



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

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.

INDEPENDENT SCHOOL DISTRICT #152

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

March 8, 2004

Tour of S.G. Reinertsen Elementary School
1201 40th Avenue South
5:00 p.m.

Regular School Board Meeting
7:00 p.m.
Board Room - Townsite Centre

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

ATTENDANCE:

Lisa Erickson _____	Mike Siggerud _____
Cindy Fagerlie _____	Kristine Thompson _____
Sonia Hohnadel _____	Bill Tomhave _____
Carol A. Ladwig _____	Larry P. Nybladh _____

AGENDA

1. CALL TO ORDER

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

Moved by _____ Seconded by _____
Comments _____

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

SCHOOL BOARD AGENDA - March 8, 2004
PAGE 2

2. CONSENT AGENDA

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

A. TEACHING/LEARNING MATTERS - Kovash

- (1) Approval of Grant Application Amendment - Pages 9-12
- (2) Approval of Grant Application - Pages 13-20
- (3) Acceptance of Gifts - Pages 21-22
- (4) Approval of Statement of Assurances - Pages 23-28

B. BUSINESS SERVICE MATTERS - Weston

C. HUMAN RESOURCE MATTERS- Nielsen

- (1) Approval of New Employees - Page 29
- (2) Acceptance of Resignations - Page 30
- (3) Approval of Family/Medical Leaves - Pages 31-32

D. SUPERINTENDENT MATTERS - Nybladh

- (1) Approval of February 9 and 23, 2004 Meeting Minutes - Pages 33-43
- (2) Approval of March Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

SCHOOL BOARD AGENDA - March 8, 2004

PAGE 3

4. SCHOOL BOARD/STAFF DIALOGUE: Kovash

(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 Educational Enhancements - Kovash

Page 44

5. APPROVAL OF POLICY: Weston
Pages 45-46

Suggested Resolution: Move to approve policy, Employee Use of Facilities for Private Gain (441), as presented.

Moved by _____ Seconded by _____
Comments _____

6. APPROVAL OF POLICY: Weston
Pages 47-48

Suggested Resolution: Move to approve policy, Cashing Checks Out of Cash Deposits (823), as presented.

Moved by _____ Seconded by _____
Comments _____

7. APPROVAL OF POLICY: Kovash
Pages 49-51

Suggested Resolution: Move to approve policy, Staff Development for Minnesota Academic Standards (652), as presented.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - March 8, 2004

PAGE 4

8. **APPROVAL OF POLICY DELETION:** Kovash

Pages 52-55

Suggested Resolution: Move to approve deletion of policy, Record Keeping/Reporting Advising of Student Achievement (Graduation Standards Implementation Policy F and G) (654), as presented.

Moved by _____ Seconded by _____

Comments _____

9. **APPROVAL OF POLICY DELETION:** Kovash

Pages 56-58

Suggested Resolution: Move to approve deletion of policy, Profile of Learning Appeal Process (Graduation Standards Implementation Policy H) (655), as presented.

Moved by _____ Seconded by _____

Comments _____

10. **APPROVAL OF POLICY:** Kovash

Pages 59-61

Suggested Resolution: Move to approve policy, Basic Standards Testing, Accommodations, Modifications, and Exemptions for Individualized Education Programs (IEPs), Section 504 Accommodation and Limited English Proficiency (LEP) Students (656), as presented.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - March 8, 2004

PAGE 5

11. APPROVAL OF POLICY: Kovash

Pages 62-66

Suggested Resolution: Move to approve policy, Bullying Prohibition (578), as presented.

Moved by _____ Seconded by _____

Comments _____

12. APPROVAL OF POLICY: Kovash

Pages 67-69

Suggested Resolution: Move to approve policy, Attendance Areas (510), as presented.

Moved by _____ Seconded by _____

Comments _____

13. APPROVAL OF POLICY: Kovash

Pages 70-74

Suggested Resolution: Move to approve policy, Student Surveys (520), as presented.

Moved by _____ Seconded by _____

Comments _____

14. APPROVAL OF POLICY: Kovash

Pages 75-79

Suggested Resolution: Move to approve policy, Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds (554), as presented.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - March 8, 2004

PAGE 6

15. **APPROVAL OF POLICY:** Kovash

Pages 80-82

Suggested Resolution: Move to approve policy, Moorhead Public Schools Information Network Acceptable Use and Safety Policy (731), as presented.

Moved by _____ Seconded by _____

Comments _____

16. **2004-2005 BUDGET REVIEW PRESENTATION:** Nybladh

17. **2004-2005 PRELIMINARY STAFFING PLAN:** Kovash

Pages 83-85

Suggested Resolution: Move to approve the 2004-2005 Preliminary Staffing Plan as presented.

Moved by _____ Seconded by _____

Comments _____

18. **APPROVAL FOR DISCONTINUING AND REDUCING PROGRAMS AND LICENSED POSITIONS:** Nybladh/Kovash

Pages 86-87

Suggested Resolution: Move to direct administration to recommend reductions in programs and positions as needed to reduce expenditures as a result of declining enrollment and financial limitations.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - March 8, 2004

PAGE 7

19. **APPROVAL FOR DISCONTINUING AND REDUCING PROGRAMS AND NON-LICENSED POSITIONS:** Nybladh/Kovash

Pages 88-89

Suggested Resolution: Move to direct administration to recommend reductions in programs and non-licensed positions as needed to reduce expenditures as a result of declining enrollment and financial limitations.

Moved by _____ Seconded by _____
Comments _____

20. **START/END TIMES FOR THE 2004-2005 SCHOOL YEAR:** Kovash

Page 90

Suggested Resolution: Move to approve the Start/End Times for the 2004-2005 school year as presented.

Moved by _____ Seconded by _____
Comments _____

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

22. **ADJOURNMENT**

SCHOOL BOARD AGENDA - March 8, 2004**PAGE 8****CALENDAR OF EVENT**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Township Election Day	March 9	No meetings or activities between 6 pm. and 8 p.m.	
Indian Educ Parent Com	March 11	5 pm	Townsite Centre
District Care Team	March 15	3:30 pm	Board Room
Senior High PTAC	March 15	6:30 pm	Library
Probstfield PTAC	March 15	7 pm	Library
Policy Review Com	March 15	7-8:30 pm	Board Room
Riverside PTAC	March 16	7 pm	Library
Com Ed Adv Council	March 16	7 pm	Board Room
Interagency Early Interv	March 17	12 pm	Family Service Center
Clay Cnty Jt Powers Collab	March 17	3:30 pm	Family Service Center
Instr and Curr Adv Com	March 18	7-8:30 am	Board Room
Health/Safety/Wellness Com	March 18	9:30 am	Townsite
Supt's Adv Council	March 18	7-8:30 pm	S.G. Reinertsen
School Board	March 22	7 pm	Board Room
Spec Ed Parent Adv Com	March 23	12 pm	Townsite Centre
Technology Com	March 23	3:45 pm	Townsite Centre
Robert Asp PTAC	March 23	7 pm	Library
End of 3rd Quarter	March 24		
Kind P/T Conf	March 26, 29	No School	
K-12 P/T Conf	March 29	5-8:30 pm	
K-12 P/T Conf	March 30	No School	
Early Childhood Screening	March 30, 31		
Teacher Comp Day	March 31	No School	
 School Board	 April 12	 7 p.m.	 Board Room
School Board	April 26	7 p.m.	Board Room

OFFICE OF TEACHING & LEARNING MEMO #: I.04.103



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Grant Application Amendment
DATE: March 1, 2004

Attached is an amended William F Goodling Even Start Family Literacy Grant Application from the Minnesota Department of Education revising the award budget to an increase of \$10,395.31, which is carryover from the previous fiscal year and revising the match budget to an increase of \$23,678.00.

SUGGESTED RESOLUTION Move to approve the amendment for the Learner Options Discretionary funds for the increase of \$ 10,395.31.

LAK/kmr
Attachment

GENERAL INFORMATION AND INSTRUCTIONS: The information in this application is required in accordance with Section 1237 of the Elementary and Secondary Education Act, Title I, Part B, Subpart 3. This application and six (6) copies must be completed, signed and returned to the Even Start State Coordinator at the above address.

PROJECT YEAR

2003 - 2004

APPLICATION TYPE

☐ New Application (check as applicable): ☐ First Year Request ☐ Continuation Application ☒ Amendment
☐ Fifth Year Request
☐ Ninth Year Request

IDENTIFICATION INFORMATION

Applicant School District Name (Fiscal Agent) Moorhead Area Public Schools		District # 152	Telephone Number (218) 284 - 3300	Fax Number (218) 284 - 3333
Address 810 4 th Avenue South	City Moorhead	State MN	Zip Code 56560	E-Mail Address
Contact Person Name Lauri Winterfeldt-Shanks		Telephone Number (218) 284 - 3430		Fax Number (218) 284 - 3433
Address 810 4 th Avenue South	City Moorhead	State MN	Zip Code 56560	E-Mail Address lauriws@moorhead.k12.mn.us
Co-Applicant Organization Name Clay Wilkin Opportunity Council - Head Start		Telephone Number (218) 299 - 7000		Fax Number (218) 299 - 7547
Address 715 11 th Street North	City Moorhead	State MN	Zip Code 56560	E-Mail Address JoeP@cwoc.net
Contact Person Name Pam Bernstein		Telephone Number (218) 299 - 7000		Fax Number (218) 299 - 7547
Address 715 11 th Street North	City Moorhead	State MN	Zip Code 56560	E-Mail Address Pamb@cwoc.net

APPLICATION SUMMARY INFORMATION

Project Duration for Obligation of Fund	Program Dates	2003-2004 Program Funding
Beginning Date: July 1, 2003	First Day <u>July 1, 2003</u>	Even Start Funds <u>146,816.31</u>
Ending Date: June 30, 2004	Last Day <u>June 30, 2003</u>	Matching Funds <u>233,622</u>
		Total 2003-2004 Funds <u>380,438.31</u>

LOCAL BOARD OF EDUCATION ACTION

The Local Board of Education of this school district, at a meeting held on (date) March 8, 2004 authorized the undersigned to act as the LEA Representative in filing an application for Learner Options Discretionary Funds, for the Fiscal Year. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal Statutes, regulations and state procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this application. At this same meeting,

(Name of Person): Lynne Kovash was approved as the Contact Person (optional).

