985)

Cross Reference: Moorhead Policy ~~JECK~~ JFCH Drug-Free Workplace/Drug-Free School

Moorhead Policy JFG Search of Student Lockers, Desks, Personal Possessions and Student's Person

Moorhead Policy JK Discipline

students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle.

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and /or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and /or Seizures.

It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy.

D. Seizure of Contraband.

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy.

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES STUDENT USE OF MOTOR VEHICLES

Students are permitted to use their vehicles during assigned lunch period for off-campus purposes, or for off-campus school programs during assigned times. Operating a motor vehicle on school property is a privilege not a right and necessitates safe driving in accordance with the law and conditions.

counselor, teacher, or other school official.

3. To fair, consistent uniformity of application of rules without discrimination or bias within the learning environment.
4. To air grievances, problems and concerns through legitimate channels and to propose changes in rules or policy through channels provided by the schools for all students.
5. To express opinions and feelings as well as criticisms without violating the rights of others and to make choices through appropriate means.
6. To privacy regarding school records consistent with legal requirements.
7. To privacy and security in his/her persons, papers, and effects.
8. To be informed orally or in writing of any disciplinary charges and corrective measures in a manner consistent with the Pupil Fair Dismissal Act.
9. To be allowed to present his/her version of an incident in question in a fair hearing before any consequences are determined.
10. To expect a safe, stimulating, and productive learning environment without interruptions, disruptions, or distractions from within or without the classroom setting.
11. To have equal access to student activities and organizations.
12. To be informed of all policies, rules, and regulations he/she shall be expected to follow in the classroom, building, and district via an easily understood form using written, visual, and oral approaches as necessary.
13. To homebound instruction when extended absence is due to medical reasons.
14. To make up within prescribed timelines work missed during any excused absence without discrimination or harassment.
15. To be treated with dignity and respect by all members of the school community.
16. To avail himself/herself of the counseling services provided by the school district.
17. To choose his/her own manner of dress and personal grooming unless it presents a clear

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: ~~JK~~ JG

DATE ADOPTED: 06/13/89

REVISED: 06/08/98

STUDENT DISCIPLINE

I. STATEMENT OF PHILOSOPHY PURPOSE

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

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

II. RIGHTS AND RESPONSIBILITIES OF STUDENTS

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

Rights of Students

Every student has the right...

1. To citizenship in the school community as granted by the U.S. Constitution and the State of Minnesota. Civil rights may not be abridged, obstructed, or in any other way altered, except in accordance with due process of law.
2. To freedom from harassment due to gender, religion, culture, disability, race, sexual orientation, and/or age and to seek redress of such infractions by reporting such harassment to a principal,

12. To refrain from bringing onto school property or to school-sponsored events any materials or items which would cause, or tend to cause, a disruptive activity or endanger the health of students or other persons. Students should note that lockers are school property and may be searched without cause or notice. Searches may be conducted under the authorization of the principal or a representative designated by the principal. Search of an area assigned to a student shall be made in the presence of an adult witness and, if practicable, in the presence of the student. Illegal items will be seized by school authorities, and police will be notified. Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.

13. To discuss grievances, problems, or concerns with school staff.

14. To report to a school official any incidents of harassment or illegal activity.

III. SCHOOL AND COMMUNITY RESPONSIBILITIES

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

School Board Responsibilities

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

Parent/Guardian Responsibilities

1. To assume the legal responsibility for the behavior of their son/daughter.
2. To teach the student self-discipline and respect for authority.

danger to students' health and safety, causes a clear interference with work, creates disorder in the learning environment, promotes illegal activities, or interferes with the rights of other students.

18. To expect authority to protect these rights.

Responsibilities of Students

Every student has the responsibility...

1. To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the school society.
2. To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking.
3. To know and comply with school rules and regulations and school district policies established by local school boards. (~~MN Statute 120-6, 1974~~)
4. To refrain from disruptive behavior which may interfere with a teacher's right to teach and a student's right to learn.
5. To attend regularly scheduled class sessions as established by the schools.
6. To bring class materials required for daily classroom use and to complete assigned class work on time and according to instructions given by teacher.
7. To accept the authority of school personnel on school property, during school-sponsored off-campus events and on school transportation.
8. To follow policy and regulations during school-sponsored activities in or away from school regardless of time or place.
9. To obey all safety regulations in the educational setting.
10. To use appropriate language and to avoid cursing, profanity, or vulgarity.
11. To refrain from the use or threat of physical force, verbal abuse, threats, blackmail, the use, sale, or exchange of alcohol or any illegal drugs, smoking, stealing, vandalism, and other illegal activities.

2. To establish and implement rules and regulations governing conduct of students which are consistent with the Minnesota Statutes and School Board policies.
3. To confer with each individual teacher and to keep on file the agreed-upon individual discipline plans.
4. To be readily available to handle discipline in an emergency.
5. To appoint a designee from the certified staff to assume authority in the building administrator's absence.
6. To delegate appropriate duties to the assistant principal.
7. To be responsible for informing students, parents or guardians, and community groups of the current rules and regulations.
8. To be responsible for discussion of the rules, rights, and responsibilities with students during their first week of school.
9. To impose suspension consistent with the Pupil Fair Dismissal Act of 1974 (as amended).
10. To recommend to the superintendent the exclusion or expulsion of a student if necessary.
11. To assure that all system wide regulations and school rules regarding discipline are applied consistently.
12. To take prompt corrective action for referred violations of discipline regulations.
13. To inform the parent/guardian and involved staff members, when appropriate, of actions taken for referred violations.
14. To inform the parent/guardian, upon request of measures taken to insure student's rights and safety.
15. To report all illegal activities to appropriate authority as required by law or as necessary to maintain school discipline and order.
16. To take responsibility for and custody of a pupil removed from class.
17. To confer at least annually with the licensed employees in a school building to review the

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

Central Administration Responsibilities

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

Building Administrator Responsibilities

1. To be responsible to the superintendent in implementing the established discipline policy and building discipline plans.

3. To deal with students in a firm, fair, and consistent fashion.

IV. CORRECTIVE ACTIONS POSSIBLE

1. Student Conference - Depending upon the violation and the seriousness of the action, a student may be given a warning that if a violation occurs again, the student's parents or guardians will be notified.
2. Parent Notification or Conference - If a student violates a rule, the parent or guardian may be notified and a conference may be required.
3. Detention - A teacher, principal, or designee may detain a pupil after school for correction of a violation, including tardiness to class. Any pupil who is told by a teacher to report after school and who, for any reason, cannot report, must first clear the absence with the teacher, principal, or designated representative.
4. Removal From Class - "Removal from Class" and "Removal" means any action taken by teacher, principal, or other school district employee to prohibit a pupil from attending a class or activity for a period of time not to exceed ~~three~~ five class days or activity periods, pursuant to procedures established in the school district Discipline Handbook adopted by the School Board. "Class period" or "activity period" means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.
5. Permanent Removal from a Single Class - "Permanent removal" means the action taken by a principal to prohibit a student from attending a class period or activity period for the remainder of the semester or year. An alternative means of earning the credit will be provided.
6. Suspension - Suspension means an action taken by the school administration prohibiting a pupil from attending school for a period of time no more than ~~five consecutive~~ ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the

Discipline Handbook and discuss whether its provisions have been enforced.

Teacher Responsibilities

1. To encourage students to develop self-discipline and respect for authority.
2. To treat students with dignity.
3. To recognize individual differences among students.
4. To prepare a written plan for discipline that meets his/her needs and confer with the principal regarding the acceptability of the plan. These rules shall be posted in the classroom and given to students.
5. To inform parents/guardians through standardized notification of student deficiency.
6. To ensure the enforcement of school rules as listed in the student handbook.
7. To exercise restraint, good taste in their expression and refrain from the use of inappropriate expressions.
8. To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property, and at school functions. A teacher has the authority to remove pupils from the classroom pursuant to procedures and rules established in the district's policy. (See Page 8, Standards of Conduct)
9. To record and report classroom discipline problems to the building administrator.
10. To confer with support personnel for possible solutions to discipline problems.
11. To establish behavior/discipline guidelines for all students on field trips, and require adherence to those guidelines by all school employees and volunteers.

All Other School Persons With Responsibility For Student Conduct

1. To maintain discipline according to all rules and regulations as outlined in the Discipline Handbook and Building Handbook.
2. To communicate or confer with teachers or administrators regarding discipline problems.

~~(B) Review the individualized educational plan and amend the goals and objectives or develop an alternative IEP~~

~~(C) Recommend that the student continue in the current school with or without changes in the IEP, or recommend a change in placement to another school or program.~~

~~When it is determined that the student's misconduct is not related to the handicapping condition, the school administration will follow procedures as defined in the Pupil Fair Dismissal Act, Minn. Stat. 127.26-127.30.~~

Suspension procedures:

1) Informal administrative conference before suspension. The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

2) Administrator notified pupil of grounds for suspension. At the informal administrative conference, a school administrator shall notify the pupil on the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

3) Written notice of grounds for suspension. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of Minnesota Statute Sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

4) Suspension pending expulsion or exclusion. Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

7. Expulsion or Exclusion - "Expulsion" means an action taken by the school board to prohibit an

process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days. In the case of a student with a disability, the student's individual education plan team must meet immediately but not more than ten school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall at that meeting: conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action; and determine the appropriateness of the child's education plan.

The requirements of the individual education plan team meeting apply when:

- (1) the parent requests a meeting;
- (2) the student is removed from the student's current placement for five or more consecutive days; or
- (3) the student's total days of removal from the student's placement during the school year exceed ten cumulative days in a school year.

The school administration shall implement alternative educational services when the suspension exceeds five days. A separate administrative conference is required for each period of suspension.

Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statute Section 123A.05 selected to allow the pupil to progress toward meeting Minnesota Graduation Standards under Section 120B.02 although in a different setting.

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

~~Parents or guardians will be notified of all suspensions.~~

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

- ~~(A) Review the special education assessments and determine the need for any further assessments~~

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

- A. Willful violation of any ~~reasonable school district regulation~~ rule of conduct specified in the discipline policy adopted by the Board;
- B. Willful conduct materially and substantially disrupting the rights of others to an education; and,
- C. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school.

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

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

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

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

Students may be subject to disciplinary action for conduct on or off school property which has a direct and immediate effect on the discipline or the general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional safety of the student, other students, teachers or other school personnel, or for the safety of school property. Measured by this standard, acts which may result in disciplinary action include but are not limited to the following:

enrolled student from further attendance for a period that shall not extend beyond the school year. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not exceed beyond the school year. The Pupil Fair Dismissal Act Minn. Stat. ~~127.26-127.39~~ 121A.40-121A.56 will be followed in procedural matters of this kind. "Expulsion or exclusion of ~~handicapped~~ disabled students cannot be used as a discipline measure if the actions may have been the result of the handicapping condition. Special provisions for dealing with a ~~handicapped~~ student's behavior will be written into the student's Individual Education Program."

8. Alternative Program - "Alternative Program" means educational opportunities made available within the school district but possibly at a site different from a student's originally assigned school.

9. Referral to Special Services - Any student whose misconduct may be the result of a handicapping condition or who has an Individual Educational Plan (IEP) may be referred to Special Services for assessment and, if the student qualifies, appropriate services.

10. Referral to Juvenile Authorities or Police - If a student's misbehavior is so extreme that a law violation may be involved, juvenile authorities or police will be contacted by the principal or designated representative. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities or police are called. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the principal or designee shall not interfere with the student's removal from the building.

11. Use of Reasonable Force

1. Corporal punishment of students is prohibited. Corporal punishment is the use of physical force as a consequence of or in order to correct student behavior.

2. Teachers are allowed to use reasonable force to restrain a student from injuring self or others or from damaging property.

Standards of Conduct

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

another and differentiated from "poking, pushing, shoving, or scuffling."

5. DIRECT ATTACK WITH A WEAPON -

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

6. DIRECT ATTACK ON ANOTHER PERSON -

Students in grades K-6:

- Parent/Guardian conference
- 1-5 day suspension
- Possible administrative transfer to another educational setting*

Students in grades 7-12:

- Parent/Guardian conference
- 5-day suspension
- Possible recommendation for expulsion

* An administrative transfer does not insure the same program choice.

7. HARASSMENT:

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

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

8. INTERFERENCE OBSTRUCTION:

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

- Parent/guardian notification or conference
- Suspension

VIOLATIONS AGAINST PERSONS

1. POSSESSION OF A WEAPON -

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

Weapons are identified in two categories:

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

(B) Articles designed for other purposes but which are used to inflict bodily harm and/or intimidate. Examples are: belts, combs, pencils, files, scissors, compasses, etc.

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

2. ASSAULT - THREAT

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

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

- Parent/Guardian conference
- Suspension

3. ASSAULT - IN POSSESSION OF WEAPON

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

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

4. FIGHTING

Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one

- Parent/Guardian conference
- Suspension

MINIMUM CORRECTIVE ACTIONS

3. ROBBERY OR EXTORTION

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

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

4. THEFT: PERSONAL PROPERTY

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

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

5. THEFT OR UNAUTHORIZED POSSESSION OF SCHOOL PROPERTY

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

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

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

- Notification of legal authorities
- Parent/Guardian notification or conference

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

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

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

OTHER VIOLATIONS: MINIMUM CORRECTIVE ACTIONS:

1. GAMBLING -

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

- Student conference
- Parent/Guardian notification or conference

9. DISRESPECTFUL LANGUAGE:

Disrespectful language directed toward other individuals.

- ~~Parent/Guardian/Student conference~~
- Parent/Guardian notification or conference

10. VERBAL ABUSE

- Parent/Guardian notification or conference
- Suspension

11. DISRUPTIVE BEHAVIOR IN THE CLASSROOM:

- Removal from class
- Parent/Guardian/Teacher notification or conference

"Disruptive Behavior" is defined as:

- A. Willful conduct which materially and substantially disrupts right of others to an education.
- B. Willful conduct which endangers school district employees.
- C. Willful violation of any rule of conduct specified in the Discipline Handbook adopted by the Board.
- D. Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting.

