



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

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S2049

District 152 Real
minutes & Agendas

INDEPENDENT SCHOOL DISTRICT #152

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

January 13, 2003

7:00 p.m.

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

ATTENDANCE:

Jim Cummings _____	Carol A. Ladwig _____
Lisa Erickson _____	Kristine Thompson _____
Anton B. Hastad _____	Bill Tomhave _____
Sonia Hohnadel _____	Larry P. Nybladh _____

AGENDA

1. **CALL TO ORDER**

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

Moved by _____ Seconded by _____
Comments _____

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

S-Meeting-BoS
01-13-03

SCHOOL BOARD AGENDA - January 13, 2003

PAGE 2

2. ORGANIZATION OF THE SCHOOL BOARD: Cummings

A. Election of Officers:

Chairperson -

Vice-Chair -

Treasurer -

Clerk -

3. CONSENT AGENDA

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

A. TEACHING/LEARNING MATTERS - Kovash

(1) Acceptance of Grants - Pages 6-8

(2) Approval of Grant Application - Pages 9-17

(3) Acceptance of Gifts - Pages 18-19

B. BUSINESS SERVICE MATTERS - Weston

C. HUMAN RESOURCE MATTERS- Nielsen

(1) Approval of Change in Employment Contract - Page 20

(2) Approval of New Employees - Page 21

(3) Acceptance of Resignations - Page 22

(4) Approval of Early Retirement - Page 23

(5) Approval of Family/Medical Leave - Page 24

(6) Approval of Family/Medical Leave Extension - Page 25

SCHOOL BOARD AGENDA - January 13, 2003

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D. SUPERINTENDENT MATTERS - Nybladh

- (1) Approval of December 9, 2002 Special and Regular and December 16, 2002
Special Meeting Minutes - Pages 26-34
- (2) Approval of January Claims

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

Moved by _____ Seconded by _____

Comments _____

4. COMMITTEE REPORTS

5. SCHOOL BOARD/STAFF DIALOGUE: Nybladh

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

Elementary Transition Plan - Kovash

Pages 35-37

**6. DESIGN DEVELOPMENT FOR THE CURRENT JUNIOR HIGH AND ROBERT
ASP SCHOOLS: Weston**

Pages 38-44

Suggested Resolution: Move to approve the Design Development for the current Junior High and Robert Asp Schools as presented.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - January 13, 2003

PAGE 4

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

Pages 45-58

Conduct a first reading on policies: District Care Team Committee (234), Activities Council (236), Health and Safety Protection (425), Employees as Vendors of School Supplies (445), Employee Right to Know - Exposure to Hazardous Substances (424), Student Transportation Eligibility Guidelines (720), School Owned Vehicle Reservation (722), and Facility and Site Improvements and/or Developments (701).

8. **RECOMMENDATION FOR SCHOOL NAMING PROCESS:** Nybladh

Pages 59-65

Suggested Resolution: Move to establish a School Naming Task Force as presented and authorize the School Board Chair, the Superintendent and the Superintendent's Advisory Council to select the members of the School Naming Task Force.

Moved by _____ Seconded by _____

Comments _____

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

10. **ADJOURNMENT**

SCHOOL BOARD AGENDA - January 13, 2003**PAGE 5****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Interagency Early Interv	January 15	12 pm	Family Service Ctr
Clay County Joint Powers Collaborative	January 15	3:30 pm	Family Service Ctr
Safety Committee	January 16	9:30 am	Board Room
Clifton Taulbert Presentation	January 19	7 pm	Concordia Auditorium
K-12 Staff Development/ Martin Luther King Jr Day/	January 20	No School	
Clifton Taulbert All-Staff Presentation	January 20	10 am	Concordia Auditorium
Probstfield PTAC	January 20	7 pm	Library
Senior High PTAC	January 20	7 pm	Library
Riverside PTAC	January 21	7 pm	Library
Com Ed Adv Council	January 21	7 pm	Board Room
Activities Council	January 22	7 am	Board Room
Instr and Curr Adv Com	January 23	7-8:30 am	Board Room
End of 2nd Qtr/1st Sem	January 24		
Staff Development Com	January 27	3:45 pm	Board Room
School Board	January 27	7 pm	Board Room
Basic Standards Writing Test (Grade 10)	January 28		
Technology Committee	January 28	3:45 pm	TBD
Spec Ed Parent Adv Council	January 28	Noon	TC Rm 266
Robert Asp PTAC	January 28	7 pm	Media Center

OFFICE OF TEACHING & LEARNING MEMO #: I.03.117



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Grant Acceptance
DATE: January 6, 2003

A total of 6 applications were received. All applications met the outlined criteria for submission and consideration. This made the decision very difficult. However, the following application were approved after intense scrutiny and discussion by the Moorhead Area Education Foundation Grant Committee

1. Brian Cole Amount \$ 450.00

Title: Composers in Residence with the Moorhead Elementary Orchestra

Description: This composer in residence project will take place in January, February, and March of 2003. Award winning composers Jeffrey Scott Bishop and Rene Clausen have agreed to compose two works for our elementary music students. The students will give direction to the composers by giving them perimeters by which to work: including key mood, title, and style. Rene Clausen, who lives in Moorhead, would come over during our school rehearsal time to work with our students. Jeffrey Scott Bishop, who lives and works in Kansas City, would come up prior to our public performance and work with the students here in Moorhead. Both would be present for our public performance on March 10, 2003. Jeffrey Scott Bishop's work will be a double concerto for elementary orchestra and two former members of our Moorhead Elementary Orchestra, Karin Andreason and Lucas Shogren. Rene Clausen's work will be for elementary school orchestra and children's choir made up of Moorhead elementary students. This emotional work will be dedicated to the staff both past and current, of Robert Asp School. The dollars requested would be used to pay the composers for their time when they come into our school.

2. Shirley Tweten Amount \$ 250.00

Title: Type to Learn Program

Description: The school has a progressive infrastructure that provides Internet and e-mail access to the ESL classroom. The classroom has seven computers for student use. The students enrolled in ESL classes have not in many cases had the opportunity to gain the knowledge of or opportunity to practice keyboarding skills. These students labor at the computers or ask other students to type for them. The keyboarding classes at the high school are often too fast paced for the students who possess limited English skills to have a successful experience. Students who have been in the school district for years have more knowledge and practice in keyboarding in their early years. The district does provide educational opportunities for learners with varied interests and abilities.

3. Jan Welken and Sandy Van Dyke Amount \$500.00

Title: Educational Benefits of Pedometer Usage in Curriculum

Description: This project is designed to help make students, as well as teachers, understand the importance of increased physical activity in a timed fashion with the use of pedometers. The use of pedometers in a physical education program will combine both the physical and mental aspects of learning, as well as increased motivation of students to reach a goal.

SUGGESTED RESOLUTION: Move to approve the grants awarded by Moorhead Area Education Foundation as presented above to Brian Cole for \$450.00, Shirley Tweten for \$250.00, and Jan Welken and Sandy Van Dyke for \$500.00.

LAK/smw

JAN 7 2003

OFFICE OF TEACHING & LEARNING MEMO #: I.03.113



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Grant Acceptance
DATE: January 2, 2003

The district has received the following mini grants:

The district has been awarded \$1800.00 from Minnesota 4-H Foundation Small Grant for the 2002-2003 program year. This money will be used to purchase books needed for the after school program of Junior Master Gardener Project.

The district has been awarded \$150.00 from Cornell University Mini Grant to purchase materials to enhance science activities in the after school program.

The district has been awarded \$750.00 worth of satellite image prints to be used at the Junior High Earth Science program from UND Aerospace/NASA.

SUGGESTED RESOLUTION: Move to approve the grants as presented.

LAK/smw

OFFICE OF TEACHING & LEARNING MEMO #: I.03.116



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Grant Application
DATE: January 2, 2003

Red River Area Learning Center in collaboration with Life Management Hispanic Liasion Workers are applying for a grant of \$2,139.87 to encourage parental involvement. The money would be used to offer transportation and dinner to parents that wish to attend the parent/teacher conferences.

SUGGESTED RESOLUTION: Move to approve the grant application as presented.

LAK/smw

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

Please answer each of the questions briefly.

Proposal Title:

Red River Area Learning Center Parent Nights

1. Briefly describe the purpose of the proposal.

Through the grant money, the Red River Area Learning Center would like to offer transportation and dinner to parents that wish to attend the parent/teacher conference.

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

The goal is parental involvement.

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

Collaboration is through Life Management, Hispanic Liaison workers, and the Area Learning Center.

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

2139.87 This money pays for staff, food speakers and entertainment.

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

Until May 30, 2002. The money would be coded and spent through the district.

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

Life Management may have some money available for parent night

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

*Deb Pender is the director of RRAP.
Linda Scheet would administrate the grant.*

Submitted by:

Linda M Scheet MSW

- ☐ Approved
- ☐ Denied
- ☐ Pending

Assistant Superintendent - Teaching & Learning

Date

cc: Superintendent
Principals/Supervisors

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 has 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 dpende@moorhead.k12.mn.us

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

State I. D. # 8033694 Federal I.D. # 41-6008721

Project/Program Title Red River Area Learning Center Parent Nights

Grant period Nov. 15, 2002 To May 31, 2003 Dollars requested \$2139.87

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 Learning Center would like to provide a format in which many barriers to education and communication are eliminated. We believe the key to accomplishing this is getting parents to attend parent/teacher conferences. Through the grant money, the Red River Area Learning Center would like to offer transportation and dinner to parents that wish to attend the parent/teacher conference. The budget would be used for the cost of transportation, refreshments, speakers, 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)

1. Assessment of Need/Problem Statement NEEDS TO BE CHANGED

The Project Red River Area Learning Center Parent Night would serve all parents that have students at the Area Learning Center.

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 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!)

This year the focus will be on the parent/teacher conference. Last year when we held family night on a conference night the 5th-7th grade class room had 100% attendance. Refreshments and transportation would be provided for the parents. Nights will be November 25 (January or Feb.) and March 24. With a celebration night on May 22. Additional parent nights would provide information for parents to enhance their involvement in their children's education and mental health. We also aim to create and build a stronger relationship between home and school. A parents scholastic involvement is crucial in a child's success. By providing parent nights we will increase communication, strengthen the support system between the family and school, and provide opportunities for strategic problem solving and prevention. Through this strengthened relationship between the school and parents we will build upon the child's academic development.

The Project's Staff would include a coordinator of the parent nights and a staff members to help with the housekeeping details, (food, cleaning transportation). The Project would collaborate with outside service agencies to provide information for parents. Agencies that may be involved are Migrant Health, Truancy Intervention Program, Clay County Juvenile Probation Officers, Minor parent worker, and other various agencies.

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 at least three parent meetings 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

A Program Coordinator will contact speakers, organize entertainment and refreshments. 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 who attend the meetings will become comfortable with the Area Learning Center and gather knowledge through the parent nights.

6. Evaluation

The first method of evaluation is simply to record attendance of participants. A continuous and increased level of participation and parental involvement in parent/teacher conferences will determine success. A hope for the program is that parents will feel comfortable at any school site.

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.

8. Demonstration of Collaboration

Parents are not only within our district but students attending Red River Area Learning Center are from other districts 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 staff, community agencies and Life Management Services.

9. Other

The Red River Area Learning Center held a parent night several years ago and again last year. 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. The Grant Money provides the ability to add food and the additional help necessary to make the evenings more family friendly.

10. Budget

Staff:	Coordinator of Grant			
	8 hours per 2 evenings			
	4 hours per 2 evenings			
	X 3 x 22.76	=		546.24
	FICA			65.54
	Detailed housekeeping Worker			
	10 hours X 2 evenings			
	5 hours X 2 X evenings X	12.09	=	362.70
	FICA			43.52
	Transportation			
	3 hours a 3 X 12.09 X		=	108.81
	FICA			13.05
Refreshment and Entertainment Agencies fees:	\$250.00 X 4		=	1000.00
TOTAL				= 2139.87

For two of the evenings, staff are required to attend, for those evening preparation work would be funded through the grant but not the attendance of the

JAN 7 2003

OFFICE OF TEACHING & LEARNING MEMO #: I.03.115



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Gift Acceptance

DATE: January 2, 2003

George Washington Elementary has received \$300.00 from the VFW Auxiliary 1223 of Moorhead at the request of Jane Butler a teacher at George Washington to purchase winter clothing for students.

SUGGESTED RESOLUTION: Move to approve the donation of \$300.00 from the VFW Auxiliary 1223 of Moorhead at the request of Jane Butler a teacher at George Washington to purchase winter clothing for students.

LAK/smw

JAN 7 2003

OFFICE OF TEACHING & LEARNING MEMO #: I.03.114



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Gift Acceptance
DATE: January 2, 2003

The district has received the following gifts:

Girard Sagmiller donated the following items: 10 boxes soynuts valued at \$300.00, poinsettias for after school music programs valued at \$75.00, software for grant writing valued at \$350.00.

MAC'S in Moorhead donated \$25.00 worth of popcorn, salt and oil.

SUGGESTED RESOLUTION: Move to approve the gifts as presented.

LAK/smw

MEMORANDUM P 03.003

JAN 7 2003

TO: Dr. Larry Nybladh

FROM: Ron Melsen

DATE: January 7, 2003

SUBJECT: Change in Employment Contract

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

Michael Benson	Social Studies Teacher, Junior High, from .571 to 1.00, effective January 27, 2003. (Replace Sandra Argent)
Dai Dai Finton	Night Custodian, Senior High to Night Custodian, Robert Asp, effective December 16, 2002. (Replace Sam Scott)
Steve Huebner	Night Custodian, Washington A13 (15) \$13.06, to Lead Custodian, Riverside, B31 (3) \$13.31, effective December 9, 2002. (Replace George Parker)

Suggested Resolution: Move to accept the change in contract for Michael Benson, Dai Dai Finton and Steve Huebner as presented.

RN:sh

MEMORANDUM

P 03.002

JAN 7 2003

TO: Dr. Larry Nypladh
FROM: Ron Nielsen
DATE: January 7, 2003
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:

Chad Bakken	Social Studies Teacher, Junior High, BA (0) .571 FTE for second semester, \$7,457.04, effective January 27, 2003. (Replace Mike Benson)
Amy Hansen	2nd Grade Spanish Immersion Teacher, Probstfield, BA+15 (0) \$21,622.33 (28047), effective January 6, 2003. (Replace Gladys Espejo)
Louanne Strom	4th Grade Teacher, Probstfield, BA+45 (4) \$20,333.98 (35105), effective December 18, 2002. (Replace Joni Burns)
Jessica Delonais	Food Service, Junior High, \$7.20 per hour, 2.75 hours daily, effective January 6, 2003. (Replace Theresia Everding)

Suggested Resolution: Move to approve the employment of Chad Bakken, Amy Hansen, Louanne Strom and Jessica Delonais as presented.

RN:sh

JAN 7 2003

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

Date: January 7, 2003

SUBJECT: Resignation

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

John Braun General Studies Teacher, RRALC, effective January 20, 2003.

Gladys Espejo 2nd Grade Spanish Immersion, Probstfield, effective December 20, 2002.

Sylvette Lopez-Ruth Paraprofessional, Spanish Immersion, Probstfield, effective December 20, 2002.

Fahma Dahir Somatic Paraprofessional, Senior High, effective immediately.

Suggested Resolution: Move to accept the resignation of Braun, Espejo, Lopez-Ruth and Dahir as presented.

RN:sh

MEMORANDUM P 03.006

JAN 7 2003

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: January 7, 2003
SUBJECT: Early Retirement

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

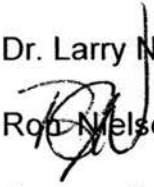
Michael Siggerud Assistant Principal, Senior High, effective August 15, 2003.

Suggested Resolution: Move to accept the Early Retirement for Michael Siggerud as presented.

RN:sh

MEMORANDUM P 03.004

JAN 7 2003

TO: Dr. Larry Nybladh
FROM:  Ron Nelsen
DATE: January 7, 2003
SUBJECT: Family/Medical Leave

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

Debra Bartholomay MMI Teacher, Robert Asp, to begin approximately February 16, 2003 for eight weeks.

Kim Brewster SLD Teacher, Thomas Edison, to begin approximately March 13, 2003 for six weeks.

Sally Hoogland ECSE Teacher, EIS, to begin approximately April 21, 2003 for eight weeks.

Sue Speich Physical Therapist, District Wide, to begin approximately March 31, 2002 for six weeks.

Suggested Resolution: Move to approve the Family/Medical Leave for Deb Bartholomay, Kim Brewster, Sally Hoogland and Sue Speich pursuant to Article 39, Section 1, of the Teachers' Master Contract.

RN:sh

MEMORANDUM P 03.005

JAN 7 2003

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: January 7, 2003
SUBJECT: Family/Medical Leave Extension

The administration requests Medical leave for the following person:

Suzanne Nelson SLD Teacher, Junior High, to extend until March 3, 2003.

Suggested Resolution: Move to approve the extension of Family/Medical Leave for Suzanne Nelson pursuant to Section IV, Article 38 of the Teachers' Master Contract.

RN:sh

**SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 9, 2002
PAGE 1**

MEMBERS PRESENT: Jim Cummings, Lisa Erickson (6:02), Anton B. Hastad, Sonia Hohnadel, Carol A. Ladwig, Bill Tomhave, and Dr. Larry P. Nybladh.

MEMBERS ABSENT: Kristine Thompson.

CALL TO ORDER: Chairman Cummings called the meeting to order at 6 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: Hastad moved, seconded by Ladwig, to approve the agenda as presented. Motion carried 5-0.

TRUTH IN TAXATION PROPERTY TAX HEARING: Weston presented an overview of the 2002 Payable 2003 Levy and current year's budget. The 2002 Payable 2003 Levy is the second smallest levy the school district has had in the past 10 years. The voter approved bond referendums (1992 and 2002) comprise 82 percent of the 2002 payable 2003 levy.

OPEN PUBLIC HEARING: Hastad moved, seconded by Hohnadel, to open the public hearing at 6:37 p.m. Motion carried 6-0.

Cummings requested the audience to address the Board with any questions regarding the levy. This request was made three times.

Lynne Parke, 804 9th Ave NE, Dilworth, questioned the lack of communication related to voters in Dilworth in regards to the March 2002 bond election. Nybladh responded that numerous publications were mailed to every resident in the school district as well as several articles published in *The Forum*.

Three more requests were made to the audience to address the Board regarding the levy. Hearing none, the following motion was made.

CLOSE PUBLIC HEARING: Hohnadel moved, seconded by Tomhave, to close the public hearing at 6:42 p.m. Motion carried 6-0.

**SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 9, 2002
PAGE 2**

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: None.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 6:43 p.m.

Carol Ladwig, Clerk

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 9, 2002
PAGE 1**

MEMBERS PRESENT: Jim Cummings, Lisa Erickson, Anton B. Hastad, Sonia Hohnadel, Carol A. Ladwig, Kristine Thompson, Bill Tomhave, and Dr. Larry P. Nybladh.

MEMBERS ABSENT: None.

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

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

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

WE ARE PROUD:

***** We Are Proud** of Dr. Betty Myers, principal at Robert Asp Elementary School, for receiving the "Distinguished Service Award Outside the Profession" from the Art Educators of Minnesota. Myers was nominated for the award by the Moorhead elementary art teachers at the Art Shop. Since she was unable to attend the November 1 awards ceremony at the AEM Fall Convention, Myers received her award at a November 3 staff meeting at Robert Asp.

***** We Are Proud** of Probstfield third graders and their teachers Sherill Ohe, Ira Bailey, Connie Nick, and Monica Olivares for receiving the Clay County Recycler of the Year Award - 2002 in the Business/Institution division. Along with completing the 3R's unit of study (Reduce, Reuse, Recycle) for science and social studies, they have also implemented some recycling programs for the whole school. They help in the recycling of cardboard, plastic, newspaper, and office paper from the school and have acquired bins and now wash out and recycle the large metal cans from the kitchen.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 9, 2002
PAGE 2**

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

Gifts - Accept the following gifts for the after school activities program: Girard Sagmiller, 14 boxes of soynuts (\$350), apples and fruit (\$35), aviation books for ESL students (\$25), and pots, potting soil, bulbs for three school sites (\$70); Deans Foods - Land O Lakes, 20 cases of cream milk cartons (\$490); and, Critters Feed and Seed, 3 large bags of bird feed (\$51). Accept the following gifts for use in the Senior High Automotive Program: Mike's Auto Repair, one used Snap-On scan tool MT2500 (\$2,000) and Alan Mcavoy, Supervision Minneapolis Training Center, two 5.9 liter Cummins diesel engines (\$4,000 each).

Renewal Agreement - Approve the renewal agreement with Lakeland Mental Health Center, Inc., to continue mental health services to severely emotionally handicapped students and their families as part of the Clay County Day Treatment Program known as "Outreach." The agreement period is from January 1, 2003 through December 31, 2003 in the amount of \$514,106. The entire cost of this program is paid with a combination of state aid, medical assistance funds and payment from Clay County Social Services.

Agreement - Approve the long-term agreement with Fergus Falls Community College for clinical supervision of the Associate Degree Nursing Program. The agreement is in effect from November 1, 2002 until October 31, 2007 and allows students in the Associate Nursing Program to have a clinical observation experience under supervision of school district staff.

Grant Application - Approve school board resolution for the submission of the Migrant Education Project Summer 2003 application to operate during summer 2003.

Bid - Approve the low bid from Skalicky Plumbing and Hearing for the replacement of water heaters at Moorhead Senior High School. The final cost is \$55,846.

New Employees

Bayan Alemadi - ESL Paraprofessional, Junior High, B21 (3) \$11.32 per hour, 5 hrs./daily, effective November 25, 2002. (New Position)

Angela Lofthus - Title I Paraprofessional, Edison, B21 (0-2) \$11.14 per hour, 4 hrs./daily, effective January 6, 2003. (Replace Karen Roberts)

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 9, 2002
PAGE 3

Family/Medical Leave

Jamie York - 5th Grade Teacher, Riverside, from approximately January 21, 2003 for six weeks.

Resignations

Joni Burns - 4th Grade Teacher, Probstfield, effective December 18, 2002.

Wade Harles - Custodian, Senior High, effective December 17, 2002.

Minutes - Approve the November 11 and 25, 2002 meeting minutes as presented.

Claims - Approve the December Claims, subject to audit, in the amount of \$1,427,903.64.

General Fund:	\$596,268.44
Food Service:	79,681.90
Community Service:	24,439.30
Building Construction:	709,500.19
Townsite Fund	18,013.81
TOTAL	\$1,427,903.64

Motion carried 7-0.

COMMITTEE REPORTS: Brief reports were heard related to the Robert Asp PTAC and Joint Powers 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 the invited staff representatives on a wide variety of programs and issues.)

Moorhead Senior High School Enhancements - Gene Boyle introduced teachers Mark Jenson and Mary Beth Plankers and briefly commented on the current efforts toward improvement of services to students. Mr. Jenson and Ms. Plankers provided a detailed presentation of student service efforts, accomplishments that have been made (such as AP courses offered and ASE automotive certification) and plans under development for additional or better instructional approaches including ninth grade smaller learning communities. Teacher Chuck Fisher provided a presentation of several new programs designed for alternative learners at the high school including the KEEP Program which provides on-campus options for creating alternative, individually

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 9, 2002
PAGE 4

designed approaches to traditional courses.

APPROVAL OF BID PACKAGE TWO - NEW MOORHEAD MIDDLE SCHOOL: Ladwig moved, seconded by Hohnadel, to approve the bid from Hanson Spancrete in the amount of \$540,343.00 for bid division one of bid package two for the new middle school. Motion carried 7-0.

Hohnadel moved, seconded by Ladwig, to approve the bid from Wanzek Construction in the amount of \$113,800 for bid division two of bid package two for the new middle school. Motion carried 7-0.

Erickson moved, seconded by Tomhave, to approve the bid from Mid-America in the amount of \$459,000 for bid division three of bid package two for the new middle school. Motion carried 7-0.

APPROVAL OF POLICY: Erickson moved, seconded by Tomhave, to approve the policy, Severe Weather Related School Closings (711), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Erickson moved, seconded by Ladwig, to approve the policy, Employee Drug and Alcohol Testing (421), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Tomhave moved, seconded by Erickson, to approve the policy, Subpoena of a School District Employee (443), as presented. Motion carried 7-0.

BUILDING AND DISTRICT PROFILES (1997-98 THROUGH 2001-02): Ladwig moved, seconded by Tomhave, to accept the Building and District Profiles for 1997-98 through 2001-02 as presented and direct administration to share them with staff and public as appropriate. Motion carried 7-0.

2003-04 FIFTH GRADE PLACEMENT PLAN: Tomhave moved, seconded by Hohnadel, to approve the administrative plan for fifth grade placement for the 2003-04 school year. Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 9, 2002
PAGE 5

HIGH SCHOOL CURRICULUM PROPOSAL: Erickson moved, seconded by Hastad, to approve the addition of the Contemporary Public Policy Issues course as proposed for inclusion in the 2003-04 registration materials. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Ladwig reminded Board members that those attending the MSBA meeting should get their reservation to the Board Secretary and also reminded them of the upcoming MSBA Area Negotiations Seminar scheduled for February 6 in Detroit Lakes. Board members were requested to turn in the Lakes Country Service Cooperative and Region 1 ballots. Thompson reported on her attendance at the MSBA 2002 Delegate Assembly. She noted that legislators stated, despite the budget deficit, the state will honor all previous financial obligations.

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

Carol Ladwig, Clerk

**SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 16, 2002
PAGE 1**

MEMBERS PRESENT: Jim Cummings, Lisa Erickson (5:02), Anton B. Hastad, Sonia Hohnadel, Carol A. Ladwig, Kristine Thompson, Bill Tomhave, and Dr. Larry P. Nybladh.

MEMBERS ABSENT: None.

CALL TO ORDER: Chairman Cummings called the meeting to order at 5 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: Tomhave moved, seconded by Hohnadel, to approve the agenda as presented. Motion carried 6-0.

2002 PAYABLE 2003 GENERAL DEBT SERVICE LEVY: Thompson moved, seconded by Tomhave, to approve the following resolution: Whereas the Moorhead Independent School District has interest earnings from the investment of the bond proceeds from the March 12, 2002 referendum, and being the school district's intent to minimize the financial impact of said bond, the School Board agrees to utilize \$1,273,357.64 in interest earnings to lower the general debt service levy for 2002 payable 2003, from \$5,130,885.12 to \$3,857,527.48. Motion carried 7-0.

2002 PAYABLE 2003 LEVY: Tomhave moved, seconded by Hohnadel, to set the 2002 Payable 2003 Levy at \$4,683,034.75. The Clerk of the School Board is authorized to certify the proposed levy to the Auditor of Clay County Minnesota. Motion carried 7-0.

NEW ELEMENTARY SCHOOL DESIGN DEVELOPMENT: Thompson moved, seconded by Erickson, to approve the Design Development for the new Moorhead Elementary School as presented. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Thompson asked Board members to determine their interest in attending the NSBA conference in April. Nybladh shared that an ad hoc committee consisting of Board members Carol Ladwig and Kristine Thompson were discussing board development policy. Nybladh commented on the handout related to the

**SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 16, 2002
PAGE 2**

upcoming collaborative community celebration with internationally acclaimed author, lecturer Clifton Taulbert on January 19-20, 2003 and added further notification regarding the leadership luncheon will be forthcoming. Nybladh highlighted information related to Mr. Cummings receiving the MSBA President's Award for 2002-2003 and scheduled MSBA Awards Luncheon for January 16 during the annual MSBA conference in Minneapolis. Board members were asked to let Michelle know their plans for attending the Intergovernmental Retreat scheduled for January 31 and February 1 in Detroit Lakes.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 6:33 p.m.

Carol Ladwig, Clerk

JAN 7 2003

OFFICE OF TEACHING & LEARNING MEMO #: I.03.118



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Board Dialog

DATE: January 7, 2003

Kevin Kopperud and members of the Elementary Transition committee will present information to the board on the Elementary Transition Plan.

LAK/smw
Attachment

ELEMENTARY SCHOOL TRANSITION COMMITTEE

Purpose/Role of the Committee

1. To identify and prioritize the areas of transition that are pertinent to the committee (focus on instructional staff, curriculum, programs, and services)

Broad areas which have been identified include:

- A. Teacher Placement/Assignment
- B. Educational Programs and Services
- C. Process for Moving

2. To identify the issues related to the areas of transition

3. To make recommendations in terms of the processes and procedures for the transitions

Members of the Committee

Shannon Reider	Kathy Ferreira
Kent Karch	Sandy Kortan
Robin Oestrich	Sue Geihl
Linda Johnson	Susan Knorr
Susan Botner	Vicky Anderson
Ira Bailey	Vicki Breneman
Gay Galles	Michelle Kaspari
Catherine Russell	Mary Jo Schmid
Anne Moyano	Matt Naugle
Kevin Kopperud	Geri Nellermoe
John Benson	

Meeting Dates: October 24, November 7, November 21, December 12, January 9, January 23, February 6, February 20, March 6, March 20, April 3, April 17, May 1, May 15

(Meetings held in the Edison Library at 3:45)

Moorhead Elementary Education
Elementary Design Committee Study Group Findings
July 30, 2002

Districtwide Responsibilities:

1. A continuum of support and enrichment services are accessible to students at each building. (4)
2. There is equity in district provided resources. (6)
3. Each school campus is attractive and supports learning inside and out. (9)
4. Curriculum is articulated and consistently delivered. (10)

The Elementary Design Committee Study Group suggests that the above statements be renamed responsibilities. These responsibilities should be in place to provide an infrastructure of support for the following belief statements.

Learning Community Beliefs:

In all Moorhead Elementary Schools -

1. Collaboration amongst staff, students and parents is valued.
2. Cross Grade Level experiences are necessary.
3. Social Emotional Learning is as important as academic learning.
4. Parents feel welcome and have opportunities for participation.
5. Students feel welcome and have a sense of belonging. Positive relationships are fostered.
6. Student needs and curriculum drive instruction.

The Elementary Design Committee Study Group found articles and research which address each of the beliefs stated above. Though no ideal physical models or layouts were identified, each elementary building needs to reflect these beliefs through design, programming, building community, student personalization, and school culture. A sample of the study groups research is attached. If more information is desired, you may contact any of the study group member. The study group members are as follows:

Cheryl Beech
LeAnn England
Janelle Halverson
Kevin Kopperud
Kay Litch

Joni Lordeman
Julie Morlock
Anne Moyano
Matt Naugle
Mary Jo Schmid

BUSINESS SERVICES MEMO#: B.03.044



To: Dr. Larry P. Nybladh

From: Mark Weston *MW*

Date: January 06, 2003

RE: Design Development for the current Jr. High and Robert Asp Schools

Tim Zerr and Jim Cole from Zerr Berg Architects and a representative from Kraus-Anderson Midwest will attend the January 13, 2003 school board meeting to present the completion of Design Development for the current Jr. High and Robert Asp Elementary School. The presentation will detail the interior and exterior finishes, site and building plans and cost estimates and work schedule. The next phase will be construction documents. As the name would indicate this is the final phase before going out for bids. Please contact me should you have further questions regarding the Design Development presentation.

Suggested Resolution: Move to approve the Design Development for the current Jr. High and Robert Asp Elementary Schools as presented.

MLW/dmh
Attachment:

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MOORHEAD PUBLIC SCHOOLS

1/7/2003

Project Budgets

KAMW

Project Name ----->	ASP ELEM.	MOORHEAD JR	NEW K-5 ELEM	NEW M.S.	SR HIGH	PROBSTFIELD	TOTALS	Remarks
Design Level Completed ----->	Design Development	Design Development	Design Development	Design Development	Design Development	Schematic		
Budget	\$ 5,010,000	\$ 4,896,000	\$ 11,800,000	\$ 26,890,000	\$ 13,950,000	\$ 1,954,000	\$ 64,500,000	
Health & Safety Dollars	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	
Interest Dollars	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Available Dollars	\$ 5,310,000	\$ 4,896,000	\$ 11,800,000	\$ 26,890,000	\$ 13,950,000	\$ 1,954,000	\$ 64,800,000	
Construction Costs								
Construction Budget-New	\$ -	\$ -	\$ 8,474,812	\$ 21,252,143	\$ 6,682,915	\$ 1,282,603	\$ 37,692,473	
-Remodel	\$ 3,491,714	\$ 3,590,127	\$ -	\$ -	\$ 3,549,376	\$ -	\$ 10,631,217	
Sitework	\$ 507,703	\$ 360,562	\$ 1,187,434	\$ 1,807,446	\$ 783,581	\$ 147,410	\$ 4,794,136	
Off-Site Utilities Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CM Fees/Reimbursables	\$ 173,025	\$ 173,025	\$ 470,800	\$ 716,400	\$ 302,200	\$ 75,750	\$ 1,911,000	
Total Construction Costs	\$ 4,172,442	\$ 4,123,714	\$ 10,132,846	\$ 23,775,989	\$ 11,318,072	\$ 1,505,763	\$ 55,028,826	\$ 55,446,000
District Costs								
Building, Site surface Demolition	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	
Soil Tests	\$ 2,500	\$ 2,500	\$ 7,500	\$ 10,000	\$ 5,000	\$ -	\$ 27,500	
Survey	\$ 2,500	\$ 2,500	\$ 7,500	\$ 10,000	\$ 5,000	\$ -	\$ 27,500	
Construction Testing	\$ 10,000	\$ 10,000	\$ 30,000	\$ 60,000	\$ 30,000	\$ 5,000	\$ 145,000	
Printing/Advertising	\$ 30,000	\$ 30,000	\$ 50,000	\$ 85,000	\$ 60,000	\$ 20,000	\$ 275,000	
Permits	\$ 13,500	\$ 12,500	\$ 34,200	\$ 79,000	\$ 40,000	\$ 4,525	\$ 183,725	
Plan Review Fees	\$ 4,885	\$ 4,970	\$ 10,990	\$ 23,650	\$ 12,200	\$ 2,250	\$ 58,945	
Hazardous Material Abatement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Commissioning	\$ 10,000	\$ 10,000	\$ 40,000	\$ 92,000	\$ 45,000	\$ 7,500	\$ 204,500	(1.5% Of Mech)
Builder's Risk	\$ -	\$ -	\$ 10,000	\$ 25,000	\$ 10,000	\$ -	\$ 45,000	
Bond Cost	\$ -	\$ -	\$ 121,579	\$ 120,000	\$ -	\$ -	\$ 241,579	
Bond consulting fees	\$ 8,900	\$ 8,206	\$ 19,778	\$ 45,071	\$ 23,382	\$ 3,275	\$ 108,613	
Total District Costs	\$ 382,285	\$ 80,676	\$ 331,547	\$ 549,721	\$ 230,582	\$ 42,550	\$ 1,617,362	
Professional Fees								
A/E Basic Services Fees	\$ 257,790	\$ 227,270	\$ 502,050	\$ 1,187,240	\$ 694,260	\$ 91,300	\$ 2,959,910	
Estimated A/E Reimbursables	\$ 8,000	\$ 8,000	\$ 12,000	\$ 14,000	\$ 12,000	\$ 8,000	\$ 62,000	
A/E Additional Services Fees	\$ -	\$ -	\$ -	\$ -	\$ 43,000	\$ -	\$ 43,000	
Acoustics	\$ -	\$ -	\$ 2,500	\$ 13,770	\$ 2,865	\$ -	\$ 19,135	
Food Service Fees/Reimbursables	\$ 5,290	\$ 6,069	\$ 4,240	\$ 9,915	\$ 14,437	\$ -	\$ 39,951	
Total Professional Fees	\$ 271,080	\$ 241,339	\$ 520,790	\$ 1,224,925	\$ 766,562	\$ 99,300	\$ 3,123,996	
FFE&T Costs (Group 2)								
FF & E	\$ 218,180	\$ 218,180	\$ 218,180	\$ 354,545	\$ 463,635	\$ 27,280	\$ 1,500,000	\$273/student
Food Service Equipment	\$ 8,600	\$ 7,650	\$ 13,820	\$ 126,795	\$ 187,685	\$ -	\$ 344,550	
Technology	\$ 107,000	\$ 107,000	\$ 105,000	\$ 264,500	\$ 408,200	\$ 75,500	\$ 1,067,200	Per D. Markert 1-3-03
Tech Design Fees	\$ 5,387	\$ 5,387	\$ 5,387	\$ 5,387	\$ 5,387	\$ 5,387	\$ 32,322	Per D. Markert 1-3-03
District Wide Signage	\$ 15,000	\$ 15,000	\$ 15,000	\$ 30,000	\$ 30,000	\$ 15,000	\$ 120,000	
Total FFE&T Costs	\$ 354,167	\$ 353,217	\$ 357,387	\$ 781,227	\$ 1,094,907	\$ 123,167	\$ 3,064,072	
Project Contingency	\$ 250,000	\$ 250,000	\$ 400,000	\$ 600,000	\$ 400,000	\$ 100,000	\$ 2,000,000	
% of Construction	5.99%	6.06%	3.95%	2.52%	3.53%	6.64%	3.63%	
Total Project Dollars	\$ 5,429,974	\$ 5,048,946	\$ 11,742,570	\$ 26,931,862	\$ 13,810,123	\$ 1,870,780	\$ 64,834,256	
Project Balance	\$ 119,974	\$ 152,946	\$ (57,430)	\$ 41,862	\$ (139,877)	\$ (83,220)	\$ 34,256	

Moorhead Public Schools (ISD 152)

Alternates for Asp and Junior High Conversion Projects

1/7/2003

Asp	Add Alternates not included in Base Building Construction	QTY	UNIT	UNIT \$	COST
	Administration Area Upgrades				100,000.00
	Deco-cot Wainscot @ Corridors	18,080	sf	2.25	40,680
	4' Additional Casework @ Classrooms	35	ea		36,400.00
	Subtotal - Asp Alternates				177,080

Jr High	Add Alternates not included in Base Building Construction	QTY	UNIT	UNIT \$	COST
	Administration Area Upgrades				100,000.00
	Deco-cot Wainscot @ Corridors	18,990	sf	2.25	42,728
	4' Additional Casework @ Classrooms	35	ea	36,400	36,400.00
	Subtotal - Jr High Alternates				179,128

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ROBERT ASP
CONVERSION TO
K-5 ELEMENTARY

