



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

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S-449-B05
Min
8-13-01

INDEPENDENT SCHOOL DISTRICT #152

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

August 13, 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. Matters Presented by Citizens/Other Communications
(Non-Agenda Items)

2. CONSENT AGENDA

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

SCHOOL BOARD AGENDA - August 13, 2001
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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 Contracts - Pages 7-13
 - (2) Acceptance of Grant - Pages 14-21
- B. BUSINESS SERVICE MATTERS - Weston
 - (1) Approval of Leases - Pages 22-45
- C. HUMAN RESOURCE MATTERS- Nielsen
 - (1) Approval of New Employees - Page 46
 - (2) Approval of Rehires - Page 47
 - (3) Acceptance of Resignations - Page 48
 - (4) Approval of Head Girls Soccer Coach - Page 49
 - (5) Approval of EIS Memorandum of Understanding - Pages 50-51
 - (6) Approval of Health and Safety Revenue Application - Pages 52-86
 - (7) Approval of Memorandum of Understanding for Re-employment - Pages 87-88
- D. SUPERINTENDENT MATTERS - Nybladh
 - (1) Approval of July 16, 2001 Minutes - Pages 89-95
 - (2) Approval of August Claims
 - (3) Revisions to the 2001-2002 Calendar - Pages 96-97

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

Moved by _____ Seconded by _____
Comments _____

- 3. COMMITTEE REPORTS
- 4. HEALTH INSURANCE PRESENTATION: Nielsen
Pages 98-111

SCHOOL BOARD AGENDA - August 13, 2001
PAGE 3

5. **PROFILE OF LEARNING VOTE:** Kovash
Pages 112-114

Suggested Resolution: Move to approve the 2001-02 plan for the preparatory and high school standards required at each site to be reported to the commissioner as required in MN Statute 120B.031.

Moved by _____ Seconded by _____
Comments _____

6. **FIRST READING OF POLICIES:** Nybladh
Pages 115-152

Conduct a first reading of the following policies: Name and Legal Status of Moorhead Area Public Schools (AA); Mission Statement (ADA); School Board Legal Status (BB); School Board Officers (BDB); Open and Closed School Board Meetings (BE); School Board Meeting Agendas (BEDB); School Board Meeting Rules of Order (BEDD); School Board Meeting Minutes (BEDG); School District Public Hearings (BEE); School Board Policies (Development, Adoption, Implementation and Review) (BG); School Board Member Development (BIB); School District Administration (CA); School Superintendent (CB); District Fiscal Management (DA); Establishment, Adoption, & Modification of the District's Financial Annual Operation Plan (DB); and Moorhead School District Committees (BDF).

7. **CLAY COUNTY JOINT POWERS COLLABORATIVE AGREEMENT:** Nybladh
Pages 153-161

Suggested Resolution: Move to approve the Clay County Joint Powers Collaborative Agreement for the 2001-2002 school year.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - August 13, 2001

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8. **LOCAL COLLABORATIVE TIME STUDY AGREEMENT:** Nybladh

Pages 162-163

Suggested Resolution: Move to approve the Local Collaborative Time Study Agreement for the 2001-2002 school year.

Moved by _____ Seconded by _____
Comments _____

9. **CONVERSION OF SUPPLEMENTAL REVENUE, TRANSITION REVENUE, AND INTEREST ADJUSTMENT OF REFERENDUM AUTHORITY:** Weston

Pages 164-165

Suggested Resolution: For fiscal year 2003 and later, the school board hereby converts the full amount of its Supplemental Revenue, Transition Revenue, and Interest Earned Adjustment to referendum authority, pursuant to M.S. 126C.17, Subd. 13.

Moved by _____ Seconded by _____
Comments _____

10. **SPECIAL SCHOOL BOARD MEETING:** Nybladh

Page 166

Suggested Resolution: Move to approve scheduling Wednesday, September 12, 2001, 5:00 p.m. to hold a special school board meeting to approve the required school board election resolutions.

Moved by _____ Seconded by _____
Comments _____

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

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12. **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 _____

13. **OPEN PUBLIC MEETING:** Cummings

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

Moved by _____ Seconded by _____
Comments _____

14. **ADJOURNMENT**

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CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
ECFE	August 1-28	Varies	Lincoln
Orchestra Camp	August 20-24	8 am - 3 pm	Senior High
Chamber New Educators Breakfast	August 21	7 am	Holiday Inn
School Board	August 27	7 pm	Board Room
New Teacher Training	August 27		
Frist Day to File for School Board Election	August 28		
K-12 Teacher Workshops	August 28-31		
Back to School Night	August 28	5:30-7 pm	Junior High
Registration	August 29	8 am - 8 pm	RRALC
Back to School Night	August 29	5:30-6:30 pm	Washington
Back to School Night	August 29	6:30-7:30 pm	Robert Asp
Back to School Night	August 30	5:30-7 pm	Probstfield
Back to School Night	August 30	5:30-6:30 pm	Riverside
Back to School Night	August 30	5:30-6:30 pm	Edison
Labor Day	September 3		
K-12 Classes Begin	September 4		
Back to School Night	September 5	7-9 pm	Senior High School
School Board	September 10	7 pm	Board Room
Last Day to File for School Board Election	September 11		
District Care Team	September 17	3 pm	Board Room
Back to School Open House	September 19	12:30-3 pm	RRALC
Instr and Curr Adv Com	September 20	7-8:30 am	Board Room
Supt's Advisory Council	September 20	7-8:30 pm	Board Room
School Board	September 24	7 pm	Board Room

MEMO #: I-02-017



TO: Dr. Larry Nybladh
FROM: Lynne Kovash JK
SUBJECT: Low Incidence Contracts
DATE: August 6, 2001

Attached are the contract for service for Dee Pretty and Colleen Morken. Lakes Country Service Cooperative has contracted with Moorhead Area Public Schools for the services of special service personnel to provide services in the region for low incidence areas in special education. Dee Pretty is a consultant for deaf and hard of hearing students and Colleen Morken provides consultative services in the area of physically impaired, other health impaired and traumatic brain injury.

SUGGESTED RESOLUTION: Move to approve the contracts for Dee Pretty and Colleen Morken with Lakes Country Service Cooperative to provide low incidence special education consultative services for the 2001-2002 school year.

LAK/smw

**Lakes Country Service Cooperative (LCSC)
Contract for Service**

This contract, entered into for the school year of 2001 - 2002, by and between Moorhead Public Schools and the Lakes Country Service Cooperative.

Lakes Country Service Cooperative hereby requests the following service:

Service & Salary: 91.5 days from Dee Pretty, Consultant for Deaf & Hard of Hearing. Contract cost based on 91.5 days equals \$7,897.60 salary and \$5,846.85 for benefits. Total contract is \$13,744.45.

Date: 2001 - 2002 School year

The Lakes Country Service Cooperative Will be billed for services provided.

The parties to this contract agree to accept its provisions.

Representative for Moorhead Public Schools

Ex. Director, Lakes Country Service Co-op.

Date

Date

**Lakes Country Service Cooperative (LCSC)
Contract for Service**

This contract, entered into for the school year of 2001 - 2002, by and between Moorhead Public Schools and the Lakes Country Service Cooperative.

Lakes Country Service Cooperative hereby requests the following service:

Service & Salary: 109 days from Colleen Morken for Physically Impaired & Other Health Impaired and Traumatic Brain Injury Consultation. Contract costs based on 109 days equals \$8,542.35 salary and \$6,620.66 for benefits. Total Contract is \$15,163.01.

Date: 2001 - 2002 School Year

The Lakes Country Service Cooperative Will be billed for services provided.

The parties to this contract agree to accept its provisions.

Representative for Moorhead Public Schools

Ex. Director, Lakes Country Service Co-op.

Date

Date

MEMO #: I-02-014



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Clerical Contract - Juvenile Center (2001-2002)

DATE: July 29, 2001

Attached is the contract for the clerical services for the school program at the West Central Regional Juvenile Center for the 2001-2002 school year. The school district is responsible for one half of the costs or \$16,260.00 which the district will be billed for quarterly in the amount of \$4,065.00.

SUGGESTED RESOLUTION: Move to approve the contract with West Central Juvenile Center for clerical services for the 2001-2002 school year for a total cost of \$16,260.00.

LAK/smw
Attachment

West Central Regional Juvenile Center

BARRY STEEN, Director

Office Telephone: (218) 299-5150

Fax: (218) 299-7533



July 23, 2001

Ms. Lynne Kovash, Ass't. Superintendent, Teaching/Learning
Townsite Centre
810 4th Ave. No.
Moorhead, MN 56560

Dear Lynne:

Enclosed, please find two copies of the contract for clerical services for the school program at the West Central Regional Juvenile Center for the 2001-2002 school year.

There is a signature line for the School Board Chairperson. Also if administrative staff need to sign the agreement, feel free to add another signature line. We would like a signed copy returned to the Juvenile Center.

As we have done previously, we will bill the School District quarterly for one-half the cost of the clerical staff person. The cost breakdown is as follows:

Salary -	\$24,856.00
FICA -	\$1,541.00
Medicare -	\$360.00
PERA -	\$1,287.00
Insurance -	\$4,476.00

TOTAL	<u>\$32,520.00</u>
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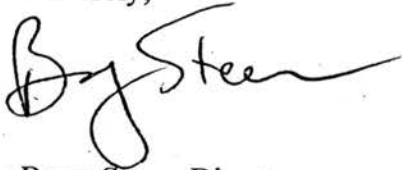
The Districts share is \$16,260.00

Quarterly billings would be \$4,065.00

If you are in agreement with the terms of this contract, please sign both copies and return one to me. Also if you have any questions or are in need of further information, please let me know.

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Barry Steen". The signature is fluid and extends to the right.

Barry Steen, Director
West Central Regional Juvenile Center

cc: Deb Pender

Enclosure:

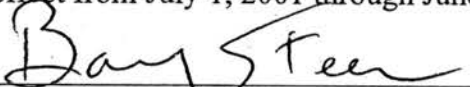
BS/th

The following is an agreement between Independent School District #152, Moorhead and the West Central Regional Juvenile Center.

School District #152 agrees to purchase and the West Central Regional Juvenile Center agrees to provide, a secretary, on-site at the Juvenile Center. School District #152 agrees to pay 50% (20 hours) of the secretary's salary and fringe benefits.

The contract period of this agreement will be effective for July 1, 2001 through June 30, 2002. The cost for this service for the designated contract period will be \$16,260.00. The West Central Regional Juvenile Center will bill Independent School District #152 on a quarterly basis in the amount of \$4,065.00.

It is understood and agreed that if either party chooses to withdraw from this contract, it will give at least a thirty (30) day written notice to the other party. Otherwise this agreement will remain in effect from July 1, 2001 through June 30, 2002.



Barry Steen, Director
West Central Regional Juvenile Center

Date: 7/23/01

School Board Chairperson
Independent School District #152

Date: _____

MEMO #: I-02-015



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Grant Acceptance

DATE: July 31, 2001

Adult Basic Education has received a grant in the amount of \$85,000.00 for a Functional Workforce Literacy English as a Second Language Program.

SUGGESTED RESOLUTION: Move to approve the grant in the amount of \$85,000.00 for a Functional Workforce Literacy English as a Second Language Program as presented.

LAK/smw



July 6, 2001

Bonnie Herman
Moorhead Area Schools, ISD #152
1330 - 8th Avenue N.
Moorhead, MN 56560

Dear Bonnie:

On behalf of the Minnesota Department of Children, Families and Learning, we are pleased to inform you that your application for the FY 2002 continuation of your Intensive ESL Grant Program for MFIP Participants has been approved for funding in the amount of \$85,000.00. This amount is less than you requested. If you wish to accept this award, please submit a revised budget immediately to Diane Pecoraro so the grant process can be set in motion.

We will start to draw up contracts as soon as possible, but as you know, the process takes time. You are legally not able to draw funds until contracts are completely processed and signed.

If you continue the program now, we must inform you that you are responsible for costs incurred prior to the completion and signing of the contract. However, once the contract is completed, our office is willing to accept invoices for expenses incurred between July 1, 2001 and the date of contract completion. Please be aware that the work reimbursed under this grant cannot be extended beyond June 30, 2002, nor can your grant carry over unexpended funds past that date.

In the next year, we will be monitoring participation and outcomes to ensure that the programs are meeting the intent of the legislation. Programs which do not meet the intent will be terminated or be advised of corrective action status. Another priority will be to ensure the use of a standardized test instrument to measure English Language gains. We understand that many of you are unfamiliar with tests like CASAS and BEST, so we will plan to help you be trained in using them. In addition, limited technical assistance will be available to assist newer programs with compliance formalities.

This second year will provide an opportunity to really take program plans forward. We look forward to working with you again.

AND FINALLY.....

IMPORTANT Information on Final Payments: For payments for this past year, July 1, 2 000 - June 30, 2001, only expenses incurred by June 30, 2001 may be claimed. All requests for reimbursement for that time period must be submitted by August 3, 2001 to Laurie Rheault.

If you have questions about the grant awards, please contact Diane Pecoraro at (651) 582-8424 or diane.pecoraro@state.mn.us. For reimbursement information, call Laurie Rheault at (651) 582-8432.

Sincerely,



Barry Shaffer
ABE Program Supervisor



Diane Pecoraro
Adult Education/ESL Program Specialist

BS:DP:ay

COPY

Moorhead Area Schools
INTENT TO APPLY FOR A GRANT TO AN OUTSIDE AGENCY

1. Briefly describe the purpose of the proposal.

This is an application for continuing funds for the Functional Workforce Intensive ESL for MFIP Participants grant funded by the Dept. of CFL. It is a program that is jointly funded by CFL and DHS and has been in existence for the past 4 years. Clients who receive MFIP benefits and for whom language is a barrier to employment are referred to the program by Rural MN Concentrated Employment Program(CEP.) Funding for the next two years is available to programs which have proved to be successful, so ABE is required to complete just a small portion of the grant application.

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

The FWL Intensive ESL for MFIP Participants program provides instruction for ESL learners in need of workplace skills and English language skills. Learners participate in group instruction based on a checklist of necessary employment skills. As English speaking, reading, and writing skills improve learners participate in a job shadowing experience, practice interviewing skills, and complete a resume. The ultimate goal is for the participants to find rewarding employment in the community. This fits into the district's five year plan because as parents of K-12 children become more skilled they become better supporters of their children's education and more comfortable with participating in their children's educational process. As clients find employment which provides a livable wage, they become productive citizens of the community. This stability encourages families to remain in Moorhead and continue to enroll the children in our schools.

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

Due to the nature of the grant extensive collaboration with the area Workforce Center and Rural MN CEP is on-going. In addition, other community agencies who are working with the participants use the program as a point of access to help meet the clients' needs. The opportunity to purchase technology through the grant certainly is an asset to the district and tech. support has been provided. Space for the program at Voyager is rented from the district.

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

Funding is available for the program for the next two years as the Legislature has allocated \$1.1 million for each year. The duration of each funding year is July 1 to June 30. The request for FY 2002 will be \$93,460.

Additional funding for the program provided by DHS is based on the number of ESL clients eligible for MFIP each year. Social Services and Rural MN CEP have indicated that the number of eligible recipients remains constant in the county.

5. Describe matching funds, in-kind requirements, technology needs, etc.

No matching funds or in kind contributions are required.

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

Bonnie Herman, ABE Program Manager, is responsible for the grant. The staff of the current Functional Workforce Intensive ESL for MFIP Participants program were also involved in the writing the grant for continuing funds.

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

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

Submitted by: Bonnie Herman
ABE Program Manager

- ☒ Approved
☐ Denied
☐ Pending

Diane Kovach
Assistant Superintendent - Teaching & Learning

6/15/01
Date

cc: Superintendent
Principals/Supervisors

**REVISED
BUDGET REQUEST FORM**

BUDGET	GRANT FUNDS REQUESTED	IN KIND
Personnel		
<i>Admin</i>	\$0.00	\$5,000.00 ABE
<i>Instructional 1.1 FTE</i>	\$36,850.00	
Judy Mathison, Trevor Leiseth		
<i>Paraprofessional 1.21FTE</i>	\$18,254.00	
Hadar Maltai, Hinda Abdi		
<i>Clerical .2 FTE</i>	\$3,344.00	\$2,000.00 ABE
Angela Martinez		
<i>Other(Tech support, custodial)</i>	\$0.00	\$4,000.00 ISD 152
Instructional Materials	\$6,500.00	
Supplies	\$1,500.00	
Equipment	\$8,000.00	
Facility Rent	\$2,400.00	
Travel	\$500.00	
Purchased Services	\$3,202.00	
Staff Development	\$700.00	
Indirect Charges	\$3,750.00	
TOTAL	\$85,000.00	\$11,000.00

REVISED BUDGET NARRATIVE

Personnel (includes salary and benefits)	Instructional 1.1 FTE <i>Judy Mathison, Trevor Leiseth</i>	\$36,850.00
	Paraprofessional 1.1 FTE <i>Hadar Maltai, Hinda Abdi</i>	\$18,254.00
	Clerical .2 FTE <i>Angela Martinez</i>	\$3,344.00
Instructional Materials	consumable texts, assessment materials etc.	\$6,500.00
Supplies	office supplies: paper, binders, resume folders, etc.	\$1,500.00
Equipment	hardware, software, computer upgrades	\$8,000.00
Facility Rent	ISD 152 Room, 104 in Voyager	\$2,400.00
Travel	mileage for supervision of shadow participants, and bus and bridge tokens	\$500.00
Purchased Services	copier lease, postage	\$3,202.00
Staff Development	attendance at CFL/DHS trainings	\$700.00
Indirect Charges	<5% to ISD 152 Community Education	\$3,750.00
TOTAL GRANT REQUEST		\$85,000.00



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: July 30, 2001

RE: Townsite Lease – Connections of Moorhead, Inc.

Connections of Moorhead, Inc. would like to renew their lease at the Townsite Centre. The lease will be for a twelve month term commencing September 1, 2001 and continuing through August 31, 2002. The monthly lease amount is \$4,090.54, for a total lease amount of \$49,086.22.

Suggested Resolution: Move to approve the lease renewal with Connections of Moorhead, Inc. beginning September 1, 2001 and continuing through August 31, 2002, for a total lease amount of \$49,086.22.

MLW/krm



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: July 13, 2001

RE: Voyager Lease – Women United

Women United would like to renew their lease at Voyager. The lease will be for a twelve month term commencing July 1, 2001 and continuing through June 30, 2002. The monthly lease amount is \$75.00, for a total lease amount of \$900.00.

Suggested Resolution: Move to approve the lease renewal with Women United beginning July 1, 2001 and continuing through June 30, 2002, for a total lease amount of \$900.00.

MLW/krm



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: July 30, 2001

RE: Townsite Lease – NCTC-Farm Management

NCTC-Farm Management would like to renew their lease at the Townsite Centre. The lease will be for an eleven month term commencing August 1, 2001 and continuing through June 30, 2002. The monthly lease amount is \$515.53, for a total lease amount of \$5,670.83.

Suggested Resolution: Move to approve the lease renewal with NCTC-Farm Management beginning August 1, 2001 and continuing through June 30, 2002, for a total lease amount of \$5,670.83.

MLW/krm



To: Dr. Larry P. Nybladh

From: Mark Weston *mlw*

Date: July 31, 2001

RE: Townsite Lease – Tri-Valley Opportunity Council, Inc.

Tri-Valley Opportunity Council, Inc. would like to renew their lease at the Townsite Centre. They are requesting a change in the lease term from twelve to six months and a reduction in space leased of 197 sq. ft. These revisions would result in monthly rent of \$659.07, for a six-month lease term total of \$3,954.34. The lease would commence September 1, 2001 and continue through February 29, 2002.

Suggested Resolution: Move to approve the lease renewal with Tri-Valley Opportunity Council, Inc., including requested revisions, beginning September 1, 2001 and continuing through February 28, 2002, for a total lease amount of \$3,954.34.

MLW/krm

BUSINESS SERVICES MEMO#: B.02.021



To: Dr. Larry P. Nybladh

From: Mark Weston *ML*

Date: July 31, 2001

RE: Townsite Lease Revision – Three Treasures

Three Treasures would like to revise their current lease by adding 197 sq. ft. of space formerly occupied by Tri-Valley Opportunity Council beginning September 1, 2001. The additional space would increase their monthly rent to \$532.34 and their total lease amount to \$4,931.36. Their lease period runs from January 1, 2001 to December 31, 2001.

Suggested Resolution: Move to approve the lease revision with Three Treasures effective September 1, 2001 for a revised total lease amount of \$4,931.36.

MLW/krm



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: August 2, 2001

RE: Lease Agreement – Clay County

Enclosed please find a lease agreement between Clay County and ISD #152. This agreement is a result of the Moorhead Public Schools taking over the Early Intervention Services program from the Lakes Country Service Cooperative. This agreement will run from July 1, 2001 until June 30, 2002. If you have any questions regarding this lease please contact me at your convenience.

Suggested Resolution: Move to approve a lease with Clay County for classroom and office space to operate the Early Intervention Services Program. The term of the lease is from July 1, 2001 to June 30, 2001 for an annual amount of \$36,336.00

MLW/krm

COMMERCIAL LEASE

This Lease is entered into this _____ day of _____, 2001, by and between Clay County, a political subdivision of the state of Minnesota, 715 11th Street North, Moorhead, Minnesota, 56560, ("Lessor") and ISD #152-Early Intervention Services, ("Lessee").

In consideration of the covenants, agreements and stipulations herein contained on the part of the Lessee to be paid, kept and faithfully performed, the Lessor does hereby lease, demise and let unto the said Lessee those certain premises commonly known as Suite 107, Family Service Center, 715 North 11th Street, Moorhead, Minnesota, 56560, containing a total of 2966 square feet, which is acknowledged by the parties to be the total rentable area, and the amount of square footage that the rental amount is based upon.

In consideration of the leasing of said premises and of the mutual agreements herein contained, each party hereto does hereby expressly covenant and agree to and with the other, as follows:

SECTION I. Acceptance of Lease.

The Lessee accepts said letting and agrees to pay to the order of the Lessor the rentals stated below for the full term of this lease, in advance, at the times and in the manner aforesaid.

SECTION II. Term.

The term on this lease shall be for a period of time commencing on July 1, 2001, and ending at midnight on June 30, 2002. Either party shall be required to give a 60 day notice of termination prior to June 30, 2002 if that party does not intend to execute a new Lease agreement commencing July 1, 2002.

SECTION III. Rent:

Lessee shall pay to Lessor for each full calendar year during the lease term rent in the sum of \$12.25 per square foot. The rent shall be payable in advance upon the 1st day of each calendar month in amount totaling one-twelfth (1/12) of the total annual rent, which monthly payments total \$3,028.00. The first month's rent shall be paid on or before July 1, 2001, or the

execution of this Agreement, whichever occurs last. Lessee shall pay to Lessor, on or before July 1, 2001, the sum of \$0.00 for a security deposit which will be credited to the last payment under the terms of this lease if all payments have been made in accordance herewith and the condition of the premises is in as good order, condition and state of repair, with reasonable use expected, as the same is now kept.

SECTION IV.
Real Estate Taxes and Utilities.

A. Lessor shall pay all real property taxes assessed against the subject property during the term of this lease.

B. Lessor shall pay for all heat, light, water, power, and all expenses of regular maintenance. Lessee shall pay for all other services or utilities used in the above demised premises during the term of this lease.

C. Lessor shall pay the cost of liability and casualty insurance. Lessee shall secure and pay for any insurance Lessee deems necessary to insure Lessee's personal property on the Premises, in addition to whatever liability insurance Lessee deems appropriate in order to protect Lessee's interests. Lessee shall also pay all expenses of operation of the business Lessee will conduct upon the Premises. Lessor shall pay for all repairs above that of normal maintenance.

SECTION V.
Use of Premises.

A. The Lessee shall use said demised premises during the term of this lease for the conduct of the business of ISD #152-Early Intervention Services and for no other purpose whatsoever without Lessor's written consent.

B. The Lessee will not make any unlawful, improper or offensive use of said premises; will not suffer any strip or waste thereof; will not permit any objectionable noise or odor to escape or to be emitted from said premises or do anything or permit anything to be done upon or about said premises in any way tending to create a nuisance; will not sell or permit to be sold any spirituous, vinous or malt liquors on said premises, nor sell or permit to be sold any

controlled substance on or about said premises.

C. The Lessee will not allow the leased premises at any time to fall into such a state of repair or disorder as to increase the fire hazard thereon; shall not install any power machinery on said premises except under the supervision and with the written consent of the Lessor; shall not store gasoline or other highly combustible materials on said premises at any time; he will not use said premises in such a way or for such a purpose that the fire insurance rate on the building in which said premises are located is thereby increased or that would prevent the Lessor from taking advantage of any rulings of any agency of the state in which said leased premises are situated or its successors, which would allow the Lessor to obtain reduced premium rates for long term fire insurance policies.

D. Lessee shall comply at Lessee's own expense with all laws and regulations of any municipal, county, state, federal or other public authority respecting the use of said leased premises.

E. The Lessee shall regularly occupy and use the demised premises for the conduct of Lessee's business, and shall not abandon or vacate the premises for more than ten (10) days without written approval of Lessor.

F. The Lessee shall not store anything outside of the premises without written consent of Lessor.

G. The moving of any bulky items by the Lessee, including but not limited to equipment, fixtures, furniture, etc, will occur outside of normal business hours.

H. Lessee shall use the leased premises consistent with the terms contained herein, in addition to any other reasonable rules or regulations that the Lessor may from time-to-time impose upon the Lessees in the building as a whole. The Clay County Family Service Center is a smoke-free facility, and smoking shall not be permitted, except as may be required by Minnesota law and regulations governing the Detox facility located in the building, which is properly and separately ventilated.

SECTION VI.
Repairs and Improvements.

A. The Lessor shall not be required to make any repairs, alterations, additions or improvements to or upon said premises during the term of this lease, except only those hereinafter specifically provided for; the Lessee hereby agrees to maintain and keep said leased premises including all interior and exterior doors, heating, ventilating and cooling systems, interior wiring, plumbing and drain pipes to sewers or septic tank, in good order and repair during the entire term of this lease at Lessee's own cost and expense, and to replace all glass which may be broken or damaged during the term hereof in the windows and doors of said premises with glass of as good or better quality as that now in use; Lessee further agrees that Lessee will make no alterations, additions or improvements to or upon said premises without the written consent of the Lessor first being obtained.

B. The Lessor agrees to maintain in good order and repair during the term of this lease the exterior walls, roof, gutters, downspouts and foundations of the building in which the demised premises are situated and the sidewalks thereabouts. It is understood and agreed that the Lessor reserves and at any and all times shall have the right to alter, repair or improve the building of which said demised premises are a part, or to add thereto and for that purpose at any time may erect scaffolding and all other necessary structures about and upon the demised premises and Lessor and Lessor's representatives, contractors and workmen for that purpose may enter in or about the said demised premises with such materials as Lessor may deem necessary therefor, and Lessee waives any claim to damages, including loss of business resulting therefrom.

SECTION VII.
Lessor's Right of Entry.

It shall be lawful for the Lessor, his agents and representatives, at any reasonable time to enter into or upon said demised premises for the purpose of examining into the condition thereof, or any other lawful purpose.

SECTION VIII.
Right of Assignment.

The Lessee will not assign, transfer, pledge, hypothecate, surrender or dispose of this lease, or any interest herein, sublet, or permit any other person or persons whomsoever to occupy the demised premises without the written consent of the Lessor being first obtained in writing; this lease is personal to said Lessee; Lessee's interests, in whole or in part, cannot be sold, assigned, transferred, seized or taken by operation at law, or under or by virtue of any execution or legal process, attachment or proceedings instituted against the Lessee, or under or by virtue of any bankruptcy or insolvency proceedings had in regard to the Lessee, or in any other manner, except as above mentioned.

SECTION IX.
Liens.

The Lessee will not permit any lien of any kind, type or description to be placed or imposed upon the building in which said leased premises are situated, or any part thereof, or the real estate on which it stands.

SECTION X.
Overloading of Floors.

The Lessee will not overload the floors of said premises in such a way as to cause any undue or serious stress or strain upon the building in which said demised premises are located, or any part thereof, and the Lessor shall have the right, at any time, to call upon any competent engineer or architect whom the Lessor may choose, to decide whether or not the floors of said premises, or any part thereof, are being overloaded so as to cause any undue or serious stress or strain on said building, or any part thereof, and the decision of said engineer or architect shall be final and binding upon the Lessee; and in the event that the engineer or architect so called upon shall decide that in his opinion the stress or strain is such as to endanger or injure said building, or any part thereof, then and in that event the Lessee agrees immediately to relieve said stress or

strain either by reinforcing the building or by lightening the load which causes such stress or strain in a manner satisfactory to the Lessor.

SECTION XI.
Advertising Signs.

The Lessee will not use the outside walls of said premises, or any walls outside of the leased premises, or allow signs or devices of any kind to be attached thereto or suspended therefrom, for advertising or displaying the name or business of the Lessee or for any purpose whatsoever without the written consent of the Lessor; however, the Lessee may make use of the windows of said leased premises to display Lessee's name and business when the workmanship of such signs shall be of good quality and in harmony with the surrounding area; provided further that the Lessee may not suspend or place within said windows or paint thereon any banners, signs, sign-boards or other devices in violation of the intent and meaning of this section.

SECTION XII.
Liability Insurance.

The Lessee further agrees at all times during the term hereof, at Lessee's own expense, to maintain, keep in effect, furnish and deliver to the Lessor liability insurance policies in form and with an insurer satisfactory to the Lessor, insuring both the Lessor and the Lessee against all liability for damages to person or property in or about said leased premises; the amount of said liability insurance shall not be less than One Million and No/100 Dollars (\$1,000,000) for injury to one person, One Million and No/100 Dollars (\$1,000,000) for injuries arising out of anyone accident and not less than One Million and No/100 Dollars (\$1,000,000) for property damage. Lessee agrees to and shall indemnify and hold Lessor harmless against any and all claims and demands arising from the negligence of the Lessee, his officers, agents, invitees and/or employees, as well as those arising from Lessee's failure to comply with any covenant of this lease on Lessee's part to be performed, and shall at Lessee's own expense defend the Lessor against any and all suits or actions arising out of such negligence, actual or alleged, and all appeals therefrom and shall satisfy and discharge any judgment which may be awarded against

Lessor in any such suit or action.

SECTION XIII.

Fixtures.

All partitions, plumbing, electrical wiring, additions to or improvements upon said leased premises, whether installed by the Lessor or Lessee, shall be and become a part of the building as soon as installed and the property of the Lessor unless otherwise herein provided.

SECTION XIV.

Air and Light.

This lease does not grant Lessee any right of access to air and light over the property.

SECTION XV.

Casualty and Fire Damage; Duty to Repair.

In the event of the destruction of the building in which said leased premises are located by fire or other casualty, either party hereto may terminate this lease as of the date of said fire or casualty; provided, however, that in the event of damage to said building by fire or other casualty to the extent of fifty percent (50%) percent or more of the sound value of said building, the Lessor may or may not elect to repair said building; written notice of Lessor's said election shall be given Lessee within fifteen (15) days after the occurrence of said damage; if said notice is not so given, Lessor conclusively shall be deemed to have elected not to repair; in the event Lessor elects not to repair said building, then and in that event this lease shall terminate with the date of said damage; but if the building in which said leased premises are located be but partially destroyed and the damage so occasioned shall not amount to the extent indicated above, or if greater than said extent and Lessor elects to repair, as aforesaid, then the Lessor shall repair said building with all convenient speed and shall have the right to take possession of and occupy, to the exclusion of the Lessee, all or any part of said building in order to make the necessary repairs, and the Lessee hereby agrees to vacate upon request, all or any part of said building which the Lessor may require for the purpose of making necessary repairs, and for the period of time between the day of such damage and until such repairs have been substantially completed there shall be such an abatement of rent as the nature of the injury or damage and its interference

with the occupancy of said leased premises by said Lessee shall warrant; however, if the premises be but slightly injured and the damage so occasioned shall not cause any material interference with the occupation of the premises by said Lessee, then there shall be no abatement of rent and the Lessor shall repair said damage with all convenient speed.

SECTION XVI.
Waiver of Subrogation Rights.

Neither the Lessor nor the Lessee shall be liable to the other for loss arising out of damage to or destruction of the leased premises, or the building or improvement of which the leased premises are a part or with which they are connected, or the contents of any thereof, when such loss is caused by any of the perils which are or could be included within or insured against by a standard form of fire insurance with extended coverage. All such claims for any and all loss, however caused, hereby are waived. Such absence of liability shall exist whether or not the damage or destruction is caused by the negligence of either Lessor or Lessee or by any of their respective agents, servants or employees. It is the intention and agreement of the Lessor and the Lessee that the rentals reserved by this lease have been fixed in contemplation that each party shall fully provide its own insurance protection at its own expense, and that each party shall look to its respective insurance carriers for reimbursement of any such loss, and further, that the insurance carriers involved shall not be entitled to subrogation under any circumstances against any party to this lease. Neither the Lessor nor the Lessee shall have any interest or claim in the other's insurance policy or policies, or the proceeds thereof, unless specifically covered therein as a joint assured. Both parties shall give notice to their respective insurance carriers of this provision.

SECTION XVII.
Eminent Domain.

In case of the condemnation or appropriation of all or any substantial part of the said demised premises by any public or private corporation under the laws of eminent domain, this lease may be terminated at the option of either party hereto on twenty (20) days' written notice to

the other and in that case the Lessee shall not be liable for any rent after the date of Lessee's removal from the premises.

SECTION XVIII.

Signage.

During the period of ninety (90) days prior to the date above fixed for the termination of said lease, the Lessor herein may post on said premises or in the windows thereof signs of moderate size notifying the public that the premises are "for sale" or "for lease."

SECTION XIX.

Premises on Termination.

At the expiration of said term or upon any sooner termination thereof, the Lessee will quit and deliver up said leased premises and all future erections or additions to or upon the same, broom-clean, to the Lessor or those having Lessor's estate in the premises, peaceably, quietly, and in as good order and condition, reasonable use and wear thereof, damage by fire, unavoidable casualty and the elements alone excepted, as the same are now in or hereafter may be put in by the Lessor.

SECTION XX.

Environmental Warranties.

Notwithstanding any other provision of this lease, Lessee's use of the subject real property is expressly subject to the condition precedent that Lessee comply with the warranties, representations and covenants set forth in this Section. Lessee warrants, represents and covenants as follows:

A. Lessee shall conduct no activity or allow to be conducted any activity or use of the property which would result in the presence of any "Hazardous Materials" or any "Hazardous Materials Contamination" on the property;

a. "Hazardous Materials" means (a) any "hazardous waste" as defined by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 6901, et seq.), as amended from time to time, and regulations promulgated thereunder; (b) any "hazardous substance" as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (42

U.S.C. § 9601, et seq.), as amended from time to time, and regulations promulgated thereunder; (c) radon and material quantities of petroleum products; (d) any substance the presence of which on the property is regulated by any federal, state or local law relating to the protection of the environment or public health; and (e) any other substance which by law requires special handling in its collection, storage, treatment or disposal.

b. "Hazardous Materials Contamination" means the contamination (whether presently existing or occurring after the date hereof) of the improvements, facilities, soil, ground water, surface water, air or other elements on or under the property by hazardous materials, or the contamination (whether presently existing or occurring after the date hereof) of the buildings, facilities, soil, ground water, surface water, air or other elements on or under any other property as a result of hazardous materials emanating from the property.

B. Lessee will obtain all necessary federal, state and local environmental permits necessary for its business and use of the property;

C. Lessee will at all times be in full compliance with the terms and conditions of its environmental permits;

D. Lessee will be in compliance with all applicable federal, state and local environmental statutory and regulatory requirements, other than those contained in its permits;

E. There are no pending environmental civil, criminal or administrative proceedings against Lessee;

F. Lessee knows of no threatened civil, criminal or administrative proceedings against it relating to environmental matters;

G. Lessee knows of no fact or circumstances that may give rise to any future civil, criminal or administrative proceedings against it relating to environmental matters.

SECTION XXI.
Indemnification.

Lessee shall indemnify Lessor and shall hold Lessor harmless from any and all loss, damages, suits, penalties, costs, liability and expenses (including, but not limited to reasonable investigation and legal expense) arising out of any claim for loss or damage to any property, including the subject property, injuries to or death of persons, contamination of or adverse affects on the environment, or any violation of statutes, ordinances, orders, rules or regulations of any governmental entity or agency, caused by or resulting from any hazardous material, substance or waste that becomes present on or under the subject property by reason of Lessee's activity and use of the property.

SECTION XXII.
Quiet Enjoyment.

Lessor warrants and represents that Lessor is the owner of the leased premises, has full authority and right to lease the premises and enter into this Lease. Lessor will defend Lessee's right to quiet enjoyment of the leased premises from the claims of all persons during the lease term.

SECTION XXIII.
Good Faith.

The parties hereto covenant, warrant and represent to each other good faith, complete cooperation, due diligence and honesty in fact in the performance of all obligations of the parties pursuant to this Lease. All promises and covenants are mutual and dependent.

SECTION XXIV.
Attachment, Bankrupt and Default.

A. The Lessor or those having Lessor's estate in the premises, may terminate this lease and, lawfully, at Lessor's or their option immediately or at any time thereafter, without demand or notice, may enter into and upon said demised premises and every part thereof and repossess the same as of Lessor's former estate, and expel said Lessee and those claiming by, through and under Lessee and remove Lessee's effects at Lessee's expense, forcibly if necessary

and store the same, all without being deemed guilty of trespass and without prejudice to any remedy which otherwise might be used for arrears of rent or preceding breach of covenant if (a) the Lessee shall be in arrears in the payment of said rent for a period of ten (10) days after the same becomes due, (b) the Lessee shall fail or neglect to do, keep, perform or observe any of the covenants and agreements contained herein on Lessee's part to be done, kept, performed and observed and such default shall continue for ten (10) days or more after written notice of such failure or neglect shall be given to Lessee, (c) the Lessee shall be declared bankrupt or insolvent according to law, (d) any assignment of Lessee's property shall be made for the benefit of creditors, or (e) on the expiration of this lease Lessee fails to surrender possession of said leased premises.

B. Neither the termination of this lease by forfeiture nor the taking or recovery of possession of the premises shall deprive Lessor of any other action, right or remedy against Lessee for possession, rent or damages, nor shall any omission by Lessor to enforce any forfeiture, right or remedy to which Lessor may be entitled be deemed a waiver by Lessor of the right to enforce the performance of all terms and conditions of this lease by Lessee.

C. In the event of any re-entry by Lessor, Lessor may lease or re-let the premises in whole or in part to any Lessee or Lessees who may be satisfactory to Lessor, for any duration, and for the best rent, terms and conditions as Lessor may reasonably obtain. Lessor shall apply the rent received from any new Lessee first to the cost of retaking and re-letting the premises, including remodeling required to obtain any new Lessee, and then to any arrears of rent and future rent payable under this lease and any other damages to which Lessor may be entitled hereunder.

D. Any property which Lessee leaves on the premises after abandonment or expiration of the lease, or for more than ten (10) days after any termination of the lease by Lessor, shall be deemed to have been abandoned, and Lessor may remove and sell said property at public or private sale as Lessor sees fit, without being liable for any prosecution therefor or for

damages by reason thereof, and the net proceeds of said sale shall be applied toward the expenses of Lessor and rent as aforesaid, and the balance of such amounts, if any, shall be held for and paid to the Lessee.

SECTION XXV.
Holding Over.

In the event the Lessee for any reason shall hold over after the expiration of this lease, such holding over shall not be deemed to operate as a renewal or extension of this lease, but shall only create a tenancy from month to month, still subject to all obligations contained herein, which may be terminated at will at any time by either party after they have given the other party sixty days notice of such termination.

SECTION XXVI.
Waiver.

Any waiver by the Lessor of any breach of any covenant herein contained to be kept and performed by the Lessee shall not be deemed or considered as a continuing waiver, and shall not operate to bar or prevent the Lessor from declaring a forfeiture for any succeeding breach, either of the same condition or covenant or otherwise.

SECTION XXVII
Subordination.

Lessee expressly agrees to subordinate itself and its rights hereunder to the rights of any Mortgagee or other secured party of Lessor relative to any current or future indebtedness of Lessor, and agrees to execute any paperwork, either now or in the future to accomplish the same.

SECTION XXVIII
501 (c) (3) Representations

A. Lessee acknowledges and understands that the Clay County Housing and Redevelopment Authority has issued or is anticipated to complete the issuance of approximately \$6,300,000.00 of its Public Project Revenue Bonds (Family Services Center of Clay County)

(the "Bonds") in order to provide financing for the construction and completion of the Family Services Center of Clay County (the "Project") and that the existence and preservation of the tax-exempt status of the Bonds depends in part upon the continuing status of Lessee as an "exempt organization" under Section 501(c) (3) of the Internal Revenue Code of 1986, as amended, and regulations and rulings thereunder (collectively, the "Code") , and upon Lessee's use and operation of the Project under this Lease in accordance with its exempt purposes under that Section of the Code. As used in this Section, the following terms shall have the following meanings, respectively:

a. Other Tax-Exempt Non-Hospital Bonds: "tax exempt non- hospital bonds" other than (I) the Bonds and (ii) any "tax exempt non-hospital bonds" of an issue at least 90% of the net proceeds of which issue are used with respect to a hospital, all within the meaning of Section 145 of the Code.

b. Tax-Exempt Organization: either (i) a non-profit corporation organized under the laws of one of the states or the United States of America or the District of Columbia that is an organization described in Section 501(c) (3) of the Code and exempt from federal income taxes under Section 501(a) of the Code or any predecessor or successor provision of similar import heretofore or hereafter enacted, or (ii) a governmental unit within the meaning of Section 103 of the Code.

c. Test Period Beneficiary: except as may be provided in federal income tax regulations, any person who was an owner or a principal user of the Project at any time during the three (3) year period beginning on the later of (i) the date on which the Project was placed in service, or (ii) the Bond Closing, treating all person who are related to each other within the meaning of Section 144 (a) (3) of the Code as one person and all persons under common management or control within the meaning of Section 145(b) (3) of the Code as one person, all within the meaning of Section 145(b) of the Code.