12. HAZING:

- Parent/guardian notification or conference
- Suspension

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

VIOLATIONS AGAINST PROPERTY

1. ARSON

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

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

2. FALSE FIRE ALARMS

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

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURE

1. WILLFUL DISOBEDIENCE -

-Student conference

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

2. CONTINUAL WILLFUL DISOBEDIENCE -

-Suspension

-Parent/Guardian notification or conference

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

3. DEFIANCE OF AUTHORITY -

-Suspension

-Parent/Guardian notification or conference

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

4. RECORD AND IDENTIFICATION FORGERY -

-Parent/Guardian notification or conference

-Detention

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

5. LEAVING THE SCHOOL GROUNDS -

-Student conference

-Detention

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

6. CHRONIC AND UNEXCUSED ABSENTEEISM

-Parent/Guardian/Student Conference

-Detention

7. MISBEHAVIOR ON SCHOOL BUS

-Student conference

-Notification of parent/guardian

2. DISORDERLY CONDUCT -

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

3. DANGEROUS DRUGS/CONTROLLED SUBSTANCES -

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

4. ALCOHOL -

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

5. TOBACCO - POSSESSION

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

6. TOBACCO - USE

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

-Student conference

-Parent/Guardian notification or conference

-Notification of legal authorities

-Suspension

-Referral to Student Assistance Program

-Parent/Guardian notification or conference

-Notification of legal authorities

-Suspension

-Referral to Student Assistance Program

-Parent/Guardian notification or conference

-Suspension

-Parent/Guardian notification or conference

-Suspension

-Parent/Guardian notification or conference

Legal Reference: The Pupil Fair Dismissal Act, Sections 121A.40 to 121A.56.

Reviewed/Revised: 7/28/92

6/28/94

6/08/98

8. SEVERE MISBEHAVIOR OR
CONTINUED DISORDERLY
CONDUCT ON SCHOOL BUS

-Denial of Transportation on school
according to district policy.

9. STUDENT ATTIRE -

-Student conference

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

10. DANGEROUS AND
NUISANCE ARTICLES -

-Confiscation
-Student conference

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

11. TRESPASSING -

-Referral to legal authorities
-Parent/Guardian notification or conference

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

REVIEW OF THE POLICY:

The principal or other person having general control and supervision of the school, and
representatives of parents/guardians, students and staff in a school building shall confer at least
annually to review the discipline policy and to assess whether the policy has been enforced. The
Moorhead School Board must conduct an annual review of the district-wide discipline policy.

immunization, prevention and disability nondiscrimination.

BA. The superintendent has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population as outlined by the American Public Health Association and the American Academy of Pediatrics. Such a student or staff member shall be excluded unless their physician approves school attendance or the condition is no longer considered contagious. A procedure for minimizing interruptions to learning from communicable or chronic infectious diseases will be established by the school nurse in consultation with school administrators, and community public and private health care providers. All reportable communicable diseases (7 MCAR 1.316) will be reported to the Clay County Health Department.

CB. Upon receiving notification of a student with a serious chronic communicable disease, the parent/guardian will be contacted by the Superintendent, district nurse, and/or school principal to discuss the situation and determine facts. Written consent to communicate with the treating physician will be ~~secured~~ requested from the parent/guardian. Significant medical facts concerning diagnosis of the disease and possible transmission issues will be requested from the treating physician.

When appropriate, an advisory committee will be convened with the assistance of the Minnesota Commissioner of Health. The advisory committee might include the State epidemiologist, a Minnesota Department of Education representative, a pediatrician or physician with expertise in infectious diseases, the student's personal physician, the superintendent of schools or designee, and the school district nurse. This committee would review the case and provide recommendations for the student.

Each student with HIV infection ~~is~~ may be considered ~~handicapped~~ disabled according to Section 504 of the federal Vocational Rehabilitation Act. The need for the development of an Individual Education Plan (IEP) shall be determined according to policies governing eligibility for special education services. If an Individual Health Plan (IHP) is developed which relates to the educational objectives of the IEP, the IHP is to be included in the IEP.

~~**D.** Mandatory screening for communicable diseases that are known not to be spread by casual contact is not required as a condition for school entry or for employment or continued employment. Casual contact being defined as "contact with respiratory droplets (through sneezing or coughing) or through direct contact via touching. It would not include exposure to blood or blood-containing body fluids.~~

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: JHCC

DATE ADOPTED: 04/22/88

REVISED: 01/12/98

COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS CONTROL

PURPOSE

The Moorhead Area Public School District will work cooperatively with the Clay County Health Department to enforce and adhere to Minnesota Statutes ~~Chapter 121A.23~~ for prevention, control and containment of communicable diseases in schools.

GENERAL STATEMENT OF POLICY

~~A. Pre-K special needs and K-12 students are expected to be in compliance with one of the following according to statutes as age and grade appropriate:~~

- ~~a) completely immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and haemophilus influenza type b those diseases as required by the Minnesota statute.~~
- ~~b) immunized against measles, mumps and rubella, and has begun but not yet completed a schedule of immunizations against diphtheria, tetanus, pertussis and/or polio; those diseases as required by the Minnesota statute.~~
- ~~c) legally exempt from one or more of the required immunizations.~~

~~A student who has begun but not yet completed the primary series of immunizations will be excluded from attendance according to the schedule of exclusion dates (See Appendix A, Schedule of Exclusion Dates) if they fail to complete the required vaccinations within two months of the minimum intervals outlined in Appendix A. The building administrator shall exclude students from school attendance who are not in compliance with immunizations required by M.S. 123.70. School personnel will cooperate in completing and coordinating all immunization dates, waivers, and exclusions including reports to provide for preventable communicable disease control.~~

Moorhead Area Public Schools reflect public concern that students and staff of the school district be able to attend schools of the district without becoming infected with serious communicable or infectious diseases while respecting the rights of all students, employees and contractors, including those who are so infected. The district will adhere to MN Statutes regarding those issues related to this topic, including but not limited to, data privacy, right to know.

~~and including prevention, risk reduction and access to community resources. Programs will be planned and implemented in coordination with community resources.~~

~~3. Chemical Health and Responsibility~~

~~Learners of all ages will have specific instruction about the risks of chronic infectious diseases such as HIV infection and Hepatitis B incorporated into the chemical health and responsibility curriculum. Also, the effects of chemical use on decisions and behavior related to the risk of HIV transmission will be addressed.~~

~~4. Equity Education~~

~~Learners of all ages will review concepts of the rights of individuals, including data privacy rights, tolerance of differences in lifestyle, and how fear and lack of information can lead to prejudice or other forms of minimizing the rights of individuals. AIDS and other chronic infectious diseases will be included.~~

The district will provide programs to prevent and reduce the risk of sexually transmitted infections and diseases in accordance with Minnesota Statute 123A.23.

~~HIG. School Community Relations~~

Community Network. The District's Instruction and Curriculum Advisory Committee (ICAC) is established to review the District's ~~AIDS-related~~ health curriculum ~~and policy~~ on a regular basis.

Relationship to Other Education Agencies. Cooperation and coordination among other districts and Service Cooperatives will be encouraged when designing and implementing an AIDS prevention and risk reduction program.

Funding Sources: The district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this policy from public and private sources including public health funds and foundations, Minnesota Department of Children, Families and Learning professional development funds, federal block grants or other federal or state grants.

Legal references: Minnesota Statute 121A.15 (Health standards, immunizations; school children) Minnesota Statute 121A.23 (Programs to prevent and reduce the risks of sexually transmitted infections and diseases.)

~~EDC.~~ Universal precautions for handling all blood and body fluids according to Centers for Disease Control (CDC) guidelines will be carefully implemented and adequate sanitation facilities will be available for handling blood and body fluids within the school setting or school buses. ~~See policy JHCC-A.~~

In-service training on blood-borne pathogens will be provided to all personnel, drawing on district, community and public health resources. Information will include local district policies, infectious agents, transmission of diseases, universal precautions, prevention, risk reduction and community resources for information and referral. Periodic updates will be provided through in-service or memoranda.

~~FED.~~ The district protects the privacy rights of staff and learners of all ages pursuant to M.S. 13.32 and M.S. 13.43. Therefore, knowledge that a specific staff or student is infected with a communicable disease that is known not to be spread by casual contact will be shared only with the permission of the employee, parent/guardian, or student if over 18 years old.

In accordance with federal and state data privacy requirements, educators will be notified about students with chronic infectious diseases only as it is necessary to provide an appropriate education for students.

~~GFE.~~ Student services will be readily available so that staff and students can receive specific information regarding HIV infection communicable diseases, counseling and assistance in locating and using health services and social services.

~~HGF.~~ Sexual Health and Responsibility as prescribed by M.S. 121.203.

~~1. Early Childhood and Elementary~~

~~Students in early childhood, primary and intermediate grades will receive instruction in sexual health and responsibility including age-appropriate information about anatomy and physiology; rights and responsibilities of individuals to make personal choices in behavior and relationships; and information about sexually transmitted diseases, including HIV infection, in answer to questions and concerns.~~

~~2. High School and Adult Learners~~

~~Junior high, senior high and adult learners will receive instruction in sexual health and responsibility including information on anatomy and physiology; rights and responsibilities of individuals to make personal choices in behavior and relationships, respect for the choices of individuals; and specific information about sexually transmitted diseases, including AIDS,~~

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: JHCB

DATE ADOPTED:

REVISED:

IMMUNIZATION REQUIREMENTS

I. PURPOSE

The Purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure that health and safety of all students.

II. GENERAL STATEMENT OF POLICY

Moorhead Area Public Schools will work cooperatively with the Clay County Public Health Department and adhere to Minnesota Statutes to ensure all students receive proper health care immunizations. All students are required to provide proof of immunization or appropriate documentation exempting the student from such immunization, and such data as necessary to ensure that student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

A. No students may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or

2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.

Cross References: Moorhead Policy JHCB Immunization Policy

Moorhead Policy GLCA Employee Right to Know/Exposure to Hazardous Substances

Moorhead Policy JHCD Medications

Moorhead Policy JO Protection/Privacy of Public Records

Moorhead Policy KB Public Right to Know/Release of Information

Moorhead Policy ACA Equal Educational Opportunity

Moorhead Policy AC State and Federal Law Prohibiting Discrimination

Reviewed/Revised: 5/90

1/11/94

1/12/98

V. NOTICE OF IMMUNIZATION REQUIREMENTS

The school district will develop and implement a procedure to:

1. notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation;
2. review student health records to determine whether the required information has been provided; and
3. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student without the consent of the student's parent or guardian. Under all other circumstances, immunization data is private student data and disclosure of such data shall be governed by Moorhead District Policy and State Statute.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of the Children, Families and Learning stating the number of students attending each school in the school district, including the number of students

B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or a public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

C. The parent for guardian of persons receiving instruction in a home school shall submit one of the statements set forth in section III A or III B above or statement of immunization set forth in section IV to the superintendent of the school district by October 1 of each school year.

D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.

E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in section III A or III B above or section IV below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or the laboratory confirmation of the presence of adequate immunity exists; or

B. The parent for guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: JFG

DATE ADOPTED: 04 22 96

DATE REVISED:

SEARCH OF STUDENT LOCKERS, DESKS,
PERSONAL POSSESSIONS AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the Moorhead Area Public School District's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. The policy above for school lockers also applies equally to student desks or personal possessions as defined herein. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

C. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received and exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

Legal References: Minn. Stat. 13.32 (Educational Data)

Minn. Stat. 121A.15 (Health Standards; Immunizations; School Children)

Minn. Stat. 144.29 (Health Records; Children of School Age)

Minn. Stat. 144.3351 (Immunization Data)

Minn. Stat. 144.441 (Tuberculosis Screening in Schools)

Minn. Stat. 144.442 (Testing in Schools)

Op. Att'y Gen. 169-W (Jan. 17, 1968)

Op. Att'y Gen. 169-W (July 23, 1980)

Minn. Stat. 121A.17 (School Board Responsibilities)

Minn. Stat. 135A.14 (Statement of Immunization of Post-Secondary Students)

search will be reasonable in its scope and intrusiveness.

~~D. A school official conducting a search shall have an adult witness present as an observer.~~

~~ED.~~ School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.

~~FE.~~ As soon as practicable after a search pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by policy or school officials.

~~HF.~~ A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

~~G. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches or body cavity searches are prohibited. Strip searches will be conducted only in circumstances involving imminent danger. A strip search will be conducted in privacy by a school official of the same sex. An adult witness of the same sex shall be present as an observer during the search.~~

~~GHG.~~ A search of a person shall be conducted in privacy by a school official of the same sex. An adult witness of the same sex shall be present as an observer during the search.

~~HJJ.~~ A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. (The school district shall provide a copy of this policy to a student when the student is given use of a locker.)

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, or cause educational disruption, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school offices will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-a-likes," alcoholic beverages, controlled substances and "look-a-likes," overdue books, and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff members, a student's suspicious behavior, a student's age and past history or record of conduct, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

A. School officials may inspect lockers and desks at any time they believe inspection would be in the best interest of the school, the staff, or the student body. Student lockers, desks and personal possessions may be randomly searched throughout the school year without notice, without student consent and without a search warrant.

B. School officials may, in their discretion, employ the use of trained dogs for the purpose of conducting a general sniff search of student lockers and desks. If a dog alerts to a locker or desk, school officials will determine, based on the information available to them from the dog's trainer, whether the dog's alert gives rise to reasonable suspicion that contraband will be found. If it is determined that reasonable suspicion exists an internal search of the locker or desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.