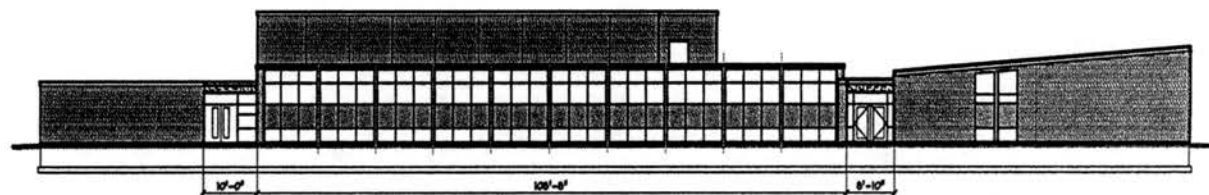
RMA
RIVERSIDE METRO AREA
2200 10TH AVE NW, SUITE 100
MINNEAPOLIS, MN 55401

ZBA
ZONING BOARD AND ARCHITECTURAL
COMMISSION
2500 10TH AVE NW, SUITE 100
MINNEAPOLIS, MN 55401

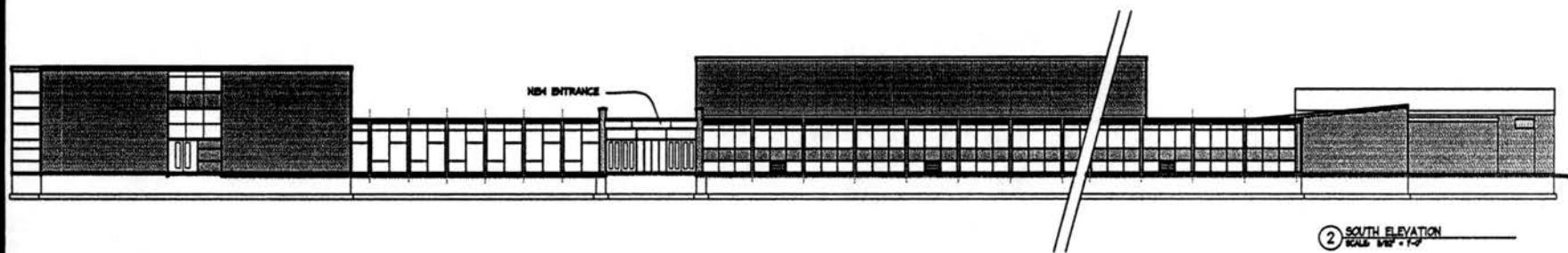
DESIGN
DEVELOPMENT
PHASE
JANUARY 9, 2003



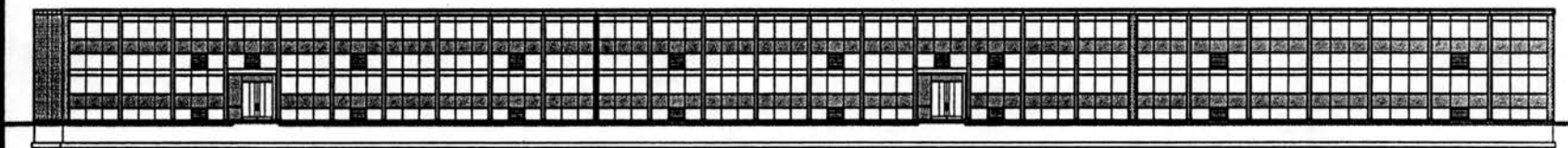
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③ EAST ELEVATION
SCALE: 1/8" = 1'-0"



② SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



① WEST ELEVATION
SCALE: 1/8" = 1'-0"



**ROBERT ASP
CONVERSION TO
K-5 ELEMENTARY**



RMA

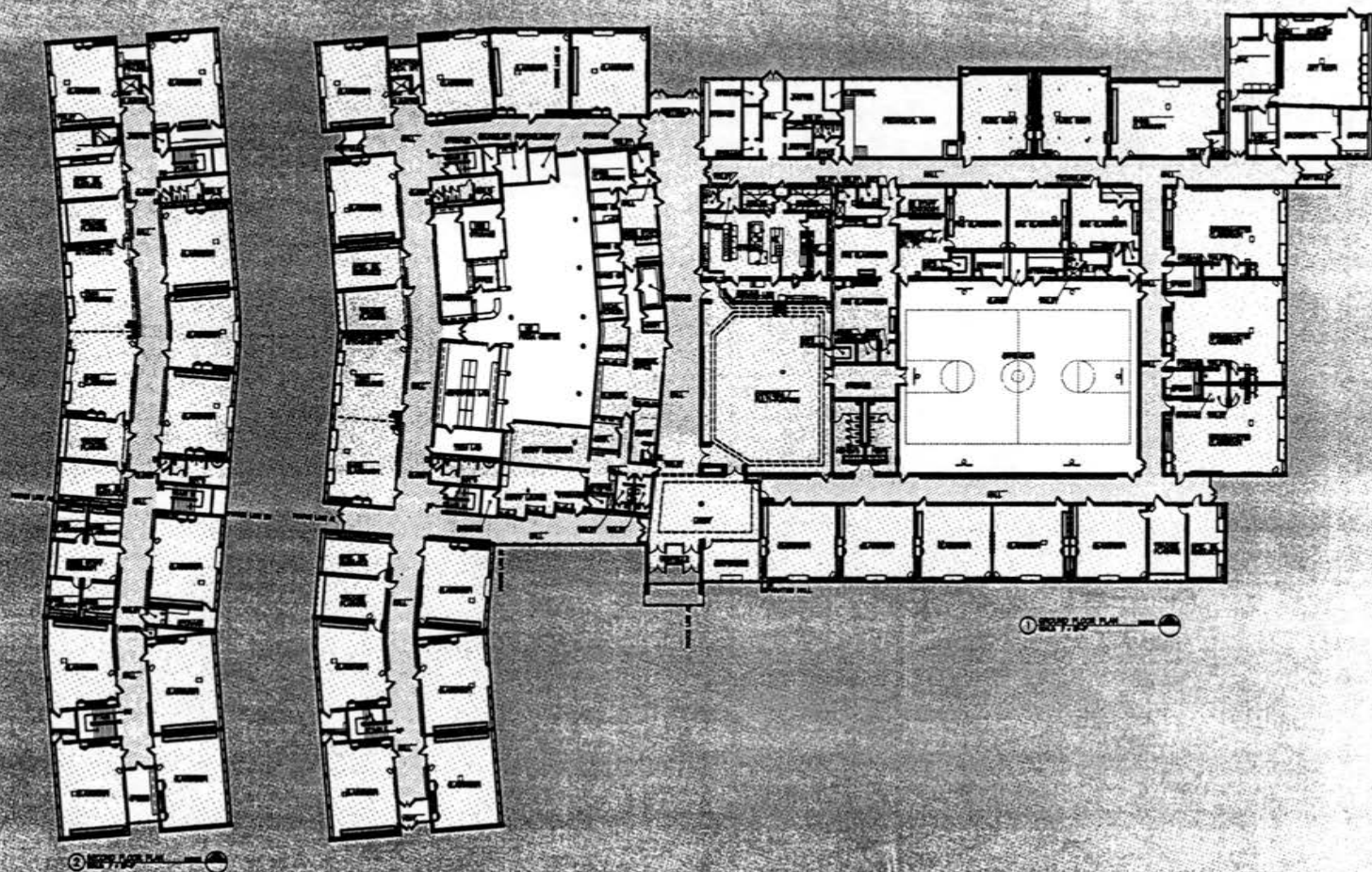
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2/2/03 RMA/01/01/03
3/2/03 RMA/01/01/03



ZBA

2/1/03 ZBA/01/01/03
3/2/03 ZBA/01/01/03
4/2/03 ZBA/01/01/03

**DESIGN
DEVELOPMENT
PHASE
JANUARY 9, 2003**



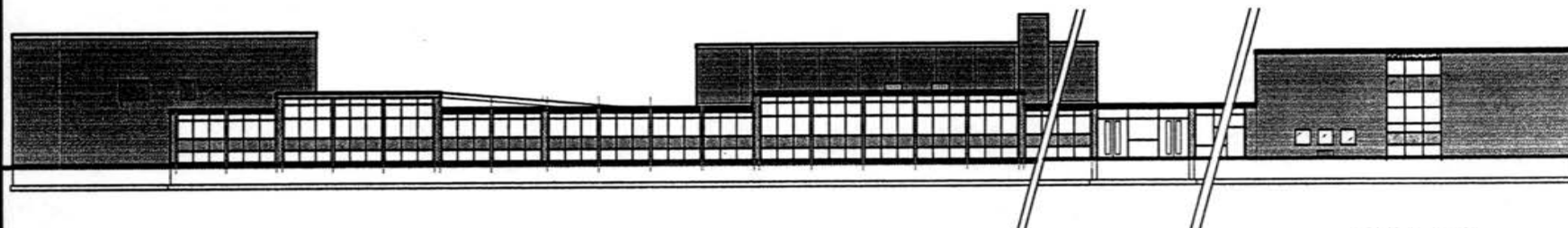


JUNIOR HIGH
CONVERSION TO
K-5 ELEMENTARY

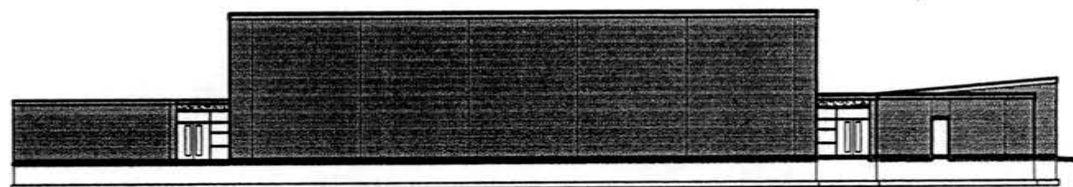
RMA
RICHMOND, MARYLAND
744 1st Avenue North
Baltimore, MD 21201

ZBA
ZACHRY GROUP ARCHITECTS, P.C.
2000 Westwood Blvd, Suite 100
Fountain Valley, CA 92708

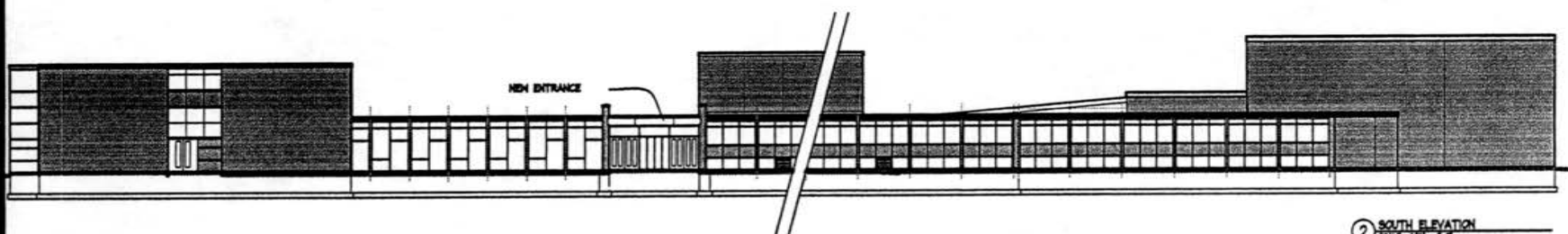
DESIGN
DEVELOPMENT
PHASE
JANUARY 9, 2003



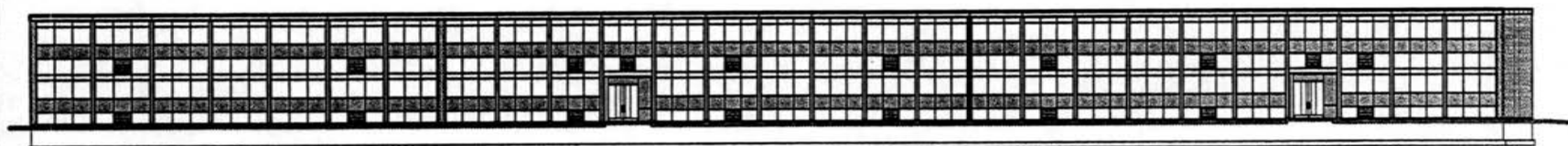
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③ EAST ELEVATION
SCALE: 1/8" = 1'-0"



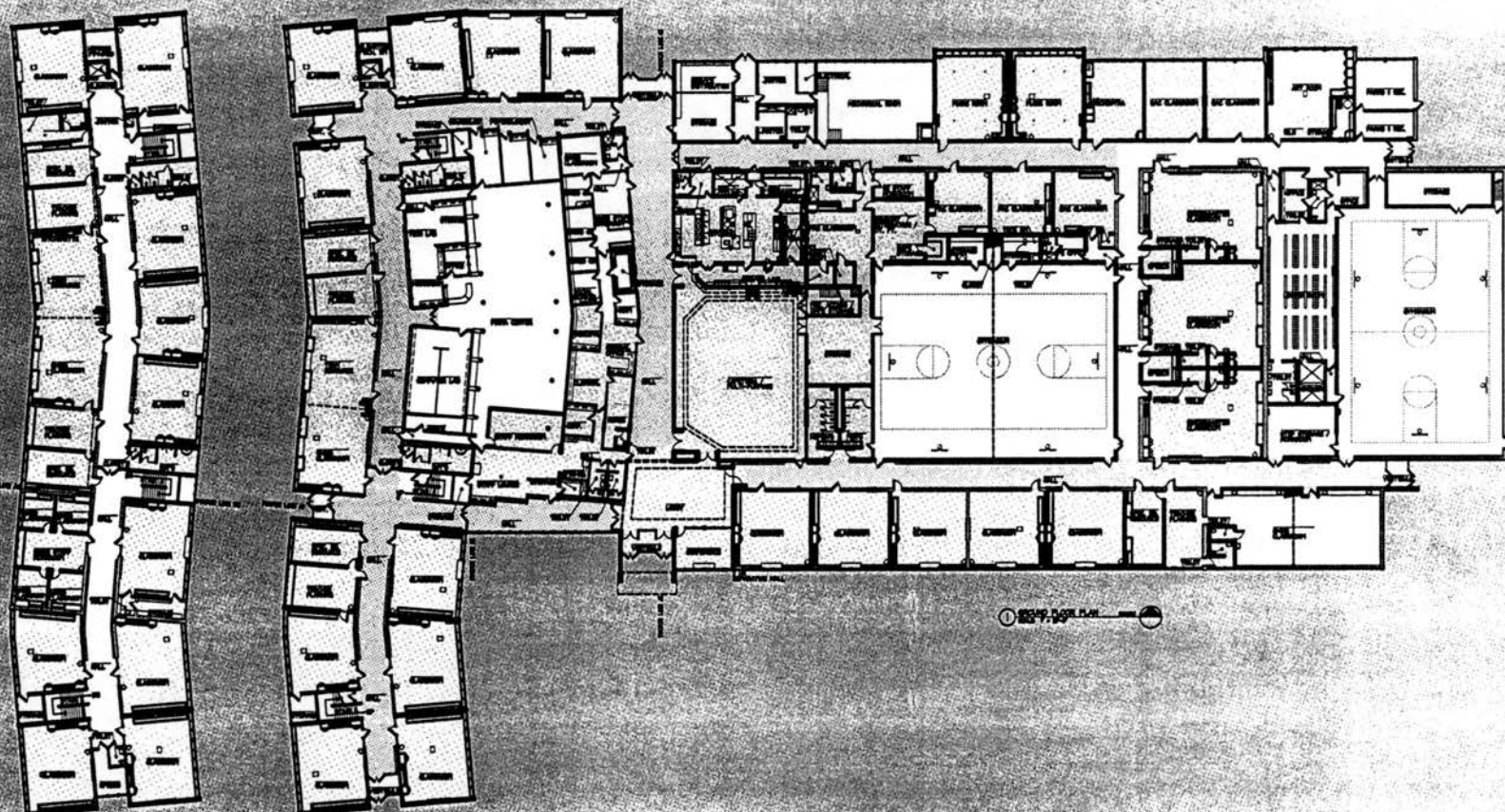
② SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



① WEST ELEVATION
SCALE: 1/8" = 1'-0"



JUNIOR HIGH CONVERSION TO K-5 ELEMENTARY



1 85' 9" PL. PL.

2 85' 9" PL. PL.



RMA
Rural Municipal Association
248 1st Avenue, North
Minneapolis, MN 55401



ZBA
Zoning Board of Appeals
300 North 1st Street
Minneapolis, MN 55401

DESIGN
DEVELOPMENT
PHASE
JANUARY 9, 2003

MEMO #: S-03-062

TO: School Board

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

DATE: January 7, 2003

RE: First Reading of Policies

Attached please find the policies, District Care Team Committee (234), Activities Council (236), Health and Safety Protection (425), Employees as Vendors of School Supplies (445), Employee Right to Know - Exposure to Hazardous Substances (424), Student Transportation Eligibility Guidelines (720), School Owned Vehicle Reservation (722), and Facility and Site Improvements and/or Developments (701), for your review.

 :mde

Attachments

❖ Policies and Procedures ❖

Code: 234
Category: Policy of the School Board / Moorhead, MN
Section: 200 SCHOOL BOARD
Name: District Care Team Committee
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

A. The purpose of the District Care Team Committee is to ensure that the district has established and maintains a current plan of action for identifying, preventing, and intervening in crisis situations and a plan for postvention for the Moorhead Area School District students and affected staff. The District Care Team Committee will work with building-level Care Teams.

II. GENERAL STATEMENTS OF POLICY FOR THE DISTRICT CARE TEAM

A. This Committee will review annually that Moorhead School District Policy 553 (Crisis Intervention and Student Support Policy) and the Care Team portion of the Crises Management Policy Manual. The manual procedures are to include an appropriate response to crises affecting an individual building or districtwide students and staff.

B. Responsibilities of District Care Team Committee include, but are not limited to:

1. Dissemination and communication of information on building level activities;
2. Seeking and securing funds for development of district crisis management training and program development;
3. Coordination of training for building level Care Teams;
4. Reviewing implementation of the Crisis Management Procedures in times of crisis;
5. Promoting and networking with community agencies and area school districts regarding crises and policy;
6. Helping to manage communication with staff, parents, community agencies, and media;
7. Recommending to Administration policies and procedures related to crises and mental health issues; and
8. Review and update mental health portions of the School District Crisis Management Manual.

C. The District Care Team Committee will be made up of representatives of each building crisis intervention/management Care Team, the school district nurse, school counselors, school social workers, district communications coordinator or designee, members of neighboring school districts, the Assistant Superintendent of Teaching/Learning, and a School Board representative.

D. Meetings will be held during the school year at times and dates determined by the committee.

III. GENERAL STATEMENTS OF POLICY FOR BUILDING LEVEL CARE TEAMS

A. The building principal is responsible for designating a Building Student/Staff Crises Management Team in each building. The team may include: Building Student/Staff Care Team, Medical Emergency Team, and Security Team.

B. The principal ensures that all personnel in their building are informed annually of this policy, designates members on building level teams, and reviews procedural guidelines found in the Building's Crisis Management Action Plan. The building's plan is also included in the District's Crisis Management Manual.

C. Building level Care Team membership is comprised of:

- a. Administrator.
- b. Counselor or social worker/psychologist/nurse (as available).
- c. Staff member by site, both male and female.

D. Qualifications for building Crisis Management Team and/or Care Team members include: knowledgeable about confidentiality; motivated and concerned about a school crisis; interest and skills in working with persons having problems or crisis events; and demonstrate a special interest in further development of intervention skills.

E. Building level Crisis Management and/or Care Team responsibilities include but are not limited to:

- a. Review of the District Crisis Management Policy and Manual.
- b. Review of the Building Crisis Management Procedures and Action Plan.
- c. Representation on the District Care Team Committee.

Cross References:

Moorhead School Board Policy 553: Crisis Intervention and Student Support Policy

Moorhead School Board Policy 710: School District Crisis Management Plan

[Search Again](#)

❖ Policies and Procedures ❖

Code: 236
Category: Policy of the School Board / Moorhead, MN
Section: 200 SCHOOL BOARD
Name: Activities Council
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

The purpose of the Activities Council is to review and recommend extra- and co-curricular activity policies.

II. GENERAL STATEMENT OF POLICY

A. Membership

The Activities Council will consist of teachers/coaches/advisors representing a cross section of activities, representatives from central administration, a principal from each level, representation of student membership (one male and female), parent representation, and, two school board members, appointed by the School Board Chair at the annual organizational meeting.

Members will be appointed from representative areas of activities and athletics.

Member will have knowledge of Minnesota State High School League Activities and Rules.

B. Meetings

Meetings will be held regularly during the school year.

Cross References:

Moorhead School Board Policy 540: Student Activities

Moorhead School Board Policy 541: Student Activity Eligibility

[Search Again](#)

❖ Policies and Procedures ❖

Code: 425
Category: Policy of the School Board / Moorhead, MN
Section: 400 EMPLOYEE/PERSONNEL
Name: Health and Safety Protection
Adopted: 7/17/1995
Revised: 2/14/2000
Reviewed: 2/14/2000
Policy: I. PURPOSE

Moorhead Area Public Schools considers health and safety protection an important part of every operation. The District will establish, provide, and maintain safe and healthful working conditions and insist upon safe work methods and practices at all times.

II. GENERAL STATEMENT OF POLICY

~~All employees and students shall follow safe working practices, obey rules and regulations, and work in a manner that maintains the high safety and health standard developed and sanctioned by the District.~~

Independent School District #152 is committed to providing a healthy and safe work environment for all its employees. Regard for safety of the general public, our students, our employees and our subcontractors' employees is of the utmost concern of our district.

Safety does not occur by chance. It is the result of careful attention to all school district operations. It is the responsibility of every member of administration to make the safety and health of our employees their daily concern. Providing a safe place to work, a work environment conducive to safe work practices, and safety policies are primary concerns for the administration.

It is our belief that employees at every level have a responsibility for maintaining safety and occupational health within the district, and are expected to cooperate fully with the district's health and safety policies.

The Moorhead Area Public School District will have a District Health and Safety Plan which will be developed and updated annually by the Health and Safety Committee and forwarded to the School Board for approval. The Health and Safety Plan will be placed on the school district's web site to give access to all employees of the district.

Legal Reference:

Minnesota Statute 123B.56 Health, Safety, and Environmental Management

Minnesota Statute 123B.57 Capital Expenditure, Health and Safety

[Search Again](#)

❖ Policies and Procedures ❖

Code: 425
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~~All employees and students shall follow safe working practices, obey rules and regulations, and work in a manner that maintains the high safety and health standard developed and sanctioned by the District.~~

Independent School District #152 is committed to providing a healthy and safe work environment for all its employees. Regard for safety of the general public, our students, our employees and our subcontractors' employees is of the utmost concern of our district.

Safety does not occur by chance. It is the result of careful attention to all school district operations. It is the responsibility of every member of administration to make the safety and health of our employees their daily concern. Providing a safe place to work, a work environment conducive to safe work practices, and safety policies are primary concerns for the administration.

It is our belief that employees at every level have a responsibility for maintaining safety and occupational health within the district, and are expected to cooperate fully with the district's health and safety policies.

The Moorhead Area Public School District will have a District Health and Safety Plan which will be developed and updated annually by the Health and Safety Committee and forwarded to the School Board for approval. The Health and Safety Plan will be placed on the school district's web site to give access to all employees of the district.

Legal Reference:

Minnesota Statute 123B.56 Health, Safety, and Environmental Management
Minnesota Statute 123B.57 Capital Expenditure, Health and Safety

[Search Again](#)

❖ Policies and Procedures ❖

Code: 445
Category: Policy of the School Board / Moorhead, MN
Section: 400 EMPLOYEE/PERSONNEL
Name: Employees as Vendors of School Supplies
Adopted: 11/28/1989
Revised: 11/24/1997
Reviewed: 4/26/1994 11/24/1997
Policy: I. PURPOSE

Student purchases of textbooks, supplies, materials, tools, or equipment for instructional purposes shall be made from the vendor, through a school store, parts department, or school district purchase order. The Moorhead School District will be in compliance with state statutes regarding the sale, proceeds or profits of any school supplies sold to the district by district employees and/or persons connected with the district. Also, district personnel will monitor that student purchases of textbooks, supplies, materials, tools or equipment for instructional purposes shall be made from a vendor, through a school store, parts department or school district purchase order and not from school district employees

II. GENERAL STATEMENT OF POLICY

School district employees shall not become involved in making purchases from private or public vendors and then selling those items to students. An exception to this policy must have prior written approval from the building principal or other appropriate supervisor. Said exception shall be included as part of the bill of sale transaction and the document shared with the Superintendent for informational purposes.

Any suspected violation of this policy shall be referred to the appropriate supervisor. Violations of this policy shall be considered insubordination and shall be dealt with accordingly.

Except as provided for under Minnesota Statute, no teacher, district school officer, including the superintendent, member of the school board, nor any person connected with the Moorhead Public School system in any capacity, shall be interested directly or indirectly in the sale, proceeds or profits of any book, apparatus or furniture used, or to be used in the district. Nothing in this policy or the statute prohibit the spouse of an employee or officer of the district from contracting with the district for the sale or lease of books, apparatus, furniture or other supplies to be used in the district as long as the employee's or officer's position does not involve approving contracts for supplies and the school board unanimously approves the transaction.

School district employees shall not become involved in making purchases from public or private vendors and then selling those items to students. Any exceptions to this policy must be approved in advance by the building principal or appropriate supervisor and the superintendent or designee.

Violators of this policy shall suffer the consequences of the applicable Minnesota Statutes and may also be considered insubordinate by the district and dealt with accordingly.

Legal References:

Minnesota Statute 123B.20 (Dealing in School Supplies)

Minnesota Statute 471.87 (Public Officers, Interest in Contract; Penalty)

Minnesota Statute 471.88 (Exceptions)

Cross Reference:

Moorhead School Board Policy 205: School Board Conflict of Interest

[Search Again](#)

❖ Policies and Procedures ❖

Code: 424
Category: Policy of the School Board / Moorhead, MN
Section: 400 EMPLOYEE/PERSONNEL
Name: Employee Right to Know - Exposure to Hazardous Substances
Adopted: 11/13/1984
Revised: 12/14/1998
Reviewed: 4/26/1994 12/14/1998
Policy: I. PURPOSE

Independent School District of Moorhead, Minnesota, in compliance with Minnesota's 1983 Employee Right-to-Know Act, established this policy concerning identification and training of employees. The law states that all employees "routinely exposed" to a hazardous substance, harmful physical agent, or infectious agent, must be trained and given access to specific information about those hazards. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.

II. GENERAL STATEMENT OF POLICY

Training will be provided to the following:

1. All employees, full or part-time, in these targeted categories:

Art,
Industrial Technologies,
Food Services,
Family and Consumer Sciences,
Transportation,
Buildings and Grounds (Custodians),
Elementary and Secondary Science,
Supplemental Teaching and Enrichment Program (S.T.E.P.),
Swimming Pool,
Coaches,
School Building Secretaries,
Early Childhood Family Education,
Playground Supervisors,
Special Education (Speech, OTPT, DAPE, EBD, etc.)
Alternative Programs (MCAP, Outreach and Collaborative),
School Nurse,
Health Technicians,
Principals, and Others identified by their supervisor.

2. Any concerned employee, not specifically targeted by this policy, who requests the training.

Training will be provided to the following employees before they begin work:

1. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.

2. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.

Legal References:

Minnesota Statute Sections 181.950-181.957 (Drug and Alcohol Testing in the Workplace) Statute Ch. 182 (Occupational Safety and Health)

Minnesota Statute Sections 181.950-181.957 (Drug and Alcohol Testing in the Workplace) Rule 5205 (Safety and Health Standards)

Minnesota Statute Sections 181.950-181.957 (Drug and Alcohol Testing in the Workplace) Rule 5206 (Employee Right to Know Standards)

Cross References:

Moorhead School Board Policy 425: Health and Safety Protection

Moorhead School Board Policy 531: Communicable Disease Control and Infectious Conditions

[Search Again](#)

❖ Policies and Procedures ❖

Code: 720
Category: Policy of the School Board / Moorhead, MN
Section: 700 NON-INSTRUCTIONAL OPERATIONS
Name: Student Transportation Eligibility Guidelines
Adopted: 10/31/1981
Revised: 5/11/1998
Reviewed: 4/25/1989 1/14/1992 5/11/1998
Policy: I. PURPOSE

Moorhead Public Schools will provide regular school day transportation, to and from, to students who reside within the school district boundaries and meet the following criteria:

- A. Elementary students, K-6, who reside one (1) mile or more from the building to which the school district assigns the student;
- B. Secondary students, 7-12, who reside one (1) mile or more from the building to which the school district assigns the student;
- C. Students who must cross or use an area identified as being an extraordinary traffic hazard to and from school (refer to eligibility guidelines);
- D. Kindergarten students who live .5 mile or more from the building to which they are assigned will receive noon transportation services...morning and afternoon service will follow the same guidelines as other elementary students. Students may be assigned to either morning or afternoon kindergarten as class sizes dictate.

II. ELIGIBILITY GUIDELINES

A. The following will be used as guidelines for reviewing and developing school bus transportation for the ~~ISD #152~~ Moorhead Area Public Schools.

Recommended maximum walking distances to bus stops:

Grade Level Distance to Stop

- K - 4 .15 mile (1-2 blocks)
- 5 - 6 .25 mile (3-4 blocks)
- 7 - 8 .3 mile (4-5 blocks)
- 9 - 12 .5 mile (6-7 blocks)

These are recommended distances to bus stops and will not be possible in all areas of the school district.

B. Hazardous crossings or walking areas in the ~~ISD #152~~ Moorhead Area Public Schools are only those which lie within the normal walk zone (one (1) mile walking distance) for the specific schools:

a. Washington and Robert Asp Elementary:

- *11th Street North (north of 15th Avenue North) - There is no sidewalk along this roadway. This is a high volume traffic area; especially, at the time of day when students will be walking.
- *1st Avenue North - This is a high volume traffic area and is a primary vehicle access to Minnesota Hwy 10.

b. Park Christian:

- *1st Avenue North - Same rationale as for transportation to Washington and Robert Asp Elementary.
- *Hwy 75 - This is a state highway which does not have appropriate sidewalks or crossing signals.

c. Edison:

*8th Street South - This state highway does have walk/do not walk signals at 12th Avenue South; however, this is a very busy and hazardous crossing for students in K-4 grades.

d. Riverside:

*8th Street South - Same rationale as Edison

*24th Avenue South - From Rivershore Drive to 8th Street

e. Probstfield:

*I-94 - The available bridges do not allow adequate pedestrian crossings.

*8th Street South - Same rationale as Edison

f. St. Joseph School:

*8th Street South - Same rationale as Edison

*Main Avenue South

g. Moorhead Junior High:

*I-94 - Same rationale as Probstfield

h. Moorhead Senior High:

*Hwy 75 North of Hwy 10 - This highway has no sidewalks or pedestrian crossing areas.

C. Hazardous Areas - Student or adult crossing guards will be identified by the Director of Transportation.

D. Service to Private Roads - Buses being used to serve ~~ISD #152~~ Moorhead Area Public School students will not be allowed to use private drives except for handicapped transportation vehicles whose students cannot walk to a regular bus stop and regular transportation vehicles with specific approval from the Director of Transportation.

E. Transportation to Alternate Addresses - ~~ISD #152~~ Moorhead Area Public Schools will accept responsibility for one AM address and one PM address for a child. If a parent wishes to have a daycare site as the regular stop for their child, that stop must be the same every day. Any changes in bus stop will require a five (5) day written notice to the Transportation Office. The new address must be for a permanent change. Emergency address changes must be approved by the building administrator and will not be accepted by the Transportation Office or the bus driver. ~~They must be approved by the building administrator.~~

F. Authorized Riders - ~~ISD #152~~ Moorhead Area Public Schools bus drivers will only accept passengers assigned to the route. Students who will be attending parties, non-school classes or meetings, etc. will not be accepted as passengers on school routes. Building administrators may provide temporary authorization to students for emergencies if space is available on the school bus.

Legal Reference:

Minnesota Statute 123B.28 (Independent School Districts: Transportation)

Cross Reference:

Moorhead School Board Policy 721: Student Transportation Safety

Moorhead School Board Policy 514: Students in Homeless Situations

Search Again

❖ Policies and Procedures ❖

Code: 722
Category: Policy of the School Board / Moorhead, MN
Section: 700 NON-INSTRUCTIONAL OPERATIONS
Name: School Owned Vehicle Reservation
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

The intent of this policy is to ensure the proper and legal utilization of school owned vehicles.

II. GENERAL STATEMENT OF POLICY

The school district shall:

A. Provide as safe as possible, a means of transportation for employees and other passengers.

B. Provide a procedure that is equitable to all users.

C. Allow the school district a methodology for monitoring usage of district vehicles.

All Moorhead Area Public School employees are required to read and adhere to administrative procedure 722.1: School Owned Vehicle Reservation Procedures.

[Search Again](#)

❖ Policies and Procedures ❖

Code: 701
Category: Policy of the School Board / Moorhead, MN
Section: 700 NON-INSTRUCTIONAL OPERATIONS
Name: Facility and Site Improvements and/or Developments
Adopted: 3/23/1987
Revised: 2/7/1997
Reviewed: 2/7/1997
Policy: I. PURPOSE

~~Any changes in the use of space (i.e., partitions, alteration of space, demolition) will go through a district-wide committee (Office of Business Affairs, Office of Instruction and Property Services Supervisor).~~

The intent of this policy is to ensure that the facilities of the Moorhead Area Public School District do not inhibit the ability of every any child to reach their maximum potential as a learner, while using said facilities in the most economical manner possible.

II. ~~RATIONALE~~ GENERAL STATEMENT OF POLICY

The school district shall:

- A. Ensure long range needs are considered when facility changes are made.
- B. Determine impact on other buildings.
- C. Consider short/long range implications need to be considered.
- D. Determine economic impact on all facilities.
- E. ~~Need to~~ Analyze the impact on instruction.

All facility/site improvement work must be approved by the Moorhead ISD #152 Area Public School District Wide Facility Improvement Committee. This committee is made up of the Assistant Superintendent of Teaching and Learning, Assistant Superintendent of Business Services, and the Director of Buildings and Grounds. Prior to review, Form 701.1 Facility/Site Improvements Request must be completed.

[Search Again](#)

MEMO #: S-03-063

TO: School Board

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

DATE: January 8, 2003

RE: School Naming Process

As the district progresses towards full implementation of its master facilities plan in the fall of 2004, many changes will occur to the current building usage. For example, some buildings will be closed and sold, others will be repurposed and remodeled, and still other new ones will be constructed. Each of these buildings currently has a name or will need a name. There are options for naming, including the retiring of names, the reuse of names, or designation of new names. Building names can be very symbolic, connoting the values of the organization.

It will be important to establish a collaborative, participating community process for providing input to the naming process. I am proposing the establishment of a Naming Task Force as per the attached materials.

It is anticipated that the work of the Naming Task Force will be completed so that a first review of their recommendation can be conducted at the May 12, 2003 school board meeting and final review and action taken at the May 27, 2003 school board meeting.

Suggested Resolution: Move to establish a School Naming Task Force as presented and authorize the School Board Chair, the Superintendent and the Superintendent's Advisory Council to select the members of the School Naming Task Force.

LPN:mde

Attachments



School Naming Task Force

Purpose:

The purpose of the School Naming Task Force will be to determine and execute a public, participatory process to provide a recommendation to the School Board for school building names.

Specific Responsibilities:

- Understand the present and future use of school buildings as per the Moorhead School District Master Facilities Plan.
- Understand the symbolism and significance of existing and future school names.
- Research, determine, and execute a public, participatory process for soliciting community-wide input for possible school names.
- Consider and select school name options as per the following guidelines:
 - a) A person
 - deceased unless unique circumstances warrant an exception.
 - a famous American or world figure.
 - a significant local contribution to public education by a local resident.
 - a significant historical contribution by a person or family.
 - persons who have attained significant prominence in their professional field, public service or leadership in the betterment of the human race.
 - b) A place
 - geographic names, landmarks or characteristics relevant to the school.
 - the street, road, major thoroughfare or other geographic feature where the school is located.

- the community or neighborhood in which the school is located.
- c) A symbolic metaphor
 - a symbolic name that reflects the positive values of the school, the school district, the community, the region, or the country.
- d) Some combination of the above.

- Develop a comprehensive report for the recommendation for school names.
- Submit the recommendation report to the Superintendent of Schools for submission to the School Board.

Time Frame:

- The School Naming Task Force shall meet regularly as needed commencing approximately February 1, 2003.
- Preferably, the recommendation report shall be submitted to the Superintendent of Schools on or before May 1, 2003.

Task Force Membership:

The School Naming Task Force membership will be comprised of student, staff, administrative, School Board, parent and citizen representatives. Prospective members may volunteer or be nominated for consideration. The School Board chair, Superintendent, and the Superintendent's Advisory Council shall select the members for the School Naming Task Force. Membership shall include approximately 10-12 members.



Concrete is poured for the foundation walls of the three-story academic wing of the new middle school.



The model shows what the south-facing side of the new middle school's three-story academic wing will look like.

"The names of our buildings are symbolic and connote the values of the institution. When we have the opportunity to name our school buildings, we have to take it very seriously."

*— Dr. Larry P. Nybladh
Superintendent*



School Naming Task Force Member Selection Form

Name: _____

Address: _____

Telephone: (Home) _____ (Work) _____

E-mail: _____

☐ I am interested in being named to the School Naming Task Force.

I will bring the following perspective(s) to this process:

I believe I have the following experience or expertise which will facilitate this process: _____

Additional comments: _____

**Please mark all that
apply to you:**

- ☐ Student
- ☐ Alumni
- ☐ Parent
 - ☐ Edison
 - ☐ Probstfield
 - ☐ Riverside
 - ☐ Robert Asp
 - ☐ Washington
 - ☐ Junior High
 - ☐ Senior High
 - ☐ RRALC
- ☐ Grandparent
- ☐ Administrator
- ☐ Teacher
- ☐ Support Staff
- ☐ School Board
- ☐ College Faculty
- ☐ Senior Citizen
- ☐ Community Leader
- ☐ Business Leader
- ☐ Government Leader
- ☐ Other _____
- ☐ Other _____

Return form by January 27, 2003 to:

Superintendent's Office, Townsite Centre, 810 4th Ave. S., Moorhead, MN 56560 or call (218) 284-3330.
This form can be completed and submitted online on the district's Web site at www.moorhead.k12.mn.us.