B. Lessee hereby represents and/or covenants, in connection with the Bonds and in order

to provide a basis for and assurance of their continuing tax-exempt status, the following:

a. Lessee is an exempt organization within the meaning of Section 501 (c) (3) of the Code, is exempt from taxation under Section 501(a) of the Code and is not engaged in any unrelated trade or business under Section 513(a) of the Code without regard to whether Lessee is subject to a tax under Section 511 of the Code which would affect the tax-exempt status of the Bonds.

b. Lessee is not a "private foundation" as defined in Section 509(a) of the Code, and is now and shall be at all times during the term of this Lease a 11501(c) (3) organization" within the meaning of Section 145(a) of the Code.

c. Lessee covenants to maintain its status as an organization described in Section 501(c)(3) of the Code and its exemption from federal income taxation under Section 501(a) of the Code.

d. Lessee's interest in, use of, and operation of the Project throughout the term of this Lease will not be used in and/or constitute an unrelated trade or business of Lessee within the meaning of Section 513(a) of the Code and will not otherwise be used by or loaned to a person or persons who are not 501(c)(3) organizations or governmental entities within the meaning of Section 145 of the Code.

e. Lessee agrees, for the benefit of the Lessor, and for the benefit of the owners from time to time of the Bonds, to take or cause to be taken all actions reasonably within its power and control which may be necessary in order for the interest on the Bonds to be and continue to be excluded from gross income of the owners of the Bonds for federal income tax purposes, and Lessee further covenants that it will refrain from taking any action which would cause such interest to become subject to such taxation.

f. Lessee agrees for the benefit of the Lessor and the owners from time to time of the Bonds, as follows:

(1) Lessee shall assure that it shall remain at all times until the termination of this Lease

or until the Bonds have been fully paid and retired, whichever occurs first, a Tax Exempt Organization. (2) The facilities leased by Lessee pursuant to this Lease will not be subleased by Lessee, directly or indirectly, except as may be approved pursuant to Paragraph 6 hereof, and will not be used by Lessee in an unrelated trade or business within the meaning of Section 513(a) of the Code.

g. The face amount of the Bonds, when increased by an Other Tax-Exempt Non-Hospital Bonds outstanding at the time of closing and settlement on the Bonds and allocated to Lessee as a Test-Period Beneficiary, does not and will not during the term of this Lease exceed \$150,000,000; and Lessee will not permit any other person or entity to become an owner or other "principal user" of the Project, either through use of the Project or through merger or consolidation with Lessee, if such person or entity is or will be a Test-Period Beneficiary to which is allocated Other Tax-Exempt Non-Hospital Bonds outstanding at the time of the closing on the Bonds, which Other Tax-Exempt Non-Hospital Bonds outstanding at the time of the closing on the Bonds, which other Tax-Exempt Non-Hospital Bonds together with the face amount of the Bonds allocated to such Test-Period Beneficiary, exceeds \$150,000,000 all within the meaning of Section 145 of the Code.

SECTION XXIX Miscellaneous

- A. This is a Minnesota contract and shall be construed according to the laws of Minnesota.
- B. The captions in this Lease are for convenience only and are not a part of this Lease.
- C. If more than one person or entity shall sign this Lease as Lessee, the obligations set forth herein shall be deemed joint and several obligations of each such party.
- D. Time is of the essence
- E. This Lease shall be binding upon and inure to the benefit of the parties hereto and, subject to the restrictions and limitations herein contained, their respective heirs, successors and assigns.

LESSOR:

CLAY COUNTY

By: _____
Mike McCarthy
Its: Chair

ATTEST

By: _____
Vijay Sethi
Its: Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF CLAY)

On this _____ day of _____, before me, personally appeared Mike McCarthy and Vijay Sethi, to me known to be the Chairperson of the Clay County Board of Commissioners and County Administrator of Clay County, Minnesota, the political subdivision that is described in, and that they executed the foregoing instrument, and acknowledged to me that such political subdivision executed the same.

(SEAL)

Notary Public - State of Minnesota
My Commission Expires:

LESSEE:

By: _____

Its _____

And: _____

Its _____

STATE OF _____)
COUNTY OF _____) ss.

On this _____ day of _____, _____, before me, personally
appeared _____ and _____, known to be the
_____ and _____ of ISD #152-Early Intervention Services,
a unit of government, respectively, and the persons described herein, and that they executed the
foregoing instrument on behalf of said governmental entity.

(SEAL)

Notary Public - State of Minnesota
My Commission Expires:

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: August 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:

Shelley Zahradka WEH Teacher, Senior High, BA+15 (07), \$34,160.00, effective for the 2001-2002 school year. (Replace Jon Enderle)

Dawn Barrera Title I Teacher, St. Joseph, BA (2) .50 FTE., \$13,900.00, effective for the 2001-2002 school year. (New Position)

Leah Hoffman Music Teacher, Probstfield, BA+30 (4) \$.876 FTE., \$28,402.50, effective for the 2001-2002 school year. (Replace Amber Plocher)

Frank Garcia Student Resource Assistant, Senior High, B32 (16) \$18.54 per hour, 206 days a year, effective August 20, 2001. (Replace Ruben Garcia)

Kari Penas Paraprofessional, EIS, B21 (0-2) \$10.71 per hour, 7 hours daily, effective July 23, 2001.

Angela Martinez Adult Education Secretary, A11, \$9.68 per hour, 6 hours daily for 44 weeks. (Grant Position)

Suggested Resolution: Move to approve the employment of Shelley Zahradka, Dawn Barrera, Leah Hoffman, Frank Garica, Kari Penas and Angela Martinez as presented

RN:sh

MEMORANDUM

P 02.015

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: August 6, 2001
SUBJECT: Rehire

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

Leslie Keplin Social Studies, Junior High, BA (1) \$26,840.00, effective for the 2001-2002 school year. (Replace Pat Gulsvig)

Stacy Keeping LD Teacher, Senior High, BA (0) \$25,870.00, effective for the 2001-2002 school year. (Replace Barb Osvold)

Suggested Resolution: Move to accept the rehire of Leslie Keplin and Stacy Keeping as presented.

RN:sh

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: August 6, 2001
SUBJECT: Resignations

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

Kim Melander	EBD Teacher, RRALC, effective immediately.
Colleen Hillstad	Paraprofessional, Edison Elementary, effective immediately.
Sarah Bratlien	Autistic Paraprofessional, Junior High, effective immediately.
Kris Osagie	Outreach Counselor, Junior High, effective immediately.
Lisa Renner	Paraprofessional, Senior High, effective immediately.
Stacey Irion	Custodian, Junior High, effective August 23, 2001.

Suggested Resolution: Move to accept the resignation of Kim Melander, Colleen Hillstad, Sarah Bratlien, Kris Osagie, Lisa Renner and Stacey Irion as presented.

RN:sh

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: August 6, 2001
SUBJECT: New Coach

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

Scott Middleton Head Girls Soccer Coach for the Fall 2001 season. (Replace Heidi Fisher)

Suggested Resolution: Move to approve the employment of Scott Middleton as Head Girls Soccer Coach for the 2001 season.

RN:sh

MEMORANDUM P 02.021

TO: Dr. Larry Nybladh

FROM:  Ron Nielsen

DATE: August 6, 2001

SUBJECT: Memorandum of Understanding - EIS Unlicensed Employees.

The administration requests approval for a on-time contract of thirteen months for two unlicensed employees of Early Intervention Services in order to move them to a September 1 through August 31 contract year under the Paraprofessional Contract.

A memorandum of understanding on this issue has been reached with the Minnesota School Employees Association (MSEA). The affected employees include Kari Penas and Susan Bekkerus.

Suggested Resolution: Move to approve a one-time, thirteen month contract for the following non-licensed employees of Early Intervention Service as presented: Kari Penas and Susan Bekkerus

RN:sh

Memorandum of Understanding

Between MSEA and Independent School District #152

1. Whereas, the Paraprofessionals at EIS currently have a contract year which runs from July 1 through June 30 and:
2. Whereas, it is in the best interests of both the Moorhead Area School District and MSEA to switch the EIS Paraprofessionals to the September 1 through August 31 contract year to coincide with the rest of the union membership, and:
3. Whereas, the EIS Paraprofessionals need to retain health insurance and need to bridge the July 1 through September 1 gap with pay, and:
4. Whereas, the EIS Paraprofessionals are scheduled to work additional days as attached during the July 1 to September 1 time period, therefore:
5. It is resolved that these days would be added to the regular contract of the EIS Paraprofessionals, and:
6. It is resolved that the one hundred eighty six (186) days of the regular contract and the designated days of the extended year between July 1 and September 1 of 2001 will be added together, and:
7. It is resolved that the amount of the days added in six (6) above will be paid out in thirteen (13) equal installments over the next thirteen (13) months beginning with the last payday in August 2001, and:
8. It is resolved that beginning with the 2002-2003 school year, the EIS Paraprofessionals will be on the September 1 through August 31 contract year with the 186 day contract like the rest of the paraprofessionals.

 7-26-01
MSEA Date

Moorhead School District Date

MSEA Date

Moorhead School District Date

MEMORANDUM P 02.022

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

DATE: August 6, 2001

SUBJECT: Attachment 99 - Health and Safety Revenue Application

Last year the school board approved the Department of Children and Family Learning revenue application. The first part of the application was "Attachment 4" which was used to report the status of the health and safety program to the CFL. This year, the Department of CFL replaced "Attachment 4" with "Attachment 99", which in effect is a checklist for district compliance in the areas of Machine Guarding, Indoor Air Quality, Safety Committees, Confined Spaces and Mock-OSHA walkthroughs.

The school district is already in substantial compliance and plans are currently in development for the areas not in compliance for the 2001-2002 school years. The school board approval needs to be sent to the CFL by August 15, 2001.

Suggested Resolution: Move to approve the adaptation of Attachment 99, certifying that the information in the completed Attachment Health and Safety performance criteria will be implemented during fiscal year 2001-2002.

RN:sh

General Requirements(Board-certification begins here)

- Attachment 4 was reviewed in 2000 and the school board certifies there is a written plan for each category of hazard found on its facilities for which it receives H&S funding.
- The written plan includes policies for managing the hazard, assessing for the hazard, training, record keeping.
- There is a key district person responsible for each Health and Safety topic. This person is responsible for understanding Attachments 4 and 99 information and the information in the written plans.
- The written plans are current, complete and accurate. They are concise and well organized. They do not make references to other districts or states, or persons not currently with the district.
- In particular, the documentation of training and required reporting is accurate and complete. Training includes an adequate roster of trainees, is dated, and a syllabus of the training, giving information on what trainees can be reasonably expected to know or do.
- The practice of re-photocopying required reports shall not be allowed. Each report shall have a fresh printout with fresh signatures and dates.

Attachment 99 Performance Criteria – IAQ Management Plan**IAQ Coordinator**

- A school district employee who is CFL-certified has been appointed as the districts IAQ coordinator
- Communication pathway has been established to notify district staff, parents, and students, who the IAQ Coordinator is and how to contact him/her.
- IAQ coordinator's role and authority shall be clearly defined and understood by district employees, such that he/she can operate effectively.

Walk-through performed – Walkthroughs shall be performed at least annually on all school buildings in the district that houses students and/or employees and shall evaluate the following:

- Obvious water intrusion problems (interior and exterior)
- Obvious ventilation failures and/or problems
- Obvious building/structural failures and/or problems
- Overall cleanliness of buildings and classrooms
- Assess the need for O&M programs (e.g. ventilation, carpet, building compounds)

Evaluation of key building systems

- District shall evaluate all classrooms using equivalent* to the EPA's Tools For Schools Teacher's Checklist at least annually.
- District shall evaluate ventilation systems using equivalent* to the EPA's Tools For Schools Ventilation Checklist at least annually.
- District shall evaluate all building maintenance issues using equivalent* to the EPA's Tools For Schools maintenance checklist at least annually.

* Equivalent means that each element of each topic is included to the depth described in TFS. If there is a significant departure, an explanation shall accompany the plan.

IAQ Management Plan – District shall develop and implement an effective **district specific** IAQ management plan that shall at a minimum have the following elements:

- Identification of IAQ Coordinator
- Communication plan/policy that is specific to the district
- Complaint plan/policy that is district specific
- Plan/policy to address district IAQ issues observed and/or noted during the walk through or through the building systems evaluation process
- Implementation schedule that prioritizes and allocates expenditures to remediate known IAQ issues such as deferred maintenance items (e.g. roof leaks)
- Operations and maintenance plan to maintain building components and mechanical systems
- District policies that are established that affect air quality (animals, cleaning, renovation projects, pest management, chemical use, etc.)
- Annual review of district IAQ Management Plan by IAQ Coordinator and/or IAQ Committee, and school board. This includes a review of all documentation to ensure the plan is indeed district specific and current.

District responses to parental concerns

- Parents know where to go to find answers to their IAQ questions.
- Parents can obtain checklists or self help information so they can properly evaluate their child's home or other out of school situation.
- Parents can obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, pesticides and herbicides and the like to determine the extent to which school activities contribute to a child's symptoms.
- Parents can obtain information on what a parent can do – how they can effect change – upon discovering questionable activities occurring within schools.

Mechanical Ventilation improvements if funded under either H&S or Alternative Facilities Bonding and Levy programs

- All mechanical ventilation improvements shall result in demonstrated current performance criteria as found in state law, statute or rule, to include proper amount of ventilation rate over a specified outside temperature range, proper filtration and ability to measure ventilation rate.
- Proper commissioning of all mechanical ventilation improvements shall be done and validated by a design professional who has adequate errors and omissions insurance.
- Mechanical ventilation improvement work funded under H&S shall remain under warranty by the outside party until a full range of seasons has occurred, allowing any deficiencies to become manifest and be corrected.

M.S. 123B.57 responsibility to "...monitor and improve the quality of indoor air..."

- The district shall determine the mechanical ventilation rate of each occupied space and plan and implement its improvement in a timely manner where found to be inadequate. Use of outside air

intake flow hood for unit ventilators or CO2 or thermal-based calculations found in ASHRAE 62-1989 with controls set to minimal outside air settings are adequate.

- The district shall determine if there is mold or water intrusion for each occupied space and plan and implement its remediation in a timely manner where found to exist. Visual inspections are adequate.
- The district shall determine the quality of air entering the building and make improvement where needed. Use of human senses is adequate.
- The district shall monitor the use of chemicals, cleaning materials, carpet maintenance (if applicable) pesticides and general housekeeping to ensure proper indoor air quality. Use of human senses is adequate.

Attachment 99 Performance Criteria – Confined space performance criteria.

- Contact person has been identified.
- Work place shall be surveyed for the presence of confined spaces. All potential confined spaces shall be identified in writing.
- Spaces shall be evaluated to determine their hazards. E.g. hazardous atmospheres (oxygen-enriched, oxygen-deficient, flammable, toxic); engulfment (water, steam, pellets, etc.); other (mechanical, electrical, pneumatic, hydraulic, limited entry/exit openings, poor lighting, temperature extremes, excessive noise, slippery surfaces, etc.).
- The potential hazards of each confined space shall be listed. The evaluation process (testing/monitoring) shall be documented.

Example: From the outside, review documentation/data, talk with employees about the hazards based on past experience of what they have found, and consideration shall be given to what they will be actually doing in the confined space (e.g. welding, inspection, repairs etc.), we determine whether or not the assessment took into account all the hazards.

- Classification of confined spaces shall be determined. OSHA Confined Space Advisor software or equivalent shall be utilized. Definitions found in software shall be understood clearly by person evaluating the space. Recommended software is available free over the internet at www.osha-slc.gov/dts/osta/oshasoft/csa.html, or at www.osha.gov.
- District shall determine if it will allow entry into confined spaces by employees. If not, then district shall take effective measures to prevent employee entry into confined spaces. Danger signs shall be posted and training on non-entry of confined spaces shall be provided and documented.
- If a confined space is classified as "permit-required," determination shall be made as to whether it is a full permit confined space or eligible for alternate procedures/reclassification, as applicable. Appendix A of standard 1910.146 is employed for this decision.
- When contractors will enter confined spaces, the District shall coordinate such entry operations shall be coordinated with contractor. Contractors shall be informed of the hazards of the space and the district's experience with the space. Contractors shall be required to have a written permit-required confined space program.
- For declassification of a confined space (permit space to non-permit space), certification shall be available that contains date, location of space, supporting justification and determining person's signature.

- No confined space shall be determined to be a non-permit confined space or declassified from a permit required to a non-permit required confined space by means of a signed release only, without conducting an adequate evaluation as described above.
- All confined space assessments shall be dated and signed by person(s) evaluating space and completing report. Reports shall be fresh, not marked up.

Requirements of the permit-required confined space program shall be met in accordance with 1910.146:

- Program shall be in writing
- Measures necessary to prevent unauthorized entry shall be met
- Safe-entry procedures shall be developed and implemented.
- Equipment shall be provided (testing, ventilation, communications, PPE, lighting, barriers and shields, entry/exit, rescue)
- Permit space conditions shall be evaluated
- Outside attendant shall be provided
- Entrants shall be designated
- Rescue and emergency procedures shall be established and implemented (and districts using local fire departments as the Emergency Response Team MUST coordinate and collaborate with them PRIOR to an emergency).
- Entry permit system shall be established and implemented
- Contractor entry procedures shall be established and implemented
- Conclusion of entry procedures (canceling permit) shall be established and implemented
- Problem entries, including "near-misses" shall be reviewed

Training shall be provided to entrants, attendants, supervisors and rescuers as necessary, per 1910.146.

The written program shall be reviewed at least annually with school board approval of all confined spaces policies and procedures before implementation of confined spaces program for 2001-2002.

Attachment 99 Performance Criteria – Machine Guarding

- Machine guarding contact person shall be identified by name.
- A written machine guarding (shop) plan shall be developed for each area where fixed machines are used.
- Shop equipment shall be safeguarded per CFL-adopted Machine Shop and Guarding "Best Practices" manual. Shop equipment not safeguarded thus shall be scheduled for proper safeguarding or replaced.
- Annual training for affected employees shall be provided and documented.
- A written preventative maintenance program to maintain machine guarding in proper repair and order shall be developed.
- Power outage protection shall be provided for all required equipment.
- Emergency stops shall be provided for all required equipment.

- Proper guards shall be provided for all equipment.
- Safe work practice placards shall be required for all equipment
- Color coding shall be required for all equipment
- The CFL bid specification criteria shall be used for procurement of all future equipment.
- At least one district employee shall be certified per CFL criteria for H&S funding of shop equipment
- Non-slip surface shall be provided by each piece of equipment.
- Fixed equipment shall be secured to prevent walking or moving.
- Each shop or area shall keep a log of employee and student accidents and injuries so that shop improvements can be determined. Corrective action as needed based on accident reports and near-misses shall be taken.
- School board shall review the program annually.

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School Board - Certification List of Industrial Arts, Art, Science, Maintenance and Bus Garage Fixed Equipment			
Location of Equipment	Name of Equipment	Status (Complies/Does Not Comply with CFL Best Practices)	Expected completion date of update
High School Metals Shop	Black & Decker Grinder	Does Not Comply	Beginning 2001-
High School Metals Shop	Powermatic Drill Press	Does Not Comply	2002 School Year
High School Metals Shop	Powermatic Drill Press	Does Not Comply	
High School Metals Shop	Rockwell Drill Press	Does Not Comply	
High School Metals Shop	Trinco Dry Press	Does Not Comply	
High School Metals Shop	Wilton Horizontal Band Saw	Does Not Comply	
High School Metals Shop	Jet Belt Sander/Grinder	Does Not Comply	
High School Metals Shop	Dvorak Hydraulic Iron Worker	Does Not Comply	
High School Metals Shop	Delta Grinder w/Wire Wheel	Does Not Comply	
High School Metals Shop	½ Ton Hoist	Does Not Comply	
High School Metals Shop	Rockwell Buffer	Does Not Comply	
High School Wood Shop	Dewalt Radial Arm Saw	Does Not Comply	
High School Wood Shop	Powermatic Horizontal Sander/Grinder	Does Not Comply	
High School Wood Shop	Powermatic Bandsaw	Does Not Comply	
High School Wood Shop	Powermatic Wood Lathes (4)	Does Not Comply	
High School Wood Shop	Table Mounted Router	Does Not Comply	
High School Wood Shop	Rockwell Buffer	Does Not Comply	
High School Wood Shop	Spindle Sander	Does Not Comply	
High School Wood Shop	Powermatic Drill Press (2)	Does Not Comply	
High School Wood Shop	Large Powermatic Bandsaw	Does Not Comply	
High School Wood Shop	Rockwell Grinder	Does Not Comply	
High School Wood Shop	Rockwell 18" Planer	Does Not Comply	
High School Wood Shop	Rockwell Jointer	Does Not Comply	
High School Wood Shop	Powermatic Table Saw	Does Not Comply	
High School Wood Shop	Surface Sander	Does Not Comply	
High School Wood Shop	Borer	Does Not Comply	
High School Wood Shop	Powermatic Table Saw	Does Not Comply	
High School Wood Shop	Powermatic Jointer	Does Not Comply	
High School Wood Shop	Rockwell Bandsaw	Does Not Comply	
High School Auto Shop	One ton hoist	Does Not Comply	
High School Auto Shop	Rockwell Drill Press	Does Not Comply	
High School Auto Shop	Rockwell 7" Grinder	Does Not Comply	
High School Auto Shop	Sioux Valve Grinder	Does Not Comply	
Jr High Ind Arts	Delta Drill Press	Does Not Comply	
Jr High Ind Arts	Delta Band Saw (2)	Does Not Comply	
Jr High Ind Arts	Dayton Belt & Disc Sander	Does Not Comply	
Jr High Ind Arts	Ryobi Oscillating Spindle Sander	Does Not Comply	
Jr High Ind Arts	Delta Belt/Disc Sander	Does Not Comply	
Jr High Ind Arts	Delta Belt Sander	Does Not Comply	
Jr High Ind Arts	CNC Mill	Does Not Comply	

Attachment 99 Performance Criteria – Safety Committees

- A district safety committee shall be established where the district exceeds 25 employees or is experiencing excessive lost workdays or accident/incident rates.
- Written statements shall be developed describing safety committee role, responsibilities, activities and administrative support.
- Role of safety committee shall be stated, and shall include consideration of the following:
 - Review high hazard areas of health and safety for adequacy of program protection.
 - Monitor the effectiveness of the safety and health program. Assist administrators, H&S coordinators and supervisors on district/school H&S issues. Bring committee recommendations to school board.
 - Everyone in district needs to know they should contact members of safety committee FIRST for H&S issues.
- There shall be greater employee representation than management, with each bargain unit represented. The safety committee member list shall be posted.
- The number of employee representatives on the committee shall equal or exceed the number of management representatives. The safety committee members shall be made known to all district staff.
- The safety committee shall meet at least quarterly.
- An agenda shall be established prior to meeting. Attendance and minutes shall be recorded. A report of activities shall be posted where all employees have access to it.
- The chair shall be elected by the committee and identified by name.
- Training shall be provided to safety committee members as to their roles and responsibilities.
- Meeting activities shall include consideration of these activities:
 - Establish annual safety goals and objectives for meeting those goals
 - Conduct and/or review safety inspections
 - Assist in accident investigation.
 - Review accident reports and OSHA 200 logs.
 - Accept and evaluate employee suggestions. Make reporting uncomplicated, keeping reporters at ease.
 - Review job procedures and recommend improvements
 - Monitor safety program effectiveness
 - Publicize and promote safety and health
- School board shall review the program annually.

Attachment 99 Performance Criteria – Mock OSHA Inspections

- Priority list of "most hazardous areas" shall be developed. Priority for mock OSHA inspections shall be given to these areas.
- The district (or its agent) shall conduct a thorough mock OSHA inspection at least annually in "most hazardous areas" first then other areas to ensure compliance.
- A detailed, mock OSHA checklist shall be adopted and used, reports generated, and corrective action logged. Action plan(s) and date(s) shall be developed for uncorrected hazards.
- Districts shall support the DCFL Management Assistance Mock OSHA review of facility and management programs and work with third parties such as insurance groups.
- MN OSHA safety and health job posters shall be checked for currency annually and re-posted as needed in each building.
- Districts shall properly maintain OSHA 200 log, posting each calendar year's summary by February 1st at each location. Lost workdays and injury/illness rates shall be accurately counted and recorded, ensuring that recorded incidents are truly recordable under MN OSHA. The reference document, commonly called the "blue book," is correctly titled Occupational Injury and Illness Recording and Reporting Requirements, 66:5916-6135 and can be downloaded from the federal OSHA website at www.osha.gov or a copy can be obtained by calling 651-296-1096 or 1-800-342-5354.

Individual Hazards Identified in Management Assistance Reports
High School, January 5, 2001

Room 234G, 277

- ☒ Missing ceiling tile. All ceiling penetrations need to be in place according to uniform fire code.

Kitchen

- ☒ Need to have material safety data sheets for chemicals being used.

Room 272

- ☒ The light switch cover plate is broken.

Pool

- ☒ Need to be on a respirator program.

Chlorine Room

- ☒ The wires on the wall need to be covered.

Pool

- ☒ A powerstrip is plugged into another powerstrip.
- ☒ A cart is blocking the exit. Exits need to have clearance maintained for proper egress.

Room 154

- ☒ Minor housekeeping.
- ☒ The extension cord to the trouble light is laying on a hot pipe.

Room 153

- ☒ General housekeeping.

Room 149

- ☒ Panel F is partially labeled.

Room 148F

- ☐ Close wall opening. All ceiling and wall penetrations need to be in place according to uniform fire code. - completed by Fall 2001
- ☒ Partially labeled bottle. All secondary containers need to have manufacturer name, chemical name and hazard information listed.

Lower Custodial Storage Room

- ☒ The door is held open with a metal strap. Any rated self-closing door must not be obstructed in its operation with wedges, door-kicks, hold opens, etc.
- ☒ The guards have been removed from the water pump.
- ☒ Blocked electrical panels. Electrical panels need to have 36" of clearance maintained.

Room 133

- ☒ Three unlabeled bottles. All secondary containers need to have manufacturer name, chemical name and hazard information listed.

Computer HUB Room

- ☒ Powerstrip is plugged into an extension cord. Powerstrips should only be plugged into a wall outlet.
- ☒ An extension cord is being used in place of permanent wiring.
- ☒ ½ ceiling gone. All ceiling penetrations need to be in place according to uniform fire code.

Magazine Storage

- ☐ Large container is being stored overhead. It is too large for the shelf. Fall 2001

Auto Shop

- ☒ Need to conduct hoist and jack inspections periodically and document.
- ☒ Need to have an approved eyewash station available for use with chemicals such as Safety Kleen Premium Solvent.
- ☒ Need to have proper personal protective equipment, such as chemical goggles and gloves, available for use with Safety Kleen Premium Solvent and part washer.
- ☒ The outlet cover is broken.
- ☒ Fire extinguishers need to be checked and signed monthly.
- ☒ Aisleway needs to have 28" of clearance maintained to the air compressor.
- ☒ Need to label waste oil.
- ☒ Need to have a chemical inventory.
- ☒ Need material safety data sheets available for chemicals.
- ☒ The electrical panel is blocked. Electrical panels need to have 36" of clearance maintained.
- ☐ 14-30 is not labeled in Panel HS 1. Summer 2001
- ☐ 19-29 is not labeled in Panel LS 1. Summer 2001
- ☒ The plug is left in the drop box.
- ☒ Unlabeled bottle. All secondary containers need to have manufacturer name, chemical name and hazard information listed.
- ☒ Need to cover the outlet by water hose. Outlets located within 6 feet of water need to be GFCI protected.
- ☒ The computer is blocking the exit. Exit need to have clearance maintained for proper egress.
- ☒ The eyewash station needs to be flushed and documented weekly.

Parts Room

- ☒ The overhead storage is overhanging the walkway.

Metals

- ☒ Parts washer should not be stored under the stairwell.
- ☒ Fire extinguisher needs to be mounted under the walkway by the door.
- ☒ An extension cord is being used in place of permanent wiring.
- ☒ Gauges were showing pressure.
- ☐ The ½ ton hoist is missing the safety latch. Fall 2001

Metals (continued)

- ☒ Unlabeled 55-gallon drum. Containers need to have manufacturer name, chemical name and hazard information listed.
- ☐ IS2 and HS2 are not labeled in the electrical panel. *Summer 2001*
- ☒ The orange extension cord is damaged.
- ☐ Panel J is partially labeled. *Summer 2001*
- ☒ The electrical panel is blocked. Electrical panels need to have 36" of clearance maintained.
- ☒ Need to have fire blankets available for use.
- ☒ The cord is damaged on the Black & Decker 1/2" drill.
- ☒ Need to guard the exposed threads on the ends of the buffer.

Upper Storage

- ☒ The cover is missing on the junction box.

Wood Shop

- ☒ The cord is damaged on the Milwaukee 3/8" drill.
- ☒ The cord is damaged on the Porter Cable Belt Sander.
- ☒ An extension cord is being used in place of permanent wiring.
- ☐ Need to guard the blade under the table on the Powermatic Bandsaw. *2001-2002 School year*
- ☐ The overhead guard on the wood lathe is damaged. *2001-2002 School year*
- ☐ Missing a knockout in the electrical box on the Delta 18" Planer. *2001-2002 School year*
- ☒ The ungrounded metal light needs to be replaced.

Upper Storage

- ☒ The green bandsaw needs to be properly guarded or tagged out.
- ☐ Need to label the air compressor. *Fall 2001*
- ☒ Need to mount the fire extinguisher.
- ☐ HS3 and LS3 are not completely labeled. *Summer 2001*
- ☐ The Knockout is missing on the electrical box by the water fountain. *Summer 2001*
- ☐ Panel DP326 and Panel A1 are not completely labeled. *Summer 2001*
- ☒ The electrical box is blocked. Electrical panels need to have 36" of clearance maintained.

Laundry

- ☒ Blocked access to the panels. Need to maintain 36" of clearance.
- ☒ Missing the ground pin on the orange trouble light cord.
- ☒ Need to have proper personal protective equipment such as chemical goggles and gloves, available for use with Lystad's Concentrated Laundry Detergent.
- ☒ The path to the exit is constricted. Aisleways need to have 28" of clearance maintained.

Staff Lounge

- ☒ There are exposed wires on the intercom.

Room 256

- ☒ Two unlabeled spray bottles. All secondary containers need to have manufacturer name, chemical name and hazard information listed.
- ☐ The corner shelves are not stable and are bending in the middle. *Summer 2001*

Scene Shop

- ☒ General housekeeping.
- ☒ Door should be kept locked.
- ☒ The metal outlet box is not approved for temporary wiring.

Upper Area of Scene Shop

- ☒ Need a cover for the junction box.
- ☐ Recommend foam covering under the ductwork. *2001-2002 School year*
- ☒ Mechanical room is being used for storage.
- ☒ Christmas lights can only be up for a maximum of 90 days.
- ☒ Highly combustible, residential, upholstered furniture that is in GOOD condition and is commercially treated with a flame retardant can remain in the building. Replace with furniture that has the California Fire Code Label or has been commercially treated with a flame retardant. *Removed from the area*
- ☒ Ensure all doors are openable from the inside without the use of a key, tool or special knowledge. Need to remove the padlock from the light room door.

Room 275

- ☐ LP1 is not completely labeled. *Summer 2001*

Room 124

- ☒ Unlabeled bottle. All secondary containers need to have manufacturer name, chemical name and hazard information listed.

Room 129

- ☒ Need to have proper personal protective equipment when using glazes that contain lead and heavy metals (AMACO LG-36).
- ☒ Recommend teaching on handwashing techniques.
- ☒ The fire extinguisher is blocked. Need to maintain clearance in front of emergency equipment.
- ☒ An extension cord is being used in place of permanent wiring.

Room 129C

- ☒ Need to replace ceiling tile. All wall and ceiling penetrations must be repaired and maintained.
- ☒ Two extension cords are being used as permanent wiring to the refrigerator.

Room 207

- ☒ Missing two covers in the electrical panel by b. room.
- ☒ Highly combustible and toxic styrofoam beanbags must be removed. Beanbags and large pillows need to be removed.

Room 221

- ☒ Highly combustible and toxic styrofoam beanbags must be removed. Beanbags and large pillows need to be removed.
- ☒ Medicines need to be stored in a locked cabinet.

Yearbook Room

- ☒ Christmas lights can only be up for a maximum of 90 days.

Room 301A

- ☒ Need to mount the fire extinguisher.
- ☒ Chemicals should not be stored overhead.

Room 301C

- ☐ The chemical storage room should be kept locked.
- ☒ The chemical storage room door was held open with an oxygen tank.
- ☒ Oxygen tanks need to be chained or secured.
- ☐ Nitric Acid needs to be stored separately from other chemicals. - cabinet ordered
- ☒ Two bottles have severely damaged labels that are being stored in the acids cabinet.
- ☒ One unlabeled bottle in the acid cabinet. Ensure that all containers are labeled with manufacturer name, chemical name and hazard information listed.

Room 304

- ☒ Need to remove pop cans and garbage from eyewash area.
- ☒ Christmas lights can only be up for a maximum of 90 days.

Room 305

- ☒ Need to remove the garbage can from the eyewash area.
- ☒ Remove the picture that is covering the outlet.
- ☒ Eyewash stations and emergency showers are not flushed weekly. Flush the eyewash stations and emergency showers on a weekly basis. Document all flushings. Eyewash flushing for at least three minutes is recommended to reduce bacterial contamination by Acanthamoebae. Acanthamoebae can cause severe eye damage when introduced into traumatized eyes.

Room 323A

- ☒ Need to mount the fire extinguisher.

Room 309 A/B

- ☒ The refrigerator needs to be labeled "For Food" or "Not For Food" as the case may be.
- ☒ The refrigerator needs to be cleaned. It is growing mold.
- ☒ Chemicals need to be kept in a secured area.
- ☒ The sprinkler head needs to have 18" of clearance maintained.

Room 317

- ☒ The electrical panel is blocked. Electrical panel must have 36" of clearance maintained.
- ☒ The cord is severely damaged on the metal cart with the overhead florescent light.
- ☒ Replace ceiling tile. All wall and ceiling penetrations must be repaired and maintained.
- ☒ Check the light switch. It has a crackling sound coming from it.

Room 313B

- ☒ The paper cutter is not guarded.

Room 312C

- ☒ Need to replace ceiling tile. All wall and ceiling penetrations must be repaired and maintained according to Uniform Fire Code.
- ☐ There are several varieties of ungrounded old equipment with fabric cords.
Recommend removing. *In progress*

Room 236

- ☒ Need to cover the wall outlet. *Summer 2001*
- ☒ Need to replace ceiling tile. All wall and ceiling penetrations must be repaired and maintained according to Uniform Fire Code.

Kitchen

- ☒ Need to have proper personal protective equipment available for use with Mr. Muscle and Advance Oven Cleaner.
- ☒ If using the N95 respirator must be on a respirator program.

Upper Mechanical Room (Kitchen)

- ☒ Need to cover the junction box.
- ☒ Mechanical room should not be used as a storage area.
- ☒ Need to keep door locked.

Individual Hazards Identified in Management Assistance Reports
Lincoln ~~Elementary School~~, November 8, 2000
Community Education Center

General

- ☒ Fire extinguishers need to be checked and signed monthly.
- ☒ All custodial/mechanical rooms should be kept locked.
- ☒ Any rated self-closing door must not be obstructed in its operation with wedges, door-kicks, hold opens, etc.

Gym

- ☒ The exit light is burned out.
- ☒ Refrigerator boxes being used as playhouses are not flame retardant.

Pre-School Room

- ☒ Cleaning supplies should not be stored in the mechanical room.
- ☒ Need to label the mechanical room door.

Northeast Exit Doorway

- ☒ Northeast exit doorway is blocked by paper rolls and a plant.

Kitchen

- ☒ The fire extinguisher by the kitchen needs recharging.
- ☒ Fire extinguisher needs to be checked and signed monthly.
- ☒ Chemical products are being kept under sink. Need to use a better lock or place out of reach of students.

Custodial Room

- ☒ An extension cord is being used in place of permanent wiring.
- ☒ The eyewash station is blocked.
- ☒ Two unlabeled bottles. All secondary containers need to have manufacturer name, chemical name and hazard information listed.

Individual Hazards Identified in Management Assistance Reports
Riverside Elementary School, November 7, 2000

Hallway by Health Office

- ☒ Exit is obstructed by the blue-topped table.

Boiler Room

- ☒ Need to label door.
- ☒ The door needs to be kept locked.
- ☒ Need to have a stable ladder and platform for access to top of boiler, or reconfigure the boiler chemical feed so that it can be accessed from the ground.

Hallway by Boiler Room

- ☒ Exit hallway is blocked by trash cans.

Storage Area Under Stage

- ☒ Unstable storage of boxes.
- ☒ Door should be kept closed.

Storage Above Stage

- ☒ Ungrounded hot plates should be removed from the school.

Stage

- ☐ The old cafeteria tables are missing the tension bars and present an ergonomic hazard.
- In progress of replacing

Custodial Office

- ☒ Need to have a current chemical inventory.
- ☒ The door needs to be kept locked.
- ☒ Unlabeled bottle. All secondary containers need to have manufacturer name, chemical name and hazard information listed.

Kindergarten #1

- ☐ The tunnel hatch is blocked. - Summer 2001
- ☒ The hot plate under the sink is not grounded.
- ☒ Overhead cords should not be tied in knots.
- ☒ The overhead cords need to have strain relief.
- ☒ Chemicals, such as clear acrylic sealer, should be placed out of reach of students or stored in a locked cabinet in grades K-6.

Library

- ☒ Need to post for load occupancy.
- ☒ The sofa is not fire rated.

Grade Four

- ☒ Chemicals, such as Lysol, need to be placed out of reach of students or in a locked cabinet in grades K-6.
- ☒ The univent is not running.

Computer Lab Office

- ☒ The cord running across the aisleway presents a trip hazard.
- ☒ The univent is not running.
- ☒ Plants should not be placed on top of the univent.

Room 138

- ☒ The furniture and pillows are in poor condition, are not fire rated and should be removed.

Room 132

- ☒ The furniture is not fire rated and in poor condition.
- ☐ The pizza oven presents a burn hazard to students. Also, it needs to be cleaned.

Grade 3 - 128

- ☒ Chemicals, such as rubber cement, should be kept out of reach of students or in a locked cabinet in grades K-6.

North Custodial Room

- ☒ Unlabeled bottle. All secondary containers need to have manufacturer name, chemical name and hazard information listed.
- ☒ The door needs to be kept locked.

Room 119

- ☒ Using a wedge to hold the door open. Any rated self-closing door must not be obstructed in its operation with wedges, door-kicks, hold opens, etc. *Staff have been informed*

Individual Hazards Identified in Management Assistance Reports
Townsite Center, January 5, 2001

General

- ☒ All doors should be labeled.
- ☒ Fire extinguishers need to be checked and signed monthly.

Julie Hanson's Area

- ☒ A powerstrip is plugged into another powerstrip. Powerstrips need to be plugged directly into wall outlets.

Computer HUB Room behind Tech Office

- ☒ There are missing ceiling tiles. According to Uniform Fire Code all ceiling openings must be covered.

Sharol Hegna's Area

- ☒ An extension cord is being used in place of permanent wiring.
- ☒ Two extension cords are rated for household use and are not grounded.

Individual Hazards Identified in Management Assistance Reports
Junior High School, January 5, 2001

Main Custodial Room

- ☒ Several unlabeled bottles. All secondary containers need to have manufacturer name, chemical name and hazard information listed.
- ☒ The Advance Floor Machine cord is very damaged.

Boiler Room

- ☒ The aluminum ladder is not rated Class I or II and should be replaced.
- ☒ Need to label the electrical panel "Authorized Personnel Only".

Custodial

- ☒ The vacuum has a damaged cord.

Room 174B

- ☒ Need magnetic restarts for the woodworking equipment.
- ☒ The Delta Bandsaw is missing a guard on the end.

Room 172B

- ☐ Need a safety strap on the TV cart. - *In progress*

Room 174

- ☐ Need a safety strap on the TV cart. - *In progress*
- ☒ Electrical panel is incorrectly labeled.
- ☒ Two unlabeled bottles. All secondary containers need to have manufacturer name, chemical name and hazard information listed.
- ☒ Need proper personal protective equipment (safety glasses) for use with the D & M Machine Center.
- ☒ Need proper personal protective equipment (chemical gloves) for use with stains.

Room 173

- ☐ An extension cord is being used in place of permanent wiring on the ice machine. *Summer 2001*
- ☐ The ice machine has a damaged cord. *Summer 2001*
- ☒ The smoke detector is covered with a plastic bag.
- ☐ Electrical panel M has an opening exposing line wiring. *Summer 2001*
- ☒ The electrical panel is blocked. Electrical panels need to have 36" of clearance maintained.

Room 175

- ☒ An extension cord is being used in place of permanent wiring.
- ☒ An extension cord is plugged into a powerstrip. Powerstrips need to be plugged directly into wall outlets.

Room 185

- ☒ Three unlabeled bottles. All secondary containers need to have manufacturer name, chemical name and hazard information listed.

Room 186

- ☐ The paper cutter is not guarded. *Fall 2001-2*
- ☒ Amoco LG-36 contains lead silicate grit and silicam. It should be kept separate from other glazes. It presents a serious health hazard and its usage should be reconsidered.
- ☒ Amoco LG-20, LG-21 and LG-66 contains heavy metals and may present a health hazard and usage should be reconsidered. Need to have proper hand washing facilities where these glazes are used.

