



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

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5-M9-1305
Nov. 12, 2001

INDEPENDENT SCHOOL DISTRICT #152

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

November 12, 2001

7:00 p.m.

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

ATTENDANCE:

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

AGENDA

1. **CALL TO ORDER**

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

Moved by _____ Seconded by _____
Comments _____

- D. "We Are Proud"

***** We Are Proud** of Moorhead High School Music Department for being selected as a Grammy Signature School by the Grammy Foundation of the National Association of Recording Artists for the second consecutive year. Moorhead High School was chosen as one of the 100 finest public high school music programs in America, out of more than 18,000 applicants.

SCHOOL BOARD AGENDA - November 12, 2001

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The competition was held in three phases, requiring extensive written, audio and video submissions from the contending schools.

Moorhead High School music faculty Mr. Doug Engstrom (chair), Dr. Mark Ring and Mr. Tim Nelson were specifically cited by the Foundation for their outstanding work with the Moorhead High School student ensembles.

"These schools have done an exceptional job of cultivating their arts programs, despite a difficult cultural funding environment," said Michael Greene, President/CEO of the Recording Academy. "We applaud them for their commitment to ensuring that music and arts education do not become cultural casualties in their districts and for implementing music education programs that make a positive difference in the lives of young adults."

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

2. CONSENT AGENDA

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

- A. TEACHING/LEARNING MATTERS - Kovash
 - (1) Approval of Grant Applications - Pages 6-38
 - (2) Acceptance of Gifts - Page 39
- B. BUSINESS SERVICE MATTERS - Weston

SCHOOL BOARD AGENDA - November 12, 2001
PAGE 3

C. HUMAN RESOURCE MATTERS- Nielsen

- (1) Approval of New Employees - Page 40
- (2) Acceptance of Resignations - Page 41
- (3) Approval of Family/Medical Leave - Page 42
- (4) Approval of Change in Employment Contract - Page 43
- (5) Approval of Rescission of Termination and Acceptance of Resignation - Page 44

D. SUPERINTENDENT MATTERS - Nybladh

- (1) Approval of October 8 and 22, 2001 Minutes - Pages 45-52
- (2) Approval of November Claims

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

Moved by _____ Seconded by _____

Comments _____

3. COMMITTEE REPORTS

4. SCHOOL BOARD/STAFF DIALOGUE: Nybladh

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

Special Education Services - Jill Skarvold

Page 53

5. APPROVAL OF POLICY: Nybladh

Pages 54-57

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

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - November 12, 2001

PAGE 4

6. **APPROVAL OF POLICY:** Nybladh

Pages 58-87

Suggested Resolution: Move to approve the policy, Protection and Privacy of Pupil Records (JO), as presented.

Moved by _____ Seconded by _____
Comments _____

7. **APPROVAL OF POLICY:** Nybladh

Pages 88-91

Suggested Resolution: Move to approve the policy, Medication Policy (JHCD), as presented.

Moved by _____ Seconded by _____
Comments _____

8. **ENROLLMENT REVIEW:** Kovash

Pages 92-93

9. **CANVASS ELECTION RETURNS:** Nybladh

Pages 94-98

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

Moved by _____ Seconded by _____
Comments _____

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

11. **ADJOURNMENT**

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

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
7th Grade Band Concert	November 12	7:30 pm	Junior High Gym
8th Grade Band Concert	November 13	7:30 pm	Junior High Gym
Facility Task Force	November 13	6:30 pm	Board Room
Instr and Curr Adv Com	November 15	7-8:30 am	Board Room
Supt's Advisory Council	November 15	7 pm	Board Room
Kindergarten P/T Conf (day)	November 16		
K-12 P/T Conferences	November 19	(5 - 8:30)	
K-12 P/T Conferences	November 20	(8-11,12-4,5-8:30)	
Com Ed Adv Council	November 20	7 pm	Board Room
K-12 No School/Tchr Comp	November 21		
Thanksgiving Holiday	November 22-23		
School Board	November 26	7 pm	Board Room
Facility Task Force	November 27	6:30 pm	Board Room
Facility Task Force	December 3	6:30 pm	TC Room 266
School Board	December 10	7 pm	Board Room
District Care Team	December 17	3 pm	Board Room
Policy Review Com	December 17	7 pm	Board Room
Instr and Curr Adv Com	December 20	7-8:30 am	Board Room
Supt's Advisory Council	December 20	7 pm	Board Room
Winter Break Begins	December 24		

* Please check the web site (www.moorhead.k12.mn.us) for updates related to Community Task Force meetings.

MEMO #: I-02-084



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

Attached are three mini grant applications, two for \$2,000 and one for \$1,235. The grants were given preliminary approval on November 2 for submission by November 3rd. A letter was submitted with the grant stating that preliminary approval was given and the grants would be placed on the consent agenda for board action at the November 12, 2001 meeting.

The first grant provides for the purchase of a laptop computer for use by minor parents and students served in the homeless project.

The second grant would provide funding to the Red River Alternative Learning Center to offer monthly parent nights to the families of students. The funding would provide for transportation, refreshments, speakers, door prizes and staffing.

The third grant will enable thirty students from the Red River Area Learning Center to participate in the Camp Courage Environmental and Outdoor Education Program.

SUGGESTED RESOLUTION: Move to approve the submission of two mini grants for \$2,000 and one mini grant for \$1,235 from the Red River Alternative Center to the Clay County Joint Powers Collaborative as presented.

LAK/smw
Attachment

**Project/Program Title Red River Area Learning Center's Mobile Study
Lab for Minor Parents and Homeless Students**

Geographic Area that will be served by the Project/Program (i.e. Clay County, specific school district boundaries, etc.)

The Red River Area Center is part of the Moorhead Public School District #152. The Red River Area Learning Center had on site grades 5th through 12th. Through open enrollment the Red River Area Learning Center can potentially serve any Minnesota Resident Student.

Name of Agency/ Organization applying Red River Area Learning Center,
Moorhead Public Schools District # 152.

Address 1100 2nd. Avenue South, Moorhead , Minnesota 56560.

Phone # 218-284-2230 Fax # 218-284-2233

E-Mail dpender@moorhead.k12.mn.us

Contact Person Linda M. Scheet Phone# 218-284-2213

State I. D. # _____ Federal I.D. # _____

Project/Program Title Red River Area Learning Center Parent Nights

Grant period Nov. 15, 2001 To May 31, 2002 Dollars requested \$2000.00

Number of Clay County residents to be served by Project/ Program
Approximately 120 students and their families.

Overview of Project/Program (100 words, or less). (Please count each word, but count hyphenated words as one word.)

During the 2000-2001 term the Area Center had 11% of their students were pregnant or minor parents and 77% of the students homeless (families, runaways, doubles up) These two high risk student groups missed school for various reasons due to maturity leave, illness of babies, childcare problems or mobility and inconsistent connections to school. The Project would purchase a laptop for Minor Parents to take home with a Plato system installed. The system is already purchased. The laptop will also be utilized by the Homeless Project to help students close educational gaps through tutoring sites and study concentration.

The application has been approved by appropriate Board and the Board agrees to accept and fiscally manage the grant if application is approved._____

Signature of Superintendent, or Director, of Agency/Organization

_____Date_____

_____name (please print)

_____title (please print)

Check the category/categories, as well as any program type(s) underneath the category name, that applies to the attached grant application.

☐ **FAMILY FUNCTIONING (CATEGORY)**

- ☐ Programs for Coping with Divorce
- ☐ ECFE Programs
- ☐ Parenting Programs/Parent Support Groups
- ☐ Domestic Violence Programs
- ☐ Maltreatment Prevention
- ☐ In Home Services/Home Based Services
- ☐ Family Crisis Intervention
- ☒ Runaways
- ☐ Respite Services
- ☐ Adult/Child Literacy Enhancement
- ☐ Transportation Assistance
- ☐ Family Support Services
- ☐ Emergency Housing to Prevent Homelessness

☐ **ORGANIZATION, COMMUNITY AND SYSTEMS CHANGE (CATEGORY)**

- ☐ Wraparound Services/Reduction of duplication of efforts
- ☐ Community/School Partnership Services and Activities - formal and informal
- ☐ Language/Interpreter Services
- ☐ Cultural Diversity
- ☐ Community Education
- ☐ Single Point of Entry
- ☐ Parent Involvement in Schools/Community

☐ **CHILD DEVELOPMENT AND SCHOOL PERFORMANCE (CATEGORY)**

- ☐ Expansion of Early Childhood, Child Care Programs and Home Visiting
- ☐ Truancy/Dropout Prevention Programs
- ☐ Self-Esteem/Social Skills Building Services/Cognitive Re-Structuring
- ☐ Conflict/Anger Management
- ☒ Non-Traditional Educational/Extra Curricular Activities
- ☐ Asset Building Activities
- ☐ Community/School Related Restorative Justice Programs
- ☐ Service Learning Classes and Programs
- ☐ Intergenerational Programs
- ☐ Summer Programs for At Risk Children
- ☐ Tobacco Abuse Prevention/Education
- ☐ Chemical Abuse Prevention/Education
- ☐ Child/Family Mentoring
- ☐ Teen Health Education
- ☐ Gender Equity Program
- ☐ School Violence

☐ **CHILD AND/OR FAMILY HEALTH (CATEGORY)**

- ☐ Transitional Services
- ☐ Independent Living Services
- ☐ Physical, Mental and Health Education/Services
- ☐ Dual Diagnosis of Mental Health/Chemical Health
- ☐ Sexual Abuse Prevention/Intervention

I certify that the grant dollars requested will not be used to supplant current funds, "out of home" placement, or capital expenditures.

9

Signature of School District Superintendent, or Agency/Organization Director

MEMO #: I-02-081

**TO:** Linda Scheet**FROM:** Lynne Kovash *Lynne Kovash***SUBJECT:** Grants**DATE:** November 1, 2001

Your grants entitled Red River Area Learning Center Parent Night and Red River Area Learning Centers Mobil study lab for Minor Parents and Homeless Students have been granted temporary approval. Your grant application will be placed on the consent agenda for the next school board meeting. The meeting will be held on November 12, 2001.

Please send me the "clean" copy of the grant proposal forms to be submitted to the board no later than noon on November 5, 2001.

LAK/smw

1. Assessment of Need/Problem Statement

The Red River Area Learning Center's separate school program serves students 5-12 grades. Currently, we have 115 students enrolled. 18% of the students are Native American, 29% of the students are Hispanic and 3% of the students are African American with the remaining Caucasian. Statistics from the term 2000-2001 reports that 77% of the students qualified for reduced and free lunches, 35% of the students were homeless, 11% were pregnant or a minor parents. Referrals for the Area Learning Center are accepted from school, agencies, parents and students.

2. Project Overview (Creative and innovation!)

Red River Area Learning Center's Mobile Study Lab for Minor Parents and Homeless Students would make possible the ability for target students to be given the chance to earn credits while at home for maturity leave or absent because of sick children or child care problems. Additionally it would make it possible for homeless students to fill learning gaps. The Red River Area Learning Center attained the Plato Program through their collaboration with Building Tomorrows, a collaborated program with the county and several other agencies in the area. The Plato Program can document the students' learning progress as the students work on the laptop. The laptop would be checked out of the Area Learning Center through the Social Worker's Office. The downfall of the Project will be that we will have only one laptop available. Students will have controlled time they can use the laptop and progress will have to be evident. The Homeless Project can utilize the laptop either through the Liaison working with the student using the laptop or with individual work sites at the shelters.

3. Program Goal

Red River Area Learning Center's Mobile Study Lab for Minor Parents and Homeless Students Goal is to help enhance credit accumulation for help eliminate the gaps in students' education.

4. Measurable Objective

The Plato Program has a built in program that counts the units towards credits as students earn them. Additionally the liaison worker will track the homeless students progress in their education.

5. Specific Methods

The laptop will be available through the social work department at the Red River

Area Learning Center. Students would have a controlled time to use the laptop so that target students will have the opportunity to use the equipment. The Homeless Liaison Worker will be able to utilize the laptop with homeless students to enhance their learning progress.

6. Evaluation

The students will log into the program and the program will track units earned.

The School Homeless Liaison work will record the work that individual homeless students that is completed.

7. Demonstration of Expansion of Services

The laptop expands both the Minor Parent Program and the Education for the Homeless Project. It provides an opportunity for students to earn credit and close gaps in their education.

8. Demonstration of Collaboration

Collaboration of the grant occurs on two different fields, One with The Homeless Project and its staff and the other Collaborations with Building Tomorrows with the Minor Parent Program. Both Programs have a Board to govern them; therefore, their boards will be used for the Red River Area Learning Center's Mobile Study Lab for Minor Parents and Homeless Students Grant. The Minor Parent Program serve Minor Parent in Clay County, minor parent students throughout the county may use the laptop.

9. Other

This Grant will give both Minor Parents and Homeless students the chance to bridge education gaps and to address the Digital Divide. The Program is in purchased and other programs and laptops could possible be added to the Project

10. Budget

Item:	pc Laptop	\$2000.00
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Project/Program Title Red River Area Learning Center Parent Nights

Geographic Area that will be served by the Project/Program (i.e. Clay County, specific school district boundaries, etc.)

The Red River Area Center is part of the Moorhead Public School District #152. The Red River Area Learning Center had on site grades 5th through 12th. Through open enrollment the Red River Area Learning Center can potentially serve any Minnesota Resident Student.

Name of Agency/ Organization applying Red River Area Learning Center, Moorhead Public Schools District # 152.

Address 1100 2nd. Avenue South, Moorhead , Minnesota 56560.

Phone # 218-284-2230 Fax # 218-284-2233

E-Mail dpender@moorhead.k12.mn.us

Contact Person Linda M. Scheet Phone# 218-284-2213

State I. D. # _____ Federal I.D. # _____

Project/Program Title Red River Area Learning Center Parent Nights

Grant period Nov. 15, 2001 To May 31, 2002 Dollars requested \$2000.00

Number of Clay County residents to be served by Project/ Program
Approximately 120 students and their families.

Overview of Project/Program (100 words, or less). (Please count each word, but count hyphenated words as one word.)

Parental involvement is a key component in school success. The Red River Area Center would like to provide a forum in which parents are comfortable in attending programing at the Red River Area Learning Center and are a valuable player in their children's education. Through the grant money, the Red River Area Learning Center would like to offer monthly parent nights to the families of our students. The nights would include transportation (if necessary), refreshments, informational speakers and/or entertainment. The budget would be used for the cost of transportation, refreshments, speakers, door prizes and necessary staff.

The application has been approved by appropriate Board and the Board agrees to accept and fiscally manage the grant if application is approved._____

Signature of Superintendent, or Director, of Agency/Organization

_____Date_____

_____name (please print)

_____title (please print)

Check the category/categories, as well as any program type(s) underneath the category name, that applies to the attached grant application.

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- ☐ Family Crisis Intervention
- ☐ Runaways
- ☐ Respite Services
- ☐ Adult/Child Literacy Enhancement
- ☐ Transportation Assistance
- ☐ Family Support Services
- ☐ Emergency Housing to Prevent Homelessness

☐ **ORGANIZATION, COMMUNITY AND SYSTEMS CHANGE (CATEGORY)**

- ☐ Wraparound Services/Reduction of duplication of efforts
- ☐ Community/School Partnership Services and Activities - formal and informal
- ☐ Language/Interpreter Services
- ☐ Cultural Diversity
- ☐ Community Education
- ☐ Single Point of Entry
- ☒ Parent Involvement in Schools/Community

☐ **CHILD DEVELOPMENT AND SCHOOL PERFORMANCE (CATEGORY)**

- ☐ Expansion of Early Childhood, Child Care Programs and Home Visiting
- ☐ Truancy/Dropout Prevention Programs
- ☐ Self-Esteem/Social Skills Building Services/Cognitive Re-Structuring
- ☐ Conflict/Anger Management
- ☐ Non-Traditional Educational/Extra Curricular Activities
- ☐ Asset Building Activities
- ☐ Community/School Related Restorative Justice Programs
- ☐ Service Learning Classes and Programs
- ☐ Intergenerational Programs
- ☐ Summer Programs for At Risk Children
- ☐ Tobacco Abuse Prevention/Education
- ☐ Chemical Abuse Prevention/Education
- ☐ Child/Family Mentoring
- ☐ Teen Health Education
- ☐ Gender Equity Program
- ☐ School Violence

☐ **CHILD AND/OR FAMILY HEALTH (CATEGORY)**

- ☐ Transitional Services
- ☐ Independent Living Services
- ☐ Physical, Mental and Health Education/Services
- ☐ Dual Diagnosis of Mental Health/Chemical Health
- ☐ Sexual Abuse Prevention/Intervention

I certify that the grant dollars requested will not be used to supplant current funds, "out of home" placement, or capital expenditures.

Signature of School District Superintendent, or Agency/Organization Director

MEMO #: I-02-081

**TO:** Linda Scheet**FROM:** Lynne Kovash *Lynne Kovash***SUBJECT:** Grants**DATE:** November 1, 2001

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Please send me the "clean" copy of the grant proposal forms to be submitted to the board no later than noon on November 5, 2001.