Signature of LEA Representative

Date

DO NOT WRITE IN THE SPACES BELOW

FOR MINNESOTA DEPARTMENT OF CHILDREN, FAMILIES & LEARNING USE

Total Funds Approved \$	Signature	Date
Final Approval Signature		Date
Comments:		

**WILLIAM F. GOODLING EVEN START FAMILY LITERACY
GRANT APPLICATION (CONTINUED)**

ED-02279-01
Page 2

EVEN START PROJECT FUNDING

Identify project year and complete information below. Provide the revenue amounts by program year (school year) and source of funds. This application is for Year: 3 (2003-2004)

Source of Project Funding	Year 1	Year 2	Year 3	Year 4	Year 5-8	Year 9 & Beyond
	Even Start = 90% or less	Even Start = 80% or less	Even Start = 70% or less	Even Start = 60% or less	Even Start = 50% or less	Even Start = 35% or less
Even Start	\$	\$	\$ 146,816.31	\$ 119,369	\$ 102,316	\$ 85,263
Applicant District Cash	\$	\$	\$ 8,160	\$	\$	
Applicant District In-Kind	\$	\$	\$ 3,760	\$	\$	
Partner Applicant Cash	\$	\$	\$ 148,176	\$	\$	
Partner Applicant In-Kind	\$	\$	\$ 8,684	\$	\$	
Other Cash (specify)	\$	\$	\$ 23,678LCTS	\$	\$	
Other (specify):	\$	\$	\$ 27,440	\$	\$	

If other Federal or State funds are listed as the source for additional (other) funds, how will the applicant meet the requirements in the event such Federal or State funds are not available? The LCTS dollars are already deposited in the district system so they are secure. No changes are anticipated in Head Start funding.

S T A T E M E N T O F A S S U R A N C E S

On behalf of the school district named above, I assure the Minnesota Department of Children, Families and Learning (CFL) that:

1. The program described herein:
 - a. will serve families most in need, as indicated by low income, low level of adult literacy or English language proficiency, and other related indicators;
 - b. is based upon the identification of children, ages 0-7, and their parents who are eligible for participation in an adult education program under the Adult Education Act;
 - c. is of sufficient size, scope, and quality to give reasonable promise of substantial progress toward meeting the educational needs of the children and parents being served;
 - d. will contain the four types of instructional programs that promote adult literacy, train parents to support the educational growth of their children, and prepare children for success in regular school programs and provide for parent and children to engage in learning activities together;
 - e. will be staffed by appropriately licensed and qualified personnel in each program area;
 - f. will be evaluated in terms of the effectiveness of achieving the Even Start Participant Performance Standards, and other measures of educational achievement;
 - g. will provide the special training to enable staff to develop the skills necessary to work with parents and young children in the full range of services offered;
 - h. will attempt to coordinate with any relevant programs existing in the community to accomplish the goals of this program.
2. The applicant assures that the required local match for initiation and continuation of the program will be provided.
3. The applicant assures that the district and co-applicant will follow all laws and regulations required in the implementation of the Even Start program.

Signature - LEA Representative

Date

C E R T I F I C A T I O N O F P A R T I C I P A T I N G A G E N C I E S

Each of the undersigned certifies that, to the best of his/her knowledge, the information contained in this application is correct and complete; that the local agency which he/she represents has authorized him/her to file this application, and that such authorization action is recorded in the minutes of the agency's meeting held on the date shown below. The participating agency named above has been designated as the administrative and fiscal agent for this project and is authorized to receive and expend for the conduct of this project Even Start funds in amounts not to exceed those approved for this project. All participating agencies have entered into an agreement concerning the final disposition of equipment, facilities, and materials purchased for this project from Even Start funds.

Signature - Applicant Agency Responsible Authority

Date

Signature - Co-Applicant Agency Responsible Authority

Date

STATE OF MINNESOTA
DEPARTMENT OF EDUCATION
 Federal Programs-Learning Readiness and Support

BUDGET REVISION REQUEST FORM

Grantee: Moorhead ISD #152,
 810 4th Ave S
 Moorhead
 MN 56560

Grant Period: 07/01/2003 - 06/30/2004
Grant ID: 2003-00148

BUDGET LINE ITEMS	CURRENT BUDGET		AWARD REMAINING		INCREASE		DECREASE		REVISED BUDGET	
	AWARD	MATCH	AWARD	MATCH	AWARD	MATCH	AWARD	MATCH	AWARD	MATCH
Salary and Fringe	\$126,016.00	\$0.00	\$72,025.38	\$0.00	\$10,395.31	\$10,968			\$136,411.31	\$151,912
Consultant/ Contracted Services	\$3,000.00	\$0.00	\$3,000.00	\$0.00		\$ 5,120			\$ 3,000	\$ 46,175
Training	\$0.00	\$0.00	\$0.00	\$0.00						
Travel/Transportation	\$3,000.00	\$0.00	\$3,000.00	\$0.00					\$ 3,000	
Equipment over \$5000 per unit	\$0.00	\$0.00	\$0.00	\$0.00						\$ 1,000
Office Expenses	\$0.00	\$0.00	\$0.00	\$0.00						\$10,945
Program Expenses	\$4,000.00	\$0.00	\$1,921.59	\$0.00					\$ 4,000	
Other Expenses	\$405.00	\$0.00	\$405.00	\$0.00		\$ 7,590			\$ 405	\$23,590
TOTAL	\$136,421.00	\$0.00	\$80,351.97	\$0.00	\$10,395.31	\$23,678			\$146,816.31	\$233,622

10,395.31 %

PLEASE INCLUDE A WRITTEN EXPLANATION FOR EACH LINE ITEM CHANGE.

Preparer's Signature: <i>Bonnie Herman</i>	Telephone: 218-284-3460	Date: 2/27/04
MDE Grant Manager's Signature:		Date:

OFFICE OF TEACHING & LEARNING MEMO #: I.04.110



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Migrant Education Grant Application
DATE: March 4, 2004

Attached is a budget summary and program information related to the district's plan for Migrant Education Summer Programs. The narrative portion includes program information regarding the program.

The funding request includes \$56,551.20 Day Program, \$4770.38 Evening Program for a grand total of funds to be \$61,321.58.

SUGGESTED RESOLUTION: Move to approve the grant application for Migrant Education Summer in the amount of \$61,321.58

LAK/kmr
Attachment

GENERAL INFORMATION: Please send the signed original and two copies to the above address no later than March 5, 2004.
Upon request, this application can be made available in alternative formats including Braille, audiotape, and large print.

UNIFORM DISTRICT IDENTIFICATION INFORMATION

District Name MOORHEAD SCHOOLS			District Number 152		
LEA Representative LYNNE KOVASH		Title Assistant Superintendent		E-Mail Address lkovash@moorhead.k12.mn.us	
Address (Mailing) 810 4th Ave South - Townsite Center		City Moorhead		State MN	
Name of Contact Person Scott Matheson		Title Director		Telephone Number (218) 284-6312	
Address (Mailing) 910 11th SE N Robert Asp School		City Moorhead		State MN	
Zip Code 56560		E-Mail Address smatheson@moorhead.k12.mn.us		FAX Number (218) 284-6333	

APPLICATION INFORMATION SUMMARY

CHECK ONE:	FUNDS REQUESTED	PROJECT DURATION
<input checked="" type="checkbox"/> Initial Application	Day Program \$ <u>56,551.20</u>	Beginning Date of Project: 6-21-04
<input type="checkbox"/> Addendum to Project Application (prior to 6/1/04)	Evening Program \$ <u>4,770.38</u>	Ending Date of Project: 7-22-04
	Total: \$ <u>61,321.58</u>	

1. **DAY PROGRAM:** ☒ Yes ☐ No
Start Date: 6-21-04 End Date: 7-22-04
Daily Start Time: 8:00 a.m. Daily End Time: 4:00 p.m.
☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☐ Friday

2. **EVENING PROGRAM:** ☒ Yes ☐ No
Start Date: 6-23-04 End Date: 7-21-04
Daily Start Time: 6:00 p.m. Daily End Time: 9:00 p.m.
☒ Monday ☒ Tuesday ☐ Wednesday ☒ Thursday ☐ Friday

LOCAL BOARD OF EDUCATION ACTION

The Local Board of Education Moorhead (district name) has authorized
Lynne Kovash (person's name) at a monthly meeting held March 8, 2004
to act as the LEA Representative in filling this application for funds as provided under Public Law 107-110 for the 2003-2004 School
Year. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal statutes, regulations,
and State procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this
application.