C. School officials may, upon a finding of individualized reasonable suspicion supported by articulable facts, employ the use of trained dogs for the purpose of conducting a sniff search of an employee's desk. If a dog alerts to the desk, school officials will determine, based on the information available to them from the dog's trainer, whether the dog's alert gives rise to reasonable suspicion, ~~exists~~ an internal search of the desk and its contents will be conducted. The

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: ~~EEAAC~~ EEAE

DATE ADOPTED: 10 10 94

REVIEWED/REVISED:

STUDENT TRANSPORTATION SAFETY

PURPOSE: The purpose of this policy is to provide safe transportation for students and educate students on safety issues and responsibility of school bus ridership. It includes information of parent/guardian involvement, school bus driver duties, responsibilities, training, emergency procedures on buses, and vehicle standards.

I. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The first week of school is designated as school bus safety week.

B. Student Training

The School District shall provide students enrolled in grades kindergarten through 12 with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

1. Transportation by school bus is a privilege not a right;
2. District policies for student conduct and school bus safety;
3. Appropriate conduct while on the bus;
4. The danger zones surrounding a school bus;
5. Procedures for safely boarding and leaving a school bus;
6. Procedures for safe vehicle lane crossings; and
7. School bus evacuation and other emergency procedures.
8. Appropriate training on the use of lab belts or lap and shoulder belts, if the school district uses buses equipped with lap belts or lap and should belts.

Student school bus safety training shall commence during school bus safety week. All students who are transported by school bus and are enrolled during the first week of school must

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion or expulsion, and the student may, when appropriate, be referred to legal authorities.

Legal References: U.S. Constitution, Fourth Amendment

New Jersey v. T.L.O., Minn. Constitution Article I 10, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Zamora v. Pomeroy, 639 F.2d 662 (10th Cir.1981)

Minn. Stat. ~~127.47~~ 121A.72 (school locker policy)

Cross Reference: Moorhead Policy JHG Child Abuse

Moorhead Policy JECK Drug-Free Workplace/Drug-Free School

Moorhead Policy JK Discipline

Moorhead Policy JFGA Student Use and Parking of Motor Vehicles; Patrols, Inspection and Searches

4. Use appropriate language.

5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.

6. After getting off the bus, move away from the bus.

7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

8. No fighting, harassment, intimidation or horseplay.

9. No use of alcohol, tobacco, or drugs.

C. Rules on the Bus.

1. Immediately follow the directions of the driver.

2. Sit in your seat facing forward.

3. Talk quietly and use appropriate language.

4. Keep all parts of your body and personal belongings inside the bus.

5. Keep your arms, legs and belongings to yourself.

6. No fighting, harassment, intimidation or horseplay.

7. Do not throw any object.

8. No eating, drinking or use of tobacco or drugs.

9. Do not bring any weapon or dangerous objects on the school bus.

10. Do not damage the school bus.

D. Consequences.

Consequences for school bus bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the

demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students who enroll in a school after the first week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within three weeks of the first day of attendance. The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability.

The District will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.

II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

~~Consequences for school bus bus stop misconduct will be imposed by the Building Principal's designee.~~ The Building Principal or designee is responsible for imposing consequences for misconduct on the school bus or at bus stops. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director's Office. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

A. School Bus and Bus Stop Rules.

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Director's Office and the School Office.

B. Rules at the Bus Stop.

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.

Student damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in loss of bus privileges until damages are paid.

6. Notice.

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus ~~and both rules and consequences will be periodically reviewed with students by the driver.~~ The driver will periodically review both rules and consequences with students.

7. Criminal Conduct.

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

III. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities For Transportation Safety.

1. Become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.

School District. Parents or guardians will be notified of any suspension of bus privileges.

1. Elementary (K-6).

1st offense -- warning

2nd offense -- 3 school day suspension from riding the bus/conference (meeting/phone) with parents

3rd offense -- 5 school day suspension from riding the bus/conference (meeting/phone) with parents

4th offense -- 20 day suspension from riding the bus/meeting with parent

5th offense -- suspended from riding the bus for the remainder of the school year

Further offenses -- individually considered.

Students may be suspended for longer periods of time, including the remainder of the school year.

* Note: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

2. Secondary (7-12).

1st offense -- warning

2nd offense -- 5 day suspension from riding the bus/conference (meeting/phone) with parents

3rd offense -- 10 day suspension from riding the bus/conference (meeting/phone) with parents

4th offense -- 20 day suspension from riding the bus/meeting with parent

5th offense -- suspended from riding the bus for the remainder of the school year.

3. Other Discipline.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

4. Records.

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

5. Vandalism/Bus Damage.

7. Railroad Crossings. All vehicles used to transport must stop at railroad crossings, using required procedures, whether they are loaded or empty. School buses shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.

8. Speeding and Other Moving Violations. No bus will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.

9. Smoking Prohibited. Smoking by either the driver or the passengers is prohibited on any school bus, Type III vehicle, or on school property.

B. Conduct thorough pre-trip and post-trip inspections of the vehicle and special equipment.

1. Bus Inspections. Drivers are required to make pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and article left on the bus after each route segment.

2. Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the District. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.

3. Bus Cleaning. Drivers are required to keep the interior of their buses swept and free of trash at all times.

4. Fueling. The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling.

C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus. (See Section II).

D. Meeting emergency situations in accordance with operating procedures. (See Section V).

E. Communicating effectively with school staff, students, parents/guardians, law enforcement officials and the motoring public.

9. Monitor bus stops, if possible.

10. Support all efforts to improve school bus safety.

11. Provide for emergency shelter in the event inclement weather prevents transportation services.

B. Parent and Guardian Notification.

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

IV. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These shall include:

A. Operating the vehicle in a safe and efficient manner.

1. Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.

2. Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.

3. Driving Adjustments. Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.

4. Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.

5. Service Door. The service door of the bus must be closed at all times while the bus is in motion.

6. Overloads. The registration card identifies the maximum number of passengers in all the vehicles ~~designates the maximum number of passengers allowed to be carried.~~ This limit cannot be exceeded. A driver ~~should~~ shall call ~~the~~ their supervisor or designated individual for instructions should a vehicle become overloaded.

1. Standees Prohibited. Standees are not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.

2. Dangerous Article. No weapons or article that may be classified as dangerous, may be transported on a school bus. This includes any and all items. Possession of weapons on school property or the bus will not be tolerated. Companion dogs are allowed.

I. Wearing driver's seat belt whenever the bus is in motion.

Additional driver duties and responsibilities may be found in the driver handbook. All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Safety directions.

V. OPERATING RULES AND PROCEDURES

A. General Operating Rules.

1. All routes shall be on file with the School District's School Transportation Safety Director.

2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.

4. The parent/guardian may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.

5. Students who misbehave severely may be returned to the school immediately and reported to the Building Principal or other designated individual.

6. Safety evacuation drills for the student-passengers shall be conducted at least twice a year.

7. There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when students are in the bus the driver shall stop the bus, remove the ignition key, set the brakes

1. Relations with Students. Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.

2. Relations with School Officials. School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.

3. Relations with the Public. It is important to remember that to the general public, the driver represents the School. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.

4. Student Discipline. Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. Any denial of bus-riding privileges can come only from the school authorities.

5. Route Changes. No driver is to make changes in the pick-up or drop-off schedule for his or her route without prior authorization. No stops are to be added, deleted or moved without approval. No driver may deviate from the established routes without prior permission except as required by an emergency or temporary road condition.

6. Route Problems. Any problems, of whatever kind, encountered by a driver on the routes or trips should be brought to the attention of the designated individual as soon as possible.

7. Unauthorized Passengers. Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved.

8. Notice. It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

F. Completing required reports. It is the responsibility of the driver to completely fill out and timely turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

G. Complete ~~required reports~~ required training programs successfully.

H. Provide maximum safety for passengers during loading and unloading.

5. The driver should avoid loading or unloading students where the view is obstructed to other motorist for 200 feet in either direction.
6. The driver will not permit students to stand or get off the bus while it is in motion.
7. The driver will bring the bus to a full stop and disengage gears by shifting gear shift lever into neutral position or selector into neutral or park position before loading or unloading students.
8. Buses shall load and unload students only at designated locations.
9. Certain crossings are exempt from the use of 8-way signals, these stops and rationale are defined in Moorhead Administrative Policy EEAE-A School Bus Stops.

C. Crossing Highways and Streets.

1. The driver shall be responsible for safely delivering the student who must cross the highway or street by one of the following methods:
 - a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or
 - b. The student shall pass approximately 10 feet in front of the bus so as to be seen by the driver and be conducted across the road by the school bus patrol, or
 - c. ~~The driver shall personally conduct the student across the road after following required procedures for disabling the bus.~~
 - d. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.

D. Type III Vehicles.

1. Any vehicle designed to carry more than 10 passengers must meet all legal requirements for a school bus and cannot be treated as a Type III vehicle. Any Type III vehicle used to transport students must carry all emergency equipment listed in Section IV. B. 2. If District-owned, the District name will be clearly marked on the side of the vehicle. All school-owned Type III vehicles will be properly licensed, insured, and inspected.
2. Students will not be regularly transported in private vehicles. However, private vehicles may be used for convenience or in an emergency. The District has no system of inspection for private vehicles.
3. All drivers of Type III vehicles will be licensed drivers and will be familiar with use of required

and otherwise render the bus immobile. The driver should not leave the vehicle unless required to do so for business relating to the safe transportation of students or an emergency.

8. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.

9. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.

10. No school bus shall pull any trailer when students are being transported on regular routes to or from school.

11. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall not leave the bus but may send two responsible students to the nearest house to summon help. The driver may also request a passing motorist or other adult to summon help.

12. The District may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.

B. Use of Signals, Loading or Unloading.

1. The driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students when outside and incorporated municipality, and 100 feet when operating within an incorporated municipality, and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.

2. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the centerline.

3. Prior to discharging students, open door, activate red flashing lights and extend the stop arm. Discharge students only after ~~all~~ traffic (front and rear) has come to a complete stop.

4. Keep door open and eight-light system operating until all student have been loaded or unloaded safely.

2. Fundamentals and Techniques of School Bus Driving.

The driver training program must include:

Relevant laws

Rules of the road and School District safety policies

Defensive driving

Driving in inclement weather conditions

a. reduced visibility -- rain, snow, fog

b. wet roads

c. icy roads

Dealing with pedestrians and students in traffic

Operation of the manual or automatic transmission

The use of the drive train for stopping the school bus

Situations where the hand brake will and will not stop a moving bus

Steering and turning techniques

Right and left turn maneuvers

Gauging the speed of other vehicle on cross streets

Use of mirrors

Merging into traffic

Visual perceptions

Safe following distances

Safe backing procedures

Use of the eight-light system and ~~School District~~ Moorhead Administrative Policy EEBB-A

regarding its use

Loading and unloading procedures

Knowledge of the danger zone concept

Policies and Procedures for grade level railroad crossings

Emergency use of the public address system

Response to an approaching emergency vehicle while unloading

Leaving the bus unattended at school sites

3. Special Education Transportation

Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers will be familiar with:

What to do in a medical emergency

Handling of wheelchairs

Operation of lift equipment

Proper use of wheelchair securement devices

School District policies on the use of seat belts on designated students

Handicapping conditions

Responsibilities of the bus driver and the bus aide

required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

VI. SCHOOL BUS DRIVER TRAINING

A. Training.

All new bus drivers must complete district approved pre-service training, including in vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive a minimum of eight hours of in-service training annually. The following driver training standards represent the minimum areas of training which each driver must receive prior to entering service to the school district. The school district shall forward to the Commissioner of Public Safety the certification of in-service training, including the number of hours and certification of competency for each driver.

1. Pre-Trip Inspection.

Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law including:

The engine compartment -- belts, valves, fluid leaks,
Engine start, warning lights, gauges, horn,
Fuel level
Brakes -- pedal reserve and air/vacuum gauges
Interior -- seats, floor, lights
Electrical charging system
Emergency door
a. smooth latch operation
b. alarm buzzer
Entrance door operation
Lift door operation and alarm
Lift equipment for wheelchairs
Wheels, service brakes, emergency brake
Exterior lights -- headlights, brake lights, market lights, turn signals
Exhaust system
Windows, windshield, and inspection sticker
Eight-light system and stop arm
Emergency equipment -- first aid kit, clean-up kit, flashlight, reflectors, two-way radio

5. First Aid/CPR

All drivers must demonstrate proficiency in first aid, including the Heimlich maneuver, and CPR. This may be shown by current certification in CPR and first aid by the American Red Cross or American Heart Association or equivalent.

6. Private or Confidential Student Information

Types of student data that are considered private or confidential under Minnesota Statutes

7. Student Discipline

Creating a positive attitude on the school bus
Oral and visual communications skills between the driver and the passenger
Dealing confidently with a disruptive student
District discipline policy
Developing and enforcing workable rules
Incident report forms
District policy on possession of weapons by a student
District policy on sexual, racial and religious harassment/violence
District policy on smoking

8. Human Relations

Appropriate driver behavior
Sensitivity to a diverse student population Sensitivity to handicapped conditions
Relations with parents guardians and school staff
Working with a special education bus aide

9. Chemical Abuse

How alcohol and/or drugs can affect driving skills
Drug-testing programs
State and federal requirements

B. Evaluation

All drivers will be evaluated for the following competencies at least once annually:

1. Safely operate the type of school bus the driver will be driving
2. Understand student behavior including issues relating to student with disabilities
3. Ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately
4. Know and understand relevant laws, rules of the road and local school bus safety policies
5. Handle emergency situations

School District policy in situations where a responsible person is not available to receive a student

4. Emergency Procedure.

Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdown, fire, accident, or passenger injury.