Facilities Profile

Moorhead School District • January 2003

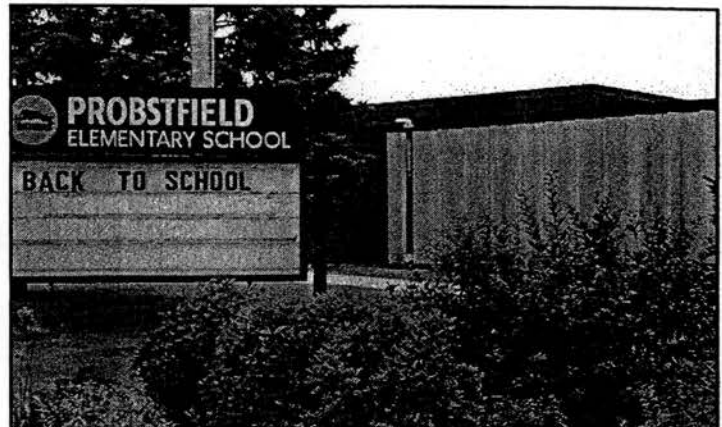


George Washington Elementary School 901 14th St. N.

- Original construction: 1951
- Latest addition: 1999
- Named in honor of U.S. President George Washington.

Current Use: Serves students in grades K-5.

Future Use: Building will be torn down to enlarge the site for the remodeled K-5 elementary school (currently Robert Asp).



Probstfield Elementary School 2410 14th St. S.

- Original construction: 1965
- Latest addition: 1993
- Named in honor of Randolph Probstfield, an early Clay County resident and government leader who was instrumental in founding Clay County's first public school.

Current Use: Serves students in grades K-4.

Future Use: School will be converted to a district education center for Early Childhood Family Education, Head Start, Early Intervention Services, Adult Basic Education, and offices for Community Education, district programs and district administration.

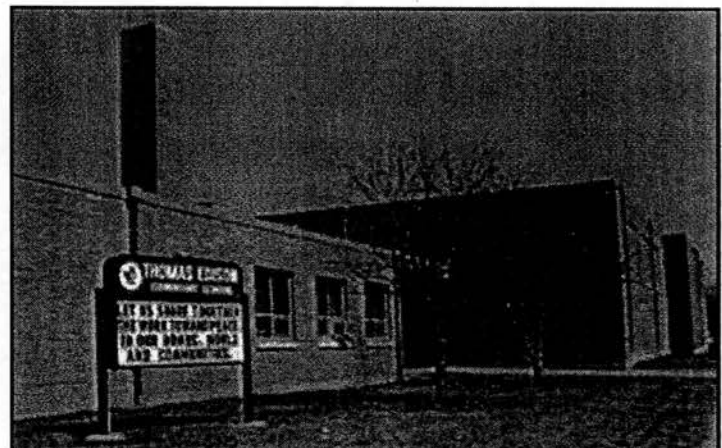


Riverside Elementary School 310 14th Ave. S.

- Original construction: 1951
- Latest addition: 1969
- Named for its geographic proximity to the Red River.

Current Use: Serves students in grades K-5.

Future Use: Building will be sold.

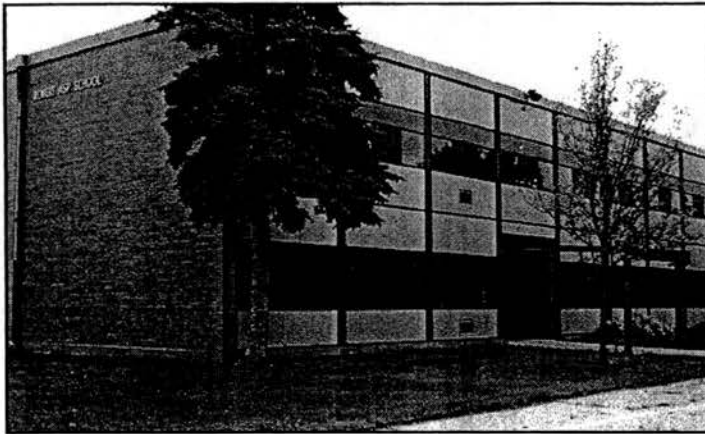


Thomas Edison Elementary School 1110 14th St. S.

- Original construction: 1953
- Latest addition: 1992
- Named in honor of U.S. inventor Thomas Edison.

Current Use: Serves students in grades K-5.

Future Use: Building will be sold.



Robert Asp School 910 11th St. N.

- Original construction: 1958
- Latest addition: 1999
- Named in honor of Robert Asp, former Moorhead educator and builder of the replica Viking Ship displayed at the Hjemkomst Center.

Current Use: Serves students in grades 5-6. Originally was North Junior High.

Future Use: School will be remodeled and renovated as a K-5 elementary school.

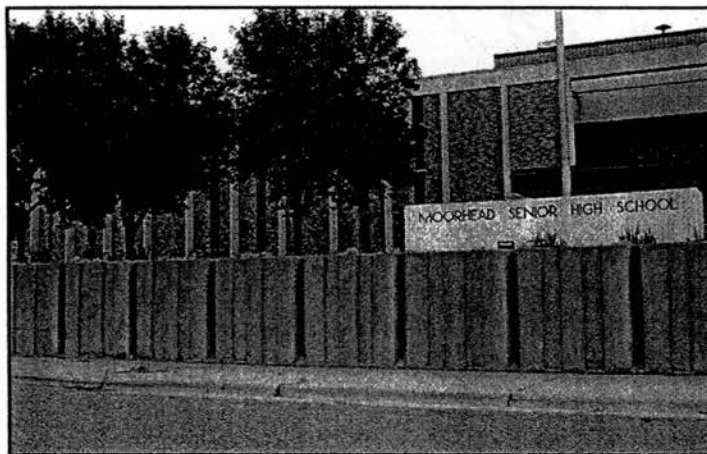


Moorhead Junior High School 2020 11th St. S.

- Original construction: 1958
- Latest addition: 1993
- Named after the community in which the school is located.

Current Use: Serves students in grades 7-8.

Future Use: School will be remodeled and renovated as a K-5 elementary school.

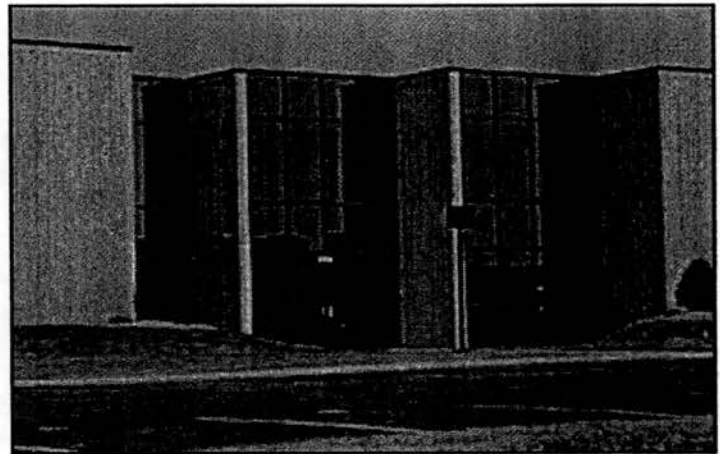


Moorhead Senior High School 2300 4th Ave. S.

- Original construction: 1966
- Latest addition: 1999
- Named after the community in which the school is located.

Current Use: Serves students in grades 9-12.

Future Use: School will be remodeled and renovated with the addition of a ninth grade center, student commons and fieldhouse.

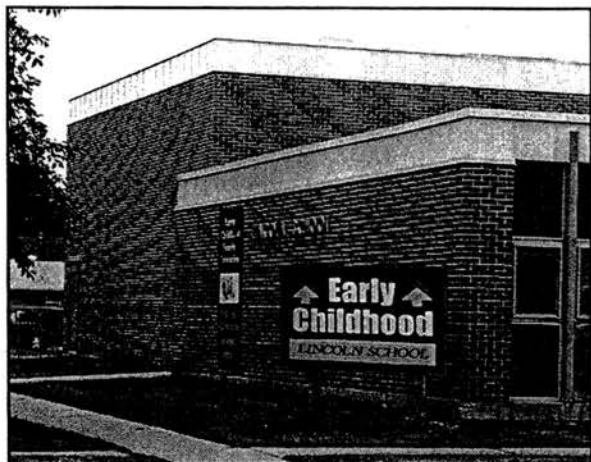


Red River Area Learning Center 1100 32nd Ave. S.

- School district leases space in this privately owned building for this alternative learning program.
- Named after Red River region to reflect the regional nature of the program.

Current Use: Serves students in grades 5-12 in alternative education settings and through independent study options.

Future Use: This separate site program will remain. Middle school level students will be served in classroom areas at the new middle school.



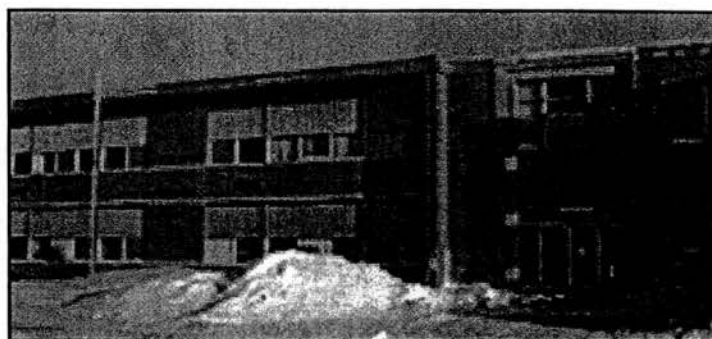
Lincoln Early Childhood Center

215 10th St. N.

- Original construction: 1919
- The portion that remains was an addition built in 1971.
- Named in honor of U.S. President Abraham Lincoln.

Current Use: Houses Early Childhood Family Education programs.

Future Use: Building will be sold.



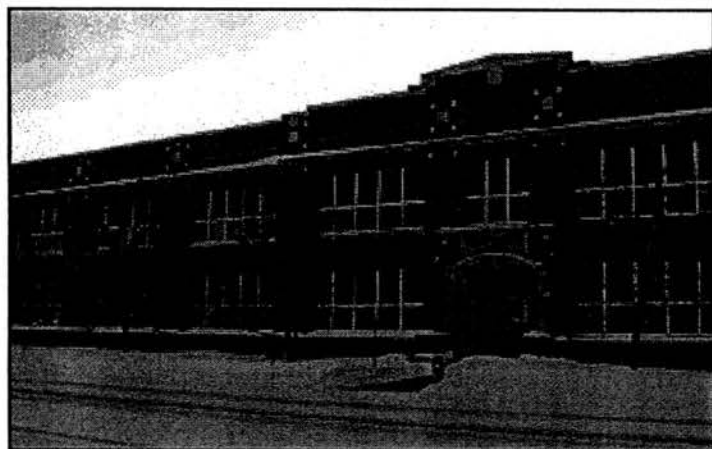
Voyager Elementary

1330 8th Ave. N.

- Built in 1956 as a Catholic elementary school.
- Opened as school district elementary school in 1990.
- Closed as elementary school in 1997.
- Named after the space shuttle and early French explorers based on the metaphor that "Learning has no Boundaries."

Current Use: Vacant. Most recently housed Adult Basic Education and Indian Education programs; additional space was leased to tenants.

Future Use: Building will be torn down to create larger site for remodeled K-5 elementary school (currently Robert Asp).



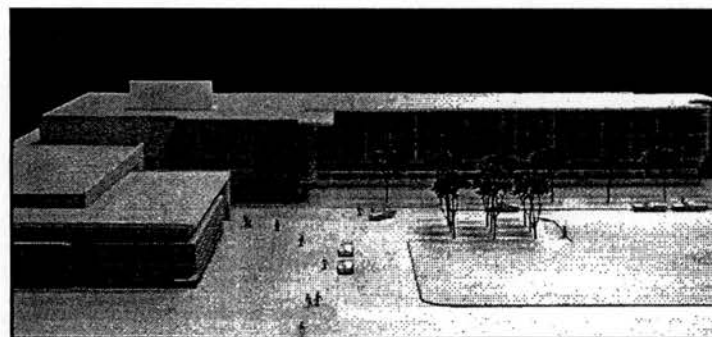
Townsite Centre

810 4th Ave. S.

- Built in 1921 to replace previous high school.
- High school moved to new building in 1967.
- Named after the original "Moorhead Townsite Centre" plat where the building is situated.

Current Use: Houses central administration offices, Community Education offices, Adult Basic Education and Indian Education programs. Remaining space is leased to tenants.

Future Use: The building, including the name, has been sold to a private owner. The district's programs and administration will vacate the building when the district education center remodel project (currently Probstfield) is completed in the fall of 2004.

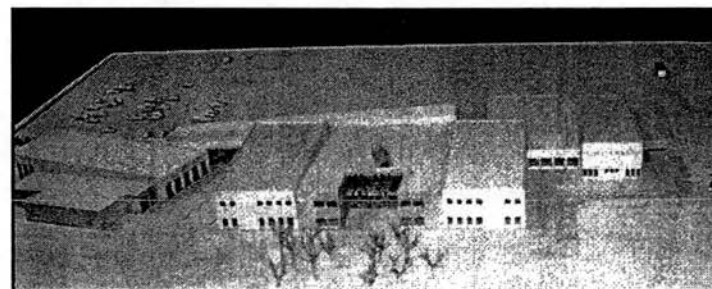


New Middle School (unnamed)

3601 12th Ave. S.

- Opening fall of 2004

Future Use: School will serve students in grades 6-8.



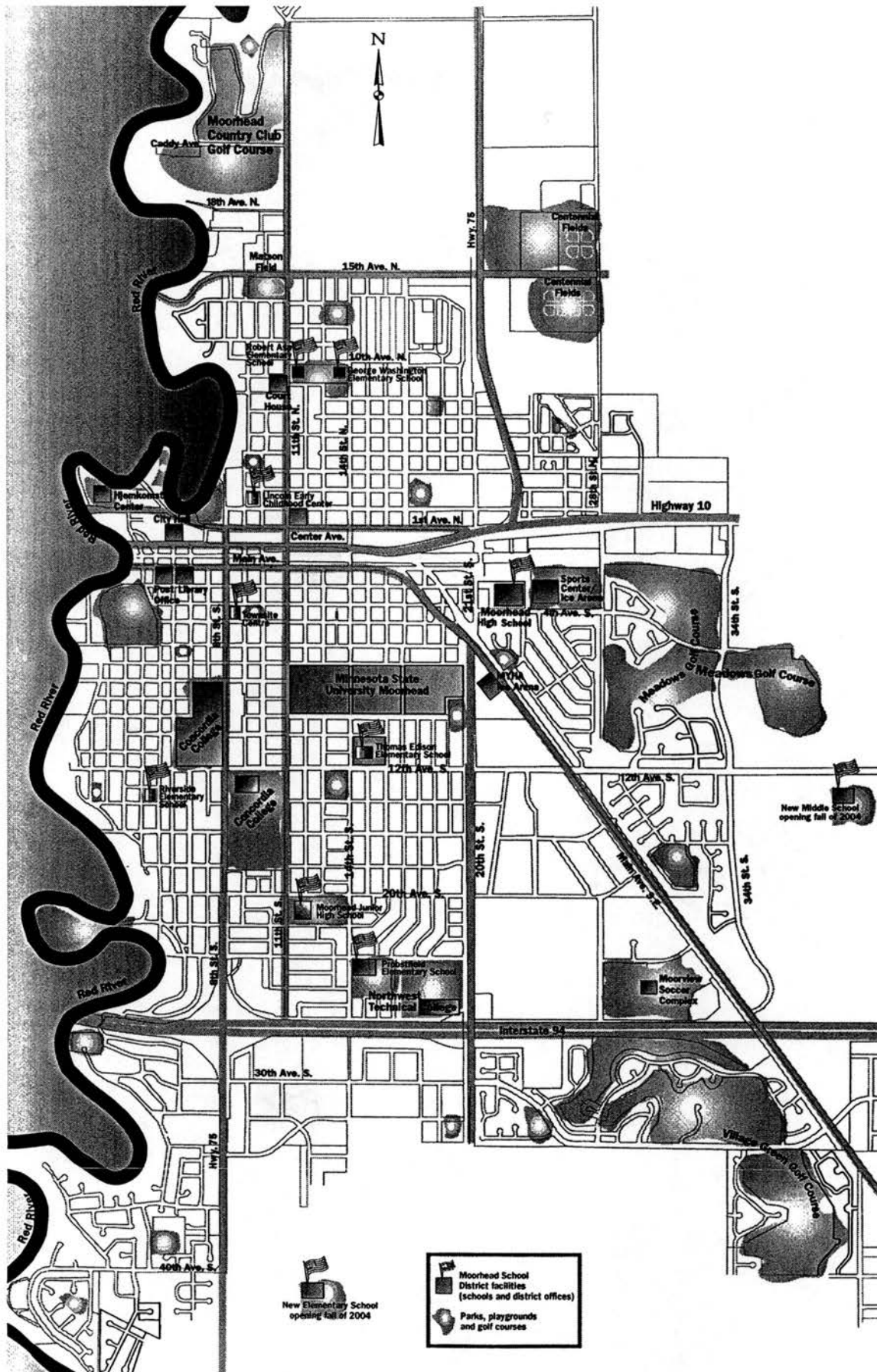
New Elementary School (unnamed)

14th Street and

- Opening fall of 2004

40th Avenue S.

Future Use: School will serve students in grades K-5.



**OAKPORT JOINT POWERS BOARD
MEETING AGENDA WEDNESDAY, NOVEMBER 19, 2003**

BASEMENT EAST CONFERENCE ROOM, MOORHEAD CITY HALL

I. CALL TO ORDER/ROLL CALL

II. APPROVAL OF MINUTES FROM OCTOBER 22, 2003

III. CITIZENS TO BE HEARD

IV. AGENDA AMENDMENT

V. PUBLIC HEARING

1. Request by Jeremy Wendt for a conditional use permit to allow the total area of accessory structures to exceed 1,500 square feet or the ground coverage of the dwelling at 5089 18th Street North.

IV. OLD BUSINESS

VII. NEW BUSINESS

VIII. REPORTS / INFORMATION

2. Oakport Update

IX. ADJOURNMENT

T-09-305
11-19-03

**OAKPORT JOINT POWERS BOARD
REGULAR MEETING MINUTES
WEDNESDAY OCTOBER 22, 2003— 7:30 A.M.
BASEMENT EAST CONFERENCE ROOM, MOORHEAD CITY HALL**

Draft

I. CALL TO ORDER/ROLL CALL

Chair Campbell called the meeting to order.

Members Present: (5) Kevin Campbell, Greg Anderson, Margaret Haglund (alternate for Oakport), Morrie Keslven, and Ben Brunsvold.

Members Absent: (1) Larry Nicholson

Others Present:
Tim Magnusson
Jeff Schaumann
Jackie Engel

Clay County Planner
Planning/Zoning Administrator
Office Specialist

II. APPROVAL OF MINUTES

The board was presented with minutes from the August 27, 2003 meeting.

Action taken: Kelsven moved, seconded by Anderson to approve the minutes.
Motion carried.

III. CITIZENS TO BE HEARD

No citizens asked to be heard.

IV. AGENDA AMENDMENT

There were no agenda amendments.

V. PUBLIC HEARING

1. Request by Kent Gregoire for a conditional use permit to allow expansion of a commercial structure within Tract 3 at 3804 Highway 75 North.

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Action taken: Anderson moved, seconded by Kelsven to open the public hearing. Motion carried.

Schaumann explained that Gregoire is requesting a Conditional Use Permit to allow expansion of an existing business within Tract 3. The subject property, Schaumann stated, is 6.99 acres and currently contains 4 buildings. The applicant is proposing the construction of a 9,600 square foot commercial addition that would connect two of the existing structures on site.

Schaumann stated that in 1996 a Conditional Use Permit (CUP) for Mr. Gregoire was approved to construct a similar addition. The addition was never constructed, Schaumann said, and the CUP expired.

Schaumann explained that assuming the three parcels were merged, the proposal would increase lot coverage to 10.64%, which is over the 10% allowed within the TZ District. However, Schaumann stated that after examining historical application of zoning standards for existing businesses within Tract 3, staff has determined that the most restrictive commercial standards for lot coverage and setbacks should apply hereto, not the TZ standards, thus causing the proposed expansion to be in compliance with lot coverage requirements. Schaumann stated that the plan meets all setback standards.

Schaumann also explained that 18 parking stalls are required for the proposed addition. The Zoning Ordinance, Schaumann stated, requires parking areas to be surfaced with asphalt or concrete.

Schaumann stated that staff recommends approval of the CUP with the following conditions:

- 1) The expansion is consistent with the approved site plan.
- 2) The three adjacent parcels under ownership by Kent Gregoire be merged into one parcel.
- 3) Outdoor storage not occupy the front or side yards.
- 4) The applicant must submit an approved landscaping plan to the Planning and Zoning Administrator prior to the issuance of a building permit.
- 5) The applicant must submit an approved parking plan to the Planning and Zoning Administrator prior to the issuance of a building permit.
- 6) A building permit must be issued prior to construction.

Schaumann stated that the intent of the structure is to allow for trucks to be repaired indoors.

Anderson asked when the regulation for hard surfacing was changed in the ordinance and if that Ordinance applied to Oakport? Schaumann stated that Oakport and the County would have to approve any zoning change and that he

Draft

would research the issue. Campbell expressed concern with making Mr. Gregoire hard surface his parking area. Campbell agreed that research should be done to see if Oakport and County approved the zoning change.

Brunsvold expressed concern with applicant not knowing the requirements of paving. Anderson stated that Mr. Gregoire is thinking of moving into Moorhead and making him pave the lot may push him into a new location.

Anderson asked how the applicant felt about combining his lots? Schaumann stated that he discussed the matter with the applicant and it didn't seem as though there would be a problem. Schaumann explained that to meet setback requirements, at least two parcels would need to be combined.

Schaumann suggested changing Condition 2 to state: The necessary parcels under ownership by Kent Gregoire be merged into one parcel.

Action taken: Anderson moved, seconded by Kelsven to close the public hearing. Motion carried.

Action taken: Brunsvold moved, seconded by Anderson to approve the CUP with the change in Condition 2. Motion carried.

VI. OLD BUSINESS

There were no "Old Business" items

VII. NEW BUSINESS

2. Discussion of hookup numbers

Anderson asked if it would be possible to put together a registry of Oakport hookup numbers. Anderson asked who knows about the hookup numbers. Magnusson stated that Ulteig does have a list of hookup numbers.

Magnusson suggested giving the numbers to Mark Sloan, who is the GIS Coordinator at the County. Maybe the numbers can be put into the computer system.

Campbell explained some of the history behind the hook up numbers. He stated that Oakport was originally allowed 540 hookup numbers. In 1997, 9 additional hookup numbers would be added per year. However, in 1996, hookup numbers were needed for the Middleton property. It was negotiated that Oakport would get 40 additional hookup numbers, but that the date for additional hookup numbers would be moved back to 2004. Campbell explained that 15 of the 40 hookup numbers were moved to the Probstfield property. That number has since

Draft

gone down to 12. When Crystal Creek North was developed, Campbell stated, the left over hookup numbers from the Middleton property were moved there.

Anderson asked if the cap on hookup numbers can be removed. Campbell explained that Moorhead Public Service fears that they'll be responsible for the buyout of electrical rates when it becomes part of the City.

VIII. REPORTS/INFORMATION

3. Oakport Update

Schaumann explained that this will be a new section that will be included in every meeting packet. It will keep the board members up-to-date on what action has occurred since the last meeting that would likely be of interest to the Board.

Schaumann noted that information relating to the Comprehensive Plan Update was also posted on the City Website.

IX. ADJORNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,

Greg Anderson, Secretary Oakport Joint Powers Board

TOWN OF OAKPORT MINUTES NOVEMBER 17, 2003

T-09-665
11-17-03

The meeting was called to order by Chairman Greg Anderson, with board members John Jones, Palmer Nymark and Bruce Fleury present. Margaret Haglund was absent. The agenda was approved on a motion by Palmer and seconded by Bruce. The minutes from the previous meeting were approved on a motion by Bruce and seconded by Palmer.

RECEIPTS

State of MN - Real Estate & Ag Credit - \$6,407.50

The receipt was approved on a motion by Bruce and seconded by Palmer.

DISBURSEMENTS.

Mn Assoc of Townships - Workmen's Comp Ins - \$295.00

Border States Paving - Final Payment for Crystal Creek Roads - \$6,000.00

The disbursements were approved on a motion by Bruce and seconded by Palmer.

CITIZEN COMMENTS

Betty Anda asked that the Water Tower assessment be deferred. Bruce made a motion to defer the assessment on Lots 23-085-0110, 23-085, 0102, 23-085-0101, 23-085-0111, 23-085-0112, 23-085-0113, 23-085-0114, 23-085-0115, 23-085-0116, and 23-085-0117 for two years and readdress at that time. Palmer seconded the motion. The motion carried.

OAKPORT COULEE

The board still needs to talk to Don Atherton regarding cleaning this coulee.

Brendemuhls have said to go ahead. Bruce Albright will work with Greg on getting a list of all the landowners that need to be talked to.

WATER TOWER INSULATION

John made a motion to have Moorhead Public Service insulate the floor of the water tower. Palmer seconded the motion. The motion carried. The estimated cost would be \$600-\$800.

BRRWD DITCH MEETING

This meeting is Thursday, November 20, 2003, 7:00 PM at Georgetown. The discussion will be the ditches at 80th Avenue and 28th Street N. The approximate cost to the township will be \$520.00. Mike Staber lasered the ditch at 28th Street North. The culvert at 28th Street is fine, 1000' of the coulee has to be cleaned. This needs to be brought up to the BRRWD.

SHIRT DRAWING

Betty Anda

DILWORTH FIRE DEPARTMENT

The meeting is 7:30 Thursday night. The Fire levy for 2003 was \$28,096 the proposed levy for 2004 is \$27,514.

OAKPORT TOWNSHIP

TOWN OF OAKPORT MINUTES NOVEMBER 17, 2003

CAROL KUEHL, CLERK/TREAS.

CC: Board Members, Moorhead Library, Betty Anda, 2702 S 11th Street, Fargo, ND

TOWN OF OAKPORT MINUTES NOVEMBER 3, 2003

T-09-805
11-3-03

The meeting was called to order by Chairman, Greg Anderson, with board members John Jones, Margaret Haglund, Palmer Nymark and Bruce Fleury present. The agenda was approved on a motion by Margaret and seconded by Palmer. The financial statement was read and approved on a motion by John and seconded by Bruce. They also made a motion to transfer \$21,390 owed the General Account from the Water Tower Account. The motion carried. The minutes from the previous meeting were approved on a motion by Bruce and seconded by Margaret.

RECEIPTS

State of Minnesota Flood Grant #1 Payment - \$4,905.42

The receipt was approved on a motion by John and seconded by Margaret.

DISBURSEMENTS

Fitzgerald Construction - gravel - \$20,253.80

John made a motion to pay this disbursement. Bruce seconded the motion. The motion carried.

CITIZEN COMMENTS

Jim Surma said residents of Oakport will vote tomorrow on the school board election at the Clay County Courthouse. Mike Staber said that when NSP digs in ditches, they throw the dirt up on the road. Someone at NSP needs to be contacted.

OAKPORT COULEE

We have the permit from the DNR. Greg will meet with Atherton & Brendemuhl regarding the work to be done.

PROBTSFIELD TRUST

The clerk is to send a letter to the Probstfield Trust asking them to pay \$1,057.98 for the Oakport Estates Park Fund.

MS4 PERMIT

Greg asked if there has been any illegal dumping or erosion of township ditches. No one had observed any. This item should be on the agenda every month.

WATER TOWER FINAL PAYMENT

Bruce made a motion to pay Maguire Iron their final payment in the amount of \$39,155.80. Margaret seconded the motion. The motion carried.

WATER TOWER INSULATION

The basement of the water tower needs 4" of insulation glued to the ceiling. Greg will ask the City of Moorhead if they will do the job.

CRYSTAL CREEK ROADS

\$5,000 - \$7,000 has been held out for seeding along the edges of the roads. Greg has driven thru and the edges look fine. Greg has asked Ulteig to draw up the final payment.

TOWN OF OAKPORT MINUTES NOVEMBER 3, 2003

SHIRT DRAWING

Randy Farwell won the shirt.

GRAVEL

15TH Avenue North needs more gravel but it is too late in the year to have it done.

NORTH CRYSTAL CREEK STREET SIGNS

Greg will get bids for these signs.

RR VALLEY COOP NOTIFICATION OF CONSTRUCTION

Red River Coop sent a notice that they will bury underground or build overhead power lines for a new house built by A.C. Borgen in SE ¼ of Section 10.

MINNESOTA BENEFIT ASSOCIATION SCHOLARSHIP PROGRAM

Information only regarding a scholarship available to township employee children.

MISSING CHECKS

Two checks were stolen from the clerk's mailbox and cashed. The bank will cover the money and Clay County Sheriff's Department and Post Office has been notified. A warning should be put in the Annual Letter.

CULVERT ON 28TH STREET

Curt Borgen believes the problem in this area is with the ditch not the culvert. Mike Staber will laser the ditch and get back to the board.

OAKPORT TOWNSHIP

CAROL KUEHL, CLERK/TREAS.

CC: Board members, City Library

INDEPENDENT SCHOOL DISTRICT #152

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

January 27, 2003

7:00 p.m.

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

ATTENDANCE:

Jim Cummings _____	Carol A. Ladwig _____
Lisa Erickson _____	Kristine Thompson _____
Anton B. Hastad _____	Bill Tomhave _____
Sonia Hohnadel _____	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 School Board Chair Jim Cummings who has been honored by the Minnesota School Boards Association with the President's Award for 2002-03. The award recognizes those who complete 300 or more hours of attendance at MSBA and NSBA sponsored meetings and activities. Cummings was recognized at the 2003 MSBA Leadership Conference on January 16, 2003.

SCHOOL BOARD AGENDA - January 27, 2003

PAGE 2

***** We Are Proud** of the Moorhead Junior High School Knowledge Master Team for placing first in Minnesota and eighth in the nation in the Fall Knowledge Master Open held Dec. 4. Forty-one teams from Minnesota participated in the competition, and 851 middle school teams participated nationwide.

Members of the Knowledge Master Team are Alison Aadland, Mia Bonitto, Andrew Chen, Cameron Dailey-Ruddy, Loghman Fattahi, Peter Flom, Jeremy Holm, Nick Holschuh, Reed Langerud, Jacob Lundborg, Caroline Moos, Jayce Schmidt, Harrison Suits Baer, Melissa Theige and Sebastian Wai. Lois Brown is the team advisor.

***** We Are Proud** of the Moorhead Junior High Knowledge Bowl Team for completing a highly successful season. Moorhead earned the top four places at the first two nine-team meets. The team completed the season at the regional meet at Moorhead Junior High on November 27 by placing 1st, 2nd, 3rd, 4th and 15th out of 27 teams.

Knowledge Bowl team members are Alison Aadland, Jessamy Alto, Mia Bonitto, Elliot Cameron, Matt Cerar, Andrew Chen, Cameron Dailey-Ruddy, Patti Dailey-Ruddy, Peter Flom, Jimmy Foley, Billy Goracke, Loghman Fattahi, Nick Hanson, Jeremy Holm, Tom Holmgren, Nick Holschuh, Sarah Kenz, Reed Langerud, Paul Lillehaugen, Jacob Lundborg, Caroline Moos, Samantha Neirby, Lynn Olson, Clare Palmer, Sabrina Sam, Jayce Schmidt, Harrison Suits Baer, Melissa Theige, Moriah Thielges and Sebastian Wai. Lois Brown is the team advisor.

***** We Are Proud** of Moorhead High School band students Lea Sims, Samantha Mattheis, Anna Bauer, Josie Mattheis, Colin Livdahl, Lindsey Marcy, Tom Hilde, Josh Trautner and Andrew Seaver for being selected by the Minnesota State University Moorhead music department for the Honor Band Festival. Students throughout North Dakota and Minnesota auditioned. Approximately 75 students are selected for membership. These students are sent music to prepare prior to the festival. They will perform the music at an evening concert on Feb. 8. Doug Engstrom is the Moorhead High band teacher.

***** We Are Proud** of School Board Members Bill Tomhave and Sonia Hohnadel for completing the Minnesota School Boards Association Leadership Development Program, which has been accomplished by successfully attending the Phase I, II and

SCHOOL BOARD AGENDA - January 27, 2003

PAGE 3

III Orientation workshops.

*** **We Are Proud** of Dale Johnson, a special education teacher at Moorhead High School, for being honored by the Moorhead Human Rights Commission with a 2003 Human Rights Award. Johnson was recognized for helping his students participate in the Special Olympics, being involved in the pre-vocational program (a community-based program working with the city transit system), coordinating graduation ceremonies through the Arc of Clay County, and helping his students attend the prom. Johnson also works with outside agencies to get funds for activities outside school such as social services, residential care, and in-home support staff.

- 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 - Pages 10-16
- B. BUSINESS SERVICE MATTERS - Weston
- C. HUMAN RESOURCE MATTERS- Nielsen
 - (1) Approval of New Employees - Page 17
 - (3) Acceptance of Resignations - Page 18
 - (5) Approval of Family/Medical Leave - Page 19
- D. SUPERINTENDENT MATTERS - Nybladh

SCHOOL BOARD AGENDA - January 27, 2003

PAGE 4

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

Moved by _____ Seconded by _____

Comments _____

3. **COMMITTEE REPORTS**

4. **PAY EQUITY IMPLEMENTATION REPORT:** Nielsen

Pages 20-27

Suggested Resolution: Move to approve the Pay Equity Implementation Report as presented and to submit the report to the Department of Employee Relations.

Moved by _____ Seconded by _____

Comments _____

5. **BID PACKAGE ONE FOR NEW ELEMENTARY SCHOOL:** Nielsen

Page 28

Suggested Resolution: Move to approve the bid from _____ in the amount of _____ for bid division one of bid package one for the new elementary school.

Moved by _____ Seconded by _____

Comments _____

Suggested Resolution: Move to approve the bid from _____ in the amount of _____ for bid division two of bid package one for the new elementary school.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - January 27, 2003

PAGE 5

Suggested Resolution: Move to approve the bid from _____ in the amount of _____ for bid division three of bid package one for the new elementary school.

Moved by _____ Seconded by _____

Comments _____

Suggested Resolution: Move to approve the bid from _____ in the amount of _____ for bid division four of bid package one for the new elementary school.

Moved by _____ Seconded by _____

Comments _____

6. PURCHASE OF PERMANENT EASEMENT AT NEW ELEMENTARY SCHOOL:

Weston

Pages 29-33

Suggested Resolution: Move to approve the sale of a 67' easement along 40th Avenue South, between Minnesota State Highway No. 75 and 14th Street South, and along 14th Street South, South of 40th Avenue South, to the City of Moorhead as described in the attached document.

Moved by _____ Seconded by _____

Comments _____

7. JOINT POWERS AGREEMENT WITH CITY OF MOORHEAD: Weston

Pages 34-37

Suggested Resolution: Move to approve the Joint Powers Agreement as provided regarding the parking lot and street improvements around the Sports Center.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - January 27, 2003

PAGE 6

8. **ASBESTOS ABATEMENT BID AUTHORIZATION:** Weston

Pages 38-39

Suggested Resolution: Move to authorize administration to advertise for bids regarding the asbestos abatement as described.

Moved by _____ Seconded by _____

Comments _____

9. **RESOLUTION FOR DISCONTINUING AND REDUCING PROGRAMS AND**

POSITIONS: Nielsen

Pages 40-41

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

Moved by _____ Seconded by _____

Comments _____

10. **APPROVAL OF POLICY:** Nybladh

Pages 42-44

Suggested Resolution: Move to approve policy, District Care Team Committee (234), as presented.

Moved by _____ Seconded by _____

Comments _____

11. **APPROVAL OF POLICY:** Nybladh

Pages 45-46

Suggested Resolution: Move to approve policy, Health and Safety Protection (425), as presented.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - January 27, 2003

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12. **APPROVAL OF POLICY:** Nybladh

Pages 47-49

Suggested Resolution: Move to approve policy, Employees as Vendors of School Supplies (445), as presented.

Moved by _____ Seconded by _____
Comments _____

13. **APPROVAL OF POLICY:** Nybladh

Pages 50-52

Suggested Resolution: Move to approve policy, Employee Right to Know - Exposure to Hazardous Substances (424), as presented.

Moved by _____ Seconded by _____
Comments _____

14. **APPROVAL OF POLICY:** Nybladh

Pages 53-55

Suggested Resolution: Move to approve policy, Student Transportation Eligibility Guidelines (720).

Moved by _____ Seconded by _____
Comments _____

15. **APPROVAL OF POLICY:** Nybladh

Pages 56-57

Suggested Resolution: Move to approve policy, School District Owned Vehicle Reservation (722).

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - January 27, 2003

PAGE 8

16. **APPROVAL OF POLICY:** Nybladh

Pages 58-59

Suggested Resolution: Move to approve policy, Facility and Site Improvements and/or Developments (701).

Moved by _____ Seconded by _____

Comments _____

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

18. **ADJOURNMENT**

SCHOOL BOARD AGENDA - January 27, 2003**PAGE 9****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Basic Standards Writing Test (Grade 10)	January 28		
Technology Committee	January 28	3:45 pm	TBD
Spec Ed Parent Adv Council	January 28	Noon	TC Rm 266
Robert Asp PTAC	January 28	7 pm	Media Center
Supt's Adv Council	January 30	7 pm	Room 266
Washington PTAC	February 3	6:30 pm	Library
Edison PTAC	February 3	7 pm	Library
Basic Standards Test (Rdg)	February 4		
Continuing Educ Com	February 4	6:45 am	T and T Cafe
Basic Standards Test (Math)	February 6		
Joint Powers Com	February 6	7 am	Mhd City Hall
Human Rights Com	February 6	3:45 pm	Board Room
Junior High PTAC	February 6	7 pm	Library
School Board	February 10	7 pm	Board Room
Youth Adv Council	February 12	7 am	TBD
ECFE Adv Council	February 13	7 pm	Lincoln
Indian Educ Com	February 13	5 pm	TBD
Presidents' Day	February 17	No School	
Staff Development Com	February 17	3:45 pm	Board Room
Probstfield PTAC	February 17	7 pm	Library
Senior High PTAC	February 17	6:30 pm	Library
K-12 Staff Dev Day	February 18	No School	
Riverside PTAC	February 18	7 pm	Library
Com Ed Adv Council	February 18	7 pm	Board Room
Interagency Early Interv	February 19	12 pm	Family Service Ctr
Clay County Joint Powers Collaborative	February 19	3:30 pm	Family Service Ctr
Safety Committee	February 20	9:30 am	Board Room
Instr and Curr Adv Com	February 20	7-8:30 am	Board Room
School Board	February 24	7 pm	Board Room
Technology Com	February 25	3:45 pm	Board Room
Asp PTAC	February 25	7 pm	Library
Activities Council	February 26	7 am	Board Room

OFFICE OF TEACHING & LEARNING MEMO #: I.03.125



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Gift Acceptance
DATE: January 21, 2003

The district has received a Kid Kart (small adapted wheelchair) and accessories from a Elisa Hernandez. Elisa's child went through the Early Intervention Service program and has outgrown the Kid Kart. The Kid Kart and accessories is valued at \$2,660.00.