LAK/smv

1. Assessment of Need/Problem Statement

The Red River Area Learn Center's separate school program serves students 5-12 grades. Currently, we have 115 students enrolled. 18% of the students are Native America, 29% of the students are Hispanic and 3% of the students are African American with the remaining Caucasian. Statistics from the term 2000-2001 reports that 77% of the students qualified for reduced and free lunches, 35% of the students had mental health issues, 35% of the students were homeless, 77% of the students were truant, 49.7% of the students had chemical health issues and 11% were pregnant or a minor parent. Referrals for the Area Learning Center are accepted from school, agencies, parents and students.

2. Project Overview (Creative and innovation!)

The Project Red River Area Learning Center Parent Night would serve all parents that have students at the Area Learning Center. One night a month would be scheduled for parent night. The first night would be utilized to help familiarize parents with the Learning Center and staff. Refreshments and transportation would be provided for the parents. The initial night would be used to survey parents and to generate a list of educational issues parents would be interested in for further parent nights. Additional parent nights would include information for parents to enhance their involvement in their children's education and mental health. This hopefully will create a home/school environment to prevent possible difficulties that could result in out of home placement.

The Project's Staff would include a coordinator of the parent nights, a staff member to help with the housekeeping details, (food, cleaning transportation) and a staff member to help with childcare of younger family members. The Project would collaborate with outside service agencies to provide information for parents. Agencies that may be involved, depending on parent survey, are Lakeland Mental Health Center, YouthWorks, Rape and Abuse Crisis Center, ARC and Clay County Social Services.

3. Program Goal

The Program Goal of the Project Red River Area Learning Center Parent Night is to form a healthy and productive partnership between parents and school creating a prevention and intervention strategy for children-at-risk.

4. Measurable Objective

The measurable objective is to provide a monthly parent meeting from

December 2001 to May 2002. Attempts will be made for 100% of the parents of students of Red River Area Learning Center to be informed about meetings.

5. Specific Methods

Specific topics will be chosen through the first night's parental survey.

A Program Coordinator will contact speakers, organize entertainment and refreshments.

Additional staff will assist in facilitating the transportation and other housekeeping details.

Childcare will be provided on site.

Information about the nights will be sent out through mail, given to students and posted in the Red River Area Learning Center.

The expected outcome is that a large portion of parents attending the meetings, become comfortable with the Area Learning Center and gather knowledge through the parent nights.

6. Evaluation

The Program will be evaluated several ways.

The first method of evaluation is simply to record attendance of participants.

Secondly, parents will be asked to evaluate the Monthly Parent Nights.

A comparison will be conducted between first quarter parent/teacher conference and third quarter's parent teachers conference.

7. Demonstration of Expansion of Services

The Expansion of Services actually is and nurture a positive relationship with parents of students attending Red River Area Learning Center. Propentuating an opportunity parents, staff and agencies to connect for the prevention and intervention of further difficulty with children.

8. Demonstration of Collaboration

A survey will given to parents on the initial night of the parent meeting. After data is collected, the collaboration of the grant will occur. The parents will generate their interest in which agencies will be involved with the parent nights. The Coordinator will contact agencies and speaker and plan the following parent nights accordingly.

Parents are not only within our district but students attending Red River Area

Learning Center are from other district within Clay County. There should be no need for a council for this grant. The parent night will be planned through the use of the survey.

9. Other

The Red River Area Learning Center has parent night several years ago. The Parent Nights were not always attended well, but parents that came did seem to appreciate them. Several parents have asked to have them continued. Our Director of the Red River Area Learning, Deb Pender, is very invested in continuing the parent night. Searching for money to provide a parent night will continue to the following years.

10. Budget

Staff:	Coordinator of Grant						
	4 hours a month	X	6	X	22.76	=	546.24
	Detailed housekeeping Worker						
	8 hours a month	X	6	X	12.09	=	580.32
	ChildCare Worker						
	3 hours a month	X	6	X		=	181.35
Refreshment and Entertainment:	\$80.00	X	6			=	480.00
Agencies	Presentation cost if necessary, add to refreshment if not needed for agencies.					=	210.00
	TOTAL					=	1997.91

**CLAY COUNTY JOINT POWERS COLLABORATIVE
LCTS GRANT APPLICATION COVER PAGE**

Project/Program Title: Camp Courage Environmental and Outdoor Education

Geographic Area: Clay County students attending Red River Area Learning Center.

Name of Agency/Organization Applying: Red River Area Learning Center

Address: 1100 32nd Ave S Moorhead Mn

Phone # (218) 284-2200

Fax # (218) 284-2233

E-mail: palba@moorhead.k12.mn.us

Contact Person: Pauline Alba

Phone # (218)284-2240

State Tax ID 8033594

Federal ID 416008721

Grant Period December 4th-20th

Dollars Requested: \$1235.00

Number of Clay County Residents to be served by Project/Program: 30

Overview of Project/Program:

The current Grant Funded Project will enable thirty students from the Red River Area Learning Center to participate in the Camp Courage Environmental and Outdoor Education Program. The Camp Courage Program is a nontraditional approach to psycho educational development for students at-risk. The Project will facilitate student participation in standards based outdoor experiential activities that emphasize problem-solving, team work, group processing, and recreation to facilitate the development of intrapersonal, interpersonal and environmental perspectives.

The application has been approved by the appropriate Board and the Board agrees to accept and fiscally manage the grant if the application is approved. (Pending - The School Board will review the proposal on November 12th.)

Signature of Superintendent, or director, of Agency/Organization

Signature: _____

Name: Lynne Kovash

Title: Assistant Superintendent - Teaching and Learning.

CLAY COUNTY JOINT POWERS COLLABORATIVE LCTS APPLICATION NARRATIVE OUTLINE

1. **Assessment of Need/ problem Statement**

RRALC is currently serving 155 students, ages 12-18. According to the Moorhead Student Services Program over fifty percent of the more severely at-risk students are enrolled at RRALC. Factors such as poverty, mental health issues, homelessness, truancy, chemical health issues, pregnancy or minor parent, educational disabilities, limited English proficiency, delinquency, and chaotic family systems interfere with the healthy growth and development of these youth. This program will help further increase the physical and mental health of our students by providing them an alternative to the regular classroom setting. The students will be given the opportunity to learn through a hands-on approach geared towards environmental and outdoor education. Students will be earning credit for school and working on the Minnesota Preparatory Standards. All programming done by the camp is aligned with the state standards for graduation. Students will be given the opportunity to reside in a camp situation with peers they are comfortable with and adult mentors they know and trust. At the time RRALC is only the second alternative school to participate in the program and Camp Courage is hoping that we will be able to assist them in providing appropriate education and environments for "at-risk" students. To the best of our knowledge there are no other programs available to students in the area that deal with these issues.

2. **Project Overview**

Camp Courage is located west of Maple Lake, about 45 miles west of Minneapolis and offers a safe, accessible, natural environment where children and adults with physical disabilities, sensory and language impairments, and other disabilities or illnesses discover abilities they never knew they had or they thought they had lost. Their self confidence grows and their attitudes improve. In addition to the traditional summer camping programs for children and adults, the camp also offers a number of unique special programs and sessions, often in cooperation with other organizations in order to combine expertise. Camp combines woodland, lake shore and wetland habitats, as well as an indoor heated pool, gymnasium, and numerous accessible outdoor recreation areas. Besides many natural areas, Camp Courage also owns and operates a working farm, horse ranch and apiary. An extensive trail system provides excellent access to program areas as well as skiing and hiking. The Minnesota Woods Project is a self-guided, accessible nature trail that points out the various forest, wetland and prairie habitats of Minnesota.

The target population for this program will be focused on youth enrolled at the Red River Area Learning Center (RRALC). RRALC, operated by the Moorhead School District, serves students in grades 5-12 from several school districts in Clay County. The students will be provided with a variety of learning environments and hands-on activities that will be targeted towards their physical and mental health. The students will experience a high success rate in an educational setting around peers and adults they are comfortable with. In the residential setting and some of the evening activities the students will build their self confidence, work as a team on provided tasks, learn to

increase relationships, increase their awareness and understanding of disabilities, and learn about conservation of resources we have now.

The students at RRALC will be attending 8 scheduled sessions during the 3 days that they are at Camp Courage. During the 3 days there will be a collaboration between the camp staff and RRALC staff in providing the activities. RRALC staff will be accompanying the students to all sessions offered by the camp to assist and give a lower ratio of students to staff. There will be a ratio of 5 : 1 during the morning and afternoons, and a 6:1 ratio in the evenings. The morning and afternoon session will be offered by trained staff at Camp Courage with a lot of support from RRALC staff. The evening activities scheduled will be provided by the RRALC staff. The classes and activities that are prepared by Camp Staff are:

Feeder Bird Science - Introduce some basic natural history of birds and identify birds common to camp. Observe at our bird feeding station and go on a hike or make a plaster cast of a bird head. Students will also be expected to research information on the Cornell Web Site.

Micro-Pond Critters - Students will collect and investigate pond life forms and explore concepts such as pond communities, food cycles and wetland conservation.

Orienteering - Students will be introduced to the use of a compass and will be tested on the camp's orienteering course.

Outdoor Survival - Increase the students knowledge of basic survival and to develop critical thinking skills in an emergency situation.

Obstacle Course - Designed to challenge students and to build their self-confidence by encouraging them to complete a series of obstacles. Promotes teamwork through tasks or problems which are best solved through group cooperation. Great for community and relationship building.

Adaptive Physical Education - Increase awareness and understanding of disabilities by participating in games modified for people with disabilities.

Dakota Life-styles - Introduce students to the culture and values of the Native American people who lived near Camp Courage during the 1800s.

Students will be held responsible for these during meal times:

Zero Waste - At meal time, students learn how and why not to waste food. Food taken but not eaten by students is weighed and graphed. The goal is zero waste.

Energy and Water Conservation - While the students are at meals, the camp "conservation officer" checks each cabin for turned off lights, shut doors, dripping faucets, etc. The results are charted and announced at meal time.

RRALC staff will be providing these activities in the evening.

Journal Writing - Allow students the time to reflect upon their stay at Camp Courage. Camp can provide ideas for the format; the group provides the journals.

Open Gym/Game room - Students will be given a chance to relax and play games. (social hour).

Campfires - Sing songs, listen to stories or help in a skit around the fire. Camp Courage has both indoor and outdoor campfire options.

Night Hike - Learn about and experience the nighttime environment through a hike and activities led by Camp Courage staff.

3. Program Goal

The Project will engage students in the learning process, prepare them to meet a proposed State Graduation Standard, and facilitate the students' development of intrapersonal, interpersonal and environmental perspectives.

4. Measurable Objectives

Objective 1: Prior to their experience at Camp Courage each student will be assisted by an RRALC Team Leader to develop an individual growth plan for the experience. The plan will include the following:

- a. One intrapersonal strength to be expanded upon during the experience;
- b. One area of intrapersonal need to be focused upon during the experience;
- c. One area of interpersonal strength to be expanded upon during the experience;
- d. One area of intrapersonal need to be focused upon during the experience;
- e. Two environmental issues to be focused upon during the experience;
- f. One graduation standard which will be completed during the experience.

Objective 2: During their experience at Camp Courage each student will be assisted by an RRALC Team Leader to complete an individual growth plan. The plan will include the following:

- a. One intrapersonal strength to be expanded upon during the experience;
- b. One area of intrapersonal need to be focused upon during the experience;
- c. One area of interpersonal strength to be expanded upon during the experience;
- d. One area of intrapersonal need to be focused upon during the experience;
- e. Two environmental issues to be focused upon during the experience;
- f. One graduation standard which will be completed during the experience.

Objective 3: Having completed their experience at Camp Courage the students will reflect upon their individual growth plan with their RRALC Team Leader. The process

will include reflection upon:

- a. one intrapersonal strength to be expanded upon during the experience;
- b. one area of intrapersonal need to be focused upon during the experience;
- c. one area of interpersonal strength to be expanded upon during the experience;
- d. one area of intrapersonal need to be focused upon during the experience;
- e. two environmental issues to be focused upon during the experience.
- f. one graduation standard which will be completed during the experience.

5. Specific Methods

Students will come back with a wide variety information that will improve their physical and mental health and promote life long learning. This will be accomplished by having the students involved with the following specific activities; collect and analyze data on the bird population and their food preferences, and pond life forms focusing on microorganisms, learning parts of a compass, reading topographical maps and bearings, and finding distances, to navigate the camps orienteering course, playing sports and participating in activities adapted for people with disabilities to increase awareness of disability issues, experiencing the culture and values of the Native American people who lived near Camp Courage in the 1800's, developing critical thinking skills for emergency situations by building a shelter, starting a fire, finding water, and creating signals. These activities will facilitate student participation in standards based outdoor experiential activities that emphasize problem-solving, team work, group processing, and recreation to facilitate the development of intrapersonal, interpersonal and environmental perspectives.

6. Evaluation

Our objective will be monitored through a survey process, that will fit in with the students growth plan, both before and after the trip to learn about their opinions and definitions of environmental and outdoor education.

7. Demonstration of Expansion of Services

This is a new program to the area and to RRALC that RRALC hopes to keep going in the years to come to assist with the Minnesota Preparatory Standards. For the school year of 2002-2003 RRALC will receive a partial scholarship from Camp Courage to attend another 3 day trip. RRALC will begin fundraising with the students to support the cost for the years to come if the program meets the expectations of the RRALC staff.

8. Demonstration of Collaboration

There will be a collaboration between Camp Courage staff and RRALC in providing a new and safe learning environment for students "at-risk". The camp has asked that RRALC assist them in learning to provide services for a type of students they have not served before. Camp Courage has said the they would like to be known in Minnesota as a place for Alternative schools to come to enrich their curriculum and meet the needs of their students.

9. Other

If the application is not approved RRALC would need to cancel/postpone the trip until funding for transportation can be found and a spot opens up at the camp. The scholarship was awarded on short notice, which has not given the students time for fundraising efforts to help support the cost of travel.

10. Budget Justification

Salaries will be paid by the Moorhead School District as all chaperones attending will be RRALC staff that would normally be working with the students. There will be two teachers, and 3 paras attending. The scholarship will cover the contracted services for 30 students and 3 adults as they have a 10:1 ratios. Because RRALC requires a 6:1 teacher to students ratio we will need to pay the cost of the 2 additional staff members stay and food. RRALC will cover the cost of the copies for permission slips and camp information that will be sent home for the students. Transportation to Camp Courage in Annandale Minnesota for 3 days with driver will be provided by Richard's Transportation for a cost of \$800.00 plus the cost of a motel room for 2 nights in the area.

**LCTS GRANT APPLICATION
BUDGET SUMMARY**

CATEGORY	AMOUNT OF LCTS FUNDS REQUESTED	IN-KIND CONTRIBUTIONS	TOTAL BUDGET
1. Salaries	0	\$1700.00	\$1700.00
5 staff members for 3 days 2 teachers 3 paras			
2. Fringe Benefits	0	0	0
3. Contracted Services	\$245.00	\$2390.30	\$2535.30
<i>Scholarship</i> \$2390.30 covers 30 students/3 adults \$245.00 covers 2 adults food and stay at \$61.25 a night per person			
4. Equipment	0	0	0
5. Copying	\$20.00	0	\$20.00
6. Telephone	0	0	0
7. Travel	\$800.00	0	\$800.00
Bus for 3 days with Driver			
8. Supplies	\$120.00	0	\$120.00
Needed and emergency supplies during trip.			
9. Other	\$150.00	0	\$150.00
Room at Super 8 for Driver in Buffalo MN. 2 nights			
Total	\$1235.00	\$4090.30	\$ 5365.30

MEMO #: I-02-088



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Grant Application
DATE: November 6, 2001

Attached is a grant application to Clay County Joint Powers Collaborative LCTS for Home Focused Assistive Technology for Young Children and Their Families.

The project will further the success of young children in communicating, interacting and learning within their home environments by providing assistive technology training, materials and equipment. Our proposal is threefold: (a) to implement a parent-child workshop day that would allow the families to participate in activities using various types of assistive technology. (b) To allow up to 5 families to receive further in-home training specific to their child and their home/family needs. (c) To purchase and make available a variety of materials and equipment for family use in their home environment.

A letter was submitted with the grant stating that preliminary approval was given and the grants would be placed on the consent agenda for board action at the November 12, 2001 meeting.

SUGGESTED RESOLUTION: Move to approve the grant application with Clay County Joint Posers Collaborative for the Children and Family Early Intervention Pilot in the amount of \$8,296.38.

LAK/smw

**CLAY COUNTY JOINT POWERS COLLABORATIVE
LCTS GRANT APPLICATION COVER PAGE**

Project/Program Title: Home Focused Assistive Technology for Young Children and Their Families

Geographic Area that will be served by the Project/Program (i.e. Clay County, specific school district boundaries, etc.)

The project will be available to families in Clay County.

Name of Agency/Organization applying:

Persons involved in writing the grant work for Moorhead Public Schools. Three of us work at Early Intervention Services with children birth to Kindergarten entry and the other works as an Assistive Technology support person for the Moorhead School District.

Address:

Early Intervention Services

715 No. 11th Street, Suite 107

Moorhead, MN 56560

Phone # 236-8172 Fax # 218-299-7210 E-mail rbuyse@moorhead.k12.mn.us

Contact person Ronda Buysse Phone # 236-8172

State I.D.# _____ Federal I.D. # _____

Grant Period January 1, 2002 To August 31, 2002 Dollars requested \$8296.38

Number of Clay County residents to be served by Project/Program approx. 45

Overview of Project/Program (100 words, or less). (Please count each word, but count hyphenated words as one word.)