Room 187

- ☒ Ungrounded metal light.
- ☒ The sprinkler head is blocked. Sprinklers need to have at least 18" of clearance maintained.

Room 190

- ☒ The cord on the TV cart is missing the ground pin.

Room 109

- ☒ Extension cord is being used in place of permanent wiring.
- ☒ A powerstrip is plugged into an extension cord. Powerstrips need to be plugged directly into wall outlets.

Room 112

- ☒ There are two extension cords being used in place of permanent wiring (TV cart and projector).
- ☒ Powerstrip is plugged into an extension cord. Powerstrips need to be plugged directly into wall outlets.

Room 119

- ☒ An extension cord is being used in place of permanent wiring.
- ☒ The powerstrip is wrapped around the cart and plugged into the cart. Powerstrips need to be plugged directly into wall outlets.
- ☒ The sprinkler head is blocked. Sprinklers need to have at least 18" of clearance maintained.

Room 133

- ☒ Need to maintain a clean and orderly workplace according to OSHA General Housekeeping rule. *Progress has been made*
- ☒ Obstructed exit paths. Exits need to be maintained for proper egress.
- ☒ The popcorn maker should be cleaned on a regular schedule. It has excessive grease built up.
- ☒ The fire extinguisher did not receive its annual check.

Room 133B

- ☒ Missing ceiling tile. All ceiling penetrations need to be in place according to uniform fire code.

- ☒ The sprinkler head is blocked. Sprinklers need to have at least 18" of clearance maintained.
- ☐ The teacher needs to put animal cages on a regular cleaning schedule. *2001-2002 School Year*

Room 136C

- ☒ Highly combustible and toxic styrofoam beanbags must be removed. Replace beanbags that are in compliance with the CA fire code and are labeled as such.

Office

- ☒ Unlabeled bottles. All secondary containers need to have manufacturer name, chemical name and hazard information listed.

Room 212

- ☒ An extension cord is being used in place of permanent wiring.

Room 213

- ☒ Extension cord (taped to the floor) is being used in place of permanent wiring.
- ☒ Drop buss boxes are tied.
- ☒ Need to mount the fire extinguisher to the wall.

Room 210

- ☒ Drop buss box is tied.

Room 210A

- ☐ Need a Chemical Hygiene Plan. *2001-2002 School Year*
- ☒ Need to have a chemical inventory.
- ☒ Need material safety data sheets for chemicals being used. *In progress*
- ☒ Need to have proper personal protective equipment such as chemical goggles and gloves available for use.
- ☒ Using a household rated ladder. Ladders need to be rated Class I or Class II.
- ☒ Need to label the refrigerator "Science Use Only."
- ☒ Ammonium Dichromate presents a serious health hazard and its use should be reconsidered.
- ☒ Hydrochloric acid needs to be stored in an acid cabinet.
- ☒ Need to keep door locked at all times.
- ☒ Need to have a mercury spill kit available. *In progress*
- ☐ There are no lips on the shelves where the chemicals are being stored. *In progress*
- ☐ Need to have an OSHA approved eyewash station available for use. *In progress*
- ☐ Need to have proper personal protective equipment such as chemical goggles and gloves available for use with chemicals.

Room 209B

- ☐ Hydrochloric and Sulfuric acids should be stored in an acid cabinet. *In progress*
- ☐ Shelving for chemicals should be equipped with a lip to prevent chemicals from spilling over the shelf. *In progress*
- ☒ Need to cover exposed wires on the light fixtures.

- ☒ Door should be kept locked at all times.
- ☐ Need to have an OSHA approved eyewash station available. *In progress*

Kitchen

- ☒ Need to guard the garbage disposal.

Room 156A

- ☒ When using red biohazard bags for blood waste the bags need to be disposed of through the hospital or approved hazardous waste company. *no longer in use*

Room 144B

- ☒ The stairwell is blocked. Clearance needs to be maintained for proper egress.
- ☒ The stage light has un-insulated wiring and is not grounded.

Individual Hazards Identified in Management Assistance Reports
Edison Elementary School, September 8, 2000

General

- ☒ Custodial closets need to be kept locked.
- ☒ Any self-closing door must not be obstructed in its operation with wedges, door kicks, hold opens, etc.
- ☒ Review the occupied areas and make sure that evacuation maps are posted.

Kitchen Room 120B

- ☒ The capped off wires need to be disconnected or better protected.

Boiler Room

- ☒ The eyewash station needs to be cleaned.

Stage Storage area

Upper Levels

- ☒ General Housekeeping.
- ☐ The door to the roof needs to be labeled.

Summer 2001

Stage Storage Area

- ☒ Blocked electrical panels. Electrical panels need to have 36" of clearance.
- ☒ The beanbag should be removed.

Room 129, 144, 145, 147, 154, Durrand's, Kindergarten #2

- ☒ Chemicals are being stored within reach of students. Chemicals should be stored in a locked cabinet or placed out of reach of students in grades K-6.

Staff Lounge

- ☒ There is a ground pin stuck in the outlet.

Room 103

- ☒ The two beanbags should be removed.

Individual Hazards Identified in Management Assistance Reports

Robert Asp Elementary School

November 8, 2000

General

- ☒ Any rated self-closing door must not be obstructed in its operation with wedges, door-kicks, hold opens, etc.
- ☒ Evacuation maps should be posted in classrooms.
- ☒ All fish aquarium equipment needs to be UL listed and have a GFCI protected outlet.

Room 163

- ☐ The couch is not fire rated. *summer 2001*

Room 172

- ☒ Missing ceiling tiles. All ceiling tiles need to be in place according to the Uniform Fire Code.

Room 175

- ☒ An extension cord is being used in place of permanent wiring.
- ☒ Christmas lights can only be up for 90 days at Christmas time.
- ☒ Two metal lights are not grounded.

Hallway

- ☒ Using a cardboard piece to cover the wires in electrical panel L6 Section 2. Replace with an approved permanent closure.

Stage - 144A

- ☐ The overhead storage is guarded with chicken wire which will not hold a force of 200 lbs from falling and it is broken in several areas. *In review process*
- ☒ Gates cannot be padlocked shut.
- ☐ Upper storage on the north side does not have approved railing. *In review process*

Office off of Stage

- ☒ The electrical panels are blocked. Electrical panels need to have 36" of clearance maintained.
- ☒ There is exposed wiring in the electrical panel.
- ☒ The door of one electrical panel is not secured to the wall.
- ☐ ~~This office has exposed 2 X 4's. Wood construction should be covered with gypsum board for fire prevention.~~
- ☒ Two beanbag chairs do not have fire rating.

Boiler Room

- ☒ The tongue guard needs to be adjusted to within 1/4" on the grinder.
- ☒ Need to have proper personal protective equipment, such as chemical splash goggles and face shield, for use with Unitreat 16.
- ☒ The electrical panel cover is not closed and locked. There are exposed leads inside. This should be labeled so that only certified electricians are the only authorized entrants.
- ☒ Elevated walkways by exit should be kept clear.
- ☒ The cord on the Black & Decker Circular saw is covered with electrical tape.

Room 170

- ☐ The furniture is not fire rated. Summer 2001

Room 186

- ☐ The furniture is not fire rated. Summer 2001

Room 193

- ☒ Flammable spray paint is being stored under the sink. Needs to be in a flammables cabinet.
- ☒ An extension cord is being used in place of permanent wiring.
- ☐ The chair is not fire rated. Summer 2001

Room 194

- ☒ Two beanbags chairs are not fire rated.

Room 104

- ☒ Missing ceiling tile. All ceiling tiles need to be in place according to the Uniform Fire Code.

Room 109

- ☐ The couch is not fire rated. Summer 2001

Room 111

- ☒ The exit is obstructed.
- ☒ Missing ceiling tiles. All ceiling tiles need to be in place according to the Uniform Fire Code.
- ☒ Need to maintain a clean and orderly workplace according to OSHA general housekeeping rule.

Room 217

- ☒ An extension cord is being used in place of permanent wiring.
- ☒ A powerstrip is plugged into another powerstrip. Powerstrips should be plugged directly into wall outlets.
- ☐ The couch is not fire rated. Summer 2001

Room 214

- ☒ An extension cord is being used in place of permanent wiring.

Room 210A

- ☒ The refrigerator is not grounded.
- ☒ The ladder is rated for household use. Ladders must be rated class I or class II.
- ☒ The beanbag chair is not fire rated.

Room 209

- ☐ The couch is not fire rated. Summer 2001
- ☒ An extension cord is being used in place of permanent wiring.
- ☒ The metal lamp is not grounded.

Room 206

- ☐ The old Kirby Vacuum is not grounded. Summer 2001

Room 201

- ☒ An extension cord is being used in place of permanent wiring.

Room 143

- ☒ The space heater should be removed from the school.

Room 141

- ☒ The space heater should be removed from the school.
- ☒ The metal light is not grounded.

Staff Lounge

- ☒ Need to label door.
- ☒ Need to post the state OSHA posters.
- ☒ Need to update the OSHA 200 form.

Counselor's Office

- ☒ Beanbag chairs are not fire rated.

Room 130

- ☒ Beanbag chairs are not fire rated.
- ☐ The metal clip light is not grounded. 2001-2002 School year
- ☐ The Delta belt/disc sander is not guarded. 2001-2002 School year
- ☐ An extension cord is being used in place of permanent wiring on the shop vacuum. 2001-2002 School year
- ☐ The Black & Decker Bandsaw is not guarded below the table. 2001-2002 School year
- ☐ The Black & Decker Bandsaw is not secure. 2001-2002 School year
- ☐ Need to have magnetic restarts for the woodworking equipment. 2001-2002 School year
- ☐ The metal light is not grounded. 2001-2002 School year
- ☒ Need to have adequate ventilation when using paint and polyurethane.
- ☐ Need to have material safety data sheets available for chemicals. In progress

Room 132

- ☒ Beanbag chairs are not fire rated.

Room 146

- ☒ Beanbag chairs are not fire rated.

Individual Hazards Identified in Management Assistance Reports
Property Services Building, January 5, 2001

General

- ☒ Need to keep a log of pre-inspections performed on equipment (forklift, personal lift).

Copy Room

- ☒ A ceiling tile is missing. According to Uniform Fire Code all ceiling openings must be covered.
- ☒ Permanent ventilation needs to be installed in this room to alleviate excess heat and fumes. Ceiling tiles must be kept in place according to the Uniform Fire Code.

Tim's Shop

- ☒ Flush the eyewash stations on a weekly basis. Document all flushings. Eyewash flushing for at least three minutes is recommended to reduce bacterial contamination by Acanthamoebae. Acanthamoebae can cause severe eye damage when introduced into traumatized eyes.
- ☒ Need to label air compressor: "Caution: Automatic Start Up".
- ☒ Conduct jack inspections and maintain documentation.
- ☒ Conduct hoist inspections on a monthly basis except for hoists that are not in regular use (conduct once every six months and prior to being placed in use).
- ☒ Combustibles are being stored within 35 feet of welding area.
- ☐ Welding without proper ventilation. *In review process*

Individual Hazards Identified in Management Assistance Reports
Washington Elementary School, November 7, 2000

General

- ☐ Curtains are not fire rated. Curtains need to have a fire rating label or be sprayed with a fire retardant. Summer 2001

Room 108

- ☒ The electrical panel is blocked. Need to maintain 36" of clearance in front of electrical panels.
- ☒ The fire alarm panel is blocked.
- ☒ Need to maintain a clean and orderly workplace according to OSHA General Housekeeping Rule.

Room 166

- ☒ The chair is not fire rated and is not in good condition. Summer 2001

Custodial Office

- ☒ The door needs to be kept locked.
- ☒ Need to have proper personal protective equipment (safety glasses) for use with the miter saw.
- ☒ Need to have a custodial chemical inventory.
- ☒ Need to have organized material safety data sheets for custodial chemicals.

Room 161

- ☒ The fish aquarium should be plugged into a GFCI protected outlet.

Custodial Closet

- ☒ One unlabeled bottle. All secondary containers need to be labeled with manufacturer name, product name and hazard information.

Room 168

- ☒ In grades K-6 chemicals need to be placed out of reach of students or in a locked cabinet.
- ☒ One unlabeled spray bottle. All secondary containers need to be labeled with manufacturer name, product name and hazard information listed.

Room 139

- ☒ One unlabeled spray bottle. All secondary containers need to be labeled with manufacturer name, product name and hazard information listed.

Boiler Room

- ☒ Need to have proper personal protective equipment (chemical splash goggles and gloves) for boiler chemicals being used.
- ☒ Need to replace the goggles with direct venting on sides with goggles that have indirect venting.
- ☒ Need to flush the eyewash station weekly. This needs to be documented.
- ☒ Need to have a cover over the exposed wire ends above the door.

Library – Video Room

- ☒ The electrical panel is covered by a poster.
- ☒ The electrical panel is being blocked by a table and some equipment. Need to maintain 36" of clearance in front of electrical panels.
- ☒ A powerstrip was plugged into another powerstrip. Powerstrips should be plugged directly into wall outlets.

Mechanical Room off of Multi Purpose Room

- ☒ Mechanical room should not be used as a storage area.

Room 163

- ☒ The beanbag is not fire rated and should be removed.
- ☒ Chemicals under sink are within reach of students. Chemicals should be in a locked cabinet or placed out of reach of students in grades K-6.

Room 167

- ☒ The groundpin is missing on the overhead projector.
- ☒ The multiplug outlet should be replaced with a powerstrip.

Workroom

- ☒ Need to post OSHA posters.
- ☒ Need to post current OSHA 200 log.

Tech Center

- ☒ The beanbag is not rated.
- ☒ The chairs are not fire rated.

Room 115

- ☒ There are exposed wires above the door.

Kindergarten Room 116

- ☒ Chemicals, such as Amphyl Disinfectant, are being stored under the sink. Chemicals need to be in a locked cabinet or placed out of reach of students in grades K-6.
- ☒ One unlabeled bottle under the sink. All secondary containers need to have manufacturer name, product name and hazard information listed.
- ☒ One unlabeled bottle above the sink. All secondary containers need to have manufacturer name, product name and hazard information listed.

Room 118

- ☒ The two beanbag chairs are not fire rated.
- ☒ The exit to outside must be kept free of obstructions.

Room 117

- ☒ Aisleway obstructed. Aisleways need to have 28" of clearance maintained.

- ☒ A file cabinet is on the tunnel hatch. Tunnel hatches should be clear of obstructions such as cabinets or carpeting for proper egress.

Room 205 A Mechanical Room

- ☒ One unlabeled bottle. All secondary containers need to have manufacturer name, product name and hazard information listed.
- ☒ Need to label doors.
- ☒ The door needs to be kept locked.
- ☐ Mechanical room should not be used as a storage area. *In process of eliminating*

Kitchen

- ☐ Need an automatic gas shut off on the gas stove. *In progress*

Individual Hazards Identified in Management Assistance Reports
RRLAC, January 5, 2001

General

- ☒ Fire extinguishers need to be checked and signed monthly.
- ☒ All doors must be labeled.

Deb Pender's

- ☒ Storage area is missing a ceiling tile. All ceiling penetrations need to be in place according to uniform fire code.

Secretary Office

- ☒ Using a space heater.

Computer Room

- ☒ Missing ceiling tiles. All ceiling penetrations need to be in place according to uniform fire code.
- ☒ An unplugged extension cord is run through the ceiling tile.

Group Room

- ☒ The outlet cover is missing.
- ☒ All doors must be labeled.

Hall by Old R & D

- ☒ Re-adjust emergency lighting.

Back Custodial Room

- ☒ Unlabeled bottle. All secondary containers need to have manufacturer name, chemical name and hazard information listed.
- ☒ The fire alarm system box is blocked. Clearance must be maintained in front of emergency equipment.

Stairwell by Custodial Room

- ☒ Storing combustible materials under stairwell.

Hall to Back Area

- ☒ Any rated self-closing door must not be obstructed in its operation with wedges, door-kicks, hold opens, etc.

Kitchen Area

- ☒ Need to post handwashing signs.

Mural Room

- ☒ Missing a ground pin on the TV cart.
- ☒ Missing safety strap on the TV cart.

Blue Room

- ☐ The outlet that the aquarium is plugged into is not GFCI. Outlets located within 6 feet of a water source should be GFI protected. 2001-2002 school year
- ☒ Two ungrounded extension cords.
- ☒ Christmas lights can only be up for a maximum of 90 days.

MP Area

- ☒ Missing ceiling tiles. All ceiling penetrations need to be in place according to uniform fire code.

Heart Room

- ☒ An extension cord is being used in place of permanent wiring.

Green Room

- ☒ Using an ungrounded extension cord.
- ☒ The exit is blocked. Exits must have clearance maintained for proper egress.

Entry Area

- ☐ The cover is missing on the emergency lighting. Summer 2001
- ☒ Combustibles are being stored under the stairwell.
- ☒ The fire extinguisher is blocked.

Individual Hazards Identified in Management Assistance Reports
Probstfield Elementary School, September 8, 2000

General

- ☒ Custodial closets need to be kept locked.
- ☒ Any self-closing door must not be obstructed in its operation with wedges, door kicks, hold opens, etc.

Kitchen

- ☐ The ventilation in the dishwashing corner should be reviewed. Employees have mentioned the area gets hot. *In process of review*

Room 303

- ☒ Chemicals are within reach of students. Chemicals should be stored in a locked cabinet or placed out of reach of students in grades K-6.
- ☒ Area rug should be secured so it is not a trip hazard.

Room 307

- ☒ Chemicals, such as Amphyl, are within reach of students. Chemicals should be stored in a locked cabinet or placed out of reach of students in grades K-6.

Room 312

- ☒ Chemicals are within reach of students. Chemicals should be stored in a locked cabinet or placed out of reach of students in grades K-6.

Kevin's Office

- ☒ Missing ceiling tiles. All ceiling penetrations need to be in place according to uniform fire code.

AHU Above Custodial 218 (SW Mezzanine)

- ☒ The door to the roof needs to be labeled.
- ☒ Need to have emergency lighting.

Schumacher's Room

- ☒ The space heater needs to be removed.
- ☒ Chemicals are within reach of students. Chemicals should be stored in a locked cabinet or placed out of reach of students in grades K-6.

200 Area

- ☒ Doors need to be labeled.

Custodian Room (South Wing)

- ☒ This ground pin is missing on the vacuum.
- ☒ Unlabeled bottle. All secondary containers need to be labeled with the manufacturer name, chemical name and hazard information.

Room 111

- ☒ Chemicals within reach of students. Chemicals should be stored in a locked cabinet or placed out of reach of students in grades K-6.

Room 106

Room 106A

- ☒ Need to maintain a clean and orderly workplace according to OSHA General Housekeeping rule.

Room 106B

- ☒ Chemicals within reach of students. Chemicals should be stored in a locked cabinet or placed out of reach of students in grades K-6.
- ☒ The fire extinguisher should be removed from this area.

Boiler Room

- ☒ The door needs to be labeled "to classroom."
- ☒ The exit light should be covered since it leads to a classroom and not directly outside.
- ☒ The eyewash station is blocked.
- ☒ Paper boxes are blocking the door.


Gym Storage 257A

- ☒ An extension cord is being used in place of permanent wiring for the microwave.
- ☒ Soccer nets overhanging walkway.

Gym Storage 257B

- ☒ The shelves are overloaded.

MEMO #: P.02.019

TO: Dr. Larry P. Nybladh, Superintendent
FROM: Ron  Hansen, Dir. of Human Resources
DATE: August 6, 2001
RE: Memorandum of Understanding

Attached is the Memorandum of Understanding based on the discussion between Jace Lahlum, Lance Kelly and myself.

I have received a written note from Lance Kelly which states that rehiring Jace will not constitute a practice and that an agreement would have no bearing on a return-to-work after retirement provision in the contract. I have Gene Boyle's endorsement as well and he believes the rehiring will be accepted in the community.

I would recommend the adoption of the memorandum and the offering of a contract to Jace Lahlum.

Suggested Resolution: Move to approve the attached Memorandum of Understanding between Education Moorhead and Independent School District #152 regarding the re-employment of Jace Lahlum for the 2001-2002 school year.

RN:jg



Moorhead Area Public Schools

Independent School District 152

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Business Services: (218) 284-3370 • Human Resources: (218) 284-3350

Memorandum of Understanding between Education Moorhead and ISD #152 Regarding the Re-Employment of Jace Lahlum

1. Whereas, Jace Lahlum, who retired at the end of the 2000-2001 school year, wishes to be re-employed as a math teacher at Moorhead Senior High School, and
2. Whereas, the School District would look favorably on re-employing Jace Lahlum, and
3. Whereas, if the following conditions are agreed to, then the District would offer Jace Lahlum a contract for the 2001-2002 school year:
 - a. His salary would be at his present level of education (BA+60) and he would be placed on step 7.
 - b. He would be tenured immediately and his seniority would be from his new date of employment.
 - c. He would not be eligible for a second severance package.
 - d. He would not be eligible for any retirement provisions in the current contract.
 - e. He would be granted twenty (20) sick leave days.
 - f. Any leave of absence would require advanced approval.
 - g. All other conditions of the present teacher contract would apply to him, and
4. Whereas, Education Moorhead would recognize that these terms and conditions in the rehiring of Jace Lahlum would not set any precedent for any future retirees, and that they apply exclusively to Jace Lahlum, then
5. The above provisions were agreed to by both parties on the _____ day of _____, 2001.

Education Moorhead

Moorhead Area Public Schools

Education Moorhead

Moorhead Area Public Schools

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 16, 2001
PAGE 1

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

MEMBERS ABSENT: None.

CALL TO ORDER: 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 revised.

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

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: Lynne Kovash introduced Jill Skarvold, the new Director of Special Education and Federal Programs.

After many positive years of serving as a school board member, Mark Gustafson announced he would not be seeking re-election this fall.

ORGANIZATION OF THE SCHOOL BOARD:

Meeting Date, Time and Location - Foss moved, seconded by Thompson, to set the regular meetings of the school board on the second and fourth Monday of each month with the following exceptions: Tuesday, May 28th (due to Memorial Day conflict); the annual organizational meeting the third Monday in July (July 15) ; and Monday, December 10 (due to holiday break) at 7:00 p.m. in the Townsite Centre Board Room. Motion carried 7-0.

School Board Compensation - Gustafson moved, seconded by Thompson, to set the board member compensation rate at \$550 per month. Motion carried 7-0.

Committee Appointments - Erickson moved, seconded by Ladwig, to approve the committee appointments for the 2001-2002 school year as follows:

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 16, 2001
PAGE 2**

DISTRICT-WIDE STANDING COMMITTEES:

Erickson, Gustafson - Activities Council
Thompson, Hastad - Community Education Advisory Council
Erickson, Thompson - District Care Team
Thompson, Cummings - Human Rights
Erickson, Foss - Instruction & Curriculum Advisory (ICAC)
Ladwig, Thompson - Long Range Planning (LRP)
Gustafson, Ladwig - Policy Review

ADMINISTRATIVE COMMITTEES:

Not Required - Calendar
Erickson - Comprehensive Arts Planning (CAPP)
Thompson - Continuing Education
Hastad - ECFE Advisory Council
Thompson - Global Exchange
Foss - Indian Education
Cummings, Thompson - Legislative
Cummings, Ladwig - Negotiations
Foss - Sabbatical Leave
Ladwig - Safety Committee
Thompson - Staff Development
Members Rotate - Superintendent's Advisory Council
Cummings - Technology
Erickson - Title I/Parent Involvement
Erickson, Foss - Wellness

COMMUNITY COMMITTEES:

Cummings, Ladwig, Foss (Alt.) - Clay County Joint Powers Collaborative Board
Ladwig - Interagency Early Intervention
Ladwig, Erickson - Joint Powers
Cummings, Foss - LCSC Representative Assembly
TBD - Learning Bank
Foss - Youth Advisory

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 16, 2001
PAGE 3

Adopt-A-School:

Ladwig - Edison
Erickson - Riverside
Cummings - Washington
Gustafson - Probstfield
Thompson - Asp
Foss - Junior High
Hastad - Senior High
Members Rotate - Red River Area Learning Center

Motion carried 7-0.

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

Gift - Accept a donation of 23 Compac Pentium II and II computers valued at \$350 each (total estimated value \$8,050) from the Quentin Burdick Federal Building as part of the federal government's new computer recycling program. The computers will be utilized in the Senior High School Computer Lab.

Grants - Accept the Goals 2000 grant for the 2001-2002 school year in the amount of \$39,438 to be utilized for district-wide parent involvement and increasing student achievement through innovative programs.

Accept the Moorhead Healthy Community Initiative grant award of \$10,832 for September 2001 through December 2001. The grant will be used to provide after-school activities for students at the Junior High, Robert Asp, Washington, Riverside, Probstfield, Edison, and the Red River Area Learning Center.

Grant Submission - Approve the submission of the Migrant Education grant application in the amount of \$52,189 for the 2001-2002 school year.

2001-2002 Minnesota State High School League Membership - Approve the resolution of membership into the Minnesota High School League for the 2001-2002 school year.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 16, 2001
PAGE 4

2001-2002 Minnesota Academic Excellence League Membership - Approve the resolution of membership into the Minnesota Academic Excellence League membership for the 2001-2002 school year.

Investment of Excess Funds - Approve the resolution for investment of excess funds giving authority and responsibility to the Assistant Superintendent of Business Services or designee in accordance with M.S. 118A for the 2001-2002 school year.

Financial Transactions - Authorize the listed district personnel to make transactions on the listed accounts for the 2001-2002 school year.

Official Depositories - Designate the 2001-2002 school district official depositories of Wells Fargo Bank, Financial Northeastern, MN School District Liquid Asset Fund Plus, Merrill Lynch, Gibraltar Securities Co., Multibank Securities, Inc., and Hawley State Bank. Bonds are handled by Wells Fargo Bank-Minneapolis and Depository Trust Corporation.

Payment of Goods and Services - Approve the resolution to authorize Assistant Superintendent of Business Services to make payment for goods and services in advance of Board approval for the 2001-2002 school year, consistent with M.S. 123B.11, 123B.02 and 471.38.

NSF Checks - Approve the collection of NSF checks as listed.

Lease - Approve a lease with Clay Wilkin Opportunity Council for space at Riverside and Washington Schools for the Head Start Program beginning July 1, 2001 and continuing through June 30, 2004 for a total lease amount of \$43,273.

Change in Employment Contract - Pat Geraghty, Secretary, Robert Asp, A 13 (0-2) \$10.40 per hour, 5 hours daily, effective for the 2001-2002 school year, in addition to her food service position. (Transfer to secretarial contract.)

Resignations

Michael Garrett - Science Teacher, Junior High, effective immediately.

Amber Plocher - Music Teacher, Probstfield Elementary, effective immediately.

REGULAR MEETING
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Family/Medical Leave

Sharon Rein - Fixed Assets/Building Tech, Senior High, to begin on or about September 2, 2001 for six weeks.

New Employee

Jay Raymond - Electronic Data Management System Analyst, Townsite Centre, C41 (9) \$22.05 per hour, 8 hours per day, Non-Aligned Contract, effective July 1, 2001. (Replace Chad Hagen)

Extended Leave of Absence

Jay Raymond - Art Teacher, Senior High, to begin with the 2001-2002 school year.

Part Time and Substitute Pay Schedule Change - Approve the pay schedule as presented.

Official Newspaper - Designate *The Forum* as the official newspaper for the 2001-2002 school year.

Legal Services - Approve obtaining legal assistance on a time and material basis.

Minnesota School Boards Association Membership - Approve the 2001-2002 Minnesota School Boards Association membership in the amount of \$5,934.

Lakes Country Service Cooperative Service Agreement - Approve the 2001-2002 Lakes Country Service Cooperative service agreement as presented.

Minutes - Approve the June 11 and 25, 2001 Regular and June 25 and 27, 2001 Special meeting minutes as presented.

Claims - Approve the July claims, subject to audit, in the amount of \$600,123.85.

General Fund:	\$80,618.48
Food Service:	319,316.00
Transportation:	136,551.68
Community Service:	27,188.43
Capital Expenditure	10,453.36
Building Construction	327.00
Debt Redemption	17,335.60
Townsite Centre:	8,333.30
TOTAL	\$600,123.85

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Motion carried 7-0.

COMMITTEE REPORTS: A brief report was heard regarding the Clay County Joint Powers Collaborative.

ELECTION RESOLUTION: Gustafson moved, seconded by Foss, to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy for the November school board election. Motion carried 7-0.

BOARD POLICY CHANGES: Foss moved, seconded by Ladwig, to approve directing the School Board Policy Committee to:

- A. recode Moorhead School District's Policy Manual into a numerical format;
- B. make editorial changes to policy titles for clarification;
- C. draft mandated or legally required policies, and any others the board agrees should be included in the policy manual;
- D. work toward including legal references to policies as reflected in related MSBA model policies.
- E. change Administrative "Policies" to Administrative "Procedures;"
- F. work with Administration as needed on drafting policies necessary for support of Administrative Procedures, and with the Policy Review Committee as new policies are added to the manual to insure they follow the same template and are properly coded.

Motion carried 7-0.

APPROVAL OF ELEMENTARY SCHOOL PRINCIPAL: Foss moved, seconded by Ladwig, to approve the recommendation that effective August 1, 2001, Matthew Naugle assume the position of Washington Elementary Principal at D63, Step (0-4) of the Principal Association contract at a salary of \$65,963.00 on the condition that he obtain the principal's license prior to August 1, 2001. Motion carried 7-0.

MEMORANDUM OF UNDERSTANDING - EARLY INTERVENTION SERVICES:

Gustafson moved, seconded by Erickson, to approve a one-time, fourteen month contract for the following licensed employees of Early Intervention Services as presented: Jennifer Butze, Ronda Buysse, Kathy Flagtwet, Regina Mandy, and Janine Nelson. Motion carried 7-0.

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BUS ROUTE BIDS: Thompson moved, seconded by Gustafson, to approve the bus route bids as presented for the 2001-2002 and 2002-2003 school years. Motion carried 7-0.

HIGH SCHOOL AUDITORIUM SOUND SYSTEM: Ladwig moved, seconded by Hastad, to reject all bids received for the High School Auditorium Sound System project. Motion carried 7-0.

HIGH SCHOOL AUDITORIUM SOUND SYSTEM BID ADVERTISEMENT

AUTHORIZATION: Ladwig moved, seconded by Gustafson, to authorize the advertisement for bids on an upgrade to the sound system at the Senior High School Auditorium. Motion carried 7-0.

RESOLUTION RELATING TO AND PROVIDING FOR THE BORROWING OF MONEY IN ANTICIPATION OF THE RECEIPT OF STATE AID; AUTHORIZING ISSUANCE AND AWARDING OF SALE OF CERTIFICATES OF INDEBTEDNES S AND PROVIDING A DEBT SERVICE FUND: Gustafson moved, seconded by Foss, to approve the resolution relating to and providing for the borrowing of \$3.8 million in anticipation of receipt of state aid; authorizing issuance and awarding the sale of certificates of indebtedness and providing a debt service fund for the 2001-2002 school year. Motion carried 7-0.

COMMUNITY TASK FORCES MEMBERSHIP SELECTION RECOMMENDATION:

Ladwig moved, seconded by Erickson, to approve the Community Task Forces Membership Selection Committee's recommendation for members and alternates to the five Community Task Forces as presented. Motion carried 7-0.


LEGISLATIVE/FINANCE UPDATE: Weston explained the 2001 end of session calculations related what the school district has received or is projected to receive per student and the amount the school district receives in revenue per finance area based on enrollment.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: None.

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

MEMO #: S-02-014

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent 

RE: Revisions to the 2001-02 Calendar

DATE: August 3, 2001

Attached is a revision of the 2001-02 calendar. The Department of Children, Families and Learning has made changes to the testing schedule for the 2001-02 school year. Corrections to the district's 2001-02 calendar reflect these changes.

The Minnesota Comprehensive Assessments for grades 10 and 11 were moved from January 30 and 31, 2002 to April 16 and 17, 2002. The MCA reading test for grade 10 will be April 16, and the MCA math test for grade 11 will be April 17.

The dates of the Basic Standards Tests for mathematics and reading (grade 8) have been switched. The Basic Standards Test for math will be February 5, 2002, and the Basic Standards Test for reading will be February 7, 2002.

Suggested Resolution: Move to approve the revised 2001-02 calendar as presented.

LPN:mde
Attachment

July 2001					August					September				
2	3	4	5	6		1	2	3		③	4	5	6	7
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28
30	31				27	28	29	30	31					
October					November					December				
1	2	3	4	5		1	2			3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	(16)	17	18	19	20	21
22	23	24	25	26	(19)	(20)	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	31				
January 2002					February					March				
①	2	3	4						1					1
7	8	9	10	11	4	5	6	7	8	4	5	6	7	8
14	15	16	17	18	11	12	13	14	15	11	12	13	14	15
21	22	23	24	25	18	19	20	21	22	18	19	20	21	(22)
28	29	30	31		25	26	27	28		(25)	(26)	27	28	29
April					May					June 2002				
①	2	3	4	5		1	2	3		3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				27	28	29	30	31					

- ☐ Staff Workshops
☐ Staff Workshops (District)
☐ Vacation
 () P/T Conference
 — Teacher Comp. Day

Snow Make-Up:

February 18
 April 1
 May 31
 June 3 and beyond

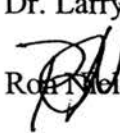
Payroll Dates:

July 31, 2001
 August 31
 September 28
 October 31
 November 30
 December 21
 January 31, 2002
 February 28
 March 28
 April 30
 May 31
 June 28

2001-2002 SCHOOL CALENDAR

2001			2002 continued....		
Aug.	28-31	K-12 Teacher Workshops	Feb.	5	Basic Standards Test (Math)
Sept.	3	Labor Day		7	Basic Standards Test (Reading)
	4	K-12 Classes Begin		18	President's Day Holiday
Oct.	17	K-12 Staff Development Day	Mar.	5-6	MCA (Grade 3 & 5 Reading)
	18-19	Education Minnesota (EM)		7	MCA (Grade 5 Writing)
Nov.	2	End of 1st Quarter		12-13	MCA (Grade 3 & 5 Math)
	5-9	ITBS Testing (Elem.)		20	End of 3rd Quarter
	16	K - P/T Conferences (day)		22	K - P/T Conferences (day)
	19	K-12 P/T Conferences (5-8:30 p.m.)		25	K-12 P/T Conferences (5-8:30 p.m.)
	20	K-12 P/T Conferences (8-11, 12-4, 5-8:30)		26	K-12 P/T Conferences (8-11, 12-4, 5-8:30)
	21	K-12 No School/Teacher Comp.		27	K-12 Staff Development Day
	22-23	Thanksgiving Holiday		28	K-12 No School/Teacher Comp.
Dec.	24	Winter Break Begins		29	Spring Break/No School
		2002	April	1	Spring Break/No School
Jan.	2	K-12 Classes Resume		16	MCA (Grade 10 Reading)
	18	End of 2nd Quarter/Semester		17	MCA (Grade 11 Math)
	21	Martin Luther King Jr. Day	May	27	Memorial Day Holiday
	21-22	K-12 Staff Development Days		30	Last Day for Students
	29	Basic Standards Test (Writing)		31	Last Day for K-12 Staff/Workshops
			June	2	Graduation

MEMO #: P.02.021

TO: Dr. Larry P. Nybladh, Superintendent
FROM:  Ron Nielsen, Dir. of Human Resources
DATE: August 8, 2001
RE: Health Insurance Presentation

Mark Beltz of Peterson-Beltz will be attending the August 13, 2001 School Board Meeting to present an analysis of health insurance usage for school district employees in the past year.

Peterson-Beltz are the insurance consultants who were hired by the School District in January to help control health insurance costs by negotiating with Blue Cross Blue Shield. They are also working with the District's Insurance Committee to educate employees on becoming better consumers of health care, to educate the committee on health insurance language/plan designs and to develop strategies on holding down future health insurance increases.

Attached is the analysis that Mr. Beltz will be discussing on August 13, 2001.

RN:jg

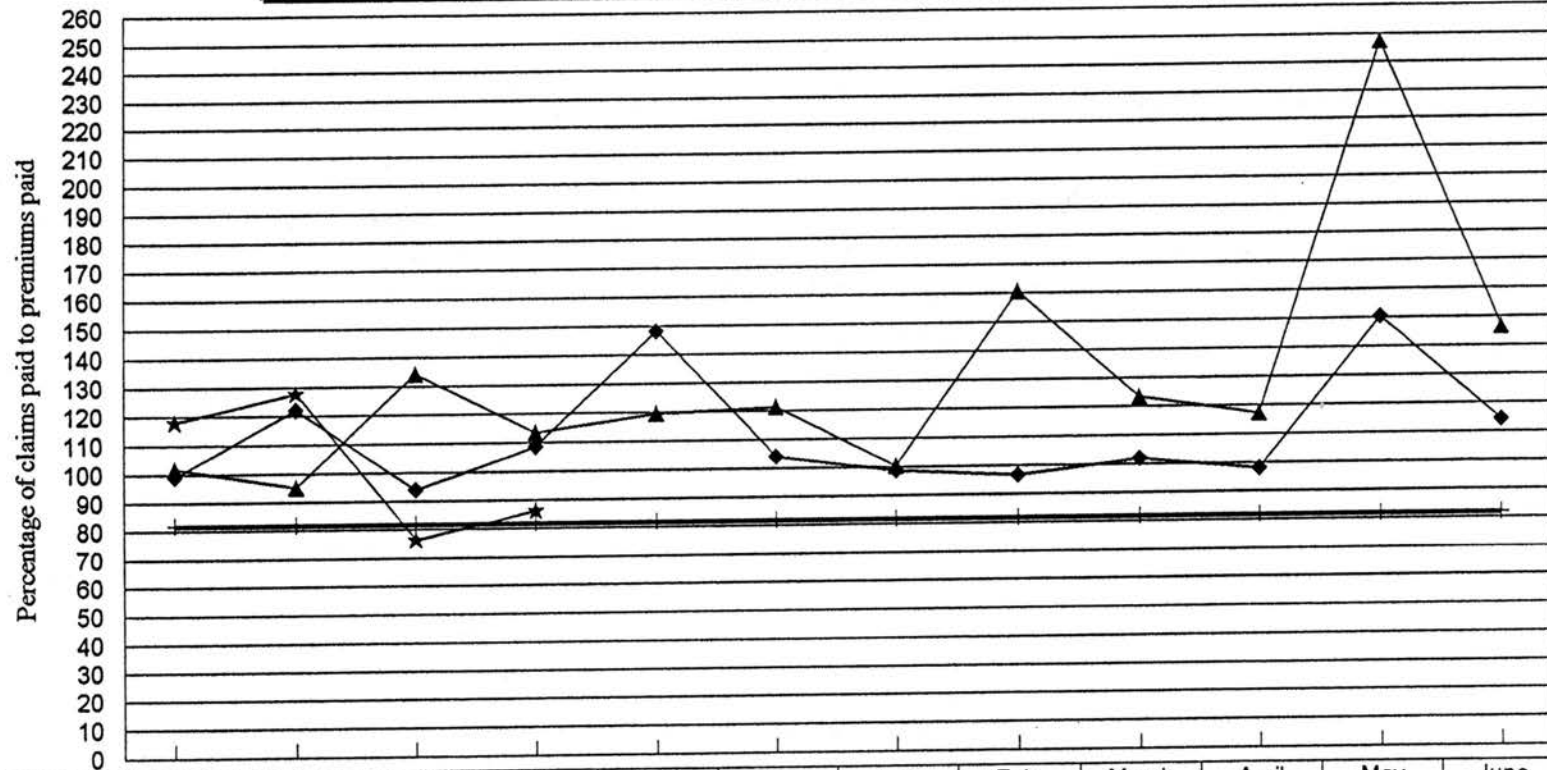
Attachment: Moorhead Public Schools 2000-2001
Health Insurance Analysis

Moorhead Public Schools
2000-2001 Health Insurance Analysis
May 2, 2001

Mark Beltz
Paul Pederson
Pederson-Beltz Associates

Moorhead Public Schools - Monthly Claims Analysis

Claims Paid as a Percentage of Premiums Paid



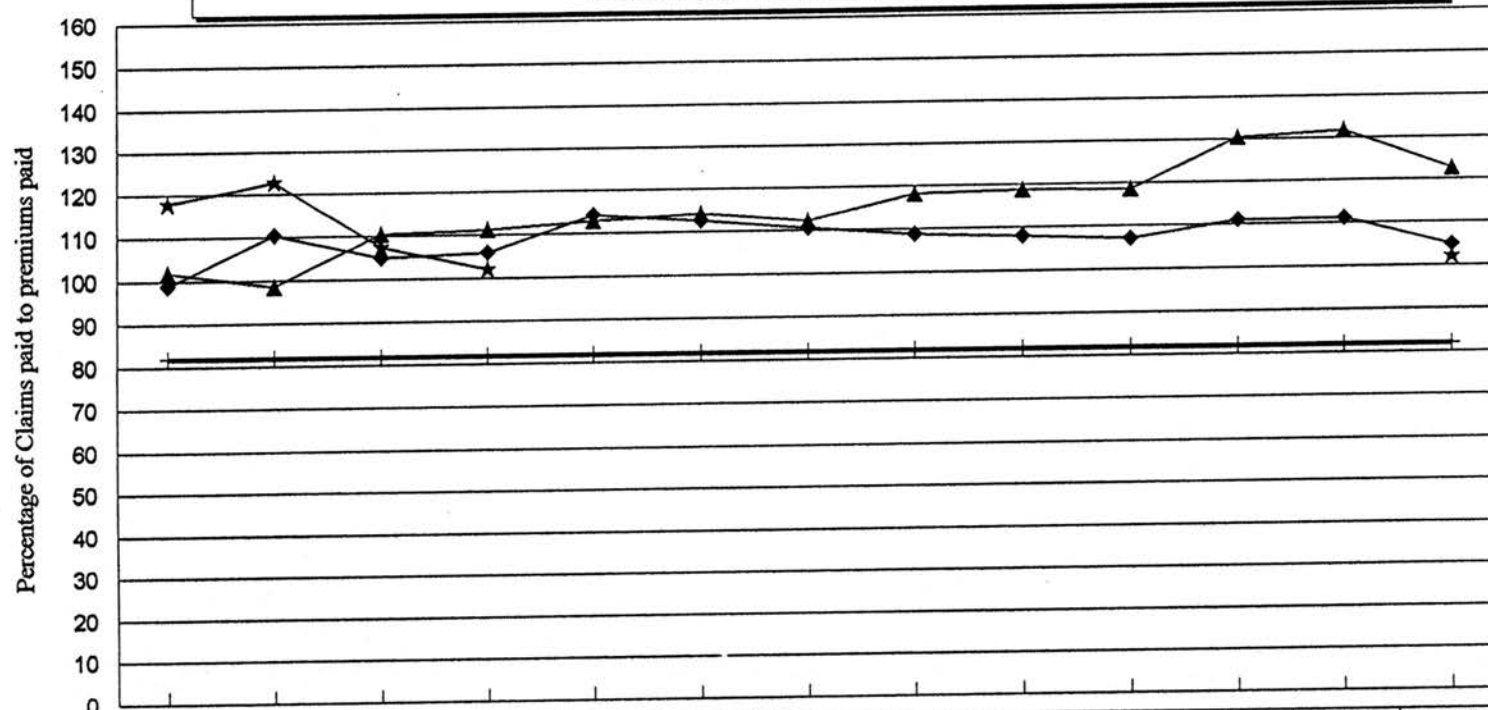
Time Period	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
★ July '00 - Oct. '00	117.9	127.8	76.4	86.2								
◆ July '99 - June '00	98.9	122.0	94.0	108.4	148.2	103.9	98.7	96.7	101.9	98.1	150.4	114.3
▲ July '98 - June '99	101.9	95.2	134.3	113.4	119.5	121.2	100.4	160.6	123.5	117.1	247.4	146.7
+ Trend-increase line	82.0	82.0	82.0	82.0	82.0	82.0	82.0	82.0	82.0	82.0	82.0	82.0

Plan Participant Summary

Coverage	# of Contracts	% of Contracts	# of Members
Single	379	59.3%	379
Family	260	40.7%	960
	<u>639</u>	<u>100.0%</u>	<u>1,339</u>

Moorhead Public Schools - Cumulative Claims Analysis

Claims Paid as a Percentage of Premiums Paid



Time Period	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Less high
★ July '00 - Oct. '00	117.9	122.8	107.4	102.1									102.1
◆ July '99 - June '00	98.9	110.4	104.9	105.8	114.3	112.6	110.6	108.8	108.1	107.1	111.0	111.3	104.8
▲ July '98 - June '99	101.9	98.6	110.5	111.2	112.9	114.2	112.3	118.3	118.9	118.7	130.4	131.8	122.7
+ Trend-increase line	82.0	82.0	82.0	82.0	82.0	82.0	82.0	82.0	82.0	82.0	82.0	82.0	82.0

Plan Participant Summary

Health Plan	# of Contracts	% of Contracts
Triple Gold Plan	545	85.3%
Double Gold Plan	30	4.7%
\$500 CMM Plan	56	8.8%
\$1000 CMM Plan	8	1.3%
	<u>639</u>	<u>100.0%</u>

Blended Claims %

Weight	Time Period	Calc.
23%	7/00 - 10/00	23.5%
46%	7/99 - 6/00	48.2%
31%	7/98 - 6/99	38.0%
100%		<u>109.7%</u>

What drives health insurance rate increases?