SUGGESTED RESOLUTION: Move to approve the donation of a Kid Kart and accessories from Elisa Hernandez valued at \$2,660.00.

LAK/smw

OFFICE OF TEACHING & LEARNING MEMO #: I.03.126



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LV*
SUBJECT: Gift Acceptance
DATE: January 21, 2003

The Automotive program at the Senior High school has received the attached list of tools and equipment donation. The value of the donation is \$40,000.00.

SUGGESTED RESOLUTION: Move to approve the attached donation of tools and equipment from Michael Lehn, Project Director for Automotive Collaboration. The tools will be used in the Senior High Automotive program and are valued at \$40,000.00.

LAK/smw
Attachment

January 18, 2003

To: Sue Winter
From: Darvin Miller
Subject: Tools and Equipment Donation

Would you please put this donation on the board agenda for the next meeting? I am sending the inventory of the donated items along with an estimated value. Please send the thank you to:

Michael Lehn, Project Director for Automotive Collaboration
1540 Northway Dr.
St. Cloud, MN 56303-1240

Also could I get a copy of the thank you also?

Thank you,
Darvin Miller, Senior High

**TOOLS DONATED THROUGH AUTOMOTIVE PROJECT 2000+ FROM MANUFACTURES
DONATED JANUARY 2003 TO MOORHEAD SENIOR HIGH SCHOOL AUTOMOTIVE DEPART**

ESTIMATED VALUE \$40000.00					
NUMBER	SIZE	TYPE	DISCRIPTION	PART #	BRAND OR
1			Hyundai Diagnostic Scanner	J41490-1	Snap-On
1			Fluoro-Lite -Master Kit leak detector	TP-1290	Tracer
1			Enhanced Monitor	CH44900610	OTC
1			TX Combine Test Fitting Kit	NH01278	OTC
1			P.S. Pressure/flow Tester Kit	EV9707C	OTC
6			Event Data Retrieval(Ver 7.0)Cartridge	7000105	OTC
2			Dial Indicator	80-234J	Starrett
1			Digital Insulation Tester	2426A	Yokagawa
1			Monitor HD	232931	OTC
1			Vision Scope		OTC
1			Nissan Consult Scan Tool		Nissan
1			Gage System Tester	2100055	Rotanda
1			Battery Pack Breakout Box	EV9734Z	Saturn
4			ISC/IAC Motor Tester	BT-8256K	Bourroughs
1			Noid Lite/IAC Tester	6271	OTC
1			Noid Lite/IAC Tester	3054B	OTC
1			Catalytic Exhaust Back Press.TestKit	X5111	Midas
6			Exhaust Back Pressure Gague	NHS-77	Proto
1			Belt Tension Gauge	BT33-73FD	Kent Moore
5			Immersion Temperature Probe	3500-06	OTC
1			Lock Pin Remover	7122R	OTC
12			Oil Seal Pick	3376399	Cummins
1			Inner Tie Rod Socket Tool	755D	OTC
1			Inner Tie Rod Socket Tool	7551	OTC
1			Torque Angle Gauge	TA360	Snap-On
1			Universal Overhaul Valve Spring Comp	2078	NAPA
1			Adjustable Gland Nut Wrinch	1266	OTC
1			Chrysler Timing Belt Adj.wrench	7695	OTC
1			Shift & Cruise Tester	J-41815	Kent Moore
1			Transaxle Adapter Assembly	45567	OTC
15			Fuse Tester /Puller	JDG900A	ServiceGua
1			Bolt and Ecentric	MFN20036	OTC
2			Variable Resistor Simulators		OTC
2			DIS Quick Test Kit	3576	OTC
1			Ford Oil Line Disconnect Tool	6256	OTC
2	3/8" dr		Electrically Insulated Socket Extension	J-42636A	Kent Moore
2			Power Steering Pump Pulley Remover	J-42679	SPX
1			Vacuum Gauge	18218	Rovinair
3			Oil Filter Wrench	7062A	OTC
1			Hot-Air Gun	HL1802E	Stenel
6			Catalytic Exhaust Back Press.TestKit	X5111	OTC
1			Brake Caliper Tool Kit	7317	OTC
1				MEL1476	OTC
1			Brake Bushing Service Kit(GM W)	7857	OTC
1			Heavy Duty Puller	NHO1345	OTC
5			Wire Crimper	NHO1331-1	
1			E-2 42 Funnel		OTC
1			Engine Lifting Brackets	NHO1277	

15		Ford TBI Noid Light	KD3427	Kent Moore
25		Noid-Lite Set	ET3050D	Mac
4		Thread Repair Kit	J-42385-625	SPX
1		Cabinet	62299-WHZ	OTC
3		Safety Blankets	1230PBC	OTC
6		Vehicle Data Recorder (3016)	J-42598	SPX
10		Universal Breakout Box	J-39700	SPX
4		Drilling Templates	J43398	SPX
6		Basic Update Kit, Path Finder	3305-100	OTC
2		Printer	DP4-414	Seico
7		Printer	IDP-3111	Citizen
6		Hangers for Toyota Valve Lash Adj.	TOY280982	SPX
1		Daewoo Case # 1	DMA-442187-	SPX
1		Daewoo Case # 2	DMA-442187-	SPX
1		Daewoo Case # 3	DMA-442187-	SPX
1		Daewoo Case # 4	DMA-442187-	SPX
1		Jaquar Alignment Kit	501-081	OTC
1		Disconnect Tool Poster	222590	OTC
18		Ford Fuel Line Coupling Tool	FL782	Mac
1		Ford Oil Line Disconnect Tool	6256	OTC
1		Ford Oil Cooler Line Disconnect Tool	7587	OTC
1		Fuel Line Disconnect Tool	7660	OTC
1		Ford Clutch Coupling Tool	7646	OTC
1		Ford AIC Spring Lock Coupling Tools	7238	OTC
1		Fuel Line Disconnect Tool	7363	OTC
1		Quick Disconnect Tool	7244	OTC
1		Heater Hose Disconnect Tool	7808	OTC
1		Ford Heater Hose Disconnect Tool	7413	OTC
1		Fuel Line Disconnect Tool	7896	OTC
2		Coil Spring Compressor	09727-30021	Toyota
2		Differential Gauge Tools	8561	Miller
1		Differential Pressure Test Kit	ATP3006	OTC
32	3/8"	Torque Extensions	3555	OTC
24	1/4", 3/8", 1/2" Drive	Torque Extensions	238815	OTC
1	1/4" dr.	Torque Extensions	3553	OTC
2	1/4" Dr.	Torque Extensions	3552	OTC
3		Battery Testers	ACT-2	OTC
5		Battery Testers	ACTP-1	OTC
3		ABS Reader Kit		OTC
1		Battery Tester	NAP42-259	Sabre
1	3/8" dr.	Torque Extensions	3556	OTC
1		Battery Charger	J4-42634	OTC
8		Bottle Jacks	9204A	OTC
5		Bottle Jacks	9208A	OTC
10		Electrical Terminal Kits	BT9400	Kent Moore
1		Electrical Terminal Kits	J358125-A	Kent Moore
1		Glass Handlers	ZTSE4473	AEGIS
3		Seal Driver	J-36466	Kent Moore
4		Seal Driver	J-35864	Kent Moore
2		Seal Driver	J-26752	Kent Moore
1		Seal Driver	J-35823	Kent Moore
37	5/32"	Ball Hex Screw Driver		

1		T25	6118	OTC
1		Box of Miller Special Tools	MLR-8636	MLD
1		Oil Pressure Tester	0444-039	OTC
17		Wire Type Hose clamp Pliers	J-43244	Kent Moore
18		Pressure Tester	310532	Ashecraft
1		Computer Monitor and Keyboard	3310	OTC
1		Automatic Trans. Cooler Flusher	J39463	
1		Flushing Fluid	J-35944-20	
4		SPC Metric Combination Wrench Set	7939	OTC
1		Chrysler boot Clamp Pliers	7697	OTC
1		Front Hub Installer	7135	OTC
1		Caster-Camper Alignment Set	7091	OTC
1		Extension Snap Ring Pliers	7410	OTC
3		Belt Tension Torque Wrench Adaptor	7268	OTC
3		Belt Tension Torque Wrench Adaptor	7298	OTC
5		Spark Plug Boot puller	7154	OTC
1		Spark plug Boot & Valve Stem Seat Plier	7789	OTC
21		Crimping Tool	280273	OTC
4		Exhaust cut off Tool		OTC
1		Quick Test Multi. Test Point Junction Box	3582	OTC
2		Injector & Oil Seal Remover	J26868	OTC
1		Silicone Test Leads	3500-12	OTC
2		Ford Caliper Pin Remover	7499	OTC
2		Gas Engine Decarbonizing Adaptor	7666	OTC
7		Ford Idle Adjustment Orifice	7633	OTC
1		GM Power Steering Pump Puller Tool	7104	OTC
1		GM Idle Air Control Motor Socket	7226	OTC
1		Escort Front Hub Installer	7135	OTC
1		Delco Alternator Insulator Wrench	7780	OTC
1		GM ABS Code Retrigger Key	7756	OTC
1		GM ABS Code Retrigger Key	7745	OTC
1		Ford Rear View Mirror Removal Tool	7574	OTC
1		Ford FWD Cam Assem. Installer	7803	OTC
1		O2 Sensor Wrench	7189	OTC
2	T25	Torx Bits	6104	OTC
1		Bit Holder for 1/4" bits	6130	OTC
1	T4SH	Torx Bit	6149	OTC
1	T10	Torx Bit	6121	OTC
1	T27	Torx Bit	6125	OTC
5	T9	Torx Bit	6118	OTC
3		Seal Drivers	J-37226	Kent Moore
1		Ford Caliper Pin Remover	7299	OTC
3		Drum Type Brake Pliers	OF-1090	Kent Moore
3		Thread Repair Kit	1015	Time Sert
1		Thread Repair Inserts	6464	OTC
1		Exhaust Tail Pipe Expander	2071	NAPA
2		Noid Lite Extension Harness	6260-SPL	OTC
1		Metric Thread Chaser	202817	OTC
1			7853	OTC
1		Impact Driver	206L	JAWCO
2		Multi-Purpose Puller Set	3560	NAPA
2		Fuel Injector Nozzle Puller	7454	OTC

1	PS Puimp Puller Kit	7830A	OTC
1	Pitman Arm Puller	7314	OTC
1	Push-Puller Set	1180	SPX
2	Puller	1036	OTC
1	Shift and Cruise Tester	J-41815	Kent Moore
5	Crankshaft Damper Installer	8512A	Miller
1	Puller	NHO1347	OTC
1	Fuel Injector Nozzle Puller	7117	OTC
3	Pulley Puller	7393	SPX
3	Pulley Puller	7392	OTC
2	Steering Wheel Puller	7245	OTC
2	Puller	SER2299	NAPA
1	Slide Hammer Puller	1157	SPX
1	Puller W/Circular Disc	09420-1560	OTC
2	Puller	07916-01128-	OTC
1	Puller Hub, Center Piece for Puller	7208	OTC
1	Puller	JDG-1363	ServiceGarc
7	Wire Type Hose clamp Pliers		

MEMORANDUM

P 03.009

TO: Dr. Larry Nybladh

FROM: Ron Welsen

DATE: January 21, 2003

SUBJECT: New Employees

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

Faysal Hassan Paraprofessional, ESL, Senior High, B21 (3) \$11.32 per hour, 6.5 hours daily, effective January 20, 2003. (Replace Fahma Dahir)

Suggested Resolution: Move to approve the employment of Faysal Hassan as presented.

RN:sh

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

Date: January 21, 2003

SUBJECT: Resignation

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

Doug Hermann Custodian, Senior High, effective January 16, 2003.

James Honek Custodian, Edison, effective January 10, 2003.

Suggested Resolution: Move to accept the resignation of Doug Hermann and James Honek as presented.

RN:sh

MEMORANDUM P 03.010

TO: Dr. Larry Nypladh
FROM: Ron Nielsen
DATE: January 21, 2003
SUBJECT: Family/Medical Leave

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

Amina Salih Paraprofessional, Partners in Learning, to begin on or about February 18, 2003 for fifteen weeks.

Suggested Resolution: Move to approve the Family/Medical Leave for Amina Salih pursuant to Article VII, Section 3, of the Paraprofessional Master Agreement.

RN:sh

MEMO #: P.03.012

TO: Dr. Larry Nybladh, Superintendent
FROM: Ron Nelsen, Director of Human Resources
DATE: January 17, 2003
RE: Pay Equity Implementation Report

Attached is the documentation and calculated data for the Pay Equity Implementation Report. This report is filed every three years, as required by law, with the Department of Employee Relations. To be in compliance the district must be at or above 80% in the following areas:

	<u>Passing</u>	<u>Moorhead</u>
Underpayment Ration	80%	99.1%
Salary Range Test	80%	99.95%

Suggested Resolution: Move to approve the Pay Equity Implementation Report as presented and to submit the report to the Department of Employee Relations.

RN:jg

Pay Equity Implementation Report

Send completed report to:

Pay Equity Coordinator
Department of Employee Relations
200 Centennial Building
658 Cedar Street
St. Paul, MN 55155-1603 (651) 296-2653 (Voice)
(651) 297-2003 (TTY)

For Department Use Only

Postmark Date of Report
 Jurisdiction ID Number

Part A: Jurisdiction Identification	Name of Jurisdiction Moorhead Area Public Schools			
	<input type="checkbox"/> City <input type="checkbox"/> County <input checked="" type="checkbox"/> School <input type="checkbox"/> Other:			
	Address 810 4th Ave. S.		City Moorhead	State MN
Part B: Official Verification	Contact Person Ron Nielsen, Dir. of Human Resources		Phone (218) 284-3350	Fax (218) 284-3333
	1 The job evaluation system used measured skill, effort, responsibility and working conditions and the same system was used for all classes of employees. Check the system used: <input type="checkbox"/> State Job Match <input type="checkbox"/> Designed Own (specify) _____ <input checked="" type="checkbox"/> Consultant's System (specify) Decision Band Method <input type="checkbox"/> Other (specify) _____		5 No salary ranges/performance differences <input type="checkbox"/> Check here if both of the following apply; otherwise, leave blank. a. Jurisdiction does not have a salary range for any job class b. Upon request, jurisdiction will supply documentation showing that inequities between male and female classes are due to performance differences. Note: Do not include any documentation regarding performance with this form.	
	2 Health insurance benefits for male and female classes of comparable value have been evaluated and: <input type="checkbox"/> There is no difference and female classes are not at a disadvantage <input checked="" type="checkbox"/> There is a difference and the maximum salaries reported include the monthly amount paid by the employer for health insurance.		6 An official notice has been posted at Townsite Centre <i>(prominent location)</i> informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library. The report was approved by: Moorhead School Board <i>(governing body)</i> Kristine Thompson <i>(chief elected official, print)</i> _____ <i>(chief elected official, signature)</i> Board Chair <div style="display: flex; justify-content: space-between;"><i>(title)</i><i>(date)</i></div>	
Part C: Salary Range Test	Result from Salary Range Worksheet			
	99.95 % is the result of average years to salary range maximum for male classes divided by the average years to salary range maximum for female classes.			
Part D: Exceptional Service Pay Test (Longevity and Performance)	Results from Exceptional Service Pay Worksheet			
	<input type="checkbox"/> 20% or less of male classes receive ESP. 0 % is the result of the percentage of female classes receiving ESP divided by the percentage of male classes receiving ESP.			
Part E: Total Payroll	Total Payroll			
	\$28,465,989.96 is the annual payroll for the calendar year just ended December 31.			

(Part F on Back)

Compliance Report

Jurisdiction: Moorhead Area Public Schools

Date: 1/16/03

Contact: Ron Nielsen

Phone: (218) 284-3350

Insurance Added? Y

Job Evaluation System Used: DBM (Decision Band Method)

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your Pay Equity Report data. Parts II, III, and IV give you the test results. For more detail on each test, refer to the guidebook.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	17	32	9	58
# Employees	42	698	44	784
Avg. Max Monthly Pay per Employee	3,769.24	6,240.57		5,982.17

II. STATISTICAL ANALYSIS TEST

A. UNDERPAYMENT RATIO = 99.1 *

	Male Classes	Female Classes
a. # at or above Predicted Pay	7	13
b. # Below Predicted Pay	10	19
c. TOTAL	17	32
d. % Below Predicted Pay (b divided by c = d)	58.82	59.38

* (Result is % of male classes below predicted pay divided by % of female classes below predicted pay)

B. T-TEST RESULTS

Degrees of Freedom (DF) = 738

Value of T = -7.761

- a. Avg. diff. in pay from predicted pay for male jobs = -\$27
- b. Avg. diff. in pay from predicted pay for female jobs = \$1,671

III. SALARY RANGE TEST = 99.95 % (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 16.12
- B. Avg. # of years to max salary for female jobs = 16.13

IV. EXCEPTIONAL SERVICE PAY TEST .00 %

- A. % of male classes receiving ESP .00 *
- B. % of female classes receiving ESP .00

* (if 20% or less, test result will be 0.00)

Predicted Pay Report - Moorhead Area Public Schools

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Case: Pay Equity Compliance Report

Job Nbr	Job Title	Male Empl	Female Empl	Total Empl	Sex	Work Points	Max Mo. Salary	Predicted Pay	Pay Difference
1	Food Service - Cooks Helper	0	3	3	F	667	\$2,314.00	\$2,359.37	-\$45.37
2	Secretary, Census	0	1	1	F	1000	\$2,440.00	\$2,440.32	-\$0.32
3	Transportation Assistant	2	8	10	F	1000	\$1,917.00	\$2,440.32	-\$523.32
4	Custodian	12	1	13	M	1000	\$2,440.00	\$2,440.32	-\$0.32
5	Secretary - Lib/CE/Office	0	11	11	F	1000	\$2,440.00	\$2,440.32	-\$0.32
6	Food Service - Second Cook	0	3	3	F	1333	\$2,452.00	\$2,521.39	-\$69.39
7	Secretary - Asst. Jr./Elem.	0	10	10	F	1333	\$2,523.00	\$2,521.39	\$1.61
8	Custodian, 2nd Night/Delivery	4	1	5	M	1333	\$2,523.00	\$2,521.39	\$1.61
9	Food Service - Head Server	0	4	4	F	1625	\$2,513.00	\$2,592.52	-\$79.52
10	Bus Driver	7	4	11	B	1625	\$1,939.00	\$2,592.52	-\$653.52
11	Hall Monitors	2	4	6	B	1625	\$2,568.00	\$2,592.52	-\$24.52
12	Home School Liaison	1	5	6	F	1625	\$3,168.00	\$2,592.52	\$575.48
13	Paraprofessionals	16	153	169	F	1625	\$2,569.00	\$2,592.52	-\$23.52
14	SEMS Coordinator	0	1	1	F	1625	\$2,580.00	\$2,592.52	-\$12.52
15	Secretary	0	17	17	F	1625	\$2,580.00	\$2,592.52	-\$12.52
16	Custodian - Day/Pool	2	1	3	B	1625	\$2,580.00	\$2,592.52	-\$12.52
17	Food Service - Head Cook	0	2	2	F	1875	\$2,586.00	\$2,673.07	-\$87.07
18	Secretary, Prin/HR/Tech	0	15	15	F	1875	\$2,650.00	\$2,673.07	-\$23.07
19	Custodian - Spec. Assignment	2	0	2	M	1875	\$2,650.00	\$2,673.07	-\$23.07
20	Food Service - Head Cook MSH	0	1	1	F	2125	\$2,662.00	\$2,738.15	-\$76.15
21	Secretary, Acct/LSS/Property	0	4	4	F	2125	\$2,717.00	\$2,738.15	-\$21.15
22	Custodian - Mechanic	1	0	1	M	2125	\$2,717.00	\$2,738.15	-\$21.15
23	Confidential Secretaries	0	4	4	F	2375	\$2,972.00	\$2,962.48	\$9.52
24	Computer Technicians	5	5	10	B	2375	\$2,709.00	\$2,962.48	-\$253.48
25	Secretary, Teaching & Learning	0	1	1	F	2375	\$2,823.00	\$2,962.48	-\$139.48
26	COTAs	0	3	3	F	2750	\$2,801.00	\$2,996.15	-\$195.15
27	Custodian, Head Elem.	5	0	5	M	2750	\$2,918.00	\$2,996.15	-\$78.15
28	Custodian, Head Large Bldg	3	0	3	M	3250	\$3,083.00	\$3,566.43	-\$483.43
29	Interpreters	0	4	4	F	3250	\$2,958.00	\$3,566.43	-\$608.43
30	Student Resources	1	0	1	M	3250	\$3,745.00	\$3,566.43	\$178.57
31	Web Dev. & Data Analyst	2	0	2	M	3250	\$3,687.00	\$3,566.43	\$120.57
32	Coord. - CE Prgm/Communication	0	5	5	F	3625	\$4,886.00	\$4,121.41	\$764.59
33	Supv. - LAN/WAN	1	0	1	M	3625	\$4,708.00	\$4,121.41	\$586.59
34	Supv. - Acct/FS/Transp.	1	2	3	B	4125	\$5,051.00	\$4,878.65	\$172.35

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Predicted Pay Report - Moorhead Area Public Schools

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Case: Pay Equity Compliance Report

Job Nbr	Job Title	Male Empl	Female Empl	Total Empl	Sex	Work Points	Max Mo. Salary	Predicted Pay	Pay Difference
35	Supv. - Property Services	1	0	1	M	4375	\$5,249.00	\$5,279.20	-\$30.20
36	Teacher	92	282	374	F	4750	\$8,632.00	\$5,792.34	\$2,839.66
37	Teacher - Nurse	0	2	2	F	4750	\$8,632.00	\$5,792.34	\$2,839.66
38	Teacher - Librarian	0	3	3	F	4750	\$8,632.00	\$5,792.34	\$2,839.66
39	Teacher - Counselor	3	7	10	F	4750	\$8,632.00	\$5,792.34	\$2,839.66
40	Teacher - Psychologist	1	3	4	F	4750	\$8,632.00	\$5,792.34	\$2,839.66
41	Teacher - Social Worker	1	2	3	B	4750	\$8,632.00	\$5,792.34	\$2,839.66
42	Teacher - Speech Path	1	13	14	F	4750	\$8,632.00	\$5,792.34	\$2,839.66
43	Teacher - Occup. Therapist	1	4	5	F	4750	\$8,632.00	\$5,792.34	\$2,839.66
44	Teacher - Physical Therapist	0	2	2	F	4750	\$8,632.00	\$5,792.34	\$2,839.66
45	Supv. Online Resources	1	0	1	M	5250	\$6,579.00	\$6,537.29	\$41.71
46	Coor. - EC/ABE/LSS/LD/ALC	0	6	6	F	5250	\$6,072.00	\$6,537.29	-\$465.29
47	Dir. of Library/Media Services	0	1	1	F	5667	\$6,485.00	\$6,775.91	-\$290.91
48	Principal - Asst. Elem & JR	1	0	1	M	5667	\$6,682.00	\$6,775.91	-\$93.91
49	Activities Director	1	0	1	M	6000	\$6,836.00	\$6,978.77	-\$142.77
50	Principal - Asst. Sr. High	2	0	2	M	6000	\$7,058.00	\$6,978.77	\$79.23
51	Dir. Technology/Comm. Ed	1	1	2	B	6333	\$7,207.00	\$7,190.09	\$16.91
52	Principal - Elementary	2	2	4	B	6333	\$7,455.00	\$7,190.09	\$264.91
53	Dir. of Special Services	0	1	1	F	6666	\$7,585.00	\$7,722.32	-\$137.32
54	Principal - Lg. Elem. & Jr.	0	2	2	F	6750	\$8,151.00	\$7,821.72	\$329.28
55	Director of Human Resources	1	0	1	M	6750	\$7,456.00	\$7,821.72	-\$365.72
56	Principal - Sr. High	1	0	1	M	7250	\$8,632.00	\$8,412.54	\$219.46
57	Asst. Superintendent	1	1	2	B	8250	\$9,472.00	\$9,573.47	-\$101.47
58	Superintendent	1	0	1	M	9250	\$10,740.00	\$10,744.95	-\$4.95

Data Entry Listing - Moorhead Area Public Schools

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Case: Pay Equity Compliance Report

Job Nbr	Job Title	Men	Females	Class Type	Points	Min Salary	Max Salary	Yrs to Max	Yrs of Srv	Exceptional Srv
1	Food Service - Cooks Helper	0	3	F	667	\$1,785.00	\$2,314.00	18	0	
2	Secretary, Census	0	1	F	1000	\$1,828.00	\$2,440.00	16	0	
3	Transportation Assistant	2	8	F	1000	\$1,780.00	\$1,917.00	17	0	
4	Custodian	12	1	M	1000	\$1,828.00	\$2,440.00	17	0	
5	Secretary - Lib/CE/Office	0	11	F	1000	\$1,828.00	\$2,440.00	16	0	
6	Food Service - Second Cook	0	3	F	1333	\$1,924.00	\$2,452.00	18	0	
7	Secretary - Asst. Jr./Elem.	0	10	F	1333	\$1,884.00	\$2,523.00	17	0	
8	Custodian, 2nd Nigh/Delivery	4	1	M	1333	\$1,884.00	\$2,523.00	17	0	
9	Food Service - Head Server	0	4	F	1625	\$1,984.00	\$2,513.00	18	0	
10	Bus Driver	7	4	B	1625	\$1,884.00	\$1,939.00	18	0	
11	Hall Monitors	2	4	B	1625	\$1,931.00	\$2,568.00	17	0	
12	Home School Liaison	1	5	F	1625	\$2,187.00	\$3,168.00	18	0	
13	Paraprofessionals	16	153	F	1625	\$1,931.00	\$2,569.00	17	0	
14	SEMS Coordinator	0	1	F	1625	\$1,939.00	\$2,580.00	17	0	
15	Secretary	0	17	F	1625	\$1,939.00	\$2,580.00	17	0	
16	Custodian - Day/Pool	2	1	B	1625	\$1,939.00	\$2,580.00	17	0	
17	Food Service - Head Cook	0	2	F	1875	\$2,057.00	\$2,586.00	18	0	
18	Secretary, Prin/HR/Tech	0	15	F	1875	\$2,009.00	\$2,650.00	17	0	
19	Custodian - Spec. Assignment	2	0	M	1875	\$2,009.00	\$2,650.00	17	0	
20	Food Service - Head Cook MSH	0	1	F	2125	\$2,132.00	\$2,662.00	18	0	
21	Secretary, Acct/LSS/Property	0	4	F	2125	\$2,080.00	\$2,717.00	17	0	
22	Custodian - Mechanic	1	0	M	2125	\$2,080.00	\$2,717.00	17	0	
23	Confidential Secretaries	0	4	F	2375	\$2,527.00	\$2,972.00	16	0	
24	Computer Technicians	5	5	B	2375	\$2,090.00	\$2,709.00	17	0	
25	Secretary, Teaching & Learning	0	1	F	2375	\$2,184.00	\$2,823.00	17	0	
26	COTAs	0	3	F	2750	\$2,180.00	\$2,801.00	17	0	
27	Custodian, Head Elem.	5	0	M	2750	\$2,279.00	\$2,918.00	17	0	
28	Custodian, Head Large Bldg	3	0	M	3250	\$2,444.00	\$3,083.00	17	0	
29	Interpreters	0	4	F	3250	\$2,338.00	\$2,958.00	17	0	
30	Student Resources	1	0	M	3250	\$2,821.00	\$3,745.00	18	0	
31	Web Dev. & Data Analyst	2	0	M	3250	\$2,821.00	\$3,687.00	18	0	
32	Coord. - CE Prgm/Communication	0	5	F	3625	\$3,386.00	\$4,886.00	15	0	
33	Supv. - LAN/WAN	1	0	M	3625	\$3,620.00	\$4,708.00	16	0	
34	Supv. - Acct/FS/Transp.	1	2	B	4125	\$3,849.00	\$5,051.00	16	0	
35	Supv. - Property Services	1	0	M	4375	\$3,968.00	\$5,249.00	16	0	
36	Teacher	92	282	F	4750	\$2,984.00	\$8,632.00	14	0	
37	Teacher - Nurse	0	2	F	4750	\$2,984.00	\$8,632.00	14	0	
38	Teacher - Librarian	0	3	F	4750	\$2,984.00	\$8,632.00	14	0	

Data Entry Listing - Moorhead Area Public Schools

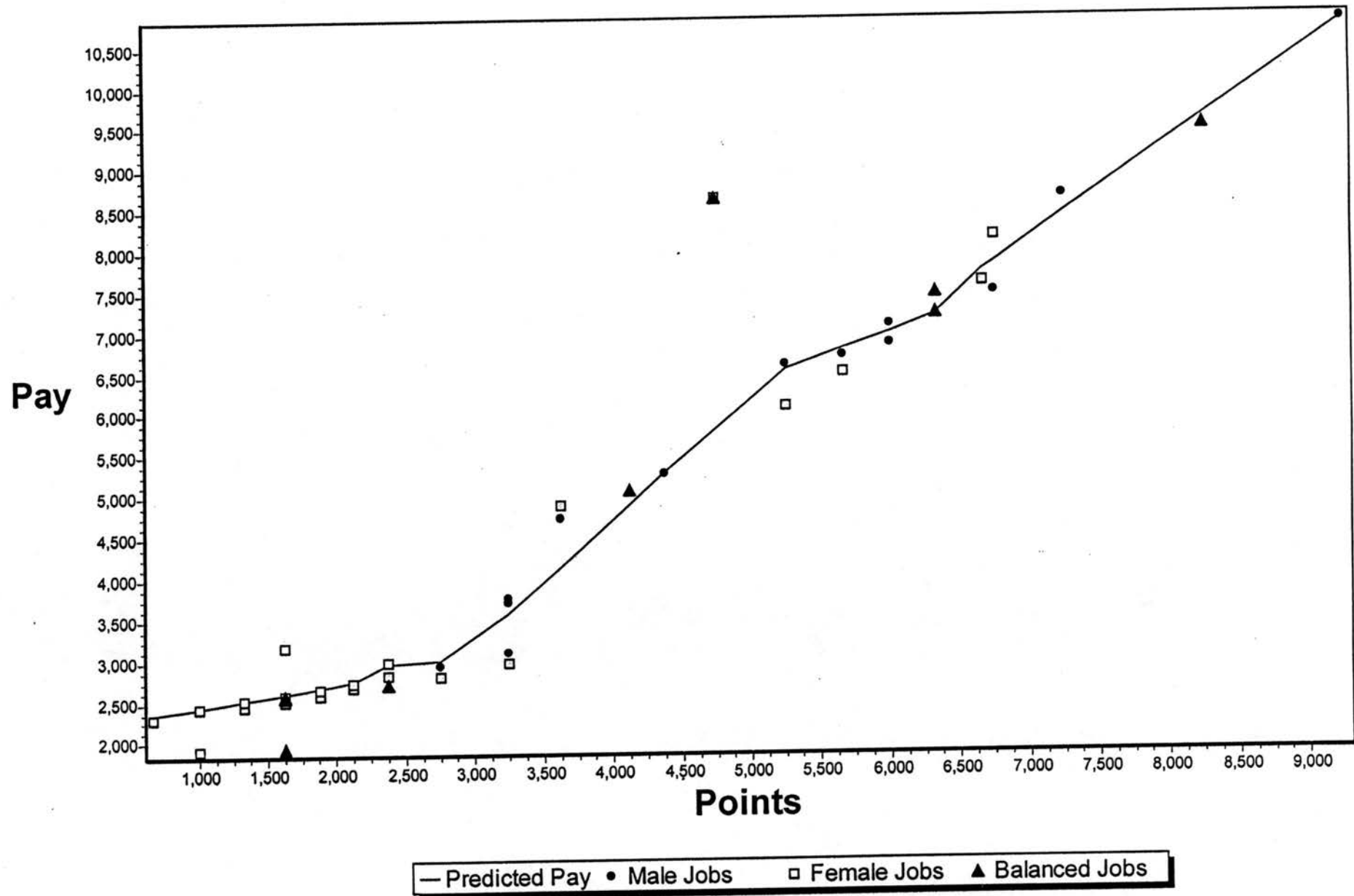
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Case: Pay Equity Compliance Report

Job Nbr	Job Title	Men	Females	Class Type	Points	Min Salary	Max Salary	Yrs to Max	Yrs of Srv	Exceptional Srv
39	Teacher - Counselor	3	7	F	4750	\$2,984.00	\$8,632.00	14	0	
40	Teacher - Psychologist	1	3	F	4750	\$2,984.00	\$8,632.00	14	0	
41	Teacher - Social Worker	1	2	B	4750	\$2,984.00	\$8,632.00	14	0	
42	Teacher - Speech Path	1	13	F	4750	\$2,984.00	\$8,632.00	14	0	
43	Teacher - Occup. Therapist	1	4	F	4750	\$2,984.00	\$8,632.00	14	0	
44	Teacher - Physical Therapist	0	2	F	4750	\$2,984.00	\$8,632.00	14	0	
45	Supv. Online Resources	1	0	M	5250	\$4,570.00	\$6,579.00	15	0	
46	Coor. - EC/ABE/LSS/LD/ALC	0	6	F	5250	\$4,547.00	\$6,072.00	16	0	
47	Dir. of Library/Media Services	0	1	F	5667	\$4,814.00	\$6,485.00	16	0	
48	Principal - Asst. Elem & JR	1	0	M	5667	\$5,165.00	\$6,682.00	14	0	
49	Activities Director	1	0	M	6000	\$5,045.00	\$6,836.00	16	0	
50	Principal - Asst. Sr. High	2	0	M	6000	\$5,432.00	\$7,058.00	14	0	
51	Dir. Technology/Comm. Ed	1	1	B	6333	\$5,293.00	\$7,207.00	16	0	
52	Principal - Elementary	2	2	B	6333	\$5,716.00	\$7,455.00	14	0	
53	Dir. of Special Services	0	1	F	6666	\$5,561.00	\$7,585.00	16	0	
54	Principal - Lg. Elem. & Jr.	0	2	F	6750	\$6,107.00	\$8,151.00	15	0	
55	Director of Human Resources	1	0	M	6750	\$5,144.00	\$7,456.00	15	0	
56	Principal - Sr. High	1	0	M	7250	\$6,442.00	\$8,632.00	15	0	
57	Asst. Superintendent	1	1	B	8250	\$6,615.00	\$9,472.00	15	0	
58	Superintendent	1	0	M	9250	\$6,586.00	\$10,740.00	15	0	

Moorhead Area Public Schools





To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: July 20, 2003

RE: Bid Package 1 New Elementary

On Thursday, January 23, 2003 at 2:00 p.m. the school district will open four bid packages for the construction of the new elementary school. Because of the short time period between the bid opening and the school board meeting, bid tabulation sheets will not be verified and prepared for mailing prior to the January 27 school board meeting. I will bring bid tabulation sheets and complete suggested resolutions to the regularly scheduled school board meeting on January 27, 2003.

Suggested Resolution: Move to approve the bid from (To Be Determined) in the amount of (To Be Determined) for bid division one of bid package one for the new elementary school.

Suggested Resolution: Move to approve the bid from (To Be Determined) in the amount of (To Be Determined) for bid division two of bid package one for the new elementary school.

Suggested Resolution: Move to approve the bid from (To Be Determined) in the amount of (To Be Determined) for bid division three of bid package one for the new elementary school.

Suggested Resolution: Move to approve the bid from (To Be Determined) in the amount of (To Be Determined) for bid division four of bid package one for the new elementary school.

MLW/dmh



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: January 17, 2003

RE: Purchase of Permanent Easement at New Elementary School

Attached with this letter you will find a cover letter from Clair Hanson, Assistant to Moorhead City Engineer describing the request to purchase a 67' easement along 40th Avenue South between Highway #75 and 14th St. South. Also accompanying Mr. Hanson's letter is a three page easement agreement that I am recommending for approval at the January 27, 2003 school board meeting. The easement is necessary for the city to bury septic and storm sewers as well as widen roads and install side walks and bike paths. This is a very common procedure between a landowner and the city. Should you have any questions regarding this issue please contact me at your convenience.

Suggested Resolution: Move to approve the sale of a 67' easement along 40th Ave. South between Minnesota State Highway No. 75 and 14th Street South, and along 14th St. South, South of 40th Avenue South to the City of Moorhead as described in the attached document.

MLW/dmh
Attachment:

MOORHEAD

MINNESOTA

500 Center Avenue, Box 779 • Moorhead, MN 56561
(218) 299-5301 • TDD: (218) 299-5370
www.ci.moorhead.mn.us

January 14, 2003

Mark Weston
ISD 152
810 4th Avenue south
Moorhead, MN 56560

RE: Purchase of permanent easement at Elementary School

Dear Mr. Weston,

Thank you for reviewing and accepting our proposal for the purchase of land at the Elementary School site. Enclosed are the original documents for signing. I will place the land purchase on the City Council agenda for February 3, 2003. Please execute the documents and return to the City Engineers Office. Upon receipt of the documents and approval by the Council, payment will be issued promptly. The purchase price is \$46,600.

Houston Engineering is preparing construction drawings and deed for the ditch project south of the school. I will forward them to you as soon as they are available. The purchase offer for this land will be \$10,000 per acre.