Our project will further the success of young children in communicating, interacting and learning within their home environments by providing assistive technology training, materials and equipment. Our proposal is three-fold: (a) To implement a parent-child workshop day that would allow the families to participate in activities using various types of assistive technology. (b) To allow up to 5 families to receive further in-home training specific to their child and their home/family needs. (c) To purchase and make available a variety of materials and equipment for family use in their home environment.

The application has been approved by the appropriate Board and the Board agrees to accept and fiscally manage the grant in the application is approved. ____ Yes
Signature of Superintendent, or Director, of Agency/Organization

***we have received temporary approval from Lynne Kovash - see letter dated Nov. 1**

_____ Date _____

_____ (print name)

_____ (print title)

CLAY COUNTY JOINT POWERS COLLABORATIVE LCTS APPLICATION NARRATIVE OUTLINE

HOME FOCUSED ASSISTIVE TECHNOLOGY FOR YOUNG CHILDREN AND THEIR FAMILIES

Early care and education programs are continuously building and nurturing relationships which support the social and emotional development of young children and their caregivers. It becomes even more challenging when a child has difficulty with interaction skills due to a disability. This is where technology used in the home can be an important piece in building a solid relationship between the child and parent or caregiver. The key to making sure that technology use in the home is successful is in the training of the parents and caregivers. They need to be able to use technology within their family routines in a way as comfortable as the way in which any parent would communicate and interact with a non-disabled child. Fitting the technology to the family and caregivers is almost as important as fitting the right technology to the child.

1. ASSESSMENT OF NEED/PROBLEM STATEMENT:

Early Intervention Services serves children from birth to six to Kindergarten who qualify through Minnesota state criteria by demonstrating a developmental delay or disability and a need for special education services. Early Intervention Services is a part of the Moorhead Public School district, currently serving 83 children and their families and evaluating 20 new students. The number of children served and evaluated by EIS changes almost weekly as children are referred, evaluated, qualified, or dismissed from the program. The Moorhead School district covers 216 square miles, along the Red River, is 34 miles long and 9.5 miles wide. The Moorhead School district includes the cities of Moorhead, Georgetown and Sabin.

The problem statement addresses providing adequate training and trial use of assistive technology in the home with families, daycare providers, respite care workers, and personal care attendants in order to promote interaction of the student within the family routines and lifestyle. An assistive technology device, as defined in the Assistance for Individuals with Disabilities Act of 1988, is "any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities".

Currently technology is used at the preschool site to determine usability and effectiveness, but due to the cost and portability of the equipment the items are usually kept at the school site. Limited training may take place with the families, however, time constraints and expense of equipment limit the use and consistency of use of the technology in the home setting. Technology assessments for determining what types of technology to use are available to the region through the Regional Assistive Technology Center housed at MSUM. Equipment is available to families at a

monthly rate and subject to availability.

Families, daycare providers and agencies which provide respite care or personal care attendants have expressed an interest in training opportunities to increase their knowledge of technology in an interactive way with their child clients.

We believe that children benefit most from learning that occurs within their natural environments and within the context of the parent-child relationship. This project will allow this continuation of classroom curriculum and special education staff knowledge to the home situation to occur. We believe that technology may assist in interactive relationships and improve family function through enhanced attachment and self-esteem.

2. PROJECT OVERVIEW:

We are proposing a project that will provide training, materials and equipment to parents, special education services staff, respite workers, and others closely involved in the care and encouragement of young children with disabilities in Clay County. We believe that the project will greatly support the mental health of the child and his/her family by maximizing the child's communicative functioning and allowing the expression/expansion of the child's cognitive functioning therefore impacting positively the self-esteem of the child and the support to the parent. Our project plan includes a three-fold provision of the services: (a) To implement a parent/child workshop session that will demonstrate the use of a variety of assistive technology materials, equipment and strategies within the context of play and learning activities; (b) To allow individual family in-home sessions to specifically address child and family needs within the child's most natural environment; and (c) To purchase and organize a variety of materials and equipment for families to check out and use in their home environment. Materials would be developed to focus on the cognitive, communicative, and motor development of the young child and, perhaps most importantly, to augment the interactions of the child with his/her caregivers.

The project will be staffed by Ronda Buysse, Jennifer Butze, Denise Underwood, and Lowell Buysse, all employees of the Moorhead School District. Time spent working on the grant project will be outside of the staff's contracted work hours (evenings, weekends, etc.) Staff members would be paid to create materials, plan and give workshops, and complete training visits in-home.

Initially, equipment will be ordered and materials created. Once these components are in place, all families with young children with assistive technology needs in Clay County will be invited to attend the proposed workshops. Those families interested in further training and equipment can then apply to receive an in-home training component. All families will also have the opportunity to access materials and equipment from a check-out site for their use at home. Evaluations of the project components will be completed as these components occur, with a final evaluation to be completed in July, 2001.

This project was developed by the grant writing team through discussions of the needs of specific children we are currently working with. It stems out of the convergence of a realization of the importance of a home component and the acceptance of the limitations of the current services in providing necessary time, materials, and equipment to fully support a family's success in using assistive technology within their daily home routines.

3. PROGRAM GOAL:

The goal of the program is to provide families with materials, equipment and training to assist in promoting successful functioning of their child within the family system. Tied to the family functioning is the coordinated support of extended family members, respite care providers, personal care attendants, daycare providers, and others closely involved with the care of the child.

4. MEASURABLE OBJECTIVES:

The last workshop that addressed assistive technology needs of the families was held several years ago as a one day training supported by the Family Leadership project and ARC of Clay County. Currently at least 13 young children served through EIS are using some assistive technology during their home visit or classroom times. Some of these families have some assistive devices in place. Of the 3 children who are home based, 1 is getting specific assistive technology equipment and training on a regular basis. For the children who attend a center for services, training and equipment is not consistently available for home use.

Program Objectives:

*Of the 13 children demonstrating needs for assistive technology, we would like to increase the availability of training and equipment to at least 5 families, including home care staff, based on a survey of needs and interest.

*To provide an assistive technology activity-based workshop to at least 20 persons, including family members and agency staff, that would serve to increase the success of child-adult interactions and family functioning.

*At least 15 families/staff persons will utilize the assistive technology equipment and materials available through a check out system for home use.

5. SPECIFIC METHODS:

This project will provide to interested families in the county a parent-child learning workshop that will demonstrate use of assistive technology within a variety of play activities and daily routines within the framework of the parent-child relationship. Families will be allowed the opportunity to complete an application for more individualized training and to check out equipment and materials for use in their home environment. During the 8 month course of the project, up to 5 families will receive 2-3 training visits each with further follow-up provided by written or verbal (phone) communication opportunities.

Once funded, equipment and materials will be prepared during the months of January and February and parent-child activity workshops will be targeted for the end of February. Post workshop, families will have the opportunity to complete applications for in-home training which could begin mid to late March. In-home trainings and materials check-out will continue the length of the project. In July, evaluation forms will be completed by all involved participants. Expected outcomes include increasing family participation in the child's learning, enhancing knowledge and exposure to assistive technology options, enhancing learning and communicative possibilities for the child, improving parent-child social interactions, promoting early literacy skills, and providing a link between the school, family and community agencies to collaboratively address the needs of the child.

6. EVALUATION:

This program is intended for families of children who are in need of assistive technology due to disability. Many of them are primarily nonverbal communicators. Participant families will be given a simple question/answer information pamphlet explaining basic facts about Assistive Technology. Families and in-home agency representatives will be invited to a county wide training demonstrating the use of assistive technology within daily activities (i.e. bedtime routine, story time, bath time). Project coordinators will select up to five families to receive in-home training more specific to their individual family needs within the home. These families will complete a needs assessment similar to the parent worksheet portion of the Assistive Technology Checklist developed by the Minnesota Department of Children, Families, and Learning.

Success of the project will be measured by the completion of a survey by families and in-home agency persons. A short workshop evaluation will measure the participants' opinions of the usability and effectiveness of activities and information shared. Project coordinators will also track the frequency of check out for specific materials and equipment.

7. DEMONSTRATION OF EXPANSION OF SERVICES:

This project is an expansion of what is currently available through Early Intervention Services and Moorhead Public Schools. The expansion addresses the in-home needs of the family as well as the collaborative training to others closely involved with the child. The project would be considered intervention as the children have qualified to receive special education services but would also, hopefully, serve to prevent future out of home placement by promoting successful functioning of the child in his/her home and encouraging more positive interactions and feelings of success for the parent and child.

8. DEMONSTRATION OF COLLABORATION:

The Interagency Early Intervention Committee (IEIC), which is a group of agencies that work with young children and their families, will assist in the collaboration by serving as a source of appropriate referrals to the project. The IEIC members will also notify families and interested agency staff of the workshop designed to give a basic

introduction of assistive technology possibilities for the home environment.

More specific in-home training can be made available to all agency personnel working with the up to 5 families who are chosen to participate in this component. All agencies that work with children using technology will also have access to the materials available for check-out and use in the home.

Collaborations with agencies through the Interagency Early Intervention Committee will assist in notification of appropriate families. Workshops and in-home training will be available to extend family, respite care workers, personal care attendants, daycare providers, etc. This training of many of the different persons involved in a child's daily life will serve to promote generalization of a child's skills through coordination of families, agencies, and early intervention.

Some of the persons who have agreed to assist in the collaboration piece of this project within the county include Rachel Stotts, board member at CCRI; LaVerne Czichotzki, ARC of Clay County; Laurie Young, Clay County Social Services, Marie Swanson, Regional Assistive Technology Center; Carey Lamoureaux, Lake Agassiz Special Educational Cooperative; and Sarah Brendemuhl, parent and IEIC member.

Check the category/categories, as well as any program type(s) underneath the category name, that applies to the attached grant application. 7

☒ **FAMILY FUNCTIONING (CATEGORY)**

- ☐ Programs for Coping with Divorce
- ☐ ECFE Programs
- ☒ Parenting Programs/Parent Support Groups
- ☐ Domestic Violence Programs
- ☐ Maltreatment Prevention
- ☒ In Home Services/Home Based Services
- ☐ Family Crisis Intervention
- ☐ Runaways
- ☒ Respite Services
- ☒ Adult/Child Literacy Enhancement
- ☐ Transportation Assistance
- ☒ Family Support Services
- ☐ Emergency Housing to Prevent Homelessness

☒ **ORGANIZATION, COMMUNITY AND SYSTEMS CHANGE (CATEGORY)**

- ☐ Wraparound Services/Reduction of duplication of efforts
- ☒ Community/School Partnership Services and Activities - formal and informal
- ☐ Language/Interpreter Services
- ☐ Cultural Diversity
- ☐ Community Education
- ☐ Single Point of Entry
- ☒ Parent Involvement in Schools/Community

☒ **CHILD DEVELOPMENT AND SCHOOL PERFORMANCE (CATEGORY)**

- ☒ Expansion of Early Childhood, Child Care Programs and Home Visiting
- ☐ Truancy/Dropout Prevention Programs
- ☒ Self-Esteem/Social Skills Building Services/Cognitive Re-Structuring
- ☐ Conflict/Anger Management
- ☐ Non-Traditional Educational/Extra Curricular Activities
- ☐ Asset Building Activities
- ☐ Community/School Related Restorative Justice Programs
- ☐ Service Learning Classes and Programs
- ☐ Intergenerational Programs
- ☐ Summer Programs for At Risk Children
- ☐ Tobacco Abuse Prevention/Education
- ☐ Chemical Abuse Prevention/Education
- ☐ Child/Family Mentoring
- ☐ Teen Health Education
- ☐ Gender Equity Program
- ☐ School Violence

☐ **CHILD AND/OR FAMILY HEALTH (CATEGORY)**

- ☐ Transitional Services
- ☐ Independent Living Services
- ☐ Physical, Mental and Health Education/Services
- ☐ Dual Diagnosis of Mental Health/Chemical Health
- ☐ Sexual Abuse Prevention/Intervention

I certify that the grant dollars requested will not be used to supplant current funds, "out of home" placement, or capital expenditures.

35

Signature of School District Superintendent, or Agency/Organization Director

**LCTS GRANT APPLICATION
BUDGET SUMMARY**

8

NOTE: Funds cannot be utilized to supplant (take the place of, and serve as, a substitute for) other funding, except in the case of a "time limited" grant; for "out of home" placement; or for capital expenditures.

CATEGORY	AMOUNT OF LCTS FUNDS REQUESTED	OTHER SOURCES OF FUNDING	IN-KIND CONTRIBUTIONS	TOTAL BUDGET
1. Salaries	\$1925.00		\$800.00	\$2725.00
2. Fringe benefits				
3. Contracted services				
4. Equipment	\$5299.88			\$5299.88
5. Copying/ printing	\$390.00			\$390.00
6. Telephone/ postage				
7. Travel - limited to \$.27 per mile	\$25.00			\$25.00
8. Supplies & materials	\$656.50			\$656.50
9. Other				
TOTAL				\$9096.38

NOTE: Computers and software are allowable as supplies if the cost of any one item does not exceed \$5,000. Any equipment or supply item that exceeds \$5,000 will be considered a capital expenditure.

BUDGET JUSTIFICATION

The following is a more specific list of the cost breakdown of items included as equipment and materials on the budget summary page. Staff salary will be used to cover time spent planning and presenting the assistive technology workshop, preparing and organizing equipment and materials, making home visits to selected families, and completing necessary paperwork. Travel costs will apply to staff travel to and from home visits. This cost will depend on the location of the homes of the select families and will be known following family application review. Staff will be donating time to make many of the low-tech materials for family use. This is listed as in-kind contributions on the budget summary.

<u>Grant Budget</u>				
<u>Category</u>	<u>No#</u>	<u>Item</u>	<u>Price</u>	<u>Total</u>
Communication Devices	2	Go Talk	\$179.00	\$358.00
	2	Step-by-Step/levels	\$149.99	\$299.98
	1	Tech/Talk 8 loc.	\$445.00	\$445.00
	2	Tech/Four	\$145.00	\$290.00
	2	Voice Pal Max	\$565.00	\$1130.00
Adaptive Software	1	IntelliTools Access Bundle #1-IntelliKeys, OverlayMaker, ClickIt	\$560.00	\$560.00
	1	IntelliPics Studio	\$139.95	\$139.95
	1	IntelliTalk 11	\$139.95	\$139.95
	1	Switcho It	\$150.00	\$150.00
Switches	3	Pal Pads	\$29.00	\$87.00
	1	Switch Kit/Adaptation	\$375.00	\$375.00
Adaptive Materials	1	Softkeys for IntelliKeys	\$30.00	\$30.00
	4	Choice boards	\$15.00	\$60.00
	2	Small fold-up display boards	\$13.00	\$26.00
	1	Books Made Easy	\$10.00	\$10.00
		Books to adapt	\$100.00	\$100.00
	25 yards	velcro	\$70.00	\$70.00
	3	Laminator sheets	\$20.00	\$60.00
	5	velcro lap boards	\$7.50	\$37.50
	3	Storyboard travel	\$12.00	\$36.00
	1	SwitchSkin	\$30.00	\$30.00
	10	Conductive foam	\$1.00	\$10.00

	4	Color Printer		
		Cartridge	\$130.00	\$390.00
	10	Storage tubs	\$6.00	\$60.00
	1	Locked Cabinet	\$127.00	\$127.00
Hardware	1	Keygaards for IntelliKeys set 1	\$125.00	\$125.00
	1	IBook laptop computer	\$1200.00	\$1200.00
Staff Salary	Home visits - 1.5 hours X 15 visits (3 per 5 families) \$25.00 per hour X 22.5 hours (X 2 staff persons per visit) = \$1125.00			
	Workshop - 4 hours prep + 4 hours workshop x 4 staff \$25.00 per hour x 8 hours x 4 = \$800.00			
	Preparation of Materials - 8 hours x 4 staff \$25.00 per hour x 8 hours x 4 = \$800.00 **this time will be donated by staff & listed as in-kind			
Travel	Estimated mileage to and from family homes \$25.00			

Total \$8296.38

MEMO #: I-02-083



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

Washington Elementary has received \$400.00 in memory of Lois Ohman. Lois was a teacher at Washington Elementary for 24 years and retired in 1992. The money will be used towards library books and reading material.

Probstfield Elementary has received \$1,000.00 from an anonymous donor. The money will be used for first grade field trips.

Moorhead Area Public Schools has received \$356.00 from Moorhead Youth Wrestling for the purchase of a Schwinn Exercise Bike for use in the wrestling room.

SUGGESTED RESOLUTION: Please accept the following gifts: \$400.00 to Washington Elementary in memory of Lois Ohman, \$1,000 to Probstfield Elementary from an anonymous donor, and \$356.00 from Moorhead Youth Wrestling.