Lynne Kovash
Signature of LEA Representative

3/5/04
Date

DO NOT WRITE IN SPACE BELOW

FINAL REVIEW/APPROVAL

Area Director Signature	Area #	Date
Final Approval Signature		Date
Comments:		

Title I. Part C (Migrant Education Programs)

- Support high-quality and comprehensive educational programs for migratory children to help reduce the educational disruptions and other problems that result from repeated moves;
- Ensure that migratory children who move among the states are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and State academic content and student academic achievement standards;
- Ensure that migratory children receive full and appropriate opportunities to meet the same challenging State academic content and student academic achievement standards that all children are expected to meet;
- Ensure migratory children are provided with appropriate educational services (including supportive services) that address their special needs in coordinated and efficient manner;
- Design programs to help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health related problems, and other factors that inhibit the ability of such children to do well in school, and prepare such children to make successful transition to postsecondary education or employment; and
- Ensure that migratory children benefit from State and local systemic reforms.

MODIFICATIONS

Any significant alterations, modifications, changes or waivers of provisions of the approved program shall be valid only when reduced to writing, duly signed, approved if required, and in file with this document.

TERMINATIONS

This agreement may be terminated or altered for just cause; funding may be reduced, withheld or cancelled, for noncompliance with the terms, rules and regulations stated or made reference to. It is the intent of this program to provide educational services to migrant children, and the Department of Education will make every effort to assist local agencies in this respect.

Migrant Education Program Needs Assessment Statements

Program Model:

1. Describe your comprehensive needs assessment process. Through the Title One grant(part C), Moorhead's school district employs two home school liaison's year round. The workers help migrant families transition as they seek agricultural-related labor; they initiate contact, help with school enrollment, fill out COE's and maintain a close relationship with migrant families moving in and out of the district. The Moorhead Summer Program also works closely with Tri-Valley Opportunity Council and their year round efforts in identifying families in Texas who plan on returning to the area each summer. In addition, two family service workers, in conjunction with the regional coordinator, aggressively recruit during the farm season.

Once identified and enrolled, teachers will utilize screening instruments and to further assess the academic needs of each student. A pre and post test measure will be given, using the Developmental Reading Assessment(DRA) and the Dynamic Indicators of Early Literacy Skills(Dibels) for grades 1-3. Students going into grades 4-7 will be given the Qualitative Reading Inventory(QRI).

For students who have settled in Moorhead but are still eligible with the 36 month window, pre assessment from spring data collection will be used to determine needs. For students who enroll having no spring data, a pre-assessment will be done along with a post assessment.

A pilot math assessment will be used for all students at each grade level, for all courses having a math component.

2. Based on the results of the needs assessment, identify the summer MEP program model your district intends to implement.

To best accommodate the academic, social and emotional needs of our Migrant population, our program will run for five weeks, Monday through Thursday, from 8:00 a.m to 4:00 p.m, beginning June 21st and running through July 22nd. Migrant School will target basic skill deficiencies in reading and math, with each morning devoted to improving student academic performance.

Students are placed in grade/age appropriate classrooms, and teachers utilize best practices for instructional practice. Each classroom has a bilingual para to help students with limited english proficiency. In addition, teachers utilize the MMERC center for supplemental reading materials and state sponsored math manipulatives and curriculum are used.

Student Academic Needs:

Based on the needs assessment, please describe the academic needs of your MEP students and services that your program intends to provide.

Upon entering the classroom, students are given an individual screening inventory (DRA&DIBELS) ascertaining their present reading ability. Teachers, utilizing best practices, devote an extended period each morning to reinforcing basic skills in the areas of reading and math. Performance goals are written into the grant and addressed by each classroom teacher. Attendance is strongly encouraged and student progress is measured and charted daily with a post evaluation given upon withdrawal for the summer. This post test evaluation is forwarded back to the state department before being sent to the appropriate school district along with a summer report card/withdrawal form.

Part 3

Summer Migrant Education Program Narrative

Section A: Extent of Need (based on Need Assessment in Part 1)

1. Overview: Moorhead's summer migrant delivery model has been altered for the summer of 2004 in an effort to fully intertwine the district's title one summer school program with what has traditionally been offered to migrant students and their families. Using the Excell Title One umbrella, migrant school will be incorporated and promoted as an extended day option, Monday through Thursday, from 8:00 a.m. to 4:00 p.m. All migrant students, along with ESL students, and those determined to be most at risk, will be enrolled in the full day option, with the morning concentrated for reading and math instruction, and the afternoons devoted to developing the physical, social and emotional needs of students. To make this approach as seamless as possible, migrant school will run concurrently with Excell, from June 21st to July 22nd.

Because a large percentage of migrant children show a deficit skill level in reading and math due to the transient nature of family labor, teachers will devote the morning time period to skill enhancement in those targeted areas. The afternoons are designed to enrich a students learning through physical education, music, art and electives. As has been stated, a pre and post assessment will be given to students as they enter and leave the program.

Migrant night school will also be offered for secondary students, grades 9-12, who want to work toward earning high school credit in the areas of reading, math and social studies. Night school will run from 6:00 to 9:00 three days a week, for a total of 15 days.

2. Trends: Over the past five years, our district and region of the state has seen a steady decline in the number of families moving in to do seasonal farm labor or hoe beets during the summer. Families continue to come from the southern tip of Texas, usually arriving mid June and staying until end of August, and later into the fall for those who help with sugar beet processing. Many families have settled out over the years, some residing in the Moorhead area. Even so, families continue to be transient and often make trips in and out of the state, making them eligible under the 36 month window. Language use is primarily english, particularly with students, but a large percentage of parents speak primarily spanish. Moving frequently, migrant students often experience gaps in their learning because of the transient nature of their families, often showing a grade equivalent lag in their instructional level.

3. Agricultural Industry: The primary need in our area is for hoeing sugar beets, processing of sugar beets, and for farm related labor. Many of the families coming up each summer have worked generationally for the same farmer.

4. Migrant Family Needs: With parents primarily spanish speaking, migrant families need translators at various agencies to help them get established when arriving. One of the most difficult areas in Moorhead is the lack of housing, the background check required, or a long term rental agreement required by many owners, something most of our families cannot commit to.

Children often have extensive need of dental work, and many require assistance for food and clothing.

5. Identification of Migrant students and families: As has been stated, Moorhead School District has employed two year round home school liaison's whose primary purpose is to initiate contact, provide support, assist with enrollment and withdrawal, translate when needed and act as advocates for families and their children. In addition, during the summer, the Moorhead site works closely with Tri-Valley, using their family service workers to help in recruitment and enrollment of families as they arrive. We also consult with the regional coordinator and identify pockets of migrant families that need assistance in getting registered for school.

6. Coordination and Collaboration: As stated, all of Moorhead's summer programs are being offered to students and families at one location, this year at the new Reinertson Elementary Building. Title One and Migrant School will be under the Excel Title One umbrella, listed in a summer brochure that is distributed to all families as they consider summer options for their children.

Students who qualify for Migrant School will be enrolled in the extended day program, along with ESL students and those determined to be most at-risk of academic failure. In addition, coursework offered in migrant school will mirror that offered through Excell, an intensive summer session designed to assist student with academic and social learning.

In combination with Targeted Services, Title 1, Moorhead Area Public Schools has committed resources for summer academic support for children who are "at-risk" of not meeting state standards. Basic academic needs will be addressed by all programs, with the emphasis in the areas of reading, math and writing, and pre-post assessment data will be measured. Course descriptions for Excell morning and extended day will be given out to parents during spring teacher conferences, and to families as they enter into the district in the spring and summer.

Classroom configuration will reflect the integration of programs, with no separate area devoted strictly to migrant school. Rather, all grade levels will be housed together, and collaboration among teachers and mingling of students will be strongly encouraged. Teachers at each grade level will share instructional units and thematic instruction, offering experiential learning opportunities for all students. Physical education will also be offered to all students.

Assessment protocol, pre and post testing will be standardized in this seamless approach, with all children, whether Title One, Migrant, or ESL given the same instrument, with results individualized for each student's instruction. The DRA and Dibels reading inventory will be used for students in grades 1-3, and the QRI for students in grades 4-7. A math pilot program is being developed for assessment, with a future target of using the a placement test for immediate identification of basic fact deficiencies. Students will also have access to the library and to computers to further enhance their learning.

The Targeted Services requirement of addressing the academic, social and emotional needs of students is offered through the extended day portion of Excell (Migrant / ESL / At-risk).

For more complete descriptions of Object Codes, please refer to the UFARS Manual.

OBJECT CODES	TITLE I, PART C MIGRANT EDUCATION				
110- Executive/Managerial (5% max)	\$				
140- Licensed Instruction	\$ 35,303.58				
141- Non-licensed Instruction	\$ 7,296.00				
143- Licensed Support	\$				
144- Non-licensed Support	\$				
145- Licensed Substitutes	\$				
170- Clerical	\$ 4,472.00				
185- Extended Time	\$				
200- ALL Fringe Benefits	\$ 8,750.00				
305- Fees for Service/Consulting	\$ 500.00				
320- Communication Services	\$				
329- Postage	\$				
350- Repairs & Maintenance	\$ 1,000.00				
360- Transportation Costs	\$				
365- Interdepartmental Transportation	\$				
366- Instate Travel / Prof. Dev.	\$				
368- Out-of State Travel	\$				
369- Field Trips /Swimming	\$ 1,500.00				
398-Chargeback (phone/printing)	\$ 500.00				
401- Non-instructional Supplies/Materials	\$				
430- Supplies & Materials	\$ 2,000.00				
433- Supplies & Materials	\$				
460- Textbooks	\$				
461- Tests & Scoring	\$				
470- Media Resources	\$				
490- Food	\$				
Subtotal	\$ 61,321.58				
530- Equipment	\$				
555- Technology Equipment	\$				
895- Indirect Costs (check box if capping)	\$ 1,042.50				
Total Migrant Ed. Budget	\$ 62,364.08				



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Gift Acceptance
DATE: March 3, 2004

Moorhead School District has received a donation from Wells Fargo Bank in the amount of \$1540.00. The *Team up for Our Schools* program donates up to \$30 for each checking account and related services which were opened during the summer months. The donation received will be used for district classroom technology equipment.