Drivers are to receive training in:

Identifying the degree of an emergency before beginning an evacuation

Identifying a safe evacuation unloading area

Preplanning emergency evacuations for both conventional and lift buses

- a. front, rear, and both door evacuations
- b. evacuation of special education students
- c. evacuation of physically disabled students and students using wheelchairs
- d. placement of students in a safe location,
- e. cooperation in emergency evacuation drills.

Mechanical breakdowns

- a. stop bus in safe location
- b. keep passengers in bus if safe to do so
- c. take steps to warn motorists
- d. radio or call for assistance

How to secure the school bus and place emergency triangles

Use of the two-way communication system in an emergency

When it is appropriate to evacuate the school bus

How to supervise an emergency evacuation

Emergency evacuation of the disabled

Special considerations when evacuating a lift bus

Lifting techniques for handling disabled students in an emergency situation

Priorities when dealing with injured passengers

How to use the school bus first aid kit

Use and operation of the fire extinguisher

Dealing with other motorists and the police

Use of emergency reflectors and hazard lights

Control of exposure to blood borne pathogens

Use of body fluid clean-up kits

School District policy on medical emergencies

Recognition and handling of epileptic seizures

How to respond if a passenger has a weapon on the bus

E. Accident.

In case of an accident, the driver should immediately assess students for injuries and begin any emergency first aid procedures if necessary. The driver must also notify the School District and law enforcement of any school bus accidents immediately.

Upon providing emergency care and notifying the District, the driver shall:

1. In cooperation with police officer and/or ambulance service, assist with the care of students.
2. See that all injured students receive proper medical care.
3. Determine facts pertaining to accident.
4. Call Transportation District staff to give list of names and circumstances so they can begin calling parents.
5. Discuss the accident only with police and School District officials.
6. Record all students' names.
7. Not leave the scene of an accident until released by the driver's supervisor.

Before leaving for the day, the driver shall fill out an accident report. All bus accidents resulting in death, personal injury or apparent property damage of more than \$4,400 will be reported to the Department of Public Safety. A school bus involved in such an accident may not transport pupils until it has been inspected by or has received a waiver from the State Patrol. All bus accidents will be reported to the District's Superintendent of Schools.

F. Cold Weather Stop.

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.

G. Dangerous Weapons.

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a predetermined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform the passenger suspected of having the weapon that he or she knows of the weapon.

6. Safely load and unload students, and
7. Demonstrate proficiency in first aid, Heimlich maneuver, and CPR procedures.

VII. EMERGENCY PROCEDURES

A. Fire

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safe before attempting to put out the fire.

B. Injuries/Medical Emergencies

Drivers will be familiar with first aid and CPR procedures. Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the students' name and the name of the hospital where the student is sent.

C. Tornado.

If there is likelihood that a tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on them and instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

If drivers are on the road when they hear a tornado warning or spot a funnel, and there is no time to evacuate the students after stopping the bus, drivers should have the students assume the protective position, remaining in their seats, with their heads below the window level.

D. Evacuation.

Drivers should evacuate buses only when there is danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When safely possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

children when provided by the district. The school transportation safety director will assure that this policy is annually reviewed. The name, address, and telephone number of the school transportation safety director are on file with the superintendent. Any questions regarding student transportation or this policy should be addressed to the School Transportation Safety Director.

FOLLOW THESE BUS RULES

- ~~1. Immediately follow the directions of the driver.~~
- ~~2. Sit in your seat facing forward.~~
- ~~3. Talk quietly and use appropriate language.~~
- ~~4. Keep all parts of your body inside the bus.~~
- ~~5. Keep your arms, legs and belongings to yourself.~~
- ~~6. No fighting, harassment, intimidation or horseplay.~~
- ~~7. Do not throw any object.~~
- ~~8. No eating, drinking or use of tobacco or drugs.~~
- ~~9. Do not bring any weapon or dangerous objects on the school bus.~~
- ~~10. Do not damage the school bus.~~

Legal References:

MN Statute 123B.90 School Bus Safety Training
MN Statute 123B.91 School District Bus Safety Responsibilities
MN Statute 123B.92 Transportation Aid Entitlement

Cross References:

Moorhead Policy IICA Field Trips
Moorhead Administrative Policy EEAA-A Special Education Transportation
Moorhead Administrative Policy ~~EEBB-A~~ EEAE-A School Bus Stops
Moorhead Administrative Policy DLCA-AB Travel K-12 Emergency Procedures

H. Lights.

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights.

I. Getting Assistance.

Use the two-way radio communications system to get assistance. Drivers should report the location and number of the bus, the nature of the problem, and the status of the passengers. If the driver cannot use a radio to contact the dispatcher, ask a passerby or other motorist to do so from the nearest telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

VIII. VEHICLE MAINTENANCE STANDARDS

A. All school vehicles and vehicles contracted to the School District shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the School District.

B. All school vehicles and vehicles contracted to the School District shall be inspected in accordance with legal requirements.

C. Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected.

IX. EXPENDITURES FOR SCHOOL BUS SAFETY ACTIVITIES

A description of School District funds expended for school bus safety activities from student transportation reserved revenue is kept in the office of the Superintendent and is available for review. As required by law, these expenditures will be annually reported to the ~~Department of Public Safety~~ Commissioner of Children, Families, and Learning.

The School District's expenditures for transportation safety are incorporated by reference into this policy.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The School Board has designated an individual to serve as the School District's School Transportation Safety Director. The school transportation safety director shall have day-to-day responsibility for pupil transportation safety, including transportation of non-public school

5. Instruction and Curriculum Advisory Committee - The school board shall establish an instruction and curriculum advisory committee which reflects the diversity of the district and its learning sites. The district advisory committee shall recommend to the school board district wide education standards, assessments and program evaluation. ~~The district advisory committee, reflecting the diversity of the district and its learning sites, shall recommend to the school board district wide education standards, assessments and program evaluations.~~

6. Improvement Plans - District staff will prepare an annual update of the curricular improvement plan for each subject area. These plans will be presented to the Instruction and Curriculum Advisory Committee for review and recommendation as part of the multi-year curriculum cycle. ~~District staff will prepare curriculum improvement plans on an annual basis to address areas identified through program evaluation activities.~~

7. ~~Assurance of Mastery (AOM) - An AOM program has been established which identifies students who are not making sufficient progress in communications or math. Remedial action will be planned for these students.~~

8. Annual Report on Curriculum, Instruction and Student Performance - An annual report which includes ~~including~~ 1) student performance goals for meeting state and local school district graduation requirements, standards; 2) results of assessment results, ~~data~~; and 3) annual district improvement plan plans, will be approved by the school board by October 1, each year and disseminated to district residents and the Department of Children, Families and Learning by October 15.

9. ~~Program Linkage - District programs such as North Central Accreditation, educational effectiveness (MEEP), technology, long range planning, and staff development will be integrated with the curriculum review process and annual district improvement plans whenever possible to maximize resources.~~

10. ~~Inclusive Education - Each curriculum adopted will be reviewed as to multicultural, gender fair, and disability sensitive in language and content, and will include the accomplishments of members of diverse groups as a part of the curriculum.~~

11. 8. Instruction and Curriculum Advisory Committee Roles and Responsibilities - The administration shall develop policies and procedures relating to the roles and responsibilities of the Advisory Committee, district staff and others involved in the curriculum review process.

12. ~~Parental Review - The district will develop a policy and procedures for parental review of the content of instructional materials, and make reasonable arrangements~~

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: AFE

DATE ADOPTED: 09/11/79

REVISED: 12/16/96

INSTRUCTION AND CURRICULUM ADVISORY COMMITTEE

PURPOSE

~~ISD #152 is~~ Moorhead Area Public Schools are dedicated to offering quality education to all students. School personnel and community members are working together to refine and maintain the high standards of the educational programs in our district. ~~As part of this refinement, the~~ district will ~~yearly~~ evaluate selected areas of its curricular program annually to assess ~~how well the~~ students' ~~are doing in moving progress~~ toward accomplishment of the district's ~~broad~~ educational goals. The committee will consider review of technology, long range planning, and inclusive education as a part of curriculum review.

GENERAL STATEMENT OF POLICY

A process for evaluating curriculum and instruction has been adopted which includes the following components:

1. District Goals - ~~The school board has a~~ Adopted school district goals ~~have been adopted by the board~~ which will provide broad direction for district curriculum and instruction.
2. Curriculum Review Process - A ~~six-year~~ sequential periodic curriculum review cycle ~~has been adopted to~~ will guide district curriculum development and evaluation.
3. Learner Outcomes and Graduation Standards - Learner outcomes for each subject area in the curriculum, ~~learner outcomes~~ will be consistent with graduation standards.
4. Student and Program Evaluation - The district will ~~evaluate~~ monitor each student's progress toward meeting state and ~~school district~~ local graduation ~~standards, requirements~~ and will use the curriculum review process to identify the strengths and weaknesses of instruction and curriculum. ~~affecting students' progress.~~

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: ~~EGAA~~ EEGA

DATE ADOPTED: 04 29 86

REVISED: 03 10 97

SCHOOL DISTRICT COPYRIGHT POLICY

PURPOSE

In adherence to the current Federal Copyright Law, Public Law 94-553, the Moorhead School Board of Education of Independent School District #152 will take the necessary steps to ensure that the guidelines established by Congress for "Fair Use" by educational institutions are followed and will support all employees of the district who adhere to the policies and guidelines concerning copyright.

GENERAL STATEMENT OF POLICY

Any person violating copyright laws and/or established guidelines shall personally assume the responsibility by virtue of this school district policy. The legal and/or insurance protection of the district will not be extended to employees who violate copyright laws. Illegal copies of copyrighted materials and programs shall not be made or used on school district equipment.

In accordance with the policy adoption by the Moorhead School Board of Education, it shall be the responsibility of the Director of Media Services to inform the district staff of the law and these guidelines, and provide posters at the graphic and audio/visual copy machines and computer equipment, reminding employees of this law and the "Fair Use" guidelines. The principal/supervisor of each school site/program is responsible for establishing and enforcing practices which will implement this policy at the building/program level.

Posters and guidelines defining the Fair Use doctrine shall be in the form of the attached items:

- I - Print
- II - Audio-Visual Software
- III - Music
- IV - Off-Air Broadcasting
- V - Prerecorded Video Programs
- VI - ~~Computer Software~~ Multimedia
- VII - Distance Learning
- VIII - Computer Software
- IX - Procedures for Requesting Permission to Copy Copyrighted Materials

~~for alternative instruction based on parental objection to instructional materials. (See policy
HAC/IIAC-A)~~

Legal Reference: Minnesota Statute 120B.11 Subd.3

Cross Reference: Moorhead Policy IIAC/IIAC-A Curriculum Content Selection and Review.
Alternative Instruction, and Instructional Resource Reevaluation
Moorhead Policy ACA Equal Educational Opportunity
Moorhead Policy IEA Assurance of Mastery

Reviewed/Revised: 2/13/90

3/23/93

12/16/96

more than 10% of the words found in the text thereof, may be reproduced.

B. Spontaneity

1. The copying is at the instance and inspiration of the individual teacher.
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to request for permission.

C. Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in 2-1 and 3-2 above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

D. Prohibitions as Related to Fair Use Copying of Books and Periodicals

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works.
2. There shall be no copying of or from works intended to be consumable in a course of study. These include workbooks, exercises, standardized tests, test booklets and answer sheets.
3. Copying shall not substitute for the purchase of books, reprints, or periodicals.
4. Copying shall not be directed from higher authority.
5. Copying shall not be repeated with respect to the same item by the same teacher from term to term.
6. No charge shall be made to students beyond the actual cost of the photocopying.

II. GUIDELINES FOR AUDIO-VISUAL WORKS

A. Permissible Uses

Four requirements must be met before a performance is considered acceptable under the "fair use" exemption for schools.

1. The performance must be presented by instructors; and,
2. The performance must occur in the course of face-to-face teaching activities; and,
3. The performance must take place in a classroom or similar place for instruction (including the library); and,
4. The performance must be of a legally acquired (or legally copied) copy of the work.

I. GUIDELINES FOR PRINT

The intent of the following guidelines are to state the minimum standards of educational fair use under Section 107 of House Rule 2223. It is understood that the conditions determining the extent of permissible copying may change in the future.

A. Single Copying for Teachers: A single copy may be made of any of the following by or for a teacher at his or her request for scholarly research, reaching or preparation to teach a class. The teacher may retain the single copies of these materials for personal or research use or for use in teaching. A single copy may include:

1. A chapter from a book,
2. An article from a periodical or newspaper,
3. A short story, short essay or short poem, even if they are contained in a collection, drawing, cartoon from a book, periodical, or newspaper,
4. A chart, graph, diagram, picture, etc.

B. Multiple Copies for Classroom Use

Not to exceed in any event more than one copy per student in a course.

1. Meets the test of brevity and spontaneity as defined below
2. Meets the cumulative effect as defined below
3. Each copy includes a notice of copyright

DEFINITION

A. Brevity

1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages, or (b) from a longer poem and excerpt of not more than 250 words.
2. Text (Prose, poetry, drama): (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in 1 and 2 above may be expanded to permit completion of an unfinished line of a poem, or of an unfinished prose paragraph.
3. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue. Permission is granted only to make exact copies. The right to change the chart, picture, cartoon or illustration into a poster or slide or transparency or wall graphic (also called the right of adaptation) rests with the copyright holder.
4. "Special" works: Certain works in poetry, prose or "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph 2 above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not

Reproduction of graphic material may fall under the "fair use" provisions. Making a single copy of a graph or illustration from a book is acceptable if the copy is for personal research or study, and multiple copies of a single graphic are authorized for a class under the fair use guidelines:

1. Copying must be at the instance and inspiration of the teacher and so close in time to the required use that receipt of permission would be impossible;
2. The copy is for only one course in the school;
3. The copy is for not more than nine occurrences of multiple copying for that course; and
4. Not more than one graphic is copied per book or periodical.