Please call me at 218-299-5390 with comments and questions.

Sincerely,



Clair Hanson
Assistant to City Engineer

Fargo/Moorhead



EASEMENT

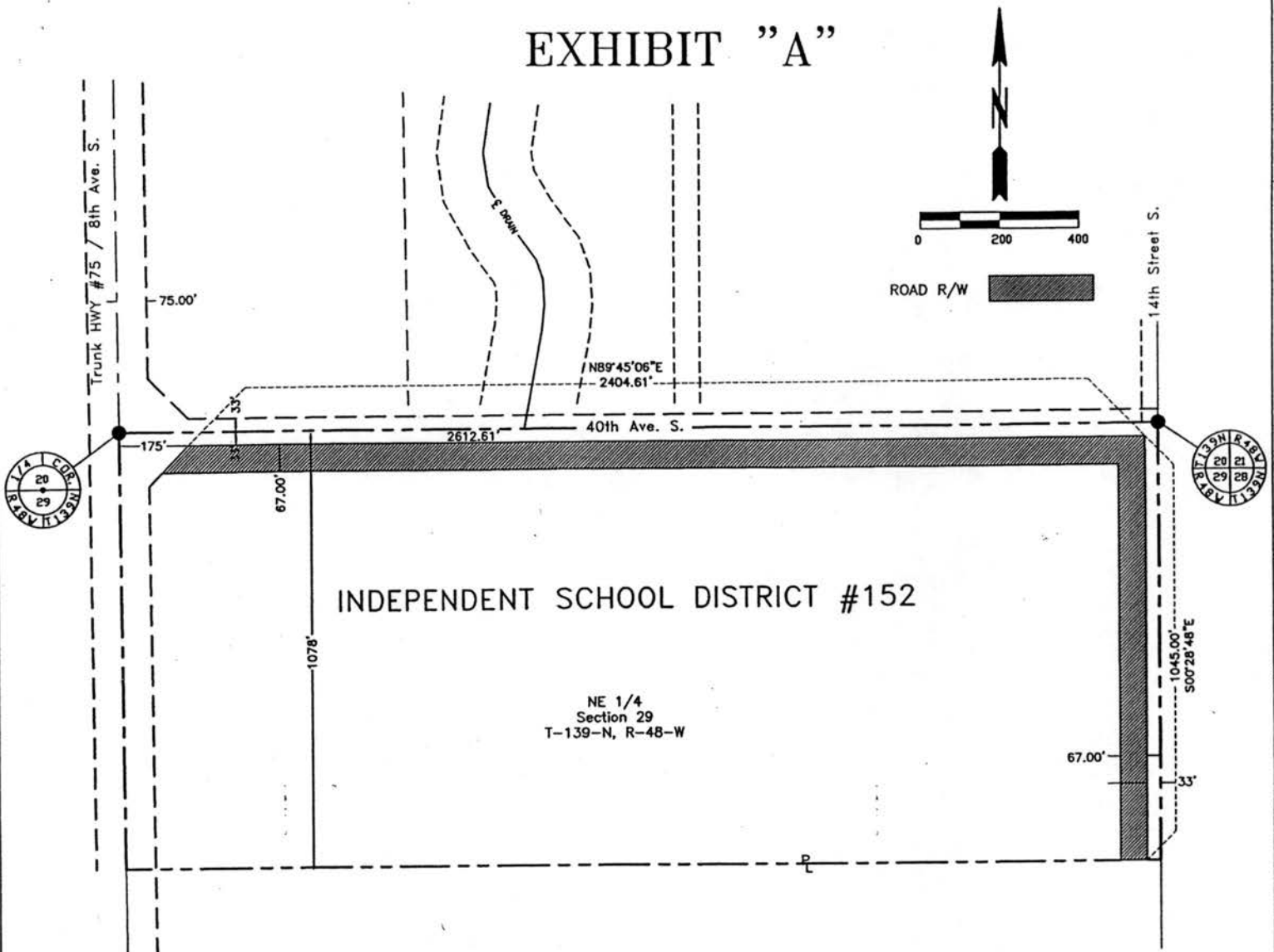
THIS INDENTURE, Made this _____ day of _____, 20____ by and between Independent School District N^o 152, Grantor and the City of Moorhead, MN, a Minnesota political subdivision, grantee, whose post office address is 500 Center Avenue, Moorhead, MN, 56560.

WITNESSETH: That grantor, for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable considerations, to grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, does by these presents, GRANT, BARGAIN, AND CONVEY unto said grantee, its successors and assigns, a permanent and perpetual easement in, over and across the following-described tract or parcel of land lying and being in the County of Clay and State of Minnesota, as described in EXHIBIT "A" attached:

The easement hereinbefore granted over the foregoing premises is hereby conveyed to the grantee for the purpose of construction, installing, repairing, maintaining, and operating a Roadway which includes Sidewalk, Bike Path and Utility Improvements along 40th Avenue South between Minnesota State Highway N^o 75 and 14th Street South, and along 14th Street South, South of 40th Avenue South.

This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

EXHIBIT "A"



PROPERTY DESCRIPTION

The north 1078.00 feet of the Northeast Quarter of Section 29, Township 139 North, Range 48 West, of the Fifth Principal Meridian, less the adjacent highway, and road right of way and more precisely described as follows: Beginning at a point which lies 33.00 feet south and 33.00 feet west of the Northeast corner of Section 29, Township 139 North, Range 48 West of the Fifth Principal Meridian, said 33.00 foot distance being measured parallel to the east and north lines of said Section 29; thence South 00°04'30" East, parallel to the east line of said Section 29 a distance of 1045.00 feet; thence North 89°51'00" West a distance of 2512.59 feet, more or less to a point of intersection with the east right of way line of Trunk Highway Number 75; thence north along the curved east right of way line of said Trunk Highway 75 a distance of 945.00 feet; thence north westerly along the TH 75-CR 76 Intersection a distance of 141.40 feet, more or less, to a point of intersection with the south right of way line of Clay County Road 76; thence South 89°51'00" East along the south right of way line of said Clay County Road 76 a distance of 2405.65 feet, more or less, to the point of beginning. Said tract of land contains 60.080 acres, more or less, exclusive of all highway and road right of way.

PERMANENT EASEMENT

That part of the North 1078.00 feet of the Northwest Quarter of Section 29, Township 139 North, Range 48 West, Clay County, Minnesota. Described as follows:

Commencing at the Northwest Corner of said Northeast Quarter; thence S00°23'14" W assumed bearing along the West line of said Northeast Quarter for a distance of 33 feet; thence N89°45'06" E for a distance of 175 feet to the point of beginning of the easement to be described; thence continuing N89°45'06" E for a distance of 2404.61 feet; thence S00°28'48" E for a distance of 1045.00 feet; thence S89°45'06" W for a distance of 67.00 feet; thence N00°28'48" W for a distance of 978.00 feet; thence S89°45'06" W for a distance of 2404.61 feet to the easterly right-of-way line of Minnesota Trunk Highway No. 75; thence N44°35'03" E along said right-of-way line for a distance of 94.48 feet to the point of beginning. Containing 5.25 acres, more or less.

OWNER:
INDEPENDENT SCHOOL DISTRICT #152

REV.	DATE	DESCRIPTION	BY
CITY OF MOORHEAD 40TH AVENUE ROAD IMPROVEMENTS MOORHEAD, MINNESOTA			
ROAD EASEMENT			
ULTEIG ENGINEERS, INC. CONSULTING ENGINEERS • FARGO BISMARCK • SIOUX FALLS • MINNEAPOLIS			
DRAWN BY: MBB	SCALE: AS SHOWN	PROJECT NO. 02-0083	
CHECKED BY: JWF	DATE: 11/06/02	SHEET 3 of 3	PLAT 2.DWG
APPROVED BY:			

BUSINESS SERVICES MEMO#: B03.048



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: January 20, 2003

RE: Joint Powers Agreement with the City of Moorhead

Attached with this letter is a Draft of a Joint Powers Agreement with the City of Moorhead regarding street and parking lot work around the sportscenter. By coordinating the street work, curb & gutter installation, as well as parking lot construction between the School District and City, we believe economic and time efficiencies can be created. The percentage of financial responsibility is in keeping with previous standards set by the City. I am recommending that the School District approve the Joint Powers Agreement as presented at the January 27, 2003 regular school board meeting. Should you have any questions regarding this issue, please contact me at your convenience.

Suggested Resolution: Move to approve the Joint Powers Agreement as provided regarding the parking lot and street improvements around the sportscenter.

MLW/dmh
Attachment:

JOINT POWERS AGREEMENT

WHEREAS Independent School District No. 152 (the "District") is going to be constructing a school and two parking lots and reconstructing an existing street as well as extending the street in coordination with the building (the "Project"); and

WHEREAS the District and City of Moorhead (the "City") agree that better coordination of the building, parking lots and street work could be done by the District contracting for all the work, rather than having a separate street contract by the City; and

WHEREAS the street improvements and parking lots will also benefit property owned by the City, and the District and City have agreed on how to divide the costs of the improvements; and

WHEREAS the District desires the City to bond for the costs of the parking lots and street improvements; and

WHEREAS through a Joint Powers Agreement the cooperation between the City and District set out above can be accomplished;

NOW THEREFORE BE IT AGREED between the District and City as follows.

1. This agreement shall be a joint powers agreement entered into between the District and City pursuant to MSA section 471.59.
2. The District, and the City, by this Agreement are hereby petitioning the City to create a street improvement district covering the property described in Exhibit A. The District and City own 100% of the property in the District.
3. The City agrees that the District will draw the plans and specifications for the Project, advertise for bids, and enter a contract for the construction of the Project. Such plans and specifications must meet the standards established by the City for similar projects, and must be approved by the City Engineer prior to the District seeking bids. The District must comply with all state requirements in approving the plans and specifications, bidding the project and awarding the contract.
4. The District will be responsible for the installation of the streets and parking lots under its contract, and have the work inspected by its engineers, which engineers must be approved by the City, to check that the work is constructed in accordance with the plans and specifications, in the same manner as normal City street projects

5. The City and District agree to split the cost of the street and parking lot costs in the following manner. The City will pay 50% of the cost of reconstructing 2nd Avenue from 22nd Street to 24th Street, 25% of the cost of the new extension of 2nd Avenue from 24th Street to 4th Avenue, 100% of the north parking lot and 50% of the east parking lot. The District will pay all other costs, including all engineering costs for the Project. In addition, the City will add, as a cost of administration, 5% of the District's share of construction costs of the street and parking lots on to the special assessment to the District property.

6. The City will create the improvement district, and take all necessary steps to assess the District's share of the costs as set forth in this Agreement to the District, The City will also take all necessary steps to issue the City's general obligation improvement bonds to finance the Districts share of the costs.

7. This Agreement will terminate upon the completion of all construction of the Project, the levying of the assessments and the issuance of the general obligation improvement bonds to finance the construction of the street and parking lots.

Dated this day of 2003.

City of Moorhead

Independent School District No. 152

By: _____
Its: Mayor

By: _____
Its: _____

By: _____
Its: City Manager

By: _____
Its: _____

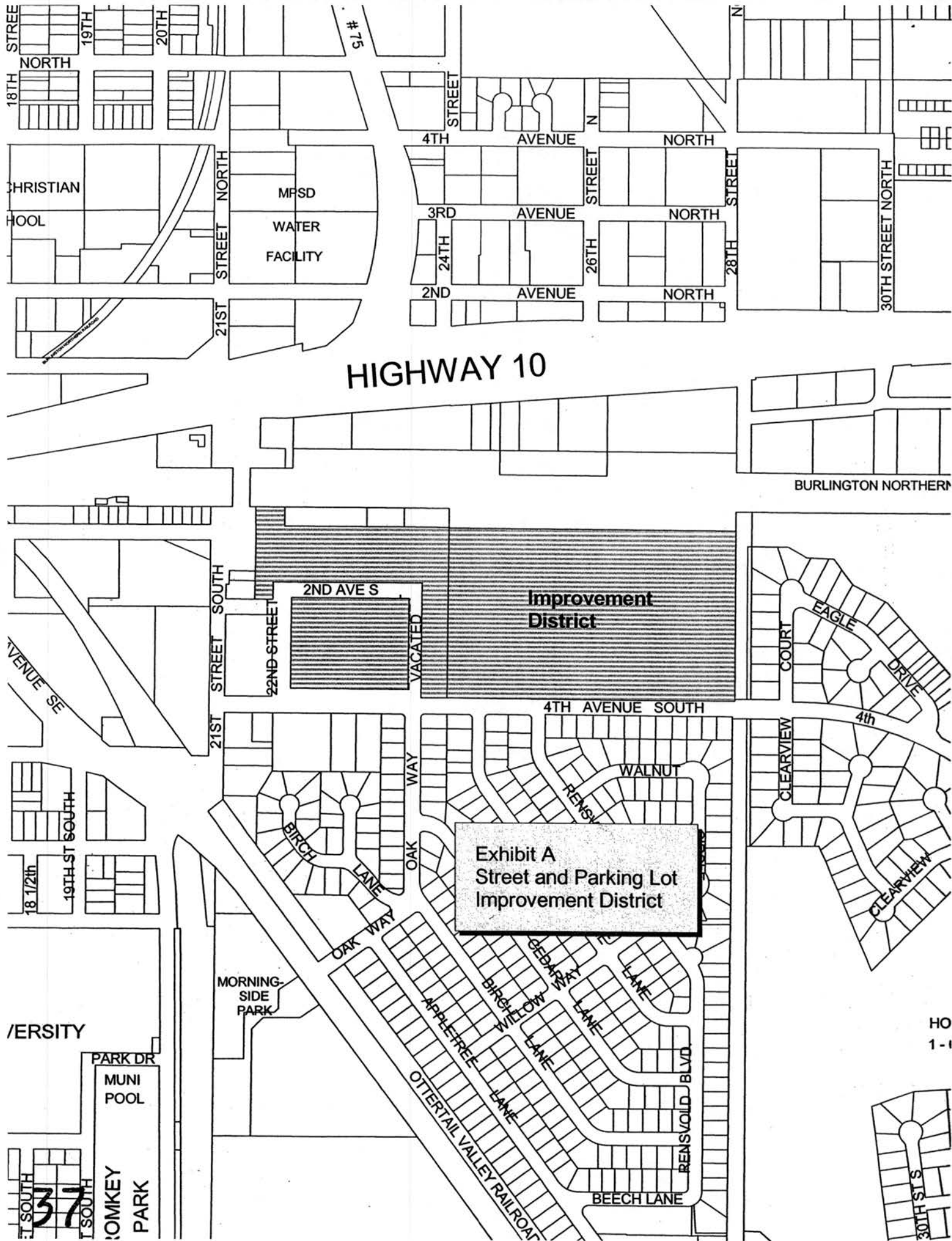


Exhibit A
Street and Parking Lot
Improvement District



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: January 21, 2003

RE: Asbestos Abatement

Airtech Environmental, Inc. has completed the asbestos survey of all buildings at the voyager complex, as well as Robert Asp Elementary, Moorhead Junior High and Moorhead Senior high. Airtech Environmental, Inc. will be completing the bid specification for phase one of the abatement process by January 24, 2003. Phase one will include abatement of floor tile at Robert Asp Elementary, Moorhead Junior High and Moorhead Senior High. This initial phase will occur over spring break (March 25 to 29). Following this phase, the entire voyager complex will be abated during the month of April. Coordination with Kraus Anderson, Airtech Environmental and the school district is complete and I anticipate a smooth abatement process. At this time I am requesting authorization to advertise for bids for the abatement projects described above. A complete copy of the bid specifications will be provided prior to the school board meeting on January 27, 2003.

Enclosed with this letter please find a letter that was distributed to parents and students regarding the asbestos abatement projects.

Suggested Resolution: Move to authorize the administration to advertise for bids regarding the asbestos abatement as described.

MLW/dmh

Attachment:

School Construction & Remodeling

As the Winter of 2003 slips by, the anticipation of building two new schools and remodeling four other school buildings draws closer to reality. An incredible amount of preparation has already occurred and a great deal of pre-construction work still remains. The new Middle School is on budget and nearly on schedule after the first two bid packages. The next piece of construction to occur will be the abatement of asbestos at the following school buildings: Robert Asp elementary; Junior High School; Voyager Complex and the Senior High School. Much of this abatement work will be floor tile and the adhesive that holds the floor tile down. The majority of this work is scheduled to be done over Spring break (March 25-29). Some parent/Teacher conferences may be held in a gymnasium instead of the traditional classroom setting at some schools. At no time will there be any health risk to any students, employees or patrons during the abatement process. All state and federal requirements will be followed throughout the abatement process. The abatement of asbestos during the school year and even when students and staff are in the building is quite common. Should you have any questions regarding the abatement process please contact Orv Kaste(Director of Buildings & Grounds) at 284-1446.

Sincerely,

Mark Weston
Asst. Supt. of Business Services

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

DATE: January 21, 2003

SUBJECT: Resolution for Discontinuing and Reducing Programs and Positions.

Consider the attached resolution directing the administration to make recommendations to the School Board for the discontinuance and reduction of educational programs and positions as needed to reduce expenditures as a result of declining enrollment.

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

RN:sh

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE
RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND
POSITIONS AND REASONS THEREFORE.

WHEREAS the financial condition of the school district #152 dictates that the School Board must reduce expenditures, and,

WHEREAS there is a fluctuating student enrollment, and,

WHEREAS this reduction in expenditures and fluctuating enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and,

WHEREAS a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economics in the School District and reduce expenditures and, as a result of fluctuating enrollments, make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon vote

thereon the following voted in favor thereof:

and the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Chairperson

Date

MEMO #: S-03-067

TO: School Board

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

DATE: January 22, 2003

RE: Approval of Policy

Attached please find the policy, District Care Team Committee (234).

Suggested Resolution: Move to approve the policy, District Care Team Committee (234), as presented.

mde

Attachment

❖ Policies and Procedures ❖

Code: 234
Category: Policy of the School Board / Moorhead, MN
Section: 200 SCHOOL BOARD
Name: District Care Team Committee
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

A. The purpose of the District Care Team Committee is to ensure that the district has established and maintains a current plan of action for identifying, preventing, and intervening in crisis situations and a plan for postvention for the Moorhead Area Public Schools' students and affected staff. The District Care Team Committee will work with building-level Care Teams.

II. GENERAL STATEMENTS OF POLICY FOR THE DISTRICT CARE TEAM

A. This Committee will review annually that Moorhead School District Policy 553 (Crisis Intervention and Student Support Policy) and the Care Team portion of the Crises Management Policy Manual. The manual procedures are to include an appropriate response to crises affecting an individual building or districtwide students and staff.

B. Responsibilities of District Care Team Committee include, but are not limited to:

1. Dissemination and communication of information on building level activities;
2. Seeking and securing funds for development of district crisis management training and program development;
3. Coordination of training for building level Care Teams;
4. Reviewing implementation of the Crisis Management Procedures in times of crisis;
5. Promoting and networking with community agencies and area school districts regarding crises and policy;
6. Helping to manage communication with staff, parents, community agencies, and media;
7. Recommending to Administration policies and procedures related to crises and mental health issues; and
8. Review and update mental health portions of the School District Crisis Management Manual.

C. The District Care Team Committee will be made up of representatives of each building crisis intervention/management Care Team, the school district nurse, school counselors, school social workers, district communications coordinator or designee, members of neighboring school districts, the Assistant Superintendent of Teaching/Learning, and a School Board representative.

D. Meetings will be held during the school year at times and dates determined by the committee.

III. GENERAL STATEMENTS OF POLICY FOR BUILDING LEVEL CARE TEAMS

A. The building principal is responsible for designating a Building Student/Staff Crises Management Team in each building. The team may include: Building Student/Staff Care Team, Medical Emergency Team, and Security Team.

B. The principal ensures that all personnel in their building are informed annually of this policy, designates members on building level teams, and reviews procedural guidelines found in the Building's Crisis Management Action Plan. The building's plan is also included in the District's Crisis Management Manual.

C. Building level Care Team membership is comprised of:

- a. Administrator.
- b. Counselor or social worker/psychologist/nurse (as available).
- c. Staff member by site, both male and female.

D. Qualifications for building Crisis Management Team and/or Care Team members include: knowledgeable about confidentiality; motivated and concerned about a school crisis; interest and skills in working with persons having problems or crisis events; and demonstrate a special interest in further development of intervention skills.

E. Building level Crisis Management and/or Care Team responsibilities include but are not limited to:

- a. Review of the District Crisis Management Policy and Manual.
- b. Review of the Building Crisis Management Procedures and Action Plan.
- c. Representation on the District Care Team Committee.

Cross References:

Moorhead School Board Policy 553: Crisis Intervention and Student Support Policy
Moorhead School Board Policy 710: School District Crisis Management Plan

[Search Again](#)

MEMO #: S-03-068

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: January 22, 2003

RE: Approval of Policy

Attached please find the policy, Health and Safety Protection (425).

Suggested Resolution: Move to approve the policy, Health and Safety Protection (425) , as presented.

:mde

Attachment

❖ Policies and Procedures ❖

Code: 425
Category: Policy of the School Board / Moorhead, MN
Section: 400 EMPLOYEE/PERSONNEL
Name: Health and Safety Protection
Adopted: 7/17/1995
Revised: 2/14/2000
Reviewed: 2/14/2000
Policy: I. PURPOSE

Moorhead Area Public Schools considers health and safety protection an important part of every operation. The District will establish, provide, and maintain safe and healthful working conditions and insist upon safe work methods and practices at all times.

II. GENERAL STATEMENT OF POLICY

All employees and students shall follow safe working practices, obey rules and regulations, and work in a manner that maintains the high safety and health standard developed and sanctioned by the District.

Moorhead Area Public Schools is committed to providing a healthy and safe work environment for all its employees. Regard for safety of the general public, our students, our employees and our subcontractors' employees is of the utmost concern of our district.

Safety does not occur by chance. It is the result of careful attention to all school district operations. It is the responsibility of every member of administration to make the safety and health of our employees their daily concern. Providing a safe place to work, a work environment conducive to safe work practices, and safety policies are primary concerns for the administration.

It is our belief that employees at every level have a responsibility for maintaining safety and occupational health within the district, and are expected to cooperate fully with the district's health and safety policies.

The Moorhead Area Public Schools will have a District Health and Safety Plan which will be developed and updated annually by the Health and Safety Committee and forwarded to the School Board for approval. The Health and Safety Plan will be placed on the school district's web site to give access to all employees of the district.

Legal Reference:

Minnesota Statute 123B.56 Health, Safety, and Environmental Management
Minnesota Statute 123B.57 Capital Expenditure, Health and Safety

[Search Again](#)

MEMO #: S-03-069

TO: School Board

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

DATE: January 22, 2003

RE: Approval of Policy

Attached please find the policy, Employees as Vendors of School Supplies (445).

Suggested Resolution: Move to approve the policy, Employees as Vendors of School Supplies (445), as presented.

:mde

Attachment

❖ Policies and Procedures ❖

Code: 445
Category: Policy of the School Board / Moorhead, MN
Section: 400 EMPLOYEE/PERSONNEL
Name: Employees as Vendors of School Supplies
Adopted: 11/28/1989
Revised: 11/24/1997
Reviewed: 4/26/1994 11/24/1997
Policy: I. PURPOSE

Student purchases of textbooks, supplies, materials, tools, or equipment for instructional purposes shall be made from the vendor, through a school store, parts department, or school district purchase order. The Moorhead Area Public Schools will be in compliance with state statutes regarding the sale, proceeds or profits of any school supplies sold to the district by district employees and/or persons connected with the district. Also, district personnel will monitor that student purchases of textbooks, supplies, materials, tools or equipment for instructional purposes shall be made from a vendor, through a school store, parts department or school district purchase order and not from school district employees

II. GENERAL STATEMENT OF POLICY

School district employees shall not become involved in making purchases from private or public vendors and then selling those items to students. An exception to this policy must have prior written approval from the building principal or other appropriate supervisor. Said exception shall be included as part of the bill of sale transaction and the document shared with the Superintendent for informational purposes.

Any suspected violation of this policy shall be referred to the appropriate supervisor. Violations of this policy shall be considered insubordination and shall be dealt with accordingly.

Except as provided for under Minnesota Statute, no teacher, district school officer, including the superintendent, member of the school board, nor any person connected with the Moorhead Public School system in any capacity, shall be interested directly or indirectly in the sale, proceeds or profits of any book, apparatus or furniture used, or to be used in the district. Nothing in this policy or the statute prohibit the spouse of an employee or officer of the district from contracting with the district for the sale or lease of books, apparatus, furniture or other supplies to be used in the district as long as the employee's or officer's position does not involve approving contracts for supplies and the school board unanimously approves the transaction.

School district employees shall not become involved in making purchases from public or private vendors and then selling those items to students. Any exceptions to this policy must be approved in advance by the building principal or appropriate supervisor and the superintendent or designee.

Violators of this policy shall suffer the consequences of the applicable Minnesota Statutes and may also be considered insubordinate by the district and dealt with accordingly.

Legal References:

Minnesota Statute 123B.20 (Dealing in School Supplies)

Minnesota Statute 471.87 (Public Officers, Interest in Contract; Penalty)

Minnesota Statute 471.88 (Exceptions)

Cross Reference:

Moorhead School Board Policy 205: School Board Conflict of Interest

[Search Again](#)

MEMO #: S-03-070

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPA

DATE: January 22, 2003

RE: Approval of Policy

Attached please find the policy, Employee Right to Know - Exposure to Hazardous Substances (424).

Suggested Resolution: Move to approve the policy, Employee Right to Know - Exposure to Hazardous Substances (424), as presented.

:mde

Attachment

❖ Policies and Procedures ❖

Code: 424
Category: Policy of the School Board / Moorhead, MN
Section: 400 EMPLOYEE/PERSONNEL
Name: Employee Right to Know - Exposure to Hazardous Substances
Adopted: 11/13/1984
Revised: 12/14/1998
Reviewed: 4/26/1994 12/14/1998
Policy: I. PURPOSE

Moorhead Area Public Schools, Moorhead, Minnesota, in compliance with Minnesota's 1983 Employee Right-to-Know Act, established this policy concerning identification and training of employees. The law states that all employees "routinely exposed" to a hazardous substance, harmful physical agent, or infectious agent, must be trained and given access to specific information about those hazards. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.

II. GENERAL STATEMENT OF POLICY

Training will be provided to the following:

1. All employees, full or part-time, in these targeted categories:

Art,
Industrial Technologies,
Food Services,
Family and Consumer Sciences,
Transportation,
Buildings and Grounds (Custodians),
Elementary and Secondary Science,
Supplemental Teaching and Enrichment Program (S.T.E.P.),
Swimming Pool,
Coaches,
School Building Secretaries,
Early Childhood Family Education,
Playground Supervisors,
Special Education (Speech, OTPT, DAPE, EBD, etc.)
Alternative Programs (~~MCAPRRALC~~, Outreach and Collaborative),
School Nurse,
Health Technicians,
Principals, and Others identified by their supervisor.

2. Any concerned employee, not specifically targeted by this policy, who requests the training.

Training will be provided to the following employees before they begin work:

1. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.

2. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.

Legal References:

Minnesota Statute Sections 181.950-181.957 (Drug and Alcohol Testing in the Workplace) Statute Ch. 182 (Occupational Safety and Health)

Minnesota Statute Sections 181.950-181.957 (Drug and Alcohol Testing in the Workplace) Rule 5205 (Safety and Health Standards)

Minnesota Statute Sections 181.950-181.957 (Drug and Alcohol Testing in the Workplace) Rule 5206 (Employee Right to Know Standards)

Cross References:

Moorhead School Board Policy 425: Health and Safety Protection

Moorhead School Board Policy 531: Communicable Disease Control and Infectious Conditions

[Search Again](#)

MEMO #: S-03-071

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: January 22, 2003

RE: Approval of Policy

Attached please find the policy, Student Transportation Eligibility Guidelines (720).

Suggested Resolution: Move to approve the policy, Student Transportation Eligibility Guidelines (720), as presented.

:mde
Attachment

❖ Policies and Procedures ❖

Code: 720

Category: Policy of the School Board / Moorhead, MN

Section: 700 NON-INSTRUCTIONAL OPERATIONS

Name: Student Transportation Eligibility Guidelines

Adopted: 10/31/1981

Revised: 5/11/1998

Reviewed: 4/25/1989 1/14/1992 5/11/1998

Policy: I. PURPOSE

Moorhead Area Public Schools will provide regular school day transportation, to and from, to students who reside within the school district boundaries and meet the following criteria:

- A. ~~Elementary students, K-6~~ Pre-Kindergarten through grade 12 students, who reside one (1) mile or more from the building to which the school district assigns the student;
- B. ~~Secondary students, 7-12, who reside one (1) mile or more from the building to which the school district assigns the student;~~
- CB. Students who must cross or use an area identified as being an extraordinary traffic hazard to and from school (refer to eligibility guidelines);
- DC. Kindergarten students who live .5 mile or more from the building to which they are assigned will receive noon transportation services...morning and afternoon service will follow the same guidelines as other elementary students. Students may be assigned to either morning or afternoon kindergarten as class sizes dictate.

II. ELIGIBILITY GUIDELINES

- A. The following will be used as guidelines for reviewing and developing school bus transportation for the ISD #152 Moorhead Area Public Schools.

Recommended maximum walking distances to bus stops:

Grade Level Distance to Stop

- K - 4~~5~~ .15 mile (1-2 blocks)
- 5 - 6 .25 mile (3-4 blocks)
- 7 - 8 .3 mile (4-5 blocks)
- 9 - 12 .5 mile (6-7 blocks)

These are recommended distances to bus stops and will not be possible in all areas of the school district.

- B. Hazardous crossings or walking areas in the ISD #152 Moorhead Area Public Schools are only those which lie within the normal walk zone (one (1) mile walking distance) for the specific schools:

a. Washington and Robert Asp Elementary:

- *11th Street North (north of 15th Avenue North) - There is no sidewalk along this roadway. This is a high volume traffic area; especially, at the time of day when students will be walking.
- *1st Avenue North - This is a high volume traffic area and is a primary vehicle access to Minnesota Hwy 10.

b. Park Christian:

- *1st Avenue North - Same rationale as for transportation to Washington and Robert Asp Elementary.
- *Hwy 75 - This is a state highway which does not have appropriate sidewalks or crossing signals.

c. Edison:

*8th Street South - This state highway does have walk/do not walk signals at 12th Avenue South; however, this is a very busy and hazardous crossing for students in K-4⁵ grades.

d. Riverside:

*8th Street South - Same rationale as Edison

*24th Avenue South - From Rivershore Drive to 8th Street

e. Probstfield:

*I-94 - The available bridges do not allow adequate pedestrian crossings.

*8th Street South - Same rationale as Edison

f. St. Joseph School:

*8th Street South - Same rationale as Edison

*Main Avenue South

g. Moorhead Junior High:

*I-94 - Same rationale as Probstfield

h. Moorhead Senior High:

*Hwy 75 North of Hwy 10 - This highway has no sidewalks or pedestrian crossing areas.

C. Hazardous Areas - Student or adult crossing guards will be identified by the Director of Transportation.

D. Service to Private Roads - Buses being used to serve ~~ISD #152~~ Moorhead Area Public Schools students will not be allowed to use private drives except for handicapped transportation vehicles whose students cannot walk to a regular bus stop and regular transportation vehicles with specific approval from the Director of Transportation.

E. Transportation to Alternate Addresses - ~~ISD #152~~ Moorhead Area Public Schools will accept responsibility for one AM address and one PM address for a child. If a parent wishes to have a daycare site as the regular stop for their child, that stop must be the same every day. Any changes in bus stop will require a five (5) day written notice to the Transportation Office. The new address must be for a permanent change. Emergency address changes must be approved by the building administrator and will not be accepted by the Transportation Office or the bus driver. ~~They must be approved by the building administrator.~~

F. Authorized Riders - ~~ISD #152~~ Moorhead Area Public Schools bus drivers will only accept passengers assigned to the route. Students who will be attending parties, non-school classes or meetings, etc. will not be accepted as passengers on school routes. Building administrators may provide temporary authorization to students for emergencies if space is available on the school bus.

Legal Reference:

Minnesota Statute 123B.28 (Independent School Districts: Transportation)

Cross Reference:

Moorhead School Board Policy 721: Student Transportation Safety

Moorhead School Board Policy 514: Students in Homeless Situations

[Search Again](#)

MEMO #: S-03-072

TO: School Board

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

DATE: January 22, 2003

RE: Approval of Policy

Attached please find the policy, School District Owned Vehicle Reservation (722).

Suggested Resolution: Move to approve the policy, School District Owned Vehicle Reservation (722), as presented.

mde
Attachment

❖ Policies and Procedures ❖

Code: 722
Category: Policy of the School Board / Moorhead, MN
Section: 700 NON-INSTRUCTIONAL OPERATIONS
Name: School District Owned Vehicle Reservation
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

The intent of this policy is to ensure the proper and legal utilization of school owned vehicles.

II. GENERAL STATEMENT OF POLICY

The school district shall:

A. Provide as safe as possible, a means of transportation for employees and other passengers.

B. Provide a procedure that is equitable to all users.

C. Allow the school district a methodology for monitoring usage of district vehicles.

All Moorhead Area Public Schools' employees are required to read and adhere to administrative procedure 722.1: School Owned Vehicle Reservation Procedures.

Legal Reference:

Minnesota Statute 471.666 (Personal Use of Publicly Owned Automobiles Prohibited)

Search Again

MEMO #: S-03-073

TO: School Board

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

DATE: January 22, 2003

RE: Approval of Policy

Attached please find the policy, Facility and Site Improvements and/or Developmemts (701).

Suggested Resolution: Move to approve the policy, Facility and Site Improvements and/or Developmemts (701), as presented.


Attachment

❖ Policies and Procedures ❖

Code: 701
Category: Policy of the School Board / Moorhead, MN
Section: 700 NON-INSTRUCTIONAL OPERATIONS
Name: Facility and Site Improvements and/or Developments
Adopted: 3/23/1987
Revised: 2/7/1997
Reviewed: 2/7/1997
Policy: I. PURPOSE

~~Any changes in the use of space (i.e., partitions, alteration of space, demolition) will go through a district-wide committee (Office of Business Affairs, Office of Instruction and Property Services Supervisor).~~

The intent of this policy is to ensure that the facilities of Moorhead Area Public Schools do not inhibit the ability of every any child to reach their maximum potential as a learner, while using said facilities in the most economical manner possible.

II. RATIONALE GENERAL STATEMENT OF POLICY

The school district shall:

- A. Ensure long range needs are considered when facility changes are made.
- B. Determine impact on other buildings.
- C. Consider short/long range implications ~~need to be considered~~.
- D. Determine economic impact on all facilities.
- E. ~~Need to~~ Analyze the impact on instruction.

All facility/site improvement work must be approved by the Moorhead ISD #152 Area Public Schools' District-Wide Facility Improvement Committee. This committee is made up of the Assistant Superintendent of Teaching and Learning, Assistant Superintendent of Business Services, and the Director of Buildings and Grounds. Prior to review, Form 701.1 Facility/Site Improvements Request must be completed. The committee shall submit their recommendation to the Superintendent for consideration in the context of the School District's Annual Operating Plan, Capital Budget, and Long Range Facility Plan.

In accordance with Minnesota Statute 123B.52, capital improvements exceeding \$10,000 must be competitively bid as authorized by the School Board.

Legal Reference:

Minnesota Statute 123B.52

Search Again

INDEPENDENT SCHOOL DISTRICT #152

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

February 10, 2003

7:00 p.m.

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

ATTENDANCE:

Jim Cummings _____	Carol A. Ladwig _____
Lisa Erickson _____	Kristine Thompson _____
Anton B. Hastad _____	Bill Tomhave _____
Sonia Hohnadel _____	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 Matt Cerar, an eighth-grader at Moorhead Junior High School for winning the school-level competition of the National Geography Bee. The school-level Geography Bee is the first round of the National Geographic Society's Annual Geography Bee. The winners from each school take a written test, and the top 100 in each state are eligible to compete in the state Geography Bee in April. The Geography Bee advisor is Sandy Argent.

S - Ag - Bas
2-10-03

SCHOOL BOARD AGENDA - February 10, 2003

PAGE 2

***** We Are Proud** of the following winners of the District Spelling Bee held on January 28:

- 1st Place: Andrew Chen, Grade 8
- 2nd Place: Emily Bruggeman, Grade 7
- 3rd Place: Jillian Flom, Grade 6
- 4th Place: Harrison Suits Baer, Grade 7
- 5th Place: Jason Strand, Grade 6

All five students will advance to the Fergus Falls Daily Journal Region IV Spelling Bee on February 27.

***** We Are Proud** of the following winners of the Grade Level Bees held at Robert Asp on January 16 and at Moorhead Junior High on January 15:

- Grade 5: Wilson Karlstrom
- Grade 6: Alison Thompson
- Grade 7: Emily Bruggeman
- Grade 8: Andrew Chen

Lois Brown is the Spelling Bee advisor.

***** We Are Proud** of Moorhead Junior High students Sebastian Wai, Andrew Chen, Kaitlin Pierce and Jeremy Holm, who were chosen for the MNSOTA (Minnesota String and Orchestra Teachers Association) Middle Level Honors Orchestra, and Autumn England, who was chosen as a alternate. They are students of Jon Larson, Doug Neill and Brian Cole. The students will perform at a concert in conjunction with the Minnesota Music Educators Association Midwinter Clinic in February.

***** We Are Proud** of Todd Kaste, Supervisor of Planning, Assessment and Online Resources, for being appointed to the PowerSchool Information (IT) Technology Advisory Council. Kaste is one of eight information technology and educational professionals from across the nation who comprise the council. The PowerSchool IT Advisory Council will serve to help determine new software features and the future direction of application development.