SUGGESTED RESOLUTION: Move to approve the \$1540.00 donation from Wells Fargo Bank and direct administration to send a thank you letter to

Wells Fargo Bank
90 South 7th St
Minneapolis, MN 55479

LAK/kmr

OFFICE OF TEACHING & LEARNING MEMO #: I.04.100



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Gift Acceptance
DATE: February 25, 2004

The local Target store has donated 160 scientific calculators to the Washington Elementary. They will be used by the 5th grade classes. The fifth grade class will send thank you notes to the store.

SUGGESTED RESOLUTION: Move to approve the donation of calculators and direct administration to send a note of thanks to the Target store.

LAK/kmr

OFFICE OF TEACHING & LEARNING MEMO #: I.04.099




TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Annual Statement of Assurances
DATE: February 28, 2004

Attached is the new Care and Treatment Statement of Assurances for General and Special Education and Fiscal Standards. This form must be signed by the school superintendent, the care and treatment program administrator, and the district special education director by March 15, 2004.

The amendment defines the scope of the school district and clarifies specific educational rights students have when they are placed for care and treatment. It sets clear expectations for the school districts that are responsible for the education of students placed for care and treatment within their boundaries.

SUGGESTED RESOLUTION: Move to approve the Care and Treatment Statement of Assurances for General, Special Education, and Fiscal Standards with the MN Department of Education.

LAK/kmr
Attachment

	Special Education Policy 1500 Highway 36 West Roseville, MN 55113-4266	CARE AND TREATMENT STATEMENT OF ASSURANCES FOR GENERAL, SPECIAL EDUCATION, AND FISCAL STANDARDS	ED-02259-04
---	--	---	-------------

IDENTIFICATION INFORMATION		
Name of Facility West Central Regional Juvenile Center	District Name Moorhead	District Number 152
Licensed by (Check as applicable): <input type="checkbox"/> DOC <input type="checkbox"/> DHS <input checked="" type="checkbox"/> DOC and DHS		Date Submitted March 9, 2004

GENERAL EDUCATION ASSURANCES

For All Students:

Policies and procedure of programs established and administered by the education agency shall be consistent with state statutes, rules and regulations and will ensure:

1. The student will begin receiving education services within three business days after the student enters the care and treatment center. The first four days may be used to screen for educational and safety issues; Minn. Stat. § 125A.515.
2. The providing district must contact the resident district within one business day to determine if the student has a disability and to request the student's transcript, Individual Education Plan (IEP) and Evaluation Report (ER) if identified as needing one; Minn. Stat. § 125A.515.
3. A school day, of the same length as the school day of the providing district, unless the unique needs of the student, as documented through the IEP or education record, requires an alteration in length of day; Minn. Stat. § 125A.515.
4. An exit report will be sent to the resident district and the next providing district if different, the parent or legal guardian, and any appropriate social service agency. It will summarize regular education, special education, evaluation, educational progress, and service information; Minn. Stat. § 125A.515.
5. Instruction is provided in at least the following subject areas: basic communication skills including, reading and writing, literature and fine arts; mathematics and science; social studies including history, geography, and government; and health and physical education; Minn. Stat. § 120A.22.
6. There are written goals for instruction and curriculum and a plan for improving instruction and curriculum; Minn. Stat. § 120B.11.
7. When the student will be in attendance at the facility for more than 170 days, the district will make available the necessary instruction for the student to make progress in the appropriate grade level. The district will make available courses, programs, or classes the student would have been enrolled in if the student were not in placement for successful completion; MN Rule 3525.2325 and 3525.2922.
8. All teachers hold a valid Minnesota teaching license in the field and for the grade level taught; Minn. Stat. § 120A.22.
9. All statewide testing is completed; Minn. Stat. § 120B.30, MN Rule 3501.0050.

SPECIAL EDUCATION ASSURANCES

For Students Who Have A Disability And Whose Disability Adversely Affects Their Educational Performance:

Policies and procedure of programs established and administered by the education agency shall be consistent with state statutes, rules and regulations and will ensure:

1. The rights of children with disabilities to a free appropriate public education (FAPE) including children in public charter schools, adult facilities, and private schools; 34 CFR 300.311 - 300.312.
2. Full educational opportunities for all children with disabilities; 34 CFR 300.304.
3. All children with disabilities, including those attending private schools who are in need of special education and related services, are identified, located, and evaluated and a method developed to determine which children are currently receiving services; 34 CFR 300.125.
4. Procedures for evaluation and determination of eligibility for all children with disabilities under the jurisdiction of the district; 34 CFR 300.320 - 300.321.

SPECIAL EDUCATION ASSURANCES (CONTINUED)

5. Confidentiality of personally identifiable information collected, used, or maintained specific to children with disabilities; 34 CFR 300.127.
6. The development, review and revision of the IEP, IIP or IFSP, of each child with a disability according to the standard of the Act; 34 CFR 300.128.
7. Procedural safeguards are afforded children with disabilities and their parents consistent with local agency policies and state and federal statutes, rules and regulations; 34 CFR 300.129.
8. To the extent appropriate, all children with disabilities, including children in public or private institutions or other care facilities, are educated in the regular education environment except when satisfactory achievement cannot be attained in that environment; 34 CFR 300.550.
9. A continuum of alternative placements is available to meet the needs of each child with a disability; 34 CFR 300.551.
10. For students with disabilities who are subject to suspension or expulsion from school, there is the provision of FAPE, a manifestation determination review, appropriate interim alternative educational setting and rights to a due process hearing; 34 CFR 300.519 - 300.526.
11. The providing agency must conduct an individualized education plan meeting to reach an agreement about continuing or modifying special education services and determine if further evaluation is necessary; Minn. Stat. § 125A.515.
12. The maximum number of pupils that may be assigned to a teacher for pupils who receive direct instruction 50 percent or more of the instructional day but less than a full day is twelve if the students are mild-moderately impaired or if they have specific learning disabilities. The number may be increased to 15 if there is a program assistant in the classroom; MN Rule 3525.2340 Subpart 4.A.
13. The maximum number of pupils in a class with any other disabilities may have up to ten students to a class with one paraprofessional or twelve students if there are two paraprofessionals if they receive direct instruction 50 percent or more of the instructional day; MN Rule 3525.2350 Subpart 4.A.
14. Pupils with any other disabilities with one paraprofessional can have 8 to a class for a full day; MN Rule 3525.2340 Subpart 4.B.
15. For pupils who receive special education less than 50 percent of the instructional day, case loads are to be determined by the local district's policy based on the amount of time and services required by the pupils' IEP plan. MN Rule 3525.2340 Subpart 4.C.

FISCAL STANDARDS ASSURANCES

The providing district acknowledges its responsibility as the district responsible for the educational component of the care and treatment program including all fiscal procedures related to education. (Minn. Stat. § 125A.11, Minn. Stat. § 125A.14, Minn. Stat. § 125A.15 (b) (c) and (d), Minn. Stat. § 125A.515, Minn. Stat. § 125B.07, Subd. 6, Minn. R. 3525.1100 and Minn. R. 3525.2325). The Providing District Assures:

1. **SITE NUMBERS/ORGANIZATION UNIT** - Each care and treatment education program must have a school district site number to facilitate accurate reporting of all data (UFARS, MARSS, EDRS, and STAR). The providing district will follow department procedures to obtain a site number for each care and treatment education program, licensed by the Department of Corrections (DOC) or the Department of Human Services (DHS), having an onsite education program. This includes those education programs that are staffed by private/nonpublic education staff (Minn. Stat. § 123A.64, Minn. Stat. § 123B.04, Minn. Stat. § 123B.75, Minn. Stat. § 123B.76, Minn. Stat. § 123B.77, Minn. Stat. § 125A.16 (b) (2), Minn. Stat. § 125B.05, and Minn. Stat. § 125B.07, Subd. 6).
2. **MARSS REPORTING**
 - A. There is a system/procedure for the care and treatment program to provide student data so that the providing district can accurately report student data in the Minnesota Automated Reporting Student System (MARSS) for all applicable revenue and student data purposes (Minn. Stat. § 125B.07, Subd. 6).
 - B. Providing district reports student data for all licensed care and treatment education programs with onsite educational services within their boundaries (Minn. Stat. § 125B.07, Subd. 6).