V. GUIDELINES FOR OFF-AIR BROADCASTING

A. The guidelines were developed to apply only to off-air recording by nonprofit educational institutions.

B. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a nonprofit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge. There are no fair use rights for exclusively cable channels.

C. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period. "School days" are school session days--not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions within the forty-five (45) calendar day retention period.

D. Off-air recordings may be made at the request of and used by individual teachers, and may not be regularly recorded in anticipation of request. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

E. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teacher under these guidelines. Each additional copy shall be subject to all provisions governing the original recording.

F. After the ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to

B. Prohibitions

1. Changing the medium to reproduce audio or video materials to a format compatible with other equipment.
2. The duplication of a 16mm film, 8mm film, video, computer software, slide, transparency, transparency master, or other visual media.

III. GUIDELINES FOR SHEET MUSIC & SOUND RECORDINGS

(Sound recordings will include phonograph records, cassette tapes in analog and digital formats, compact discs, reel-to-reel tape, and hard disk recordings.)

A. Permissible Uses

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
2. For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as section, movement or aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.
3. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted, altered or lyrics added if none exist.
4. ~~A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.~~
5. A single copy of recordings or performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or an individual teacher for the purposes of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

B. Prohibitions as Related to Duplicating Music

1. Copying to create or replace or substitute or anthologies, compilations or collective works.
2. Copying of or from works intended be consumable in the course of study or teaching such as workbooks, exercises, standardized tests and answer sheets and like materials.
3. Copying for the purpose of performance, except as in A.1 above.
4. Copying for the purpose of substitution for the purchase of music, except as in A.1 and A.2 above.
5. Copying without inclusion of the copyright notice which appears on the printed copy.

IV. GUIDELINES FOR GRAPHICS

(Graphics are defined as paintings, lithographs, serigraphs, etchings, maps, diagrams, charts.)

A. Permissible Uses

an individual program.

2. Text (prose, poetry, drama): up to 10 percent or 1,000 words, whichever is less of a novel, story, play or long poem. Short poems less than 250 words may be used in their entirety. Only three poems by one poet or five poems by different poets from an anthology may be used. For poems longer than 250 words, only three excerpts from one poet or five from works by different poets in an anthology are permitted.

3. Music, lyrics and music video: up to 10 percent but no more than 30 seconds from a single work (or combined from separate extracts of a work). If a video clip has music in the background and the music cannot be separated from the visual material, user is restricted by the 30 second limitation for music.

4. Illustrations, cartoons and photographs: a work may be used in its entirety but only if no more than five images from a single artist or photographer are used in a multimedia work. If images are taken from a single collective work, no more than 10 percent or 15 images may be used.

5. Numerical data sets (computer databases or spreadsheets): up to 10 percent or 2,500 fields or cells, whichever is less, may be used from a copyrighted database.

VII. DISTANCE LEARNING

A. Transmission of video via distance learning equipment goes far beyond the boundaries of the local classroom or school building. Once a transmission goes beyond the local building, the fair use exemption is lost and public performance rights come into play. Permissions must be obtained for all broadcasts of video or audio that extend outside the local campus.

B. Access: If work containing copyrighted material over a network to students at a distance location:

- a. Student must log in or provide some other evidence of identity.
- b. Network must have in place a means to prohibit copying of the program.

VIII. GUIDELINES FOR COPYRIGHTED COMPUTER SOFTWARE

A. The legal, ethical, and practical problems caused by illegal copying and hacking will be taught in all schools in the district.

B. District employees will be expected to adhere to the provisions of Public Law 96-517, Section 7 (b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a back-up copy of computer programs. This states that "...it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:

- 1. That such a new copy of adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
- 2. That such a new copy and adaptation is for archival purposes only and that all archival copies

determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluating purpose without authorization.

G. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

H. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

I. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

VI. GUIDELINES FOR MULTIMEDIA PROJECTS

A. All uses of material that may be included in works created by teachers or students must follow the four tests of fair use that apply to all uses of copyrighted materials in schools.

B. Retention and access

1. Multimedia works made by students which include copyrighted material may be used in the class for which they were created, and also retained in portfolios maintained by the student for job interviews, college applications, and other purposes. A student may keep such work indefinitely.

2. Teachers may use the multimedia presentations they create in face-to-face instruction, or they may assign students to view the presentations on their own.

a. Teachers may display their own multimedia programs at conferences and workshops, and they may retain the programs they create in portfolios for job interviews, evaluations, and other uses.

b. A multimedia work created by a teacher from copyrighted materials may be kept for two years from the time of its first use. Beyond two years, permission to retain or use the material is required for each portion of copyrighted material used in the presentation.

3. If a multimedia work containing copyrighted material is to be used over a network for students at a distant location:

a. Students must log in or provide some other evidence of identity.

b. Network must have in place a means to prohibit copying of the program. If there is no such safeguard, the program may be used on the network for only 15 days.

C. Quantity limits for multimedia works:

1. Motion media (film, video, television): up to 10 percent of three minutes, whichever is less, of

assistance in obtaining copyright information.

Legal Reference: Federal Copyright Law, Public Law 94-553

References: Adoptable Copyright Policy (Vleck @1992)

Copyright for Schools (Simpson @1997)

Cross Reference: Moorhead Policy IJNDB Use of Moorhead Public Schools Information Network, IJNDB-A, IJNDB-A.1, IJNDB-A.2

Moorhead Policy IIAC Resource Selection, Review/Objection and Reevaluation

Moorhead Policy GCQC Employee Copyright Royalties

Reviewed/Revised: 03/11/92

03/10/97

are destroyed in the event that continued possession of the computer program should cease to be rightful."

C. When copyright software is to be used on a disk sharing system, efforts will be made to secure this software from copying.

D. Illegal copies of copyrighted programs may not be made or used on school equipment.

1. A permanent warning shall be posted in all areas where students and staff have access to computer equipment notifying them of this law.

E. Only individuals designated by the Superintendent of Schools may sign license agreements for software for schools in the district.

~~F. No employee or student of the district shall illegally access any data base or electronic bulletin board.~~

~~G.~~ The principal of each school site is responsible for establishing practices which will enforce this policy the school level.

~~VII~~ IX. PROCEDURES FOR REQUESTING PERMISSION TO COPY COPYRIGHTED MATERIALS

Procedures for requesting permission to copy copyrighted materials beyond the "fair use" as outlined in 6131.71 (Classroom Use), 6131.73 (Music Scores and Recordings), and 6131.8 (Computer Software), as follows:

A. Any district employee will fill out the Independent School District #152 form "Request for Permission to Copy", making sure the following information is included:

1. Title, author, and/or editor, and edition of materials to be duplicated
2. Exact material to be used, giving amount, page numbers, chapters, and, if possible, a photocopy of the material
3. Number of copies to be made
4. Use to be made of duplicated materials
5. Form of distribution (classroom, newsletter, etc.)
6. Whether or not the material is to be sold
7. Type of copy (ditto, photocopy, offset, typeset, other)

B. The request shall be forwarded to the Instructional Materials Center which will send the request, together with a self-addressed envelope, to the permissions department of the company owning the copyright. This will generally be the publisher listed on the front or back of the title page. Contact the Instructional Materials Center (IMC) for assistance on obtaining addresses or

Commercial Airlines: Air travel arrangements are to be made by each individual ~~and must be made through the district approved travel agency.~~ Reimbursement will ~~not~~ be made for up to coach air travel arrangements made through any other vendor fare only.

~~Prizes, bonuses, or free trips awarded by commercial transportation companies as a result of travel paid for and by the school district become the property of the school district and may not be accepted for personal use.~~

Rental Cars: The full cost of a rental vehicle, including gas and insurance, is paid by the District when its use is deemed necessary by your supervisor. Attach receipts to the expense report form.

Parking: Parking fees at airports, hotels and conference sites are paid by the District. Attach receipts to the expense report form.

Lodging:

Actual lodging expenses, including applicable taxes, are paid by the District. Extra lodging expenses such as personal telephone calls and laundry are paid by the employee. Attach receipts to the expense report form. Lodging expenses in the Moorhead area are reimbursed only when you are supervising students as part of an approved activity.

Meals:

Meals, including gratuities, are reimbursed on the following schedule:

Breakfast - Up to \$5.00 (Travel begins prior to 7:00 a.m. or ends after 7:00 a.m.)

Lunch - Up to ~~\$7~~8.00 (Travel begins prior to 12:00 noon or ends after 12:00 noon)

Dinner - Up to \$12.00 (Travel begins prior to 6:00 p.m. or ends after 6:00 p.m.)

When meals are missed, allowances for meals may be combined. For instance, if breakfast and lunch are missed, up to \$24~~5~~.00 is available for dinner. Attach receipts to the expense report form. ~~Cash register receipts are required. Care should be taken not to submit meal expenses for times when meals are included with the conference registration. In rare cases, the meeting location necessitates minimum meal expenses in excess of the allowable limits.~~ Reimbursement of excessive meal expenses must be approved by the Superintendent of Schools or his designee. Neither alcoholic beverages nor expenditures for personal use are subject to reimbursement.

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: DLC

DATE ADOPTED: 06/24/86

REVISED: 06/23/97

REIMBURSEMENT FOR TRAVEL, PROFESSIONAL MEETINGS AND CONFERENCES

PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

POLICY STATEMENT

Independent School District #152 pays for approved travel, professional meeting and conference expenses subject to district travel policies, budget allocations, negotiated labor agreements, and individual contracts. Prior approval must be obtained by submission of the "Request to Attend Professional Conference" form to the appropriate supervisor. Reimbursement requests with supportive documentation must be submitted within 60 days of the event per IRS regulations.

EXPENSES REIMBURSED BY THE DISTRICT

Registration:

- Submit registration materials to your supervisor for approval prior to registration. Registration fees are reimbursed in full upon submission of a receipt.

Transportation:

District-Owned Vehicles: District vehicles are to be used, when available, for trips within distances deemed appropriate by supervisors for school vehicle use.

Private Automobiles: When a District vehicle is not available, individuals are reimbursed for the use of private automobiles at the IRS approved rate. If commercial air service is available, the mileage reimbursement may not exceed the cost of round trip air fare, based on the lowest fare available at the time planning is initiated. When a District vehicle is available but you choose to use a private vehicle the reimbursement rate is \$.10/mile.

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: JFCGA

DATE ADOPTED: 06 23 87

DATE REVISED: 04 22 96

TOBACCO-FREE ENVIRONMENT

PURPOSE

Smoking and the use of tobacco products shall be prohibited on all school district property, including district-owned and contracted vehicles, with the ~~sole~~ exception of Townsite Centre as defined by this policy. Smoking shall be prohibited in all rooms at Townsite Centre set aside for district use and in the hallways and common areas of the building.

GENERAL STATEMENT OF POLICY

Possession by an elementary, junior high or secondary school student of any type of tobacco product or tobacco related product while on district property shall be considered a violation of the tobacco-free environment policy. Anyone smoking in a nonsmoking area at Townsite Centre shall be considered a violation of the tobacco-free environment policy. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.

Enforcement

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

Signs will be placed at the entrance to each school district building stating that it is a tobacco-free environment. "No smoking" signs shall be placed in the halls and common areas of each district building including Townsite Centre.

The success of this tobacco-free environment policy will depend on the thoughtfulness, consideration and cooperation of students, staff and citizens. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Although any individual may report observed violations, school district employees shall be expected to report all observed

ADVANCE TRAVEL EXPENSE PAYMENTS

Advance travel expense monies may be obtained upon submission of the "Receipt for Conference Prepayment" form.

VOLUNTEER TRAVEL REIMBURSEMENT

Volunteers who travel on district business have their expenses reimbursed in the same manner as staff or school board members. The administrator in charge of arranging the volunteer's travel ensures reimbursement forms, including receipts, are properly submitted for payment.

Legal Reference: Minn Stat. 471.665 (Mileage Allowances)

Cross Reference: Policy EEB-A Vehicle Reservation Procedures

Reviewed/Revised: 1/14/92
6/23/97

Dissemination of Policy

Notification will be provided indicating that ~~ISD #152 is~~ Moorhead Area Public Schools are a tobacco-free environment.

This policy shall appear in the student handbook.

The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. 144.413, Subd. 4 (Definitions)

Minn. Stat. 144.4165 (Tobacco Products Prohibited in Public Schools)

Minn. Stat. 144.417 (Commissioner of Health, Enforcement, Penalties)

Minn. Stat. 609.685, Subd. 1(a) and (b) (Sale of Tobacco to Children)

Cross References: JO Student Discipline Policy

JHB Crisis Intervention

JESA Student Assistance Programs

JFCH Drug-Free Workplace/Drug-Free Schools

Originally Adopted: 06/23/87

04/28/92 -

04/22/96

violations in accordance with the procedures listed below.

Help Programs

The Moorhead Public Schools will be proactive in tobacco-free help programs. A list of several resources will be made available for the convenience and preference of the employee.

Student help programs will be provided for students as outlined in School Board Policy ~~JECJ~~ Chemical Free Policy for Students-JESA Student Assistance Programs.

Violations-Students of Elementary, Junior High, Secondary Schools

Any violations of the tobacco-free environment policy by students shall be referred to the appropriate building administrator. Students who violate provisions of the policy shall be subject to the building student discipline procedures.

Violations-Staff

Any violation of the tobacco-free environment policy by an employee of the district shall be referred to the appropriate supervisor. One verbal warning, accompanied by a written warning, shall be issued to the staff member. Further violations shall be considered insubordination and shall be dealt with accordingly, based on applicable collective bargaining agreements, if any, and Minnesota Statutes.