SCHOOL BOARD AGENDA - February 10, 2003
PAGE 3

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

2. **CONSENT AGENDA**

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

- A. TEACHING/LEARNING MATTERS - Kovash
- B. BUSINESS SERVICE MATTERS - Weston
- C. HUMAN RESOURCE MATTERS- Nielsen
- (1) Approval of New Employees - Page 7
 - (2) Acceptance of Early Retirements - Page 8
 - (3) Acceptance of Resignation - Page 9
 - (4) Approval of Family/Medical Leave - Page 10
 - (5) Approval of Return from Leave of Absence - Page 11
 - (6) Approval of Request for Military Leave - Page 12
- D. SUPERINTENDENT MATTERS - Nybladh
- (1) Approval of January 13 and 27, 2003 Minutes - Pages 13-22
 - (2) Approval of February Claims

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

Moved by _____ Seconded by _____
Comments _____

3. **COMMITTEE REPORTS**

SCHOOL BOARD AGENDA - February 10, 2003
PAGE 4

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 Protection Act (CIPA) - Lynne Kovash
Page 23

5. **FIRST READING OF POLICIES:** Nybladh
Pages 24-26

Conduct a first reading on policies: School Board Member Development (203) and Human Rights Committee (235).

6. **MOORHEAD SCHOOL DISTRICT INDIAN EDUCATION COMMITTEE**
REPORT: Kovash
Pages 27-47

Suggested Resolution: Move to receive the recommendations of the Moorhead School District Indian Education Committee and direct administration to file the report with the Department of Children, Families and Learning.

Moved by _____ Seconded by _____
Comments _____

7. **APPROVAL OF BID PACKAGE ONE FOR NEW ELEMENTARY SCHOOL:** Weston
Page 48

Suggested Resolution: Move to reject the Bid Package 1 for Bid Division two and four for the new elementary school.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - February 10, 2003
PAGE 5

8. **CLAY-WILKIN OPPORTUNITY COUNCIL LEASE AGREEMENT:** Weston
Pages 49-54

Suggested Resolution: Move to approve the lease agreement between the Clay-Wilkin Opportunity Council and Moorhead Independent School District #152 as attached.

Moved by _____ Seconded by _____
Comments _____

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

SCHOOL BOARD AGENDA - February 10, 2003**PAGE 6****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Youth Adv Council	February 12	7 am	TBD
Indian Educ Com	February 13	5 pm	TBD
ECFE Adv Council	February 13	7 pm	Lincoln
School Naming Task Force	February 13	7:30 pm	Board Room
Presidents' Day	February 17	No School	
Staff Development Com	February 17	3:45 pm	Board Room
Probstfield PTAC	February 17	7 pm	Library
Senior High PTAC	February 17	6:30 pm	Library
K-12 Staff Dev Day	February 18	No School	
Riverside PTAC	February 18	7 pm	Library
Com Ed Adv Council	February 18	7 pm	Board Room
Interagency Early Interv	February 19	12 pm	Family Service Ctr
Clay County Joint Powers Collaborative	February 19	3:30 pm	Family Service Ctr
Safety Committee	February 20	9:30 am	Board Room
Instr and Curr Adv Com	February 20	7-8:30 am	Board Room
School Board	February 24	7 pm	Board Room
Technology Com	February 25	3:45 pm	Board Room
Asp PTAC	February 25	7 pm	Library
Activities Council	February 26	7 am	Board Room
School Naming Task Force	February 27	7:30 pm	TC Room 266

MEMORANDUM

P 03.016

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: February 4, 2003
SUBJECT: New Employees

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

Angela Schneibel Science Teacher, Senior High, BA(0) \$13,059.86, for second semester beginning January 27, 2003. (Replace teachers on overload)

April Schurman Art Teacher, Junior High, BA (0) .714 FTE, for 98 days, \$10,267.46, effective January 14, 2003. (Replace Deb Knutson who's on Sabbatical)

Eugenio Cuadra Custodian, Washington, A 12 (3) \$10.72 per hour, effective February 12, 2003. (Replace Steve Huebner)

Cheryl Adams Library Secretary, Probstfield, A12 (3) \$10.72 per hour, 4 hours daily, effective January 28, 2003. (Replace Cindy Pfeiffer)

Kari Bolme MSMI/PI Paraprofessional, Probstfield, B21 (3) \$11.32 per hour, 6.5 hours daily, effective February 10, 2003. (Replace Bette Carney)

Suggested Resolution: Move to approve the employment of Schneibel, Schurman, Cuadra, Adams and Bolme as presented.

RN:sh

MEMORANDUM P 03.021

TO: Dr. Larry Nybladh
FROM: Ron Hansen
DATE: February 4, 2003
SUBJECT: Early Retirement

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

John Schultz Science Teacher, Senior High, effective June 6, 2003.

Harley Sommerfeld Band Teacher, Robert Asp, effective August 2003.

Sharol Hegna Confidential Secretary, Human Resource Office, Townsite Centre, effective August 29, 2003.

Bette Carney Paraprofessional, Probstfield, effective January 31, 2003.

Suggested Resolution: Move to accept the Early Retirement for John Schultz, Harley Sommerfeld, Sharol Hegna and Bette Carney as presented.

RN:sh

TO: Dr. Larry Nybladh

FROM: Ron Nielsen

Date: February 4, 2003

SUBJECT: Resignation

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

Danelle Walker Secretary, Adult Basic Education and ECFE, effective February 11, 2003.

Deb Peterson Nurse Secretary, Washington, effective February 18, 2003.

Suggested Resolution: Move to accept the resignation of Danelle Walker and Deb Peterson as presented.

RN:sh

MEMORANDUM P 03.018

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: February 4, 2003
SUBJECT: Family/Medical Leave

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

Sharon Rein T.C.I. , Senior High, to begin on or about March 20, 2003 for approximately eight (8) weeks.

Suggested Resolution: Move to approve the Family/Medical Leave for Sharon Rein pursuant to Article IX, Section 3, of the T.C.I. Employees Master Agreement.

RN:sh

MEMORANDUM P 03.019

TO: Dr. Larry Nybladh
FROM: Ron Wiessen
DATE: February 4, 2003
SUBJECT: Return from Leave of Absence

The administration requests approval for return from Leave of Absence for the following person:

Lisa Erpelding Math Teacher, Junior High, to return to teach for the 2003-2004 school year.

Suggested Resolution: Approve the return from Leave for Lisa Erpelding, pursuant to Article 43, Section IV of the Teachers' 2001-2003 Master Agreement.

RN:sdh

MEMORANDUM P 03.020

TO: Dr. Nybladh
FROM: Ron Nielsen
DATE: February 4, 2003
SUBJECT: Military Leave

The administration requests approval for an Military Leave for the following person:

Chad Bakken Social Studies Teacher, Junior High, to report for duty January 24, 2003 for a period not to exceed 365 days.

Suggested Resolution: Move to approve the request for Military Leave for Chad Bakken as requested.

RN:sh

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 13, 2003
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MEMBERS PRESENT: Jim Cummings, Anton B. Hastad, Sonia Hohnadel, Carol A. Ladwig, Kristine Thompson, Bill Tomhave, and Dr. Larry P. Nybladh.

MEMBERS ABSENT: Lisa Erickson.

CALL TO ORDER: Chairwoman Thompson 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 Hohnadel, to approve the agenda as presented. Motion carried 6-0.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

ORGANIZATION OF THE SCHOOL BOARD: Hastad moved, seconded by Hohnadel, to nominate the following slate of officers for the one-year term (2003) on Moorhead School Board, and cast a unanimous ballot by acclamation:

Chairwoman: Kristine Thompson
Vice-Chair: Lisa Erickson
Treasurer: Bill Tomhave
Clerk: Carol Ladwig

Motion carried 6-0.

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

Grants - Accept the following grants awarded by Moorhead Area Education Foundation to Brian Cole for \$450, Shirley Tweten \$250 and Jan Welken and Sandy Van Dyke for \$500. Funds will be used to enhance curriculum programs.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
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JANUARY 13, 2003
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Accept the following mini-grant awards: \$1,800 from Minnesota 4-H Foundation to purchase books needed for the after school program of the Junior Master Gardener Project; \$150 from Cornell University to purchase materials to enhance science activities in after school programs; and \$750 worth of satellite image prints from UND Aerospace/NASA for use in the Junior High Earth Science Program.

Grant Application: Approve a \$2,139.87 grant application for RRALC, in collaboration with Life Management Hispanic Liaison Workers, to encourage parental involvement by offering transportation and dinner to parents that wish to attend parent/teacher conferences.

Gifts - Accept the following gifts: \$300 from VFW Auxiliary 1223 to purchase winter clothes for students at George Washington School; ten boxes of soynuts (\$300 value) and poinsettias for after-school music programs (\$75 value) from Girard Sagmiller for use in after-school programs; popcorn, salt and oil (\$25 value) from Mac's Inc. also for use in after-school programs.

Change in Employment Contract

Michael Benson - Social Studies Teacher, Junior High, from .571 to 1.00, effective January 27, 2003. (Replace Sandra Argent)

Dai Dai Finton - Night Custodian, Senior High to Night Custodian, Robert Asp, effective December 16, 2002. (Replace Sam Scott)

Steve Huebner - Night Custodian, Washington A13 (15) \$13.06, to Lead Custodian, Riverside, B31 (3) \$13.31, effective December 9, 2002. (Replace George Parker)

New Employees

Chad Bakken - Social Studies Teacher, Junior High, BA (0) .571 FTE for second semester, \$7,457.04, effective January 27, 2003. (Replace Mike Benson)

Amy Hansen - 2nd Grade Spanish Immersion Teacher, Probstfield, BA+15 (0) \$21,622.33 (28047), effective January 6, 2003. (Replace Gladys Espejo)

Louanne Strom - 4th Grade Teacher, Probstfield, BA+45 (4) \$20,333.98 (35105), effective December 18, 2002. (Replace Joni Burns)

Jessica Delonais - Food Service, Junior High, \$7.20 per hour, 2.75 hours daily, effective January 6, 2003. (Replace Theresia Everding)

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
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Resignations

John Braun - General Studies Teacher, RRALC, effective January 20, 2003.

Gladys Espejo 2nd Grade Spanish Immersion, Probstfield, effective December 20, 2002.

Sylvette Lopez-Ruth Paraprofessional, Spanish Immersion, Probstfield, effective December 20, 2002.

Fahma Dahir - Somatic Paraprofessional, Senior High, effective immediately.

Early Retirement

Michael Siggerud - Assistant Principal, Senior High, effective August 15, 2003.

Dr. Nybladh thanked Mr. Siggerud for his long and distinguished career with Moorhead Area Public Schools.

Family/Medical Leave

Debra Bartholomay - MMI Teacher, Robert Asp, to begin approximately February 16, 2003 for eight weeks.

Kim Brewster - SLD Teacher, Thomas Edison, to begin approximately March 13, 2003 for six weeks.

Sally Hoogland - ECSE Teacher, EIS, to begin approximately April 21, 2003 for eight weeks.

Sue Speich - Physical Therapist, District Wide, to begin approximately March 31, 2002 for six weeks.

Family/Medical Leave Extension

Suzanne Nelson - SLD Teacher, Junior High, to extend until March 3, 2003.

Minutes - Approve the December 9, 2002 special and regular and December 16, 2002 special meeting minutes as presented.

Claims - Approve the January Claims, subject to audit, in the amount of \$1,590,143.19.

REGULAR MEETING
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General Fund:	\$696,470.73
Food Service:	69,767.14
Community Service:	35,628.38
Building Construction:	762,004.46
Townsite Fund	26,272.48
TOTAL	\$1,590,143.19

Motion carried 6-0.

COMMITTEE REPORTS: A brief report was heard regarding the Youth Advisory Committee meeting.

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

Elementary Transition Plan - Kevin Kopperud and Elementary Transition Committee members Matthew Naugle, Vicki Breneman and Vicky Anderson presented information related to teacher placement/assignment, educational programs and services, and the process for moving. The goal is to make recommendations related to the transition process.

A discussion was also held regarding the findings related to the Elementary Design Committee Study Group which included districtwide responsibilities and learning community beliefs.

DESIGN DEVELOPMENT FOR THE CURRENT JUNIOR HIGH AND ROBERT ASP SCHOOLS: Tim Zerr, Jim Cole and Kim Volk, Zerr-Berg Architects, Inc. and Terry Hart, Kraus-Anderson, provided a presentation on the completion of Design Development for the current Junior High and Robert Asp Elementary Schools. The presentation included detail related to interior and exterior finishes, site and building plans and cost estimates and work schedule.

Hohnadel moved, seconded by Tomhave, to approve the Design Development for the current Junior High and Robert Asp Schools as presented. Motion carried 6-0.

REGULAR MEETING
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FIRST READING OF POLICIES: The Board conducted a first reading on policies: District Care Team Committee (234), Activities Council (236), Health and Safety Protection (425), Employees as Vendors of School Supplies (445), Employee Right to Know - Exposure to Hazardous Substances (424), Student Transportation Eligibility Guidelines (720), School Owned Vehicle Reservation (722), and Facility and Site Improvements and/or Developments (701).

RECOMMENDATION FOR SCHOOL NAMING PROCESS: Tomhave moved, seconded by Ladwig, to establish a School Naming Task Force as presented and authorize the School Board Chair, the Superintendent and the Superintendent's Advisory Council to select the members of the School Naming Task Force. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Hastad requested a future update related to district's internet access and web filtering. Hohnadel encouraged full Board participation at the upcoming January 19-20 Clifton Taulbert event. Board members were informed that transportation was available and would leave Townsite Centre at 9:30 a.m. for the January 20 presentation at Concordia. A brief discussion was held related to travel arrangements to the MSBA conference in Minneapolis. Thompson, on behalf of the School Board, thanked Jim Cummings for his leadership as Chair and stated she appreciated him as an excellent role model.

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

Carol Ladwig, Clerk

REGULAR MEETING
BOARD OF EDUCATION
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PAGE 1

MEMBERS PRESENT: Jim Cummings, Lisa Erickson, Anton B. Hastad, Sonia Hohnadel, Carol A. Ladwig, Kristine Thompson, Bill Tomhave, and Dr. Larry P. Nybladh.

MEMBERS ABSENT: None.

CALL TO ORDER: Chairwoman Thompson 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: Hohnadel moved, seconded by Tomhave, to approve the agenda as revised. Motion carried 7-0.

WE ARE PROUD:

*** **We Are Proud** of Moorhead School Board Member Jim Cummings who has been honored by the Minnesota School Boards Association with the President's Award for 2002-03. The award recognizes those who complete 300 or more hours of attendance at MSBA and NSBA sponsored meetings and activities. Cummings was recognized at the 2003 MSBA Leadership Conference on January 16, 2003.

*** **We Are Proud** of the Moorhead Junior High School Knowledge Master Team for placing first in Minnesota and eighth in the nation in the Fall Knowledge Master Open held Dec. 4. Forty-one teams from Minnesota participated in the competition, and 851 middle school teams participated nationwide.

Members of the Knowledge Master Team are Alison Aadland, Mia Bonitto, Andrew Chen, Cameron Dailey-Ruddy, Loghman Fattahi, Peter Flom, Jeremy Holm, Nick Holschuh, Reed Langerud, Jacob Lundborg, Caroline Moos, Jayce Schmidt, Harrison Suits Baer, Melissa Theige and Sebastian Wai. Lois Brown is the team advisor.

**REGULAR MEETING
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***** We Are Proud** of the Moorhead Junior High Knowledge Bowl Team for completing a highly successful season. Moorhead earned the top four places at the first two nine-team meets. The team completed the season at the regional meet at Moorhead Junior High on November 27 by placing 1st, 2nd, 3rd, 4th and 15th out of 27 teams.

Knowledge Bowl team members are Alison Aadland, Jessamy Alto, Mia Bonitto, Elliot Cameron, Matt Cerar, Andrew Chen, Cameron Dailey-Ruddy, Patti Dailey-Ruddy, Peter Flom, Jimmy Foley, Billy Goracke, Loghman Fattahi, Nathan Hanson, Jeremy Holm, Tom Holmgren, Nick Holschuh, Sarah Kenz, Reed Langerud, Paul Lillehaugen, Jacob Lundborg, Caroline Moos, Samantha Neirby, Lynn Olson, Clare Palmer, Sabrina Sam, Jayce Schmidt, Harrison Suits Baer, Melissa Theige, Moriah Thielges and Sebastian Wai. Lois Brown is the team advisor.

***** We Are Proud** of Moorhead High School band students Lea Sims, Samantha Mattheis, Anna Bauer, Josie Mattheis, Colin Livdahl, Lindsey Marcy, Tom Hilde, Josh Trautner and Andrew Seaver for being selected by the Minnesota State University Moorhead music department for the Honor Band Festival. Students throughout North Dakota and Minnesota auditioned. Approximately 75 students are selected for membership. These students are sent music to prepare prior to the festival. They will perform the music at an evening concert on Feb. 8. Doug Engstrom is the Moorhead High band teacher.

***** We Are Proud** of School Board Members Bill Tomhave and Sonia Hohnadel for completing the Minnesota School Boards Association Leadership Development Program, which has been accomplished by successfully attending the Phase I, II and III Orientation workshops.

***** We Are Proud** of Dale Johnson, a special education teacher at Moorhead High School, for being honored by the Moorhead Human Rights Commission with a 2003 Human Rights Award. Johnson was recognized for helping his students participate in the Special Olympics, being involved in the pre-vocational program (a community-based program working with the city transit system), coordinating graduation ceremonies through the Arc of Clay County, and helping his students attend the prom. Johnson also works with outside agencies to get funds for activities outside school such as social services, residential care, and in-home support staff.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Gifts - Accept the Kid Kart (small adapted wheelchair) and accessories from Elisa Hernandez to be used in the Early Intervention services Program. The Kid Kart and accessories are valued at \$2,660. Accept the donation of tools and equipment from Michael Lehn, Project Director for Automotive Collaboration valued at \$40,000. The tools will be used in the Senior High Automotive Program.

New Employees

Faysal Hassan - Paraprofessional, ESL, Senior High, B21 (3) \$11.32 per hour, 6.5 hours daily, effective January 20, 2003. (Replace Fahma Dahir)

Resignations

Doug Hermann - Custodian, Senior High, effective January 16, 2003.

James Honek - Custodian, Edison, effective January 10, 2003.

Family/Medical Leave

Amina Salih - Paraprofessional, Partners in Learning, to begin in or about February 18, 2003 for 15 weeks.

Motion carried 7-0.

COMMITTEE REPORTS: Brief reports were heard regarding the Riverside PTAC, Edison PTAC, Instruction and Curriculum Advisory Committee, and American Indian Education Committee meetings.

PAY EQUITY IMPLEMENTATION REPORT: Erickson moved, seconded by Cummings, to approve the Pay Equity Implementation Report as presented and to submit the report to the Department of Employee Relations. Motion carried 7-0.

REGULAR MEETING
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BID PACKAGE ONE FOR NEW ELEMENTARY SCHOOL: Hohnadel moved, seconded by Tomhave, to approve the bid from MNDAC Concrete, Inc. in the amount of \$115,918 for bid division one of bid package one for the new elementary school. Motion carried 7-0.

Cummings moved, seconded by Ladwig, to approve the bid from Fargo Tank and Steel in the amount of \$248,812 for bid division three of bid package one for the new elementary school. Motion carried 7-0.

PURCHASE OF PERMANENT EASEMENT AT NEW ELEMENTARY SCHOOL: Ladwig moved, seconded by Erickson, to approve the sale of a 67' easement along 40th Avenue South, between Minnesota State Highway No. 75 and 14th Street South, and along 14th Street South, South of 40th Avenue South, to the City of Moorhead as described in the attached document. Motion carried 7-0.

JOINT POWERS AGREEMENT WITH CITY OF MOORHEAD: Tomhave moved, seconded by Erickson, to approve the Joint Powers Agreement as provided regarding the parking lot and street improvements around the Sports Center. Motion carried 7-0.

ASBESTOS ABATEMENT BID AUTHORIZATION: Erickson moved, seconded by Hohnadel, to authorize administration to advertise for bids regarding the asbestos abatement as described. Motion carried 7-0.

RESOLUTION FOR DISCONTINUING AND REDUCING PROGRAMS AND POSITIONS: Hohnadel moved, seconded by Ladwig, to direct administration to recommend reductions in programs and positions as deemed necessary in accordance with the attached resolution. Motion carried 7-0.

APPROVAL OF POLICY: Ladwig moved, seconded by Erickson, to approve policy, District Care Team Committee (234), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Cummings moved, seconded by Erickson, to approve policy, Health and Safety Protection (425), as presented. Motion carried 7-0.

**REGULAR MEETING
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APPROVAL OF POLICY: Hohnadel moved, seconded by Tomhave, to approve policy, Employees as Vendors of School Supplies (445), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Hohnadel moved, seconded by Ladwig, to approve policy, Employee Right to Know - Exposure to Hazardous Substances (424), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Ladwig moved, seconded by Erickson, to approve policy, Student Transportation Eligibility Guidelines (720). Motion carried 7-0.

APPROVAL OF POLICY: Erickson moved, seconded by Ladwig, to approve policy, School District Owned Vehicle Reservation (722). Motion carried 7-0.

APPROVAL OF POLICY: Cummings moved, seconded by Tomhave to approve policy, Facility and Site Improvements and/or Developments (701) as presented. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Hastad noted he had distributed a handout from MSBA related to parliamentary procedure. Cummings stated that MSBA will be sending information related to a bullying seminar he attended while at the leadership conference and would share once received. Cummings also questioned Dr. Nybladh if he had any information regarding tax free zones and how it might affect our levy. Dr. Nybladh responded that the issue was not yet clear and still up for debate in the legislation. Dr. Nybladh also commented on a Senate bill that would freeze salaries for all state employees for two years. Board members attending the Intergovernmental Retreat were asked to stay after the meeting to discuss travel arrangements.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 7:45 p.m.

Carol Ladwig, Clerk

OFFICE OF TEACHING & LEARNING MEMO #: I.03.128



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Board Dialog
DATE: February 3, 2003

Dan Markert, Gay Galles and John Stadter will present information on Children's Internet Protection Act (CIPA).

LAK/smw
Attachment

MEMO #: S-03-076

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent

DATE: February 4, 2003

RE: First Reading of Policies

Attached please find the policies, School Board Member Development (203) and Human Rights Committee (235), for your review.

:mde

Attachments

❖ Policies and Procedures ❖

Code: 203

Category: Policy of the School Board / Moorhead, MN

Section: 200 SCHOOL BOARD

Name: School Board Member Development

Adopted: 8/27/01

Revised:

Reviewed:

Policy: I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. All Moorhead School Board members are encouraged to participate in school board and related workshops and activities sponsored by the local, state and national school boards associations, as well as in activities of other educational groups. Funds for participation at such meetings will be allocated in the Annual Operating Plan as approved by the School Board.

B. School board members are expected to report back to the school board and share materials of interest gathered at various meetings and workshops.

C. New school board members will be provided the opportunity and encouraged, as required by Minnesota Statute 123B.09 Subd. 2, to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). Board clerks, as required by Minnesota Statute 204B.25, will attend state/county auditor training meetings related to municipal/county/school board elections every two years.

D. Moorhead school board members will be reimbursed for necessary expenses to attend meetings and conventions pertaining to school activities and objectives of the school board within approved policy and budget allocations of the school district relating to reimbursement of expenses involving attendance at workshops and conventions. (See Moorhead School Board Policy 840: Reimbursement for Travel, Professional Meetings, and Conferences.)

F. Attendance and selection of board members to attend the annual National School Board Association (NSBA) meeting will be at the discretion of the school board, with board members encouraged to attend one meeting during their term of office.

G. If the school board determines it is in the interest of the school district to have school board members attend other non-association state or additional national conferences as a school board representative, reimbursement of expenses by the district must be approved by the school board.

Legal References:

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

Minnesota Statute 204B.25 Subd. 4 (Training for Local Election Officials)

Cross-Reference:

Moorhead School Board Policy 722: School District Owned Vehicle Reservations

Moorhead School Board Policy 840: Reimbursement for Travel, Professional Meetings and Conferences

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❖ Policies and Procedures ❖

Code: 235
Category: Policy of the School Board / Moorhead, MN
Section: 200 SCHOOL BOARD
Name: Human Rights Committee
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

To review and discuss multicultural, gender fair, disability sensitive concerns and issues and annually present a progress report related to the ISD 152 Inclusive Education Plan for all learners to the Instruction and Curriculum Advisory Committee and to recommend appropriate revisions in the annual District 152 Inclusive Educational Plan every six years.

II. ORGANIZATION

The committee shall at a minimum consist of the following members: one (1) central office administrator; one (1) city-school liaison; one (1) home-school liaison; one (1) ESL educator; one (1) junior high student; one (1) senior high student; two (2) parents; two (2) non-licensed staff; one (1) board member; one (1) elementary principal; one (1) secondary principal; one (1) elementary teacher; one (1) senior high teacher; one (1) junior high teacher; one (1) Native American educator. Efforts should be made to have this committee represent the diversity of the community.

Level of Authority

A recommending body to the district administration and school board through the Instruction and Curriculum Advisory Committee responsible to the Superintendent of Schools.

Communications

Each committee member will solicit input from the stakeholders they represent.

III. SCHEDULE OF MEETINGS

Meets quarterly on the dates identified at the initial meeting of the year which will be called by the Superintendent or designee.

[Search Again](#)



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Moorhead School District Indian Education Committee Report
DATE: February 3, 2003

The Board has received the report of the Moorhead School Indian Education Committee. The recommendations of the committee and the transmittal as required by the state of Minnesota are attached. The recommendations of the committee have been reviewed by the Instruction and Curriculum Advisory Committee and the Human Rights Committee. Administration will review the report and develop a plan for action regarding the resolution. Sarah King, Faye Smiley-Aakre, Donna Longie and Bea Salverson will review the recommendations with the board.

SUGGESTED RESOLUTION: Move to receive the recommendations of the Moorhead School District Indian Education committee and direct administration to file the report with the Department of Children, Families, and Learning.

LAK/smw
Attachment

GENERAL INFORMATION AND INSTRUCTIONS: M.S., Section 126.51 requires that school districts which enroll ten or more American Indian students establish or identify a **PARENT COMMITTEE** (see discussion below) to afford parents the necessary information and opportunity effectively to express their views concerning all aspects of American Indian Education and the educational needs of the American Indian Children enrolled in the school or program, and to address the need for adult education programs for American Indian people in the community. The parent committee must review programs offered and develop its recommendations in consultation with the curriculum advisory committee (required by M.S., Section 126.666, Subd. 2), and review policies and procedures in the district and submit to the local school board a **RESOLUTION** reflective of parent and community views of program offerings, with applicable recommendations. In cases of non-concurrence, the school board is required to respond to the recommendations forwarded by the Parent Committee. M.S., Section 126.51, Subd. 1a requires the school boards of the above districts receiving such a resolution to submit a copy to the Minnesota Department of Children, Families and Learning (CFL) (use the above address).

This transmittal form is to be used to provide (1) applicable resolution/transmittal information and (2) the roster of the required parent committee. Submit this form on the above date with applicable sections completed, with or without the parent committee resolution and school board response attached, (as applicable) with an **ORIGINAL** signature of the district superintendent. If assistance is needed in completion of this form, please call (651) 582-8831.

DISCUSSION: The **PARENT COMMITTEE** shall be composed of parents of children eligible to be enrolled in American Indian education programs; secondary students eligible to be served; American Indian language and culture education teachers and aides; American Indian teachers; counselors; adult American Indian people enrolled in educational programs; and representatives from community groups. A majority of each committee shall be parents of children enrolled or eligible to be enrolled in the programs. The number of parents of American Indian and non-American Indian children shall reflect approximately the proportion of children of those groups enrolled in the programs. If a committee of parents of American Indian children has been or is established according to federal, tribal, or other state law, that committee shall serve as the committee required by this section and shall be subject to, at least, those requirements cited above. If the organizational membership or the board of directors of an American Indian school consists of parents of children attending the school, that membership or board may serve also as the parent committee.

IDENTIFICATION INFORMATION

School District Name	Moorhead Public Schools	District Number and Type	#152 #152
Name of Person Completing This Form	Donna Longie	Title	Home-School Liaison
		Telephone Number	(218) 284-3466

RESOLUTION/PARENT COMMITTEE INFORMATION

Check all applicable items and provide the requested information:

☐ This district does not have ten or more American Indian students enrolled, therefore no Parent Committee has been established, and no resolution/recommendations are attached (sign below and return the form to the above address).

☒ Resolution is attached:

Date passed by Parent Committee: 2 / 4 / 03

Date presented to Local School Board: 2 / 10 / 03

The attached resolution is a resolution of (check one):

☒ Concurrence

☐ Non-Concurrence

Recommendations are

☒ Included

☐ Non Included

with the attachment.

☐ Resolution is NOT attached. If not attached, explain: _____

☐ School Board Response is NOT attached. Explain: _____

☐ A Parent Committee has NOT been established. If checked, please explain why not, including discussion of any steps that have been taken to establish a parent committee: _____

The Minnesota Department of CFL, Indian Education Section, could provide assistance in the following area(s): ☐ Parent Committee Inservice

☐ Staff Development ☐ Other (explain): _____

The information provided on this form is true and accurate to the best of my belief and knowledge.

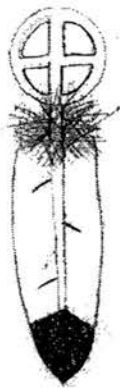
Signature - Superintendent of School District/Authorized Representative

Date

PARENT COMMITTEE MEMBERSHIP ROSTER

Identify the membership of your district's American Indian Education Programs Parent Committee below. List the chairperson first (include address of chairperson only), and provide the area of representation (i.e., parent, teacher, secondary student, counselor, etc.) for each committee member. Check (X) to indicate whether the member is an American Indian. Attach an additional page if more space is needed.

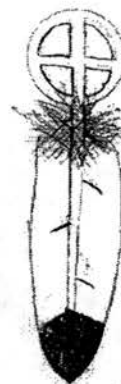
NAME OF COMMITTEE MEMBER	AREA OF REPRESENTATION	AMERICAN INDIAN?	
		YES	NO
1. Chairperson (include address, city and zip code): lea Salverson, 405 18 th St. North	parent	X	
2. Joyce Korte	parent	X	
3. Danielle Korte	Student Rep	X	
4. Sarah King	School Rep		X
5. Beth Fox	Parent	X	
6. Eerlon Fox Jr	Student Rep	X	
7. Vanessa Reyes	Parent	X	
8. Waylon Fox	Parent	X	
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Moorhead School District Indian Education Program

Sarah King, Indian Education Program Manager
Donna Norquay (Longie), Home School Liaison
Faye Smiley-Aakre, Resource Teacher
Bea Salverson, Indian Education Committee Chairperson

810 4th Ave. So.
Moorhead, MN 56560
(218) 284-3465



February 6, 2003

American Indian Education Resolution 02-03 (Final)

History and Process Information

American Indian students differ from those of other children in the country. Their cultural history and the laws surrounding American Indians has created a unique educational situation. Since 1924, Minnesota has assumed the responsibility for educating American Indian children residing in the state, on or off the American Indian reservations. Currently the drop out rate for American Indian students is the highest in the state (Approximately 60%). This holds true for the nation as well. Both the federal and state legislatures recognize that a more adequate education is needed for American Indian people. Federal and state laws mandate that American Indian children must receive education that acknowledges the heritage and culture of the American Indian people. The passing of the American Indian Education Act of 1988 requires that the state of Minnesota provide for the unique educational and culturally related academic needs of American Indian people. It also recognizes the need for more American Indian teachers in the state. Due to these educational mandates, some special programs and funding are provided by both the federal and state governments. These programs include:

Federal programs:

Title VII (Formerly Title IX)- This is a grant program funded under the Indian Education Act. This grant provides financial assistance to local education agencies to meet the unique educational and culturally related academic needs of American Indian children. Schools that have identified ten or more American Indian students are mandated by the Indian Education Act to have a parent advisory committee (LIEC). Grants are based on enrollment figures, \$ amount per student, with a minimum grant amount of 3,000 per district. This grant is administered by the Office of Indian Education within the Office of Elementary and Secondary Education in the U.S. Department of Education. In Moorhead this grant currently covers a portion of the American Indian Liaison's salary, a portion of the American Indian Resource Teacher's salary, American Indian program supplies, and tutoring. Moorhead has received this funding for the last 15 years except for last year, (grant application was submitted, but was lost in the mail). We have been funded for the current year based on enrollment figures of 170 students for a total amount of \$40,120.

Impact Aid- Federal program designed to assist states and local communities impacted by federal activities such as a military base, HUD housing, or a reservation. In these districts the federal presence reduces the local property tax base that ordinarily serves as a major source of school funding. Impact Aid is intended to help with this lost revenue. Moorhead does not qualify for these funds.

Johnson-O' Malley- The JOM Act was passed in 1934 and amended various times, but its main objective remains the same: To ensure that American Indian children receive the educational opportunities that would not otherwise be provided. JOM is a supplementary program. JOM also needs a parent committee (LIEC). JOM and Title VII committees may meet together. Contract holders for this grant are area reservations. Moorhead receives JOM funding through the White Earth Indian Reservation. Moorhead uses these funds for part of the American Indian Home School Liaison's salary, tutors, and American Indian program cultural supplies and activities. Funding was increased \$8000.00 for the current year due to carry over funds at the state level for a total of 16,000 for the current year.

Indian Home School Liaison Program- is a state funded program for school districts that have identified themselves as having 10 or more American Indian students. Indian Home School Liaisons work specifically with American Indian youth in Special Education or those students who are "at risk". Approximately 40% of the Indian Home School Liaison position is funded through the **Special Education Program** within the Minnesota Department of Children, Families, and Learning. The other portion of the salary is picked up by the local district or by the Title VII grants. In Moorhead, the Indian Home School Liaison's salary is proportionally funded by Special Education in relation to the number of American Indian students served in Special Education.

Title I- Moorhead receives Title I funding which is determined by the number of students receiving free and reduced lunch. Eligibility for Title I services is depended upon educational need. A portion of American Indian students are served through these funds in programs like Reading Recovery and reading/writing/math support.

State Programs:

Success for the Future Grants- This is a competitive grant that combined and increased the funds of two previous grants, the American Indian Language and Culture Education Grant and the Post-Secondary Preparation Grant. The funding limit for each school district is \$75,000. This is a five-year grant, depending on funding approval by the legislation each biennium. This grant is administered through the Office of Indian Education within the Minnesota Department of Children, Families and Learning. Moorhead applied in May of 2001 and appealed in November of 2001 but did not receive funding.

Support for American Indian Education- Funding for American Indian education programs for 6 school districts that have high concentrations of American Indian students.

American Indian Scholarships- Scholarships for full- and part-time American Indian college students in undergraduate and graduate education.

Indian Teacher Preparation Grants- Grants to be made jointly to a school district and a post-secondary institution to assist American Indian people in becoming teachers.

Indian Adult Basic Education Program- This is a program that provides American Indian adults with basic education instruction in order to meet GED requirements.

This Resolution comes about through the requirements of the American Indian Education Act of 1988. M.S., Section 126.51 requires that school districts which enroll ten or more American Indian students establish or identify a **PARENT COMMITTEE** to afford parents the necessary information and the opportunity effectively to express their views concerning all aspects of American Indian Education and the educational needs of the American Indian children enrolled in the school or program, and to address the need for adult education programs for American Indian people in the community. The parent committee must review programs offered and develop its recommendations in consultation with the curriculum advisory

committee (required by M. S., Section 126.666, Subd. 2), and review policies and procedures in the district and submit to the local school board a **RESOLUTION** reflective of parent and community views of program offerings, with applicable recommendations. In cases of non-concurrence, the school board is required to respond to the recommendations forwarded by the parent Committee. M.S., Section 126.51, Subd.1a requires the school boards of the above districts receiving such a resolution to submit a copy to the Minnesota Department of Children, Families and Learning (CFL).

A complete copy of the "American Indian Education Act of 1988" can be found online at **Minnesota: State Resources for Educating Linguistically & Culturally Diverse Students** at the following web address:
<http://www.ncbe.gwu.edu/states/minnesota/>

Moorhead Public Schools

American Indian Education Resolution 02-03

1. Staff Development

A comprehensive and on going staff development plan (including all support services staff) which addresses the unique needs of American Indian students must be implemented annually. The District Staff Development Committee needs to work with the plan. Communication between the chair of the Staff Development Committee and the Indian Education Committee needs to be ongoing.

Progress:

- Jan. 2000- E-mail & internet access & Oct. 2001-network connection has provided the Indian Education Program the ability to deliver timely staff development information to teachers and other staff members. Many staff have commented that this has been very significant & helpful.
- Apr. 2000- District Staff Development Committee funded an incentive grant for a project entitled "Basic Literacy Skills/Vocabulary Curriculum for American Indian Students in Lower Elementary Classrooms".
- Sept. 00-Dec. 02- Several research presentations by Dr. Olivia Melroe regarding "Patterns of Early Literacy Development in American Indian students," and discussions of implications have been presented to speech/language, social worker/psychologist, teacher/para groups, the reading curriculum committee, and the Local Indian Education (Parent) Committee.
- 2001- District Staff Development Committee supported Staff Development on Indian Education topics with a spring workshop session for Paraprofessionals, a summer academy opportunity for all staff, and a fall workshop opportunity for all staff. Communication between the Director of Staff Development and the Indian Education program has been ongoing and supportive.
- 00-02- District staff have been greatly encouraged to attend SEED (Seeking Educational Equity and Diversity) programs for training teachers/staff members in issues of Educational Equity.
- 00-02-Through the Research/Intervention project with MSUM, several teachers at each elementary building were provided with and given guidance in the use of the Phonemic Awareness Curriculum. A kit is available in each elementary building to accompany the curriculum.
- 01-02- Moorhead School District Human Rights Committee discussed staff development as it relates to diversity issues and included them in their action plans.
- Spring 2001- Two Indian Education staff have been trained to use Powerschool, increasing access to needed and timely information for internal recordkeeping and reporting to State and Federal granting agencies.

- Fall 2002, Title I and ESL staff were trained in "DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Curriculum Based Measurement" data collection to track at risk students' progress. It is being used in several buildings/classrooms in the district.
- All district staff are being exposed to diversity issues/information through District wide assemblies, workshops and e-mails (ex. Universal Declaration of Human Rights, Columbus Day information, Clifton Taulbert presentation.)
- Jan. 02-All staff were required to attend the presentation "Building Unity in Our Community" and "Eight Habits of the Heart" by Clifton Taulbert and encouraged to read his books.

In Process:

- Although the Indian Education Department now has access to Powerschool information, the system is not always helpful in gathering the kind of information needed for reporting purposes, (ex. access to test data). The District Technology Department has acknowledged the need to meet and discuss needs/changes.
- The Moorhead School District Human Rights Committee continues to meet several times a year to evaluate issues/action plans and evaluate progress as it relates to diversity issues including those for American Indian students in the district.