FISCAL STANDARDS ASSURANCES (CONTINUED)

3. **UFARS** - Correct accounting and reporting procedures are used by the school district for the care and treatment education program. In order to follow the Uniform Tuition Billing Process, Uniform Financial Accounting and Reporting Standards (UFARS) are used for accurate, timely, and uniform reporting of financial data. The accounting is conducted by or overseen by the providing school district. For district-run education services in care and treatment programs, accounting is completed at the site or program level exclusive to the particular care and treatment facility. For privately run education programs in care and treatment facilities, there is a system to crosswalk educational expenditures and revenue information into a UFARS format (Minn. Stat. § 123B.75, Minn. Stat. § 123B.76, Minn. Stat. § 123B.76, Minn. Stat. § 123B.77, Minn. Stat. § 125A.80, Minn. Stat. § 125B.05, and Minn. Stat. § 125B.07, Subd. 1 and 6).
- A. **UFARS DATA AS USED IN DISTRICT-WIDE RATES** - "In order to arrive at the actual cost of providing the education program to a student, all of the education services must be taken into account. Administrative, capital outlay, debt service and mainstream costs are costs associated with education of all students. The Minnesota Department of Education (MDE) computes the rates for these costs, based on prior year UFARS data submitted to the Department by the local district" (Section 10, page 57 in Tuition Billing Manual, March 2003). District-wide rates for school districts and charter schools are computed using UFARS data and then distributed annually and published in the Uniform Tuition Billing Manual. These rates must be used for all tuition billing. Additionally, these rates are approved by the supervisor of the Special Education Funding and Data Team, in the Division of Program Finance prior to use on bills. Capital outlay expenses are included when the student is served in a district owned-building. No debt service expenses are included for licensed care and treatment programs with onsite private education. (Minn. Stat. § 123B.76, Minn. Stat. § 123B.77, Minn. Stat. § 125A.11, Minn. Stat. § 125B.05, Minn. Stat. § 125B.07, Subd. 1 and 6, and Minn. Stat. § 125 B.75).
- B. **ADMINISTRATIVE AND OVERHEAD RATES FOR PRIVATE PROGRAMS** - The providing district works with the private care and treatment education program to implement a process that mirrors the MDE's rate format, for administration/operations that can be clearly and easily justified upon request. Only allowable expenditures are included (Minn. Stat. § 125A.15(c)(d)(e)).
- C. **GENERAL EDUCATION AND SPECIAL EDUCATION RATES** - The providing district works with the private care and treatment education program to implement a process for determining general education and special education rates that are consistent with department policy and applicable state and federal law.
- I. **SPECIAL EDUCATION EXPENDITURE** - Special Education EDRS reporting aligns with special education program/service delivery model utilized. The district reports special education expenditures in EDRS ONLY for eligible expenditures as defined in state and federal law. For funds that are budgeted for special education, there is appropriate coding of the costs associated with special education and these costs are identified and reported in EDRS (Individuals with Disabilities Education Act (IDEA), Minn. Stat. § 125A.744, Subd. 2, Minn. Stat. § 125A.75, Minn. Stat. § 125A.76 and Minn. R. 3525.0800, Minn., R 3525.1310).
- EDUCATION BUDGET** - Initially and before July 1 of each year, a written educational budget is submitted to the Commissioner of Education clearly itemizing expected expenditures for all education services for children and youth placed in the district's boundaries for care and treatment, in a facility with on-site education (Minn. Stat. § 124D.96).
- TUITION BILLING** - The providing district follows the uniform tuition billing process. For school districts having private facilities for care and treatment with onsite education service within their boundaries, the district is responsible to conduct or oversee the billing process. Tuition agreements include notification, when applicable, of intent to provide year-round and/or summer programming. Tuition agreements are sent in a timely manner and the billing system used by the school districts and other agencies, including private education providers, meets statutory and rule requirements. Capital outlay expenses are included only when appropriate and debt service expenses are not included on tuition bills from licensed care and treatment programs with onsite private education. Care and treatment education program tuition bills for June, July and August do not include district-wide rates (Minn. Stat. § 123A.488, Minn. Stat. § 125A.11, Subd. 1., Minn. Stat. § 125A.14, Minn. Stat. § 125A.15, (c)(d)(e), Minn. Stat. § 125A.17, Minn. Stat. § 125A.19, Minn. Stat. § 125A.51(e), Minn. Stat. § 125A.75, Subd. 3, Minn. Stat. § 125A.80, Minn. Stat. § 125B.07, Subd. 6, Minn. Stat. § 127A.47, Subd. 5).
- RESPONSIBILITY FOR PAYMENT FOR NON-MINNESOTA STUDENTS** - For a student whose district of residence is out-of-state, there is a written agreement with the entity placing the juvenile at the Minnesota facility that designates the agency responsible to pay the educational expenses of the juvenile during the placement. For those children who are nonresidents of Minnesota, are placed in the serving district by court action, and whose responsible agency refuses payment, the serving school district may submit unreimbursed tuition bills for eligible services to the Department of Education. Unpaid bills can be submitted only after the serving school district, as part of its child intake procedures, demonstrates a good faith effort to obtain from the placing agency a financial commitment to pay tuition costs. (Minn. Stat. § 125A.55, Minn. Stat. § 125A.76, Minn. Stat. § 125A.79, Subd. 4 and 8, Minn. Stat. § 241.021, Subd. 2(b) and Minn. Stat. § 245A.30).

Note: Please print and sign for each of these below.

CERTIFICATION OF STATEMENT OF ASSURANCES

We the undersigned do attest that the assurances listed above are met.

Barry Steen
Printed Name/Signature - Care and Treatment Facility Administrator (Non Education)

Date

Jill Skarvold
Printed Name/Signature - Director of Special Education (School District)

Date

Dr. Larry Nybladh
Printed Name/Signature - Superintendent (School District)

Date

FEB 23 2004

Minnesota Department of Education

1500 HIGHWAY 36 WEST
ROSEVILLE, MN 55113-4266

T: (651) 582-8200
TTY: (651) 582-8201
<http://education.state.mn.us>

MEMORANDUM

TO: School Superintendents
Care and Treatment Facility Administrators
Directors of Special Education

FROM: Karen Carlson, Director *KC*
Special Education Policy
Rollie Morud, Assistant Commissioner *RM*
Office of Student Support Services

RE: Annual Statement of Assurances

DATE: February 10, 2004

Minn. Stat. §125A.515 gives the Department of Children, Families & Learning (CFL) responsibility to approve education programs in facilities for the care and treatment of children and youth. An amendment to this statute took effect August 1, 2002. The amendment defines the scope of the school district and clarifies specific educational rights students have when they are placed for care and treatment. It sets clear expectations for the school districts that are responsible for the education of students placed for care and treatment within their boundaries.

Enclosed is the new Care and Treatment Statement of Assurances for General and Special Educations and Fiscal Standards. This form must be signed by the school superintendent, the care and treatment program administrator, and the district special education director. Please return the assurances statement by March 15, 2004 to:

Laurel Gieske, Special Education Policy
1500 Highway 36 West
Roseville, MN 55113-4266

Please direct fiscal questions to Mary Beth Schafer at marybeth.schafer@state.mn.us or by telephone at 651-582-8818. Please direct program questions to Jeri Watters at jeri.watters@state.mn.us or by telephone at 651-582-8601.

HUMAN RESOURCE

MEMO #: HR .04.176



TO: Dr. Larry Nybladh
FROM: Ron Nielsen RN
SUBJECT: New Employees
DATE: March 3, 2004

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

Steven Osvold Paraprofessional, Probstfield, effective January 27, 2004, 6.5 hours per day, B21 (0-2) \$11.52 per hour. (Replace Jeanette Grinde)

SUGGESTED RESOLUTION: Move to approve the employment of Steven Osvold as presented.

RN/smw

HUMAN RESOURCE

MEMO #: HR .04.177



TO: Dr. Larry Nybladh
FROM: Ron Nielsen RN
SUBJECT: Resignation
DATE: March 3, 2004

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

Tom Oelrich Custodian, Jr, High, effective March 5, 2004

Elizabeth LeQuire Registrar, Red River Alternative Center, effective March 15, 2004

SUGGESTED RESOLUTION: Move to approve the resignation of Tom Oelrich and Elizabeth LeQuire.

RN/smw

HUMAN RESOURCE

MEMO #: HR .04.178



TO: Dr. Larry Nybladh
FROM: Ron Nielsen RN
SUBJECT: Family Medical Leave
DATE: March 3, 2004

The administration requests the Family/Medical Leave for the following people:

Jennifer Garcia Science Teacher, Sr. High to begin approximately April 19, 2004 for the remainder of the 2003-2004 school year.

SUGGESTED RESOLUTION: Move to approve the Family/Medical Leave for Jennifer Garcia pursuant to Section IV, Article 38 of the Teachers' Master Contract

RN/smw

HUMAN RESOURCE

MEMO #: HR .04.179



TO: Dr. Larry Nybladh
FROM: Ron Nielsen RN
SUBJECT: Family/Medical Leave
DATE: March 3, 2004

The administration requests Medical Leave for the following person:

Lisa Bergerson Paraprofessional, Probstfield, to begin on March 11, 2004 to April 22, 2004.

SUGGESTED RESOLUTION: Move to approve the Medical Leave for Lisa Bergerson pursuant to Article 8, Section 3, of the Paraprofessional Employment Agreement.

RN/smw

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 9, 2004
PAGE 1**

MEMBERS PRESENT: Lisa Erickson, Cindy Fagerlie, Sonia Hohnadel, Carol A. Ladwig, Mike Siggerud, 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: Tomhave moved, seconded by Fagerlie, to approve the agenda as revised. Motion carried 7-0.

WE ARE PROUD:

***** We Are Proud** of Moorhead Junior High School student Franklin Slaby who has been selected for the Minnesota Band Directors Association Middle Level Honor Band for the 2003-04 school year. His director at Moorhead Junior High School is Denise Pesola.