Violations-Citizens

Citizens who are observed smoking on school district property shall be asked to refrain from such behavior while on district property. If the individual fails to comply with the request, his/her violation of policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred. The building administrator, president or supervisory personnel shall make a decision on further action including a directive to leave school property.

Repeated violations of the tobacco-free environment policy by a citizen(s) shall result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by district administration, the local law enforcement agency shall be called upon to assist with enforcement of this policy. Violation of the Minnesota Clean Indoor Air Act, by smoking in a designated nonsmoking area, is a petty misdemeanor and a court injunction can be instituted against a repeated violator.

3. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.

4. Eligible spouses employed by the school district are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition or because of the employee's own serious health condition.

5. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

6. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

7. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

8. Requests for leave shall be made to the school district. Employees must give 30 days written notice of a leave of absence where practicable. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: GBEE

DATE ADOPTED:

REVIEWED/REVISED:

FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act and Also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

A. Twelve-week Leave

1. Regular full-time and part-time employees who have been employed by the school district for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

a. birth of the employee's child;

b. placement of an adopted or foster child with the employee;

c. to care for the employee's spouse, son, daughter, or parent with a serious health condition; and/or

d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job.

2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee uses any leave.

average number of hours per week equal to one-half full-time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

III. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES:

A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than twenty percent of the work days in the leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.

2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.

3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

D. The entire period of leave taken under the special rules will be counted as leave. The school

9. During the period of a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12 month period), the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage.

10. This policy applies to all family and medical leaves of absence including leaves that are covered under paid employment benefit plans or policies for any part of the 12 weeks leave to which the employee may be entitled under this policy. In other words, if an employee is entitled to both FMLA leave and paid leave under another benefit plan or policy, the employee is required to use all applicable paid leave plans or policies before unpaid leave and the FMLA leave and the paid leave will run concurrently.

11. Employees returning from a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12 month period) are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has not greater right to reinstatement or to other benefits and conditions of employment than if the employee has been continuously employed during the leave.

12. An employee who does not return to work after leave may, in some situations, be required to reimburse the school district for the cost of the health plan premiums paid by it.

13. The provisions of this policy are intended to comply with applicable law, including the Family and Medical Leave Act of 1993 ("FMLA") and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by that Act and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

14. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

B. Six-week Leave

An employee who does not qualify for leave under Paragraph A above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: JBA

DATE ADOPTED:

REVISED:

STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need services, accommodations, or programs in order that such learners may receive the required free appropriate public education.

II. GENERAL STATEMENT OF POLICY

A. Disabled students are protected from discrimination on the basis of a disability.

B. The Moorhead Area Public Schools will identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need services, accommodations, or programs in order that such learners may receive the required free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:

- 1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
- 2. has a record of such impairment; or
- 3. is regarded as having such impairment.

D. Learners may be protected from disability discrimination and be eligible for services under the provisions of Section 504 even though they do not require Individual Education Plan services pursuant to the Individuals with Disabilities Education Act.

~~district will continue to fulfill the school district's leave responsibilities and obligation, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.~~

IVII. DISSEMINATION OF POLICY

A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.

B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal Reference: Family and Medical Leave Act of 1993

BUSINESS SERVICES MEMO#: B01099



To: Dr. Larry P. Nybladh

From: Mark Weston 772

Date: May 22, 2001

RE: Senior High Sound System Bid Authorization

Over the past six months a sound system committee has been conducting fund raising activities with the sole purpose of upgrading the current sound system in the high school auditorium. Their efforts have raised approximately \$50,000 to date. The school district has allocated \$15,000 in the 2001-02 Annual Operating Plan. A presentation regarding the scope of work will be provided at the regularly scheduled school board meeting on May 29, 2001.

Suggested Resolution: Move to authorize the advertisement for bids on an upgrade to the sound system at the senior high school auditorium.

MLW/krm

III. COORDINATOR

Persons who have questions, comments, or complaints should contact the Assistant Superintendent of Teaching and Learning regarding grievances or hearing requests regarding disability issues. This person is the Moorhead Area Public Schools' ADA/504 Coordinator.

Legal References: 29 U.S.C. 794 et seq (504 of Rehabilitation Act of 1973) and regulations at CFR 104.3(j).

Cross Reference: Moorhead Policy GBA Grievance Procedures for Equal Opportunity
Moorhead Policy ACA Equal Educational Opportunity
Moorhead Policy AC State and Federal Law Prohibiting Discrimination

MEMO #: I-01-237



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Secondary - Summer School Programs

DATE: May 23, 2001

Attached is the 2001 Secondary Summer School general information, program budget and staffing information. Also included is a calendar with Secondary Summer School Programs and Basic Standards classes with Reading, Math and Writing test dates. Deb Pender will direct these programs with funding from the general fund and alternative education funding.

SUGGESTED RESOLUTION: Move to receive the Secondary Summer school program information as presented and to approve the employment of summer school staff contingent upon student enrollment.

LAK/smw
Attachments

Make Your Summer Count!
Register for Summer Term!

See Your School Counselor

Or Call Us

at 284-2201.

Join Us For

A Unique Learning Experience.

**RED RIVER
AREA LEARNING CENTER**

**SUMMER TERM
2001**

**1100 32nd Avenue South
Moorhead, MN 56560
(218) 284 - 2201**

The close of the 2000-01 school year is fast upon us and we are looking forward to Summer Term 2001! The Red River Area Learning Center will be offering a number of opportunities for students, k-12, in various locations around the district. We have developed a number of opportunities for secondary students, grades 7 - 12, to build academic skills, complete academic credits, and to prepare for the summer administration of the Basic Standards Tests. All eligible students may participate in one or more programs - sessions. For questions on eligibility and/or to receive a referral, please contact a counselor from your home school. We would appreciate your cooperation in completing student registration by June 1st. All classes are available pending sufficient enrollment and we would like to offer as many options to students as possible. Best Wishes for a Great Summer!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

August 2001						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Grades 7 - 8 - Junior High School

Session One Only.

Dates: June 5 - June 27, Monday - Friday

Schedule: Junior High School

a.m. 7:30 - 10:00 Academic One
10:00 - 12:30 Academic Two

RRALC (Shuttle provided.)

p.m. 12:30 - 1:00 Lunch
1:00 - 3:30 Academic Three

Note: Junior High students must complete 40 hours of class for each semester failure in areas of English, Math, Social Studies and Science. Students who have more than two failures must enroll in the afternoon program at the RRALC. If the student has more than 3 failures s/he must also register for Session Two (July) at the RRALC. (See Schedule - RRALC in this brochure. Please contact your counselor for more information. Transportation to and from school is the responsibility of the student. Regular transportation will not be provided.

(4) Graphic Design: Entrepreneurship .25 Cr

(Enrollment by invitation only.)

M,W - June 6,11,18,20,25,27.

There will be 2 additional sessions as arranged by the students and instructor in July.

Instructor: Brad Hawkins
218-284-2234

(5) Parenting: Minor Parents .50 Cr.

One evening per week - June 5 to Aug 17 as arranged by the staff and students.

Collaborative Project: RRALC, ECCE, Clay Co. Minor Parent Program.

Instructor: Linda Scheet
218-284-2213

(6) Environmental Science .50 Cr.

Location: Buffalo Science Center *

T,Th - June 12 - July 26

9:30 - 4:00 p.m.

* Bus will leave from RRALC at 9:00 a.m. and return at 4:30 p.m.

Instructor: Brad Hawkins, MSUM Staff
218-284-2234

Important Dates:

Session One: June 5 - June 27

Session Two: July 9 - July 31

Basic Standards Preparation:

June 27-June 30, July 9 - July 14

Basic Standards Testing:

Reading - July 17

Math - July 18

Writing - July 19

Important Phone Numbers

Junior High School Site

Summer Office: 284-4312

Contact: William Franklin, Counselor

Red River Area Learning Center

Summer Office: 284-2201

Contact: Deb Pender, Director

Basic Standards Preparation
Grades 8 - 12

Special Session:

June 28-29 (Th,F): 30 (Sat):

July 9 -14 (M-F): 15 (Sat).

Location: Junior High School

Schedule:

a.m.	7:30 - 10:00	Academic One
	10:00 - 12:30	Academic Two

Testing: July 17 - Reading - 9:00 - 12:00
July 18 - Math - 9:00 - 12:00
July 19 - Writing - 9:00 - 12:00

Note: Transportation to and from school is the responsibility of the student. Regular transportation will not be provided. Bus tokens for the MAT bus will be available. Students may register by contacting their school counselor or calling the RRALC at 284-2201.

Junior Alternative (Gr. 7 - 8)
Red River Area Learning Center

Session One: June 5 - June 27, M - F

Session Two: July 9 - July 31, M - F

Schedule:

a.m.	7:30 - 9:30	Early Bird Session -opt.
	9:30 - 10:00	Breakfast
	10:00 - 12:30	Academic One
p.m.	12:30 - 1:00	Lunch
	1:00 - 3:30	Academic Two
(Special Activities - as arranged.)		

Subjects Offered: Core - English, Math, Science, Social Studies, Interdisciplinary Studies.

Note: Transportation to and from school is the responsibility of the student. Regular transportation will not be provided. Bus tokens for the MAT bus will be available. Students may register by contacting the Red River Area Learning Center at 218-284-2201.

Senior Alternative (Gr. 9 - 12)
Red River Area Learning Center

Session One: June 5 - June 27, M - F

Session Two: July 9 - July 31, M - F

Schedule:

a.m.	7:30 - 9:30	Early Bird Session -opt
	9:30 - 10:00	Breakfast
	10:00 - 12:30	Academic One
p.m.	12:30 - 1:00	Lunch
	1:00 - 3:30	Academic Two
(Special Activities - as arranged.)		

Subjects Offered: Students will work on individual learning contracts to achieve specified requirements - standards. Interdisciplinary studies will also be offered.

Note: Transportation to and from school is the responsibility of the student. Regular transportation will not be provided. Bus tokens for the MAT bus will be available. Students may register by contacting the Red River Area Learning Center at 218-284-2201.

Senior Alternative (Gr. 9 - 12)
Red River Area Learning Center
Special Sessions:

- (1) Work Seminar .25 Cr.

Students must attend 3 full days of class:
W - June 13, July 11 and August 1.
Time: 8:30 - 4:30 p.m.
Location: RRALC

Instructor: Brad Hawkins

- (2) Community Work Site .50 Cr.
Students must work a minimum of 10 hours
per week:

Instructor: Brad Hawkins
218-284-2234

- (3) Community Learn and Serve Projects
As arranged with instructor.

Instructor: Linda Scheet
218-284-2213

Red River Area Learning Center
Junior Alternative (Gr. 5 - 6)

Semester One Only - June 5 - June 27:

Schedule:

a.m.	7:30 - 9:30	Early Bird Session -opt
	9:30 - 10:00	Breakfast
	10:00 - 12:30	Academic One
p.m.	12:30 - 1:00	Lunch
	1:00 - 4:30	Academic Two

Note: Transportation to and from school
is the responsibility of the student. Regular
transportation will not be provided. Bus tokens
for the MAT bus will be available. Students may
register by contacting the Red River Area Learning
Center at 218-284-2201.

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Budget: Secondary Summer Programs Alternative Programs

<u>Site</u>		<u>Graduation Standards Preparation June 28 - June 30; July 9 - 14; 7:30 - 12:30</u>					
						40 students per hour -	10 students per class
<u>Name</u>	<u>Position</u>	<u>Assignment</u>	<u>Hours</u>	<u>Rate</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
Babolian, Pat	Teacher	Reading - Comp	48	33.32	1599.36	207.12	1806.48
Broberg, Mary	Teacher	Reading - Comp	48	33.32	1599.36	207.12	1806.48
Dahlvang, Dan	Teacher	Math	48	33.32	1599.36	207.12	1806.48
Jensen, Mark	Teacher	Reading - Comp	48	33.32	1599.36	207.12	1806.48
Welken, Ken	Teacher	Math	48	33.32	1599.36	207.12	1806.48
TOTAL > > >						\$ 9,032.39	

<u>Site</u>		<u>Moorhead Junior High School June 5 - June 27 7:30 - 12:30</u>					
						87 Students per hour -	15 students per class
<u>Name</u>	<u>Position</u>	<u>Assignment</u>	<u>Hours</u>	<u>Rate</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
Argent, Sandra	Teacher	S Stud 8	90	33.32	2998.8	388.44	3387.24
Dahlvang, Dan	Teacher	Math 7	90	33.32	2998.8	388.44	3387.24
Franklin, William	Teacher	Counselor	107	33.32	3565.32	461.71	4027.03
Ingersoll, Wayne	Teacher	English 7	90	33.32	2998.8	388.44	3387.24
Jensen, Mark	Teacher	English 8	90	33.32	2998.8	388.44	3387.24
Lyslo, Elwood	Teacher	Science 7-8	90	33.32	2998.8	388.44	3387.24
Snowden, Jaimie	Teacher	S Stud 7	90	33.32	2998.8	388.44	3387.24
Welken, Ken	Teacher	Math 8	90	33.32	2998.8	388.44	3387.24
TBD	SpEd Teacher	As Needed	90	33.32	2998.8	388.44	3387.24
Cole, Kathy	Librarian	Junior High	45	33.32	1499.4	190.27	1689.57
Givers, Juneve	Paraprofession.	As Needed	107	10.94	1170.58	153.7	1324.28
Owens, Arlene	Paraprofession.	As Needed	107	8	856	112.39	968.39
Pladson, Kim	Secretary	Junior High	20	11.09	221.8	29.12	250.92
TOTAL > > >						\$ 35,358.21	