Recent trends in health care clearly indicate that premiums are on the rise. Many components of health care have an impact on premiums. Employees have asked what they can do to help keep costs down. These are some of the facts and suggestions that will help you:

➤ Pharmacy

One of the *fastest rising health care costs is medication*. Pharmacy expense totaled 18.9% of total health costs at Moorhead Public Schools for 1999-2000. Prescription drug costs in this country are expected to increase more than 20 percent this year.

- Patent protection for new drugs keeps the generic competition away for years.
- Additional uses for existing drugs drive utilization.
- Increased consumer demand for drugs continues. Advertisers tell the public to demand their high-cost drug from the doctor.

Consumers today use more prescription drugs. New, expensive therapeutic alternatives make up two-thirds of the increase in pharmacy costs. For example, Celebrex, an anti-inflammatory drug costs \$2.50 per tablet as compared to generic ibuprofen, which is \$.05 per tablet.

➤ New Technology

Life-saving new technology is costly. Health experts estimate that half the growth in real per-capita health costs is associated with medical technology.

- More premature babies now survive due to technological advances in neonatal care.
- The new insulin pump greatly improves the lives of people with diabetes.
- Vascular stents, costing approximately \$1,200 to \$3,500 per case, keep arteries open.
- HeartMate Pump, a life-saving device for cardiac rhythm disturbances, costs about \$80,000 per person.

➤ Provider Consolidation

As more care systems and hospitals join together into larger groups, the overall impact of these consolidations in the marketplace may be non-negotiable fee increases. Similarly, hospitals that control specific local geographic areas are increasing prices. Consolidation of doctors and hospitals has become a trend in the Minnesota marketplace. While these groups can reduce costs through certain efficiencies, a monopoly in any area can give the providers more negotiating clout. The value of having your carrier negotiate fair provider contracts becomes greater as more consolidations take place.

➤ Consumer Demand

Doctors say that frequently *patients demand unnecessary laboratory and xray tests*. *Patients insist on new, more expensive drugs*. Rather than argue with their patients, the doctors agree to the demands. Costs go higher, but the quality of care is not affected.

➤ Mandated Benefit Changes

When the government requires benefit changes, it affects the rates. To cover the costs of these benefits, carriers spread the expense over all of their customers' rates. *Minnesota's mandated benefits are the most liberal in the country. An estimated 20-30% of our coverage costs result from mandated benefits.*

➤ Aging Society

Our aging society is requiring more and varied healthcare services and drugs. This increase in demand for health care is contributing to the cost increases in our plan.

Moorhead Public Schools - High Claims Analysis**Service Period July 1998 - October 2000****(4)**Case
NumberIncurred
Claims**July 2000 - October 2000 (>\$25,000)**

1	\$46,252
2	38,744
3	36,299
4	30,962
5	29,953

July 1999 - June 2000 (>\$40,000)

1	\$194,868
2	107,633
3	85,798
4	78,719
5	47,939
6	42,414

July 1998 - June 1999 (>\$40,000)

1	\$253,758
2	74,471
3	50,700
4	45,834
5	40,658
6	40,457

* Note: The Stop-Loss Level is at \$100,000 for the July 1, 2001 renewal (\$75,000 at 7/1/00). Claim amounts (per person) exceeding the stop-loss level are re-insured out and removed from the calculation of the school district's premiums. The stop-loss amount is prorated for short plan years (\$68,000 for 7/00 - 10/00).

Moorhead Public Schools - Claims Analysis and Comparisons to Other School Districts

July 1998 - October 2000

5

July '00 - October '00

	Claims Paid - Moorhead Schools				Claims Paid vs. Other School Districts (per member/month)			
	Total	Percent of Total	Per Member Per Month	% Change vs. Prior Year	All Schools	Moorhead Schools	Dollar Difference	Percent Difference
Inpatient	\$264,163	9.0%	\$47.05	17.8%	\$47.60	\$47.05	(\$0.55)	-1.2%
Outpatient	148,264	5.1%	26.41	2.4%	30.10	26.41	-3.69	-12.3%
Professional	414,374	14.1%	73.81	14.6%	78.25	73.81	-4.44	-5.7%
Prescription Drugs	191,423	6.5%	34.10	12.8%	34.47	34.10	-0.37	-1.1%
Total	\$1,018,224	34.7%	\$181.37	13.1%	\$190.42 13.1% increase	\$181.37	(\$9.05)	-4.8%

July '99 - June '00

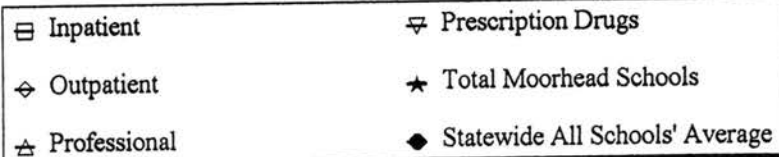
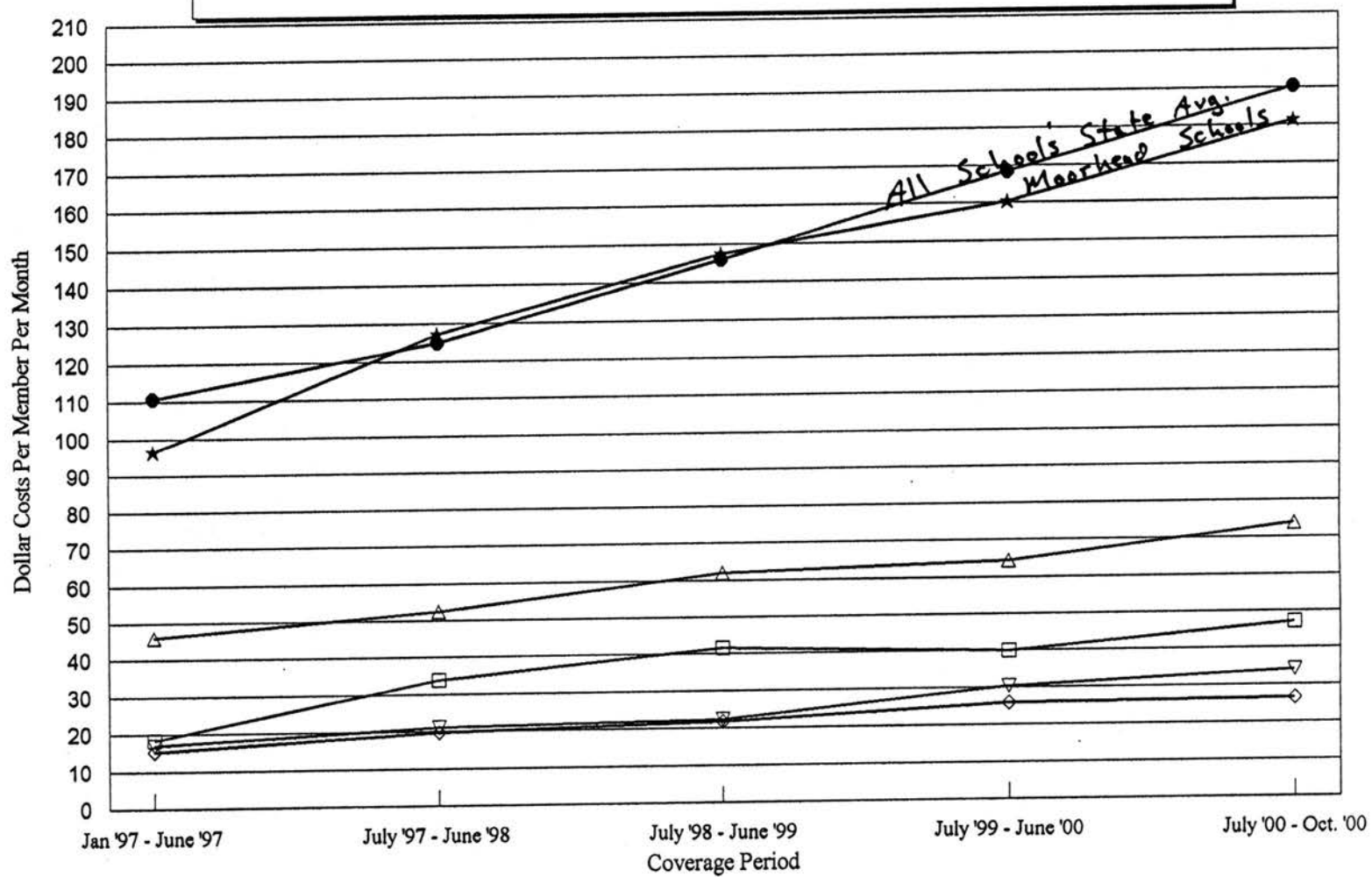
	Claims Paid - Moorhead Schools				Claims Paid vs. Other School Districts			
	Total	Percent of Total	Per Member Per Month	% Change vs. Prior Year	All Schools	Moorhead Schools	Dollar Difference	Percent Difference
Inpatient	\$730,359	24.9%	\$39.95	-3.8%	\$39.35	\$39.95	\$0.60	1.5%
Outpatient	471,393	16.1%	25.79	18.8%	26.70	25.79	-0.91	-3.4%
Professional	1,176,670	40.1%	64.38	3.8%	70.37	64.38	-5.99	-8.5%
Prescription Drugs	552,533	18.9%	30.23	35.6%	31.95	30.23	-1.72	-5.4%
Total	\$2,930,955	100.0%	\$160.35	8.7%	\$168.37 15.3% increase	\$160.35	(\$8.02)	-4.8%

July '98 - June '99

	Claims Paid - Moorhead Schools				Claims Paid vs. Other School Districts			
	Total	Percent of Total	Per Member Per Month	% Change vs. Prior Year	All Schools	Moorhead Schools	Dollar Difference	Percent Difference
Inpatient	\$760,285	28.1%	\$41.52	22.7%	\$33.96	\$41.52	\$7.56	22.3%
Outpatient	397,411	14.7%	21.70	9.8%	23.00	21.70	-1.30	-5.7%
Professional	1,135,253	42.0%	62.00	18.3%	62.83	62.00	-0.83	-1.3%
Prescription Drugs	408,298	15.1%	22.30	5.5%	26.26	22.30	-3.96	-15.1%
Total	\$2,701,247	100.0%	\$147.52	16.0%	\$146.05 17.0% increase	\$147.52	\$1.47	1.0%

Moorhead Public Schools - Claims Paid Analysis

Per Member Per Month Cost Comparisons



Moorhead Public Schools - Detail Claims Analysis and Comparisons to Other School Districts

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July 1998 - October 2000

July '00 - October '00

	Moorhead Schools		All Schools		Moorhead Schools vs. All Schools			
	Number	Cost	Number	Cost	Number of Claims		Cost of Claims	
					Amount	Percent	Amount	Percent
Members	132	\$4,280	98	\$5,952	34	34.7%	(\$1,672)	-28.1%
Members	423	\$1,334	343	\$1,617	80	23.3%	(\$283)	-17.5%
Members	766	\$414	2,186	\$165	(1,420)	-65.0%	\$249	150.9%
Per	16.3	\$54	16.4	\$57	(0.1)	-0.6%	(\$3)	-5.3%
Member	8.4	\$49	8.4	\$49	0.0	0.0%	\$0	0.0%

July '99 - June '00

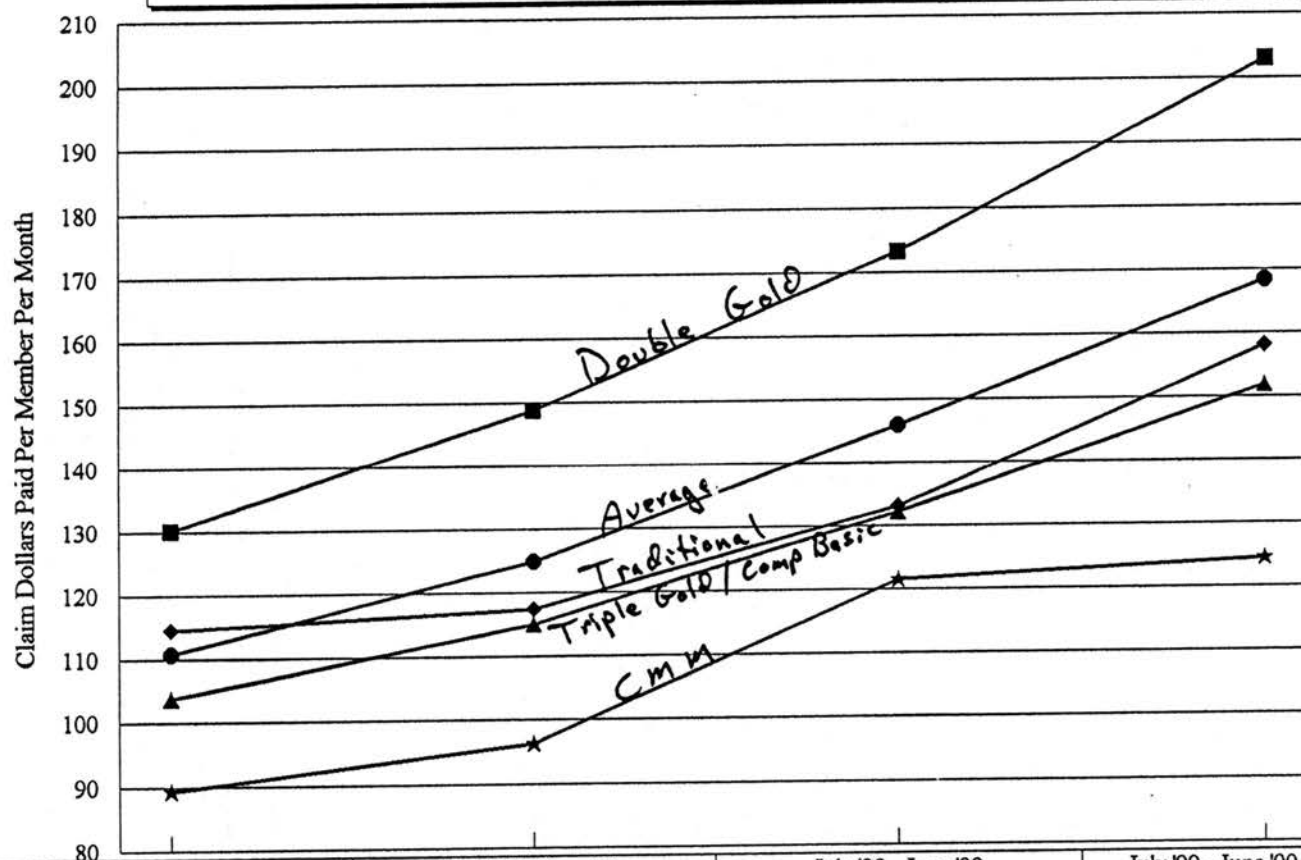
	Moorhead Schools		All Schools		Moorhead Schools vs. All Schools			
	Number	Cost	Number	Cost	Number of Claims		Cost of Claims	
					Amount	Percent	Amount	Percent
Members	91	\$5,272	84	\$5,539	7	8.3%	(\$267)	-4.8%
Members	407	\$1,173	310	\$1,521	97	31.3%	(\$348)	-22.9%
Members	667	\$464	1,995	\$161	(1,328)	-66.6%	\$303	188.2%
Per	14.4	\$54	15.1	\$56	(0.7)	-4.6%	(\$2)	-3.6%
Member	8.2	\$44	8.3	\$46	(0.1)	-1.2%	(\$2)	-4.3%

July '98 - June '99

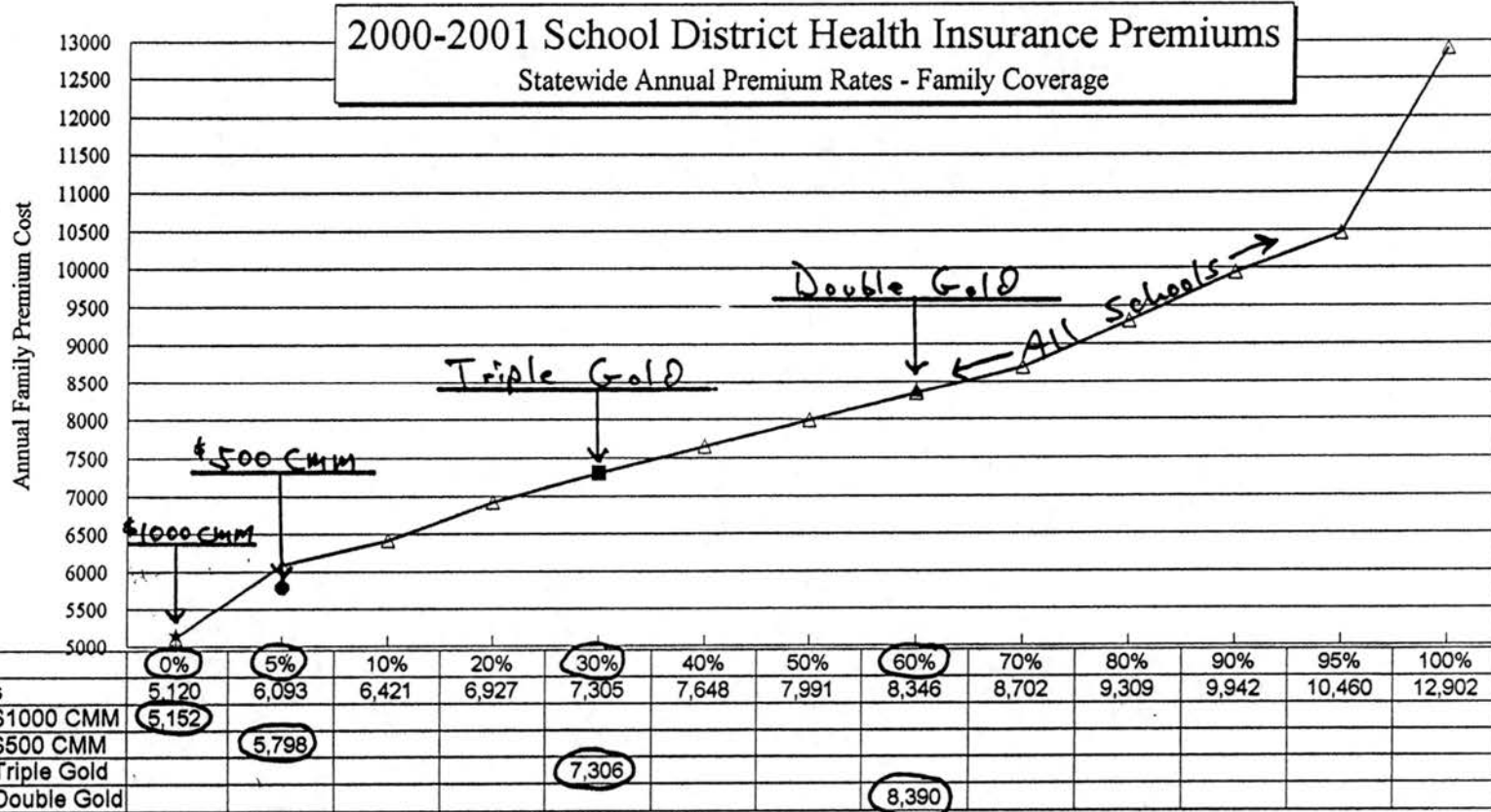
	Moorhead Schools		All Schools		Moorhead Schools vs. All Schools			
	Number	Cost	Number	Cost	Number of Claims		Cost of Claims	
					Amount	Percent	Amount	Percent
Members	88	\$5,674	73	\$5,567	15	20.5%	\$107	1.9%
Members	303	\$1,646	299	\$1,363	4	1.3%	\$283	20.8%
Members	631	\$413	1,746	\$158	(1,115)	-63.9%	\$255	161.4%
Per	14.4	\$52	13.8	\$55	0.6	4.3%	(\$3)	-5.5%
Member	7.6	\$35	7.6	\$41	0.0	0.0%	(\$6)	-14.6%

Health Insurance Cost Analysis - All School Districts

Per Member Per Month Cost by Blue Cross Plan Type



Plan Design	July '96 - June '97	July '97 - June '98	July '98 - June '99	July '99 - June '00
★ CMM	\$89.43	\$96.35	\$121.53	\$124.54
▲ Triple Gold/Comp Basic	103.72	115.07	132.20	151.94
◆ Traditional(First Dollar)	114.59	117.50	133.13	158.16
● All Plans	110.79	124.84	146.04	168.37
■ Double Gold	130.25	148.86	173.27	203.08



What can we do to reduce our costs?

The best way to contain costs is to have the insurance carrier and the employee *share in the responsibility for your health plan*. The carrier should negotiate for the best price from the providers and we should use the plan, our plan, appropriately. Here are some suggestions for being a better consumer.

➤ USE GENERIC PRESCRIPTION DRUGS.

- ✱ *The average cost of a brand name drug is \$40-\$60. The average cost of a generic is \$8.* Thousands of prescriptions are filled in this District each year. If we could save even \$10 on each of them, it could pay a teacher's salary. Some people cannot use generic drugs because they are sensitive to the dye in the capsule or the sealant used to keep the capsule together. Try generics first. If they don't work for you, switch to another; your plan gives you that option

➤ DON'T LET ADVERTISING INFLUENCE YOUR PRESCRIPTION CHOICES.

When you hear them tell you to "ask your doctor for Claritin", you are asking your doctor to prescribe a *\$140 medication*. It works wonderfully for some people, but so does an *\$8 medication*. Don't pressure your doctor to prescribe the heavily advertised brand. Prozac is among the top 3 prescriptions in most Districts. While it was under patent protection, its' cost was about \$120 per month. Prozac will now be available in a generic equivalent, which will cost considerably less. *Ask your doctor about the generic.*

➤ DO NOT GO TO THE EMERGENCY ROOM FOR NON-EMERGENCY CARE.

- ✱ *When we use the emergency room (ER), we cost our plan 4 times more than we would if we used urgent care or the doctor's office.* The average cost of non-emergency use of the ER is *\$300, compared to \$70 in the doctor's office or in urgent care.* We have hundreds of ER visits each year. Almost half of them are non-emergencies. Many ERs can't handle the volume and are turning ambulances away. We need to forego the convenience of ER and we need to reduce the costs of the care.

➤ MORE IS NOT ALWAYS BETTER.

Often times a patient will request additional procedures or second opinions concerning an illness. This is often an appropriate request for a major illness. However, for many common illnesses, these additional procedures or examinations simply add to the cost of your health plan without increasing the quality of your health care. Please be prudent in your use of health care dollars.

➤ ESTABLISH A RELATIONSHIP WITH YOUR DOCTOR OR CLINIC.

- ✱ *Don't go to any specialist without going first to your regular doctor.* You may be going to the wrong specialist. Let your doctor decide whether you need to see an orthopedist for your back pain (slipped disk) or an internist (gall bladder infection). Thousands of dollars are spent each year on inappropriate care. Let your doctor be the doctor. By having a "regular" doctor, you will ensure that the medications you take are correct and compatible with your special situation. *A doctor who knows you can keep you healthier by seeing that you get appropriate care and medications.* Better care can result in lower costs to our plan.

➤ TAKE CARE OF YOURSELF.

- ✱ *Don't smoke. Eat right. Exercise regularly.* Reeeelaaaaaax. We hear that every day. It's never too late to *adopt a better life style.* We can give ourselves a longer, more enjoyable life by taking inventory of our bad habits now. It's better for your health, better for your health plan.

Moorhead Public Schools
Health Insurance Renewal Summary - CMM Plans
2001-2002 Plan Year



Coverage	\$500 CMM Plan			\$1000 CMM Plan		
	00-01 rates	01-02 rates	Option #1	00-01 rates	01-02 rates	Option #1
Proposed Monthly Rates						
Single	\$174.69	\$224.13	\$222.47	\$155.54	\$199.56	\$197.86
Family	483.13	619.86	615.27	429.30	550.79	546.11
Comparisons to Current Rates						
Monthly Dollar Increase						
Single		49.44	47.78		44.02	42.32
Family		136.73	132.14		121.49	116.81
Annual Dollar Increase						
Single		593.25	573.34		528.21	507.86
Family		1,640.71	1,585.67		1,457.90	1,401.72
Percentage Increase						
Single		28.3%	27.4%		28.3%	27.2%
Family		28.3%	27.4%		28.3%	27.2%

Notes

* Moorhead's Needed (calculated) increase by Blue Cross was 41.0 %.

* Option #1 - Increase current \$10 drug copay to a \$15 copay.

Moorhead Public Schools
Health Insurance Renewal Summary - Triple and Double Gold Plans
2001-2002 Plan Year

Coverage	Triple Gold Plan						Double Gold Plan					
	00-01 rates	01-02 rates	Option #1	Option #2	Option #3	Option #4	00-01 rates	01-02 rates	Option #1	Option #2	Option #3	Option #4
Proposed Monthly Rates												
Single	\$220.18	\$282.49	\$279.84	\$279.84	\$277.72	\$277.18	\$252.83	\$324.38	\$320.46	\$320.75	\$317.08	\$316.82
Family	608.87	781.18	773.84	773.84	767.98	766.49	699.17	897.04	886.18	886.99	876.85	876.13
Comparisons to Current Rates												
<u>Monthly Dollar Increase</u>												
Single		62.31	59.66	59.66	57.54	57.00		71.55	67.63	67.92	64.25	63.99
Family		172.31	164.97	164.97	159.11	157.62		197.87	187.01	187.82	177.68	176.96
<u>Annual Dollar Increase</u>												
Single		747.73	715.87	715.87	690.44	684.00		858.61	811.51	815.01	771.03	767.91
Family		2,067.72	1,979.61	1,979.61	1,909.30	1,891.49		2,374.38	2,244.13	2,253.82	2,132.18	2,123.57
<u>Percentage Increase</u>												
Single		28.3%	27.1%	27.1%	26.1%	25.9%		28.3%	26.7%	26.9%	25.4%	25.3%
Family		28.3%	27.1%	27.1%	26.1%	25.9%		28.3%	26.7%	26.9%	25.4%	25.3%

Notes

- * Moorhead's Needed (calculated) increase by Blue Cross was 41.0 %.
- * Option #1 - Increase current \$10 drug copay to a \$15 copay.
- * Option #2 - Increase current \$10 office copay to a \$15 office copay.
- * Option #3 - Increase current \$10 office copay to a \$20 office copay.
- * Option #4 - Combine Options #1 and #2.

(12)

MEMO #: I-02-013



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Profile of Learning Vote
DATE: July 29, 2001

According to MN Statute 120B.031 requires that "By August 15th of each year, each school district, area learning center and charter school must notify the commissioner of the preparatory and high school content standards required at each site...."

All standards will be offered in classes. The attached list shows the standards that are required at each level. The following standards will be required to be scored and reported.

Primary (Grades K-3)	5 standards - Remain the same
Intermediate (Grades 4-5)	7 standards - Remain the same
Middle (Grades 6-8)	23 standards - Addition of 4 standards
Senior High	24 standards - Remains at full implementation

"Offering" essentially means that the standards must be imbedded in the curriculum and taught. "Requiring" essentially means the standards must be imbedded in the curriculum, taught to students, assessed, scored and recorded.

Districts have to continue to implement the Profile and offer all preparatory content standards and the 24 high school standards. Moorhead Junior High is anticipating being at full implementation next year and the elementary schools will be adding more standards over the next year. It is anticipated that the district will be at full implementation within four years.

SUGGESTED RESOLUTION: Move to approve the 2001-02 plan for the preparatory and high school standards required at each site to be reported to the commissioner as required in MN Statute 120B.031.

LAK/smw

Profile of Learning

All standards will be taught. The following preparatory standards will be required.

Primary (Grades K–3)

11 standards will be offered
1 standard (World Language) is optional

5 standards required for scoring and reporting

Grade 2

Social Studies

- Family, School and Community

Grade 3

Read, Listen and View

- Literal Comprehension
- Interpretation and Evaluation

Mathematical Concepts and Applications

- Number Sense
- Shape, Space and Measurement

Intermediate (Grades 4–5)

15 standards will be offered
1 standard (World Language) is optional

7 standards required for scoring and reporting

Grade 4

Social Studies

- Geography and Citizenship

Grade 5

Read, Listen and View

- Literal Comprehension
- Interpretation and Evaluation

Mathematical Concepts and Applications

- Number Sense
- Shape, Space and Measurement
- Chance and Data Handling

Physical Education and Lifetime Fitness

- Physical Education and Fitness

Middle (Grades 6–8)

27 standards will be offered
1 standard (World Language) is optional

23 standards required for scoring and reporting

Grade 6

Inquiry and Research

- Direct Observation

Social Studies

- History and Citizenship

Scientific Concepts and Applications

- Physical Systems

Grades 7 and 8

Read, Listen and View

- Non-Fiction
- Fiction
- Technical Reading

Write and Speak

- Interpersonal Communication

Artistic Creativity and Performance

- Artistic Creativity & Performance
- Artistic Interpretations

Mathematical Concepts & Applications

- Shape, Space & Measurement
- Number Sense
- Chance and Data Handling
- Patterns and Functions

Inquiry and Research

- Accessing Information
- Controlled Experiments

Scientific Concepts and Applications

- Living Systems
- Earth Systems

Social Studies

- Current Issue Analysis
- Geography and Culture

Physical Education and Lifetime Fitness

- Personal Health
- Physical Education and Fitness
- Career Exploration

Economics and Business

- Informed Consumerism

World Languages

- World Language (optional)

Profile of Learning

All standards will be taught.

The following standards will be required. Underlined standards are required by the state.

High School (Grades 9–12)

47 standards will be taught
1 standard is optional (World Language)

24 standards required for scoring and reporting

Grades 9–12

Read, Listen and View

- Read Complex Information
- Technical Reading

Write and Speak

- Academic Writing
- Technical Writing
- Public Speaking
- Interpersonal Communication

Arts and Literature

- Arts Creation/Performance
- Arts Analysis and Interpretation

Mathematical Concepts and Applications

- Discrete Mathematics
- Chance and Data Analysis
- Algebraic Patterns
- Technical Application
- Shape, Space and Measurement

Inquiry and Research

- Math Research
- History Through Culture
- History of the Arts
- World History and Cultures
- Records of History
- Issue of Analysis
- Research Process
- Social Science Processes
- Research and Create a Business Plan
- Market Research
- Case Study
- New Product Development

Scientific Concepts and Applications

- Concepts in Biology
- Concepts in Chemistry
- Concepts in Physics
- Environmental Systems

Social Studies

- Themes of U.S. History
- U.S. Citizenship
- Diverse Perspectives
- Human Geography
- Community Interaction

Physical Education and Lifetime Fitness

- Individual and Community Health
- Physical Education and Fitness
- Career Investigation
- Occupational Experience

Economics and Business

- Economic Systems
- Natural and Managed Systems
- Personal and Family Resource Management
- Business Management
- Financial Systems
- Technical Systems

World Languages

- World Language (optional)

MEMO #: S-02-006

TO: School Board

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

DATE: July 11, 2001

RE: First Reading of Policies

At the July 16 School Board meeting board policy changes were approved directing the School Board Policy Committee to include mandated or legally required policies in the policy manual.

Attached for the first reading, please find mandated or legally required policies for inclusion in the policy manual: Name and Legal Status of Moorhead Area Public Schools (AA); Mission Statement (ADA); School Board Legal Status (BB); School Board Officers (BDB); Open and Closed School Board Meetings (BE); School Board Meeting Agendas (BEDB); School Board Meeting Rules of Order (BEDD); School Board Meeting Minutes (BEDG); School District Public Hearings (BEE); School Board Policies (Development, Adoption, Implementation and Review) (BG); School Board Member Development (BIB); School District Administration (CA); School Superintendent (CB); District Fiscal Management (DA); Establishment, Adoption, & Modification of the District's Financial Annual Operation Plan (DB); and Moorhead School District Committees (BDF).

LPN:mde
Attachments

DISTRICT CODE: AA
DATE ADOPTED:
REVIEWED:

**NAME AND LEGAL STATUS
OF MOORHEAD AREA PUBLIC SCHOOLS**

I. PURPOSE

It is a primary principal of this nation that the public welfare demands an educated and informed citizenry. The power to provide public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status, boundaries, and name of this school district.

II. GENERAL STATEMENTS OF POLICY ON LEGAL STATUS

- A. The Moorhead Area Public School District is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district was created for educational purposes. The legislature has the authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions. The School district has only the powers conferred on it by the legislature; however, the school district's authority to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.
- B. Relationship to Other Entities - The Moorhead Area Public Schools is a separate legal entity. It is coordinate with and not subordinate to the county(ies) in which it is situated or provides services. The school district is not subservient to municipalities within its territory.
- C. Funds - The Moorhead Area Public Schools, through its school board, has the authority to raise funds for the operation and maintenance of its schools and school property and to manage and expend such funds as applicable to law. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.
- D. Raising Funds - Moorhead Area Public Schools shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses. The school district may issue bonds in accordance with the provisions of MN Stat. Ch. 475, or other applicable law. And the

school district has the authority to accept gifts and donations for school purposes, subject to applicable law.

- E. Property - Moorhead Area Public Schools may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law. The school district shall manage its property in a manner consistent of supporting the educational functions of the district. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.
- F. Contracts - Moorhead Area Public Schools is empowered to enter into contracts in the manner provided by law. The school district has the authority to enter into installment purchases and leases with an option to purchase, pursuant to MN Stat. 465.71 or other applicable law. The school district has the authority to make contracts with other governmental agencies and units for the purchase, lease, or other acquisition of equipment, supplies, materials, and other property, including real property.
- G. Employment Contracts - Moorhead Area Public Schools has the authority to enter into employment contracts. As a public employer, the school district, through it's designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.
- H. Textbooks, Educational Materials, and Studies - Moorhead Area Public Schools through its school board and administration, has the authority to determine what textbooks, educational materials, and studies should be pursued. The school district shall establish and apply the school curriculum.
- I. Actions and Suites - Moorhead Area Public Schools has the authority to sue and to be sued.

III. GENERAL STATEMENTS OF POLICY ON THE NAME OF THE SCHOOL DISTRICT

- A. Pursuant to statute, the official name of the the school district is Independent School District No. 152. However, the school district is often referred to by other informal names (Moorhead Public Schools, Moorhead Area Public Schools, Moorhead Independent School District 152, etc.) In order to avoid confusion and to encourage consistence in school district letterheads, signage, publications and other materials, the name Moorhead Area Public Schools will be used to refer to the school district.
- B. In official communications and on school district ballots, the school district shall be referred to as Independent School District 152 Moorhead Area Public Schools, but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document executed in the past, present or future.

inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document executed in the past, present or future.

Legal References:

MN Constitution Art 13, Section 1

MN Statute Ch. 123B (School Districts, Powers & Duties)

MN Statute 465.035 (Conveyance or Lease of Land)

MN Statutes 465.71;451.345;451.6161;471.64 (Rights, Powers, Duties of Political Subdivisions)

MN Statute Ch 179A (Public Employment Labor Relations)

MN Statute 123A.55 (Classes, Number)

MOORHEAD AREA SCHOOL BOARD POLICY
MOORHEAD, MN

DRAFT

DISTRICT CODE: ADA
DATE ADOPTED: 11/11/86
REVIEWED:

MISSION STATEMENT

I. PURPOSE

The purpose of this policy is to establish a clear statement for which the Moorhead Public Area School District exists.

II. MISSION STATEMENT

The mission of Moorhead Area Public Schools~~Independent School District 152~~ is to develop the maximum potential of every learner to thrive in a changing world.

Reviewed/Revised: 7/24/90,
1/23/95,
5/10/99

MOORHEAD AREA SCHOOL BOARD POLICY
MOORHEAD, MN

DRAFT

DISTRICT CODE: BB
DATE ADOPTED:
REVIEWED:

SCHOOL BOARD LEGAL STATUS

I. Purpose

The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board carries out the mission of the school district with diligence, prudence, and dedication to the ideas of providing the finest public education possible. The purpose of this policy is to define the authority, duties and powers of the Moorhead school board in carrying out its mission.

II. General Statements

- A. The Moorhead school board is the governing body of the Moorhead Area Public School District. As such, the school board has the responsibility for the care, management, and control over public schools in the school district. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by any action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. Definition

- A. "School board" means the governing body of the school district.

IV. School Board's Organization, Membership, Powers and Duties

- A. The membership of the Moorhead school board consists of seven elected directors. The term of office is four years. Regular elections are conducted every two (odd-ending) years. A school board vacancy shall be filled by board appointment at a regular or special meeting, entered by resolution in the minutes and shall continue until the next regular district election. All elections to fill vacancies shall be for the unexpired term. If less than two years remain in the unexpired term, the appointed person shall serve the remainder of the unexpired term.

The superintendent serves as an ex-officio member of the board. The majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

B. The Moorhead school board has powers and duties as specified by statute.

The school board's authority includes implied powers in addition to specific powers granted by the legislature. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character. The school board shall superintend and manage the schools of the district; adopt rules for the organization, government and instruction; prescribe textbooks and course of study; and make and authorize contracts. The school board shall have the general charge of the business of the school district, its facilities, property and of the interest of the schools. The School Board, among other duties shall perform the following in accordance with applicable law:

1. Provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
2. conduct the business of the schools and pay indebtedness and proper expenses;
3. make and authorize contracts;
4. employ and contract with necessary qualified teachers and discharge the same for cause;
5. manage the schools; adopt rules for their organization government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts;
6. provide services to promote the health of its pupils;
7. provide school buildings and erect needed buildings;
8. purchase, sell and exchange school district property and equipment as deemed necessary by the school board for school purposes;
9. provide for payment of claims against the school district and prosecute and defend actions by or against the school district, in all proper cases;
10. employ and discharge necessary employees and contract for other services;

11. provide for transportation of pupils to and from schools as governed by statute; and
12. procure insurance against liability of the school district, its officers and employees.

C. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, intersession class of flexible school years programs;
2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References:

Minn Statute 123A.22 (Cooperative Centers)
Minn Statute 123b.02 (General Powers)
Minn Statute 123b.09 (School Board Powers)
Minn Statute 123b.14 (School District Officers)
Minn Statute 123B.23 (Liability Insurance)
Minn Statute 123b.49 (Cocurricular and Extracurricular activities; Insurance)
Minn Statute 123b.51 (Schoolhouse and Sites; Access For Non Curricular
Purposes)
Minn Statute 123B.85 (Definitions)

MOORHEAD AREA SCHOOL BOARD POLICY
MOORHEAD, MN

DRAFT

DISTRICT CODE: BDB
DATE ADOPTED:
REVIEWED:

SCHOOL BOARD OFFICERS

I. PURPOSE

The purpose of this policy is to describe the Moorhead school board officers positions which are charged with the duty of carrying out the responsibilities entrusted to them by the board and district for the care, management, control and communication to the public about the public schools in the school district.