Slaby was one of 76 students selected from over 294 students who auditioned this fall for a position in the honor band. The students participating will work with some of the finest music educators in the state as their section coaches and will be conducted by Professor Donald Lovejoy, band director and coordinator of brass studies at Winona State University. The Honor Band will perform a concert at 3 p.m. Sunday, Feb. 15 in the Wayzata High School auditorium.

***** We Are Proud** of the following winners of the District Spelling Bee held on January 27:

- 1st Place: Kyle Olson, Grade 7
- 2nd Place: Emily Bruggeman, Grade 8
- 3rd Place: Ethan Dahlsad, Grade 8
- 4th Place: Dakota Potter, Grade 6
- 5th Place: Alison Thompson, Grade 7

All five students will advance to the Fergus Falls Daily Journal Region IV Spelling Bee on February 26. The Spelling Bee advisor is Lois Brown.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 9, 2004
PAGE 2**

***** We Are Proud** of the following winners of the Grade Level Spelling Bees held at Robert Asp on January 15 and at Moorhead Junior High on January 8:

Grade 5:	Noah Julin
Grade 6:	Natalie Huckle
Grade 7:	Alison Thompson
Grade 8:	Emily Bruggeman

The Spelling Bee advisor is Lois Brown.

***** We Are Proud** of the Young Latina Education Leadership Staff for winning a Moorhead 2004 Human Rights Award. The Young Latina Education Leadership Staff includes members Hilda Acevedo, Belinda Rendon, Desi Gonzales, Amy Cerna and Bianca Mendez. The five young women have worked up to five years with Mujeres Unidas to help other girls improve their academic performance. They also have provided leadership for Mas Que Suenos, The Quinceanera Club and Young Latina Education Fiesta Workshop Day. The program co-directors are Jill Danielson and Monica Trevino.

***** We Are Proud** of Steve Grineski for winning a Moorhead 2004 Human Rights Award for significant contributions to human rights in the community. Grineski, an education professor at MSUM for the last 20 years, has helped create a mentoring program for children in the Romkey, Bennett and Arrowhead neighborhoods. He volunteers for many groups, including the Red River Area Learning Center and the West Central Regional Juvenile Center.

***** We Are Proud** of the George Washington Elementary K-Kids for being selected as a State Farm Good Neighbor Service-Learning Award winner by Youth Service America. The K-Kids will receive a \$1,000 grant to implement service-learning projects for National Youth Service Day on April 16-18, 2004. Only 100 grants were awarded out of over 850 applications from across the nation.

The K-Kids include Allison Ash, Karly Thoreson, Jordan Maahs, Lindsay Kraitier, Allison Sayler, Jacob Maahs, Joanna Loeks, Amanda Guhlke, Rebecca Parkson, Marissa Larson, Katie Salo, Tyler Spaeth, BranDee Hoherz, Caitlin Hatchard, Melissa Buschette, Kayla Bertrand, Luke Gerlach, Samantha Sorenson, John Paulson, Ashley Seitz, Sylvia Langness, Andrea Wittmayer, and Danielle Grimestad. The K-Kids advisor is Del Larson.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 9, 2004
PAGE 3**

***** We Are Proud** of Moorhead School Board member Lisa Erickson who has been honored by the Minnesota School Boards Association with the Directors' Award for 2003-2004. The award recognizes those who complete 100 or more hours of attendance at MSBA and NSBA sponsored meetings and activities. Erickson was recognized at the 2004 MSBA Leadership Conference on January 15, 2004.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Funding - Approve Carl D. Perkins funding for \$899.90 to be used at the Red River Area Learning Center. The funding provides for ten (10) Frankling Speaking 11th Edition Collegiate Electronic Dictionaries.

Gifts - Accept the gift of \$384 from H & R Block Education Fund. The funds will be used to purchase textbooks for the district.

Bids - Approve advertisement of bids for the demolition of Washington Elementary School. After the proposed bid opening on March 16, and School Board approval on March 22, 2004, it is estimated the demolition will occur between July 19 and August 14, 2004.

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

Resignations

Dana Sande - Web Developer, Townsite, effective February 6, 2004

Family/Medical Leave

Sara Lundwall - West Central Juvenile Detention Center, to begin approximately May 14, 2004 for the remainder of the 2003-2004 school year.

Jill Filipi - Jr. High Teacher, to begin approximately May 20, 2004 for the remainder of the 2003-2004 school year.

Valerie Stevenson - Occupational Therapist, District Wide, to begin approximately April 12, 2004 for the remainder of the 2003-2004 school year.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 9, 2004
PAGE 4**

Leave of Absence

Emilia King - Paraprofessional, Riverside, to begin on February 2, 2004 through February 13, 2004.

Extended Leave of Absence

Andrea Langlie - Teacher, Robert Asp, for the 2004-2005 school year.

Barbara Mulder - Media Specialist, Probstfield, for the 2004-2005 school year.

Return from Extended Leave of Absence

Sharon Nelson - Elementary Teacher, Probstfield, to return to teach for the 2004-2005 school year.

Minutes - Approve the January 12 and January 26, 2004 Meeting Minutes as presented.

Claims - Approve the January Claims, subject to audit, in the amount of \$4,804,395.98.

General Fund:	\$906,265.23
Food Service:	95,909.15
Community Service:	16,918.77
Building Construction	3,785,302.83
TOTAL	\$4,804,395.98

Motion carried 7-0.

COMMITTEE REPORTS: Brief reports were heard regarding the Human Rights Committee, Community Education Advisory Council, Washington PTAC, Joint Powers Committee, Junior High PTAC, Edison PTAC, Probstfield PTAC, Interagency Early Intervention Committee meetings, and MSBA New Officers' Workshop.

MOORHEAD SCHOOL DISTRICT INDIAN EDUCATION COMMITTEE REPORT:

District staff members Sarah King, Faye Smiley-Aakre and Donna Longie reviewed the report and recommendations with the Board. Ladwig moved, seconded by Erickson, to receive the recommendations of the Moorhead School District Indian Education Committee and direct administration to file the report with the Minnesota Department of Education. Motion carried 7-0.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 9, 2004
PAGE 5**

APPROVAL OF POLICY: Tomhave moved, seconded by Fagerlie, to approve policy, State and Federal Law Prohibiting Discrimination (102), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Ladwig moved, seconded by Erickson, to approve policy, Philosophy of Education of Moorhead Area Public Schools (103), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Fagerlie moved, seconded by Hohnadel, to approve the policy, Decision-Making in Moorhead Area Public Schools (220), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Tomhave moved, seconded by Siggerud, to approve policy, Superintendent's Advisory Council (SAC) (312), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Hohnadel moved, seconded by Ladwig, to approve policy, Health Examination (423), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Tomhave moved, seconded by Erickson, to approve policy, Employee Assistance (426), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Ladwig moved, seconded by Siggerud, to approve policy, Recording or Audio/Videotaping a Parent-Guardian/Teacher Conference (444), as presented. Motion carried 7-0.

APPROVAL OF POLICY: Hohnadel moved, seconded by Fagerlie, to approve policy, Master Agreements with Employee Groups (480), as presented. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Chair Thompson stated Board members were interested in touring Horizon Middle School and S.G. Reinertsen before an upcoming School Board meeting.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:59 p.m.

Carol Ladwig, Clerk

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 23, 2004
PAGE 1**

TOUR OF HORIZON MIDDLE SCHOOL: Ken Cote (Kraus-Anderson Construction Management) and Tim Zerr (Zerr Berg Architects) provided a tour of Horizon Middle School. District attendees included: Dr. Larry P. Nybladh, Mark Weston, Lisa Erickson, Cindy Fagerlie, Sonia Hohnadel, Carol A. Ladwig, Kristine Thompson, Bill Tomhave, Pam Gibb, and local media representatives.

MEMBERS PRESENT: Lisa Erickson, Cindy Fagerlie, Sonia Hohnadel, Carol A. Ladwig, Mike Siggerud, 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 presented.

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

WE ARE PROUD:

***** We Are Proud** of seven Moorhead students who were chosen for the MNSOTA (Minnesota String and Orchestra Teachers Association) Middle Level Honors Orchestra.

Eighth-graders selected from Moorhead Junior High School are Josh Seaburg (viola), Emma Hughey (viola), and Emily Swedberg (violin). Ninth-graders selected from Moorhead High School are Andrew Chen (violin), Autumn England (cello), Sebastian Wai (cello), and Jeremy Holm (bass). They are students of Doug Neill and Jon Larson.

Students in grades 7-9 were selected for the MNSOTA Middle Level Honors Orchestra after auditioning by tape. The orchestra rehearsed and presented a concert on February 6 and 7 at Augsburg College in Minneapolis.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 23, 2004
PAGE 2**

***** We Are Proud** of the Moorhead Junior High School Mathcounts Team for placing first in the chapter competition held at Minnesota State University Moorhead on Wednesday, February 4, 2004. Team members were eighth-graders Reed Langerud, Jayce Schmidt, Harrison Suits-Baer, and Coleman Wagner.

Individual competitors were eighth-graders Adam Fitzgerald and Kaia Hoiium and seventh-graders Timothy Lillehaugen and Margaret Worman.

Harrison Suits-Baer captured first place individual and third place in the countdown round. Jayce Schmidt placed third individual and Coleman Wagner placed seventh individual.