LAK/smw

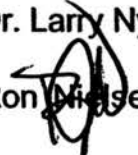
TO: Dr. Larry Nybladh
FROM: Ron Nelsen
DATE: November 6, 2001
SUBJECT: New Employees

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

Denise Krabbenhoft	MMMI Paraprofessional, Senior High, B21 (0-2) \$10.71 per hour, 6.5 hours daily, effective November 13, 2001. (Replace Juanita Escobedo)
Ruth Edgerton	EBD Paraprofessional, Robert Asp, B21 (0-2) \$10.71 per hour, 6.5 hours daily, effective November 13, 2001. (Replace Lynn Peterson)
Monica Ramirez	Hall Monitor, Junior High, B21 (0-2) \$10.71 per hour, 6.5 hours daily, effective immediately. (Replace Gloria Hernandez)
David Jons	AOM Paraprofessional, Probstfield Elementary, \$8.16 per hour, 1.5 hours daily, effective immediately. (Replace Patricia Alvear)

Suggested Resolution: Move to approve the employment of Denise Krabbenhoft, Ruth Edgerton, Monica Ramirez and David Jons as presented.

RN:sh

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

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

Lynn Peterson EBD Paraprofessional, Robert Asp, effective November 2, 2001.
James Lund Supervisor of Planning, Assessment, and Online Resources,
 Townsite Centre, effective December 21, 2001.

Suggested Resolution: Move to accept the resignation of Lynn Peterson and James Lund as presented.

RN:sh

MEMORANDUM P 02.059

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: November 6, 2001
SUBJECT: Family/Medical Leave

The administration requests a Family/Medical leave for the following persons:

GayeLynn Tunheim	LD Teacher, Riverside Elementary, to begin around January 14, 2002 for eight weeks.
Nancy Vigen	LD Teacher, Robert Asp, to begin around January 7, 2002 for six weeks.
Stephanie McNab	Reading Recovery Teacher, to begin around December 19, 2001 for twelve weeks.

Suggested Resolution: Move to approve the Family/Medical leave for GayeLynn Tunheim, Nancy Vigen and Stephanie McNab pursuant to Article 38, Section 1 of the Teachers Master Contract .

RN:sh

MEMORANDUM P 02.060

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: November 6, 2001
SUBJECT: Change in Employment Contract

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

Rachelle Isaacson Speech-Language Pathologist, Senior High, from 1.00 FTE to .75 FTE from November 1, 2001 until the end of the 2001-2002 school year.

Suggested Resolution: Move to accept the change in contract for Rachelle Isaacson as presented.

RN:sh

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

DATE: November 6, 2001

SUBJECT: Rescission of Termination and Acceptance of Resignation

The administration requests approval to rescind the termination and to approve the resignation of the following person:

Noreen Kapaun Secretary, Riverside/Washington, effective September 20, 2001.

Suggested Resolution: Move to rescind the motion adopted September 24, 2001 terminating Noreen Kapaun, to accept the written resignation of Noreen Kapaun dated October 26, 2001, which is effective September 20, 2001 and to authorize the Chair and Clerk of the Board to execute any documents relating thereto on behalf of the School Board.

RN:sh

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 8, 2001
PAGE 1**

MEMBERS PRESENT: Jim Cummings, Lisa Erickson, Stacey Foss (7:44 p.m.), Anton B. Hastad, Carol A. Ladwig, Kristine Thompson, and Dr. Larry P. Nybladh.

MEMBERS ABSENT: Mark Gustafson.

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 to reverse the order of agenda items 4 and 5.

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

WE ARE PROUD:

***** We Are Proud** of Dr. Larry P. Nybladh for being selected to serve a two-year term on the Legislative/Education Positions Committee for the Minnesota Association of School Administrators.

***** We Are Proud** of Thomas Edison Elementary students for raising \$1,496.16 for the September 11 United Way Fund Drive.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Gifts - Approve the \$410 gift from Box Tops for Education and \$356.61 gift from Target to be used to purchase additional math and music curriculum resources.

Contracts - Approve the contract with Clay County Public Health allowing Moorhead Schools to purchase early childhood screening services.

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Grant Application - Approve the grant application for a \$2,000 mini grant. The grant would supply funds to expand a consulting project already underway in the Children's Mental Health Collaborative. The project is funded by dollars acquired by the Moorhead School District through the Safe and Drug Free Schools grant.

Funding - Accept \$4,000 from Carl Perkins funding through Lakes Country Service Cooperative for instructional equipment to be used with students in the Administrative Support (Business) and Work-Experience Disadvantaged programs.

Agreement - Approve the "School and College" Program Agreement between Concordia College and Moorhead Area Public Schools for Post-Secondary Enrollment.

New Employees

Rita Gullickson - Spanish Immersion Teacher, Probstfield, MA+15 (7), \$40,740, effective for the 2001-2002 school year. (Replace Kathryn Carlson)

Melanie Fierstine - Outreach Worker, Junior High, B32 (0-3) \$15.73 per hour, 20 hours per week, Non-Aligned Contract, effective for the 2001-2002 school year. (Replace Kris Osagie)

John Braun - Liaison-Program Monitor, RRALC, B21 (0-3) \$12.19 per hour, 8 hours daily, Non-Aligned Contract, effective immediately. (Replace Victor Lara)

Jason Praus - Computer Technician, Jr. High, B22 (11) \$12.54 per hour, 8 hours daily, Secretarial Contract, effective October 22, 2001. (Replace Lynn Greenwaldt)

Family/Medical Leave

Valerie Stevenson - O.T., Edison/Riverside Schools, to begin around January 20, 2002 for 12 weeks.

Lea Rodriguez - Paraprofessional, Probstfield, to start on or about October 31, 2001 for 6 weeks.

Resignation

Casaundra Jolly - Food Service, Edison, effective September 28, 2001.

New Coach

Paul Larson - Head Wrestling Coach, Senior High, for the 2001-2002 school year. (Replace Shawn Osborne)

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Minutes - Approve the September 10 and 24 Regular meeting minutes and the September 12 Special meeting minutes as presented.

Claims - Approve the September claims, subject to audit, in the amount of \$1,152,609.70.

General Fund:	\$1,029,058.70
Food Service:	84,633.89
Community Service:	37,695.06
Townsite Centre:	1,222.05
TOTAL	\$1,152,609.70

Motion carried 5-0.

COMMITTEE REPORTS: None.

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

High School Automotive Program - Gene Boyle introduced Darvin Miller, Industrial Technology teacher, and high school students Josh Koppelman, Jeff Schneider and Jason Miller. Mr. Miller and students presented a comprehensive review of the National Automobile Technology Education Foundation (NATF) Certification Program offered through the high school automotive program.

ENROLLMENT: Kovash reviewed the October 1 enrollment figures. The enrollment numbers are collected from each of the schools the first day of the month. The October 1 figures reflect the enrollment number that is reported to the Department of Children, Families and Learning. The total elementary enrollment decreased by 24 students. Moorhead Junior High has decreased by 7 students, while Moorhead Senior High increased by 1 student.

BUILDING PROFILES: Kovash highlighted and discussed the draft K-12 Building and District Profiles for a five-year period of 1996-97 through 2000-2001.

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OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Erickson stated her conflict with attending the upcoming Student Demographics Task Force meeting and asked Board members to assist.

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

Carol Ladwig, Clerk

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

MEMBERS ABSENT: Mark Gustafson.

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

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

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

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Grant Application - Approve the grant application to Clay County Joint Powers Collaborative LCTS for the Children and Family Early Intervention Pilot in the amount of \$126,010.

Grant - Approve the \$15,000 grant from the Alex Stern Family Foundation for the sound system at Moorhead Senior High School.

Gifts - Approve the \$1,311.78 and \$50 gifts from the Washington PTAC. The gifts will be used for library renovations and health office miscellaneous items (socks, lice shampoo, underwear).

Funding - Accept \$3,555 from Carl Perkins funding through Lakes Country Service Cooperative for instructional equipment to be used by students in the automotive program at Moorhead Senior High.

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New Employees

Craig Berg - Night Custodian, Robert Asp, A12 (0-2) \$10.10 per hour, 8 hours per day, effective October 15, 2001. (Replace Michael Engelke)
Lindsey Gunderson - Special Education Paraprofessional, Riverside, B21 (0-2) \$10.71 per hour, 6.5 hours daily, effective October 5, 2001. (Replace Shari Eggiman)
Marian Kadrie - Special Education Paraprofessional, Riverside, B21 (0-2) \$10.71 per hour, 6.5 hours daily, effective October 5, 2001. (Replace Rhonda Granzow)
Michael Herbst - Food Service, Senior High, \$7.20 per hour, 2.25 hours daily, effective October 12, 2001. (Replace Joann Sturman)

Resignation

Patricia Alvear - AOM Paraprofessional, Probstfield, effective immediately.

Family/Medical Leave

Sharon Rein - Fixed Assets/Building Tech, Senior High, to extend to 12 weeks.

Change in Employment Contract

Faye Smiley-Aakre - teacher contract increase from .79 FTE to 1.0 FTE effective immediately and to be paid retroactively through dollars received from the Phonological Awareness Project.

Motion carried 6-0.

COMMITTEE REPORTS: Brief reports were heard related to the Early Childhood Family Education Advisory Council, Community Education Advisory Council, Wellness Committee, and Clay County Joint Powers Collaborative meetings.

STRUCTURAL BALANCE: Hastad moved, seconded by Ladwig, to approve the Individual Settlement-Balanced Budget Projection as presented in regards to the Master Agreement for Bus Drivers and Bus Assistants. Motion carried 6-0.

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BUS DRIVER/BUS ASSISTANT EMPLOYMENT AGREEMENT 2001-2003: Foss moved, seconded by Erickson, to approve the Bus Driver/Bus Assistant Agreement for two years beginning July 1, 2001 as presented for an approximate total cost of \$18,787.70. Motion carried 6-0.

FIRST READING OF POLICIES: The Board conducted a first reading of the following policies: Employee Copyright/Royalties (GCQC), Protection and Privacy of Pupil Records (JO) and Medication Policy (JHCD).

BUILDING AND DISTRICT PROFILES: Ladwig moved, seconded by Foss, to accept the Building and District Profiles for 1996-97 through 2000-2001 as presented and direct administration to share them with staff and public as appropriate. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Cummings reported on the annual LCSC Board election and two positions were available. Board members interested were asked to contact Michelle prior to November 15. Reminders were stated related to the upcoming October 23 Facility and Grade Level Configuration Model Task Force meeting to be held in the Townsite Centre Board Room and the October 23 School Board Candidate Forum held at the Northwest Technical College.

CLOSE PUBLIC MEETING: Thompson moved, seconded by Foss, to close the public meeting at 7:26 p.m., pursuant to M.S 471.705 for the purpose of discussing negotiations strategies. Motion carried 6-0.

The meeting recessed at 7:27 p.m.; the Chair reconvened the meeting at 7:42 p.m.

OPEN PUBLIC MEETING: Foss moved, seconded by Thompson, to reopen the public meeting at 8:55 p.m.

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ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:56 p.m.

Carol Ladwig, Clerk

MEMO #: I-02-087



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Board Dialog

DATE: November 6, 2001

Jill Skarvold will share with the board information regarding Special Education Services in the Moorhead School District.

LAK/smw

MEMO #: S-02-044

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent

DATE: November 6, 2001

RE: Policy Approval

Attached please find the policy, Employee Copyright/Royalties (GCQC).

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

LPN:mde
Attachment



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❖ Policies and Procedures ❖

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This site is maintained by ISD#152 CORAL web studio students and staff. Every effort is taken to keep it accurate and updated. For current information, please call the district offices.

Code: GCQC
Category: Policy of the School Board / Moorhead, MN
Section: Personnel
Name: Employee Copyrights/Royalties
Adopted: 9/26/1994
Revised: 12/14/1998
Reviewed: 12/14/1998
Policy: The Moorhead School Board supports and encourages staff members to publish or develop materials related to the educational profession and wishes to establish the principle of rewarding creativity by the staff. The School Board does not wish to become an entrepreneur in either publishing or manufacturing enterprises, yet if there is a commercial return on the investment of District funds, the Board wishes to receive a return on that investment.

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

REGULATIONS

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

Rights to copyrights or patents of books, materials, computer software or templates,

devices, etc. developed by staff members of ISD 152 on their own time will be vested in the employee and be copyrighted or patented and/or marketed, if at all, in their name.

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

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

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

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

Materials developed by staff on school time:

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

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

In an effort to stimulate the innovative and creative development of specific materials and/or programs, 30% of the proceeds will be distributed to the creator(s) of the material(s) or program(s).

The remaining 70% will be retained by the Board. A portion of the royalties will be used to provide any necessary user support of the marketed product and/or continuation of product development.

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

Noncopyrighted Materials:

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

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

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

Search Again

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MEMO #: S-02-045

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent

DATE: November 6, 2001

RE: Policy Approval

Attached please find the policy, Protection and Privacy of Pupil Records (JO).

Suggested Resolution: Move to approve policy, Protection and Privacy of Pupil Records (JO), as presented.

LPN:mde
Attachment



❖ Policies and Procedures ❖

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Code: JO
Category: Policy of the School Board / Moorhead, MN
Section: Students
Name: Protection and Privacy of Pupil Records
Adopted: 4/27/1982
Revised: 10/27/1997
Reviewed:
Policy: I. Purpose

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. General Statement of Policy

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. 1232g, et seq., (Family Educational Rights and Privacy Act) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

III. Definitions

A. Directory information.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight

and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. Directory information does not include personally identifiable data which references religion, race, color, social position or nationality.

B. Education records.

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.

2. What does not constitute an education record. The term "education records" does not include:

a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which:
(1) are in the sole possession of the maker thereof; and

(2) are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; and (3) are destroyed at the end of the school year.

b. Records of a law enforcement unit of the school district, provided educational records maintained by the school district are not disclosed to the unit, and the law enforcement records are:

(1) maintained separately from education records;
(2) maintained solely for law enforcement purposes; and
(3) disclosed only to law enforcement officials of the same jurisdiction.

c. Records relating to an individual, including a student, who is employed by the school district which:

(1) are made and maintained in the normal course of business;
(2) relate exclusively to the individual in that individual's capacity as an employee; and
(3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:

- (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
- (2) made, maintained, or used only in connection with the provision of treatment to the student; and
- (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records that only contain information about an individual after he or she is no longer a student at the school district.

C. Eligible student.

Eligible student means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

D. Legitimate educational interest.

Legitimate educational interest includes interest directly related to classroom instruction, teaching student achievement and progress, discipline of a student and student health and welfare. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

E. Parent.

Parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

F. Personally identifiable.

Personally identifiable means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number; (e) a list of personal characteristics that would make the student's identity easily traceable; or (f) other information that would make the student's identity easily traceable.

G. Record.

Record means any information or data recorded in any way including, but not limited to, handwriting, print, tape, film, microfilm and microfiche.

H. Responsibility authority.

Responsibility authority means the Superintendent, and/or other administrators such as an assistant superintendent, a principal, or other administrative supervisor.

I. Student.

Student includes any individual who is or has been in attendance, enrolled, or registered at the school

district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.

J. School official.

School official includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performances as a substitute; and (d) a person employed by, or under a contract to, the school board to perform a special task such as a secretary, a clerk, an attorney or an auditor for the period of his or her performances as an employee or contractor.

K. Summary data.

Summary data means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristics that could uniquely identify the individual is ascertainable.

L. Other terms and phrases.

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. General Classification

State law provides that all data collected, created, received or maintained by a school district is public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which related to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of 20 U.S.C. 1232g and the regulations promulgated

thereunder.

V. Statement of Rights

A. Rights of parents and eligible students.

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
5. The right to be informed about rights under the federal law; and
6. The right to obtain a copy of this policy at the location set forth in the COPIES OF POLICY section of this policy.

B. Eligible students.

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student."

VI. Disclosure of education records

A. Consent required for disclosure.

1. The school district shall obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

- a. a specification of the records to be disclosed;
- b. the purpose or purposes of the disclosure;
- c. the party or class of parties to whom the disclosure may be made; and
- d. if appropriate, a termination date for the consent.

3. When a disclosure is made under this subdivision:

- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
- b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.

4. If the responsibility authority seeks an individual's informed consent to the release of private data to an insurer, informed consent shall not be deemed to have been given unless the statement is:

- a. in plain language;
- b. dated;
- c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in clause e, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for life insurance or noncancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.

5. Eligible student consent. Whenever a student has attained eighteen (18) years of age or is

attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.

B. Prior consent for disclosure not required.

The school district may disclose personally identifiable information from the education records of a student without written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To officials of other schools or school districts in which the student seeks or intends to enroll. This provision shall serve as notice that the school district forwards education records on request to a school in which a student seeks or intends to enroll, and that the district will not further notify parents or eligible students prior to such a transfer. Upon request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA section of this policy.
3. To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
4. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;

c. determine conditions for the aid; or
d. enforce the terms and conditions of the aid.
"Financial aid" for purposes of this provision means of payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution.

5. To state and local officials or authorities to whom such information is specifically required to be reported or disclosed by state statute enacted prior to November 19, 1974;

6. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations.

7. To accrediting organizations in order to carry out their accrediting functions;

8. To parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;

9. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith; and

10. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

11. Information the school district has designated as "directory information" pursuant to the
RELEASE OF DIRECTORY INFORMATION

section of this policy.

12. To the parent of a student who is not an eligible student or to the student himself or herself.

13. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent diseases or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. Release of directory information

A. Classification.

Directory information is public except as provided herein.

B. Former students.

The school district may disclose directory information from the education records generated by it regarding an individual who is no longer in attendance within the school district without meeting the requirements of Paragraph C of this Section.