II. GENERAL STATEMENTS OF POLICY

- A. The Moorhead school board shall conduct the election of officers annually at the first regular meeting in January, or as soon thereafter as practicable, to select a chair, vice-chair, clerk and treasurer. These officers shall hold office for one year and/or until their successors are elected. The duties of the clerk shall be handled by the board's secretary and the duties of the treasurer carried out by the district business manager. The Moorhead school board shall appoint a superintendent who will be an ex-officio, non-voting member of the school board and the supervisor of the board secretary and district business manager.

III. BOARD OFFICER RESPONSIBILITIES

- A. Chair - the chair when present shall preside and conduct all meetings of the school board, countersigns all orders upon the treasurer for claims allowed by the school board, represents the school district in all actions, serves as spokesperson for the board unless designated otherwise, and performs all duties a chair usually performs including signing board approved contracts, agreements, resolutions, communications, forms of recognition, and reports as required.
- B. Vice-Chair - the vice chair shall perform the duties of the chair in the event of the chair's temporary absence.
- C. Clerk - the clerk will work with the board's secretary to keep records of all meetings and fulfill duties as required by Minnesota Election Law or other applicable laws

relating to the conduction of elections. The clerk will countersign claims as required by the treasurer and chair for payment of salaries and wages; and sign as needed board approved contracts, agreements, resolutions, communications and reports.

- D. Treasurer - the treasurer shall work with with the superintendent and district's business office as needed on the fiscal management of the district and sign claims allowed by the school board and reports as needed to conduct the financial business of the district. The treasurer will review the district's annual audit with the auditors.

Legal References:

Minn Statute 123B.12 (Finance)

Minn Statute 123B.14 (Officers)

Minn Statute 126C.17 (Referendum Revenue)

Minn Statute 205A (School District Elections)

MOORHEAD AREA SCHOOL BOARD POLICY
MOORHEAD, MN

DRAFT

DISTRICT CODE: BE
DATE ADOPTED:
REVIEWED:

OPEN AND CLOSED SCHOOL BOARD MEETINGS

I. PURPOSE

The Moorhead School Board will conduct its business under a presumption of openness in the belief that openness produces better programs, more efficiency in administration of programs and in an organization more responsive to public interest and less susceptible to private interest. At the same time the Moorhead school board recognizes and respects the privacy rights of individuals as provided by law. There are certain expectations to the Minnesota Open Meeting law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing the meeting of the school board. The purpose of this policy is provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's right to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

Except as otherwise expressly provided by statute, all meetings of the Moorhead school board, including executive sessions and work sessions, shall be open to the public. Meetings will be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum or more members of the school board to receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering.

IV. OPEN MEETINGS AND NOTIFICATION PROCEDURES

A. Types of Meetings:

1. Regular meetings - At the first regular meeting in July, the school board will adopt a schedule of regular meetings of the school board for the following fiscal year. The schedule will be kept on file in Superintendent's offices. If the board

decides to hold a regular meeting at a place and time different from the one stated in the schedule, a notice like that for a special meeting will be given. Members of the press or interested persons may file a request at the district office for notification and copies of the agenda of regular and special meetings. Requests for such notices will expire June 30th and require refiling each year.

2. Special Meetings- A written notice of the time, date, place and purpose of meeting will be posted at least three (3) days prior to the date of the meeting on the bulletin board at Townsite Centre. The notice will also be mailed to those have requested notification of the district's meetings, including the official newspaper of the district, three days prior to the date of the meeting.

3. Emergency Meetings- An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration. Notice of the emergency meeting shall be given by telephone, e-mail or any other method used to notify the members of the school board. Posted or published notice of an emergency meeting shall not be required, however the board secretary will make good faith efforts to provide notice of the emergency meeting to each news medium that has requested notification and given a telephone and/or fax number. The information will include the subject of the meeting. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

4. Recessed or Continued Meetings - If a meeting is recessed or is a continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mail notice is necessary.

5. Actual Notice - If a person receives actual notice of a meeting of the Moorhead school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person regardless of the method of receipt of notice.

B. Votes -The votes of school board members shall be recorded in the school board minutes and available to the public during normal business hours at the Superintendent's offices.

C. Agenda and Written Materials - In any open meeting, a copy of the agenda and any printed materials relating to the agenda items prepared or distributed by the Moorhead school board or its employees and distributed to or available to all school board members shall be available at the meeting for inspection by the public while the school board considers the subject matter. This does not apply to

materials not classified by law as public, or materials relating to agenda items of a closed meeting.

- D. Data - Meetings may not be closed merely because the data to be discussed is not public data. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting regardless of form, shall be public.

V. CLOSED MEETING PROCEDURES

- A. Labor Negotiations - The Moorhead school board may by a majority vote in a public meeting, decide to hold a closed meeting to consider labor negotiations strategies or developments or discussion and review of labor negotiation proposals. The time and place of the closed meeting will be announced at the public meeting. The proceedings shall be tape recorded, and the tape recording preserved for two years after the contract discussed at the meeting is signed. The recording shall be available to the public only after all labor contracts are signed by the school board for the current budget period. A written roll of school board members and other's present at the closed meeting shall be available to the public after the closed meeting.
- B. Sessions closed by Bureau of Mediation Services - All negotiations, mediation sessions, and hearings between the Moorhead school board and its employees or their respective representatives are public meetings except when otherwise provided by the Commissioner of the Bureau of Mediation Services.
- C. Preliminary Consideration of Charges - The Moorhead school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.
- D. Performance Evaluations - The Moorhead school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The board shall identify the individual to be evaluated prior to closing a meeting and at its next open meeting shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.
- E. Attorney-Client Meeting - A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice about the level of general legal advice, i.e. regarding specific acts and their legal consequences.

meeting.

- E. Attorney-Client Meeting - A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice about the level of general legal advice, i.e. regarding specific acts and their legal consequences.
- F. Dismissal Hearing - A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- G. Meetings to Discuss Certain Not Public Data - Any portion of a meeting must be closed if the following types of data are discussed: data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults; and active investigative data collected or created by a law enforcement agency; or educational data, health data, medical data, welfare data, or mental health data that are not public data.
- H. Other Meetings - Other meetings shall be closed as provided by law.
- I. Procedures for Closing a Meeting- The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state for the record the specific authority permitting the meeting to be closed and describe the subject to be discussed. Only labor-negotiation closed meetings are taped.

Legal References:

Minn Statute 122A.40 Subd. 14 (Teacher Discharge Hearing)
Minn Statute 121A.47 Subd 5 (Student Dismissal Hearing)
Minn Statute Ch. 13 (Minn Government Data Practices Act)
Minn Statute 179A.14, Subd 3 (Labor Negotiations)
Minn Statute 471.705 (Open Meeting law)

DISTRICT CODE: BEDB
DATE ADOPTED:
REVIEWED:

SCHOOL BOARD MEETING AGENDAS

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda and to ensure that the school board can accomplish it's business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Moorhead school board that the school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon. In order for a more efficient administration of school board meetings, the school board may use a consent agenda for the passage of non-controversal items or items of a similar nature.

III. PROCEDURES

- A. It shall be the responsibility of the Moorhead school board chair and/or vice chair and superintendent to develop, prepare and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the Moorhead school board members three (3) days prior to a regular scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.

- E. At least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considered their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

IV. CONSENT AGENDAS

- A. The Superintendent, in consultation with the Moorhead school board chair and/or vice chair, may place items on the consent agenda. By using a consent agenda the school board has consented to the consideration of certain items as a group under one motion. When a consent agenda is used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, approval of the previous minutes, approval of bills, approval of grants, resignations, etc.
- C. Items may be removed from the consent agenda by a timely request by an individual board member for independent consideration or by request from the public at the board meeting. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items are recorded separately in the minutes.

Legal References:

Minn Statue 123B.09, Subd 7 (School Board Powers)
Minn Statue 471.705 (Meetings of Governing Bodies)

MOORHEAD AREA SCHOOL BOARD POLICY
MOORHEAD, MN

DRAFT

DISTRICT CODE: BEDD
DATE ADOPTED:
REVIEWED:

SCHOOL BOARD MEETING RULES OF ORDER

I. PURPOSE

The purpose of this policy is provide the specific rules of order for conducting the meetings of the Moorhead school board.

II. GENERAL STATEMENTS OF POLICY

A. An orderly school board meeting allows school board members to participate in discussions and decisions of school district issues. To ensure that Moorhead school board meetings are conducted in an orderly fashion, the school board will follow rules of order which allow the school board:

1. to establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
2. to organize the meetings so all the necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
3. to ensure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion to be made; and
4. to ensure that meetings and actions of the school board are conducted so to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III RULES OF ORDER

A. Rules of order for Moorhead school board meetings shall be as follows: a.) Minnesota Statute specified; b.) specific rules of order as provided by the school board consistent with Minnesota Statutes; and c.) Roberts Rules of Order, Revised (latest edition) where not inconsistent with a.) and b.) above.

- B. School Board members do not need to rise to gain recognition of the chair
- C. The chair will open a topic for discussion on the agenda. The chair may request further information from administration on a topic and/or open the topic for discussion by the board members. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate for the discussion and allow each board member to speak to the issue if desired. A member of the school board shall speak to an issue after the member is recognized by the chair.
- D. The school board shall have the authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- E. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Roberts Rules of Order require larger numbers of affirmative votes.
- F. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- G. The chair shall rule on all questions relating to motions and points of order brought before the school board. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rule of Order.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat the motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions. The order of names for a roll call vote shall be in an alternating order.
- J. The chair has the same right and responsibility as each school board member to vote on all issues.
- K. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.

including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.

- L. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time to which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Legal References:

Minn Statute 123B.09, subds. 6,7, and 10 (School Board Powers)
Minn Statute 123B.14 (Officers)
Minn Statute 126C.53 (Enabling Resolution, Form of Certificates of
Indebtedness)
Minn Statute 122A.40 (Employment contracts, Termination)
Minn Statute 331A.01, Subd. 6 (Newspapers; Definitions)
Minn Statute 471.705, Subd. 1 (Open Meeting Law)
Minn. Statute 471.88 (Exceptions)

DISTRICT CODE: BEDG
DATE ADOPTED:
REVIEWED:

SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the Moorhead school board and publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Moorhead school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

The clerk, working with the board secretary, shall maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded and maintained on file in the Superintendent's office and available for inspection by members of the public during regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The Moorhead school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceeding occurred.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the

proceedings. It shall include the date, time, place, type of meeting, and names of board members in attendance. It will include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published will reflect that fact.

Legal References:

Minn. Statute 123B.09 subd.10 (Publishing Proceedings)
Minn. Statute 123B.14, Subd. 7 (Record of Meetings)
Minn Statute 331A.01 (Definition)
Minn. Statute 471.704 (Open Meeting Law)
Op. Atty. Gen 161-1-20, December 17, 1970
Ketterer V. Independent School District No. 1,248 Minn. 212,79N.W. 2d 428
(1956)

DISTRICT CODE: BEE
DATE ADOPTED:
REVIEWED:

SCHOOL DISTRICT PUBLIC HEARINGS

I. PURPOSE

The Moorhead School board recognizes the importance of obtaining public input on matters properly before the school board.

II. GENERAL STATEMENT OF POLICY

In order for the Moorhead school board to efficiently receive public input on matters properly before the board, the following procedures have been adopted.

III. PROCEDURES

- A. Public Hearings- Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn Statute 123B.51), truth in taxation (Minn Statute 275.065), education district establishment (Minn Statute 123A.15) and agreements for secondary education (Minn Statute 123A.30). Additionally other public hearings may be held by the Moorhead school board on school district matters at the discretion of the board.
- B. Notice of a Public Hearing- Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in a manner as required for regular or special board meeting or as otherwise determined by the board.
- C. Public Participation - The Moorhead School Board retains the right to require those desiring to address the school board to complete a written request that includes the name, address of the person or group, and a brief statement on the subject to be covered or the issue to be addressed. This is to be given to the board clerk or board secretary before addressing the board.
 - 1. The Moorhead School board retains the discretion to limit the time for each presentation as needs dictate;

2. Only those speakers recognized by the chair will be allowed to speak. A school board member will direct any remarks or questions through the chair. The chair may request Administration to respond to a question or issue. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
3. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the board. This assures open and orderly public discussion as well as protect the due process and privacy rights of individuals under the law.
4. Depending upon the number of persons in attendance seeking to be heard the school board reserves the right to impose other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

Legal References:

Minn Statute 123A.30 (Agreements For Secondary Education)
Minn Statute 123A.15 (Education District Establishment)
Minn Statute 123B.51 (School Closings)
Minn Statute 275.065 (Truth And Taxation)

DISTRICT CODE: BG
DATE ADOPTED:
REVIEWED:

**SCHOOL BOARD POLICIES
(DEVELOPMENT, ADOPTION, IMPLEMENTATION AND REVIEW)**

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy making role of the school board, provide the means for it to continue to be an ongoing effort, and to clarify the responsibility of the school administration for implementation of Moorhead school board policy.

II. GENERAL STATEMENT OF POLICY

- A. Formal guidelines are necessary to ensure our school community and the Moorhead Area Public School system respond to its mission and operate in an effective, efficient and consistent manner. Therefore, a set of written policy statements shall be maintained and modified as needed. These policies define the desire and intent of the Moorhead School Board and are to be in a format which is sufficiently explicit to guide administrative action.
- B. It shall be the responsibility of the Moorhead Area Public Schools Superintendent to implement school board policy and to recommend additions or modifications as needed. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies. These written procedures shall be reviewed along with the board policies they are intended to implement.
- C. Employee and student handbooks shall be subject to an annual review and approval by the Moorhead School Board. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the Superintendent to assure compliance with school board policy before presenting to the school board for approval.

III. DEVELOPMENT OF POLICY

- A. The Moorhead School Board has the jurisdiction to legislate policy for the Moorhead Area Public School district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of the policy to administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or member of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. Moorhead School Board will give notice of proposed policy changes or adoption of new policies by placing the item on the agenda for discussion at two school board meetings. The policy changes shall be reviewed by the district's Policy Review Committee if possible before placing them on the board agenda. Proposals will be distributed and school board and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt proposed new policies or revised policies shall be by simple majority vote of the school board subsequent to the second meeting. The policy will become effective on the date the policy is adopted or a date stated in the motion, whichever is later.
- C. In case of an emergency or due to legislative, legal or state department required modifications or time lines in which the school board has no control, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the need for immediate adoption of the policy shall be included in the minutes. The school board has the discretion to determine what constitutes an emergency situation.

V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the Moorhead superintendent to implement

Moorhead school board policies and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directive, including employee and student handbooks shall be subject to annual review and approval of the school board.

- B. Each Moorhead school board member shall have a copy of the policy manual, a copy will be available in the principal's office at each school, in the Moorhead Public Library, and over the district's web site. It shall be the responsibility of the superintendent, board secretary, individual school board members, and others designated by administration to keep the policy manuals current.
- C. When there is no Moorhead school board policy in existence to provide guidance on a matter, the Superintendent of Moorhead Area Public Schools is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

VI. POLICY REVIEW

- A. Moorhead school board policies will be reviewed at least once every four years. Administrative policies supporting those policies will be reviewed at the same time. The Moorhead Policy Review Committee when possible will review and make recommendations to current policy as they come forward for periodic review. Their recommendations will be brought forward to the school board by the superintendent.

Legal References:

Minn Statute 123B.02 Subd. 1 (School District Powers)
Minn Statute 123B.09 Subd. 1 (School Board Powers)
Minn Statute 123B.143 (Superintendent)

MOORHEAD AREA SCHOOL BOARD POLICY
MOORHEAD, MN

DRAFT

DISTRICT CODE: BIB
DATE ADOPTED:
REVIEWED:

SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

The purpose of this policy is recognize the need for continuing inservice and development for its members and to encourage members of the Moorhead school board to participate in professional development activities designed for them so they can perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. All Moorhead school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state and national school boards associations, as well as in activities of other educational groups.
- B. School board members are expected to report back to the school board and share materials of interest gathered at various meetings and workshops.
- C. New school board members will be provided the opportunity and encouraged to attend the orientation and training sessions sponsored by the Minnesota School Boards Association.
- D. Moorhead school board members will be reimbursed for necessary expenses to attend meetings and conventions pertaining to school activities and objectives of the school board within approved policy and budget allocations of the school district relating to reimbursement of expenses involving attendance at workshops and conventions.

Legal References:

Minn Statute 123B.09 Subd 2 (School Board Member Training)

MOORHEAD AREA SCHOOL BOARD POLICY
MOORHEAD, MN

DRAFT

DISTRICT CODE: CA
DATE ADOPTED:
REVIEWED:

SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, carried out in an orderly fashion, consistent with the policies of the school board, and conducted in an honest, respectful, and ethical tone.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district, the school board also recognizes the direct responsibility of principals and administrators for the educational results and effective leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of Moorhead Area Public School students within the financial and facility constraints that may exist.

Legal References:

Minn Statute 123B.143 (Superintendent)
Minn Statute 123B.147 (Principals)

DISTRICT CODE: CB
DATE ADOPTED:
REVIEWED:

SCHOOL SUPERINTENDENT

I. Purpose

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district specifically and the community at large. An employment contract, a position description, and the use of an approved instrument to evaluate performance will be used.

II. General Statement of Policy

- A. The school board shall employ a superintendent who shall serve as an ex-officio nonvoting member of the school board and as chief executive officer to conduct the daily operations of the school district.
- B. The superintendent's contract shall be used to formalize the employment relationship and to identify and clarify all conditions of employment with the superintendent.
- C. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use the instrument to periodically evaluate the performance of the superintendent. The results of the evaluation will be placed in the Superintendent's personnel file and confirmation the evaluation has been completed announced at a board meeting.

III. Qualifications and Selection

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Department of Children, Families and Learning and qualifications established in the job description for the superintendent position. State and federal equal employment and non-discrimination

requirements shall be observed throughout the recruitment and selection process.

- B. The school board shall consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.
- C. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- D. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

IV. General Responsibilities

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- C. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment subject to review by the school board.

Legal References:

Minn. Stat. 123B.143 (Superintendent)

DISTRICT CODE: DA
DATE ADOPTED:
REVIEWED:

DISTRICT FISCAL MANAGEMENT

I. PURPOSE

In order to establish levels of funding which will provide high quality education for Moorhead Area Public School District learners, the school district will establish policies and procedures that achieve maximum effectiveness, accuracy and provide secure fiscal management of school district monies and properties.

II. GENERAL STATEMENT OF POLICY

- A. Accounting - In accordance to Minnesota Statute, Moorhead Area Public Schools will comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Children, Families, and Learning.
- B. Fund Transfers - Unless otherwise authorized pursuant to MN Statute 123B.80, as amended or any other law, fund transfers shall be made in compliance to UFARS and permanent fund transfers shall only be made in compliance with MN Statute 123B.79, as amended. Board approval of personnel with fund transfer authorization will be reviewed annually or more often as needed.
- C. Budget - The School Board will adopt and revise as needed, with recommendations from the School Superintendent and/or his designee, an annual budget based on anticipated revenue and expenditures for the district's fiscal school year (July 1 - June 30).
- D. Audit - The School Board will provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. The school district shall also on or before October 1 of each year provide for publication of the financial information specified in MN Statute 123B.10.
- E. Policies & Procedures - The School Board with recommendations from the School Superintendent and/or his designee will establish policies and procedures as needed for establishment/adoption of the district's budget(s), sources of taxable/non-taxable revenue, purchasing and delivery, payroll, payment of vendors and contractors, cash management, investment, and all other areas of fiscal management as needed.

- F. Taxation Hearing - The School Board in compliance with MN Statute 275.065 will schedule a Truth and Taxation Public Hearing following certifying of the initial tax levy, and notices mailed to property owners by the County. A Continuation Hearing must be held if the public needs more time to speak or ask questions about the proposed tax levy for the next year. Meetings must not conflict with City and County Hearing dates.
- G. Bond or Tax Levy Referendum - The School Board shall comply with all regulations and time lines established by MN State Statute and the MN Department of Children, Families, and Learning when considering a bond or tax levy referendum vote by the public.

Legal References:

- MN Stat. 123B.75 (Revenue)
- MN Stat. 123B.76 (Expenditures)
- MN Stat. 123B.77 (Accounting, Budgeting and Reporting Requirements)
- MN Stat 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)
- MN Stat 123B.79 (Permanent Fund Transfers)
- MN Stat 123B.80 (Exceptions for Permanent Fund Transfers)
- Mn Stat 123B.09 (School Board Powers)
- MN Stat 123B.14.Sub 7 (Duties of School Board Clerk)
- MN Stat 123B.02 (School District Powers)
- MN Stat 123B.10 (Publication of Financial Information)
- MN Stat 275.065 (Truth and Taxation Hearing)

DISTRICT CODE: DB
DATE ADOPTED:
REVIEWED:

**ESTABLISHMENT, ADOPTION, & MODIFICATION
OF THE DISTRICT'S FINANCIAL
ANNUAL OPERATION PLAN**

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of Moorhead Area School District's revenue and expenditure budgets and modification of those budgets in the annual operation plan as needed.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the Moorhead School district to establish its revenue and expenditure budgets and make modifications to them in accordance with applicable provisions of the law. Budget planning is an integral part of the program planning so that the annual budget will effectively express and implement school board and district goals and priorities.

III. REQUIREMENTS

- A. The superintendent and the district's business manager shall each year prepare preliminary revenue and expenditure budgets for review by the school board. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the educational program within the revenues projected.
- B. Prior to July 1 of each year, the school board must approve and adopt its initial and reallocated revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document

which authorizes the expenditures for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

- B. In accordance to procedures specified by the MN State Department of Children, Families and Learning, initial allocation of general education and referendum revenue will be made to each building in the school district where children who have generated the revenue are served. The district will maintain separate accounts to identify revenues and expenditures for each building.
- C. Although part of the the general education funding formula and combined for state reporting and accounting purposes, the expenditure and revenue budgets for capitol outlay and transportation will be outlined separately for the board. Food service, debt service, and the enterprise zone expenditure and revenue budgets will be proposed to the board with the necessary background materials.
- D. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall make recommendations for proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the board to make an informed decision. The school district's revenue budget shall be amended as needed during the fiscal year to reflect updated or revised revenue estimates. The superintendent will make those recommendations for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.
- E. Upon completion of the annual audit and prior to October 1 of each year, the district will publish it's adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures and fund balances for the prior year, and the projected fund balances for the current year in newspaper of general circulation in the school district. The publication shall be made in the form prescribed by the Commissioner. A statement will be included with the publication that says the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. At the same time as this publication, the Moorhead district shall publish other information as required by MN Statute 123B.10.
- F. At the public hearing on the adoption of the Moorhead school district's proposed property tax levy, the school board will review its current budget and the proposed property taxes payable in the following calendar year.

IV. IMPLEMENTATION:

- A. The Moorhead School Board places the responsibility for administering the adopted school district budget with the superintendent. The superintendent may delegate duties related thereto to the district's business manager or other school officials, but maintains the ultimate responsibility for this function.
- B. The program-orientated budgeting system will be supported by a program-orientated accounting structure approved, organized, and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the district's business manager is authorized to make payment of claims or salaries authorized by the adopted or amended budget prior to school board approval. However ordering supplies, capitol equipment or hiring of additional personnel may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- D. The superintendent will ensure the district files reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue and expenditure of funds.

Legal References:

- Mn Statute 123B.231 (Allocation of General Education Revenue)
- Mn Statute 123B.77 (Accounting, Budgeting, and Reporting Requirements)
- Mn Statute 123B.10 (Publication of Financial Information)
- Mn Statute 275.065 (Truth in Taxation; Proposed Property Taxes Notice)

DISTRICT CODE: BDF
DATE ADOPTED:
REVIEWED:

MOORHEAD SCHOOL DISTRICT COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and operation of committees of the Moorhead school board and Moorhead Area School District.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the Moorhead School Board to designate district committees, school board committees, ad hoc committees, task forces, etc. when it is determined that a committee meeting process facilitates the mission of the school district, completion of a required task and/or is mandated by law.
- B. All Moorhead district committees, subcommittees, ad-hoc committees, board committees, task forces, etc. are advisory in nature to the school board and have only such authority as specified by the board. (When appropriate, they need to clarify in any dealings with the public that their powers are only advisory to the school board.) The board retains the right to limit, create, or abolish any district committee, subcommittee, ad-hoc committee, board committee, or task force as it deems appropriate.
- C. All district committees, subcommittees, ad-hoc committees, board committees, task forces, etc. must be in compliance with the MN Open Meeting Laws, designate a secretary to record the minutes, must act only within the guidelines and mission for which it is established, and take action based on majority vote or consensus.

III. DISTRICT COMMITTEES

- A. District-Wide Standing Committees - The Moorhead School Board has determined certain district-wide standing committees facilitate the operation of the school board and the school district. These committees have a specific purpose established by law or by the board; most involve parents, students, and/or members of the community to comprise a cross section of various stake

holders within the district, include school staff and an administrator/supervisor; have defined terms; set meetings dates to be included in the school calendar; and give a presentation to the school board or file a year-end report with the Superintendent.

Standing Committee agendas and minutes are disseminated to all board members. Two board members are appointed to each of the district's Standing Committees at the first regular school board meeting in July. The following Standing Committees may include, but are not limited to:

1. Activities Council
2. Community Education Advisory Council
3. District Student/Staff Care Team
4. Human Rights Committee
5. Instruction and Curriculum Advisory Committee (ICAC)
6. Long Range Planning (LRP) Committee
7. Policy Review Committee

- B. Administrative Committees - These committees are recognized by the school board and serve in an advisory capacity to the board and administration. They serve a specific area, program, or segment of the district; involve members of the staff and others as needed; may or may not include an appointed board member designee or liaison; reviews the purpose/task for the establishment of the committee; records and communicates minutes to appropriate people; may meet for a specific purpose until a task is completed; and/or completes a written report of activities for the Superintendent when task is completed.

The Board appoints, as needed, members of the school board to the following Administrative Committees at the first board meeting in July. The following Administrative Committees may include, but are not limited to:

1. Calendar Committee
2. Comprehensive Arts Planning Program
3. Continuing Education Committee
4. ECFE Advisory Council
5. Global Exchange Committee
6. Graduation Standards Committee
7. Indian Education/JOM Parent Committee
8. Sabbatical Leave Committee
9. Safety Committee
10. Staff Development Committee
11. Superintendent Advisory Committee (SAC)
12. Technology Committee

13. Title I Parent Advisory Committee
14. Wellness Committee

- C. Community Committees - These are committees that are not under the full jurisdiction of the school district and/or shared with other entities and organizations. Term lengths are established by the community committees.

Representatives are appointed by the board. Their responsibilities are to serve as a representative of the school district either in a voting or non-voting capacity; and to communicate committee information to the board and appropriate persons. The following Community Committee groups may include, but are not limited to:

1. Clay County Joint Powers Committee
2. Clay County Joint Powers Collaborative Committee (CCJPC)
3. Interagency Early Intervention Committee (IEIC)
4. Lakes Country Service Cooperative (LCSC) Board
5. Learning Bank
6. Youth Intervention Advisory Committee

- D. Parent Teacher Advisory Committees - School buildings housing student instructional programs shall have a Parent-Teacher Advisory Committee (PTAC). This building committee is a volunteer group comprised of the principal, teachers, counselors, and parents of students attending that school that are committed to supporting and promoting educational programs, staff, and students.

School board members will be appointed to attend the PTAC meetings as adopt-a-school liaisons at the first regular board meeting in July.

PTACs are requested to have a representative to serve on the district's Instruction and Curriculum Advisory Committee (ICAC), Long Range Planning (LRP) Committee, and the Superintendent's Advisory Committee (SAC)s.

IV. **BOARD COMMITTEES**

The school board may appoint at the first regular meeting in July or as needed the following board committees, subcommittees, ad-hoc committees, task forces, etc. The following Board Committees may include, but are not limited to:

1. Negotiation Committee
2. MSBA Legislative Liaison
3. Board Goals Subcommittees

MEMO #: S-02-013

TO: School Board

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

RE: Clay County Joint Powers Collaborative Agreement

DATE: August 3, 2001

Attached please find the Clay County Joint Powers Collaborative - Joint Powers Agreement amended May 16, 2001. This agreement must be approved annually.

Suggested Resolution: Move to approve the Clay County Joint Powers Collaborative Agreement for the 2001-2002 school year.

:mde
Attachment

**CLAY COUNTY JOINT POWERS COLLABORATIVE
JOINT POWERS AGREEMENT
AMENDED MAY 16, 2001**

This Joint Powers Agreement made and entered into this 4th day of March, 1997, and amended on December 15, 1999, and again on May 16, 2001, by and between the mandated partners: the Board of County Commissioners, Clay County, Minnesota, Public Health, Clay County, a school district within Clay County, Clay-Wilkin Opportunity Council Head Start, Collaborative Advisory Committee (mental health professional) and Minnesota Department of Corrections-Clay County Court Services, and also between the voluntary partners as set out in this Agreement in Section 4 A. (4); herein collectively referred to as "Participating Boards;" is as follows:

WHEREAS, there is a recognized need to plan and develop services for children and families in Clay County; and

WHEREAS, Minnesota Statute Section 124D.23 provides for the establishment of a Family Services Collaborative to provide services designed to enhance opportunities for children or youth to improve child health and development, reduce barriers to adequate school performance, improve family functioning, provide community service, enhance self esteem and develop general employment skills; and

WHEREAS, Minnesota Statute Section 245.491, provides for the establishment of a Children's Mental Health Collaborative to provide for the establishment of a local system of care including mental health services, social services, correctional services, educational services, health services, and vocational services for the purposes of developing and governing an integrated service system; and

WHEREAS, Minnesota Statutes Sections 125A.023 and 125A.027 provide for the establishment of an interagency governance structure to coordinate local services for children with disabilities through the Interagency Services for Children with Disabilities Act; and

WHEREAS, the Participating Boards desire to make such services readily available to their residents in conformance with the provisions of Minnesota Statute 124D.23 and

WHEREAS, the Participating Boards recognize that such services can be appropriately financed, supported and managed by a multi organization joint venture.

NOW THEREFORE, in consideration of the conveyance and mutual agreements pursuant to the foregoing and to Minnesota Statutes Section 471.59, the Participating Boards do hereby establish the Clay County Joint Powers Collaborative; hereinafter referred to as CCJPC; having the composition, powers and duties provided in this Agreement as follows:

SECTION 1. PURPOSE:

The purpose of this agreement is to fulfil the Participating Boards' responsibilities to carry out the mission of the CCJPC. The CCJPC Board is established, herein and referred to as the Joint Powers Board, to plan for and develop policies to implement, direct, operate and manage or contract for the operation and management of services of the CCJPC.

SECTION 2. MISSION:

The mission of CCJPC is to work in partnership with Clay County families, communities, agencies/organizations and institutions to increase opportunities to improve child health and development, reduce barriers to quality school performance and improve family functioning through enhanced self esteem and the development of general employment skills.

SECTION 3. OFFICE:

The main administrative offices for CCJPC shall be at a location determined by the fiscal agent.

SECTION 4. JOINT POWERS BOARD:

The powers, duties, mission and purpose of this agreement shall be carried out through the Joint Powers Board. Composition of the membership in the Joint Powers Board shall be as follows:

A. The Board shall Consist of:

1. Two (2) Clay County Commissioners.
2. Two (2) School Board Members from the Independent School District 152.
3. One (1) School Board Member from each of the other four (4) participating School Districts.
4. One (1) City Representative from within each of the five School Districts.
5. One (1) Representative of the Clay-Wilkin Opportunity Council Head Start.
6. One (1) Representative of the Collaborative Advisory Committee (mental health professional).
7. One (1) Representative of the Minnesota Department of Corrections - Clay County Court Services.

8. Two (2) Consumer/Parent representatives of children with special needs who are participating Partners of the Collaborative Advisory Committee and residents of Clay County.

9. Administrator of Clay County Public Health Department.

10. Director of Clay County Social Services.

11. Two (2) Superintendent representatives from within Clay County as recommended by the Superintendents of the School Districts in the County.

B. Appointment to the Board:

1. Members representing Clay County shall be appointed and removed by the Clay County Board of Commissioners.

2. Members representing each school district shall be appointed and removed by the represented School District's Board.

3. Representatives of each City choosing to participate shall be appointed and removed by the City Council.

4. Representative of the Clay-Wilkin Opportunity Council shall be appointed and removed by the Clay County Board of Commissioners.

5. Representative of the Collaborative Advisory Committee (mental health professional) shall be appointed and removed by the Clay County Board of Commissioners.

6. Representative of the Minnesota Department of Corrections - Clay County Court Services shall be appointed and removed by the Clay County Board of Commissioners.

7. Parent Representatives of children with disabilities shall be appointed and removed by the Clay County Board of Commissioners.

8. The Superintendent representative (s) shall be selected by the Clay County Superintendent group and forwarded to the Clay County Board of Commissioners for formal appointment and/or removal.

9. Additional Parties to this Joint Powers Agreement may be added from Time to Time by agreement of the present/future participating Boards.

C. Members of the Joint Powers Board shall be appointed to a three (3) year term.

SECTION 5. POWERS AND DUTIES OF THE JOINT POWERS BOARD:

The Joint Powers Board shall exercise the powers and duties as necessary in the creation and operation of a Family Services Collaborative as provided under Minnesota Statute Section 124D.23, Children's Mental Health Collaborative as provided under Minnesota Statute Section 245.491 through 245.496 MN Statute Section 125A.023 and 125A.027 and by this Joint Powers Agreement. The parties agree as follows:

A. This Joint Powers Agreement authorizes the CCJPC to receive and expend any funds received from parties hereto, from the State of Minnesota, and from any other lawful source, including any governmental source, gifts, or donations in order to fulfill the purposes and mission as described in this agreement.

B. The respective Participating Boards each will make the final decisions related to the collaborative efforts as they impact their specific jurisdiction.

C. An Integrated Fund shall be created. In-kind contributions and approved grants shall be committed to the integrated fund by Participating Boards in conformance to the provision of Minnesota Statute Chapter 124D.23.

D. Any funding received by CCJPC for which expenditure guidelines have not been clearly identified must be approved by at least three fourth majority of the Joint Powers Board.

E. Clay County is hereby designated the fiscal agent for CCJPC. At the effective date of this agreement Clay County, as the fiscal agent for the CCJPC shall be responsible for the safekeeping of the funds of the CCJPC. The CCJPC and the fiscal agent shall ensure the accountability of all funds and the accurate reporting of all receipts and disbursements.

F. All contracts, sales and purchases made by the Joint Powers Board shall be in conformance with the procurement procedures and practices applied by the fiscal agent (Clay County).

G. The Joint Powers Board may contract with and/or employ and manage staff as necessary to carry out the purpose of this Joint Powers Agreement, subject to the financial and regulatory limitations imposed by law, this Joint Powers Agreement to the State of Minnesota.

H. If a coordinator is employed by the CCJPC, the position shall be paid for by grant funds and/or Clay County, with or without contributions from other Participating Boards. The supervision of this position will be provided by the entity serving as the fiscal agent.

I. The CCJPC shall assure that a collaborative plan is created in accordance with Minnesota Statute Sections 124D.23 and 245.491 through 245.496 and 125A.023 and 125A.027.

SECTION 6. OPERATING PROCEDURES:

A. The CCJPC's fiscal year will be January 1 through December 31.

B. At the annual organizational meeting, held the first meeting of the Collaborative's fiscal year, the Joint Powers Board shall elect, from its membership a chair and such other officers as it deems necessary for the conduct of its affairs.

C. Each Joint Powers Board member shall have one vote in the determination of all issues. A quorum is necessary for the conduct of business. A two-thirds (2/3) majority of the six mandated partners (the Board of County Commissioners, Clay County, Minnesota; Public Health, Clay County; a school district within Clay County; Clay-Wilkin Opportunity Council Head Start; Collaborative Advisory Committee (mental health professional); and Minnesota Department of Corrections-Clay County Court Services) shall constitute a quorum. Proxy voting shall not be permitted. An alternate member, when acting in the absence of a member, shall have all rights and privileges of a member including a vote in the determination of all issues.

D. The regular meetings of the Joint Powers Board shall be held at a minimum once every quarter. Time and place of regular and special meetings shall be established by the Joint Powers Board.

E. All meetings of the Joint Powers Board shall be conducted in a manner consistent with the Minnesota Open Meeting Law, Minnesota Statute Section 471.705, and amendments thereto.

F. The Joint Powers Board shall provide the minutes of its meeting, financial statements and a copy of its annual audit to the Participating Boards. It shall annually inform the Participating Boards about its anticipated revenues and expenses for the coming year in sufficient time for consideration in the budget process by the Participating Boards.

G. Each member of the Joint Powers Board may receive per diem and be reimbursed expenses in the performance of official duties within the limitations established by the board which she/he represents.

SECTION 7. CCJPC ADVISORY COMMITTEES:

The Collaborative Advisory Committee shall consist of combined membership of the Family Services Collaborative Advisory Committee, the Children's Mental Health Collaborative Advisory Committee and the Interagency Early Intervention Committee (IEIC) and Community Transition Interagency Committee (CTIC).

SECTION 8. COLLABORATION WITH ONGOING PROJECTS AND INITIATIVES:

A. Cultural Diversity Resources and Healthy Community Initiative are two area wide collaboratives that are currently in place. The CCJPC will seek to improve coordination with these existing collaboratives and/or future initiatives that may be related to its mission.

B. A commitment to the Local Collaborative Time Study Formal Agreement for the following calendar year will be secured by September 30 of each year.

SECTION 9. COMMITMENT AND TERMINATION:

Each participating Board shall have the right to annually review its participation and financial commitment when and if there is change in the existing funding mechanisms and legislation as it relates to the mission of CCJPC. Any participating Board shall have the right to withdraw from this Joint Powers Agreement in a manner described as follows:

A. The participating Board withdrawing shall pass a resolution declaring its intent to withdraw and forward a certified copy of the resolution to the Chair of the CCJPC not later than September 30 of each year.

B. Each participating Board acknowledges that withdrawal may mean that CCJPC could cease to meet the statutory requirements for continued existence as a collaborative under Federal, State and/or Local law.

C. Notwithstanding each Participating Board's right to withdraw, this Joint Powers Agreement and the Joint Powers Board created hereby shall continue in full force and effect until all Joint Powers Board members mutually agree to terminate this agreement by a joint resolution.

D. After the effective date of termination, the Joint Powers Board shall continue to exist for the limited purpose of discharging the Board's debts and liabilities, settling its affairs and disposing of its property, if any.

SECTION 10. DISPOSAL OF SURPLUS PROPERTY:

Upon termination of this Joint Powers Agreement all remaining personal and real property of CCJPC shall be distributed by resolution of the Joint Powers Board in accordance with the law and in a manner to best accomplish the continuing purposes of the CCJPC. As provided by law any surplus moneys shall be returned to the Parties after the purpose of the Joint Powers Agreement has been completed.

SECTION 11. AMENDMENTS:

This Joint Powers Agreement may be amended only by the agreement of all Participating Boards. Notice of any proposed amendment must be provided to all parties at least 30 days prior to the effective date of the proposed amendment.

SECTION 12. INSURANCE AND INDEMNIFICATION:

CCJPC shall obtain and maintain such workers' compensation insurance, automobile insurance and general liability insurance for bodily injury, personal injury and property damage to the CCJPC officials and the employees in the performance of duties arising from this Joint Powers Agreement as is appropriate. CCJPC shall also obtain such general liability insurance for bodily injury, personal injury and property damage to third parties as is appropriate. CCJPC shall provide certification of such coverage to the Participating Boards.

SECTION 13. EFFECTIVE DATE:

The effective date of this amended agreement shall be the 16th day of May, 2001.

IN WITNESS WHEREOF, the mandated parties have caused this agreement to be executed by the authority of their respective governing boards.

CLAY COUNTY BOARD OF COMMISSIONERS

Dated: _____

By _____
Its: Chair

Dated: _____

By _____
Its: Administrator

CLAY COUNTY PUBLIC HEALTH

Dated: _____

By _____
Its: _____

Dated: _____

By _____
Its: _____

**INDEPENDENT SCHOOL DISTRICT NO. 152
(MOORHEAD)**

Dated: _____

By _____
Its: Chair

Dated: _____

By _____
Its: Clerk

**INDEPENDENT SCHOOL DISTRICT NO. 146
(BARNESVILLE)**

Dated: _____

By _____
Its: Chair

Dated: _____

By _____
Its: Clerk

**INDEPENDENT SCHOOL DISTRICT NO. 2164
(DILWORTH-GLYNDON-FELTON)**

Dated: _____

By _____
Its: Chair

Dated: _____

By _____
Its: Clerk

INDEPENDENT SCHOOL DISTRICT NO. 150
(HAWLEY)

Dated: _____

By _____
Its: Chair

Dated: _____

By _____
Its: Clerk

INDEPENDENT SCHOOL DISTRICT NO. 914
(ULEN-HITTERDAL)

Dated: _____

By _____
Its: Chair

Dated: _____

By _____
Its: Clerk

CLAY-WILKIN OPPORTUNITY COUNCIL HEAD
START

Dated: _____

By _____
Its: Chair

Dated: _____

By _____
Its: Executive Director

MENTAL HEALTH COLLABORATIVE
PROFESSIONAL REPRESENTATIVE

Dated: _____

By _____
Its: Chair

Dated: _____

By _____
Its: Vice-Chair

MINNESOTA DEPARTMENT OF CORRECTIONS -
CLAY COUNTY COURT SERVICES

Dated: _____

By _____
Its: District Supervisor

Dated: _____

By _____
Its: Lead Agent

MEMO #: S-02-017

TO: School Board

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

RE: Local Collaborative Time Study Agreement

DATE: August 8, 2001

Attached please find the Local Collaborative Time Study Agreement. This agreement allows the Clay County Joint Powers Collaborative to access certain federal reimbursement dollars through the Minnesota Department of Human Services.