Harrison Suits-Baer, Jayce Schmidt, Reed Langerud, and Timothy Lillehaugen will make up the team going to the state Mathcounts competition in Plymouth on March 19. 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 Moorhead High School students Preston Boyd and Hugh Kennedy for being selected as finalists for the National Foundation for Advancement in the Arts' (NFAA) Arts Recognition and Talent Search (ARTS) program. Boyd received awards as a National Finalist in Classical Voice, Honorable Mention in Popular Voice, and Merit Award in Musical Theatre. Kennedy received an award as a National Finalist in Theatre.

Boyd and Kennedy were selected as finalists from over 6,500 applicants auditioning from across the United States. During Arts Week 2004 from January 6-11 in Miami, Florida, the 125 finalists in the performing, visual and literary arts participated in final auditions to compete for ARTS program scholarships. Boyd received a Level III \$1,000 award in voice, and Kennedy received a Level I \$3,000 award in theater.

Kennedy was also named a Presidential Scholar in the Arts Nominee. Each year, NFAA nominates up to fifty ARTS Finalists for consideration by the Commission on Presidential Scholars. The commission selects twenty of the nominees to be named Presidential Scholars in the Arts.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 23, 2004
PAGE 3**

Both students have extensive performance experience with Moorhead High School's theater, speech and music departments as well as Trollwood Performing Arts Schools. They are students of Rebecca Meyer-Larson.

***** We Are Proud** of Tom Cerar for being named the 2004 Moorhead Teacher of the Year. Cerar, a fourth-grade teacher at Thomas Edison Elementary School, has been teaching for nearly 30 years — almost all of them in Moorhead. He has been a fourth-grade teacher for 21 years. Cerar was selected as Teacher of the Year by the Education Moorhead Communications Committee.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Funding - Approve Carl D. Perkins funding for \$500 to be used by the Moorhead High Business Professionals Association to attend a state competition in St. Paul on March 11-13, 2004.

Grants - Approve grants awarded by Moorhead Area Education Foundation as follows: \$320 to Michaela Ludwig, Junior High School Teacher of English and Theatre Arts, to purchase books for eighth grade students related to a semester long study focused on the theme of "home"; \$500 to Kim Bushaw, Early Childhood Program Manager, to purchase durable, quality children's books to use in the classroom and on home visits with the Partners in Learning families; and \$180 to Rebecca Meyer-Larson, High School Theatre Director, to help fund conference and lodging expenses to attend the National Foundation for the Advancement of the Arts Educators conference January 6-13, 2004.

Resignations

Jace Lahlum - Math Teacher, Sr. High, effective June 30, 2004

Frank Wieser - Custodian, Probstfield, effective February 6, 2004

Family/Medical Leave

Jean Moe - Spanish Teacher, Sr. High, to begin on March 29, 2004 to June 3, 2004.

Amy Zanotti - Special Education Teacher, Sr. High, to begin approximately April 27, 2004 for the remainder of the 2003-2004 school year.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 23, 2004
PAGE 4**

New Employees

Melinda Swanson - Food Service, Washington, effective February 9, 2004 for the remainder of the 2003-2004 school year. (Replace Melinda Swanson)

Amy Krabbenhoff - Food Service, Jr. High, effective February 18, 2004, 2.75 hours per day, \$7.60 per hour. (Replace Rachel Hanson)

Karen Moos - Food Service, Jr. High, effective February 23, 2004, 2.75 hours per day, \$7.60 per hour. (Replace Amy LaBounty)

Leah Christie - Paraprofessional, Probstfield, effective February 3, 2004, 6.5 hours per day, B21 (0-2) \$11.52 per hour. (Replace Dawn C6x)

Early Retirement

Wayne Ingersoll - English Teacher, Jr. High, effective June 4, 2004

Judith Wallace - DCD Resource Teacher, Robert Asp, effective June 4, 2004

Sharon Hulett - Program Teacher, West Central Regional Juvenile Center, effective June 4, 2004.

James Nigg - Fourth grade teacher, Edison Elementary, effective June 4, 2004.

Motion carried 7-0.

COMMITTEE REPORTS: Brief reports were heard regarding the Interagency Early Intervention Committee, Clay County Joint Powers Collaborative and Indian Education Parent 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.)

Special Education Continuous Improvement Monitoring Process (CIMP) - Jill Skarvold presented information regarding CIMP. Earlier this year, a state committee reviewed more than 240 Minnesota CIMP plans and reports. Based on the review, Moorhead's report process was recognized for its compliance on each element. Skarvold also provided updated special education child count information.

2004-2005 SCHOOL CALENDAR: Tomhave moved, seconded by Siggerud, to approve the 2004-2005 School Calendar as presented. Motion carried 7-0.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 23, 2004
PAGE 5**

FIRST READING OF POLICIES: A first reading was conducted on the following policies: Employee Use of Facilities for Private Gain (441), Cashing Checks Out of Cash Deposits (823), Staff Development for Minnesota Academic Standards (652), Record Keeping/Reporting Advising of Student Achievement (Graduation Standards Implementation Policy F and G) (654), Profile of Learning Appeal Process (Graduation Standards Implementation Policy H) (655), Basic Standards Testing, Accommodations, Modifications, and Exemptions for Individualized Education Programs (IEPs), Section 504 Accommodation and Limited English Proficiency (LEP) Students (656), Bullying Prohibition (578), Attendance Areas (510), Student Surveys (520), Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds (532), and Moorhead Public Schools Information Network Acceptable Use and Safety Policy (731).

SALE OF RIVERSIDE ELEMENTARY SCHOOL: Hohnadel moved, seconded by Ladwig, to approve the following resolution: Whereas, the School District has offered Riverside Elementary for sale; and Whereas, competitive bidding is not required by Statute for the sale of real property; and Whereas, Concordia College made the highest purchase offer in the amount of \$550,000 plus contingencies as per purchase offer. Be it hereby resolved, by the School Board of Independent School District No. 152, that Riverside Elementary be sold to Concordia College for the amount of \$550,000 plus contingencies as per purchase offer. Motion carried 7-0.

ASBESTOS ABATEMENT BIDS: Tomhave moved, seconded by Fagerlie, to authorize administration to advertise for bids regarding the asbestos abatement at Moorhead High School, as well as Washington and Probstfield Elementary Schools. Motion carried 7-0.

FIXTURE, FURNITURE AND EQUIPMENT BIDS: Hohnadel moved, seconded by Erickson, to approve Brown and Saenger, in the amount of \$75,064.31, for items 1 through 13 and 37 through 39 of Bid Package One; Corporate Express, in the amount of \$321,384.81, for items 14 through 29 and 31 through 36 of Bid Package One; and Embury Ltd., in the amount of \$200,480.82, for Bid Package Two. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Thompson stated School Board representatives will be working the Home Show at the FargoDome on February 27, 28 and 29. She also reported Board representation for the Gifted/Talented Subcommittee would be Carol Ladwig and Zero Hour Release Time Subcommittee would be Lisa Erickson. Nybladh

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 23, 2004
PAGE 6**

noted he was invited on March 1 to attend the Minnesota Department of Finance Special Briefing in St. Paul of the February State Budget Forecast for the remainder of this biennium for 2003-2005.

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

Carol Ladwig, Clerk

OFFICE OF TEACHING & LEARNING MEMO #: I.04.111



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Board Dialogue

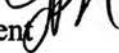
DATE: March 4, 2004

Anne Moyano and Kevin Kopperud will provide information regarding the Elementary Implementation planning for the 2004-2005 school year. An elementary implementation team has been meeting for the past year to plan for the transition to the new elementary schools.

LAK/kmr

MEMO #: S-04-073

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent 

DATE: March 2, 2004

RE: Approval of Policy

Attached please find policy, Employee Use of Facilities for Private Gain (441), for your review.

Suggested Resolution: Move to approve policy, Employee Use of Facilities for Private Gain (441), as presented.

LPN:mde

Attachment

❖ Policies and Procedures ❖

Code: 441
Category: Policy of the School Board / Moorhead, MN
Section: 400 EMPLOYEE/PERSONNEL
Name: Employee Use of Facilities for Private Gain
Adopted: 11/28/89
Revised: 2/8/99
Reviewed: 5/10/94 2/8/99
Policy: I. PURPOSE

The purpose of this policy is to inform eEmployees that they shall not use school district buildings, addresses, telephones, equipment, or other technology to conduct private business ventures. The use of public facilities for personal gain is a direct conflict of interest. Any exceptions must have prior written approval of the building administrator.

II. GENERAL STATEMENT OF POLICY

Any violation of this policy shall be referred to the appropriate supervisor. On the first offense a written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations shall be considered insubordination and shall be dealt with accordingly based on applicable collective bargaining agreements, if any, and Minnesota statutes. Corrective action may be taken by supervisors to address the behavior or performance of employees whose conduct disrupts the activities and goals of the school district. Corrective action may also be taken to address work rule violations and other prohibitive acts. This process may include oral warnings, written warnings, suspension, demotion or termination.

Legal Reference:

Minnesota Statute 122A.40 (Employment; Contracts; Termination)

Cross Reference:

Moorhead School Board Policy 445: Employees as Vendors of School Supplies

Search Again

MEMO #: S-04-074

TO: School Board

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

DATE: March 2, 2004

RE: Approval of Policy

Attached please find policy, Cashing Checks Out of Cash Deposits (823), for your review.

Suggested Resolution: Move to approve policy, Cashing Checks Out of Cash Deposits (823), as presented.