C. Present students.

The school district may disclose directory information from the education records of a student without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually, give public notice by any means that are reasonably likely to inform the parents and eligible students of:

- a. the types of personally identifiable information that the school district has designated as directory information;
- b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student as directory information; and

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c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student designated as directory information.

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy.

D. Procedure for obtaining nondisclosure of directory information.

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration.

The designation of any information as directory information about a student will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private records.

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose

private records or their contents except as summary data, or except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy, without the prior written consent of the parent or the eligible student.

B. Private records not accessible to parent.

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

- a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. 144.341 to 144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private records not accessible to student.

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or an eligible student.

B. Reports under the Maltreatment of Minors Reporting Act.

Pursuant to Minn. Stat. 626.556, reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The data subject, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minn. Stat. 626.556, Subd. 11.

C. Investigative data.

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected nonpublic or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law

enforcement process, promote public health or safety, or dispel widespread rumor or unrest.

2. A complainant has access to a statement provided by the complainant to the school district.

3. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

- a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
- b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
- c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

4. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing the student, the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 127.26 et seq.

XI. LIMITS ON REDISCLOSURE

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A. Redisclosure.

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees and agents of any party receiving personally identifiable information under this Section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure not prohibited.

Subdivision A of this Section does not preclude the school district from disclosing personally identifiable information under the DISCLOSURE OF EDUCATION RECORDS section of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

1. The disclosures meet the requirements of the DISCLOSURE OF EDUCATION RECORDS section of this policy; and
2. The school district has complied with the recordkeeping requirements of the RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING section of this policy.

C. Classification of disclosed data.

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification.

The school district shall, except for the disclosure of directory information under the RELEASE OF DIRECTORY INFORMATION section of this policy, or except for disclosures to a parent or student, inform the party to whom a disclosure is

made of the requirements set forth in this Section.

XII. RESPONSIBLE AUTHORITY, RECORD SECURITY; AND RECORD KEEPING

A. Responsibility authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record security.

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for securing student records.

The building principal shall submit to the responsible authority a written plan for securing student records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of written plan for securing student records.

The responsible authority shall review the plans submitted pursuant to Paragraph C of this Section for compliance with the law, this policy and the various administrative policies of the school district. The responsible

authority shall then promulgate a chart incorporating the provisions of Paragraph C which shall be attached to and become a part of this policy.

E. Recordkeeping.

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:

- a. the parties who have requested or received personally identifiable information from the education records of the student; and
- b. the legitimate interests these parties had in requesting or obtaining the information;

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Paragraph B of the LIMITS ON DISCLOSURE section of this policy, the record of disclosure required under this Section shall also include:

- a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; and
- b. the legitimate interests under the DISCLOSURE OF EDUCATION RECORDS section of this policy which each of the additional parties has in requesting or obtaining the information.

3. Paragraph (1) of Recordkeeping does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Paragraph B1(a) of the DISCLOSURE OF EDUCATION RECORDS section of this policy, or to requests for disclosures of directory information under the RELEASE OF DIRECTORY INFORMATION section of this policy.

4. The record of requests of disclosures may be inspected by:

- a. the parent of the student or eligible student;
- b. the school official or his or her assistants who are responsible for the custody of the records; and
- c. the parties authorized by law to audit the recordkeeping procedures of the school district.

5. The record of requests and disclosures shall be maintained with the education records of the

student as long as the school district maintains the student's education records.

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❖ Policies and Procedures ❖

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Code: JO
Category: Policy of the School Board / Moorhead, MN
Section: Students
Name: Protection and Privacy of Pupil Records -- Continued
Adopted: 4/27/1982
Revised: 10/27/1997
Reviewed:
Policy: XIII. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a student or an eligible student.

The school district shall permit the parent of a student or an eligible student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in the DISCLOSURE OF PRIVATE RECORDS section of this policy.

B. Response to request for access.

The school district shall respond to any request pursuant to Subdivision A of this Section immediately, if possible, or within five (5) days of the date of the request, excluding Saturdays, Sundays and legal holidays. In the event the school district cannot comply with the request within the initial five (5) day period, the responsible authority shall so notify the requesting individual and the responsible authority may have an additional five (5) days within which to comply, excluding Saturdays, Sundays and legal holidays.

C. Rights to inspect and review.

The right to inspect and review education records under Subdivision A of this Section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. The right to obtain copies of the records from the school district where failure of the school district to provide copies would effectively prevent the parent or eligible student from exercising the right to inspect and review the education records.

D. Form of request.

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of student records.

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records containing information on more than one student.

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to inspect or review.

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence

that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody which provides to the contrary.

H. Fees for copies of records.

1. The school district shall charge a reasonable fee for providing copies of records. In determining the amount of the reasonable fee, the school district shall consider the following:

- a. the cost of materials, including paper, used to provide the copies;
- b. the cost of the labor required to prepare the copies;
- c. any schedule of standard copying charges established by the school district in its normal course of operations;
- d. any special costs necessary to produce such copies from machine based recordkeeping systems, including but not limited to computers and microfilm systems; and
- e. mailing costs.

2. The cost of providing copies shall be borne by the parent or eligible student.

3. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent the parent or eligible student from exercising their right to inspect or review the student's education records.

4. The school district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or post-secondary institutions for employment or admissions purposes. The fee for such copies and other copies forwarded to third parties with prior consent as a convenience will be the actual search/retrieval and copying costs, plus postage, if that is involved.

XIV. REQUESTS TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Requests to amend education records.

The parent of a student or an eligible student who believes that information contained in the

education records of the student is inaccurate, misleading or violates the privacy or other rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall so inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B of this Section.

B. Right to a hearing.

If the school district refuses to amend the education records of a student, the school district shall, on request, provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C of this Section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly, so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the

contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B of this Section shall:

- a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
- b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of hearing.

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.

2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A and B of this Section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal.

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of the Minn. Stat. Chapter 14 relating to contested cases.

XV. COMPLAINTS FOR NONCOMPLIANCE

A. Where to file complaints.

Complaints regarding alleged violations of rights accorded parents and eligible students by 20 U.S.C. 1232g, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

B. Content of complaint.

A complaint filed pursuant to this Section must contain specific allegations of fact giving reasonable cause to believe that a violation of 20 U.S.C. 1232g and the rules promulgated thereunder has occurred.

XVI. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to 20 U.S.C. 1232g. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XVII. ANNUAL NOTIFICATION OF RIGHTS

A. Content of notice.

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records;
2. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate misleading, or otherwise in violation of the student's privacy or other rights;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. 1232g, and the rules promulgated thereunder;
5. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding protection and privacy of pupil records; and
6. That copies of the school district's policy regarding the protecting and privacy of school records are located in the Superintendent's Office.

B. Notification to parents of students having a primary home language other than English.

The school district shall provide for the need to effectively notify parents of students identified as having a primary home language other than English.

XVIII. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XIX. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the Superintendent.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. 127.26 to 127.39 (Pupil Fair Dismissal Act)

Minn. Stat. 144.341-144.347 (Consent of Minors for Health Services)

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

Minn. Rules Pts. 1205.0100-1205.2000
20 U.S.C. Sec. 1232g et. seq. (Family Educational
Rights and Privacy Act)
34 C.F.R. Secs. 99.1-99.67

Cross References:

MSBA Model Policy 506 (Student Discipline)
MSBA Model Policy 519 (Interviews of Students
by Outside Agencies)
MSBA Model Policy 520 (Student Surveys)
MSBA Model Policy 711 (Videotaping on School
Bus)
MSBA Service Manual, Chapter 13, School Law
Bulletin "I" (School Records-Privacy-Access to
Data)

PUBLIC NOTICE

Independent School District No.152 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected.
 - b. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. Such a request must be in writing, shall identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The

request shall be signed and dated by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff members (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility, and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare.

d. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C 1232g, and the rules promulgated thereunder. Said complaint should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

e. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil

records.

f. That copies of the school district's policy regarding the protection and privacy of school records are located in the Superintendent's Office.

2. Independent School District No.152 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- a. It classifies records as public, private or confidential.
- b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
- c. It establishes procedures and regulations to allow parents or students to request the amendment of student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- d. It establishes procedures and regulations for access to and disclosure of education records.
- e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon request to the Superintendent.

4. Pursuant to applicable law, Independent School District No.152 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or

institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

a. The information listed above shall be public information which the school district may disclose from the education records of a student.

b. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.

c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:

- (1) Name of student;
- (2) Home address;
- (3) School presently attended by student;
- (4) Parents legal relationship to student, if applicable;
- (5) Specific category or categories of directory information which is not to be made public without the parent's or eligible students prior written consent.

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

Dated:
Signed:
Chair, ISD #152

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MEMO #: S-02-046

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent

DATE: November 6, 2001

RE: Policy Approval

Attached please find the policy, Medication Policy (JHCD).

Suggested Resolution: Move to approve policy, Medication Policy (JHCD), as presented.

LPN:mde
Attachment



❖ Policies and Procedures ❖

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Code: JHCD
Category: Policy of the School Board / Moorhead, MN
Section: Students
Name: Medication Policy
Adopted: 10/24/1989
Revised: 1/12/1998
Reviewed: 11/23/1993 1/12/1998
Policy: PURPOSE

The purpose of administering medications in school is to assist students who require medication be taken during school hours to maintain an optimal state of health and therefore, enhance their educational program.

GENERAL STATEMENT OF POLICY

The intent of this procedure is to assure safe administration of medications in school for those students who require them. This procedure applies to both prescription medication or medicine that may be purchased without a prescription.

1. No prescription medication or medicine that may be purchased without a prescription will be administered during the school day by school personnel unless prescribed by a licensed prescriber and an authorization is signed by the student's parent or guardian. (Refer to Administrative Policy JHCD-A.)

2. Administration of medication by school personnel must be done according to the written order of a licensed prescriber and the written authorization of a parent or guardian. Authorization forms for administration of medication are available at the Principals' Office

or Health Office of each school. New request forms must be submitted on an annual basis or whenever there is a change in medication, dosage, or frequency of medication.

3. Prescription medication must be brought to school in a container with a label prepared by a pharmacist. Medication that may be purchased without a prescription must be brought to school in the original container labeled with the student's name and dosage.

4. The principal in each building shall direct the licensed school nurse to ensure that the procedural safeguards and records contained in this policy and required by law are followed prior to administration of any drugs or medicine. Unless the licensed prescriber authorizes otherwise, injected medications will be given by the licensed school nurse. The exception would be an emergency such as severe allergic reaction (e.g. bee sting) during which other trained school personnel may give the medication.

5. When the student can demonstrate proper administration of the medication and if the student, his/her parent/guardian, physician and licensed school nurse, agree it is appropriate for the student to self-administer the medication, the student will be allowed to carry and self-administer the medication. Prior to any self-medication program, the student needs to be knowledgeable about his/her specific health condition and the medications used to manage his/her condition. Questions regarding any student observed by school personnel self-administering medication should be referred to the school nurse.

6. The administration of medication to pupils on field trips, and during extracurricular activities shall be done as follows:

- If the student is to self-administer medication, the same procedure shall be in effect as for the regular school day.
- Any medication to be administered to a pupil while on a field trip or during extracurricular activities will be kept in the possession of an adult assigned to administer the medication and

accompanying a student on the trip.

- All medication must be clearly marked with the student's name, the medication name, and directions as to the dosage, time and method of administration.

7. For each student whose health condition requires a prescribed emergency medication, a written Individualized Health Plan will be formulated by the parent, student, teacher and licensed school nurse. The plan shall include the written order of the student's physician and should identify which trained school personnel can give emergency medication to the student.

8. Special health treatments such as catheterization, tracheotomy suctioning, and gastrostomy feeding do not constitute administration of drugs or medicine. Such treatments are delegated medical functions. The treatments require a physician's written order, written parent permission and should be included in the student's Individualized Health Plan.

Legal References:

Minn. Stat. 13.02, subd. 8 (Students Records Regarding Health)

Minn. Stat. 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. 121A.21 (Hiring of Health Personnel)

Minn. Stat. 151.212 (Label of Prescription Drug Containers)

20.U.S.C. 1401, et seq. (IDEA)

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091

MEMO #: I-02-085



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Enrollment Review
DATE: November 5, 2001

Attached is the November 2001 enrollment and cohort projections for 2001-2007 to be reviewed with the Board.

Elementary enrollment (K-6) decreased by 84 students from November 2000 to November 2001 and is anticipated that K-6 enrollment will drop by another 90 students by November 2005. It is anticipated there will be a small increase in November 2006. This is dependent upon a slight increase in the birth rate. Enrollment in grades 7-12 decreased by 57 from November 2000 through November 2001. Secondary enrollment is projected to decrease by 350 students from November 2001 through November 2005.

The total cumulative district enrollment decline from November 2001 through November 2006 is projected to be 524 students.

LAK/smw
Attachment

MOORHEAD AREA PUBLIC SCHOOLS COHORT PROJECTIONS
NOVEMBER 2001

	Actual enrollments		Projected enrollments								Nov. 2000 Projected	Variance between Actual and Projected
	97/98	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07		
Kindergarten	442	425	380	414	371	390	380	425	400	400	360	11
Grade 1	420	451	421	364	419	368	387	377	422	397	404	15
Grade 2	483	401	457	407	356	412	362	380	371	415	356	0
Grade 3	461	473	399	438	401	346	400	351	369	360	397	4
Grades 1-3	1364	1325	1277	1209	1176	1126	1149	1109	1162	1171	1157	19
Grade 4	419	471	465	392	432	398	343	396	348	366	434	-2
Grade 5	477	414	456	458	393	427	393	339	392	344	386	7
Grade 6	461	457	418	437	433	381	414	381	328	380	449	-16
Grades 4-6	1357	1342	1339	1287	1258	1206	1150	1116	1069	1091	1269	-11
Grades 5-6	938	871	874	895	826	808	807	720	721	725	835	-9
Grade 7	503	469	479	441	459	448	394	428	394	340	450	9
Grade 8	464	480	458	453	425	445	434	382	415	382	425	0
Grades 7-8	967	949	937	894	884	893	828	810	809	721	875	9
Grade 9	528	468	492	474	464	434	455	443	390	424	466	-2
Grade 10	460	476	475	482	460	449	420	440	429	377	470	-10
Grade 11	486	432	474	451	464	440	430	402	421	411	466	-2
Grade 12	364	428	407	433	437	436	414	404	378	396	412	25
Grades 9-12	1838	1804	1848	1840	1825	1760	1719	1690	1618	1608	1814	11
Grades K-4	2225	2221	2122	2015	1979	1913	1871	1930	1910	1938	1951	28
Grades K-5	2702	2635	2578	2473	2372	2340	2265	2269	2302	2282	2337	35
Grades K-6	3163	3092	2996	2910	2805	2721	2679	2650	2631	2662	2786	19
Grades 6-8	1428	1406	1355	1331	1317	1274	1242	1191	1137	1101	1324	
Grades 7-12	2805	2753	2785	2734	2709	2652	2546	2499	2427	2329	2689	20
Grades K-12	5968	5845	5781	5644	5514	5374	5225	5150	5058	4991	5475	39
	-66	-123	-64	-137	-130	-141	-149	-75	-92	-67	-39	

Pupil Units												
Kindergarten	246.19	236.73	211.66	230.60	206.65	217.23	211.66	236.73	222.80	222.80		
Grades 1-3	1520.86	1477.38	1423.86	1348.04	1311.24	1255.17	1281.01	1236.49	1295.46	1306.20		
Grades 4-6	1438.42	1422.52	1419.34	1364.22	1333.48	1278.12	1218.91	1183.38	1133.01	1156.22		
Grades 7-12	3646.50	3578.90	3620.50	3554.20	3522.19	3448.09	3310.20	3249.13	3155.13	3027.65		
Adjustments	-12.00	-12.00	-12.00	-12.00	-12.00	-12	-12	-12	-12	-12		
Total	6839.97	6703.52	6663.36	6485.05	6361.56	6186.60	6009.78	5893.73	5794.41	5700.86		

Budgeted Units in AOP at 99% of November projections

6771.57 6636.48 6596.72 6420.20 6297.94 6124.74 5949.68 5834.79 5736.47 5643.85

Adjustments include estimates of 12 pupil units for Early Childhood Special Education, 90 units for YES and a reduction of 100 units for PSEO as well as a reduction of 7 pupil units for students older than 21 who receive .65 FTE weighting and 8 units for part time students. Weighting Changes were made in legislation effective July 1 1999. Kindergarten from .53 to .557; Grades 1-3 from 1.06 to 1.115 with grades 4-6 remaining at 1.06 and grades 7-12 remaining at 1.30.

MEMO #: S-02-047

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent

DATE: November 6, 2001

RE: Election Resolution

Attached please find the Resolution Canvassing Returns of Votes of Independent School District #152 General Election for the November 6, 2001 school board election. This election was held in conjunction with the cities of Moorhead and Dilworth.