Suggested Resolution: Move to approve the Local Collaborative Time Study Agreement for the 2001-2002 school year.

:mde
Attachment

LOCAL COLLABORATIVE TIME STUDY AGREEMENT

Due September 30 for following fiscal year

Whereas, all participating parties are committed to supporting the Clay County Joint Powers Collaborative in its efforts to provide expanded prevention and early intervention services for children and families; and

Whereas, the Clay County Joint Powers Collaborative has an opportunity to access certain federal reimbursement dollars and therefore has agreed to participate in the Local Collaborative Time Study through the Minnesota Department of Human Services;

Now, therefore, each of the participating partners agree:

1. To provide or continue to provide case management services designed to help families and children access health or health related services or provide case management services for children at risk of foster care and their families.
2. To participate in the Local Collaborative Time Study under all terms and conditions agreed to in the contract between the Minnesota Department of Human Services and Clay County Social Services on behalf of the Clay County Joint Powers Collaborative.
3. To maintain and supply all necessary documentation to meet the reporting requirements of the Local Collaborative Time Study.
4. All revenues earned through the Local Collaborative Time Study shall be placed in the integrated fund of the Clay County Joint Powers Collaborative to be used by the Collaborative to expand prevention and early intervention services for children and families.

Clay County Board of Commissioners Date

Moorhead School District Date

Dilworth-Glyndon-Felton School District Date

Barnesville School District Date

Hawley School District Date

Ulen-Hitterdal School District Date

Department of Corrections Date

Clay County Public Health Date



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: July 20, 2001

RE: Conversion of Supplemental Revenue, Transition Revenue, and Interest Adjustment to Referendum Authority

The following resolution will allow the Moorhead School District to access additional funds due to new legislation that was passed with the Omnibus K-12 Education Act of 2001. I have enclosed a spreadsheet from the department of Children, Families and Learning that demonstrates the projected increase in FY 2003 referendum revenue.

Suggested Resolution: For Fiscal Year 2003 and later, the school board hereby converts the full amount of its Supplemental Revenue, Transition Revenue, and Interest Earned Adjustment to referendum authority, pursuant to M.S. 126C.17, Subd. 13.

MLW/krm

FY 2003 REFERENDUM AUTHORITY AND ASSOCIATED REVENUES
AS ESTIMATED ON JULY 13, 2001
MOORHEAD #152

REFAUTH03A
07/13/01

		WITHOUT BOARD ACTION BY 10/31/01	WITH BOARD ACTION BY 10/31/01	DIFFERENCE
1	FY 2002 RMCPU	6,497.99	6,497.99	
2	FY 2002 TRANSITION REVENUE	602,652.75	602,652.75	
3	FY 2002 SUPPLEMENTAL REVENUE	0.00	0.00	
4	FY 2002 TRANSITION ALLOWANCE = (2)/(1) =	0.00	92.74	
5	FY 2002 SUPPLEMENTAL ALLOWANCE = (3)/(1) =	0.00	0.00	
6	FY 2003 LOST INTEREST ALLOWANCE	0.00	1.16	
7	REFERENDUM CONVERSION ALLOWANCE = (4)+(5)+(6) =	0.00	93.90	
8	FY 2003 REFERENDUM ALLOWANCE AS OF 05/01/01	379.26	379.26	
9	FY 2003 REFERENDUM ALLOWANCE BEFORE \$415 TRANSFER = (7)+(8) =	379.26	473.16	
10	FY 2003 INITIAL REFERENDUM ALLOWANCE = GREATER OF ZERO OR (9)-\$415 =	0.00	58.16	
11	FY 2003 FORMULA ALLOWANCE	4,601.00	4,601.00	
12	FY 2003 STANDARD REFERENDUM CAP = .182*(11) =	837.38	837.38	
13	1993-94 REFERENDUM ALLOWANCE	128.48	128.48	
14	ALTERNATE CAP = GREATER OF ZERO OR [(7)+1.162*(13)-\$415] =	0.00	0.00	
15	FY 2003 SPARSITY REVENUE	0.00	0.00	
16	FY 2003 REFERENDUM AUTHORITY CAP IF (15)>ZERO THERE IS NO CAP. ELSE (16) = GREATER OF (12) OR (14) =	837.38	837.38	0.00
17	FY 2003 REVISED CAPPED REFERENDUM ALLOWANCE = LESSER OF (10) OR (16) =	0.00	58.16	58.16
18	POTENTIAL ADDITIONAL REFERENDUM ALLOWANCE = (16)-(17) =	837.38	779.22	(58.16)
19	FY 2003 RMCPU	6,505.32	6,505.32	0.00
20	FY 2003 REFERENDUM REVENUE = (17)*(19) =	0.00	378,349.41	378,349.41

NOTES: SCHOOL BOARDS MUST TAKE ACTION BY OCTOBER 31, 2001 TO RECEIVE THE REFERENDUM CONVERSION ALLOWANCE SHOWN IN THE SECOND COLUMN OF LINE 7. BOARDS SHOULD TAKE ACTION, AND NOTIFY CFL, BY AUGUST 24, 2001, TO BE SURE THE CONVERSION WILL BE REFLECTED ON THE INITIAL LEVY CERTIFICATION FORM TO BE MAILED IN SEPTEMBER.

BOARD ACTION TO RECEIVE THE REFERENDUM CONVERSION ALLOWANCE WILL INCREASE THE REVENUE OF DISTRICTS WHOSE VALUE IN THE SECOND COLUMN OF LINE 9 EXCEEDS \$415.

IF YOUR VALUE IN THE MIDDLE COLUMN OF LINE 9 IS SLIGHTLY LESS THAN \$415, YOUR BOARD SHOULD PROBABLY DO THE CONVERSION. THIS IS BECAUSE A) THE FIGURES SHOWN ABOVE ARE ESTIMATES, AND ACTUAL VALUES MAY BE HIGHER, AND B) IF BOARD ACTION CREATES ANY REFERENDUM REVENUE IN A DISTRICT THAT WOULD OTHERWISE NOT HAVE RECEIVED REFERENDUM REVENUE, THE DISTRICT MAY RECEIVE UP TO AN EXTRA \$55 PER PUPIL UNIT OF EQUITY REVENUE.

MEMO #: S-02-015

TO: School Board

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

RE: Special Board Meeting

DATE: August 6, 2001

In order to complete the necessary requirements for the upcoming November 6 School Board election a special board meeting is required. September 11 is the last day to file for the November school board election which falls after our regularly scheduled first meeting in September. Resolutions must be approved after this date and before September 18 to fulfill election requirements.

Suggested Resolution: Move to approve scheduling Wednesday, September 12, 2001, 5:00 p.m. to hold a special school board meeting to approve the required school board election resolutions.

LPN:mde

INDEPENDENT SCHOOL DISTRICT #152

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

August 27, 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. Matters Presented by Citizens/Other Communications
(Non-Agenda Items)

2. **CONSENT AGENDA**

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

SCHOOL BOARD AGENDA - August 27, 2001

PAGE 2

and considered under separate resolution. To the extent possible, board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

A. TEACHING/LEARNING MATTERS - Kovash

- (1) Approval of Agreement - Pages 10-12
- (2) Approval of Contract - Pages 13-14
- (3) Acceptance of Grant - Page 15

B. BUSINESS SERVICE MATTERS - Weston

C. HUMAN RESOURCE MATTERS- Nielsen

- (1) Approval of New Employees - Page 16
- (2) Approval of Rehire - Page 17
- (3) Acceptance of Resignations - Page 18
- (4) Approval of Family/Medical Leave - Page 19
- (5) Approval of Change in Employment Contract - Page 20

D. SUPERINTENDENT MATTERS - Nybladh

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

**4. SENIOR HIGH SOUND SYSTEM UPGRADE BID RECOMMENDATION: Weston
Pages 21-22**

Suggested Resolution: Move to accept the bid received from Tricorne Audio, Inc. of Fargo, ND in the amount of \$81,300 for the Senior High sound system upgrade project.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - August 27, 2001
PAGE 3

5. **MOORHEAD SPORTS CENTER UTILITY BILL:** Weston
Pages 23-27

Suggested Resolution: Move to approve the payment of \$110,521.57 to the City of Moorhead for the heating of school district space at the Moorhead Sports Center from January 1992 through April 2001.

Moved by _____ Seconded by _____
Comments _____

6. **MINNESOTA GRADUATION IMPLEMENTATION MANUAL:** Kovash
Pages 28-55

Suggested Resolution: Move to approve the submission of the Implementation Manual Cover Sheet to the commissioner by September 1, 2001. The cover sheet states that all the policies and procedures regarding the Profile of Learning will remain the same for the 2001-2002 school year.

Moved by _____ Seconded by _____
Comments _____

7. **CLASS SIZE REDUCTION APPLICATION:** Kovash
Pages 56-63

Suggested Resolution: Move to approve the Class Size Reduction application and submit to the Department of Children, Families and Learning for the 2001-2002 school year.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - August 27, 2001
PAGE 4

8. **APPROVAL OF POLICY:** Nybladh
Pages 64-67

Suggested Resolution: Move to approve the policy, Name and Legal Status of Moorhead Area Public Schools (AA), as presented.

Moved by _____ Seconded by _____
Comments _____

9. **APPROVAL OF POLICY:** Nybladh
Pages 68-69

Suggested Resolution: Move to approve the policy, Mission Statement (ADA), as presented.

Moved by _____ Seconded by _____
Comments _____

10. **APPROVAL OF POLICY:** Nybladh
Pages 70-73

Suggested Resolution: Move to approve the policy, School Board Legal Status (BB), as presented.

Moved by _____ Seconded by _____
Comments _____

11. **APPROVAL OF POLICY:** Nybladh
Pages 74-76

Suggested Resolution: Move to approve the policy, School Board Officers (BDB), as presented.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - August 27, 2001
PAGE 5

12. **APPROVAL OF POLICY:** Nybladh
Pages 77-81

Suggested Resolution: Move to approve the policy, Open and Closed School Board Meetings (BE), as presented.

Moved by _____ Seconded by _____
Comments _____

13. **APPROVAL OF POLICY:** Nybladh
Pages 82-84

Suggested Resolution: Move to approve the policy, School Board Meeting Agendas (BEDB), as presented.

Moved by _____ Seconded by _____
Comments _____

14. **APPROVAL OF POLICY:** Nybladh
Pages 85-88

Suggested Resolution: Move to approve the policy, School Board Meeting Rules of Order (BEDD), as presented.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - August 27, 2001

PAGE 6

15. **APPROVAL OF POLICY:** Nybladh

Pages 89-91

Suggested Resolution: Move to approve the policy, School Board Meeting Minutes (BEDG), as presented.

Moved by _____ Seconded by _____

Comments _____

16. **APPROVAL OF POLICY:** Nybladh

Pages 92-94

Suggested Resolution: Move to approve the policy, School District Public Hearings (BEE), as presented.

Moved by _____ Seconded by _____

Comments _____

17. **APPROVAL OF POLICY:** Nybladh

Pages 95-98

Suggested Resolution: Move to approve the policy, School Board Policies (Development, Adoption, Implementation and Review) (BG), as presented.

Moved by _____ Seconded by _____

Comments _____

18. **APPROVAL OF POLICY:** Nybladh

Pages 99-100

Suggested Resolution: Move to approve the policy, School Board Member Development (BIB), as presented.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - August 27, 2001
PAGE 7

19. **APPROVAL OF POLICY:** Nybladh
Pages 101-102

Suggested Resolution: Move to approve the policy, School District Administration (CA), as presented.

Moved by _____ Seconded by _____
Comments _____

20. **APPROVAL OF POLICY:** Nybladh
Pages 103-105

Suggested Resolution: Move to approve the policy, School Superintendent (CB), as presented.

Moved by _____ Seconded by _____
Comments _____

21. **APPROVAL OF POLICY:** Nybladh
Pages 106-108

Suggested Resolution: Move to approve the policy, District Fiscal Management (DA), as presented.

Moved by _____ Seconded by _____
Comments _____

22. **APPROVAL OF POLICY:** Nybladh
Pages 109-112

Suggested Resolution: Move to approve the policy, Establishment, Adoption, and Modification of the District's Financial Annual Operation Plan (DB), as presented.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - August 27, 2001
PAGE 8

23. **APPROVAL OF POLICY:** Nybladh
Pages 113-116

Suggested Resolution: Move to approve the policy, Moorhead School District Committees (BDF), as presented.

Moved by _____ Seconded by _____
Comments _____

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

25. **ADJOURNMENT**

SCHOOL BOARD AGENDA - August 27, 2001**PAGE 9****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
First Day to File for School Board Election	August 28		
K-12 Teacher Workshops	August 28-31		
Back to School Night	August 28	5:30-7 pm	Junior High
Registration	August 29	8 am - 8 pm	RRALC
Back to School Night	August 29	5:30-6:30 pm	Washington
Back to School Night	August 29	6:30-7:30 pm	Robert Asp
Back to School Night	August 30	5:30-7 pm	Probstfield
Back to School Night	August 30	5:30-6:30 pm	Riverside
Back to School Night	August 30	5:30-6:30 pm	Edison
Labor Day	September 3		
K-12 Classes Begin	September 4		
Back to School Night	September 5	7-9 pm	Senior High School
School Board	September 10	7 pm	Board Room
Last Day to File for School Board Election	September 11		
District Care Team	September 17	3 pm	Board Room
Back to School Open House	September 19	12:30-3 pm	RRALC
Instr and Curr Adv Com	September 20	7-8:30 am	Board Room
Supt's Advisory Council	September 20	7-8:30 pm	Board Room
School Board	September 24	7 pm	Board Room
School Board	October 8	7 pm	Board Room
District Care Team	October 16	3 pm	Board Room
K-12 Staff Development Day	October 17		
Supt's Advisory Council	October 18	7 pm	Board Room
Education Minnesota	October 18-19		
School Board	October 22	7 pm	Board Room
Instr and Curr Adv Com	October 25	7 am	Board Room

MEMO #: I-02-019



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Student Teacher Agreement
DATE: August 21, 2001

Attached are five copies of the agreement with Minnesota State University Moorhead and Moorhead Area Public Schools for student teachers. This contract covers participation in the student teaching program beginning August 27, 2001 and is a three year contract.

According to Policy LEA, Student Teachers, Minnesota State University, Moorhead will provide a copy of all student teaching assignments to the Human Resources Office and building principals office prior to the beginning of the district's semester in which the student teacher is to start.

SUGGESTED RESOLUTION: Move to approve the attached contract with Minnesota State University Moorhead for the 2001-2004 school year.

LAK/smw
Attachment

STA _____

STATE OF MINNESOTA
MnSCU BOARD OF TRUSTEES

STUDENT TEACHING AGREEMENT

Independent School District No. 152 of CLay County, located at
810 4th Avenue South, agrees with the State of Minnesota, acting
through the MnSCU Board of Trustees as follows:

Beginning August 27, 2001, and continuing for three years, the Minnesota State
University Moorhead agrees to pay at a rate, not to exceed \$12.80 per semester
credit, for each student teacher placed in the above named school district. (Rate
subject to change if school financial exigency warrants such action.)

The school district agrees to supply to the student teacher opportunity to work in a
teaching-learning situation cooperatively with a teacher certified at standards equal
or superior to the regulations of the State of Minnesota during the student teaching
assignment.

Independent School District No. 152

of CLay County, Minnesota

by _____
(School Board Chair)

(Clerk)

DATE _____

APPROVED FOR:

MnSCU

(Chancellor)

Recommended for approval

Minnesota State University Moorhead

by _____
(President)

RESOLUTION OF SCHOOL DISTRICT

Be it resolved, that this school district enters into an agreement with the State of Minnesota, MnSCU Board of Trustees, for the purpose of providing student teaching experiences for students from Minnesota State University Moorhead. Be it further resolved, that the chairman and clerk be and they hereby are authorized to execute such agreement.

CERTIFICATION

State of Minnesota

County of Clay

I hereby certify that the foregoing resolution is a true and correct copy of resolution adopted by the board of Independent School District No. 152, located at 810 4th Avenue South, at a duly authorized meeting thereof held on the 27th day of August, as shown by the minutes by the of said meeting.

(Clerk)

(Seal)

MEMO #: I-02-021



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Contract agreement with Touch Love Center, Inc.
DATE: August 21, 2001

Attached is the agreement with Touch Love Center, Inc. of Fargo to provide services for Moorhead students at Robert Asp and Moorhead Senior High School. The services provided are outlined in the attached contract.

The total cost of the contracted services are \$38,750.00 for the 2001-2002 school year. The funding for these services are part of the Violence Prevention and the Safe and Drug Free Schools Grants.

SUGGESTED RESOLUTION: Move to approve the attached contract with Touch Love Center, Inc. for \$38,750.00 for the 2001-2002 school year.

LAK/smw
Attachment

TOUCH LOVE CENTER, INC.

CONTRACT FOR SERVICES

Touch Love Center, Inc. of Fargo, North Dakota agrees to perform the following services as needed in the school district of Worland for 4 1/2 day (s) per week during the 2001/02 school year:

A. Prevention

1. Speak to classes as part of drug/alcoholic unit
2. Alternatives to Chemicals
3. Concerned Persons Group

B. Intervention

1. Individual rap sessions (referred by counselors)
2. M.I.P. Classes (first offenders)
3. Intervention team for treatment
4. Evaluation/Intervention Classes (repeaters)

C. Rehabilitation

1. Support group during and after treatment
2. Liason with self-help groups

Total cost of \$38750⁰⁰ per year to be paid in 10 monthly payments of \$3875⁰⁰.

School	Days	Outreach Worker
Robert Asp	2	Denise Torgerson
High School	2 1/2	Carol Nelson

Gary Kersh
Principal/Superintendent

Dan Schaefer 6/14/01
Dick Schaefer, Director
Touch Love Center, Inc.

MEMO #: I-02-020



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Homeless Education Grant Award
DATE: August 21, 2001

The district has received a \$29,000.00 grant for the Department of Children, Families & Learning for the Education for Homeless Children and Youth program. The funding will be used for social work services and a home school liaison.

Moorhead received an average score of 132 (150 points is highest possible) and a priority ratio of 3.5 (4.0 is highest possible). The Review Panel cited the project description, need assessment, reading program, collaboration and improving outcomes as strengths. Challenges include continued improvement of the evaluation (outcome data still needs further improvement), providing more specificity throughout the application and strengthening the Graduation Standards component.

SUGGESTED RESOLUTION: Move to accept the grant from the Department of Children, Families & Learning for Education for Homeless Children & Youth in the amount of \$29,000.00.

LAK/smw

TO: Dr. Larry Nybladh
FROM: Ron ~~Nelson~~
DATE: August 21, 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:

Michael Kieselbach	Social Teacher, Senior High, BA (2) \$27,800.00, effective for the 2001-2002 school year. (Replace Brian Dinda)
Grady Carlson	Art Teacher, Senior High, BA (0) \$25,870.00, effective for the 2001-2002 school year. (Replace Jay Raymond)
Craig Murie	Math Teacher, Senior High, BA+30 (7) \$35,680.00, effective for the 2001-2002 school year. (Replace Mark Dufner)
Chad Olson	Social Teacher, Senior High, BA (1) \$26,840.00, effective for the 2001-2002 school year. (Replace Sean Daly)
Diane Wicklund	Business Teacher, MA+45 (7), .786 FTE, \$35,204.94, effective for the 2001-2002 school year. (Replace Monique Summers)
Doug Herman	Custodian, Senior High, A12 (2) \$10.10 per hour, effective September 1, 2001. (Replace Wade Harless)
Cindy Perdue	Secretary, Community Education, A12 (1) \$10.10 per hour, 6 hours daily, effective immediately. (Replace Lynette Hallman)
Amy Traut	COTA, District, B23 (0-2) \$11.48 per hour, 6.5 hours daily, effective immediately. (Replace Vicky Nelson)

Suggested Resolution: Move to approve the employment of M Kieselbach, G Carlson, C Murie, C Olson, D Herman, C Perdue and A Traut as presented.

RN:sh

MEMORANDUM

P 02.026

TO: Dr. Larry Nybladh
FROM: Ron ~~Nielsen~~
DATE: August 21, 2001
SUBJECT: Rehire

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

Claudia Araujo Spanish Immersion, Probstfield, BA (3) \$28,770.00, effective for the 2001-2002 school year.

Suggested Resolution: Move to accept the rehire of Claudia Araujo as presented.

RN:sh

TO: Dr. Larry Nybladh
FROM: Ron ~~Nielsen~~
DATE: August 21, 2001
SUBJECT: Resignations

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

Debbie Thielbar Building Technician, Washington, effective September 17, 2001.
Shari Eggiman Paraprofessional, Riverside, effective immediately.
Carrie Strand Paraprofessional, Edison, effective immediately.
Jennifer Weleski Paraprofessional, Junior High, effective immediately.
Carol Honcik Paraprofessional, Probstfield, effective immediately.
Lonie Woltjer Food Service, Junior High, effective immediately.

Suggested Resolution: Move to accept the resignation of Debbie Thielbar, Shari Eggiman, Carrie Strand, Jennifer Weleski, Carol Honcik and Lonie Woltjer as presented.

RN:sh

MEMORANDUM P 02.028

TO: Dr. Larry Nybladh
FROM: Ron ~~Nielsen~~
DATE: August 21, 2001
SUBJECT: Family/Medical Leave

The administration requests a Family/Medical leave for the following persons:

Andrea Langlie 6th Grade Teacher, Robert Asp, to begin August 27, 2001 until released by physician.

Lori Schroeder Title I Teacher, Edison, to begin on or about September 21, 2001 for six weeks.

Suggested Resolution: Move to approve the Family/Medical leave for Andrea Langlie and Lori Schroeder pursuant to Article 38, Section 1, of the Teachers' Master Contract.

RN:sh

MEMORANDUM P 02.029

TO: Dr. Larry Nybladh
FROM: Ron ~~Nielsen~~
DATE: August 21, 2001
SUBJECT: Change in Employment Contract

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

Lisa Seljevold Fifth Grade Teacher, Riverside, to change from full-time to half-time for the 2001-2002 school year.

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

RN:sh

AUG 20 2001

BUSINESS SERVICES MEMO# B-02.024



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: August 10, 2001

RE: Senior High Sound System Upgrade Bid Recommendation

Bids have been received for the Senior High Sound System upgrade project. A bid summary is attached. I recommend that we accept the bid received from Tricorne Audio, Inc. of Fargo, ND in the amount of \$81,300.

Suggested Resolution: Move to accept the bid received from Tricorne Audio, Inc. of Fargo, ND in the amount of \$81,300 for the Senior High Sound System upgrade project.

MLW/krm

TABULATION OF BIDS

SOUND SYSTEM UPGRADE - SENIOR HIGH SCHOOL
INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

PROJECT NO. 0101.06

FOSS ASSOCIATES
Architecture & Interiors
Moorhead, Minnesota

BID OPENING: August 10, 2001

Contractors	A d d e n d u m	S e c u r i t y	Substantial Completion Date	Base Bid - Equipment	Base Bid - Labor	Total Bid (Equipment & Labor)	Warranty Costs (Add)	Optional Audio Electronics (Add)
Audio Systems Company Bismarck, North Dakota	X	X	12/15/2001	\$62,800.00	\$39,000.00	\$101,800.00	+\$1,900.00	+\$8,500.00
Audio Video Electronics Brooklyn Park, Minnesota		X	11/9/2001	\$79,169.30	\$13,600.00	\$92,769.30	+\$8,400.00	+\$12,994.38
H/B Sound & Light, Inc. Fargo, North Dakota	X	X	9/28/2001	\$73,880.21	\$9,164.94	\$83,045.15	+\$83,045.15	+\$85,511.15
Tricorne Audio, Inc. * Fargo, North Dakota	X	X	9/21/2001	\$72,200.00	\$8,700.00	\$80,900.00	+\$400.00	+\$7,025.00

* Apparent Low Bidder



To: Dr. Larry P. Nybladh
From: Mark Weston *MW*
Date: August 21, 2001
RE: Moorhead Sports Center Utility Bill

Attached you will find a spread sheet from the City of Moorhead that details natural gas bills from January 1992 through April of 2001. Over the past ten years the City of Moorhead has been paying the school districts heating costs for those areas that were metered specifically for the school district. Also attached you will find a diagram and letter from Robert Gibb & Sons, Inc. a mechanical engineering firm located in the Fargo/Moorhead area. This letter details the areas that are metered to each entity. Todd Dalzell from Robert Gibb & Sons has informed me that the metering is not completely accurate, but that in his opinion is so close that it would not be worth the expense to try and adjust the billing over the past ten years. After much research and negotiations with City of Moorhead officials I am recommending that we pay the natural gas bill as received from the City of Moorhead.

Suggested resolution: Move to approve the payment of \$110,521.57 to the City of Moorhead for the heating of school district space at the Moorhead Sports Center from January 1992 through April 2001.

CITY OF
MOORHEAD
MINNESOTA

Parks and Recreation

324 24th Street South • Moorhead, MN 56560 • (218) 299-5340 • Fax 299-5212 • TDD 299-5370 • Email: parkandrec@ci.moorhead.mn.us

August 21, 2001

Mr. Mark Weston
Business Office
Moorhead Independent School District #152
810 4th avenue south
Moorhead, MN 56560

Dear Mark:

As you are aware from our recent meetings, The Parks and Recreation Department learned last spring that the City has paid for all gas utility bills at The Sports Center since the expansion occurred in 1992. Please note that separate utility meters were installed in 1992 so that the School District would pay for all utilities incurred in the spaces that The District occupies. Records show that The School District's gas meter has been included on the City's bill and sent directly to City Hall. The end result was that the City has been paying for both gas meters.

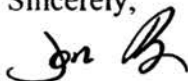
We appreciate you working with us to resolve this issue. Based on your request, the City asked Robert Gibb & Sons to analyze the gas pipes at The Sports Center and to provide a report as to their findings. **Please see attachments I. & II.**

- I. Letter from Robert Gibb & Sons
- II. Diagram of gas pipes (City blue) (School red)

The City of Moorhead Accounting Department has prepared a spread sheet which shows the gas bills that were incurred on the School's meter since 1992. **Please see attachment III.** NSP spreadsheet showing bills on the School District's Meter #0000846779 totaling \$110,521.57.

To put closure to the gas utility issue, we are requesting that the School District reimburse The City of Moorhead \$110,521.57. Please send payment to The City of Moorhead, Box 779, Moorhead MN 56560 by September 21, 2001.

Sincerely,



Jon Buckellew

Fargo/Moorhead





P.O. Box 10188
225 40th Street SW (58103)
Fargo, North Dakota 58106-0188
Phone: (701) 282-4400
Fax: (701) 281-7060

Plumbing, HVAC & Electrical
Commercial/Residential Sales & Service

August 21, 2001

Moorhead Parks & Recreation
Moorhead Sports Center
324 S 24th Street
Moorhead, MN 56560
Attn: Jon Buckellew
Director of Recreation

RE: Moorhead Sports Center - Gas Piping

Jon:

As you requested, I have reviewed the gas piping at the Moorhead Sports Center facility. Based on my findings during the facility visit, I would recommend that the gas-piping plan Chad Martin produced is sufficiently accurate in regards to the billings in question. Chad e-mailed his plan to me and I was able to revise it and return it via e-mail. Chad will be able to print off color copies of the Gas piping plan for your files and the School District.

Jon, as I suggested to both you and Mark Weston, I could provide greater investigation of the gas billings for the past ten years and revise the billings to a more accurate degree. This would take a sufficient amount of time and expense. I do not feel it would be in the Parks & Recreations and the School Districts best interest to spend any further time or money on this issue.

I spoke with Mark Weston and he mentioned reviewing the facility for some energy saving modifications. I would certainly be able to conduct an energy review of your facility should you wish to consider this.

Should you have any further questions regarding your facility gas piping and/or equipment, please feel free to contact me at our office. Thanks.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd G. Dalzell', is written over a horizontal line.

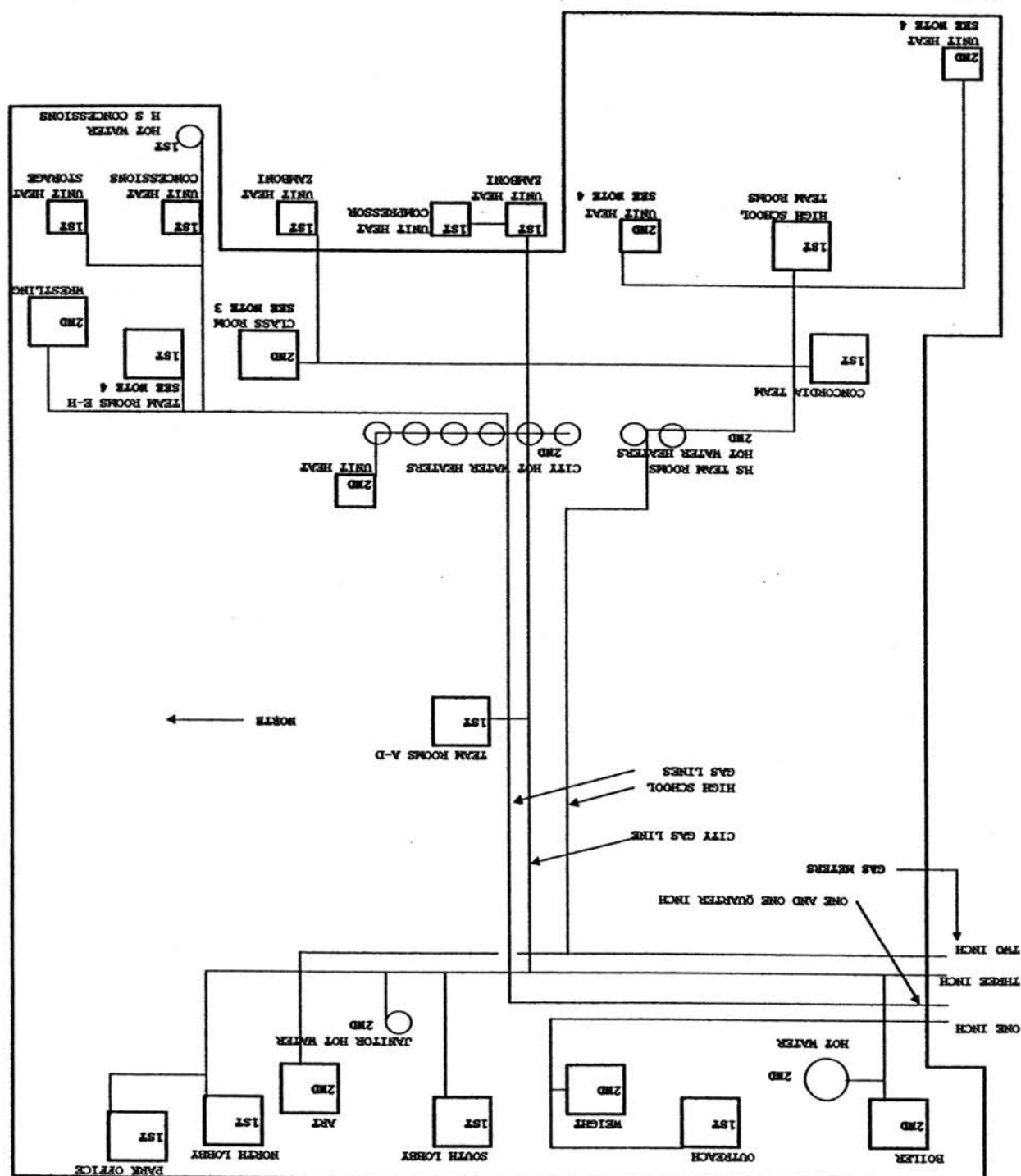
Todd G. Dalzell

CC: Mark Weston
Moorhead School District

\\Gibbs01\\dalzell\\Letters\\Ltr Jon Buckellew.doc



- NOTES:
1. RED INDICATES ALL GAS PIPING AND EQUIPMENT SERVING HIGH SCHOOL AREAS.
 2. BLUE INDICATES ALL GAS PIPING AND EQUIPMENT SERVING CITY AREAS.
 3. THIS EQUIPMENT SERVES A HIGH SCHOOL AREA BUT IS CONNECTED TO THE CITY GAS LINE.
 4. THIS EQUIPMENT SERVES A CITY AREA BUT IS CONNECTED TO THE HIGH SCHOOL GAS LINE.



MOORHEAD SPORTS CENTER GAS PIPING

NORTHERN STATES POWER BILLINGS
METER #0000846779 (INDEPENDENT SCHOOL DISTRICT #152 RESPONSIBILITY)

	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
JANUARY	\$563.46		\$2,095.14	\$1,894.05	\$1,714.09	\$3,081.12	\$2,196.12	\$2,580.02	\$2,736.55	\$6,889.24
FEBRUARY	628.10		1,974.48	1,623.54	1,878.42	2,087.03	1,376.69	1,360.18	2,754.09	6,495.55
MARCH	361.91		873.99	1,715.70	1,586.20	1,537.24	1,121.56	1,151.97	1,945.99	4,792.44
APRIL	263.59		1,351.49	727.61	1,295.43	989.01	1,081.18	999.50	641.94	3,238.64
MAY	130.99		699.59	511.62	695.64	465.37	672.29	459.46	796.20	
JUNE	17.50		252.82	226.27	576.84	351.52	432.21	173.20	681.55	
JULY	41.77		32.73	146.79	235.72	72.65	152.55	77.96	411.22	
AUGUST	20.50		27.14	55.23	178.38	31.45	34.40	68.16	135.59	
SEPTEMBER	23.66		32.67	86.93	248.89	179.95	176.45	73.56	50.40	
OCTOBER	154.23		82.38	260.53	307.87	414.20	312.58	358.61	507.59	
NOVEMBER	1,484.28		438.14	448.47	837.76	1,055.35	838.64	568.05	1,127.70	
DECEMBER	2,083.19		1,197.83	1,527.79	2,081.74	1,835.05	1,467.46	2,194.81	3,623.04	
TOTALS	\$5,873.18	\$5,873.18	\$9,058.40	\$9,224.53	\$11,636.98	\$12,099.94	\$9,862.13	\$10,065.48	\$15,411.86	\$21,415.89

GRAND TOTAL \$110,521.57
=====

MEMO #: I-02-022



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Minnesota Graduation Implementation Manual
DATE: August 21, 2001

Attached is the Implementation Manual and Implementation Manual Cover Sheet for Moorhead Area Public Schools.

According to Minnesota Rules 3501.0420 subp 3. "By September 1 the district shall report to the commissioner any amendments to its district profile of learning implementation manual or a statement that the last submitted manual continues to reflect current policies and procedures of the district." The attached manual contains the current policies and procedures for the implementation of the graduation standards for the Moorhead Area Public School District. There were no changes to the policies and procedures listed in the implementation manual.

The entire revised manual will be available at www.moorhead.k12.mn.us/www/district/teaching_learning on the school district website.

SUGGESTED RESOLUTION: Approve the submission of the Implementation Manual Cover Sheet to the commissioner by September 1, 2001. The cover sheet states that all the policies and procedures regarding the profile of learning will remain the same for the 2001-2002 school year.

LAK/smw

Profile of Learning Manual

**Page Number(s)
in 2000 Manual**

N

Policy for appeals

Graduation Standards Technician Lynne Kovach
(Signature)



MOORHEAD AREA PUBLIC SCHOOL DISTRICT IMPLEMENTATION MANUAL FOR THE MINNESOTA GRADUATION STANDARDS

**MOORHEAD ISD 152
810 4TH AVE. SOUTH
MOORHEAD, MN 56560
218-236-6400**

**GENERAL INFORMATION
BASIC REQUIREMENT IMPLEMENTATION
PROFILE OF LEARNING IMPLEMENTATION
SUPPORTING DOCUMENTS**

Date Last Revised: August 21, 2000





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Revised August 23, 2001

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- APPENDIX A: Instruction and Curriculum Advisory Committee
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- APPENDIX C: Curriculum Cycle
- APPENDIX D: Embedding the Primary Standards
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- APPENDIX E: Offerings of High School Content Standards
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MINNESOTA'S GRADUATION STANDARDS

DEFINITION / PURPOSE

The Minnesota Graduation Standards define what students should know and be able to do as a result of a kindergarten through 12th grade education. They are an attempt to establish rigorous standards that are consistent for all students in the state. These standards will become the focus on which assessment, curriculum and instruction are designed. They will provide a framework for alignment of pre-kindergarten to high school curriculum. Educators have written 11 primary standards for grades K-three, 15 intermediate standards for grades four and five, and 27 middle standards for grades six-eight. These preparatory standards outline what students should know and be able to do in those grades to be on track to achieve high standards in ninth through twelfth grades. The preparatory standards in kindergarten through grade eight will help teachers focus their instruction to prepare students for high school and will also make it easier to identify students who are falling behind at an early age and give them the assistance they need to succeed.

First Graduates Under the Basic Standards and High Standards of the Profile of Learning

Students who enter ninth grade for the first time in the fall of 1998 will be the first students to graduate under both the Basic Standards and the High Standards of the Profile of Learning.

Implementing the High Standards of the Profile of Learning

The manual which follows outlines the policies and procedures the Moorhead School District will follow in its implementation of the High Standards of the Profile of Learning.

Graduation Standards Implementation Policy A:

BROAD-BASED LOCAL PARTICIPATION

I. PURPOSE

The purpose of this policy is to encourage broad-based participation in the decisions regarding the implementation of the Profile of Learning. The intent is to focus public educational strategies on a process which promotes higher academic achievement for all students.

II. GENERAL STATEMENT OF POLICY

Implementation of rigorous, results-oriented Graduation Standards will require a new level of accountability for the school district. The school district will establish a system to review and improve instruction, curriculum and assessment which will include substantial input by students, parents or guardians and local community members. The school district will be accountable to the public and the state through annual reporting.

III. INSTRUCTION AND CURRICULUM ADVISORY COMMITTEE

The following statements along with specific Board Policy AFE, adopted 12/16/96, specify district policy. See Appendix A.

School District Goals: Appendix B

The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the content standards contained in the Profile of Learning as approved by the Minnesota Legislature. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Curriculum Advisory Committee.

Curriculum Review Cycle: Appendix C

The system for reviewing all curriculum and instruction is outlined in the district Curriculum Review Cycle. Incorporated in the process will be analysis of the district's progress toward implementation of the Profile of Learning.

Implementation of Graduation Requirements:

A district Graduation Standards Implementation Committee with representatives from each school site, shall advise the Curriculum Advisory Committee on progress toward implementation of the state and local graduation requirements including K-12 curriculum, assessment, student learning opportunities and other related issues. The members of the committee shall be coaches to other staff members in the implementation of the graduation standards.

Curriculum Advisory Committee Role, Process and Make up:

1. The advisory committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The advisory committee, working in cooperation with other committees of the school district will provide active community participation in:

- a. reviewing the school district instruction and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
 - b. identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. making recommendations regarding the development of the "Annual Report on Curriculum, Instruction and Student Performance."
3. The advisory committee shall meet the following criteria:
 - a. The advisory committee shall ensure active community participation in all planning for instruction and curriculum affecting graduation standards.
 - b. The advisory committee shall make recommendations to the school board on school district-wide standards, assessments and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the content standards contained in the Profile of Learning as well as program evaluation data for use by the advisory committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The advisory committee shall, when possible, be comprised of 2/3rds community representatives and shall reflect the diversity of the community. Included in its membership should be:
 - a. The Assistant Superintendent for Teaching and Learning
 - b. Principal
 - c. School board member, representative and alternate
 - d. Two student representatives
 - e. Elementary teacher, secondary teacher, special education teacher, and teacher representing gifted/talented
 - f. Two parents from each school building (total of 14)
 - g. Two representatives of senior citizens
 - h. Two representatives of higher education
 - i. Representative from minority population
 - j. Clergy representative
5. The advisory committee shall meet monthly during the school year.

Student Progress Evaluation and Program Evaluation:

Graduation Standards Implementation Committee. A committee of professional staff shall develop a plan for assessment of student progress toward the Profile of Learning, as well as program evaluation data for use by the advisory committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.

Annual Report:

Reporting an "Annual Report on Curriculum, Instruction and Student Performance" shall be approved by the school board by October 1 and distributed to the public. A copy shall be sent to

the Commissioner of Education by October 15 of each year. The public report shall include, but not be limited to, the following:

1. District advisory committee information: names, the date terms expire, membership criteria and application date.
2. Student performance goals for meeting Minnesota Standards written so parents can understand, and based on analysis of test data and other indicators.
3. District improvement plans focus on the standards and based on data.
4. Statewide test results reported in a format which is clear and readable.
5. Student demographics include number of students in grades 9-12:
 - enrolled according to the MARSS report
 - passing basic tests at state level
 - passing basic tests at individual level under IEP or 504 plan
 - passing basic tests that have been translated into language other than English
 - exempt from basic tests
6. A biennial review of the district test program :
 - written objectives of testing program
 - names of tests
 - grade levels tested
7. Constituent surveys are reported on a periodic basis
8. Report on inclusive education program activities

Each school in Moorhead School District, by a majority vote of the licensed teachers and administrators at the school voting jointly and by a majority vote of the school board must determine the number of preparatory and high school standards that the school requires students to complete including the number students must complete to graduate.

For the content standards that the school and board vote to require students to complete:

- the required standards must be placed across the curriculum;
- the content standards must be embedded into courses;
- the student must demonstrate completion of all specifications of the content standard;
- appropriate performance assessment of all specifications of the content standard must be selected for the student to demonstrate completion of the standards;
- a score must be assigned according to the state scoring criteria to the student's work that was done to complete the required content standard; and,
- the score that the student earned must be recorded on the student's transcript, thus documenting that the student completed a standard that is required for students to complete.