<u>Site</u>		<u>Outreach Day Treatment Program June 11 - 28; July 9 - 26; August 6 - 16; M-Th - 8-12</u>					
<u>Name</u>	<u>Position</u>	<u>Assignment</u>	<u>Hours</u>	<u>Rate</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
Cihlar, Mary	Teacher	SpEd	12	33.32	399.84	51.78	451.62
Nylander, Laura	Teacher	SpEd	117	33.32	3898.44	504.85	4403.29

Molstre, Joanne	Teacher	SpEd	133	33.32	4431.56	573.89	5005.45
Melander, Shirley	Paraprofession	SpEd	133	10.94	1455.02	191.04	1646.06
Gruenhagen, Jason	Paraprofession	SpEd	133	10.16	1351.28	177.42	1528.7
						\$	13,035.12
TOTAL > > >							

Special
Sessions As
Arranged

Site	Red River Area Learning Center		June 5 - June 27;	July 9 - July 31; 7:30 - 4:30;	15 students per class		
Name	Position	AssignmentRate	Hours	Salary	Benefits	Total	
Alba, Pauline	Teacher	Gen Subject	33.32	180	5997.6	776.69	6774.29 June, July
Babolian, Pat	Teacher	Science/Rdg	33.32	45	1499.4	195.17	1694.57 June, July
Broberg, Mary	Teacher	Bsc Stands/	33.32	90	2998.8	388.35	3387.15 July
Cihlar, Mary	Teacher	Indep Study	33.32	180	5997.6	776.69	6774.29 June, July
Eidsness, Melissa	Teacher	Math	33.32	90	2998.8	388.32	3387.15 July
Franklin, William	Teacher	Counselor	33.32	107	3565.32	461.71	4027.03 July
Hawkins, Brad	Teacher	Voc Dev, Sc	33.32	170	5664.4	733.54	6397.94 June, July
Hulett, Sharon	Teacher	Interdiscipli	33.32	42.5	1416.1	183.38	1599.48 June
Krebsbach, Karen	Teacher	Language A	33.32	90	2998.8	388.32	3387.15 July
Olsen, Catherine	Teacher	Gr 5-7, SpE	33.32	90	2998.8	388.32	3387.15 June
Scheet, Linda	Social Worker	Learn and S	33.32	50	1666	215.75	1881.75 June, July
Scheet, Linda	Social Worker	Parenting	33.32	50	1666	215.75	1881.75 June, July
Snowden, Jaimie	Teacher	Soc Studies	33.32	128	4264.96	552.31	4817.27 June, July
Tweeton, Shirley	Teacher	ELL	33.32	90	2998.8	388.32	3387.15 June
Holland, Norma	Liaison	8 hrs	14.2	320	4544	596.63	5140.63 June, July
Edgerton, Jim	Paraprofession	6.5 hrs	10.32	90	928.8	121.95	1050.75 June
Givers, Juneve	Paraprofession	3 hrs	10.94	51	557.94	73.26	631.2 June
Moore, Aracely	Paraprofession	8 hrs	10.32	320	3302.4	433.61	3736.01 June, July
Owens, Arlene	Paraprofession	3 hrs, 6.5 h	8	162	1296	170.16	1466.16 June, July
Peterson, Cheri	Para Float	6.5 hrs	10.32	180	928.8	121.95	1050.75 June, July
Ramirez, Monica	Para, Server	6.5 hrs	8	260	2080	273.1	2353.1 June, July
Tillett, Megan	Paraprofession	3 hrs	10.32	102	1052.64	138.21	1190.85 June, July
						\$	69,404.29
TOTAL > > >							

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Site	West Central Juvenile Center		June 5 - August 24; M - F, 8 - 12			
Name	Position	AssignmentRate	Hours	Salary	Benefits	Total

Anderson, Sarah	Teacher	Shelter Care	33.32	67	2232.44	289.1	2521.54	8/3 - 8/24
Edgerton, Kyle	Teacher	Shelter Care	33.32	180	5997.6	776.69	6774.29	6/4 - 8/2
Hulett, Sharon	Teacher	Detention 1	33.32	80	2665.6	345.2	3010.8	6/4 - 6/29
Mathew, Sandy	Teacher	Detention 2	33.32	130	4331.6	560.94	4892.54	6/18 - 7/31
Morse, Susan	Teacher	Detention 1	33.32	163	5431.16	703.34	6134.5	7/2 - 8/24
Pemble, Helen	Teacher	Detention 2	33.32	11	366.52	47.46	413.98	6/4 - 6/15
Snowden, Jaimie	Teacher	Detention 2	33.32	76	2532.32	327.94	2860.26	8/1 - 8/24
Edgerton, Jim	Paraprofession	Shelter Care	10.32	84	866.88	113.82	980.7	7/1 - 7/31
Kirkeby, Terry	Para-Tech	Detention 1	10.16	160	Covered by the Neglected and Delinquent G 6/4 - 6/30			
Melroe, Marie	Paraprofession	Shelter Care	10.16	148	1503.68	197.43	1701.11	6/4 - 6/30; 8/
Morse, Delores	Paraprofession	Detention 1	10.16	156	1584.96	208.11	1793.07	7/1 - 8/24
Tillett, Megan	Paraprofession	Detention 2	10.32	232	2394.24	314.36	<u>2780.6</u>	6/5 - 8/24
TOTAL > > >							\$ 33,863.39	

GRAND TOTAL > > > \$ 160,693.40

BUSINESS SERVICES MEMO#: B01100



To: Dr. Larry P. Nybladh

From: Mark Weston *WJ*

Date: May 23, 2001

RE: Current Future Facility Analysis

In response to Primary Focus Area Three: Current Future Facility Analysis, I am recommending that the School District contract with an architectural firm for the purpose of evaluating current educational facilities and future facility options.

Suggested Resolution: Move to advertise for proposals of an educational facility analysis.

MLW:krm



Primary Focus Area Three: Current / Future Facility Analysis

Administrative Project

Purpose:

This Administrative Project will involve the examination and recommendation of options for further professional analysis of current and potential future school district facilities.

Specific Responsibilities:

- Explore options for professional analysis of current and potential future school district facilities.
- Work to secure revenue for funding any authorized professional study and analysis.
- Provide adequate analysis of alternatives involving existing facilities.
- Provide complete analysis of alternatives which may require new construction of school facilities.
- Report and recommend to the Superintendent of Schools an external, professional process for facility analysis.
- Provide and interpret the facility analysis report to the Facility and Grade Level Configuration Model Community Task Force and the Middle School Model Community Task Force.

Time Frame:

- The process recommendation shall be completed and submitted to the Superintendent of Schools by May 15, 2001.
- The facility analysis report shall be prepared for submission to the Superintendent of Schools and the Facility and Grade Level Configuration Model Community Task Force by August 15, 2001.

Lead Administrator:

Mr. Mark Weston, Assistant Superintendent of Business Services

"The school district underspends and has underspent on its facilities for a number of years. This expenditure level is illustrative of the fact that Moorhead School District's facilities are indeed old. They average 43.6 years old on original construction."

*— Dr. Roger Worner
during the Feb. 27, 2001,
Public Information Meeting*



Moorhead High School, which was built 34 years ago, is the newest of the district's schools.

Memo: B01097

To: Dr. Larry P. Nybladh
From: Mark Weston *mw*
Date: May 14, 2001

Re: Primary Focus Area Three: Current/Future Facility Analysis

As a result of the organizational analysis study commissioned by yourself and the school board this past fall, numerous areas relating to the educational effectiveness and economic efficiency of the school district have been analyzed. In response to the analysis and recommendations of educational consultant Dr. Roger Worner, you drafted a report entitled "Recommendation for a Decision Making Process: A Response to the Organizational Study Report." In this report you identified eight primary focus areas that address the areas of concern described by Dr. Worner. The first primary focus area to be completed is primary focus area three: current/future facility analysis. As the lead administrator for this focus area I have conducted numerous telephone interviews and discussions with architects, school administrators and engineers. Please accept the following proposal regarding the professional analysis of current and potential future school district facilities.

The first obstacle in completing this task was to secure a revenue source that would enable the school district to complete an in-depth study. Through discussions with the staff at the Minnesota Department of Children, Families and Learning, a revenue source has been obtained. The school district has secured preliminary authorization to utilize Health & Safety money in completing a comprehensive study of our facilities. The current Health and Safety formula provides approximately 65% state reimbursement, with the remaining 35% being levied at the local level.

The enclosed Request For Proposal (RFP) relating to the professional analysis of our current facilities as well as potential future facilities can be paid for with Health & Safety revenue. Architectural firms will be invited to submit proposals as described by the scope of work in the RFP. The scope of work is to be completed and returned to my office by August 15, 2001. This invitation will be conveyed through the school district's official newspaper (The Forum). The RFP will also be sent to architectural firms who are known and recognized for school facilities work in the region. This process will provide for a competitive bidding atmosphere as well as allow us to evaluate each firm's unique characteristics and experience.

**REQUEST FOR PROPOSALS FOR
CURRENT/FUTURE FACILITY ANALYSIS**

**Moorhead Area Public Schools
810 Fourth Avenue South
Moorhead, MN 56560**

Proposals due: June 15, 2001

As the Moorhead School District embraces the future it is imperative that we look internally to evaluate declining enrollment, economic efficiencies, current teaching methodologies and the environments in which they are conducted. Through this analysis we will be better prepared to make those decisions that will benefit children and citizens for years to come. It is this belief and thought process that has caused the Moorhead Public School District to request proposals from a variety of architectural firms relating to facility analysis.

Enclosed with this letter is an "Executive Summary of the Organizational Study" that was completed by the Moorhead School District over the past six months. Also enclosed with this letter you will find a "Recommendation for a Decision Making Process: a response to the organizational study report". I would ask that you read both reports in their entirety so as to better acquaint yourself with the rationale for the facility analysis.

The school district is soliciting proposals that would encompass an in-depth evaluation of the seven k-12 instructional facilities currently operating. This process would include, but not be limited to an evaluation of mechanical, electrical, structural and safety systems. The analysis should also address site information, building capacities and utilization. The report would indicate what modifications or improvements should be completed to have each of our schools meet the minimum State of Minnesota Standards for Public Facilities.

The school district is also soliciting the design of a new grade 6-8 middle school that would house approximately 1400 students.

An architectural firm will be chosen based on their experience of analyzing school facilities as well as their experience in school design and construction. The request for proposal has been designed in such a way as to allow competing firms to be creative and utilize past practices they have found to be useful. Please complete the enclosed form if your firm is interested in the above-mentioned scope of work.

Projected Timeline:

May 15	Provide superintendent with process recommendation for project
May 17	Provide school board with process recommendation for project
May 29	Obtain school board approval of process
June 4 & 11	Advertise request for proposal
June 18	Review applications
June 20-22	Interview architectural firms
June 25	School Board approval of architectural firm
Aug. 15	Facility Analysis submitted to Asst. Supt. Of Business Services

Please contact Mark Weston, Assistant Superintendent of Business Services at (218)284-3375 should you have questions regarding the proposed project.

All information should be sent to:

Mark Weston
Asst. Supt. Of Business Services
810 4th Ave. S.
Moorhead, MN 56560

Based on the information provided, the school district will chose three firms to interview for the project.

Thank You, for your consideration

**Moorhead ISD #152
Current/Future Facility Analysis**

Architectural Firm _____

Address _____

Telephone No. _____

Contact _____

The following information needs to be completed and returned to the address below by June 15, 2001 in order for your firm to be considered for the facility analysis:

List those key individuals from your firm who will be working on this project and their role

List other firms you intend to partner with and their role in this project (e.g., engineering, architectural, etc.)

Enclose examples of facility analysis models you have used in the past

Provide a list of school projects you have worked on in the past five years

Provide a design for a new 6-8 middle school that you have recently completed

References from current projects or projects completed within the past three years

MEMO #: I-01-238



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Excel Summer Program
DATE: May 22, 2001

Attached is the K-6 2001 Excel Summer Term program description, budgetary information and staff teaching assignments which will be made contingent on enrollment numbers. The two sessions will operate within an 18 day summer school structure and be directed by Sarah King. All curriculum has been aligned with the Minnesota Graduation Standards; **Read, Listen, and View and Mathematical Applications**, for students at the primary and intermediate level. This program will be funded through Title 1 and Targeted Services funding generated by student enrollment.

SUGGESTED RESOLUTION: Move to approve the Summer Excel Term as described and hiring of teaching staff contingent upon enrollment.

LAK/smw
Attachments

EXCEL Summer 2000 Budget & Staff

Staff	Grade Level	Course Name	Staff	Count	Expense	
Allison Boe	2-4	Best 9 Days of Summer! Write? Right!	Teachers	29	\$82,797.84	(\$33.32*4*18 + fringe)
Joni Lordeman	.	.	Paras	6	\$5,437.80	(\$10.00*4.75*18+fringe)
Paul Larson	3-6	Reading Comes Alive!	Supplies		\$1,450.00	(\$50.00 per teacher)
Rebecca Meyer-Larson	.	.	Busing		\$15,000.00	(shuttle from city parks)
Chad Durand	3-4	Sailing on the Titanic	Total		\$104,685.64	
Diane Johnson	.	.				
Sally Doran	K-2	Fun with Words: Reading & Writing Workshop	Revenue			
Nancy Oster	.	.	Alternative Ed.		\$76,950.00	Targeted Services (380 students*3hrs.*18*\$3.75)
Kari Yates	K-1	I Can Read and Write	Title I		\$35,809.82	Title I Carry-over dollars
Karen Lind	.	.	Total		\$112,759.82	
Diana Johnson	1	Summer Reading, Writing & Math Camp				
Jan Klungtvedt	.	.				
Claudia Araujo	K-2, Sp Immersion	Have a Fun Trip to the Bottom of the Ocean				
Shannon Dahlberg	1-2	Learning Across the Curriculum				
Michael Dahlberg - TBD	.	.				
Michelle Sailer	4-6	Survivor: Summer Expedition				
TBD	.	.				
Jon Moe	4-6	Just Do It: Backyard Science				
Stacy Swanson	.	.				
Heidi Moe	1-3	Extra, Extra, Read All About It!				
TBD	.	.				
Lisa Martin	3-5	Problem Solving with Food				
Andrea Hovland	.	.				
Jamie York	4-5	Journey Through M.A.R.S.				
Cheri Puetz	.	.				
Pat Schmidt (2nd session)	4-6	Sports Math (second session only)				
Palma Wright	.	.				
Amy Hoffer	K-6	Admin. Assist./Counselor				

EXCEL 2001

A K-6 Summer Adventure

The Moorhead School District is offering summer classes for K-6 students identified through Title I/AOM or Targeted Services who would benefit from extended learning opportunities.