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

mde
Attachments

RESOLUTION CANVASSING RETURNS
OF VOTES OF
INDEPENDENT SCHOOL DISTRICT NO. 152
GENERAL ELECTION

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

1. It is hereby found, determined and declared that the general election of the voters of the district, held on November 6, 2001, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of 6,552 voters of the district voted at said election on the election of three (3) school board members for four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

<u>Scott Abrahamson</u>	<u>2,726</u>	(4-year term)
<u>Jonathan Clark</u>	<u>1,448</u>	(4-year term)
<u>Sonia M. Hohnadel</u>	<u>3,001</u>	(4-year term)
<u>Kristine A. Thompson</u>	<u>3,719</u>	(4-year term)
<u>William K. (Bill) Tomhave</u>	<u>3,392</u>	(4-year term)

3. Sonia M. Hohnadel, Kristine A. Thompson, and William K. (Bill) Tomhave, having received the highest number of votes, are elected to four year terms beginning January 1, 2002.

4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

Dated: November 12, 2001

Carol A. Ladwig, Clerk

Attachment: Abstract & Return of Votes Cast

INDEPENDENT SCHOOL DISTRICT NO. 152 (MOORHEAD)
STATE OF MINNESOTA

ABSTRACT AND RETURN OF VOTES CAST
GENERAL ELECTION
NOVEMBER 6, 2001

A. Total number of persons registered at <u>7</u> o'clock a.m.	<u>18,762</u>
B. Total number of new registrations on election day:	<u>428</u>

C. Total number of signatures on the polling place roster:	<u>6,366</u>
D. Total number of accepted regular, military and overseas absentee ballots:	<u>186</u>
E. Total number of persons voting in the general election: (add: C + D = E)	<u>6,552</u>

F. Total number of undervote ballots in the ballot box:	<u>5,235</u>
G. Total number of completely defective ballots in the ballot box:	<u>0</u>

H. Total number of spoiled ballots in the spoiled ballot envelope:	<u>55</u>
I. Total number of unused ballots returned to the Clerk:	<u>* 2,556</u>

SCHOOL BOARD MEMBER

Scott Abrahamson (4 year).....	<u>2,726</u>
Jonathan Clark (4 year).....	<u>1,448</u>
Sonia M. Hohnadel (4 year).....	<u>3,001</u>
Kristine A. Thompson (4 year).....	<u>3,719</u>
William K. (Bill) Tomhave (4 year).....	<u>3,392</u>
Total number of write-in votes for this office	<u>55</u>
Total number of ballots defective for this office (overvotes)	<u>0</u>
Total number of ballots blank for this office (undervotes)	<u>5,235</u>
TOTAL BALLOTS COUNTED FOR THIS OFFICE	<u>6,551</u>

* = Denotes ISD #152 paper ballots only.

SCHOOL BOARD ELECTION (GENERAL) - Tuesday, November 6, 2001

THREE (4) FOUR-YEAR Terms

CANVASS OF ELECTION RETURNS

[illegible]

SCHOOL BOARD ELECTION (GENERAL) - Tuesday, November 6, 2001

TOTALS of Precinct Summary Statements

PRECINCTS	#1 W1P1	#2 W1P2	#3 W1P3	#4 W2P1	#5 W2P2	#6 W2P3	#7 W3P1	#8 W3P2	#9 W3P3	#10 W4P1	#11 W4P2	#12 W4P3	#13 Dlw	#14 S-cy	#15 S-tn	#16 Gtn	#17 Crths	TOTAL
Persons Reg 7 a.m.	1,161	1,309	1,162	1,216	968	1,228	1,457	1,114	2,003	1,612	1,676	1,475	85	253	419	350	1,274	18,762
New Registrations	44	23	23	18	13	24	30	35	77	51	36	47	1	0	1	2	3	428
Signatures on Roster	506	487	325	378	150	501	662	250	1,035	667	718	544	24	19	14	39	47	6,366
Absentee Ballots	9	23	12	13	4	12	12	25	37	10	13	16	0	0	0	0	0	186
Total Persons Voting	515	510	337	391	154	513	674	275	1,072	677	731	560	24	19	14	39	47	6,552
Blank Ballots (Undervotes)	275	467	221	263	119	388	565	272	902	619	623	521	N/A	N/A	N/A	N/A	N/A	5,235
Defective Ballots (Overvotes)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spoiled Ballots	3	5	1	4	0	6	5	7	6	6	9	3	0	0	0	0	0	55
Unused Ballots	493	510	476	519	448	494	433	343	459	526	678	652	75	281	486	361	1,353	8,587
Total Ballots Counted	515	510	337	391	154	513	674	275	1,071	677	731	560	24	19	14	39	47	6,551

S-mg-Bd5
Nov. 26, 2001

INDEPENDENT SCHOOL DISTRICT #152

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

November 26, 2001

7:00 p.m.

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

ATTENDANCE:

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

AGENDA

1. CALL TO ORDER

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

Moved by _____ Seconded by _____
Comments _____

- D. 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 - November 26, 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) Acceptance of Gifts - Page 5

B. BUSINESS SERVICE MATTERS - Weston

- (1) Approval of Lease - Page 6

C. HUMAN RESOURCE MATTERS- Nielsen

- (1) Approval of Resignation - Page 7
(2) Approval of Family/Medical Leave - Page 8
(3) Approval of Termination - Page 9

D. SUPERINTENDENT MATTERS - Nybladh

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

Moved by _____ Seconded by _____
Comments _____

3. **COMMITTEE REPORTS**

4. **ASSURANCE OF COMPLIANCE:** Nielsen
Pages 10-11

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

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - November 26, 2001
PAGE 3

5. **HEALTH AND SAFETY PLAN:** Nielsen
Pages 12-15

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

Moved by _____ Seconded by _____
Comments _____

6. **2000-2001 AUDIT REPORT:** Weston
Page 16

Suggested Resolution: Move to accept the 2000-01 audit report.

Moved by _____ Seconded by _____
Comments _____

7. **CLOSE PUBLIC MEETING:** Cummings

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

Moved by _____ Seconded by _____
Comments _____

8. **OPEN PUBLIC MEETING:** Cummings

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

Moved by _____ Seconded by _____
Comments _____

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

10. **ADJOURNMENT**

SCHOOL BOARD AGENDA - November 26, 2001**PAGE 4****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Facility Task Force	November 27	6:30 pm	Board Room
Facility Task Force	December 3	6:30 pm	TC Room 266
School Board	December 10	7 pm	Board Room
District Care Team	December 17	3 pm	Board Room
Policy Review Com	December 17	7 pm	Board Room
Instr and Curr Adv Com	December 20	7-8:30 am	Board Room
Supt's Advisory Council	December 20	7 pm	Board Room
Winter Break Begins	December 24		
K-12 Classes Resume	January 2		
District Care Team	January 14	3 pm	Board Room
School Board	January 14	7 pm	Board Room
Instr and Curr Adv Com	January 17	7-8:30 am	Board Room
Supt's Advisory Council	January 17	7 pm	Board Room
End of 2nd Qtr/1st Semester	January 18		
Policy Review Com	January 21	7 pm	Board Room
K-12 Staff Development Day	January 21	No School	
K-12 District Staff Dev Day	January 22	No School	
School Board	January 28	7 pm	Board Room
Basic Standards Test (Grade 10 Writing)	January 29		

* Please check the web site (www.moorhead.k12.mn.us) for updates related to Community Task Force meetings.

MEMO #: I-02-095



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Gift Acceptance
DATE: November 19, 2001

Probstfield Elementary has received \$1,000 from an anonymous donor. The money will be used to purchase library books.

Moorhead Senior High has received \$320.00 from Robert and Karen Meyer and \$500.00 from Roger and Lisa Erickson. The money was used to purchase nine Table Tennis tables, 40 paddles, six dozen Table Tennis balls, one extra net and two containers to house the paddles and the balls.

SUGGESTED RESOLUTION: Move to approve the donation of \$1000 for Probstfield to purchase library books and \$820.00 from Robert and Karen Meyer and Roger and Lisa Erickson to purchase Table Tennis equipment for Moorhead Senior High. Letter of thanks also be sent. Direct the administration to send a letter of recognition for the donations.

LAK/smw

NOV 12 2001

BUSINESS SERVICES MEMO# B.02.042



To: Dr. Larry P. Nybladh
From: Mark Weston *mw*
Date: November 9, 2001
RE: Townsite Lease - ARC Clay County

ARC Clay County would like to renew their lease at the Townsite Centre. The lease will be for a twelve month term commencing January 1, 2002 and continuing through December 31, 2002. The monthly lease amount is \$373.58, for a total lease amount of \$4,482.87.

Suggested Resolution: Move to approve the lease renewal with ARC Clay County beginning January 1, 2002 and continuing through December 31, 2002, for a total lease amount of \$4,482.87.

MLW/krm

TO: Dr. Larry Nybladh
FROM: Ron Meiser
DATE: November 19, 2001
SUBJECT: Resignation

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

Cindy Perdue Community Education Secretary, Townsite Centre, effective
November 30, 2001.

Suggested Resolution: Move to accept the resignation of Cindy Perdue as presented.

RN:sh

MEMORANDUM P 02.064

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: November 19, 2001
SUBJECT: Family/Medical Leave

The administration requests a Family/Medical leave for the following person:


Judy Werner EBD Teacher, Probstfield, to begin approximately February 18, 2002
for 6 weeks.

Suggested Resolution: Move to approve the Family/Medical leave for Judy Werner pursuant to Article 38, Section 1 of the Teachers Master Contract .

RN:sh

MEMORANDUM

P 02.066

TO: Dr. Larry Nybladh
FROM:  Ron Nelsen
DATE: November 19, 2001
SUBJECT: Termination

The administration requests approval of the termination pursuant to Article XIII, Section 10, of the current collective bargaining agreement of the following person:

Virginia Moses Dishwasher, Washington, effective November 9, 2001.

Suggested Resolution: Move to terminate the employment of Virginia Moses pursuant to Article XIII, Section 10 of the current collective bargaining agreement as presented.

RN:sh

NOV 16 2001

MEMO #: P.02.063

TO: Dr. Larry Nybladh, Superintendent
FROM: Ron ~~Nybladh~~ Nielsen, Director of Human Resources
DATE: November 15, 2001
RE: Assurance of Compliance

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

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

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

RN:jg

Attachment

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

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

IDENTIFICATION INFORMATION			
School District Name Moorhead Area Public Schools			District Number 152
Name of District Contact Person Ron Nielsen	Title Dir. of Human Resources	Telephone Number (218) 284-3355	FAX Number (218) 284-3333

STATEMENT OF ASSURANCE							
<p>The undersigned hereby affirm that the above named school district is in compliance with the following state and federal laws prohibiting discrimination:</p> <ol style="list-style-type: none"> 1. Minnesota Statute, section 363.03, Minnesota Human Rights Act, which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age. 2. Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq.; 34 CFR Part 100), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance. 3. Title VII of the Civil Rights Act of 1964 (42 USC 2000e, et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (P.L. 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin. 4. Title IX of the Education Amendments of 1972 (20 USC, Section 1681; 34 CFR Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance. 5. The Age Discrimination in Employment Act of 1967 (29 USC, Section 621; 42 USC Section 6101; 29 CFR Part 860), which prohibits discrimination on the basis of age (over 40 years). 6. Minnesota Statute, section 121A.04, which prohibits sex discrimination in athletic programs. 7. Minnesota Statute, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel. 8. Minnesota Rules, Chapter 3535, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices. 9. Section 504 of the Rehabilitation Act of 1973 34 C.F.R. part 104, prohibiting discrimination on the basis of disability. 10. American with Disabilities Act 42 U.S.C. § 12101, et seq., also prohibiting discrimination on the basis of disability. 11. Minnesota Rules, part 3500.0550 relating to Inclusive Educational Program Plan. 12. Equal Education Opportunities and Transportation of Students (20 U.S.C. § 1703). 13. Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) 42 U.S.C. § 2000 e(k). 14. Fair Housing Act 42 U.S.C. § 3601 et seq. 24 C.F.R. part 100. 15. Age Discrimination Act 42 U.S.C. § 6101, 6102; 45 C.F.R. part 100. 16. Prohibition of Discrimination Based on Blindness (20 U.S.C. § 1684). 17. May 25, 1970, Office of Civil Rights Memorandum, "Identification of Discrimination and Denial of Service on the Basis of National Origin". 18. August 1975, Office of Civil Rights Memorandum, "Identification of Discrimination in the Assignment of Children to Special Education Programs". <p>This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal and state financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Children, Families and Learning (CFL), including installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date. The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons whose signatures appear below and who are authorized to sign on behalf of the district.</p> <p>Furthermore, the undersigned hereby affirm that there is a copy of each of these laws in each building in the district and that the information given on page two and three of this form is accurate and complete.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> _____ Signature - School District Superintendent </td> <td style="width: 40%; border: none;"> _____ Date </td> </tr> <tr> <td style="border: none;"> _____ Signature - President or Chairperson of School Board </td> <td style="border: none;"> _____ Date </td> </tr> <tr> <td style="border: none;"> _____ Signature - Clerk of School Board </td> <td style="border: none;"> _____ Date </td> </tr> </table>		_____ Signature - School District Superintendent	_____ Date	_____ Signature - President or Chairperson of School Board	_____ Date	_____ Signature - Clerk of School Board	_____ Date
_____ Signature - School District Superintendent	_____ Date						
_____ Signature - President or Chairperson of School Board	_____ Date						
_____ Signature - Clerk of School Board	_____ Date						

MEMORANDUM P 02.067

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: November 19, 2001
SUBJECT: Health and Safety Plan

Attached please find updated information regarding Shop Safety and Machine Guarding developed by the Lakes Country Service Cooperative for inclusion into the Districts' Health and Safety Plan. Board approval of the updated Health and Safety Plan is needed to access money from the state health and safety levy.

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

RN:sh

SHOP SAFETY AND MACHINE GUARDING

Date Reviewed: _____

I. Purpose

Independent School District #152 recognizes that the proper guarding and use of machines is essential to the safety of instructors and students. This policy is intended to comply with OSHA standard 29 CFR 1910.211 to 1910.219 "Machinery and Machine Guarding", and the Minnesota Department of Children, Families and Learning Best Practices Guidelines for use of stationary machinery.

The contact persons in the Independent School District #152 for the shop safety and machine guarding program are the Safety Director and the Instructors for Identified Areas.

II. Program Description

All mechanical action or motion is hazardous. Rotating members, reciprocating arms, moving belts, meshing gears, cutting teeth, robotic movements, and parts in impact or shear are some examples of the type of action requiring protection. When the operation of a machine or accidental contact with it can injure the operator or others in the vicinity, the hazards must be either controlled or eliminated.

Eliminating or controlling hazards will be accomplished by using engineering controls (guards), personal protective equipment and training in the rules of the shop and safe behavioral practices.

Areas in Independent School District #152 where shop safety and machine guarding rules apply include:

1. Instructional Shops
2. Maintenance Shops
3. Bus Maintenance Shop

III. General Safety Rules

1. Only tools, equipment and machinery that are properly maintained and adjusted may be used. Inspection and maintenance records will be kept on all stationary equipment.
2. Safety guards and devices furnished by the school district shall be used. Removal or non-use will not be authorized.
3. Before performing maintenance or major adjustments to moving parts that require panels and guards be removed, all machine energy sources or energy isolating devices must be locked out and tested. (Refer to the district's lockout/tagout plan for more information.)
4. Approved personal protective equipment shall be worn when the exposure indicates the need for it, i.e., head and ear protection, face and eye protection, respiratory equipment, protective footwear, etc.
5. Stationary machinery will have non-skid flooring placed in the operator's working area.
6. All machinery will be secured to prevent tipping, walking or excessive vibration while

- operating.
7. All knives and cutting heads shall be kept sharp, properly adjusted, and firmly secured. Dull, badly set, improperly filed, or improperly tensioned saws shall be immediately removed from service. Cracked saw blades shall be removed from service.
 8. Arbors of all circular saws shall be free from play. Bearings shall be kept free from lost motion and shall be well lubricated.
 9. Push sticks or push blocks shall be provided at the work place in several sizes and types suitable for the work to be done.
 10. Floors will be kept free of debris or substances that might constitute a tripping or slipping hazard. The area under and around machines will be kept clean of sawdust accumulation.
 11. Employees and students will wear clothing appropriate to the type of work to be performed. Clothing shall not have loose or flowing appendages. Shoes shall completely cover the foot. Jewelry such as rings, pendants, necklaces, earrings, and watches shall not be worn when they constitute a hazard. Long hair (longer than collar length) must be restrained to preclude the possibility of entanglement.
 12. Horseplay, running, practical jokes and disruptive behavior are prohibited.
 13. A first aid log will be kept in each shop area.

IV. Engineering Controls

A. General Requirements

Each stationary machine will be installed and equipped as described below:

1. All machinery must be installed according to the National Electrical Code (NEC). If machines have exposed noncurrent-carrying metal components, they have the potential to become energized and shall be grounded.
2. Control switches shall be within reach of the operator. On/Off switches should be lockable in the off position. Also, machine controls must not be wedged for continuous operation.
3. An emergency stop button will be installed within reach of the operator. The emergency stop will be red with a yellow background.
4. Machines that are not adequately safeguarded to protect the worker during an undervoltage situation or a power failure must have a UL listed undervoltage protective device installed. This device prevents the machine from starting up after a power interruption, which may expose staff and students to the hazards of moving parts.
5. Machinery shall be color-coded according to ANSI and NFPA 79 standards.
6. Each machine will have an adequate dust collection system.
7. Each machine will have a safety placard posted so that is easily visible to the operator.
8. Each machine shall have all its appropriate guards, according to OSHA standards 29 CFR 1910.211 to 1910.219.
9. When a guard cannot be used in a circular saw operation (such as dadoing, jointing, molding or rabbeting), feather boards or other suitable jigs will be used.