Moorhead School District will report by school site how many and which preparatory and high school content standards are required for students to complete to the Commissioner of Education by August 15. Beginning August 31, 2000, the district will provide to the commissioner the number of "hold harmless" waivers granted by the Moorhead School Board, the number of rigorous course waivers granted and the number of student transfer waivers granted by the Moorhead School Board

Graduation Standards Implementation Policy B:

ENSURING TEACHING AND ASSESSMENT OF PREPARATORY STANDARDS

I. PURPOSE

The purpose of this policy is to ensure that all preparatory and high school content standards of the Profile of Learning are addressed directly in both curriculum and assessment for all students, including those with special needs, in compliance with the requirements set forth in the Rules Relating to Graduation Standards Minnesota Rules Chapter 3501.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Moorhead School District to implement the Minnesota Graduation Standards. This policy ensures that all students will receive instruction, curriculum and assessment which addresses the required preparatory standards of the Profile of Learning. This policy also defines how technology will be integrated across student learning areas.

III. ESTABLISHMENT OF CURRICULUM AND INSTRUCTION

Preparatory Content Standards Mapping: Appendix D

[Rule definitions 3501.0320]

"Preparatory content standard" means a primary, intermediate, or middle level standard that a district requires students to complete, usually in kindergarten through grade 8.

"Primary content standard" means a content standard that the district requires students to complete in approximately kindergarten through grade 3.

"Intermediate content standard" means a content standard that the district requires students to complete in approximately grades 4 and 5.

"Middle level content standard" means a content standard that the district requires students to complete in approximately grades 6 through 8.

Students will have opportunities to learn the knowledge and skills defined in the Preparatory Standards as outlined in the curriculum and instruction maps for primary, intermediate, and middle levels. The Moorhead School district will integrate required and elective content standards in the scope and sequences of the district curriculum. Assessment results will be recorded by teachers in the designated grade level and subject areas.

The Moorhead School District will follow procedures that ensure students with individualized plans (IEP or 504 Plans) and students with Limited English Proficiency will be provided opportunity to complete preparatory standards. Variations may be determined according to rule specifications 3501.0340 and 3501.0350.

Graduation Standards Implementation Policy C

ENSURING TEACHING AND ASSESSING OF HIGH SCHOOL STANDARDS

I. PURPOSE

The purpose of this policy is to ensure that all preparatory and high school content standards of the Profile of Learning are addressed directly in both curriculum and assessment for all students, including those with special needs, in compliance with the requirements set forth in the Rules Relating to Graduation Standards Minnesota Rules Chapter 3501. The district will integrate required and elective content standards in the scope and sequence of the district curriculum.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Moorhead School District to implement the Minnesota Graduation Standards. This policy ensures that all students will receive instruction, curriculum and assessment which addresses the required preparatory and high school content standards of the Profile of Learning. This policy also specifies that technology will be integrated across Learning Areas: Two - Write and Speak; Four - Mathematical Concepts and Applications; Five - Inquiry and Research; and Area Six - Scientific Concepts and Applications.

III. ESTABLISHMENT OF CURRICULUM AND INSTRUCTION

Embedding the High School Content Standards: Appendix E

The Moorhead School District will follow procedures that ensure students with individualized plans (IEP or 504 Plans) and students with Limited English Proficiency will be provided opportunity to complete high school level standards. Variations may be determined according to rule specifications 3501.0340 and 3501.0350.

IV. GRADUATION REQUIREMENTS

A student is required to complete 24 of the 47 content standards in learning areas one to nine under the Profile of Learning 3501.0330 Graduation Requirements. Those requirements are distributed as follows:

DISTRIBUTION REQUIREMENTS FOR HIGH STANDARDS

9 REQUIRED STANDARDS:

Area 3 ARTS AND LITERATURE

Creation and Performance
Analysis and Interpretation

Area 4 MATHEMATICAL CONCEPTS AND APPLICATIONS

Shape, Space, Measurement

Area 7 SOCIAL STUDIES

Themes of U.S. History
U.S. Citizenship

Area 8 PHYSICAL EDUCATION AND LIFETIME FITNESS

Individual / Community Health
Physical Education and Fitness

Area 9 ECONOMICS AND BUSINESS

Economic Systems

12 REQUIRED STANDARDS FROM GROUPINGS:

Area 1 READ, LISTEN, AND VIEW

(choose one)

Read Complex Information OR
Technical Reading

Area 2 WRITE AND SPEAK

(choose one)

Academic Writing OR
Technical Writing

(choose one)

Public Speaking OR
Interpersonal Communication

***Area 4 MATHEMATICAL CONCEPTS
AND APPLICATIONS***

(choose one)

Discrete Mathematics OR
Chance and Data Analysis

(choose one)

Algebraic Patterns OR
Technical Applications

Area 5 INQUIRY AND RESEARCH

(choose one)

Math Research OR
History of Science OR
History through Culture OR
History of the Arts OR
World History and Cultures OR
Records of History OR
Issue Analysis

Area 5 INQUIRY AND RESEARCH (continued)

(choose one)

Research Process OR
Social Science Processes OR
Research and Create a Business Plan OR
Market Research OR
Case Study OR
New Product Development

***Area 6 SCIENTIFIC CONCEPTS AND
APPLICATIONS***

(choose two) AND / OR

Concepts in Biology
Concepts in Chemistry
Earth and Space Systems
Concepts in Physics
Environmental Systems

Area 7 SOCIAL STUDIES

(choose one)

Human Geography OR
Institutions and Traditions in Society OR
Community Interaction

***Area 8 PHYSICAL EDUCATION AND
LIFETIME FITNESS***

(choose one)

Career Investigation OR
Occupational Experience

Area 9 ECONOMICS AND BUSINESS

(choose one)

Natural Managed Systems OR
Personal/Family Resource Management OR
Business Management OR
Financial Systems OR
Technical Systems

Area 10 WORLD LANGUAGES

3 ELECTIVE STANDARDS:

MOORHEAD HIGH SCHOOL GRADUATION POLICY

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

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

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

Requirements for graduation are:

1. **Minnesota Basic Graduation Standards** - Students must achieve passing scores on the Minnesota Basic Graduation Standard Tests in:

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

Reading, Mathematics and Writing Basic Standards - for students entering ninth grade for the first time in 1997 or a subsequent year.
2. **Minnesota Profile of Learning** - Students who enter ninth grade for the first time in the fall of 1998 or a subsequent year, must successfully complete 24 High School Content Standards from the Minnesota Profile of Learning as specified in Minnesota Rule 3501.0330 Graduation Requirements.
3. **Local Credit Requirement** - Students must successfully complete 21 credits acceptable to the Moorhead School District. The 21 credits must include:

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

Grade 9 - Required	English	(1 credit)
	Social Studies	(1 credit)
	Science	(1 credit)
	Math	(1 credit)
	Physical Education	(1/2 credit)
Grade 10 - Required	English	(1 credit)
	Social Studies	(1 credit)
	Physical Education	(1/2 credit)
	Health	(1/2 credit)
Grade 10, 11, or 12 Required	Science	(1 credit) 1 science credit must include Biology
	Math	(1 credit)
Grade 11 - 12 Required	English	(2 credits) including one semester of composition and one semester of literature

Social Studies (2 credits)

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

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

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

Grade 11 and 12	English	(1 credit)
Local Requirement	Social Studies	(1 credit)

And additional credits to total 21 credits

Note: While students are earning credits, the same courses will provide opportunities for students to complete work in the **24 High School Content Standards**. The selection of those courses and standards must meet the distribution requirements specified in the Minnesota Profile of Learning Rule 3501.0330 Subp. 3 - 7. The **DISTRIBUTION REQUIREMENT** is shown on pages 9-10.

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

Graduation Standards Implementation Policy D

STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which will advance the staff's ability to work effectively with the Graduation Standards and with students as they progress to achievement of those Graduation Standards.

II. GENERAL STATEMENT OF PURPOSE

The Moorhead School District is committed to developing staff policies and processes for continuous improvement of curriculum, instruction and assessment to ensure effective implementation of the Graduation Standards at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

The District Staff Development Committee, with the Graduation Standards Implementation Committee shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Standards at all levels. The committee will advise the school board and school sites on the planning of staff development opportunities.

The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Standards effectively and to upgrade that implementation continuously.

Staff development plans for the school district shall address identified needs for Graduation Standards implementation throughout all levels of the school district programs.

In - service, staff meetings, and district and building level staff development plans and programs shall focus on implementation and improvement of the implementation of the Graduation Standards at all levels for all students, including those with special needs.

IV. BEST PRACTICES FOR TEACHING

The teaching philosophy, techniques, methods, strategies, and material should reflect the best knowledge about teaching practices and material that support the achievement of the desired learning results. The building principals with assistance from program staff, shall review the literature and the experience of others to identify and keep current the accepted practices.

Accepted best teaching practices include, but are not limited to the following:

- Teaching practices align clearly with the desired outcomes
- High expectations for learning and behavior set for all students
- Communications and explanations clear to students
- Constructivist teaching practices used.
- Effective techniques for classroom management used
- Effective learning behavior modeled
- Learning related to application in the world outside of school
- Lessons presented using effective questioning techniques and active student participation
- Parents effectively involved in the education of their children

Graduation Standards Implementation Policy E

CREDIT FOR LEARNING

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in other schools, in alternative learning sites, in Post-Secondary Enrollment Options and other advanced enrichment programs, and in out-of-school experiences such as community organizations, work based learning, and other educational activities and opportunities.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Moorhead School District to develop and provide processes and procedures by which students may meet a graduation requirement for a content standard, whether the school district offers the content standard in its curriculum or the student accomplishes the work in another learning environment. The school district will provide a process for transfer of standards completed in another Minnesota school district, recognition of work completed in other schools and post-secondary institutions and credit for standards achieved in extracurricular activities activities outside the school, previous learning, and community and work experiences.

III. TRANSFER OF CONTENT STANDARDS FROM OTHER MINNESOTA SCHOOLS

The school district will transfer high school content standards achieved in earlier grades or in other schools on standards-based programs to the student's record upon admission, completion of a summer school program or the like.

1. A panel consisting of the high school principal, counselor and appropriate teaching staff shall review the criteria for judging student work submitted by alternative learning centers, outside entities or persons and recommend approval or disapproval for standard completion. The student shall receive a "completed" as a score for content standard completed from other sites, other public schools, work that schools outside the state accept for completing the equivalent of standards, and opportunities to complete high school content standards outside the district's curriculum.
2. The superintendent or designee shall approve all alternate learning environments and the performance criteria to be used in those environments for meeting preparatory and graduation standards.
3. Students who entered 9th grade before school year 2001-2002 and satisfactorily completes an AP or PSEO course satisfies the requirements of the content standards corresponding to that rigorous course (i.e. history for history; math for math, etc...). The district will report these scores to the commissioner as waivers. By August 15, 2002, and each year thereafter, colleges and universities will determine what courses offered under PSEO are equally or more rigorous than the content standards required and will provide that information to the school district. Student will given a "complete" for standards under this waiver; and EQU or a score/grade if scoring criteria is used.

The content standard achieved, the score achieved and the site from which the content standard is transferred shall be included in the student transcript.

Students shall be advised of the opportunities available to complete further requirements and

electives.

IV. OTHER WORK TRANSLATED TO STANDARDS

The school district will translate work completed by students, including those with special needs, in schools (K-12, post-secondary or other) which have not reported achievement according to the Minnesota Graduation Standards, into standards completion equalizations.

1. A panel consisting of the high school principal, counselor and appropriate teaching staff shall review the criteria for judging student work submitted by alternative learning centers, outside entities or persons and recommend approval or disapproval for standard completion. Students shall receive a "completed" as a score for content standard completed from other sites, other public schools, or work that schools outside the state accept for completing the equivalent of standards, and opportunities to complete high school content standards outside the district's curriculum.
2. The superintendent or designee shall approve all alternate e learning environments and the performance criteria to be used in those environments for meeting preparatory and graduation standards.

V. CREDIT BY ASSESSMENT

When a student requests recognition of work completed but for which no academic transcript exists, the student shall make application to the principal. Not more than sixty days after the application is filed, the principal shall inform the student and the student's parents what evidence must be presented to certify the completion of the standard. Evidence of completion might include letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the standard, oral or written tests or interviews, actual performances or demonstrations assessed by district staff or others knowledgeable in the specifications of the standard, and / or other evidence as appropriate for the individual situation. Upon successful submission of the required evidence, the standard shall be noted on the transcript, with an EQU for equivalent, and a notation of where and when the standard was completed and verified.

VI. WAIVERS FOR SPECIAL SITUATIONS

The principal in consultation with school counseling staff, may grant a waiver from meeting Graduation Standards requirements for special situations within guidelines established by the Profile of Learning Rule.

VII. HOLD HARMLESS

The Moorhead School board may waive any content standard for a student or group of students who entered ninth grade before the 2000-2001 school year if the board determines that the students could not meet the content standard due to circumstances related to implementing the profile of learning that were beyond the students' control.

Transcript Data

For high school content standards completed before the 2000-2001 school year, a student may request that the transcript record a "complete" or "incomplete" and not the numeric score recorded in an earlier school year.

Graduation Standards Implementation Policy F

STUDENT / PARENT ADVISING

I. PURPOSE

The purpose of this policy is to establish a process for informing students and their parents or guardians of student progress toward achievement of the Graduation Standards and of the learning opportunities available to meet the needs and interests of students.

II. GENERAL STATEMENT OF POLICY

The school district will inform parents/students as to student progress toward the Preparatory and High School Standards and of the learning opportunities available. This will be achieved through conferences and reporting on a regular basis. Through a planning process the student and parents will be advised about the student's achievement, standards and course offerings the student may take, and career and post-secondary planning as appropriate.

III. STUDENT / PARENT ADVISING

The school district will provide written notice to students and parents or guardians of the content standards taught and assessed in the curriculum and the procedures by which students may meet graduation requirements with content standards completed outside of the school district's curriculum. This information will be published in the following documents:

1. Annual Report on Curriculum, Instruction and Student Performance which is mailed to every home;
2. Student Handbooks which are sent home with all students; and
3. Registration Guides which each parent/student receives prior to registration.

Graduation Standards Implementation Policy H

RECORD KEEPING AND REPORTING

I. PURPOSE

The purpose of this policy is to establish the district's process for recording and reporting student achievement of the Graduation Standards.

II. GENERAL STATEMENT OF POLICY

The school district shall establish a system for recording student completion of primary, intermediate, middle level and high school level content standards that will include content standards completed by the student and the score achieved on each content standard. A content standard is taught in the context of the course, not standing alone as a separate set of activities. This is what is meant by embedding the specifications of the content standard into the course. Students must demonstrate completion of all specifications of a content standard if it is one that students are required to complete. What a teacher determines the student's grade for the course (subject), the work done by the student to demonstrate completion of the specifications of the content standard embedded in that course must be factored in and included as part of the student's course grade. The teacher must have a record of the student achievement of all specifications of a required content standard and evaluate and score that work separately in order to document completion of the standard as a graduation requirement. The high school transcript information will be recorded and reported using the format according to specifications provided the the commissioner. Refer to Appendix F for Preparatory Standards Report and format of high school transcript. Electronic reporting systems for the Preparatory Standards will be developed for reporting to parents.

III. RECORD KEEPING PROCEDURES

The Assistant Superintendent for Teaching and Learning and principals will monitor the Profile of Learning record keeping and reporting process. The student's record of achievement on each content standard will be recorded on the Profile of Learning for Preparatory Standards and on the transcript for the Profile of Learning High Standards. A record keeping system was developed in the 1999-2000 school year using the "Grade Quick" software program at the senior high school and junior high school. This system will import the information to the AS400 system as a part of the student transcript. The progress report in grades Kindergarten - 6 will incorporate the Profile of Learning Reporting.

IV. OTHER DISTRICT RESPONSIBILITIES 3501.0430

A district shall maintain records of the following to be submitted for audit at the request of the Commissioner of Education for its periodic review of graduation standards, opportunities, and requirements:

- A. Examples of local assessments used to measure student completion of a content standard;
- B. aggregate data on student's completion of each high school standard;
- C. aggregate data on each year's high school graduates including number of high school content standards completed and level of achievement on each standard;
- D. Anonymous example of student work in each high school content standard; and,
- E. The number and identity of available content standards, the number of required content

standards, and the number of content standards completed by students.

V. The grade level of a student shall not prohibit a student from receiving the highest state exemplar score upon completion of a content standard. The state exemplars using the outstanding work of 3rd, 5th, 8th and 12th graders is no longer required.

The Moorhead School District will use the state scoring criteria and use 1-4 to score the performance assessments of required content standards. Teachers may assign a score of "0" to incomplete work on a standard.

Graduation Standards Implementation Policy H

APPEAL PROCESS

I. PURPOSE

The purpose of this policy is to clearly establish how a student and/or parent/guardian may appeal a decision made regarding implementation of the Profile of Learning or any decision made under these policies.

II. GENERAL STATEMENT OF POLICY

The school district encourages student and parent or guardian involvement in the implementation of and decisions concerning the Profile of Learning. To address the concerns of students and parents or guardians regarding the implementation of the Profile of Learning or any decisions made under these policies, the school district has established a procedure for review of these issues.

III. PROCEDURE FOR HANDLING CONCERNS

Initial Complaint

Students and their parents or guardians may report concerns or complaints regarding the implementation of the Profile of Learning or decisions made under these policies to the building principal. While written reports are encouraged, a complaint may be made orally. When complaints are made orally, the building principal or designee shall reduce the complaint to writing.

The building principal shall investigate the complaint within a reasonable time and shall respond in writing to the complaining party concerning the outcome of the investigation, including any actions taken in response to the complaint and the right to appeal the decision pursuant to this policy. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act).

Appeal of Decision

A complaining party may appeal the decision of the building principal. Appeals must be made in writing within ten calendar days of the date of the decision. The superintendent shall review the decision of the building principal and conduct such additional investigation as deemed appropriate and necessary. Within a reasonable time from receipt of the appeal, the superintendent shall respond to the complaining party concerning the outcome of the review.

A complaining party may appeal the decision of the superintendent to the school board. Appeals must be made in writing within ten calendar days of the date of the decision. The school board shall review the complaint in any manner it deems appropriate. The school board shall issue a decision regarding the appeal at its next regularly scheduled meeting following the conclusion of the school board's review and investigation of the complaint, or as soon thereafter as appropriate. The decision of the school board shall be final.

Maintenance of Records

The school district will maintain records of all issues, comments, and concerns about student achievement and system delivery of content standards. These records shall be submitted for audit at the request of the commissioner for review of Graduation Standards, opportunities, and

requirements.

Graduation Standards Implementation Policy I LOCAL DISTRICT POLICIES AND PROCEDURES

I. PURPOSE

The purpose of this policy is to affirm that student assessment will be performance-based, rigorous, and align with all parts of the standard and that student work will be evaluated according to criteria.

II. GENERAL STATEMENT OF POLICY

In assessing student achievement of the standards, the district will use performance based assessment. Staff development opportunities will provide teachers with examples and help to develop performance based assessment to determine a student's achievement on content standards.

III. SPECIAL SITUATIONS

Students with IEP's - The IEP Team shall address each standard during the annual review. The IEP will reflect accommodations and/or modifications to basic standard testing and performance assessments. The IEP team will determine if a student will be exempt from the basic standards testing or the Profile of Learning. The special education coordinator is responsible to monitor the special assessment needs of students with IEP's and to implement whatever actions are necessary to respond to these needs according to state guidelines.

Students with 504 Plans - Accommodations and/or modifications will be made for students as documented in the 504 plan. The building principals, along with the counselors are responsible to monitor the special assessment needs of students with 504 plans and to implement whatever actions are necessary to respond to these needs according to state guidelines.

Students with LEP - the ESL teachers, general classroom teachers, parents, counselor, students and administrator will determine all accommodations needed to be made for LEP students. The team will develop an individual graduation plan that modifies requirements. A team must annually review the plan that has been developed. LEP students may not complete the content stands in learning areas 1 and 2 in a language other than English. The LEP coordinator is responsible to monitor the special assessment needs of students with LEP status and to implement whatever actions are necessary to respond to these needs according to state guidelines. See Appendix N, O and P.

For all students with special situations - After results have been obtained from any basic skills testing in grade nine and beyond, a report will be sent to the child study facilitator and counselors for their review and discussion at a team meeting to determine whether modification and remediation efforts are necessary. As students enter the Moorhead School District from outside, the state records will be reviewed by the guidance staff and special education staff as appropriate to consider testing opportunities, remediation, and waivers for special situations

BASIC STANDARDS PART TWO

I. PURPOSE

The purpose of this policy is to ensure that students graduating from Moorhead Senior High demonstrate competency in the Basic Standards.

II. GENERAL STATEMENT OF POLICY

Beginning with students who enter ninth grade in 1996, to qualify for a high school diploma, a student shall demonstrate competency in reading and math with a scaled score of 590.

Beginning with students who enter ninth grade in 1997, to qualify for a high school diploma, a student shall demonstrate competency in reading, math, and writing with a scaled score of 600.

Refer to the Moorhead Graduation Policy on page 7 and 8 of this Implementation Manual for the graduation requirements relating to Basic Standards.

Refer to Permanent Rules relating to Grad Standards, Appendix G.

III. PROCEDURES RELATING TO BASIC STANDARDS

A. Test Administration Plan

The school district shall follow the statewide testing schedule using the state approved tests for Basic Standards in Reading, Mathematics, and Writing. The Board of Education shall annually review/revise a Basic Standards Test Administration Plan which includes the components below:

- 1) District graduation requirements;
- 2) Opportunities for remediation for a student who has not passed the test/s;
- 3) Process for requesting an additional testing opportunity and accommodations for a senior who has met other graduation requirements but has not passed one or more tests of basic standards;
- 4) Process for appealing the district's response to number ~~four~~ five above; and
- 5) How to report breaches in test security to the district and to the Department of Children, Families and Learning.

Refer to statewide testing law in Appendix H.

B. Content of the Tests

The basic standards specifications contain information about the content of the test. Each school's curriculum materials will clearly show that the content of the test is being taught. Students must have had ample opportunity to learn the material being tested.

Refer to Appendix I-K for specifications in reading, math and writing.

C. Test Administration Procedures

Tests, testing materials and answer sheets are non-public data, consistent with Minnesota Statutes 13.34. Therefore, they may only be viewed or used by authorized school district personnel. All requests to review a state basic standards test before or after it is administered should be forwarded to the Assistant Superintendent for Teaching and Learning. Assistant Superintendent for Teaching and Learning should offer a review of sample tests rather than the test itself. In most cases, teachers and counselors will be administering the Basic Standards Tests.

D. Test Security

The school test coordinator at each testing site is responsible for the security of all test books,

answer sheets and materials. The school test coordinator must ensure that students and other unauthorized persons do not have access to the tests prior to, or following, the test administration. Under no circumstances should test booklets or answer sheets be copied.

The district and school sites shall observe the following test security measures:

- 1) All test booklets, answer sheets and test materials shall be placed in locked storage in the district Curriculum Office and in school vaults before and after test administration.
- 2) No one other than authorized personnel shall have access to the test material.
- 3) No copies of the test booklets or answer sheets shall be made.
- 4) Any known violations of test security shall be reported to the district Superintendent of Schools and the Department of Children, Families and Learning.

Consequences of security violations may include invalidation of an entire set of test scores if the violation is found to justify serious questions about the integrity of the results of the entire test administration. Staff members who violate test security may be charged with a fine in an amount determined by the Department of Children, Families and Learning, loss of teaching license, and the staff member may be subject to dismissal.

E. Recording and Reporting Test Results

The district shall keep a record on each student that includes:

- 1) the Basic Standards Test taken with dates;
- 2) and the results of each testing using the state defined result codes which include:
 - Pass state level - under standard testing conditions or with an accommodation
 - Pass individual level - with a modification established by the IEP or 504 plan
 - Pass translation - when the test has been translated into a language other than English
 - Temporary exemption - may be applied for students with Limited English Proficiency
 - Exempt - when the student has been exempted from the Basic Standards Test

Students and their parent/s or guardians shall be notified of test results within 90 days after taking the tests. Notification of the results shall include information about remediation and IEP modifications or 504 possibilities. For students who are in their expected graduation year and have not yet passed one or more Basic Standards Tests, the notification shall include information about the process to request additional testing as well as the appeal process.

IV. PROCEDURES RELATED TO SPECIAL SITUATIONS

A. Testing in April of Graduation Year

Students in their graduation year who have met all other graduation requirements but have not passed one or more of the Basic Standards Tests may request another testing opportunity. Students and parents will be notified of this opportunity when receiving the results of the regularly scheduled test. The student and/or his or her parents/guardians can request another testing opportunity by contacting the secondary principal by mail or telephone. The principal will convene a planning meeting to address student needs.

B. Appeal for Additional Testing

If the parent(s), guardian(s) and/or student is not satisfied with the proposed plan, they may appeal to the Board of Education at its next regularly scheduled meeting by submitting a written request to the Superintendent two weeks prior to the next Board of Education meeting for placement on the agenda.

If the parent, guardian, or student is not satisfied with the decision of the Board of Education, he

or she may appeal to the Minnesota Department of Children, Families and Learning.

C. Basic Standards and Statewide Testing at Grade Eight

The district shall follow the statewide testing rules shown in Appendix M for administering the Basic Standards Tests in grade eight. All students will be tested unless an individual student receives an exemption through the IEP Child Study Team process or students with LEP who have been in the U.S. less than 12 months. Students who are tested at grade eight may receive testing accommodations if their IEP, 504 Plan or LEP Plan requires a state approved accommodation according to the specifications found in Appendix N and O.

D. Special Situations for Basic Standards Testing Beyond Grade Eight

The district shall follow the rules for granting accommodations, modifications, or exemptions as specified in Appendix P. The special forms and procedures shown in Appendix Q shall be utilized in order to document accommodations, modifications or exemptions.

Modifications may be determined by a Child Study Team process after a student has established a testing history. The testing history, along with other diagnostic tools, will then be used to establish the necessary modifications. These modifications will be specified in the student's IEP, 504, or LEP plan.

The teacher who is designated to work with the student's individual plan related to Basic Standards Testing and the building principal are responsible for following state rules related to special situations.

E. Procedures for Transfer Students

No later than 30 working days after the date of the entrance or transfer of a student into the district during or after ninth grade, the district shall provide to the parents/guardians and student written notice of the graduation requirements and the grade in which the student shall have the first opportunity to take a Basic Standards Test.

Transfer students shall not be required to take a Basic Standards Test if:

- 1) the student's former school record verifies that the student has already passed a test for that Basic Standard

Transfer students who transfer into the district in their graduation year from an out-of-state school can:

- 1) take the Basic Standards Tests on the regularly scheduled date;
- 2) take the Basic Standards Tests on the additional testing date after April 1 (seniors only);
- 3) transfer credits back to the previous out-of-state school to graduate from that high school; or
- 4) access the appeal process.

V. OPPORTUNITY TO LEARN AND REMEDIATION PLAN

The school district shall provide appropriate learning opportunities for all students. At least two years before the anticipated date of the student's graduation, the district shall develop a plan for remediation for students who have not passed one or more of the Basic Standards Tests. The high school counseling staff will plan with the student and his or her parents/guardians to provide remediation opportunities.

A. K-12 Programs Providing Opportunities to Learn

The regular education program provides opportunities to learn the skills specified in the Basic Standards. In addition to the regular program, the district offers the following programs to support

the Basic Standards:

- Reading Recovery - Grade 1
- Title I/AOM Reading - Grade 1 to 8
- Title I/AOM Math - Grade 1 to 8
- Special Services - Pre-school to age 21
- Reading Improvement - Grades 9-12
- Basic Math (AOM) - Grade 9-12
- Basic Standards Summer School - Grade 9-12
- Targeted Services

In addition, teachers offer individual assistance before and after school and school counselors will assist students in developing an individualized learning plan if a student has not met the Basic Standards requirements by the end of their tenth grade year.

B. Documentation K-8

The reading and math outcomes shown on Grade K-6 Progress Reports are aligned with the specifications outlined in the Basic Standards. Those reports serve as one indicator of whether or not the student is making good progress toward meeting the Basic Standards. Progress Reports and Individual Learning Plans are part of the student's cumulative record.

Another indicator of basic skills development is the Iowa Test of Basic Skills which is administered in the elementary grades and the junior high level.

C. Title I Documentation

Students who have participated in the Title I/Assurance of Mastery program will have documentation in the Individual Learning Plan which serves as a Title I Parent Compact as well. Their progress in Basic Standards and the High Standards will be documented as required by Minnesota Standards and Title I guidelines.

D. Documentation 9 - 12

When a student enters ninth grade for the first time, he/she will be assigned a graduation year. Students will have the opportunity to take the Basic Standards Test as least once each year. The date and results of each testing will be stored in the district Graduation Standards Maintenance file. A hard copy of the testing history will be kept in the students cumulative record and a label will be applied to their permanent record.

E. Remediation Plan

The Learning Plan for Remediation will be part of the Notification of Results Letter for students who have not passed a Basic Standards Test. The student and parent/guardian will be asked to sign a Learning Plan form indicating that they are aware of options for remediation. This plan will assist school staff in programming to meet the needs of students who have not passed the Basic Standards Tests. High School counselors will individually contact students who have not passed one or more of the tests by the end of their tenth grade year.

VI. AUDIT FOR BASIC STANDARDS DOCUMENTATION

The school district shall maintain records necessary for program audits conducted by the department. The Office of Instruction will be in charge of documentation.

CHECKLIST FOR DOCUMENTATION NEEDED FOR AUDIT

The records must include documentation that shows:

- _____ 1. Tests used comply with state requirements.
- _____ 2. Required notification to parents/guardians and students.
- _____ 3. Required student records.
- _____ 4. Process for additional testing.
- _____ 5. Test security procedures.
- _____ 6. Decisions regarding accommodations, modification and exemptions.
- _____ 7. Curriculum and instruction provides appropriate learning opportunities in the Basic Standards.
- _____ 8. Remediation plans on file.
- _____ 9. Test administration plan meets requirements.
- _____ 10. Documentation for students granted accommodations or exempted from testing.
- _____ 11. Assessments and documentation of performance for students granted modifications are in compliance.
- _____ 12. Process for testing LEP students is in compliance.

VII. RECORD KEEPING FOR BASIC STANDARDS

The student record will show whether or not the student has passed each Basic Standards Test. The date passed will be documented using the district's student record system called the Graduation Standards Maintenance File. The data from this file is transferable to state record keeping systems through the MARSS reporting system. The district technology department for data processing is responsible for transferring testing data from disk to AS400 storage and completing the MARSS transfer.

Refer to the Action Plan in Appendix S for procedures which impact record keeping. Some of these procedures involve: 1) receiving the test results from state testing; 2) analyzing the data; 3) entering the results in student records; and printing forms, labels, and letters.

In addition to computer records showing passing or not passing status, counselors will monitor remediation and testing results for students who have not met the Basic Standards by the end of their tenth grade year. This requires documentation of contact made with the student and his or her family to develop a remediation plan for meeting the Basic Standards requirements.

MEMO #: I-02-023



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Class Size Reduction Application
DATE: August 22, 2001

The application outlines the districts initiative to maintain class sizes. The focus of the program remains on the early elementary grades of kindergarten through grade three.

From the information obtained from the Department of Children, Families & Learning, school year 2001-2002 will likely be the last year of the federal class size reduction program in its current form.

The funds may not be used for hiring paraprofessionals; PE, art or music specialists; teachers outside of grades K-3 or increasing a half-day kindergarten program to all-day everyday kindergarten.

SUGGESTED RESOLUTION: Move to approve the Class Size Reduction application and submit to the Department of Children, Families and Learning for the 2001-2002 school year.

LAK/smw



Learner Options
1500 Highway 36 West
Roseville, MN 55113-4266

CLASS SIZE REDUCTION APPLICATION JUL 2 2001

ED-02231-7

DUE: 8/31/01

GENERAL INFORMATION AND INSTRUCTIONS: The information on this report is a requirement of P.L.106-554, the Department of Education Appropriation Act, 2001. Complete and submit original and one copy to the above address by 8/31/01.

I. IDENTIFICATION INFORMATION

District Name Moorhead Area Public Schools				District Number 152	
Address 810 4th Avenue North		City Moorhead		State MN	
Superintendent Name Dr. Larry Nybladh		Telephone Number (218) 284 3331		Fax Number (218) 284 - 3333	
District Contact (if different) Lynne Kovash		Telephone Number (218) 284 3311		Fax Number (218) 284 3333	
E-Mail Address lnybladh@moorhead.k12.mn.us				Zip Code 56560	
E-Mail Address lkovash@moorhead.k12.mn.us					

II. DISTRICT CLASS SIZE REDUCTION INFORMATION

For each licensed teacher hired as part of your district's class size reduction plan, please supply the requested information in the following table and **CHECK** appropriate boxes as applicable. Attach additional sheets as necessary. Include only the teachers you are hiring for the expressed purpose of class size reduction. Please include teachers who are being retained from the previous school year.

HIRE	GRADE LEVEL ASSIGNED	SCHOOL	% STUDENTS ELIGIBLE FOR FREE OR REDUCED PRICE LUNCHES	SCHOOL YEAR HIRED	FTE	LICENSURE (check one)		
						Elementary	Special Education	Other (identify)
#1	1 & 2	Edison Elementary		2001	.5	X		Reading Support
#2	2	Edison Elementary		1999	.125	X		Reading/Math
#3	1 & 2	Probstfield Elementary		2000	.5	X		Reading Support
#4	1	Probstfield Elementary		2001	1	X		
#5	2	Probstfield Elementary		1999	.125	X		Reading/Math
#6	1 & 2	Probstfield Elementary		2001	.7	X		Reading Support
#7	2	Probstfield Elementary		2001	.5	X		
#8	2	Riverside Elementary		1999	.125	X		Reading/Math
#9	2	Washington Elementary		1999	1	X		
#10	2	Washington Elementary		1999	.125	X		Reading/Math
#11								
#12								
TOTAL					4.4			

III. NARRATIVE

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

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

In the Annual Operating Plan approved by the School Board at the March 2001 meeting, staff reductions were indicated. In June and July, target class sizes were set with building principal and the Assistant Superintendent for Teaching and Learning. After spaces were utilized, other options were discussed with district administrators and the school board. Our plans included targeting all district schools to maintain class sizes across the district. We have especially targeted kindergarten and will attempt to maintain smaller class sizes in grades 1 and 2 across the district. The determination to target kindergarten and grade 1 meets with the literacy initiative across the district. In grades 1 and 2, support is given for literacy groups and additional support in the area of mathematics.

With declining enrollment and less general operating funding, we have attempted to maintain class sizes according to the district policy. The class sizes may vary throughout the district in different schools, but we are attempting to maintain a district average class size according to policy. (Attachment A)

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

The state and federal funds have been used to hire additional staff, hire substitute teachers during the time teachers work with individual students to develop individual learning plans, and to hire teachers that will work with groups of students in the area of mathematics and reading. Our goals have been to help students with both remediation and enrichment for all students as needed. The percentage of federal funds used for staff development is 2.9% with 1.5% used for administrative costs.

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

New teachers attended a one day in service with training in performance assessment and Minnesota Graduation Standards. August Academy (staff development workshops in August for teachers) has also been a part of providing quality staff development for our teachers. Teachers will also be given the opportunity to work with district staff to develop curriculum for classrooms based on best practices for teaching. The three additions says of inservice will be provided to support teachers in the work of K-12 scope and sequence and performance assessment. Additional professional development time will be spent in study groups to support district initiatives. Classes are offered for primary teachers in guided reading and foundation of literacy. The reading specialists in the district has taken these classes. We also have trained facilitators in Everyday Mathematics available in each of the district schools.

III. NARRATIVE (CONTINUED)

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

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

- E. Please describe how your district will enhance its professional development plan with the federal Class Size Reduction funds. Specific descriptions of activities must be provided, including the goal of each activity, the content of the sessions, the number of teachers to be served and the method for delivering the professional development services.

The funding will be used to supplement the curriculum development in grades K-3. New teachers are collaborating with mentor teachers to develop curriculum that is performance based and integrated between disciplines.

- F. Please provide a description of the steps your district will take to ensure equitable access to and participation in the federal Class Size Reduction program. The description may be brief and address the specific barriers applicable to local circumstances. The six most common barriers that can impede equitable access or participation are: gender, race, national origin, color, disability, or age. This statement is a requirement of Section 427 of the General Education Provisions Act.

The federal class size funding has been utilized by all the elementary schools. A larger portion of the funding has gone to one of the elementary schools in the district. This school has the highest enrollment with students from diverse backgrounds. The school does not qualify for Title I services, but the diversity and needs within the school are many. This has been a way to provide additional support for students that may not be provided with the support through other programs.

- G. Summarize the percentages of your federal Class Size Reduction entitlement that will be used for each of the following:

95.6% Recruiting, Hiring and Testing New Teachers

2.9% Professional Development

1.5% Local Administration and Reporting

CLASS SIZE REDUCTION APPLICATION (CONTINUED)

ED-02231-03*

Page Four

IV. ACTUAL/PROJECTED CLASS SIZE CALCULATIONS BY GRADE LEVEL

Impact of Class Size Reduction Plan

For School Year 2000-2001, please provide the actual average class sizes for each grade level. For School Year 2001-2002, please include the planned average class sizes for each grade level after implementation of your district's class size reduction plan.

GRADE	SCHOOL YEAR 2000-2001 Average Class Size	SCHOOL YEAR 2001-2002 Average Class Size (Projected)
Kindergarten	21.3	18.56
1	18.7	23.00
2	23.8	25.21
3	25.7	27.53
4	27.9	27.19
5	28.2	28.36
6	29.1	28.00
Other		

V. ANNUAL REPORT INFORMATION

Describe your district's plan for the annual report required by the federal Class Size Reduction program including the date by which your district will present the report. This report must be produced for parents and the general public. The plan must include a strategy for disseminating the report in a format easily understandable by the general public, which may include providing reports in the most common non-English languages and alternative formats. At a minimum the report must include: the number of teachers hired, the grades to which they were assigned, the class sizes before and after implementation, the professional development activities provided through the use of the federal Class Size Reduction funds and the number of participants at each event, measures of student performance prior to and after implementation, and progress the district has made in increasing the percentage of classes in core academic areas taught by fully qualified, licensed teachers throughout the district. Include a copy of the report produced for S.Y. 1999-2000 and S.Y. 2000-2001 (if available) as attachments.

The district's plan will be included in the Annual Report of Student Progress, presented to the School Board in October of 2001. This information is mailed to all households in the Moorhead School District in October. Information will also be compiled for the school profiles and presented to the School Board and the public in September 2001.

Appendix B is the Annual Report of Student Progress that was mailed out to all homes in the district last October.

CLASS SIZE REDUCTION APPLICATION (CONTINUED)

ED-02231-03

Page Five

VI. BUDGET SUMMARY

OBJECT CODES	Federal Class Size Reduction Entitlement (Finance Code 416)	Other (Not Required) (Identify Funding Source)
110 - Executive Managerial	15,254.42	
140 - Licensed Instruction	194,393.45	
145 - Substitute Licensed Instruction		
185 - Extended Time	28,602.03	
200 - Fringe Benefits (all)	20,071.60	
305 - Fees for Service/Consulting		
320 - Communication Services		
366 - Instate Travel Expense		
368 - Out-of-State Travel Expense		
Other 300 - Purchased Services		
GRAND TOTAL	\$ 194,393.45	\$

S.Y. 2001 - 2002

* Starting Salary of Teacher (Lane 1, Step 1) \$ 25,870.00

VII. ASSURANCES

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

1. The federal Class Size Reduction funds will supplement and not supplant state and local efforts to reduce class sizes.
2. The district will ensure equitable participation of private schools in the professional development activities provided by the use of federal Class Size Reduction funds, if applicable.
3. The district will report to the Department of Children, Families & Learning on its class size reduction efforts when requested.
4. The district has adopted a policy to ensure parents have access to the professional qualifications of their children's teachers upon request.