Weaknesses:

- Routine Indian Education Program introductions need to take place every fall at each building to inform staff about what is available to them regarding instructional support and materials, including training on the American Indian History, Culture and Language Curriculum and Phonemic Awareness curriculum. This has not happened for the last two years.
- Even though staff development opportunities have been offered for staff, there are many competing topics from which teachers can choose. Ongoing efforts of the Staff Development Committee, Indian Education, and the Human Rights Committee are needed to convey the importance of the information for non-native students as well as for American Indian students.
- Indian Education web page should be considered for development under the Learner Support Services section of the Moorhead Area Public Schools web site. The page would offer staff easier access to American Indian curricular information and materials.
- Promoting/Advertising Indian Education services through the web site and other printed promotional tools for the district could make Moorhead Schools more inviting to American Indian families and provide them with easier access to information.

Recommendations for Concurrence:

- Introductory information needs to be presented annually, preferably in the fall. The information needs to be presented at all buildings to all staff, not just licensed teachers. This will be set up with each building by the Indian Education Office Staff.
- Ongoing and timely promotion of the American Indian History, Culture and Language Curriculum and Phonemic Awareness curriculum needs to be done so that teacher planning can integrate them into classroom content and build it into the curriculum.

- Staff Development Committee and Indian Education Staff need to communicate consistently regarding American Indian educational needs and Staff Development offerings.
- More funds need to be available to purchase necessary American Indian curriculum and other books/materials/videos/software for all levels of education, Early Childhood through High School and adult education.
- The District needs to continue its efforts to support staff development opportunities like the SEED (Seeking Educational Equity and Diversity) program, Universal Declaration of Human Rights information, and Clifton Taulbert presentation for training teachers/staff members in issues of Educational Equity.

2. Special Education/Alternative Programs

The Assistant Superintendent of Teaching and Learning, the Learner Support Person, the Red River Area Learning Center Director, the Indian Education Program Manager, Special Education teachers, and principals will review the process of pre-referral, subsequent interventions and referral of American Indian students to Special Education and Alternative Education Programs on a yearly basis. An American Indian cultural representative needs to attend initial and successive IEP meetings.

Progress:

- Due to past in-service training like "Reducing Bias in Special Education Assessment for American Indian and African American students", Child Study Facilitators at meetings involving American Indian students, have begun to guide teams through more careful consideration of exclusionary factors and are placing more emphasis on implementing pre-referral strategies before assessment and placement in Special Education.
- In past years, the percentage of American Indian students in Special Education exceeded the average percentage in Moorhead Schools. During 2000-2001, the percentage of American Indian students in Special Education was more in line with the district average.
- Special Education Assessment team staff at most but not all buildings regularly send notice of Special Education meetings to the Indian Education Department so that American Indian Cultural Representatives can attend initial assessment and other IEP meetings for American Indian students.
- More and more parents have begun requesting that a Cultural Representative be present at meetings.
- 99-00- Three American Indian parents received initial training from Elizabeth Watkins from the MN Department of Children, Families and Learning to become American Indian Cultural Representatives for Special Education meetings.
- Teachers are beginning to contact the Indian Education staff as a pre-referral activity before a referral is made to Special Education.
- Student placement in the Alternative School and other alternative settings is being discussed and evaluated in several district committees.

In Process:

- New building plans and classroom configurations will provide better opportunities for pre-referral strategies and alternative teaching strategies.
- Targeted Services/EXCEL are implementing assessments and intervention curriculums for grades 2-12 to increase student success.

Weaknesses:

- Although the Indian Education Staff is receiving Child Study meeting notification from some buildings, efforts need to continue so that all buildings send notification routinely thus enabling an American Indian Cultural Representative to attend team meetings.
- It is difficult current staff to cover child study meetings involving American Indian children. In 99-00, three American Indian parents received initial training to become American Indian Cultural Representatives, however follow-up training/activities did not occur. More training opportunities and recruitment of volunteers is necessary.
- Although the percentage of American Indian students have been reduced in Special Education, the percentage is still greater when compared to overall rates of Special Education.
- American Indians are less than 3% of public school students, but 19% of RRALC students. Currently, 60% of Moorhead's 7-12th grade American Indian students are attending RRALC. Strategies and a variety of options need to be explored and implemented to support students in the regular educational setting.
- Although Child Study teams have begun to be more careful in thinking about the impact of exclusionary factors, and implementing pre-referral strategies, efforts need to continue so that more staff understand the process.
- Dr. Olivia Melroe's language research findings and its implications for Moorhead American Indian students need to be heard and understood by teachers in the district.

Recommendations for Concurrence:

- The Assistant Superintendent of Teaching and Learning, the Learner Support person, the Red River Alternative Learning Center Director, the Indian Education Program Manager, Special Education teacher representatives and principals need to review the process of pre-referral, subsequent interventions and referral of American Indian students to Special Education and Alternative Education Programs on a yearly basis.
- The Indian Education Staff needs to receive monthly notices of scheduled IEP meetings and or changes in meeting schedules from all of the schools, so that an American Indian cultural representative can be assigned to make a contact with parents prior to meetings and/or to attend team meetings.
- More teachers need to be aware that cultural representatives are available to be involved at the pre-referral stage.
- A current list of cultural representative needs to be readily available to teachers and other staff to address any cultural aspects pertaining to family or testing of students.

- Potential American Indian cultural representatives/advocates need to be sought, trained and paid an honorarium through Special Ed for attending training and Special Education meetings.
- The percentage of American Indian students being placed in alternative school classes needs to be dramatically reduced. Other types of academic supports need to be put into place to assure student success, such as para help; parent involvement.
- Staff training in "Reducing Bias in Special Education Assessment for American Indian and African American students" and similar presentations needs to continue and pre-referral processes need to be in place. Other types of academic supports need to be explored and teachers need to be informed of options.

3. Collaboration between School and Community Committees/Organizations

The District will continue to work with the Moorhead Healthy Community Initiative, the Moorhead Area Human Rights Committee, the Moorhead Justice Circle, Cultural Diversity, various Moorhead Public Services and other organizations or committees as needed. Two goals would be: to assist American Indian families in removing barriers which restrict them from participating in school and community activities and, to create welcoming environments for American Indian Families.

Progress:

- Spring 2000- Early Childhood Family Education and Clay-Wilkin Opportunity Council-Head Start through the American Indian Project offered American Indian parents and preschool children Positive Indian Parenting and other culturally related classes.
- Spring 2001- Indian Education and Early Childhood Family Education offered classes for American Indian parents and preschool children on culturally related topics and Positive Indian Parenting.
- 01-02- Staff from Early Childhood Family Education, Indian Education, and Minnesota State University Moorhead met to discuss ideas for further implementation of cultural topics to families with preschoolers.
- 99-02- The Indian Education Committee with financial support from Healthy Community Initiative offered cultural activities at the Red River Alternative Learning Center in a very successful program. The cultural coordinator relocated to another district discontinuing the program for 02-03.
- 00-02- Indian Education has offered beginning computer classes for parents several times at the Indian Education Office.
- Since 1999, Indian Education and other Moorhead School staff have attended community Justice Circle meetings/events and other related diversity activities to network with other agencies/groups in the Moorhead area for developing effective and ongoing community diversity awareness.

- Since Sept. 2000, The Moorhead School Human Rights Committee has again been meeting on a regular basis. The Indian Education Department has been notified of meetings and representatives have attended. The Committee has also collaborated with the City of Moorhead Human Rights Committee and the Moorhead Justice Circle to address community issues.
- The Moorhead School District has cooperated with other organizations through the Wraparound process for the benefit of American Indian families.
- Since 1997, Moorhead Public School and Indian Education have collaborated with MSUM on research, interventions, reducing bias, and other American Indian related projects.
- Community Education staff have been communicating with Indian Education staff on possible classes and resource persons available.
- Several American Indian 6-12th grade youth have been active on various boards/committees, (District Human Rights committee, Moorhead Healthy Community Initiative, Indian Education, Key Club, etc.)
- The Cultural Diversity program has had Indian Education Staff present materials at SEED trainings and participate in other cultural events.
- Networking between colleges and other community agencies has increased around educational issues for minority students and in collaborating to educate the community.
- 01-03- Moorhead Indian Education, Native American Christian Ministry, and the Native American Program/Good Medicine collaborated on several events for parents and children.
- Moorhead Healthy Community Initiative sponsored an American Indian Leadership Building Camp experience this past summer for American Indian Youth. 5 youth and 2 adults attended and will be volunteering community service hours in return for the experience. This registration and admission was funded by a grant from the Wilder Foundation and transportation was provided from MHCI. This program will continue this summer pending funding.
- The City of Moorhead Human Rights Committee and Justice Circles consulted with and invited the District Indian Education Staff for planning a Native American Awareness event for the community which took place this fall.
- A drumming and singing group was organized with volunteers and the assistance of the Moorhead Healthy Community Initiative and the Native American Christian Ministry.
- Moorhead Indian Education collaborated with Northern Plains Voices and Daughters of the Earth to sponsor a winter Gathering in December that was very well attended.
- Jan 02- Moorhead Public Schools collaborated with many organizations in the Moorhead/Fargo community to bring Clifton Taulbert's and his presentation "Building Unity in Our Community" the public and for staff.
- Monthly Home Visitor Meetings/Trainings have been available for district Liaisons to attend to discuss and find solutions to problems and to share information. Community Education and ECFE staff also attend these meetings.

In Process:

- NDSU has contacted Moorhead Public Schools to collaborate on an upward bound program for American Indian youth in grades 9-12 to begin in 04-05.
- Ways of providing continuing American Indian cultural activities are being discussed at the RRALC with the possibilities of a new coordinator.

Weaknesses:

- Although American Indian families with preschool children are not currently accessing available Early Childhood programs, these services are needed. At ECFE, lack of a qualified American Indian teacher and lack of funding to pay an extra teacher specifically for these classes were barriers.
- Networking between agencies has increased but needs continued sustained support to be effective. Written collaborative agreements between agencies would be helpful especially when trying to secure grant funds.

Recommendations for Concurrence:

- Additional funding through grantwriting activities is needed to support these collaborative efforts and staff time.
- As suggested by MSUM's Language research on American Indian students, collaborative efforts with preschool agencies, such as Head Start, ECFE, and Daycares would be beneficial for American Indian students and their families.
- Discussion on Digital Divide issues needs to continue.
- Truancy program issues regarding minority students needs to be discussed.

4. Optional Curricular Activities and Extra-Curricular Activities

A yearly discussion between the Activities Director and other leaders in curricular areas, the Indian Education Program Manager and others as needed, will occur. The mission is to find ways to assist American Indian students to participate in school activities and to reduce barriers as needed. The Indian Education Coordinator or representative will report to the Indian Education Committee to discuss the progress of this group.

Progress:

- 99-02, The Indian Education Committee with financial support from Healthy Community Initiative offered cultural activities at the Red River Alternative Learning Center in a very successful program. The cultural coordinator relocated to another district discontinuing the program for 02-03.
- Community Education staff have been communicating with Indian Education staff on possible classes and resource persons available.
- Cultural activities have been promoted through E-mails, newsletters, and flyers to District staff, mailings to parents, and newsletter posting on the Moorhead Public School Web site.

- Some students are accessing scholarship funds through Moorhead Healthy Community Initiative resources for help with fees and equipment.
- Moorhead Healthy Community Initiative sponsored an American Indian Leadership Building Camp experience this past summer for American Indian Youth. 5 youth and 2 adults attended and will be volunteering community service hours in return for the experience. This registration and admission was funded by a grant from the Wilder Foundation and transportation was provided from MHCI. This program will continue this summer pending funding.
- A drumming and singing group was organized with volunteers and the assistance of the Moorhead Healthy Community Initiative and the Native American Christian Ministry.
- PTAC's no longer require Indian Education programs to reimburse them for fees paid for American Indian youth.

In Process:

- Two years ago, Cultural activities were being promoted through the "District Diversity" Calendar on the District web site. This portion of the web sight was discontinued because there was not enough participation on it. At the present time, activities can be put on the district main calendar, but are not always included when submitted.
- Students on Free and Reduced meals have their extra curricular activity fees waived at the Senior High. PTAC's also pay some student fees for those that cannot afford them.
- The Moorhead Healthy Community Initiative after school activity coordinator is collaborating with the Indian Education staff to find American Indian cultural projects and materials for use with both Indian and non-Indian students. They are also planning on some collaborative efforts for cultural activities.
- Ways of providing continuing American Indian cultural activities are being discussed at the RRALC with the possibilities of a new coordinator.
- The process for collecting data on the participation of minority students in activities was cumbersome. Powerschool use and access has solved some of the data gathering problems.

Weaknesses:

- Three years ago, a meeting between the Activities Director, the Indian Education Director and the American Indian Resource Teacher took place to discuss extra curricular access issues for American Indian students. This needs to happen yearly.
- Many parents are unaware of the scholarship funds available through Moorhead Healthy Community Initiative and/or that the funding does not adequately help those that would like to participate in activities.
- 00-01- Cultural activities were being promoted through the "District Diversity" Calendar on the District web site. This portion of the web sight was discontinued because there was not enough participation by other groups on it. A meeting needs to be set up with other minority groups who would be interested in adding things to this calendar in order to reestablish its use.

Recommendations for Concurrence:

- Administrative support is needed to find ways to increase minority student participation in activities.
- The Activities Director, other leaders in curricular areas, and the Indian Education Director need to meet yearly to review proportional participation of American Indian students and discuss ways to increase student involvement.
- There needs to be more activity options open to students who don't start out in activities in Elementary school and/or who move into the District from other schools.
- There needs to be more funds/scholarships available to low-income students for activity fees and equipment purchases. Transportation is also a barrier for many American Indian students.
- American Indian students need to be **actively** recruited through all sources into extra-curricular activities. Many students assume there is no way that they can participate for various reasons. Promotion/recruitment/and support for parents and by parents for activities needs to begin at the elementary level.

5. Curriculum Evaluation

As the School District discusses the purchase of curriculum materials in its yearly cycle, input from the Local Indian Education Committee will be needed. The purpose is to assist curriculum teams to question bias in materials and identify alternatives if needed. The Local Indian Education Committee will have a representative on the ICAC and curriculum committees who will report to the Local Indian Education Committee on a monthly basis.

Progress:

- Indian Education Staff and the Local Indian Education Committee are being notified, invited, and representatives have attended the District ICAC meetings.
- A representative from Indian Education has been included on the Reading Curriculum Adoption Committee and has reported back to the Local Indian Education (parent) Committee. MSUM Research on American Indian literacy issues has been presented and discussed with the Reading Curriculum Review Core Committee.
- Last year, teachers and media specialists were sent some information on looking for American Indian bias in children's books.
- Teachers and paraprofessionals that attended workshops on American Indian topics last year were provided with American Indian curricular information and resources.
- An American Indian needs assessment is sent out yearly to teachers which asks what curriculum is needed to address American Indian educational needs.
- MSUM psychologist, Dr. Olivia Melroe's research results from the 97-98 study of Moorhead American Indian students English Language development, demonstrated that changes were required in delivery of curriculum. Interventions using a Phonemic Awareness curriculum were implemented in several K-2 classrooms at each elementary

school during 2000-2001. Follow-up results from the intervention demonstrated skill improvement in the students receiving the intervention. Several teachers were assisted with the curriculum. This research/intervention project has been continued through 01-02 and 02-03.

In Process:

- The Phonemic Awareness Intervention/Research through Dr. Melroe at MSUM will continue during the 2002-2003 school year through a renewed grant from the State Department of Children, Families and Learning. This process will assess the effectiveness of programs for American Indian students.
- The Phonemic Awareness Intervention Project is working in collaboration with the Moorhead Literacy Initiative as district reading curriculum is being reviewed.
- E-mail will continue to be used to pass along information on reducing bias in curriculum, books, web sites, etc.
- The Office of Teaching and Learning was given two forms as examples to use for assessing curriculum for cultural bias. The District is reviewing these and is developing/adapting their own version.

Weaknesses:

- Various departments need to consider diversity issues/materials when purchasing curriculum for the district. Communication between departments on what is being considered for purchase and what has been purchased is not effective.

Recommendations for Concurrence:

- When a form for evaluating curriculum is decided upon, the form needs to be used by the District Curriculum Review Committees to screen for cultural bias/stereotyping in the curriculum selection process. Results from the use of these forms need to be kept and reviewed in order to supplement curriculum in ways that address weaknesses in curriculum currently used or purchased. These reports need to be accessible by the Indian Education Department and other groups in the District.
- A representative or representatives of the Local Indian Education Committee needs to be on all the Curriculum Review Committees and to report back to the LIEC on curriculum being looked at by the District.

6. Curriculum Integration

The district will provide Staff Development opportunities to assist teachers in integrating the state adopted Indian Education curriculum, and other instructional materials needed for the effective teaching of American Indian students.

Progress:

- Since E-mail access was connected to the Indian Education office in January of 2001, curricular information and services have been more accessible to teachers and other staff. More teachers and other staff members have taken advantage of these services as a result.

- Increased staff development opportunities to present information on American Indian Educational topics has increased during staff development days and Academy offerings. Paraprofessionals that attended the spring 01 workshop and Staff that attended the fall 01 workshop on American Indian topics were provided with American Indian curricular information and resources.
- Curriculum issues have been addressed through e-mails to staff on several cultural topics with resources available. Staff have commented that this has been particularly helpful and useful.
- The State Adopted American Indian History, Culture and Language Curriculum was purchased for each school Media Center in the spring of 2000. This curriculum is now partially available on the CFL web site that allows for better access to it for teachers.
- The Early Childhood Family Education department also plans on purchasing the State Adopted American Indian History, Culture and Language Curriculum when it again becomes available in print.
- The Phonemic Awareness Curriculum which has been recommended by the Minnesota State University Moorhead American Indian Language research/intervention and the districts Literacy Initiative Program Manager was implemented in several classrooms in 00-01 & 01-02. It was also used with EXCEL summer school students in 02. It will continue to be promoted and used this year.
- More American Indian students have have been receiving assistance in reading skills through the Reading Recovery program in First grade than in its first years of implementation.
- Training has been offered to Title I, ESL, Special Education, and Targeted Services staff in the district on Dynamic Indicators of Basic Early Literacy Skills (DIBELS) Curriculum Based Measurement to assess and track at risk students and it is being used in several buildings/classrooms in the district.

In Process:

- New building plans and classroom configurations will provide better opportunities for pre-referral strategies and alternative teaching strategies.
- Targeted Services/EXCEL are implementing assessments and intervention curriculums for grades 2-12 to increase student success.
- The Phonemic Awareness curriculum will be purchased through staff development funds at Edison school for primary classrooms not receiving it through the MSUM research/intervention grant.

Weaknesses:

- Results of this years and last years American Indian Needs Assessments show that most teachers are still unaware of the curriculum available or if they are aware, are not using it for various reasons.
- Although some curriculum has been purchased, without adequate teacher training on the availability, need for, and proper use of the curriculum it is not going to be implemented. The current processes do not convey to teachers the underlying reasons and importance of why these curriculum materials and cultural issues need to be

addressed in their classrooms, not only to benefit American Indian students but all students, and without that information and understanding, much of the information presented will not be accessed.

- Acquisition of more multimedia products and materials related to American Indian curriculum are needed.
- Staff at the elementary schools were introduced to the programs/resources once in the last three years. None of the elementary schools have had staff introductions to the Indian Education programs, instructional support, and resources this year except what has been available through contact with the research/intervention process and e-mailed information.
- In order to adequately identify students in need of interventions, initial testing in Kindergarten and for students new to the district needs to be done and ways of tracking progress need to be adopted. This needs to be consistent throughout the district. This information is also needed for recordkeeping for reports/grant applications to state and federal funding agencies.
- Other Interventions for students struggling in 2nd grade-12th grade need to be explored and implemented.

Recommendations for Concurrence:

- Introductory information needs to be presented yearly, and preferably in the fall. The information needs to be presented at all buildings to all staff, not just licensed teachers.
- Adopted American Indian curriculum materials need to be presented to teachers in the spring so that planning can take place before class begins in the fall, with support workshops throughout the year as needed, to support teachers integration of the curriculum.
- A system needs to be in place to assess and track student progress that is consistent throughout the district, to identify students in need of further interventions. Students identified need to be provided with appropriate interventions.
- The Phonemic Awareness curriculum used in the intervention, as well as recommended as part of the Moorhead Literacy Initiative, needs to be purchased for remaining classrooms in the district so that teachers can be ready to integrate it into their curriculums in the fall. Training on the curriculum also needs to be provided. This could be part of the overall Reading curriculum adopted by the district as it would not only benefit American Indian students in the district but many students struggling in reading.

7. Secondary Education Issues

A counselor, classroom teacher, and secondary principal or representative will meet twice a year with the Local Indian Education Committee to discuss progress, issues, and solutions relevant to American Indian students.

Progress:

- Career fairs geared especially for American Indian students are available to attend.

- An American Indian Career Specialist visits with American Indian High School students two times a year.
- Tutoring is available for Jr. and Sr. high American Indian students during their study hall periods.
- An American Indian Home School Liaison has been hired for several hours a day at the Red River Alternative Learning Center.

In Process:

- Networking between colleges and other community agencies has increased around educational issues for minority students. Two years ago, the MSUM American Indian Student Educational Services offered to collaborate with the Indian Education department and the High School to help in the formation of a High School American Indian Student Organization. A meeting was held to discuss possibilities. More recently, several possible collaborative efforts between area colleges and the Moorhead Public Schools have been discussed.
- Efforts to coordinate services between area High School, Alternative school, the YES program and other High School educational options needs to be continued.
- NDSU has contacted Moorhead Public Schools to collaborate on an upward bound program for American Indian youth in grades 9-12 to begin in 04-05.
- New building plans and classroom configurations will provide better opportunities for pre-referral strategies and alternative teaching strategies.
- Targeted Services/EXCEL are implementing assessments and intervention curriculums for grades 2-12 to increase student success.

Weaknesses:

- Regularly scheduled ongoing discussions have not been put into place.
- Too many American Indian students are not getting their educational needs met in the traditional education setting resulting in the high proportions of American Indian students in the alternative programs and/or dropping out. New classroom configurations and school within a school plans may help but monitoring and conversation needs to continue.
- Availability of an American Indian counselor or at least counseling for American Indian students on topics relevant to them would be beneficial.

Recommendations for Concurrence:

- A counselor, classroom teacher, and secondary principal or representative, and the Indian Education committee representative need to meet twice a year to discuss progress, issues, and solutions relevant to American Indian students. This has not happened to date.
- Connections with local colleges and tribal colleges need to be strengthened to expand, promote, and encourage post secondary options for American Indian students.
- Efforts to coordinate services between area High School, Alternative school, the YES program and other High School educational options needs to be increased.

8. Community Education

A yearly meeting between the Local Indian Education Committee representative and Community Education representative will be held to discuss educational needs for American Indian adults and young children and to identify solutions. The Indian Education representative will report progress to the Indian Education Committee.

Progress:

- Three years ago, a spring meeting was held with Community Education, Indian Education, and Clay-Wilkin Opportunity Council to discuss Community Education needs for American Indians and American Indian related topics for the general community.
- Three years ago, Early Childhood Family Education teamed up with Clay-Wilkin Opportunity Council-Head Start and the Indian Education Programs through the American Indian Project to offer spring classes for American Indian parents and preschool children on Positive Indian Parenting and other culturally related topics and to offer preschool screenings and distribute other health related information at the spring Pow-Wow in cooperation with Clay County Public Health.
- Two years ago, the Indian Education program and the Early Childhood Family Education program offered spring classes for American Indian parents and preschool children on culturally related topics and Positive Indian Parenting sessions.
- The Indian Education Department has offered beginning computer classes for American Indian parents at the Indian Education office for the past two years and plans to offer them again this year.
- Community Education classes have been offered on American Indian Arts and Crafts, and have been well attended.
- Community Education staff have been communicating with Indian Education staff on possible classes and resource persons available.

In Process:

- Recruiting of qualified and willing American Indians for the teaching of Community Education classes has been a challenge and efforts need to be increased.
- Dialog on ideas to make Moorhead a more inviting place for American Indian families needs to continue.

Weaknesses:

- Cultural resource persons/teachers have been difficult to recruit.
- American Indian people attending Community Education classes have been few for various reasons.
- A Kindergarten Liaison to help involve preschool families in transition to school would be very instrumental in helping students be ready for school and in families that take a more active role in the education system.

Recommendations for Concurrence:

- Continued communication between departments and more active recruiting of American Indian presenters/teachers needs to continue.
- Ways need to be found to increase the number of families accessing Community Education and Early Childhood Family Education classes. Active recruiting and creating a welcoming atmosphere for American Indians in our classes/programs as well as understanding and finding ways to overcome barriers for them need to be addressed.

BUSINESS SERVICES MEMO#: B03.053



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: February 04, 2003

RE: Bid Package 1 New Elementary

On Thursday, January 23, 2003 at 2:00 p.m. the school district opened four bid divisions relating to the construction of the new elementary school. After consultation with Kraus-Anderson it has been determined that in the interest of maintaining the construction schedule bid divisions two and four should be rejected.

Suggested Resolution: Move to reject all bids for bid division two and four of Bid Package one for the new elementary school construction project.

MLW/dmh

BUSINESS SERVICES MEMO#: B03.052



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: January 28, 2003

RE: Commitment to Clay-Wilkin Opportunity Council

As you are already aware, the Clay-Wilkin Opportunity Council has requested space in the new Education Centre that will be located in the current Probstfield Elementary School. The collaboration between the Moorhead Area Public Schools and Clay-Wilkin Opportunity Council has been mutually beneficial for both parties. Current architectural plans at the new Education Centre indicate three classrooms being used by the Clay-Wilkin Opportunity Council for Headstart classrooms. To assist in the remodeling of this facility and its site, the Clay-Wilkin Opportunity Council has raised \$50,000.00 to date. It is the Councils hope that they will be able to generate another \$50,000.00 and possibly more by the time we occupy this building. Prior to distributing the \$50,000.00 to the school district, the Council needs to receive from the school board a long term commitment regarding the three classrooms at the new Educational Centre. Because of the positive educational impact that the school districts collaboration with the Council has on children and the financial assistance that the Council brings to the project, I am recommending that the Moorhead School Board approve the lease agreement as provided.

Suggested Resolution:

Move to approve the lease agreement between the Clay-Wilkin Opportunity Council and Moorhead Independent School District #152 as attached.

MLW/dmh
Attachment:

LEASE AGREEMENT

THIS LEASE AGREEMENT, is made effective this 4th day of February 2003, by and between Independent School District No. 152, a Minnesota Municipal Corporation, party of the first part, hereinafter referred to as "landlord" and Clay Wilkin Opportunity Council, party of the second part, hereinafter referred to as "tenant";

WHEREAS, the landlord desires to lease and demise to the tenant the premises hereinafter described; and

WHEREAS, the tenant desires to lease from the landlord the same property on the terms and conditions herein set forth,

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the above-named parties mutually agree as follows:

1. PROPERTY: Landlord does hereby lease to the tenant and the tenant hereby accepts the premises consisting of three classrooms located at the new Education Centre currently referred to Probstfield Elementary School.
2. TERMS: This lease shall extend and be in force for a period of twenty (20) years and lease rates will realize a 4% inflationary increase annually. Occupancy will be in late fall or early winter of 2004.
3. RENT: The tenant covenants and agrees to pay to the landlord, at its business office at 810 4th Avenue South, Moorhead, Minnesota 56560 or at such other location as may be designated by the Landlord, without deduction or set off whatsoever, rent as follows:

Financial contributions between \$50,000.00 and \$100,000.00 will result in a lease rate of \$7.00 per square foot.

Financial contributions between \$100,000.00 and \$150,000.00 will result in a lease rate of \$6.00 per square foot.

Financial contributions exceeding \$150,000.00 will result in a lease rate of \$5.00 per square foot.

Contributions will be based on those received by the school district prior to occupancy in late fall or early winter of 2004. The lease will run for 20 years and lease rates will realize a 4% inflationary increase annually.

4. CARE OF THE PREMISES/LEASEHOLD IMPROVEMENTS: The tenant shall keep the premises in good condition.

5. UTILITIES: Landlord shall pay to heat the premises and shall also pay for electricity.

6. INSURANCE:

(a) It shall be the duty of the landlord to insure the building against damage from fire, wind or any other casualty. However, should the occupancy of said premises by the tenant cause the present fire and liability insurance rates applicable thereto to be increased, the tenant shall pay the difference as additional rent and shall be paid to the landlord upon demand. Further, tenant agrees that landlord assumes no liability for loss of tenant's personal property resulting from fire, wind or any other casualty whatsoever except as may be attributed to landlord's negligence by a court of law. The landlord and the tenant do hereby mutually release and discharge each other from all claims and liabilities arising from or caused by any hazard covered by insurance on the leased premises or covered by insurance in connection with property or activities conducted upon the premises regardless of the cause of the damage or loss. This waiver or subrogation shall only relate to those liabilities and hazards which are covered by insurance.

7. DAMAGE OR DESTRUCTION OF PREMISES: If the premises shall be partially or totally damaged by fire or other casualty so as to become partially or totally untenable, the premises shall be rebuilt as soon as reasonably possible at the expense of the landlord, unless the landlord shall elect not to rebuild as provided below. If tenant's business is interfered with, the rent shall be reduced or completely abated in proportion to tenant's use until the premises are rebuilt. Notwithstanding the foregoing, if it will take in excess of 60 days from the date the damage occurred to rebuild and otherwise restore the premises, tenant shall have the option to terminate this lease.

If the complex shall be destroyed or damaged by fire or other casualty, to the extent of 30% or more of the cost of replacement, notwithstanding that the leased premises may be unaffected by fire or other occurrence, or if the premises or the building shall be damaged by a cause or casualty not covered by the landlord's insurance, landlord may elect to not rebuild and give notice to tenant of his election within 30 days after damage or destruction.

If landlord repairs or rebuilds after damage, landlord's obligations shall be limited to rebuilding or restoring the premises substantially the same as prior to the damage. Tenant shall be obligated to fully repair or replace all of its exterior and interior signs, trade fixtures, furniture, equipment, display cases, decorations, and other personal property and improvements originally installed by tenant at its expense.

8. CONDEMNATION: If any part of the premises are taken over or condemned for a public or quasi-public use and part remains which is susceptible of occupancy hereunder, this lease shall, as to the parts so taken, terminate on the date title shall vest in the condemner and rent payable shall be adjusted so tenant shall pay only that portion of the rent as the value of the part remaining bears to the value of the entire premises at the date of condemnation. In that event, landlord shall have the option to terminate this lease as of the date when title to the part condemned vests in the condemner. If all of the premises or a part thereof be taken or condemned so that there does not remain a portion susceptible for occupancy hereunder, this lease shall terminate.

The parties shall cooperate in applying for and in prosecuting any claim for condemnation award. The new award after deducting all expenses, including attorney's fees, shall be divided, and the tenant shall be entitled to that portion of the award which would be awarded for his leasehold interest and expense for moving its inventory, fixtures and property.

9. ASSIGNMENT AND SUBLETTING: Tenant shall not assign, sublet or mortgage this lease or any rights hereunder without the prior written consent of landlord. The landlord's consent shall not be unreasonably withheld. Tenant shall, however, continue to be liable for the rent and

performance of all covenants in the lease. Neither this lease nor any right hereunder shall be assignable by operation of law, including bankruptcy or other law relating to debtors, and no trustee, receiver, sheriff, creditor or purchaser at judicial sale, or any officer of any court shall acquire any right under this lease or to the possession or use of the premises or any part thereof without the prior written consent of the landlord. If this lease or any interest therein is levied on by any legal process against tenant which shall be allowed to remain thereon for a period of 30 days, it shall, at the option of the landlord, cause a termination of the lease.

10. DEFAULT: If tenant shall fail to pay the rent within five (5) business days after it has received notice of failure to pay the rent when due or be in default of any provision of this lease after receiving thirty (30) days written notice from landlord to cure such default, or if tenant shall make an assignment for the benefit of creditors, enter bankruptcy, receivership or insolvency, landlord may, at its election, then declare the term of this lease ended and re-enter the premises without forfeiture of rents to become due hereunder, either with or without process of law and to expel the tenant, and all persons on the premises, using force as may be necessary to repossess and enjoy the premises without prejudice to any other remedy which might be available. Landlord shall use due diligence to re-rent at a price and terms as landlord reasonably determines, and receive the rent applying it first to payment of the rent due under this lease, after all expenses of re-rental, including advertising, rental commission, decorating, repairs and maintenance. Tenant shall pay any deficiency and remain liable for failure to comply with all terms and conditions of the lease.

If tenant fails to pay part or all of the rent within ten days of its due date, the tenant shall also pay:

(1) A late charge equal to one percent (1%) of the unpaid rent; plus

(2) Interest at eighteen percent (18%) per annum or the maximum then allowed by applicable law, whichever is less, on the remaining unpaid balance, retroactive to the date originally due unpaid paid, but the interest accumulation shall stop after thirty (30) days unless landlord gives tenant notice within thirty (30) days of the date payment was due of tenant's failure to pay rent.

11. NOTICES: Any notice required or desired to be given by either party shall be deemed given if left at the address or deposited in the United States Post Office for certified mail, return receipt requested, postage prepaid, at his/its address as stated in this lease or at such other place as the party may designate in writing.

12. LIENS: Tenant shall not permit any mechanic's lien or other lien to stand against the property of the landlord arising out of any act or omission of tenant. Tenant may contest the validity or amount of any lien if tenant shall give landlord security required by landlord to insure payment or prevent any forfeiture of the property. Tenant shall pay any judgment and have all liens released or judgments satisfied at tenant's expense.

13. OPERATION: Tenant shall not abandon or vacate the leased premises and tenant shall use the premises solely for business purposes.

14. REQUIREMENTS OF PUBLIC AUTHORITY: Tenant shall comply with all covenant and restrictions of record, and all laws, ordinances and regulations of government authority which affect the premises, building, improvement, business or use thereof. Tenant shall obtain, at its own expense, all licenses and permits necessary for tenant's business.

The tenant understands and acknowledges that the landlord has made no representations, covenants or undertakings regarding the present zoning of the leased premises or any part thereof for any purposes or uses to which the tenant intends to utilize the property. The landlord does covenant and agree to cooperate with the tenant in any applications for zoning changes, if required, regarding any legitimate use of the property to be made by the tenant. In the event that the City of Moorhead does not permit the contemplated uses of the property by the tenant, then the tenant shall have the option to declare this lease agreement null and void as of the date of such action by the City, and the tenant shall thereafter have no further rights or further obligations under this lease agreement.

15. NON-WAIVER: No waiver by a party of any breach by the other of its obligations hereunder shall be a waiver of any other subsequent or continuing breach. Forbearance by a party to seek a remedy for any breach by the other shall not be a waiver of their rights or remedies with respect to the breach.

16. HOLDING OVER: If tenant shall continue to occupy the premises after termination of this lease, such occupancy shall create a tenancy at will only and shall not be a renewal of this lease. Tenant shall pay rent for the premises at the same rate per month as under the last preceding tenancy.

17. SURRENDER OF PREMISES: At the termination of this lease for any reason, tenant shall quit and surrender the premises in as good condition as when received, reasonable wear and tear and damage by the elements, or causes beyond tenant's control excepted.

Tenant may remove its fixtures, equipment and property installed by tenant at its own expense, provided it shall repair all damages caused by removal.

18. OBLIGATION OF PARTIES: The agreement in this lease shall be binding upon and enforceable by the parties, their heirs, representatives, successors and assigns.

19. COSTS OF COLLECTION: Should the landlord be compelled to commence or sustain an action at law to collect rent or to evict the tenant from the premises, the tenant shall pay all costs in connection therewith including a reasonable fee for the attorney of the landlord.

20. TAXES/SPECIAL ASSESSMENTS: The tenant shall pay to the landlord as additional rent the proportionate part of any taxes or special assessments now assessed or subsequently assessed on the land and building of which the leased premises is a part.

21. ACCESS: Tenant shall allow access of the premises by landlord or its authorized representative at any reasonable time during the life of this agreement for any purpose within the scope of this agreement.

22. RENEWAL: This rental agreement shall provide automatic renewal for successive terms of one year each under the present terms and conditions, except rent. Any adjustments for rental fees or other conditions of the lease shall require a 60 day written notice by the landlord to tenant, prior to expiration of the lease. If either party should desire not to renew the lease under the existing terms and conditions, then 60 days prior to expiration of the lease, written notice must be given to terminate the lease agreement. In the event that the landlord needs additional classroom space this lease will be terminated, with 60 day prior notification to be given to the tenant.

23. GOVERNING LAW: This lease covers property in Minnesota and shall be construed according to Minnesota law. Invalidity of any provisions of the lease shall not affect the validity of any other provisions.

IN WITNESS WHEREOF, the above-named parties have set their hands the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 152
810 4th Avenue South
Moorhead MN 56560

CLAY WILKIN OPPORTUNITY COUNCIL
715 11TH Street North
Moorhead MN 56560

By _____

By _____

Date _____

Date _____

5-M9-1365
2-24-03

INDEPENDENT SCHOOL DISTRICT #152

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

February 24, 2003

7:00 p.m.

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

ATTENDANCE:

Jim Cummings _____	Carol A. Ladwig _____
Lisa Erickson _____	Kristine Thompson _____
Anton B. Hastad _____	Bill Tomhave _____
Sonia Hohnadel _____	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 Junior High School Mathcounts team for placing first in the chapter competition held at Minnesota State University Moorhead on Wednesday, February 12, 2003. Team members were eighth graders Andrew Chen, Nick Holschuh, Paul Lillehaugen, and seventh grader Jayce Schmidt. Individuals were eighth graders Alex McCullough, Moriah Thielges, Sebastian Wai, and seventh grader Harrison Suits Baer. Andrew Chen captured first place in the individual and countdown rounds, Paul Lillehaugen placed second individual, Nick Holschuh placed

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fourth individual and second in the countdown round, Sebastian Wai placed fifth individual, and Moriah Thielges placed fourth in the countdown round. Andrew Chen, Nick Holschuh, Paul Lillehaugen, and Sebastian Wai will compete at the state Mathcounts competition in Plymouth on March 15th. The Mathcounts team is coached by Ken Welken. Mathcounts, a national competition, tests students on probability, statistics, linear algebra, and polynomials.