B. Guards

Areas where guarding is required are:

1. Point of Operation - cutting, shearing, punching, bending.
2. Power Transmission - gears, drive belts & chains, in-running nip points.
3. Rotating Parts - collars, couplings, cams, clutches, flywheels, shaft ends, spindles, rotating bar stock, lead screws, and horizontal or vertical shafting.
4. Flying Particles - grinding, chemical spraying.
5. Hot/Cold Extremes

Types of guarding include:

1. Fixed Enclosures
2. Interlock Enclosures
3. Presence Sensing Devices
4. Two Hand Controls
5. Guard by Location
6. Hand Restraints and Pullbacks

Guards shall be considered a permanent part of a machine or equipment and will be:

1. Strong enough to resist normal wear and shock.
2. Will not interfere with efficient operation of machine.
3. Will prevent access to danger zone or point of operation.
4. Shall not weaken the equipment structure.
5. Afford maximum protection for operator and for surrounding employees.
6. Shall not be a source of additional hazards, such as: splinters, pinch points, and sharp corners.



To: Dr. Nybladh

From: Mark Weston *mw*

Date: November 20, 2001

RE: 2000-01 Audit Report

Dave Stende, of Eide Bailly LLP, will present the District's Comprehensive Annual Financial Report for the year ended June 30, 2001. He will also discuss the results of the annual audit.

Suggested Resolution: Move to accept the 2000-01 audit report.

MLW/krm

S-ma-Bas
Dec 10, 2001

INDEPENDENT SCHOOL DISTRICT #152

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

December 10, 2001

7:00 p.m.

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

ATTENDANCE:

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

AGENDA

1. CALL TO ORDER

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

Moved by _____ Seconded by _____
Comments _____

- D. "We Are Proud"

*** **We Are Proud** of the Moorhead High School Key Club for raising \$1 for each student at Moorhead High School for President Bush's "America's Fund for Afghan Children." With support from students, faculty and staff at Moorhead High, the Key Club raised \$3,000. Lutheran Brotherhood Branch #8430 provided \$500 in matching funds. \$1,722 will be sent to "America's Fund for Afghan Children" and \$1,000 will be sent to the Red Cross 9-11 Relief Fund.

SCHOOL BOARD AGENDA - December 10, 2001

PAGE 2

Students at Riverside, Edison, Robert Asp, Probstfield, and Washington also collected money for "America's Fund for Afghan Children." Over \$2,850 will be sent to this fund from the Moorhead School District.

***** We Are Proud** of Pam Enz for being recognized by the Area Women Magazine in the November/December 2001 article "Communications Coordinator Focuses on the Future" written by Carla Trittin Isom. This article highlights the many challenges and new areas in communications and her significant contributions to Moorhead Public Schools.

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

2. CONSENT AGENDA

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

- A. TEACHING/LEARNING MATTERS - Kovash
 - (1) Acceptance of Gifts - Page 7
 - (2) Approval of Application - Pages 8-9
 - (3) Approval of Paraprofessional Position - Pages 10-14
- B. BUSINESS SERVICE MATTERS - Weston
 - (1) Approval of Leases - Pages 15-18
- C. HUMAN RESOURCE MATTERS- Nielsen
 - (1) Approval of New Employees - Page 19
 - (2) Approval of Change in Employment Contract - Page 20

SCHOOL BOARD AGENDA - December 10, 2001
PAGE 3

D. SUPERINTENDENT MATTERS - Nybladh

- (1) Approval of November 12 and 26, 2001 Minutes - Pages 21-27
- (2) Approval of December Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. SCHOOL BOARD/STAFF DIALOGUE: Nybladh

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

Children's Internet Protect Act (CIPA) - Gay Galles
Page 28

5. TASK FORCE PRESENTATION OF RECOMMENDATIONS REPORTS: Nybladh
Pages 29

Suggested Resolution: Move to receive the Task Force Recommendations Reports as presented and refer the reports to administration for consideration.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - December 10, 2001
PAGE 4

6. **FACILITIES MASTER PLAN:** Weston
Pages 30

Suggested Resolution: Move to receive the Facilities Master Plan.

Moved by _____ Seconded by _____
Comments _____

7. **RESOLUTION RELATING TO THE ISSUANCE OF SCHOOL BUILDING BONDS
AND CALLING AN ELECTION THEREON::** Weston
Pages 31-37

Suggested Resolution: Move to approve the resolution relating to the issuance of school building bonds and calling an election thereon.

Moved by _____ Seconded by _____
Comments _____

8. **PROPERTY AND CASUALTY INSURANCE RENEWAL:** Weston
Page 38

Suggested Resolution: Move to approve the renewal of Property and Casualty Insurance as recommended by Bremer Insurance for a period of eighteen months, beginning January 1, 2002 and continuing through June 30, 2003.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - December 10, 2001
PAGE 5

9. **2001 PAYABLE 2002 LEVY:** Weston
Pages 39-40

Suggested Resolution: Move to set the 2001 Payable 2002 Levy at \$2,212,551. The clerk of the School Board is authorized to certify the proposed levy to the County Auditor of Clay County Minnesota.

Moved by _____ Seconded by _____
Comments _____

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

SCHOOL BOARD AGENDA - December 10, 2001**PAGE 6****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
District Care Team	December 17	3 pm	Board Room
Policy Review Com	December 17	7 pm	Board Room
Instr and Curr Adv Com	December 20	7-8:30 am	Board Room
Supt's Advisory Council	December 20	7 pm	Board Room
Winter Break Begins	December 24		
K-12 Classes Resume	January 2		
District Care Team	January 14	3 pm	Board Room
School Board	January 14	7 pm	Board Room
Instr and Curr Adv Com	January 17	7-8:30 am	Board Room
Supt's Advisory Council	January 17	7 pm	Board Room
End of 2nd Qtr/1st Semester	January 18		
Policy Review Com	January 21	7 pm	Board Room
K-12 Staff Development Day	January 21	No School	
K-12 District Staff Dev Day	January 22	No School	
School Board	January 28	7 pm	Board Room
Basic Standards Test (Grade 10 Writing)	January 29		

MEMO #: I-02-105



TO: Dr. Larry Nybaldh
FROM: Lynne Kovash *LK*
SUBJECT: Gift Acceptance
DATE: November 27, 2001

Moorhead Senior High School has received \$2500 from the Spud Boosters to renovate the weight room at the high school.

Moorhead Elementary Orchestra has received a gift of \$500 from the Moorhead VFW. This money will help pay for the trip to Chicago on December 18, 2001.

SUGGESTED RESOLUTION: Move to approve the gift of \$2500 to Moorhead Senior High School from the Spud Boosters for the weight room renovation and the \$500 from the Moorhead VFW for the Moorhead Elementary Orchestra field trip to Chicago.

LAK/smw

NOV 28 2001



MEMO #: I-02-099

TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: 2002 Summer Migrant Program
DATE: December 4, 2001

Attached please find the resolution to submit an application to operate the Migrant Education Project during the summer of 2002.

SUGGESTED RESOLUTION: Move to approve submission of the Migrant Education Project Summer 2002, application as presented.

LAK/smw
Attachment

NOV 12 2001



SCHOOL BOARD RESOLUTION

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

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

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

BE IT THEREFORE RESOLVED THAT THE SCHOOL DISTRICT:

1. shall submit an application for a Title I Migrant Education grant to operate a Migrant Education project during the *Summer of 2002* and designate a District Contact Person to work with the State Department of Children, Families and Learning in the preparation and implementation of project activities, and
2. shall make available space for Tri-Valley Opportunity Council, Inc. to provide Migrant Head Start services for pre-school age children and will cooperate with a local Migrant Head Start contact person designated by Tri-Valley who has the authority, responsibility and liability for those services.

Signature

Title

Date

Contact Person for the Migrant Education project will be:

Name _____ Telephone _____

Address _____

E-Mail address _____

NOV 28 2001



MEMO #: I-02-101

TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Approval of Paraprofessional Position

DATE: November 27, 2001

Attached is a proposal for a four hour paraprofessional. The paraprofessional is needed to assist in an English Language Learner classroom at Edison. This position is funded through English Language Learner and Title 1 funds.

SUGGESTED RESOLUTION: Move to approve the four hour English Language Learner paraprofessional at Edison.

LAK/smw
Attachment

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

2001-2002 Budget
(Year)

PROPOSAL FORM

NAME OF BUILDING: Edison

TOPICS OF PROPOSAL: ESL paraprofessional at Edison

SUBMITTED BY: Jill Skarvold DATE: November 16, 2001

Kevin Kopperud

Sarah King

DATE TO BE IMPLEMENTED: November 28, 2001

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED

PERSON RESPONSIBLE TO

RECOMMEND TO SUPERINTENDENT: Lynne Kovash

Recommendation (by person responsible):

Approve ☒ Disapprove ☐ Hold ☐ Refer to Cabinet ☐

Date 11/27/01

District Mission Statement: To develop the maximum potential of every learner to thrive in a changing world.

Complete a description of your program proposal. All ten (10) areas must be addressed. Information in support of your proposal should be as comprehensive as possible and must support the district philosophy.

1. Describe the proposal for funding.
Provide a paraprofessional to work with English Language Learners for 4.00 hours per day.
2. Explain in detail the rationale or purpose of the proposal. This includes research that supports the proposal. (Please relate, if possible your rationale to the previously identified high priority problems of your school).
As part of preparing for enrollment changes among schools, school boundaries were shifted this fall. Edison received more ESL students than expected. However, other schools also experienced an increase in ESL enrollment thus inhibiting staff shifts to follow the increased enrollment at Edison. In fact, other staff shifts were made to support the ESL increases in other buildings. For example, Riverside ESL teacher travels to Probstfield for an hour a day. Additional teacher time was shifted to Washington given the high enrollment in '99 and '00 with only 1 teacher and no para support. However, Edison could not be accommodated with the existing ESL staff. The following chart illustrates the change in the ESL population, an increase of 62 students from last Oct. to this Oct.

ESL enrollements by school:	<u>Oct. 1998</u>	<u>Nov. 1999</u>	<u>Oct. 2000</u>	<u>Oct. 2001</u>
Edison	48	48	35	60
Probstfield	42	34	39	52
Asp	29	33	28	44
Washington	62	77	96	80
Riverside	20	25	16	12
Jr. High	48	38	40	53
Sr. High	86	68	65	78
RRALC	23	19	19	21
Total	358	342	338	400

3. State the negative implications if the proposal is not approved.
Without a paraprofessional within Michelle's ESL classroom, she is unable to concurrently group learners of differing need and grade level within the same classroom. Michelle and Kevin feel they cannot meet the needs of the English Language Learners enrolled at Edison given the varying needs and numbers of learners.
4. List alternative actions if this proposal is not approved. (It is assumed that any alternative listed is less desirable than the proposal.)
Michelle has a student teacher during the second half of the fall semester. She may be able to access the assistance of an America Reads student during a part of the day.

5. Estimate the cost implications of this proposal on the following chart.

PROPOSAL FORM:

#1 PERSONNEL:	Number requeste	Total cost:	Code to charge:	Salary	Benefits
Administrators:					
Teachers:					
Clerical:					
Paraprofessional:	1	151 days		\$6,644.00	\$845.78
ESL funded: 0.423 FTE, code to: 01.186.219.317.00141					
Title I funded: 0.192 FTE, code to: 01.186.216.401.000141					

	Total Costs	\$7,489.80
#2	SUPPLIES:	
	CAPITAL OUTLAY:	
	OTHER EXPENSES:	

#3 TOTAL COST \$7489.80

NET DISTRICT COST \$0.00

Comments on budgetary items:

No district moneys will be needed to fund this proposal. The moneys used will be ESL and Title I funds.

1. F.T.E. Full-time equivalent .62 FTE
2. Equipment, remodeling, site improvement, etc.: None needed
3. Review by Business Office before Superintendent's approval

6. Space implications (short/long range).
There are no space implications as a result of this proposal.
7. Equity implications.
Equity of spending among building ESL programs will be better in line with the addition of a .62 FTE paraprofessional at Edison.
8. Technology implications.
None.
9. Suggested timelines for implementations.
As soon as possible.
10. Who has been involved in this decision?
Kevin Kopperud, Jill Skarvold, Sarah King, Michelle Kaspari
11. Other comments:



To: Dr. Larry P. Nybladh
From: Mark Weston *ML*
Date: December 4, 2001
RE: Townsite Lease – Bonnie Haney's School of Dance

Bonnie Haney's School of Dance would like to renew their lease at the Townsite Centre. The lease will be for a twelve month term commencing January 1, 2002 and continuing through December 31, 2002. The monthly lease amount is \$453.75, for a total lease amount of \$5,445.00.

Suggested Resolution: Move to approve the lease renewal with Bonnie Haney's School of Dance beginning January 1, 2002 and continuing through December 31, 2002, for a total lease amount of \$5,445.00.

MLW/krm



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: December 4, 2001

RE: Townsite Lease – Cultural Diversity Resources

Cultural Diversity Resources would like to renew their lease at the Townsite Centre. The lease will be for a twelve month term commencing January 1, 2002 and continuing through December 31, 2002. The monthly lease amount is \$586.75, for a total lease amount of \$7,040.90.

Suggested Resolution: Move to approve the lease renewal with Cultural Diversity Resources beginning January 1, 2002 and continuing through December 31, 2002, for a total lease amount of \$7,040.90.

MLW/krm



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: December 4, 2001

RE: Townsite Lease – Foss Associates of Minnesota, Inc.

Foss Associates of Minnesota, Inc. would like to renew their lease at the Townsite Centre. The lease will be for a twelve month term, on a month-to-month basis, commencing January 1, 2002. The monthly lease amount is \$2,780.57, for a total lease amount of \$33,366.87.

Suggested Resolution: Move to approve the twelve month lease renewal with Foss Associates of Minnesota, Inc. beginning January 1, 2002 and continuing on a month-to-month basis, at a monthly lease amount of \$2,780.57.

MLW/krm



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: December 4, 2001

RE: Townsite Lease – Northern Lights Library Network

Northern Lights Library Network would like to renew their lease at the Townsite Centre. The lease will be for a twelve month term, on a month-to-month basis, commencing January 1, 2002. The monthly lease amount is \$200.00, for a total lease amount of \$2,400.00.

Suggested Resolution: Move to approve the twelve month lease renewal with Northern Lights Library Network beginning January 1, 2002 and continuing on a month-to-month basis, at a monthly lease amount of \$200.00.

MLW/krm

TO: Dr. Larry Nybladh
FROM: Ron Nilsen
DATE: December 4, 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:

Rosario Weckler Migrant Liaison, Non-Aligned Contract, B 21 (0-3) \$12.19 per hour, 6.5 hours daily, for 113 days a year. (New Position)

Todd Kaste Supervisor of Planning Assessment & Online Resources, Non-Aligned C 52 (4) \$26.22 per hour, 8 hours daily, 12 month position, effective December 18, 2001. (Replace James Lund)

Suggested Resolution: Move to approve the employment of Rosario Weckler and Todd Kaste as presented.

RN:sh

MEMORANDUM P 02.070

TO: Dr. Larry Nybladh

FROM: Ron Jensen

DATE: December 4, 2001

SUBJECT: Change in Employment Contract

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

Laura Dominguez Hall Monitor, Senior High, to Migrant Liaison, Non Aligned Contract, B 21 (0-3) \$12.19 per hour, 6.5 hours daily, 113 days a year. (New Position)

Suggested Resolution: Move to accept the change in contract for Laura Dominguez as presented.

RN:sh

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 12, 2001
PAGE 1**

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

MEMBERS ABSENT: Lisa Erickson.

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 Foss, to approve the agenda as presented. Motion carried 6-0.

WE ARE PROUD:

***** We Are Proud** of Moorhead High School Music Department for being selected as a Grammy Signature School by the Grammy Foundation of the National Association of Recording Artists for the second consecutive year. Moorhead High School was chosen as one of the 100 finest public high school music programs in America, out of more than 18,000 applicants.

The competition was held in three phases, requiring extensive written, audio and video submissions from the contending schools.

Moorhead High School music faculty Mr. Doug Engstrom (chair), Dr. Mark Ring and Mr. Tim Nelson were specifically cited by the Foundation for their outstanding work with the Moorhead High School student ensembles.

"These schools have done an exceptional job of cultivating their arts programs, despite a difficult cultural funding environment," said Michael Greene, President/CEO of the Recording Academy. "We applaud them for their commitment to ensuring that music and arts education do not become cultural casualties in their districts and for implementing music education programs that make a positive difference in the lives of young adults."

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 12, 2001
PAGE 2**

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

Grant Applications - Approve submission of two mini grants for \$2,000 to purchase a laptop computer for use by minor parents and students served in the homeless project and one mini grant for \$1,235 from the Red River Alternative Learning Center to the Clay County Joint Powers Collaborative to provide funding for monthly parent nights.

Gifts - Accept the following gifts: \$400 to Washington Elementary in memory of Lois Ohman to purchase library books and reading material; \$1,000 to Probstfield Elementary from an anonymous donor for first grade field trip costs; and \$356 from Moorhead Youth Wrestling to purchase a Schwinn Exercise Bike.