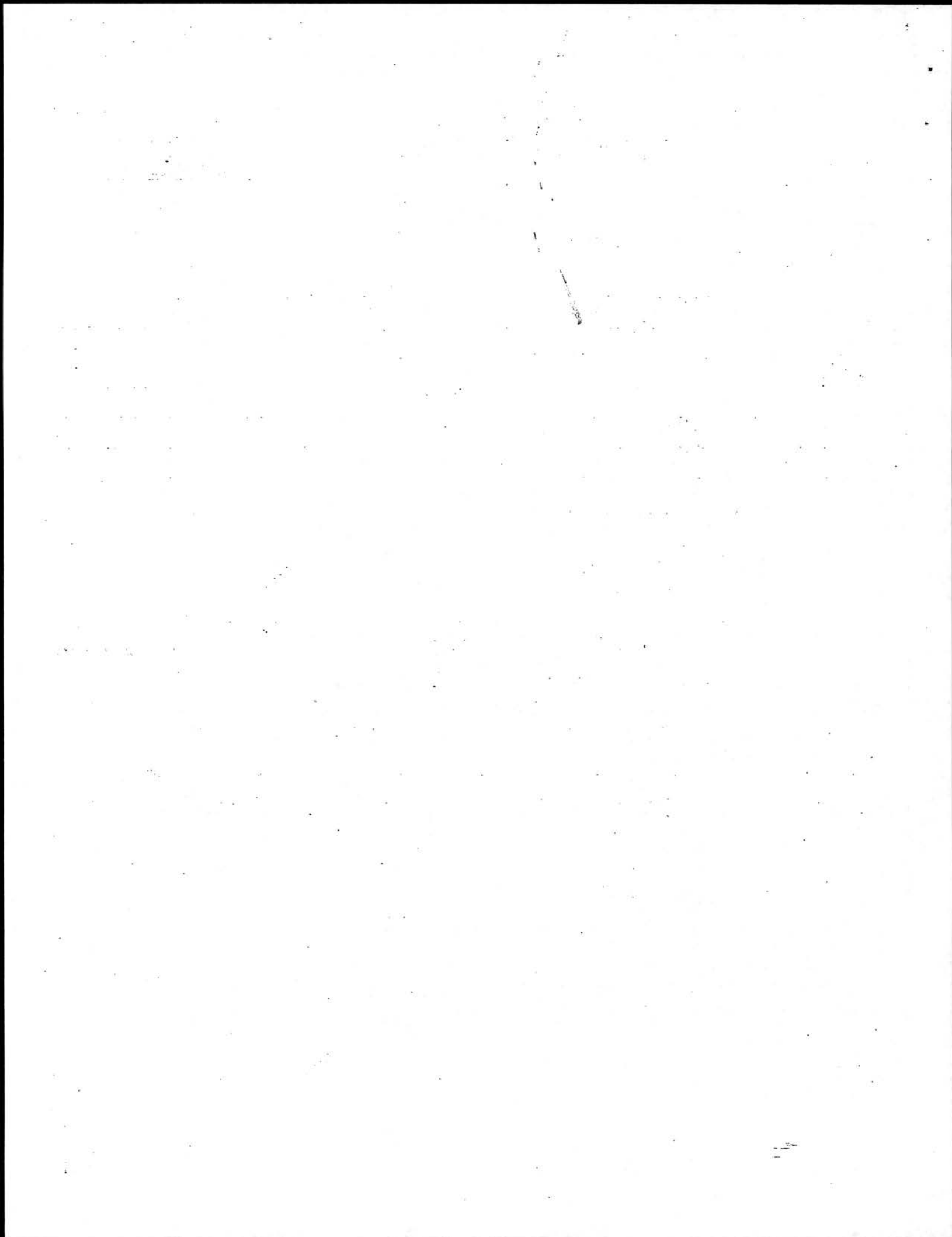
Signature of Superintendent

Typed Name

Date

FOR STATE USE ONLY

CSR Funds Approved \$	Signature - CFL Authorized Official	Date
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ADMINISTRATIVE POLICY
OF THE
MOORHEAD PUBLIC SCHOOLS

DISTRICT CODE: IHB-A
DATE ADOPTED: 01/08/90
REVISED: 02/07/97

CLASS SIZE IN GRADES K-6

In attempt to administer Board policy as it relates to class size, the administration of ISD #152 shall utilize the following:

<u>Grade grouping</u>	<u>Target average class size</u>	<u>Size at which transporting, an added class, or pursuing other alternatives will be considered during the school year.</u>
Kindergarten	22	24
Grade 1	23	25
Grades 2-3	25	27
Grades 4	27	29
Grades 5-6		30

Self-contained, special education students who are in the regular classroom for more than half their day are considered to be in the regular education classroom count (over 1.25 hours for kindergarten and 3 hours for grades 1-6).

In grades 7-12, and in situations relating to special education, principals shall not assign staff with class loads beyond those established by Minnesota statutes or Board of Education policy. (Policy GAB (Music Staff) shall apply to teaching of music.)

Consideration of the possibility of moving an entire family will be reviewed in cases when this policy is administered.

When considering boundary exception requests, the following will apply:

1. Up to the first day of school, boundary exceptions will not be approved when class size exceeds target class size minus two, (e.g. when kindergarten exceeds 20, grade 1-21, grades 2&3-23 and grade 4-25).
2. Beginning the first day of school, boundary exceptions will be considered as long as the target class size has not been exceeded.

Reviewed/Revised: 2/13/90
1/6/92
2/5/96
2/7/97

District's MCA results mirror state averages

Fifth-grade students' math results exceed state averages

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

Student performance is broken down into

four achievement levels with level four indicating advanced performance.

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

Minnesota Comprehensive Assessments (MCAs) Results

	Reading		Math		Writing	
	Grade 3	Grade 5	Grade 3	Grade 5	Grade 5	
	Moorhead State	Moorhead State	Moorhead State	Moorhead State	Moorhead State	
Level IV	14% 11%	18% 16%	12% 10%	14% 12%	3% 4%	
Level III	30% 33%	35% 36%	32% 37%	42% 33%	38% 38%	
Level II	36% 38%	35% 34%	43% 43%	34% 41%	52% 50%	
Level I	20% 18%	12% 14%	13% 10%	10% 14%	7% 8%	

ACT Average Scores Class of 2000

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

The test has a point range from 1-36. In 1999-2000, 283 Moorhead students (78 percent) took the test.

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

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

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

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

Learner-Instructor Ratio

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

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

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

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

Federal "Average Class Size"

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

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

MEMO #: S-02-018

TO: School Board

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

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, Name and Legal Status of Moorhead Area Public Schools (AA).

Suggested Resolution: Move to approve the policy, Name and Legal Status of Moorhead Area Public Schools (AA), as presented.

:mde

Attachment

DISTRICT CODE: AA
DATE ADOPTED:
REVIEWED:

**NAME AND LEGAL STATUS
OF MOORHEAD AREA PUBLIC SCHOOLS**

I. PURPOSE

It is a primary principle of this nation that the public welfare demands an educated and informed citizenry. The power to provide public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status, boundaries, and name of this school district.

II. GENERAL STATEMENTS OF POLICY ON LEGAL STATUS

- A. The Moorhead Area Public School District is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district was created for educational purposes. The legislature has the authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions. The school district has only the powers conferred on it by the legislature; however, the school district's authority to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.
- B. Relationship to Other Entities - The Moorhead Area Public Schools is a separate legal entity. It is coordinate with and not subordinate to the county(ies) in which it is situated or provides services. The school district is not subservient to municipalities within its territory.
- C. Funds - The Moorhead Area Public Schools, through its school board, has the authority to raise funds for the operation and maintenance of its schools and school property and to manage and expend such funds as applicable to law. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.
- D. Raising Funds - Moorhead Area Public Schools shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses. The school district may issue bonds in accordance with the provisions of MN Stat. Ch. 475, or other applicable law. And the

school district has the authority to accept gifts and donations for school purposes, subject to applicable law.

- E. Property - Moorhead Area Public Schools may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law. The school district shall manage its property in a manner consistent of supporting the educational functions of the district. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.
- F. Contracts - Moorhead Area Public Schools is empowered to enter into contracts in the manner provided by law. The school district has the authority to enter into installment purchases and leases with an option to purchase, pursuant to MN Stat. 465.71 or other applicable law. The school district has the authority to make contracts with other governmental agencies and units for the purchase, lease, or other acquisition of equipment, supplies, materials, and other property, including real property.
- G. Employment Contracts - Moorhead Area Public Schools has the authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.
- H. Textbooks, Educational Materials, and Studies - Moorhead Area Public Schools through its school board and administration, has the authority to determine what textbooks, educational materials, and studies should be pursued. The school district shall establish and apply the school curriculum.
- I. Actions and Suits - Moorhead Area Public Schools has the authority to sue and to be sued.

III. GENERAL STATEMENTS OF POLICY ON THE NAME OF THE SCHOOL DISTRICT

- A. Pursuant to statute, the official name of the the school district is Independent School District No. 152. However, the school district is often referred to by other informal names (Moorhead Public Schools, Moorhead Area Public Schools, Moorhead Independent School District 152, etc.) In order to avoid confusion and to encourage consistence in school district letterheads, signage, publications and other materials, the name Moorhead Area Public Schools will be used to refer to the school district.
- B. In official communications and on school district ballots, the school district shall be referred to as Independent School District 152 Moorhead Area Public Schools, but

inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document executed in the past, present or future.

Legal References:

MN Constitution Art 13, Section 1

MN Statute Ch. 123B (School Districts, Powers & Duties)

MN Statute 465.035 (Conveyance or Lease of Land)

MN Statutes 465.71;451.345;451.6161;471.64 (Rights, Powers, Duties of Political Subdivisions)

MN Statute Ch 179A (Public Employment Labor Relations)

MN Statute 123A.55 (Classes, Number)

MEMO #: S-02-019

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, Mission Statement (ADA).

Suggested Resolution: Move to approve the policy, Mission Statement (ADA), as presented.

.mde

Attachment

MOORHEAD AREA SCHOOL BOARD POLICY
MOORHEAD, MN

DRAFT

DISTRICT CODE: ADA
DATE ADOPTED: 11/11/86
REVIEWED:

MISSION STATEMENT

I. PURPOSE

The purpose of this policy is to establish a clear statement for which the Moorhead Public Area School District exists.

II. MISSION STATEMENT

The mission of Moorhead Area Public Schools ~~Independent School District 152~~ is to develop the maximum potential of every learner to thrive in a changing world.

Reviewed/Revised: 7/24/90,
1/23/95,
5/10/99

MEMO #: S-02-020

TO: School Board

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

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, School Board Legal Status (BB).

Suggested Resolution: Move to approve the policy, School Board Legal Status (BB), as presented.

mde
Attachment

DISTRICT CODE: BB
DATE ADOPTED:
REVIEWED:

SCHOOL BOARD LEGAL STATUS

I. Purpose

The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board carries out the mission of the school district with diligence, prudence, and dedication to the ideas of providing the finest public education possible. The purpose of this policy is to define the authority, duties and powers of the Moorhead school board in carrying out its mission.

II. General Statements

- A. The Moorhead school board is the governing body of the Moorhead Area Public School District. As such, the school board has the responsibility for the care, management, and control over public schools in the school district. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by any action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. Definition

- A. "School board" means the governing body of the school district.

IV. School Board's Organization, Membership, Powers and Duties

- A. The membership of the Moorhead school board consists of seven elected directors. The term of office is four years. Regular elections are conducted every two (odd-ending) years. A school board vacancy shall be filled by board appointment at a regular or special meeting, entered by resolution in the minutes and shall continue until the next regular district election. All elections to fill vacancies shall be for the unexpired term. If less than two years remain in the unexpired term, the appointed person shall serve the remainder of the unexpired term.

The superintendent serves as an ex-officio member of the board. The majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

- B. The Moorhead school board has powers and duties as specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character. The school board shall superintend and manage the schools of the district; adopt rules for the organization, government and instruction; prescribe textbooks and course of study; and make and authorize contracts. The school board shall have the general charge of the business of the school district, its facilities, property and of the interest of the schools. The school board, among other duties shall perform the following in accordance with applicable law:

1. Provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
2. conduct the business of the schools and pay indebtedness and proper expenses;
3. make and authorize contracts;
4. employ and contract with necessary qualified teachers and discharge the same for cause;
5. manage the schools; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts;
6. provide services to promote the health of its pupils;
7. provide school buildings and erect needed buildings;
8. purchase, sell and exchange school district property and equipment as deemed necessary by the school board for school purposes;
9. provide for payment of claims against the school district and prosecute and defend actions by or against the school district, in all proper cases;
10. employ and discharge necessary employees and contract for other services;

11. provide for transportation of pupils to and from schools as governed by statute; and
 12. procure insurance against liability of the school district, its officers and employees.
- C. The school board, at its discretion, may perform the following:
1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, intersession class of flexible school years programs;
 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
 4. lease rooms or buildings for school purposes;
 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
 6. authorize cocurricular and extracurricular activities;
 7. receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose; and
 8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References:

- Minn Statute 123A.22 (Cooperative Centers)
Minn Statute 123b.02 (General Powers)
Minn Statute 123b.09 (School Board Powers)
Minn Statute 123b.14 (School District Officers)
Minn Statute 123B.23 (Liability Insurance)
Minn Statute 123b.49 (Cocurricular and Extracurricular activities; Insurance)
Minn Statute 123b.51 (Schoolhouse and Sites; Access For Non Curricular
Purposes)
Minn Statute 123B.85 (Definitions)

MEMO #: S-02-021

TO: School Board

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

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, School Board Officers (BDB).

Suggested Resolution: Move to approve the policy, School Board Officers (BDB), as presented.


Attachment

DISTRICT CODE: BDB
DATE ADOPTED:
REVIEWED:

SCHOOL BOARD OFFICERS

I. PURPOSE

The purpose of this policy is to describe the Moorhead school board officer's positions which are charged with the duty of caring out the responsibilities entrusted to them by the board and district for the care, management, control and communication to the public about the public schools in the school district.

II. GENERAL STATEMENTS OF POLICY

- A. The Moorhead school board shall conduct the election of officers annually at the first regular meeting in January, or as soon thereafter as practicable, to select a chair, vice-chair, clerk and treasurer. These officers shall hold office for one year and/or until their successors are elected. The duties of the clerk shall be handled by the board's secretary and the duties of the treasurer carried out by the district business manager. The Moorhead school board shall appoint a superintendent who will be an ex-officio, non-voting member of the school board and the supervisor of the board secretary and district business manager.

III. BOARD OFFICER RESPONSIBILITIES

- A. Chair - the chair when present shall preside and conduct all meetings of the school board, countersigns all orders upon the treasurer for claims allowed by the school board, represents the school district in all actions, serves as spokesperson for the board unless designated otherwise, and performs all duties a chair usually performs including signing board approved contracts, agreements, resolutions, communications, forms of recognition, and reports as required.
- B. Vice-Chair - the vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

- C. Clerk - the clerk will work with the board' secretary to keep records of all meetings and fulfill duties as required by Minnesota Election Law or other applicable laws relating to the conduction of elections. The clerk will countersign claims as required by the treasurer and chair for payment of salaries and wages; and sign as needed board approved contracts, agreements, resolutions, communications and reports.
- D. Treasurer - the treasurer shall work with with the superintendent and district's business office as needed on the fiscal management of the district and sign claims allowed by the school board and reports as needed to conduct the financial business of the district. The treasurer will review the district's annual audit with the auditors.

Legal References:

Minn Statute 123B.12 (Finance)
Minn Statute 123B.14 (Officers)
Minn Statute 126C.17 (Referendum Revenue)
Minn Statute 205A (School District Elections)

MEMO #: S-02-022

TO: School Board

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

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, Open and Closed School Board Meetings (BE).

Suggested Resolution: Move to approve the policy, Open and Closed School Board Meetings (BE), as presented.

mde

Attachment

DISTRICT CODE: BE
DATE ADOPTED:
REVIEWED:

OPEN AND CLOSED SCHOOL BOARD MEETINGS

I. PURPOSE

The Moorhead School Board will conduct its business under a presumption of openness in the belief that openness produces better programs, more efficiency in administration of programs and an organization more responsive to public interest and less susceptible to private interest. At the same time the Moorhead school board recognizes and respects the privacy rights of individuals as provided by law. There are certain expectations to the Minnesota Open Meeting law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing the meeting of the school board. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's right to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

Except as otherwise expressly provided by statute, all meetings of the Moorhead school board, including executive sessions and work sessions, shall be open to the public. Meetings will be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum or more members of the school board to receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering.

IV. OPEN MEETINGS AND NOTIFICATION PROCEDURES

A. Types of Meetings:

1. Regular meetings - At the first regular meeting in July, the school board will adopt a schedule of regular meetings of the school board for the following fiscal year. The schedule will be kept on file in Superintendent's office. If the board

decides to hold a regular meeting at a place and time different from the one stated in the schedule, a notice like that for a special meeting will be given. Members of the press or interested persons may file a request at the district office for notification and copies of the agenda of regular and special meetings. Requests for such notices will expire June 30th and require refiling each year.

2. Special Meetings- A written notice of the time, date, place and purpose of meeting will be posted at least three (3) days prior to the date of the meeting on the bulletin board at Townsite Centre. The notice will also be mailed to those who have requested notification of the district's meetings, including the official newspaper of the district, three days prior to the date of the meeting.

3. Emergency Meetings - An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration. Notice of the emergency meeting shall be given by telephone, e-mail or any other method used to notify the members of the school board. Posted or published notice of an emergency meeting shall not be required, however the board secretary will make good faith efforts to provide notice of the emergency meeting to each news medium that has requested notification and given a telephone and/or fax number. The information will include the subject of the meeting. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

4. Recessed or Continued Meetings - If a meeting is recessed or is a continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mail notice is necessary.

5. Actual Notice - If a person receives actual notice of a meeting of the Moorhead school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person regardless of the method of receipt of notice.

B. Votes -The votes of school board members shall be recorded in the school board minutes and available to the public during normal business hours at the Superintendent's office.

C. Agenda and Written Materials - In any open meeting, a copy of the agenda and any printed materials relating to the agenda items prepared or distributed by the Moorhead school board or its employees and distributed to or available to all school board members shall be available at the meeting for inspection by the public while the school board considers the subject matter. This does not apply to

materials not classified by law as public, or materials relating to agenda items of a closed meeting.

- D. Data - Meetings may not be closed merely because the data to be discussed is not public data. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting regardless of form, shall be public.

V. CLOSED MEETING PROCEDURES

- A. Labor Negotiations - The Moorhead school board may by a majority vote in a public meeting, decide to hold a closed meeting to consider labor negotiations strategies or developments or discussion and review of labor negotiation proposals. The time and place of the closed meeting will be announced at the public meeting. The proceedings shall be tape recorded, and the tape recording preserved for two years after the contract discussed at the meeting is signed. The recording shall be available to the public only after all labor contracts are signed by the school board for the current budget period. A written roll of school board members and other's present at the closed meeting shall be available to the public after the closed meeting.
- B. Sessions closed by Bureau of Mediation Services - All negotiations, mediation sessions, and hearings between the Moorhead school board and its employees or their respective representatives are public meetings except when otherwise provided by the Commissioner of the Bureau of Mediation Services.
- C. Preliminary Consideration of Charges - The Moorhead school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.
- D. Performance Evaluations - The Moorhead school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The board shall identify the individual to be evaluated prior to closing a meeting and at its next open meeting shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the

meeting.

- E. Attorney-Client Meeting - A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice about the level of general legal advice, i.e. regarding specific acts and their legal consequences.
- F. Dismissal Hearing - A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- G. Meetings to Discuss Certain Not Public Data - Any portion of a meeting must be closed if the following types of data are discussed: data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults; and active investigative data collected or created by a law enforcement agency; or educational data, health data, medical data, welfare data, or mental health data that are not public data.
- H. Other Meetings - Other meetings shall be closed as provided by law.
- I. Procedures for Closing a Meeting - The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state for the record the specific authority permitting the meeting to be closed and describe the subject to be discussed. Only labor-negotiation closed meetings are taped.

Legal References:

Minn Statute 122A.40 Subd. 14 (Teacher Discharge Hearing)
Minn Statute 121A.47 Subd 5 (Student Dismissal Hearing)
Minn Statute Ch. 13 (Minn Government Data Practices Act)
Minn Statute 179A.14, Subd 3 (Labor Negotiations)
Minn Statute 471.705 (Open Meeting law)

MEMO #: S-02-023

TO: School Board

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

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, School Board Meeting Agendas (BEDB).

Suggested Resolution: Move to approve the policy, School Board Meeting Agendas (BEDB), as presented.

:mde

Attachment

DISTRICT CODE: BEDB
DATE ADOPTED:
REVIEWED:

SCHOOL BOARD MEETING AGENDAS

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda and to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Moorhead school board that the school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon. In order for a more efficient administration of school board meetings, the school board may use a consent agenda for the passage of non-controversial items or items of a similar nature.

III. PROCEDURES

- A. It shall be the responsibility of the Moorhead school board chair and/or vice chair and superintendent to develop, prepare and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the Moorhead school board members three (3) days prior to a regular scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.

- E. At least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

IV. CONSENT AGENDAS

- A. The Superintendent, in consultation with the Moorhead school board chair and/or vice chair, may place items on the consent agenda. By using a consent agenda the school board has consented to the consideration of certain items as a group under one motion. When a consent agenda is used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, approval of the previous minutes, approval of bills, approval of grants, resignations, etc.
- C. Items may be removed from the consent agenda by a timely request by an individual board member for independent consideration or by request from the public at the board meeting. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items are recorded separately in the minutes.

Legal References:

Minn Statute 123B.09, Subd 7 (School Board Powers)
Minn Statute 471.705 (Meetings of Governing Bodies)

MEMO #: S-02-024

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, School Board Meeting Rules of Order (BEDD).

Suggested Resolution: Move to approve the policy, School Board Meeting Rules of Order (BEDD), as presented.

mde

Attachment

DISTRICT CODE: BEDD
DATE ADOPTED:
REVIEWED:

SCHOOL BOARD MEETING RULES OF ORDER

I. PURPOSE

The purpose of this policy is provide the specific rules of order for conducting the meetings of the Moorhead school board.

II. GENERAL STATEMENTS OF POLICY

- A. An orderly school board meeting allows school board members to participate in discussions and decisions of school district issues. To ensure that Moorhead school board meetings are conducted in an orderly fashion, the school board will follow rules of order which allow the school board:
1. to establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
 2. to organize the meetings so all the necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
 3. to ensure that members of the school board have the necessary information to make decisions on substantive issues and to ensure adequate discussion to be made; and
 4. to ensure that meetings and actions of the school board are conducted so to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. Rules of order for Moorhead school board meetings shall be as follows: a.) Minnesota Statute specified; b.) specific rules of order as provided by the school board consistent with Minnesota Statutes; and c.) Robert's Rules of Order, Revised (latest edition) where not inconsistent with a.) and b.) above.

- B. School Board members do not need to rise to gain recognition of the chair.
- C. The chair will open a topic for discussion on the agenda. The chair may request further information from administration on a topic and/or open the topic for discussion by the board members. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate for the discussion and allow each board member to speak to the issue if desired. A member of the school board shall speak to an issue after the member is recognized by the chair.
- D. The school board shall have the authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- E. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- F. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- G. The chair shall rule on all questions relating to motions and points of order brought before the school board. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rule of Order.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat the motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions. The order of names for a roll call vote shall be in an alternating order.
- J. The chair has the same right and responsibility as each school board member to vote on all issues.

- K. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- L. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time to which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Legal References:

Minn Statute 123B.09, subds. 6,7, and 10 (School Board Powers)
Minn Statute 123B.14 (Officers)
Minn Statute 126C.53 (Enabling Resolution, Form of Certificates of
Indebtedness)
Minn Statute 122A.40 (Employment contracts, Termination)
Minn Statute 331A.01, Subd. 6 (Newspapers; Definitions)
Minn Statute 471.705, Subd. 1 (Open Meeting Law)
Minn. Statute 471.88 (Exceptions)

MEMO #: S-02-025

TO: School Board

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

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, School Board Meeting Minutes (BEDG).

Suggested Resolution: Move to approve the policy, School Board Meeting Minutes (BEDG), as presented.


Attachment

DISTRICT CODE: BEDG
DATE ADOPTED:
REVIEWED:

SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the Moorhead school board and publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Moorhead school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

The clerk, working with the board secretary, shall maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded and maintained on file in the Superintendent's office and available for inspection by members of the public during regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The Moorhead school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceeding occurred.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the

proceedings. It shall include the date, time, place, type of meeting, and names of board members in attendance. It will include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published will reflect that fact.

Legal References:

Minn. Statute 123B.09 Subd.10 (Publishing Proceedings)
Minn. Statute 123B.14, Subd. 7 (Record of Meetings)
Minn Statute 331A.01 (Definition)
Minn. Statute 471.704 (Open Meeting Law)
Op. Atty. Gen 161-1-20, December 17, 1970
Ketterer V. Independent School District No. 1,248 Minn. 212,79N.W. 2d 428
(1956)

MEMO #: S-02-026

TO: School Board

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

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, School District Public Hearings (BEE).

Suggested Resolution: Move to approve the policy, School District Public Hearings (BEE), as presented.


Attachment

DISTRICT CODE: BEE
DATE ADOPTED:
REVIEWED:

SCHOOL DISTRICT PUBLIC HEARINGS

I. PURPOSE

The Moorhead School Board recognizes the importance of obtaining public input on matters properly before the school board.

II. GENERAL STATEMENT OF POLICY

In order for the Moorhead School Board to efficiently receive public input on matters properly before the board, the following procedures have been adopted.

III. PROCEDURES

- A. Public Hearings - Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn Statute 123B.51), truth in taxation (Minn Statute 275.065), education district establishment (Minn Statute 123A.15) and agreements for secondary education (Minn Statute 123A.30). Additionally other public hearings may be held by the Moorhead School Board on school district matters at the discretion of the board.
- B. Notice of a Public Hearing - Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in a manner as required for regular or special board meeting or as otherwise determined by the board.
- C. Public Participation - The Moorhead School Board retains the right to require those desiring to address the school board to complete a written request that includes the name, address of the person or group, and a brief statement on the subject to be covered or the issue to be addressed. This is to be given to the board clerk or board secretary before addressing the board.

1. The Moorhead School Board retains the discretion to limit the time for each

presentation as needs dictate;

2. Only those speakers recognized by the chair will be allowed to speak. A school board member will direct any remarks or questions through the chair. The chair may request Administration to respond to a question or issue. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
3. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the board. This assures open and orderly public discussion as well as protects the due process and privacy rights of individuals under the law.
4. Depending upon the number of persons in attendance seeking to be heard the school board reserves the right to impose other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

Legal References:

Minn Statute 123A.30 (Agreements For Secondary Education)
Minn Statute 123A.15 (Education District Establishment)
Minn Statute 123B.51 (School Closings)
Minn Statute 275.065 (Truth And Taxation)

MEMO #: S-02-027

TO: School Board

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

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, School Board Policies (Development, Adoption, Implementation, and Review) (BG).

Suggested Resolution: Move to approve the policy, School Board Policies (Development, Adoption, Implementation, and Review) (BG), as presented.


Attachment

DISTRICT CODE: BG
DATE ADOPTED:
REVIEWED:

**SCHOOL BOARD POLICIES
(DEVELOPMENT, ADOPTION, IMPLEMENTATION AND REVIEW)**

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy making role of the school board to provide the means for it to continue to be an ongoing effort, and to clarify the responsibility of the school administration for implementation of Moorhead school board policy.

II. GENERAL STATEMENT OF POLICY

- A. Formal guidelines are necessary to ensure our school community and the Moorhead Area Public School system respond to its mission and operate in an effective, efficient and consistent manner. Therefore, a set of written policy statements shall be maintained and modified as needed. These policies define the desire and intent of the Moorhead School Board and are to be in a format which is sufficiently explicit to guide administrative action.
- B. It shall be the responsibility of the Moorhead Area Public Schools Superintendent to implement school board policy and to recommend additions or modifications as needed. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies. These written procedures shall be reviewed along with the board policies they are intended to implement.
- C. Employee and student handbooks shall be subject to an annual review and approval by the Moorhead School Board. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the Superintendent to assure compliance with school board policy before presenting to the school board for approval.

III. DEVELOPMENT OF POLICY

- A. The Moorhead School Board has the jurisdiction to legislate policy for the Moorhead Area Public School district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of the policy to administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or member of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. Moorhead School Board will give notice of proposed policy changes or adoption of new policies by placing the item on the agenda for discussion at two school board meetings. The policy changes shall be reviewed by the district's Policy Review Committee if possible before placing them on the board agenda. Proposals will be distributed and school board and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt proposed new policies or revised policies shall be by simple majority vote of the school board subsequent to the second meeting. The policy will become effective on the date the policy is adopted or a date stated in the motion, whichever is later.
- C. In case of an emergency or due to legislative, legal or state department required modifications or time lines in which the school board has no control, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the need for immediate adoption of the policy shall be included in the minutes. The school board has the discretion to determine what constitutes an emergency situation.

V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the Moorhead superintendent to implement

- Moorhead school board policies and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval of the school board.
- B. Each Moorhead school board member shall have a copy of the policy manual, a copy will be available in the principal's office at each school, in the Moorhead Public Library, and over the district's web site. It shall be the responsibility of the superintendent, board secretary, individual school board members, and others designated by administration to keep the policy manuals current.
 - C. When there is no Moorhead school board policy in existence to provide guidance on a matter, the Superintendent of Moorhead Area Public Schools is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

VI. POLICY REVIEW

- A. Moorhead school board policies will be reviewed at least once every four years. Administrative procedures supporting those policies will be reviewed at the same time. The Moorhead Policy Review Committee when possible will review and make recommendations to current policy as they come forward for periodic review. Their recommendations will be brought forward to the school board by the superintendent.

Legal References:

Minn Statute 123B.02 Subd. 1 (School District Powers)
Minn Statute 123B.09 Subd. 1 (School Board Powers)
Minn Statute 123B.143 (Superintendent)

MEMO #: S-02-028

TO: School Board

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

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, School Board Member Development (BIB).

Suggested Resolution: Move to approve the policy, School Board Member Development (BIB), as presented.


Attachment

DISTRICT CODE: BIB
DATE ADOPTED:
REVIEWED:

SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

The purpose of this policy is recognize the need for continuing inservice and development for its members and to encourage members of the Moorhead school board to participate in professional development activities designed for them so they can perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. All Moorhead school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state and national school boards associations, as well as in activities of other educational groups.
- B. School board members are expected to report back to the school board and share materials of interest gathered at various meetings and workshops.
- C. New school board members will be provided the opportunity and encouraged to attend the orientation and training sessions sponsored by the Minnesota School Boards Association.
- D. Moorhead school board members will be reimbursed for necessary expenses to attend meetings and conventions pertaining to school activities and objectives of the school board within approved policy and budget allocations of the school district relating to reimbursement of expenses involving attendance at workshops and conventions.

Legal References:

Minn Statute 123B.09 Subd 2 (School Board Member Training)

MEMO #: S-02-029

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent Lp

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, School District Administration (CA).

Suggested Resolution: Move to approve the policy, School District Administration (CA), as presented.

 Attachment

DISTRICT CODE: CA
DATE ADOPTED:
REVIEWED:

SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, carried out in an orderly fashion, consistent with the policies of the school board, and conducted in an honest, respectful, and ethical tone.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district, the school board also recognizes the direct responsibility of principals and administrators for the educational results and effective leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of Moorhead Area Public School students within the financial and facility constraints that may exist.

Legal References:

Minn Statute 123B.143 (Superintendent)
Minn Statute 123B.147 (Principals)

MEMO #: S-02-030

TO: School Board

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

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, School Superintendent (CB).

Suggested Resolution: Move to approve the policy, School Superintendent (CB), as presented.


Attachment

DISTRICT CODE: CB

DATE ADOPTED:

REVIEWED:

SCHOOL SUPERINTENDENT

I. Purpose

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district specifically and the community at large. An employment contract, a position description, and the use of an approved instrument to evaluate performance will be used.

II. General Statement of Policy

- A. The school board shall employ a superintendent who shall serve as an ex-officio nonvoting member of the school board and as chief executive officer to conduct the daily operations of the school district.
- B. The superintendent's contract shall be used to formalize the employment relationship and to identify and clarify all conditions of employment with the superintendent.
- C. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use the instrument to periodically evaluate the performance of the superintendent. The results of the evaluation will be placed in the Superintendent's personnel file and confirmation the evaluation has been completed announced at a board meeting.

III. Qualifications and Selection

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Department of Children, Families and Learning and qualifications established in the job description for the superintendent position. State and federal equal employment and non-discrimination

requirements shall be observed throughout the recruitment and selection process.

- B The school board shall consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.
- C. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- D. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

IV. General Responsibilities

- A The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- C. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment subject to review by the school board.

Legal References:

Minn. Stat. 123B.143 (Superintendent)

MEMO #: S-02-031

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, District Fiscal Management (DA).

Suggested Resolution: Move to approve the policy, District Fiscal Management (DA), as presented.


Attachment

DISTRICT CODE: DA
DATE ADOPTED:
REVIEWED:

DISTRICT FISCAL MANAGEMENT

I. PURPOSE

In order to establish levels of funding which will provide high quality education for Moorhead Area Public School District learners, the school district will establish policies and procedures that achieve maximum effectiveness, accuracy and provide secure fiscal management of school district monies and properties.

II. GENERAL STATEMENT OF POLICY

- A. Accounting - In accordance to Minnesota Statute, Moorhead Area Public Schools will comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Children, Families, and Learning.
- B. Fund Transfers - Unless otherwise authorized pursuant to MN Statute 123B.80, as amended or any other law, fund transfers shall be made in compliance to UFARS and permanent fund transfers shall only be made in compliance with MN Statute 123B.79, as amended. Board approval of personnel with fund transfer authorization will be reviewed annually or more often as needed.
- C. Budget - The School Board will adopt and revise as needed, with recommendations from the School Superintendent and/or his designee, an annual budget based on anticipated revenue and expenditures for the district's fiscal school year (July 1 - June 30).
- D. Audit - The School Board will provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. The school district shall also on or before October 1 of each year provide for publication of the financial information specified in MN Statute 123B.10.
- E. Policies & Procedures - The School Board with recommendations from the School Superintendent and/or his designee will establish policies and procedures as needed for establishment/adoption of the district's budget(s), sources of taxable/non-taxable revenue, purchasing and delivery, payroll, payment of vendors and contractors, cash management, investment, and all other areas of fiscal management as needed.

- F. Taxation Hearing - The School Board in compliance with MN Statute 275.065 will schedule a Truth and Taxation Public Hearing following certifying of the initial tax levy, and notices mailed to property owners by the County. A Continuation Hearing must be held if the public needs more time to speak or ask questions about the proposed tax levy for the next year. Meetings must not conflict with City and County Hearing dates.
- G. Bond or Tax Levy Referendum - The School Board shall comply with all regulations and time lines established by MN State Statute and the MN Department of Children, Families, and Learning when considering a bond or tax levy referendum vote by the public.

Legal References:

- MN Stat. 123B.75 (Revenue)
- MN Stat. 123B.76 (Expenditures)
- MN Stat. 123B.77 (Accounting, Budgeting and Reporting Requirements)
- MN Stat 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)
- MN Stat 123B.79 (Permanent Fund Transfers)
- MN Stat 123B.80 (Exceptions for Permanent Fund Transfers)
- Mn Stat 123B.09 (School Board Powers)
- MN Stat 123B.14.Sub 7 (Duties of School Board Clerk)
- MN Stat 123B.02 (School District Powers)
- MN Stat 123B.10 (Publication of Financial Information)
- MN Stat 275.065 (Truth and Taxation Hearing)

MEMO #: S-02-032

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent 

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, Establishment, Adoption, and Modification of the District's Financial Annual Operation Plan (DB).

Suggested Resolution: Move to approve the policy, Establishment, Adoption, and Modification of the District's Financial Annual Operation Plan (DB), as presented.



Attachment

DISTRICT CODE: DB
DATE ADOPTED:
REVIEWED:

**ESTABLISHMENT, ADOPTION, & MODIFICATION
OF THE DISTRICT'S FINANCIAL
ANNUAL OPERATION PLAN**

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of Moorhead Area School District's revenue and expenditure budgets and modification of those budgets in the annual operation plan as needed.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the Moorhead School District to establish its revenue and expenditure budgets and make modifications to them in accordance with applicable provisions of the law. Budget planning is an integral part of the program planning so that the annual budget will effectively express and implement school board and district goals and priorities.

III. REQUIREMENTS

- A. The superintendent and the district's business manager shall each year prepare preliminary revenue and expenditure budgets for review by the school board. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the educational program within the revenues projected.
- B. Prior to July 1 of each year, the school board must approve and adopt its initial and reallocated revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document

- which authorizes the expenditures for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- B. In accordance to procedures specified by the MN State Department of Children, Families and Learning, initial allocation of general education and referendum revenue will be made to each building in the school district where children who have generated the revenue are served. The district will maintain separate accounts to identify revenues and expenditures for each building.
 - C. Although part of the the general education funding formula and combined for state reporting and accounting purposes, the expenditure and revenue budgets for capital outlay and transportation will be outlined separately for the board. Food service, debt service, and the enterprise zone expenditure and revenue budgets will be proposed to the board with the necessary background materials.
 - D. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall make recommendations for proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the board to make an informed decision. The school district's revenue budget shall be amended as needed during the fiscal year to reflect updated or revised revenue estimates. The superintendent will make those recommendations for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.
 - E. Upon completion of the annual audit and prior to October 1 of each year, the district will publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures and fund balances for the prior year, and the projected fund balances for the current year in newspaper of general circulation in the school district. The publication shall be made in the form prescribed by the Commissioner. A statement will be included with the publication that says the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. At the same time as this publication, the Moorhead district shall publish other information as required by MN Statute 123B.10.
 - F. At the public hearing on the adoption of the Moorhead School District's proposed property tax levy, the school board will review its current budget and the proposed property taxes payable in the following calendar year.

IV. IMPLEMENTATION:

- A. The Moorhead School Board places the responsibility for administering the adopted school district budget with the superintendent. The superintendent may delegate duties related thereto to the district's business manager or other school officials, but maintains the ultimate responsibility for this function.
- B. The program-orientated budgeting system will be supported by a program-orientated accounting structure approved, organized, and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the district's business manager is authorized to make payment of claims or salaries authorized by the adopted or amended budget prior to school board approval. However ordering supplies, capital equipment or hiring of additional personnel may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- D. The superintendent will ensure the district files reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue and expenditure of funds.

Legal References:

Mn Statute 123B.231 (Allocation of General Education Revenue)
Mn Statute 123B.77 (Accounting, Budgeting, and Reporting Requirements)
Mn Statute 123B.10 (Publication of Financial Information)
Mn Statute 275.065 (Truth in Taxation; Proposed Property Taxes Notice)

MEMO#: S-02-033

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

RE: Approval of Policy

DATE: August 23, 2001

Attached please find the policy, Moorhead School District Committees (BDF).

Suggested Resolution: Move to approve the policy, Moorhead School District Committees (BDF), as presented.

mde
Attachment

DISTRICT CODE: BDF
DATE ADOPTED:
REVIEWED:

MOORHEAD SCHOOL DISTRICT COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and operation of committees of the Moorhead School Board and Moorhead Area School District.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the Moorhead School Board to designate district committees, school board committees, ad hoc committees, task forces, etc. when it is determined that a committee meeting process facilitates the mission of the school district, completion of a required task and/or is mandated by law.
- B. All Moorhead district committees, subcommittees, ad hoc committees, board committees, task forces, etc. are advisory in nature to the school board and have only such authority as specified by the board. (When appropriate, they need to clarify in any dealings with the public that their powers are only advisory to the school board.) The board retains the right to limit, create, or abolish any district committee, subcommittee, ad hoc committee, board committee, or task force as it deems appropriate.
- C. All district committees, subcommittees, ad hoc committees, board committees, task forces, etc. must be in compliance with the MN Open Meeting Laws, designate a secretary to record the minutes, must act only within the guidelines and mission for which it is established, and take action based on majority vote or consensus.

III. DISTRICT COMMITTEES

- A. District-Wide Standing Committees - The Moorhead School Board has determined certain district-wide standing committees facilitate the operation of the school board and the school district. These committees have a specific purpose established by law or by the board; most involve parents, students, and/or members of the community to comprise a cross section of various stake

holders within the district, include school staff and an administrator/supervisor; have defined terms; set meetings dates to be included in the school calendar; and give a presentation to the school board or file a year-end report with the Superintendent.

Standing Committee agendas and minutes are disseminated to all board members. Two board members are appointed to each of the district's Standing Committees at the first regular school board meeting in July. The following Standing Committees may include, but are not limited to:

1. Activities Council
2. Community Education Advisory Council
3. District Care Team
4. Human Rights Committee
5. Instruction and Curriculum Advisory Committee (ICAC)
6. Long Range Planning (LRP) Committee
7. Policy Review Committee

- B. Administrative Committees - These committees are recognized by the school board and serve in an advisory capacity to the board and administration. They serve a specific area, program, or segment of the district; involve members of the staff and others as needed; may or may not include an appointed board member designee or liaison; review the purpose/task for the establishment of the committee; record and communicate minutes to appropriate people; may meet for a specific purpose until a task is completed; and/or complete a written report of activities for the Superintendent when task is completed.

The Board appoints, as needed, members of the school board to the following Administrative Committees at the first board meeting in July. The following Administrative Committees may include, but are not limited to:

1. Calendar Committee
2. Comprehensive Arts Planning Program
3. Continuing Education Committee
4. ECFE Advisory Council
5. Global Exchange Committee
6. Graduation Standards Committee
7. Indian Education/JOM Parent Committee
8. Sabbatical Leave Committee
9. Safety Committee
10. Staff Development Committee
11. Superintendent Advisory Committee (SAC)
12. Technology Committee

13. Title I Parent Advisory Committee
14. Wellness Committee

- C. Community Committees - These are committees that are not under the full jurisdiction of the school district and/or are shared with other entities and organizations. Term lengths are established by the community committees.

Representatives are appointed by the board. Their responsibilities are to serve as a representative of the school district either in a voting or non-voting capacity; and to communicate committee information to the board and appropriate persons. The following Community Committee groups may include, but are not limited to:

1. Clay County Joint Powers Committee
2. Clay County Joint Powers Collaborative Committee (CCJPC)
3. Interagency Early Intervention Committee (IEIC)
4. Lakes Country Service Cooperative (LCSC) Board
5. Learning Bank
6. Youth Intervention Advisory Committee

- D. Parent Teacher Advisory Committees - School buildings housing student instructional programs shall have a Parent-Teacher Advisory Committee (PTAC). This building committee is a volunteer group comprised of the principal, teachers, counselors, and parents of students attending that school who are committed to supporting and promoting educational programs, staff, and students.

School board members will be appointed to attend the PTAC meetings as adopt-a-school liaisons at the first regular board meeting in July.

PTACs are requested to have a representative to serve on the district's Instruction and Curriculum Advisory Committee (ICAC), Long Range Planning (LRP) Committee, and the Superintendent's Advisory Committee (SAC).

IV. **BOARD COMMITTEES**

The school board may appoint at the first regular meeting in July or as needed the following board committees, subcommittees, ad-hoc committees, task forces, etc. The following board committees may include, but are not limited to:

1. Negotiation Committee
2. MSBA Legislative Liaison
3. Board Goals Subcommittees