***** We Are Proud** of Lowell Buysse for being selected as the 2003 Moorhead Teacher of the Year. Buysse, a speech pathologist at Robert Asp, was selected October 29 by the Education Moorhead Communications Committee along with an additional representative from each building.

***** We Are Proud** of Kevin Kopperud, Edison Elementary Principal, for receiving the 2002 Distinguished Principal's Award for the western division of the Minnesota Elementary School Principals Association (MESPA). He received the award on February 15 at the MESPA Winter Institute Conference in Bloomington.

- 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 - Pages 8-9
 - (2) Acceptance of Grants - Pages 10-11
- B. BUSINESS SERVICE MATTERS - Weston

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PAGE 3

C. HUMAN RESOURCE MATTERS- Nielsen

- (1) Approval of New Employees - Page 12
- (2) Approval of Return from Leave of Absence - Page 13
- (3) Acceptance of Early Retirements - Page 14
- (4) Approval of Change in Employment Contract - Page 15

D. SUPERINTENDENT MATTERS - Nybladh

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. SMALLPOX VACCINATION MASS DISPENSING SITE AGREEMENT: Nielsen
Pages 16-21

Suggested Resolution: Move to approve the Mass Dispensing Site Agreement with the Clay County Public Health Department.

Moved by _____ Seconded by _____
Comments _____

5. 2003-2004 SCHOOL CALENDAR: Nybladh
Pages 22-24

Suggested Resolution: Move to approve the 2003-2004 School Calendar as presented.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - February 24, 2003

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6. **APPROVAL OF POLICY:** Nybladh

Pages 25-26

Suggested Resolution: Move to approve policy, School Board Member Development (203), as presented.

Moved by _____ Seconded by _____

Comments _____

7. **APPROVAL OF POLICY:** Nybladh

Pages 27-29

Suggested Resolution: Move to approve policy, Human Rights Committee (235), as presented.

Moved by _____ Seconded by _____

Comments _____

8. **APPROVAL OF ASBESTOS ABATEMENT BID PACKAGES:** Weston

Pages 30-33

Suggested Resolution: Move to approve the bid from VEIT Environmental Inc. in the amount of \$52,255.00 for the asbestos abatement work at Robert Asp Elementary.

Moved by _____ Seconded by _____

Comments _____

Suggested Resolution: Move to approve the bid from VEIT Environmental Inc. in the amount of \$64,945.00 for the asbestos abatement work at Moorhead Junior High School.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - February 24, 2003

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Suggested Resolution: Move to approve the bid from MAVO Systems in the amount of \$39,430.00 for the asbestos abatement work at Moorhead Senior High School.

Moved by _____ Seconded by _____

Comments _____

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

10. **ADJOURNMENT**

SCHOOL BOARD AGENDA - February 24, 2003**PAGE 6****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Technology Com	February 25	3:45 pm	Board Room
Asp PTAC	February 25	7 pm	Library
Riverside PTAC	February 25	7 pm	Library
Activities Council	February 26	7 am	Board Room
School Naming Task Force	February 27	7:30 pm	TC Room 266
Edison PTAC	March 3	7 pm	Library
Washington PTAC	March 3	6:30 pm	Library
Continuing Educ Com	March 4	6:45 am	T and T Cafe
Joint Powers Com	March 6	7 am	City Hall Basement
Junior High PTAC	March 6	7 pm	Library
School Board	March 10	7 pm	Board Room
Youth Adv Council	March 12	7 am	TBD
Indian Educ Com	March 13	5 pm	TBD
ECFE Adv Council	March 13	7 pm	Lincoln
School Naming Task Force	March 13	7:30 pm	Board Room
District Care Team Com	March 17	3 pm	TC Room 266
Staff Development Com	March 17	3:45 pm	Board Room
Senior High PTAC	March 17	6:30 pm	Library
Policy Review Com	March 17	7 pm	Board Room
Probstfield PTAC	March 17	7 pm	Library
Riverside PTAC	March 18	7 pm	Library
Com Ed Adv Council	March 18	7 pm	Board Room
Interagency Early Interv	March 19	12 pm	Family Service Ctr
Clay County Joint Powers Collaborative	March 19	3:30 pm	Family Service Ctr
Instr and Curr Adv Com	March 20	7 am	Board Room
Safety Committee	March 20	9:30 am	Board Room
Spec Ed Parent Adv Council	March 20	12 noon	TC Rm 266
Supt's Adv Council	March 20	7 pm	Board Room
School Naming Task Force	March 20	7:30 pm	TC Rm 266

SCHOOL BOARD AGENDA - February 24, 2003
PAGE 7

End of 3rd Quarter	March 21		
K - P/T Conf (day)	March 21, 24	No Kindergarten	
K-12 P/T Conf (5-8:30pm)	March 24		
K-12 P/T Conf (8-11, 12-4, 5-8:30)	March 25	No School	
School Board	March 24	7 pm	Board Room
Technology Com	March 25	3:45 pm	TBD
Asp PTAC	March 25	7 pm	Library
K-12 No School/Tchr Comp	March 26		
Spring Break/No School	March 27-28		

OFFICE OF TEACHING & LEARNING MEMO #: I.03.136



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Gift Acceptance
DATE: February 11, 2003

In a collaborative effort spanning the community, leaders from a dozen organizations, including the Moorhead Area Public Schools and Community Education, joined together to bring author and lecturer Clinton Taulbert to Moorhead in January 2003.

Taulbert shared his eight habits of the heart - nurturing attitude, responsibility, dependability, friendship, brotherhood, high expectation, courage and hope - during three presentations. He spoke to about 600 community members on January 19. On January 20, over 1,100 school district employees, college students, faculty, and staff, and community members heard his message. Taulbert also spoke to over 90 local leaders during a January 20 luncheon.

The following community organizations contributed funding for the Clifton Taulbert presentation on January 20, 2003:

Minnesota State University Moorhead	\$1,500.00
City of Moorhead	1,000.00
Centro Cultural de Fargo/Moorhead	1,000.00
Concordia College - Memorial Auditorium rent free	

SUGGESTED RESOLUTION: Move to approve the gifts of money for the Clifton Taulbert presentation from Minnesota State University Moorhead, \$1,500.00, City of Moorhead \$1,000.00, Centro Cultural de Fargo/Moorhead \$1,000.00, Concordia College - Memorial Auditorium rent free.

LAK/smw

OFFICE OF TEACHING & LEARNING MEMO #: I.03.140



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Gift Acceptance
DATE: February 12, 2003

The district has received 10 board games titled "Know Mosquitoes" from the City of Moorhead. The games will be given to the junior high science department to be used within their 7th grade curriculum.

SUGGESTED RESOLUTION: Move to approve the donation of 10 "Know Mosquitoes" board games from the City of Moorhead to be used within the 7th grade curriculum at the junior high.

LAK/smw

OFFICE OF TEACHING & LEARNING MEMO #: I.03.137



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Grant Acceptance
DATE: February 11, 2003

Moorhead Public Schools has received funding from Concordia College in the amount of \$1,500.00. The money will be used for collaboration between Concordia College and Moorhead Public Schools as an off campus teaching partner. Pre-service teachers will work with the Reading Recovery Teacher Leader to use the Predictive Assessment of Reading (PAR) with elementary students.

SUGGESTED RESOLUTION: Move to approve the funding from Concordia College in the amount of \$1,500.00 to be used to collaborate with an off-campus teaching partner.

LAK/smw

OFFICE OF TEACHING & LEARNING MEMO #: I.03.138



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Grant Acceptance
DATE: February 11, 2003

The district has approval of a \$31,400 entitlement grant from the Department of Children, Families and Learning for Title III for Elementary and Secondary Education. The Title III grant provides funding for English Language Learners.

SUGGESTED RESOLUTION: Move to accept the \$31,400 Title III grant for for the 2002-03 school year.

LAK/smw

MEMORANDUM

P 03.023

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: February 18, 2003
SUBJECT: New Employees

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

Kimberly Melander	General Studies Teacher, RRALC, BA+30 (3) .393 FTE, \$5667.57, effective February 10, 2003. (Replace John Braun)
Beatrice Salverson	Home School Liaison, RRALC, B21 (0-3) \$12.62 per hour, 16.25 hours per week, Non-Aligned Contract, effective February 11, 2002. (Replace John Braun)
Jeff McMaines	Custodian, Senior High, A12 (3) \$10.72 per hour, 8 hours per day, effective February 13, 2003. (Dai Dai Finton)
Mike Schaan	Custodian, Senior High, A12 (3) \$10.72 per hour, 8 hours daily, effective February 18, 2003. (Replace Doug Hermann)

Suggested Resolution: Move to approve the employment of Kim Melander, Beatrice Salverson, Jeff McMaines and Mike Schaan as presented.

RN:sh

MEMORANDUM P 03.024

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: February 18, 2003
SUBJECT: Return from Leave of Absence

The administration requests approval for return from Leave of Absence for the following person:

Catherine Rockstad Elementary Teacher, Probstfield, to return for the 2003-2004 school year.

Suggested Resolution: Approve the return from Leave for Catherine Rockstad, pursuant to Article 43, Section IV of the Teachers' 2001-2003 Master Agreement.

RN:sdh

MEMORANDUM P 03.025

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: February 18, 2003
SUBJECT: Early Retirement

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

Jeanne Ingersoll Librarian, Thomas Edison Elementary, effective June 5, 2003.
Carol Johnson Media Specialist, Robert Asp, effective January 30, 2004.
Stanley Olson Industrial Arts Teacher, Senior High, effective June 5, 2003.
Sandra Rasmussen Second Grade Teacher, Probstfield, effective June 5, 2003.
Wilma Shercliffe Special Education Teacher, Robert Asp, effective June 15, 2003.

Suggested Resolution: Move to accept the Early Retirement for Jeanne Ingersoll, Carol Johnson, Stanley Olson, Sandra Rasmussen and Wilma Shercliffe as presented.

RN:sh

MEMORANDUM P 03.026

TO: Dr. Larry Nybladh
FROM: Ron Nielsen
DATE: February 18, 2003
SUBJECT: Change in Employment Contract

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

Julie Anderson Secretary, Community Education, 6 hours to Secretary,
Community Education and ECFE, 8 hours, effective immediately.
(Replace half of Danelle Walker)

Suggested Resolution: Move to accept the change in contract for Julie Anderson as presented.

RN:sh

MEMORANDUM P 03.022

TO: Dr. Larry Nybladh
FROM: Ron Nielsen, Director of H.R.
DATE: February 18, 2003
SUBJECT: Smallpox Vaccination Site

As you are aware, the entire nation has been at work to counteract many threats of acts of terror against the American people. One of these threats is to spread the smallpox virus throughout the population. Smallpox causes death in up to 30% of those infected.

Vaccination of the U.S. population for smallpox halted in the early 1970's, and the disease was eliminated from the world's population in 1978.

Now as the threat of terrorists spreading the smallpox virus is more real, Federal and State officials are preparing to vaccinate the general population against the disease if the threat materializes.

There are several phases of preparation. The first phase involves the vaccination of health care workers. This phase has begun this week. The second phase will involve more health care, public safety and law enforcement personnel. Phase three will be the mass dispensing of the vaccine to the general population.

In preparation for phase three, the Clay County Public Health Department seeks to utilize the Moorhead Senior High School as a mass dispensing site. Under the leadership of Director Betty Wyndham-Kirsch, members of the public health department have been meeting with representatives from the district including high school and district administrators, health and safety representatives and school nurses. Attached is some general information about smallpox, a news release from the Minnesota Department of Health and the Mass Dispensary Site Agreement which we have jointly worked out. We will have Betty Wyndham-Kirsch at the Board meeting of February 24, 2003 to make a short presentation and will ask the School Board to approve a resolution to enter into the Mass Dispensing Site Agreement. We will then be able to move forward to work out the details and prepare for Phase three, should it be necessary.

Suggested Resolution: Move to approve the Mass Dispensing Site Agreement with the Clay County Public Health Department.

RN:sh

SMALLPOX VACCINE

WHAT YOU NEED TO KNOW

1 What is smallpox?

Smallpox is a serious disease.

It is caused by a virus called *variola*, which is spread from person to person through close contact.

Smallpox can cause:

- a severe rash, which can leave scars when healed
- high fever
- tiredness
- severe headaches and backache
- blindness
- death (in up to 30% of those infected)

The last case of smallpox was in 1978.

2 Why get vaccinated?

Smallpox vaccine protects people who work with smallpox or related viruses. It is also used to protect emergency response teams and others who are likely to be exposed to smallpox virus during a terrorist attack or emergency.

During an outbreak or emergency, smallpox vaccine can protect anyone exposed to smallpox virus.

3 Smallpox vaccine

Smallpox vaccine is made from a virus called *vaccinia*. *Vaccinia* virus is similar to smallpox virus, but less harmful. In a vaccine it can protect people from smallpox. The vaccine does not contain smallpox virus.

Getting the vaccine *before* exposure will protect most people from smallpox. Getting the vaccine *within 3 days after exposure* can prevent the disease or at least make it less severe. Getting the vaccine *within a week after exposure* can still make the disease less severe. Protection from infection lasts 3 to 5 years, and protection from severe illness and death can last 10 years or more.

4 Who should get smallpox vaccine and when?

Routine Non-emergency Use (No Outbreak)

- Laboratory workers who handle cultures or animals contaminated or infected with *vaccinia* or other related viruses (e.g., monkeypox, cowpox, *variola*).

- Public health, hospital, and other personnel who may have to respond to a smallpox case or outbreak.

Emergency Use (Smallpox Outbreak)

Who?

- Anyone directly exposed to smallpox virus.

When?

One dose as soon as possible after exposure.

Who?

People at risk of exposure to smallpox virus, such as:

- People in close contact with smallpox patients, such as family members.
- People involved in medical care, evaluation, or transportation of smallpox patients.
- Laboratory personnel who collect or process specimens from smallpox patients.
- Anyone else at increased likelihood of contact with infectious materials from smallpox patients.
- Other groups (e.g., medical, law enforcement, emergency response, or military personnel), as recommended by public health authorities.

When?

One dose when risk of exposure occurs or becomes known.

Vaccinated persons may need to be revaccinated after 3-10 years, if still at risk.

5 After the vaccination

A blister should form at the vaccination site. Later it will form a scab. Finally the scab will fall off, leaving a scar.

Until the scab falls off, you can spread *vaccinia* virus to other people or to other parts of your own body. To prevent this, keep this area loosely covered with a gauze bandage. (Health care workers may need additional measures, such as a semi-permeable dressing covering the gauze.)

Change the bandage every 1-2 days, and keep the area dry. Cover with a waterproof bandage while bathing. Don't touch the vaccination site and then another part of your body without washing your hands first. Don't scratch or put ointments on the vaccination site. Don't touch your eyes or any part of your body after changing the bandage or touching the vaccination site. Wash your hands after touching the vaccination site or bandages, clothing, sheets or towels that have touched the site. Put used bandages in a plastic zip bag before throwing them away. Do the same with the scab when it falls off. Launder items that have touched the vaccination site.

The vaccination site should be checked after about 7 days to make sure the vaccine is working.

Some people should not get smallpox vaccine or should wait.

Routine Non-emergency Use (No Outbreak)

- Anyone who has eczema or atopic dermatitis, or has a past history of either condition, should not get smallpox vaccine.
- Anyone with a skin condition that causes breaks in the skin (such as an allergic rash, severe burn, impetigo, chickenpox, shingles, or severe acne) should wait until the condition clears up before getting smallpox vaccine.
- Anyone whose immune system is weakened should not get smallpox vaccine, including anyone who:
 - Has HIV/AIDS or another disease, such as lupus, that affects the immune system.
 - Is being treated with drugs that affect the immune system, such as steroids for 2 weeks or longer.
 - Has leukemia, lymphoma, or most other cancers.
 - Is taking cancer treatment with x-rays or drugs.
- Pregnant women should not get smallpox vaccine.

Anyone who has close personal contact with a person who has any of the above conditions also should not get smallpox vaccine.

- People should not get smallpox vaccine who have ever had a life-threatening allergic reaction to polymyxin B, streptomycin, chlortetracycline, neomycin, or a previous dose of smallpox vaccine.
- People who are moderately or severely ill at the time the vaccination is scheduled should usually wait until they recover before getting smallpox vaccine.
- Breastfeeding mothers should not get smallpox vaccine.

Emergency Use (Smallpox Outbreak)

- Anyone who has been directly exposed to smallpox virus should be vaccinated, regardless of age, allergies, pregnancy, or medical conditions.
- Anyone who may have been exposed should follow the advice of their physician or public health officials.

What are the risks from smallpox vaccine?

A vaccine, like any medicine, can cause serious problems, such as severe allergic reactions. The risk of smallpox vaccine causing serious harm, or death, is very small.

Mild to Moderate Problems

- Mild rash, lasting 2-4 days.
- Swelling and tenderness of lymph nodes, lasting 2-4 weeks after the blister has healed.
- Fever of over 100°F (about 70% of children, 17% of adults) or over 102°F (about 15%-20% of children, under 2% of adults).
- Secondary blister elsewhere on the body (about 1 per 1,900).

Moderate to Severe Problems

- Serious eye infection or loss of vision, due to spread of vaccine virus to the eye.
- Rash on entire body (as many as 1 per 4,000).
- Severe rash on people with eczema (as many as 1 per 26,000).
- Encephalitis (severe brain reaction), which can lead to permanent brain damage (as many as 1 per 83,000).
- Severe infection beginning at the vaccination site (as many as 1 per 667,000, mostly in people with weakened immune systems).
- Death (1-2 per million, mostly in people with weakened immune systems).

For every million people vaccinated, between 14 and 52 could have a life-threatening reaction to smallpox vaccine.

People who come in direct contact with the vaccination site of a vaccinated person, or with materials that have touched the site, can also have a reaction. This is from exposure to virus from the vaccination site.

What if there is a moderate or severe reaction?

What should I look for?

- Any unusual condition, such as a high fever or behavior changes, severe rash over entire body, or a reaction that spreads from the vaccination site and does not get better. Signs of a serious allergic reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.

What should I do?

- Call a doctor, or get the person to a doctor right away.
- Tell your doctor what happened, the date and time it happened, and when the vaccination was given.
- Ask your doctor, nurse, or health department to file a Vaccine Adverse Event Reporting System (VAERS) form, call VAERS yourself at 1-800-822-7967, or visit their website at <http://www.vaers.org>.

How can I learn more?

- Ask your doctor or nurse. They can show you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-888-246-2675 (English)
 - Call 1-888-246-2857 (Español)
 - Call 1-866-874-2646 (TTY)
 - Visit CDC's smallpox website at <http://www.bt.cdc.gov/agent/smallpox/>



U.S. Department of Health & Human Services
Centers for Disease Control and Prevention
National Immunization Program



News Release



FOR IMMEDIATE USE
December 13, 2002

Contact: Buddy Ferguson
MDH Communications
(651) 215-1306

Dr. Harry Hull
State Epidemiologist
(612) 676-5414

State is prepared to implement plans for first phase of smallpox vaccination effort

*Initial effort would target a limited number of volunteers,
as part of state's preparations for a possible terrorist attack*

Officials at the Minnesota Department of Health (MDH) say they're ready to implement the first phase of the smallpox vaccination program announced today by President George W. Bush.

The state is prepared to start vaccinating between 5,000 to 10,000 Minnesotans within the next few weeks, under a plan submitted by MDH to federal officials on Dec. 9. The plan was developed in response to a request from the U.S. Centers for Disease Control and Prevention (CDC). All states were asked to submit vaccination plans.

MDH officials say the effort will focus on people who would be expected to play a key role in responding to an actual smallpox outbreak caused by an act of terrorism. That includes hospital personnel to care for smallpox patients, teams of professionals who could quickly vaccinate large numbers of people against smallpox, and public health workers who would investigate and respond to the outbreak.

Once vaccination begins, the first phase of the plan is expected to take about 30 days to complete. Once that's done, President Bush has indicated that the vaccination effort will be expanded to include a much larger group of people, including additional health care workers and public health personnel, emergency response workers, and personnel responsible for law enforcement and public safety. This second phase of the vaccination effort could involve as many as 200,000 people in Minnesota.

Ultimately, during an anticipated third phase of the vaccination program, President Bush has indicated that vaccination will be offered to anyone who wants it. However, the public health officials have emphasized that vaccination will not be recommended for the general public, because of the potentially significant health risks associated with the smallpox vaccine.

MDH officials say they are awaiting guidance from CDC before they begin preparations for the second and third phases of the vaccination effort.

The initial phase of the vaccination program is especially critical, officials said.

"The people we're considering for vaccination, during this initial phase, would have important jobs to do if we ever had to deal with an actual terrorist incident involving smallpox," said Dr. Harry Hull, Minnesota's State Epidemiologist. "They are the people who would be caring for the sick, investigating the outbreak, and taking steps to control it. They are the people who would be coordinating our response to a bioterrorism attack, and maintaining public order."

-more-

“If we ever do experience an actual smallpox attack, many of these people could be exposed to the illness in the course of doing their jobs,” Dr. Hull said. “But at that point, it may not be feasible for them to take time out so they can be vaccinated. They’re going to have too much to do.”

Groups that are being offered vaccination during phase one include:

- patient care teams in hospitals that are equipped to handle smallpox patients; emergency medical personnel
- other health care providers
- infectious disease investigation teams
- teams of people to administer the vaccine
- other critical public health personnel
- a limited number of emergency management, law enforcement, emergency response and critical infrastructure personnel

During phase one, only a limited number of people will be considered for vaccination in some of these groups. Many more of them will be included during phase two.

Under the Dec. 9 plan, MDH staff and local public health personnel from around the state will be responsible for administering the vaccine during phase one.

Although vaccination would be available to anyone during phase three, health officials are advising against it for most people. Because the vaccine can have serious, potentially fatal side effects – and because it still offers protection even after a person has already been exposed to smallpox – health officials are not recommending smallpox vaccination for the general public. In the event of an actual outbreak, most people would still have time to get vaccinated after the first cases of smallpox had already been reported. Only “emergency responders” – the people targeted by the first and second phases of the vaccination effort – would need to be vaccinated in advance.

Dr. Hull emphasized that participation in any phase of the proposed vaccination effort would be completely voluntary – and some people should never get the vaccine unless there’s an actual smallpox attack. “Nobody will be required to get a smallpox vaccination,” Hull said. “We also won’t be vaccinating anyone who is at high risk of having a bad reaction to the vaccine.”

Those high-risk groups include:

- people who might be allergic to the vaccine
- pregnant women and nursing mothers
- people with medical conditions that could weaken the immune system
- people taking medications or receiving medical treatment that could weaken the immune system
- people with certain types of skin conditions.

Dr. Hull also emphasized that, while the risk of a smallpox attack is believed to be very low, it still can’t be ignored.

“The actual likelihood of a terrorist attack involving smallpox can’t be known or calculated with any kind of precision,” he said. “But if such an incident did ever occur, we know that the results would be devastating. That’s why we’re proceeding with this effort.

CDC currently controls available supplies of the smallpox vaccine. The states will be given enough vaccine to carry out their vaccination plans – which are now in the process of being approved by CDC.

-MDH-

MASS DISPENSING SITE AGREEMENT

This agreement is made and entered into between the Moorhead Area Public School District #152 School Board located in Clay County, State of Minnesota; and the Clay County Public Health Department.

The Clay County Board of Commissioners, as the County Board of Health, delegates responsibility to the Clay County Public Health Department to prevent and control communicable diseases. The Moorhead Area Public School District School Board authorize the Clay County Public Health Department to use Moorhead Senior High School building grounds, and equipment for mass clinics required in the conduct of disease prevention and control activities and wishes to cooperate with the Clay County Public Health Department for such purposes.

The parties here do mutually desire to reach an understanding that will result in making the aforesaid facilities of Moorhead Senior High available to the Clay County Public Health Department for the aforesaid use. Now, therefore, it is mutually agreed between the parties as follows:

1. The Moorhead Area Public School District #152 agrees that, after meeting its responsibilities to students, staff and clients, will permit, to the extent of its ability and upon request of the Clay County Public Health Department, the use of its physical facilities at Moorhead Senior High School and equipment, by the Clay County Public Health Department within 24 hours of the request and for the time period being requested, for mass clinics for disease prevention and control activities.
2. The Clay County Public Health Department agrees that it shall exercise reasonable care in the conduct of its activities in such facilities, and further agrees to replace or reimburse the Moorhead School District for any supplies or equipment that may be used or damaged by the Clay County Public Health Department in the conduct of its mass clinics.
3. The Clay County Public Health Department agrees that the School District will have no liability in these processes.
4. If transportation needs for the mass dispensing process are met by the Moorhead Area School District, the costs of these needs will be reimbursed to the district by the county.
5. This agreement may be canceled by either party by submitting a Thirty (30) day cancellation notice to the other party at the address listed on the bottom of this agreement.

It is witness thereof, the School Board of the Moorhead Area Public School District #152 agreement to be executed by the Chairperson of the School Board, and the Clay County Public Health Department agreement to be executed by _____. Said agreement to become effective and operative upon the fixing of the last signature and date and originals given to each party.

Signatures to the Agreement:

Clay County Public Health Department
715 11th St. North
Moorhead, MN 56560


Kristine Thompson School Board Chairperson
Moorhead Public School District
810 4th Avenue South
Moorhead, MN 56560

Date

Date

MEMO #: S-03-077

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent 

DATE: February 10, 2003

RE: 2003-2004 School Calendar

The attached proposal for the 2003-2004 School Calendar was developed by the District's Calendar Committee. The committee's decision-making process provided for input and review by all district staff.

While I am supportive of the approval of this proposed calendar at this time, I also want to alert the School Board that we may need to revisit this matter in the upcoming months. In light of pending legislative action which might impact decision making about the 2003-2004 School Calendar and in consideration of school construction schedule implications, another review of calendar options may become necessary.

Suggested Resolution: Move to approve the 2003-2004 School Calendar as presented.

LPN:mde
Attachments

July 2003					August					September				
1	2	3	4					1		①	2	3	4	5
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	15	16	17	18	19
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26
28	29	30	31		25	26	27	28	29	29	30			
October					November					December				
	1	2	3		[3]	4	5	6	7	1	2	3	4	5
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
13	14	15	16	17	17	18	19	20	(21)	15	16	17	18	19
20	21	22	23	24	(24)(25)	26	27	28		22	23	24	25	26
27	28	29	30	31						29	30	31		
January 2004					February					March				
	1	2			2	3	4	5	6	1	2	3	4	5
5	6	7	8	9	9	10	11	12	13	8	9	10	11	12
12	13	14	15	16	16	17	18	19	20	15	16	17	18	19
19	20	21	22	23	23	24	25	26	27	22	23	24	25	(26)
26	27	28	29	30						(29)	(30)	31		
April					May					June 2004				
	1	2			3	4	5	6	7	1	2	3	4	
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	31					28	29	30		

- ☐ Staff Workshops/No School for Students
☐ District Staff Development Day/No Classes
☐ Vacation
☐ P/T Conference
 — Teacher Comp. Day

Snow Make-Up:

June 3, 4 and beyond

Payroll Dates:

July 31, 2003
 August 29
 September 30
 October 31
 November 25
 December 19
 January 30, 2004
 February 27
 March 30
 April 30
 May 28
 June 30

2003-2004 SCHOOL CALENDAR

2003			2004 continued....		
Aug.	27-29	K-12 Staff Workshops	Jan.	27	Basic Standards Test (Writing)
	28	Back to School Night (elem./J.H.)	Feb.	3	Basic Standards Test (Math)
Sept.	1	Labor Day		5	Basic Standards Test (Reading)
	2	K-12 Classes Begin		16	President's Day Holiday
	4	Back to School Night (Sr. High)		17	K-12 Staff Development Day
Oct.	16-17	Education Minnesota (EM)	March	9-10	MCA (Grade 3 & 5 Reading, Grade 10 Reading & Grade 11 Math)
	31	End of 1st Quarter		11	MCA (Grade 5 Writing)
Nov.	3	K-12 Staff Development Day		15-16	MCA (Grade 3 & 5 Math)
	10-14	ITBS Testing (Elem.)		24	End of 3rd Quarter
	21, 24	K - P/T Conferences (day)		26, 29	K - P/T Conferences (day)
	24	K-12 P/T Conferences (5-8:30 p.m.)		29	K-12 P/T Conferences (5-8:30 p.m.)
	25	K-12 P/T Conferences (8-11, 12-4, 5-8:30)		30	K-12 P/T Conferences (8-11, 12-4, 5-8:30)
	26	K-12 No School/Teacher Comp.		31	K-12 No School/Teacher Comp.
	27-28	Thanksgiving Holiday			
Dec.	22	Winter Break Begins	April	1-2	Spring Break/No School
				8, 14-15	BST - Seniors Only
Jan.	5	K-12 Classes Resume		9	Holiday/No School
	13	MCA (Grade 7 Reading)		12	K-12 Staff Development Day
	14	MCA (Grade 7 Math)	May	31	Memorial Day Holiday
	19	Martin Luther King Jr. Day/	June	2	Last Day for K-12 Students
		K-12 Staff Workshops		4	Last Day for K-12 Staff/Workshops
	23	End of 2nd Quarter/Semester		6	Graduation

**MOORHEAD PUBLIC SCHOOL CALENDAR
2003-2004**

Month	Student Contact Days	Professional Development Days	Teacher Conference Days	Vacation	EM	Comp Days	Total
August	0	3					3
September	21			1			21
October	21				2		21
November	15	1	1	2		1	18
December	15			8			15
January	19	1		2			20
February	18	1		1			19
March	21		1	0		1	23
April	18	1		3			19
May	20			1			20
June	2	2					4
Totals	170	9	2	18	2	2	183

Statutory Considerations:

A school board's annual
Calendar must include at
Least three additional days
Of student instruction or staff
Development training... beyond
The number of days of student
Instruction... at the beginning of
The 1996-97 school year (173)

Contractual considerations:

177 teaching contact
no earlier than Aug 26/no later than
June 13

MEMO #: S-03-078

TO: School Board

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

DATE: February 18, 2003

RE: Approval of Policy

Attached please find the policy, School Board Member Development (203).

Suggested Resolution: Move to approve policy, School Board Member Development (203), as presented.

:mde

Attachment

❖ Policies and Procedures ❖

Code: 203

Category: Policy of the School Board / Moorhead, MN

Section: 200 SCHOOL BOARD

Name: School Board Member Development

Adopted: 8/27/01

Revised:

Reviewed:

Policy: I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. All Moorhead School Board members are encouraged to participate in school board and related workshops and activities sponsored by the local, state and national school boards associations, as well as in activities of other educational groups. Funds for participation at such meetings will be allocated in the Annual Operating Plan as approved by the School Board.

B. School board members are expected to report back to the school board and share materials of interest gathered at various meetings and workshops.

C. New school board members will be provided the opportunity and encouraged, as required by Minnesota Statute 123B.09 Subd. 2, to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). Board clerks, as required by Minnesota Statute 204B.25, will attend state/county auditor training meetings related to municipal/county/school board elections every two years.

D. Moorhead School Board members will be reimbursed for necessary expenses to attend meetings and conventions pertaining to school activities and objectives of the school board within approved policy and budget allocations of the school district relating to reimbursement of expenses involving attendance at workshops and conventions. (See Moorhead School Board Policy 840: Reimbursement for Travel, Professional Meetings, and Conferences.)

F. Attendance and selection of board members to attend the annual National School Board Association (NSBA) meeting will be at the discretion of the school board, with board members encouraged to attend one meeting during their term of office.

G. If the school board determines it is in the interest of the school district to have school board members attend other non-association state or additional national conferences as a school board representative, reimbursement of expenses by the district must be approved by the school board.

Legal References:

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

Minnesota Statute 204B.25 Subd. 4 (Training for Local Election Officials)

Cross-Reference:

Moorhead School Board Policy 722: School District Owned Vehicle Reservations

Moorhead School Board Policy 840: Reimbursement for Travel, Professional Meetings and Conferences

Search Again

MEMO #: S-03-079

TO: School Board

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

DATE: February 18, 2003

RE: Approval of Policy

Attached please find the policy, Human Rights Committee (235).

Suggested Resolution: Move to approve policy, Human Rights Committee (235), as presented.

:mde
Attachment

❖ Policies and Procedures ❖

Code: 235
Category: Policy of the School Board / Moorhead, MN
Section: 200 SCHOOL BOARD
Name: Human Rights Committee
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

The purpose of this policy is to review and discuss multicultural, gender fair, disability sensitive concerns and issues and annually present a progress report related to the Moorhead Area Public Schools (ISD 152) Inclusive Education Plan for all learners to the Instruction and Curriculum Advisory Committee and to recommend appropriate revisions in the annual Moorhead Area Public Schools (ISD 152) Inclusive Educational Plan every six years.

II. GENERAL STATEMENT OF POLICY

A. Organization

The committee shall at a minimum consist of the following members: one (1) central office administrator; one (1) city-school liaison; one (1) home-school liaison; one (1) ESL educator; three (3) students; two (2) parents; two (2) non-licensed staff; one (1) board member; one (1) elementary principal; one (1) secondary principal; one (1) elementary teacher; one (1) senior high teacher; one (1) junior high teacher; one (1) Native American educator, one (1) community representative. Efforts should be made to have this committee represent the diversity of the community.

B. Level of Authority

A recommending body to the district administration and school board through the Instruction and Curriculum Advisory Committee responsible to the Superintendent of Schools.

C. Communications

Each committee member will solicit input from the stakeholders they represent.

D. Schedule of Meetings

Meets quarterly on the dates identified at the initial meeting of the year which will be called by the Superintendent or designee.

Legal References:

Minnesota Statute 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minnesota Statute Chapter 363 (Minnesota Human Rights Act)
Minnesota Statute 626.556 et seq. (Reporting of Maltreatment of Minors)
Minnesota Statute 609.341 (Criminal Offenses)
42 U.S.C. 2000e et seq. (Title VII of the Civil Rights Act)

Cross References:

Moorhead School Board Policy 570: Prohibition of Harassment and Violence

Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination
Moorhead School Board Policy 501: Equal Educational Opportunity
Moorhead School Board Policy 502: Student Disability Nondiscrimination
Moorhead School Board Policy 503: Student Parental, Family and Marital Status
Nondiscrimination
Moorhead School Board Policy 231: Instruction and Curriculum Advisory
Committee

[Search Again](#)

BUSINESS SERVICES MEMO#: B03.055



To: Dr. Larry P. Nybladh

From: Mark Weston *ms*

Date: February 19, 2003

RE: Bid Package Asbestos

This afternoon at 2:30 p.m. bids for asbestos removal for Robert Asp Elementary, Moorhead Junior High and Moorhead Senior High School were opened. Attached you will find the bid tabulation forms reflecting the three separate bid divisions. The bids came in at approximately \$2.80 per square foot for the removal of floor tile and mastic. Pre bid estimates were between \$2.75 & \$3.50.

The scope of work for each of the projects has been broken into two separate phases. The first phase will begin on March 25 and go until March 29, with the exception of Robert Asp Elementary, which will have a start date of March 22. The second phase of all three projects runs from June 9 until June 18.

Suggested Resolution: Move to approve the bid from VEIT Environmental Inc. in the amount of \$52,255.00 for the asbestos abatement work at Robert Asp Elementary.

Suggested Resolution: Move to approve the bid from VEIT Environmental Inc. in the amount of \$64,945.00 for the asbestos abatement work at Moorhead Junior High School.

Suggested Resolution: Move to approve the bid from MAVO Systems in the amount of \$39,430.00 for the asbestos abatement work at Moorhead Senior High School.

MLW/dmh
Attachment

Bid Tabulation Form
Moorhead Public Schools
High School
Asbestos Project 2003

	<i>On time</i>	<i>Duplicate</i>	<i>Insurance</i>	<i>Bid Bond</i>	<i>Pre-Bid</i>	<i>Bid Form</i>	<i>Qualifications</i>	<i>Non-collusion</i>	<i>Addendum</i>	<i>Bid Amount</i>	<i>VAT/Mastic</i>	<i>Carpet/VAT/Mastic</i>	<i>Glovebag</i>	<i>Carpet Only</i>	<i>Mastic Only</i>	<i>Low Bidder</i>
Envirobate	x	x	x	x	x	x	x	NO		46,900	3.00	3.50	75.00	.50	1.50	
HSI																
MAVO	x	x	x	x	x	x	x	x	x	39,430	3.10	3.60	75.00	.50	1.25	x
TRAC																
VCI																
Veit	x	x	x	x	x	x	x	x	x	71,646	4.00	4.50	91.00	2.80	3.00	

Opened by: _____

Witness _____
 Dave Gutterud

Date: _____

Time: _____

Bid Tabulation Form

Moorhead Public Schools

Junior High School

Asbestos Project 2003

	On time	Duplicate	Insurance	Bid Bond	Pre-Bid	Bid Form	Qualifications	Non-collusion	Addendum	Base Bid Amount	VAT/Mastic	Carpet/VAT/Mastic	Glovebag	Low Bidder
Envirobate	x	x	x	x	x	x	x	x	N/A	86,200	3.50	3.90	80.00	
HSI														
MAVO	x	x	x	x	x	x	x	x	N/A	67,740	3.10	3.60	75.00	
TRAC														
VCI	x	x	x	x	x	x	x	x	N/A	67,900	2.75	3.00	75.00	
Veit	x	x	x	x	x	x	x	x	N/A	64,945	3.50	3.75	91.00	x

Opened by: _____

Witness _____
Dave Gutterud

Date: _____

Time: _____

Bid Tabulation Form

Moorhead Public Schools

Robert Asp Elementary

Asbestos Project 2003

	On time	Duplicate	Insurance	Bid Bond	Pre-Bid	Bid Form	Qualifications	Non-collusion	Addendum	Bid Amount	VAT/Mastic	Carpet/VAT/Mastic	Glovebag	Low Bidder
Envirobate	x	x	x	x	x	x	x	x	NO	72,900	3.50	3.90	80.00	
HSI														
MAVO	x	x	x	x	x	x	x	x	x	56,420	3.35	3.85	75.00	
TRAC														
VCI														
Veit	x	x	x	x	x	x	x	x	x	52,255	3.50	3.75	91.00	x

Opened by: _____

Date: _____

Witness _____
Dave Gutterud

Time: _____