New Employees

Denise Krabbenhoft - MMMI Paraprofessional, Senior High, B21 (0-2) \$10.71 per hour, 6.5 hours daily, effective November 13, 2001. (Replace Juanita Escobedo)

Ruth Edgerton - EBD Paraprofessional, Robert Asp, B21 (0-2) \$10.71 per hour, 6.5 hours daily, effective November 13, 2001. (Replace Lynn Peterson)

Monica Ramirez - Hall Monitor, Junior High, B21 (0-2) \$10.71 per hour, 6.5 hours daily, effective immediately. (Replace Gloria Hernandez)

David Jons - AOM Paraprofessional, Probstfield Elementary, \$8.16 per hour, 1.5 hours daily, effective immediately. (Replace Patricia Alvear)

Resignations

Lynn Peterson - EBD Paraprofessional, Robert Asp, effective November 2, 2001.

James Lund - Supervisor of Planning, Assessment, and Online Resources, Townsite Centre, effective December 21, 2001.

Family/Medical Leave

GayeLynn Tunheim - LD Teacher, Riverside Elementary, to begin around January 14, 2002 for eight weeks.

Nancy Vigen - LD Teacher, Robert Asp, to begin around January 7, 2002 for six weeks.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 12, 2001
PAGE 3**

Stephanie McNab - Reading Recovery Teacher, to begin around December 19, 2001 for twelve weeks.

Change in Employment Contract

Rachelle Isaacson - Speech-Language Pathologist, Senior High, from 1.00 FTE to .75 FTE from November 1, 2001 until the end of the 2001-2002 school year.

Rescission of Termination and Acceptance of Resignation

Noreen Kapaun - Secretary, Riverside/Washington, effective September 20, 2001.

Minutes - Approve the October 8 and 22, 2001 meeting minutes as presented.

Claims - Approve the October Claims, subject to audit, in the amount of \$1,138,900.01.

General Fund:	\$1,022,661.31
Food Service:	68,346.45
Community Service:	39,518.84
Townsite Centre:	8,373.41
TOTAL	\$1,138,900.01

Motion carried 6-0.

COMMITTEE REPORTS: Brief reports were heard related to the Human Rights Committee and the Clay County Joint Power Committee meetings.

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

Special Education Services - Jill Skarvold provided a detailed overview of Special Education Services in Moorhead School District.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 12, 2001
PAGE 4**

APPROVAL OF POLICY: Ladwig moved, seconded by Foss, to approve the policy, Employee Copyright/Royalties (GCQC), as presented. Motion carried 6-0.

APPROVAL OF POLICY: Gustafson moved, seconded by Thompson, to approve the policy, Protection and Privacy of Pupil Records (JO), as presented. Motion carried 6-0.

APPROVAL OF POLICY: Foss moved, seconded by Ladwig, to approve the policy, Medication Policy (JHCD), as presented. Motion carried 6-0.

ENROLLMENT REVIEW: Lynne Kovash reviewed the November 2001 enrollment and cohort projections for 2001-2007.

CANVASS ELECTION RETURNS: Foss moved, seconded by Gustafson, to approve the Resolution Canvassing Returns of Votes of Independent School District #152 General Election and Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Related Duties, as presented. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Board members were reminded of the January 16-18 MSBA Annual Leadership Conference in Minneapolis.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:15 p.m.

Carol Ladwig, Clerk

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 26, 2001
PAGE 1**

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

MEMBERS ABSENT: Mark Gustafson.

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

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

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

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Gifts - Accept the following gifts: \$1,000 to Probstfield Elementary from an anonymous donor to purchase library books; and \$820 to Moorhead Senior High from Robert and Karen Meyer and \$500 from Roger and Lisa Erickson to purchase table tennis equipment.

Lease - Approve a lease renewal with ARC Clay County beginning January 1, 2002 and continuing through December 31, 2002 for a total lease amount of \$4,482.87.

Resignation

Cindy Perdue - Community Education Secretary, Townsite Centre, effective November 30, 2001.

Family/Medical Leave

Judy Werner - EBD Teacher, Probstfield, to begin approximately February 18, 2002 for 6 weeks.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 26, 2001
PAGE 2**

Termination

Virginia Moses - Dishwasher, Washington, effective November 9, 2001.

Motion carried 6-0.

COMMITTEE REPORTS: Brief reports were heard regarding the Clay County Joint Powers Collaborative and Community Education Advisory Council meetings.

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

HEALTH AND SAFETY PLAN: Foss moved, seconded by Erickson, to approve the updated Health and Safety Plan. Motion carried 6-0.

2000-2001 AUDIT REPORT: Dave Stende, Eide Bailly LLP, presented the District's Comprehensive Annual Financial Report for the year ended June 30, 2001 and reported the results of the annual audit.

Thompson moved, seconded by Ladwig, to accept the 2000-01 audit report. Motion carried 6-0.

CLOSE PUBLIC MEETING: Foss moved, seconded by Hastad, to close the public meeting at 8:25 p.m., pursuant to M.S. 471.705 for the purpose of discussing negotiations strategies. Motion carried 6-0.

The meeting recessed at 8:26 p.m.; the Chair reconvened the meeting at 8:35 p.m.

OPEN PUBLIC MEETING: Ladwig moved, seconded by Thompson, to reopen the public meeting at 9:29 p.m. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Thompson reported she would be attending the MSBA Delegate Assembly on December 2nd and 3rd. She requested Board members review Assembly resolutions via the MSBA web site and contact her with any thoughts or suggestions.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 26, 2001
PAGE 3**

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:32 p.m.

Carol Ladwig, Clerk

NOV 28 2001



MEMO #: I-02-103

TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Board Dialog
DATE: November 27, 2001

Gay Galles will outline the requirements for district compliance with the Children's Internet Protect Act (CIPA) and actions that are taking place in the district to meet those requirements by July 1, 2002.

LAK/smw

MEMO #: S-02-051

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent 

DATE: December 6, 2001

RE: Task Force Presentation of Recommendations Reports

As part of the district's comprehensive change process five community task forces were formed. They included Student Demographics Community Task Force, Facility and Grade Level Configuration Model Community Task Force, Middle School Model Community Task Force, High School Enhancement Community Task Force, and Alternative Education Delivery Model Community Task Force. Please find attached a copy of the Facility and Grade Configuration Task Force Report which also includes the other four task force reports in the appendix.

The extensive work of these community task forces has provided significant insights into the challenges facing our school district. Of even greater importance, the recommendations advanced in these reports hold out promise for our district in embracing opportunities.

Since its inception, the district's comprehensive change process has had three primary, overriding goals: 1) creating economic efficiencies; 2) promoting educational effectiveness; and, 3) modernization of infrastructure. This process has been predicated upon the belief the achievement or progress toward meeting these three primary goals will not only benefit current students and taxpayers, but will create the type of environment conducive to growth and development of the larger community. The vitality of the larger community is critically important to the sustainable future of the school district.

We need to be incredibly grateful to the numerous citizens who stepped up to the challenge of service on the various task forces. Their commitment to this rational decision making process and to making decision which are research based and data driven has been resoundingly successful. Their efforts in consensus building throughout the task force process will serve us well as a community as we begin the next phase of our change process.

Next steps in this process will likely include additional professional and community efforts if successful implementation of the various recommendations is to occur. Additional strategic planning needs to occur. After additional consideration of the various task forces recommendations, district administration should provide the school board with a recommendation for implementation.

Suggested Resolution: Move to receive the Task Force Recommendations Reports as presented and refer the reports to administration for consideration.

LPN:mde
Attachment



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: December 5, 2001

RE: Facilities Master Plan

In response to the Facility and Grade Level Configuration Task Force's Report please receive the Facilities Master Plan as provided by Zerr Berg and Roseboom Miller Architectural firms.

Suggested Resolution: Move to receive the Facilities Master Plan.

MLW/krm



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: December 5, 2001

RE: Resolution Relating to the Issuance of School Building Bonds and Calling an Election Thereon

In response to the organizational study that has been taking place within the school district over the past several months, please accept the attached Facilities Master Plan. The proposal is a culmination of work from various task forces and research groups with the sole purpose of improving educational effectiveness, economic efficiencies and the creation of a modern school infrastructure. The attached resolution has been drafted by Mr. Tom Deans, an attorney for the Knutson Flynn Law Firm.

Suggested Resolution: Move to approve the resolution relating to the issuance of school building bonds and calling an election thereon.

MLW/krm

**CERTIFICATION OF MINUTES RELATING
TO**

SCHOOL BUILDING BONDS

**ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 152
(MOORHEAD AREA PUBLIC SCHOOLS)
MOORHEAD, MINNESOTA**

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting, held December 10th, 2001, at 7:00 o'clock p.m. in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION RELATING TO THE ISSUANCE OF
SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this 10th day of December, 2001.

School District Clerk

**EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 152
(MOORHEAD AREA PUBLIC SCHOOLS)
STATE OF MINNESOTA**

DECEMBER 10, 2001

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 152 (Moorhead Area Public Schools), State of Minnesota, was duly held in said school district on December 10th, 2001, at 7:00 o'clock p.m. for the purpose, in part, of calling an election to authorize the issuance of school building bonds.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION RELATING TO THE ISSUANCE OF
SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON**

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

1. The board hereby finds and determines that it is necessary and expedient for the school district to borrow money in an aggregate amount not to exceed \$64,000,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities. The description of the specific projects shall be as specified in the District's application to the Commissioner for Review and Comment. The question on the borrowing of funds for these purposes shall be School District Ballot Question 1 on the school district ballot at the special election held to authorize said borrowing.

2. The actions of the administration in consulting with the Minnesota Department of Children, Families and Learning, causing a proposal to be prepared for submission on behalf of the board to the Commissioner of Children, Families and Learning for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby ratified and approved in all respects. The actual holding of the special election specified herein shall be contingent upon the receipt of a positive Review and Comment from the Commissioner of Children, Families and Learning.

The clerk is hereby authorized and directed to cause the Commissioner's Review and Comment to be published in the legal newspaper of the school district at least twenty (20) but not more than sixty (60) days prior to the date of the special election as specified in paragraph 3 of this resolution.

3. The question of the borrowing of said funds in the maximum amount of \$64,000,000 shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held on Tuesday, March 12, 2002.

4. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and the polling places for this special election are those polling places and precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. This special election shall be held, in part, in conjunction with the general elections of the townships located within the school district. The voting hours at the polling places for the township elections shall be the hours established by each of those townships for its polling place. The voting hours at the polling places run solely by the school district shall be from 7:00 o'clock a.m. to 8:00 p.m.

5. The clerk is hereby authorized and directed to cause written notice of said special election to be given to the county auditor of each county in which the school district is located, in whole or in part, at least forty-nine (49) days prior to the date of said election. The notice shall specify the date of said special election and the question or questions to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause a sample ballot to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

6. The clerk is authorized and directed to secure goldenrod colored ballot boxes for the deposit of ballots at each polling place. The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with township election authorities conducting the township general elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate township officials regarding preparation and distribution of ballots, election administration and cost sharing.

7. The clerk is further authorized and directed to cause goldenrod colored printed ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

SCHOOL DISTRICT QUESTION BALLOT
INDEPENDENT SCHOOL DISTRICT NO.152
(MOORHEAD AREA PUBLIC SCHOOLS)
SPECIAL ELECTION
MARCH 12, 2002

To vote for a question, put an (X) in the square next to the word "YES" for that question.
To vote against a question, put an (X) in the square next to the word "NO" for that question.

SCHOOL DISTRICT BALLOT QUESTION 1
APPROVAL OF SCHOOL DISTRICT BOND ISSUE

<input type="checkbox"/> YES	Shall the school board of Independent School District No. 152 (Moorhead Area Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$64,000,000 to provide funds for the acquisition and betterment of school sites and facilities?
<input type="checkbox"/> NO	

**BY VOTING "YES" ON THIS BALLOT QUESTION,
YOU ARE VOTING FOR A PROPERTY TAX
INCREASE.**

On the back of all ballots shall be printed "OFFICIAL BALLOT," the date of the election, and lines for the initials of two judges. The printing shall be so placed as to be visible when the ballot is properly folded for deposit.

8. If the school district will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the polling places during the March 12, 2002 special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

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

_____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: December 4, 2001

RE: Property and Casualty Insurance Renewal

The District currently has its Property and Casualty Insurance with the Minnesota School Board Association Insurance Trust (MSBAIT) through Bremer Insurance. The policy will expire on December 31, 2001. Bremer Insurance has solicited quotes from Tri-State and MSBAIT. Due to the fact that there is only one board meeting in December the bid info will not be available until Dec 10th.

Suggested Resolution: Move to approve the renewal of Property and Casualty Insurance as recommended by Bremer Insurance for a period of eighteen months, beginning January 1, 2002 and continuing through June 30, 2003.

MLW/krm



To: Dr. Nybladh

From: Mark Weston *MLW*

Date: November 21, 2001

RE: 2001 Payable 2002 Levy

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

	<u>2002 Proposed</u>	<u>2001 Actual</u>
General Fund	\$1,460,669	\$7,324,307
Community Service	236,247	182,933
Debt Service	606,867	607,473
Total School Tax Levy	\$2,303,783	\$8,114,713
Debt Service Excess	(91,232)	(50,000)
Reduction for HACA	N/A	(100,368)
Net School Tax Levy	\$2,212,551	\$7,964,345

The net school tax levy represents a decrease over the prior year net levy of \$5,751,794 or 72.22%.

Suggested Resolution: Set the 2001 Payable 2002 Levy at \$2,212,551. The clerk of the School Board is authorized to certify the proposed levy to the County Auditor of Clay County Minnesota.

MLW/krm

LVYLIM01520102
DISTRICT NO. 0152 TYPE 01
DISTRICT NAME MOORHEAD
BCSU REGION 04 CLAY

STATE DEPT OF CHILDREN, FAMILIES AND LEARNING
LEVY LIMITATION AND CERTIFICATION
2001 PAYABLE 2002

ED-00111-23

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DATE OF RUN: 11/14/01

LEVY CATEGORY	MAXIMUM LEVY BEFORE OFFSETS	OFFSET ADJUSTMENTS *	MAXIMUM LEVY LIMITATION	FINAL CERTIFIED LEVY
(1) GENERAL RMV--VOTER APPROVED	84,143.72		84,143.72	84,143.72
(2) GENERAL--NTC VOTER APPROVED				
(3) GENERAL--NTC OTHER	1,376,525.68		1,376,525.68	1,376,525.68
(4) COMMUNITY SERVICE--OTHER	236,247.31		236,247.31	236,247.31
(5) GEN DEBT SERV--VOTER APPROVED	606,866.81		606,866.81	606,866.81
(6) GEN DEBT SERV--OTHER				
(7) TOTAL LEVY BEFORE ADJUSTMENT	2,303,783.52		2,303,783.52	2,303,783.52
(8) GENERAL ADJUST OFFSET CARRIED FORWARD				
(9) DEBT SERV OFFSET CARRIED FORWARD				

TRUTH IN TAXATION LEVY CATEGORIES: VOTER APPROVED LEVIES = (1) + (2) + (5) / (10) REDUCT FOR VOTER APPROVED
All OTHER LEVIES = (3) + (4) + (6) / NET GENERAL DEBT SERV EXCESS ** 91,232.16

* OFFSETTING ADJUSTMENTS USED TO ENSURE THAT THE MAXIMUM LEVY LIMITATION
IN EACH KEY CATEGORY IS NOT LESS THAN ZERO. IF THERE IS NOT ENOUGH LEVY
AUTHORITY WITHIN THE GENERAL & COMMUNITY SERVICE FUND, OR IN THE GENERAL
DEBT SERVICE FUND, A NEGATIVE BALANCE WILL BE CARRIED FORWARD TO PAY 2003.

** NET DEBT EXCESS IS THE DEBT SERVICE EXCESS AMOUNT CALCULATED BY THE
DEPARTMENT LESS ANY AMOUNT APPROVED BY THE COMMISSIONER OF CHILDREN,
FAMILIES AND LEARNING TO BE RETAINED. THE COUNTY AUDITOR MUST REDUCE
THE GENERAL DEBT SERVICE LEVIES BY THE FULL AMOUNTS SHOWN AT RIGHT.

(11) REDUCTION FOR OTHER NET
GENERAL DEBT SERVICE EXCESS **

(12) SUBTOT CERT LEVY ON TAX
CAP = (7) - (1) - (10) - (11) = 2,128,407.64

(13) GRAND TOTAL CERTIFIED LEVY
AFTER ADJUSTMENTS = (12) + (1) = 2,212,551.36

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

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

THE SCHOOL DISTRICT MUST SUBMIT THE COMPLETED ORIGINAL OF THIS FORM TO THE
HOME COUNTY AUDITOR BY DECEMBER 28, 2001. A DUPLICATE COPY MUST BE
SUBMITTED TO THE MN DEPT OF CHILDREN, FAMILIES AND LEARNING, PROGRAM
FINANCE DIVISION, BY JANUARY 15, 2002.

THE CERTIFIED LEVY LISTED ABOVE IS THE LEVY VOTED
BY THE SCHOOL BOARD FOR TAXES PAYABLE IN 2002.

SIGNATURE OF
SCHOOL BOARD CLERK _____

DATE OF CERTIFICATION _____