Select from one of the two sessions: **June 12-28, 2001** or **July 10-26, 2001**

Each session will include the following options:

Schedule

7-8:30 a.m.

Early Bird Club (Optional)

*Parent(s) drop off student(s) at EXCEL Program site
any time between 7-9 a.m.*

8:30-9 a.m.

Breakfast Program (Optional)

9 a.m.-12 p.m.

Classes will be held on Tuesdays, Wednesdays and Thursdays

12-12:15 p.m.

Parent(s) pick up student(s)

12-12:45 p.m.

Lunch Program (Optional)

Details to be worked out through EXCEL and Parks programs.

Optional Shuttle Service

Regular transportation will not be provided for the EXCEL Sessions. However, optional shuttle service will be available to and from designated neighborhood parks and other key locations.

The morning shuttle will include supervision by EXCEL staff. The staff will accompany the students to the EXCEL Program. The noon shuttle will return children to the designated sites but there will not be EXCEL supervision at the drop-off sites. However, you may enroll your child in the Moorhead Neighborhood Parks and Recreation Center Afternoon Programs which will run from 1-5 p.m. daily.

Participation in the Moorhead Neighborhood Parks and Recreation Programs requires a separate registration through the City of Moorhead Parks and Recreation Department. More information about the shuttle service routes and designated sites will be available in early May following the completion of registration for the EXCEL Summer Sessions.

Please complete the registration pages in this packet and return them to your child's school no later than **April 13**. Class sizes are limited.

Registrations **will not** be taken over the phone.

Classes, grade levels, teachers and class descriptions
are included on the following pages.

I Can Read and Write

Kindergarten-Grade 1

Kari Yates and Karen Lind

Reading and writing are at the core of the school curriculum, and early success for every child in these areas is essential to later school success. This course will emphasize basic reading and writing skills and provide daily enrichment opportunities for further exploring reading and writing through creative expression.

Fun with Words:

Reading & Writing Workshop

Kindergarten-Grade 2

Sally Doran and Nancy Oster

This class focuses on the renewal of language, reading and writing skills. The class will use companion and guided reading which will provide opportunities for students to improve reading and writing skills in an interactive environment. Daily oral language will be used to encourage listening and speaking skills. Calendar and daily news will be presented daily in whole group and used to increase social emotional skills and awareness. Reading skills time will be part of the daily curriculum.



Have a Fun Trip

to the Bottom of the Ocean

Grades K-2 Spanish Immersion Students

Claudia Araujo

Spanish Immersion students will learn to count, sing and read Spanish, while learning new words, making new friends, and having fun. This class will promote early reading strategies and implement a routine for learning numbers.

Summer Reading, Writing and Math Camp for First-Graders

Grade 1

Diana Johnson and Jan Klungtvedt

Students completing grade 1 will participate in a three-week reading, writing and math program surrounded by a camping theme. Students will participate in a balanced literacy program with a focus on guided reading. In math, students will continue math games and explorations from the Everyday Math Program.

Learning Across the Curriculum

Grades 1-2

Shannon Dahlberg and Michael Dahlberg

Students will actively participate in various learning centers throughout the day. These centers will focus on reading, math and written expression. Using literature-based theme units, students will engage in character building on a daily basis, with an emphasis on respect, responsibility and compassion. Students will also perform daily science experiments.

Extra, Extra, Read All About It!

Grades 1-3

Heidi Moe

Students will have the opportunity to read a variety of texts to work on basic reading skills and comprehension. The reading selections will be incorporated into daily writing and math activities.

Best 9 Days of Summer! Write? Right!

Grades 2-4

Joni Lordeman and Allyson Boe

Our first day of summer will start at the ocean, and who knows where we'll end up! The focus will be The Writing Process supported with activities including reading, math and art.



Sailing on the Titanic

Grades 3-4

Chad Durand and Diane Johnson

Join us as we set sail to improve on reading skills and learn reading strategies while exploring books about the "Grandest Ship in the World." Students will also become historians as they learn research skills using books and technology to complete creative writings on Titanic's passengers. Along with these fun activities, students will learn or strengthen mapping skills as they follow the Titanic's path across the Atlantic.

Problem Solving With Food

Grades 3-5

Lisa Martin and Andrea Hovland

Appetizers, main dishes and desserts will be served in this tasty yet nutritious class. This class is sure to encourage critical and creative thinking about math encountered in everyday situations — from divvying up a pizza to calculating the cost of buying basic supplies for a cake.



Reading Comes Alive!

Grades 3-6

Paul Larson and Rebecca Meyer-Larson

Students will enhance their reading skills through drama. This course pairs an elementary and a theater teacher to bring children's literature to life. Through creative dramatics, children will learn that reading can be fun. Research has shown that pairing drama and literature increases a student's self esteem, enjoyment of learning, and comprehension of reading.

Journey Through M.A.R.S.

Grades 4-5

Cheri Puetz and Jamie York

Give your Math, Language Arts, Reading, and Science skills a "boost" as you "blast off" on problem-solving adventures in this "fun-tastic" summer session!



Just Do It: Backyard Science

Grades 4-5

Jon Moe and Stacy Swanson

This interdisciplinary course consists of students' interests in our environment and how it survives. The standards will be embedded in the course. Students will be involved with a series of service-learning projects such as cleaning an area park, removing weeds, and some possible Riverkeepers tasks. Students will research nature native to this area, read a variety of genre based on our environment, learn to appreciate our environment through models and experiments, record observations, and apply information to problem-solving tasks.



Survivor: Summer Expedition

Grade 4-6

Michelle Sailer

Survive the ultimate summer expedition. Each day experience mental, physical and memory challenges to become the ultimate school survivor. Lessons and challenges will be focused around the key areas of reading, writing, math, science and physical education.

Sports Math (Session 2 Only)

Grades 4-6

Patricia Schmidt and Palma Wright

Join Sports Math and get a real math workout! Students will experience math in many unlikely places, while playing some of their favorite sports! The activities will cover a wide variety of sports while focusing on different math skills.



EXCEL 2001

EXCEL Class Registration Form

Please complete the registration form and return it to your child's school.
Class sizes are limited. Please return this registration form by **April 13**.
Registration **will not** be taken over the phone.

Child's Name _____ Grade just completed _____

Parent/Guardian Name _____

Address _____

Phone (home) _____ (work) _____

1. I would like my child to attend the following session (choose one):

_____ Session 1: June 12-28, 2001

_____ Session 2: July 10-26, 2001

2. Please indicate your first three choices for class. Put a **1** by your first choice, a **2** by your second choice and a **3** by your third choice. Children will be assigned to classes based on preferences, student needs and availability. Classes with low registration may be cancelled. Students enrolled in those classes will then be placed in their second or third choice.

- _____ I Can Read and Write (K-1)
- _____ Fun with Words (K-2)
- _____ Have a Fun Trip to the Bottom of the Ocean
(K-2 Spanish Immersion Students Only)
- _____ Summer Reading, Writing and Math Camp (1)
- _____ Learning Across the Curriculum (1-2)
- _____ Extra, Extra, Read All About It! (1-3)
- _____ Best 9 Days of Summer! Write? Right! (2-4)
- _____ Sailing on the Titanic (3-4)
- _____ Problem Solving with Food (3-5)
- _____ Reading Comes Alive (3-6)
- _____ Journey through M.A.R.S. (4-5)
- _____ Backyard Science (4-6)
- _____ Survivor: Summer Expedition (4-6)
- _____ Sports Math (Session 2 only) (4-6)

EXCEL 2001

Registration for Optional Programs

Please complete the registration form and return it to your child's school.

Please return this registration form by **April 13**
when registering your child for an EXCEL class.

Child's Name _____ Grade just completed _____

Parent/Guardian Name _____

Address _____

Phone (home) _____ (work) _____

1. I would like my child to attend the following optional programs:

- ☐ Early Bird Club (Parents drop off students between 7 a.m. and 8:30 a.m.)
- ☐ Breakfast Program or alternative activity (8:30-9 a.m.)
- ☐ Classes (9 a.m. to noon) *Please complete the EXCEL class registration form.*
- ☐ Lunch Program (Noon to 12:45 p.m.)

2. Please let us know whether your child will use the optional shuttle service.

My child will use the morning shuttle to the EXCEL Program site at Probstfield School:

- ☐ Yes
- ☐ No

My child will use the afternoon shuttle to the designated parks and other key locations:

- ☐ Yes
- ☐ No

EXCEL 2001

Targeted Services EXCEL Referral Form

Please return this referral form by **April 13**
when registering your child for an EXCEL class.

Child's Name _____ Grade just completed _____

Parent/Guardian Name _____

Address _____

Phone (home) _____ (work) _____

Check at least one of the following eligibility requirements that qualify the student for enrollment in the EXCEL Summer School Program:

- ☐ Two grade levels below performance on a local achievement test; or
- ☐ At least one year behind in grade level or course work; or
- ☐ Speaks English as a second language or has limited English proficiency; or
- ☐ Demonstrates low motivation, aggression, a sudden drop in grades, absenteeism, or classroom behavior problems.

Current services the student is receiving (Check all that apply):

- ☐ Special Education (if yes): IEP in place ☐ Yes ☐ No
- ☐ Title I
- ☐ AOM (Assurance of Mastery)
- ☐ ESL Services
- ☐ Social Worker/School Psychologist
- ☐ Other _____

Comments of referral:

I confirm that the above information is accurate and enrollment in the EXCEL Summer School Program is an appropriate educational opportunity for the named student.

Parent Signature _____ Date _____

Program Administrator _____ Date _____

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MEMO #: I-01-239



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Special Education Extended School Year Program

DATE: May 22, 2001

Attached is the 2001 Special Education Extended School Year Program and budgetary information as well as a list of teaching staff to be employed. The various programs will be located at Robert Asp Elementary School, Probstfield Elementary School, Moorhead Junior High School, Moorhead Senior High School.

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

SUGGESTED RESOLUTION: Move to receive the Special Education Extended School Year Program information and to approve the employment of extended school year staff contingent upon student enrollment.

LAK/smw
Attachment

**Extended School Year 2000
Program Budget and Staff Information**

Extended School Year for the 2001 summer will run from 7:45 am to 12:15 pm. Programming will be provided in either a 6 week or 8 week program and either 3 days (Tuesday, Wednesday, and Thursday) or 4 days (Monday, Tuesday, Wednesday, Thursday) depending on the child's needs. Teachers will have one 4 hour prep day on Monday, June 11. Extended School Year will begin June 12 -July 26 for the 6 week session and June 12- August 9th for the 8 week session. There will be no Extended School the week of July 2nd..

There will be 25 teachers employed with a total salary of \$64,440.88, plus benefits of \$8,151.77. The total hours for teachers is 2,732. @ \$33.32/per hour.

There will be 42 paraprofessionals employed, four and one-half hour paraprofessionals. Paraprofessionals are paid at their contract rate or the district sub rate if not employed as a paraprofessional with the district. Total hours for paraprofessionals is 3,726.00. Total salary for the paraprofessionals is \$37,077.75, plus benefits of \$4,757.08.

ESY instructional materials budget is \$1,780.00.

Total Program Budget \$116,207.48.

ESY Teachers

Bierdeman, Betty
Wolf, Renee
Vigen, Nancy
Wallace, Judy
Buysse, Lowell
Speich, Sue
Stevenson, Valerie
Johnson, Dale
DAPE (To be filled)

Robb, Karla
Stone, Sara
Schindler, Kay
Vorachek, Vicki
Speech (To be filled)
Burud, Angela
Johnson, Marti
Feir, Carol

Hanson, Maggie
Kimball, Guy
Bartholomy, Deb
Maribeth, Plankers
PT (To be filled)
Anderson, Kevin
Larson, Marilyn
Enderle, Jon

ESY Paraprofessionals

Adkins, Edna
Beiswenger, Patti
To be filled
Denny, Lisa
Kallod, Ann
Vargas, Rose
Fisher, Maureen
Stoa, Jodi
To be filled
Kerns, Tamara
To be filled
Lattimore, Sue
Peterson, Lynn
Schmidt, Lisa

Conn, Pam
To be filled
To be filled
To be filled
Rickford, Kim
Escobedo, Juanita
Ahonen, Adam
Grinde, Jeanette
Hausauer, Wendy
To be filled
Klinkhammer, Janet
Lien, Joann
Port, Brenda
Whiteford, Gena

Luck, Amy
Carlson, Grady
Tack, LuAnn
Dockter, Lonnie
Michels, Allison
Fingarson, Sherry
Hickman, Alyssa
Krabbenhoft, Denise
Lindberg, Stacy
Holden, Deb
Krupich, Tamara
Parker, Char
Sayler, Kathy
Sellent, Carol

MEMO #: I-01-240



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Basic Standards Testing

DATE: May 22, 2001

A PowerPoint presentation will be given to the board regarding Basic Standards testing to include the 8th grade testing results in mathematics and reading and 10th grade testing in writing. Information will also be presented on the results for our current 9-12th grade students.

A copy of the presentation will be given to the board at the board meeting.

LAK/smw
Attachment