LPN:mde

Attachment

❖ Policies and Procedures ❖

Code: 823
Category: Policy of the School Board / Moorhead, MN
Section: 800 BUSINESS SERVICES
Name: Cashing Checks Out of Cash Deposits
Adopted: 5/1990
Revised: 4/12/1999
Reviewed: 5/1990 11/28/1994 4/12/1999
Policy: I. PURPOSE

The purpose of this policy is to inform staff of the school district's position regarding check cashing from cash deposits.

II. GENERAL STATEMENT OF POLICY

Since all school district deposits, ~~by statute~~, are to be made intact, it is the policy of Moorhead Area Public Schools (ISD #152) that no checks, including third party checks, are to be cashed for anyone (staff or students) out of cash deposits made by the district (food service, tuition & fees or any other cash deposits).

~~Further information is available in the Office of System Support.~~

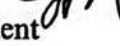
Legal Reference:

Uniform Finance Accounting Reporting System (UFARS) Manual, Chapter 14: Student Activity Accounting, Manual for Activity Fund Accounting (MAFA), October 2003.

[Search Again](#)

MEMO #: S-04-075

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent 

DATE: March 2, 2004

RE: Approval of Policy

Attached please find policy, Staff Development for Minnesota Academic Standards (652), for your review.

Suggested Resolution: Move to approve policy, Staff Development for Minnesota Academic Standards (652), as presented.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 652
Category: Policy of the School Board / Moorhead, MN
Section: 600 EDUCATION PROGRAMS
Name: Staff Development for Minnesota Academic Standards
Adopted: 08/26/02
Revised:
Reviewed:
Policy: Note change in policy name: Staff Development for Minnesota Academic Standards
(~~Graduation Standards Implementation Policy D~~)

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Minnesota Academic Standards and with students as they progress to achievement of ~~those Graduation Standards~~ the Minnesota Academic Standards.

II. GENERAL STATEMENT OF POLICY

The Moorhead School District is committed to developing staff policies and processes for continuous improvement of curriculum, instruction and assessment to ensure effective implementation of the Graduation Minnesota Academic Standards at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

A. The District Staff Development Committee shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Minnesota Academic Standards at all levels. The Committee will advise the school board and school sites on the planning of staff development opportunities.

B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Minnesota Academic Standards effectively and to upgrade that implementation continuously.

C. Staff development plans for the school district shall address identified needs for Graduation Minnesota Academic Standards implementation throughout all levels of the school district programs.

D. In service, staff meetings, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Minnesota Academic Standards at all levels for all students, including those with special needs.

E. ~~The school district will notify staff that the Commissioner of the Department of Children, Families and Learning maintains a high standards tool library that offers examples of assessment tools to assess student's achievement of standards, examples of lesson plans, best practices methods, research on proven methods, and exemplar work aligned to the content standards.~~

IV. TRAINING

Moorhead Area Public Schools will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

IV. BEST PRACTICES FOR TEACHING

The teaching philosophy, techniques, methods, strategies, and material should reflect the best knowledge about teaching practices and material that support the achievement of the desired learning results. The building principals with assistance from program staff, shall review the literature and the experience of others to identify and keep current the accepted practices.

~~Accepted best teaching practices include, but are not limited to the following:~~

~~Teaching practices align clearly with the desired outcomes~~

~~High expectations for learning and behavior are set for all students~~

~~Communications and explanations are clear to students~~

~~Constructivist teaching practices are used~~

~~Effective techniques for classroom management are used~~

~~Effective learning behavior is modeled~~

~~Learning is related to application in the world outside of school~~

~~Lessons are presented using effective questioning techniques and active student participation~~

~~Parents are effectively involved in the education of their children~~

Legal References:

Minnesota Statute 120B.02 (Results-Oriented Graduation Rule Educational Expectations for Minnesota's Students)

~~Minnesota Statute 120B.031 (Implementing the Profile of Learning)~~

Minnesota Statute 120B.11 (School District Process)

Minnesota Statute 120B.363 (Credentials for Education Paraprofessionals)

Minnesota Statute 122A.60 (Staff Development Program)

Minnesota Rule Parts 3501.0010 - 3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)

Minnesota Rule Parts 3501.0200 - 3501.0290 (Rules Relating to Graduation Standards - Written Composition)

~~Minnesota Rule Parts 3501.0300 - 3501.0469 (Rules Relating to Graduation Standards - Profile of Learning)~~

Minnesota Rule Part 3501.0420 (Implementation Reporting)

20 U.S.C. 6301, et. seq. (No Child Left Behind Act)

Cross References:

Moorhead School Board Policy 104: School District Mission Statement

Moorhead School Board Policy 601: School District Curriculum and Instruction Goals

Moorhead School Board Policy 640: Graduation Requirements

Moorhead School Board Policy 650: School District System Accountability

Moorhead School Board Policy 446: Staff Development

Search Again

MEMO #: S-04-076

TO: School Board

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

DATE: March 2, 2004

RE: Approval of Policy Deletion

Attached please find policy, Record Keeping/Reporting/Advising of Student Achievement (Graduation Standards Implementation Policy F and G) (654), for your review. This policy is recommended for deletion.

Suggested Resolution: Move to approve deletion of policy, Record Keeping/Reporting/Advising of Student Achievement (Graduation Standards Implementation Policy F and G) (654), as presented.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 654

Category: Policy of the School Board / Moorhead, MN

Section: 600 EDUCATION PROGRAMS

Name: Record Keeping/Reporting/Advising of Student Achievement (Graduation Standards Implementation Policy F and G)

Adopted: 08/26/02

Revised:

Reviewed:

Policy: This policy is recommended for deletion.

I. PURPOSE

The purpose of this policy is to establish a process for recording and reporting student achievement and informing students and their parents or guardians of student progress toward achievement of the Graduation Standards and of the learning opportunities available to meet the needs and interests of students.

II. GENERAL STATEMENT OF POLICY

The school district will inform parents/students as to student progress toward the Preparatory and High School Standards and of the learning opportunities available. This will be achieved through conferences and reporting on a regular basis. Through a planning process the student and parents will be advised about the student's achievement, standards and course offerings the student may take, and career and post-secondary planning as appropriate.

The school district shall establish a system for recording student completion of primary, intermediate, middle level and high school level content standards that will include content standards completed by the student and the score achieved on each content standard. A content standard is taught in the context of the course, not standing alone as a separate set of activities. This is what is meant by embedding the specifications of the content standard into the course. Students must demonstrate completion of all specification of a content standard if it is one that students are required to complete. What a teacher determines the student's grade for the course (subject), the work done by the student to demonstrate completion of the specifications of the content standard embedded in that course must be factored in and included as part of the student's course grade. The teacher must have a record of the student achievement of all specifications of a required content standard and evaluate and score that work separately in order to document completion of the standard as a graduation requirement. The high school transcript information will be recorded and reported using the format according to specifications provided the the commissioner.

III. RECORD KEEPING

A. Moorhead School District will employ the state-prescribed format for high school transcripts. High school student transcripts will include at least the following information:

- ~~1. High school content standards completed by the student;~~
 - ~~2. The score achieved on each high school content standard, or a notation that the content standard has been certified as completed through the school district's process for transferring credit;~~
 - ~~3. Date of completion of each high school content standard:~~
- ~~B. For high school content standards completed before the 2000-2001 school year, a student may request that the transcript record a "complete" or "incomplete" and not a numeric score recorded in an earlier school year.~~
- ~~C. The Assistant Superintendent for Teaching and Learning will design and implement a preparatory record data system for recording student completion of primary, intermediate, and middle level content standards which will include at least the following information:~~
- ~~1. Content standards completed by the student; and~~
 - ~~2. Score achieved on each standard;~~
- ~~D. The preparatory record system is an appendix to this policy.~~

~~IV. RECORD REPORTING AND STUDENT/PARENT ADVISING~~

- ~~A. The school district will provide written notice to students and parents or guardians of content standards taught and assessed in the curriculum and the procedures by which students may meet graduation requirements with content standards completed outside of the school district's curriculum. Additionally, the school district shall provide written notice of when reports on student progress and achievement will be issued. The superintendent shall ensure that students and parents or guardians are provided with such notice in an appropriate manner.~~
- ~~B. The school district will provide to students and/or their parents or guardians on a yearly basis, a report of the student progress toward achieving required content standards and information on how to schedule counseling/advisory appointments to discuss the progress and learning opportunities available to the student. The school district will provide reports of student performance on the Profile of Learning pursuant to the method established by the Department of Children, Families and Learning.~~
- ~~C. Parents or guardians may request progress reports, in addition to the periodic reports, by arrangement with the student's counselor.~~

~~V. RECORDS MAINTAINED FOR THE DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING~~

~~The school district shall maintain records of the following to be submitted for audit at the request of the Department of Children, Families and Learning for its periodic review of Graduation Standards, opportunities, and requirements:~~

- ~~A. Examples of local assessments used to measure students' completion of a content standards;~~
- ~~B. Aggregated data of students' completion of each high school content standard;~~
- ~~C. Aggregated data on each year's high school graduates, including the number of high school content standards completed, and the level of achievement earned on each content standard;~~

D. Anonymous examples of student work in each high school content standards; and

E. The number and identity of all available content standards, the number of required content standards, and the number of content standards completed by students.

Legal References:-

Minnesota Statute 120B.02 (Results-Oriented Graduation Rule)

Minnesota Statute 120B.031 (Implementing the Profile of Learning)

Minnesota Statute 120B.11 (School District Process)

Minnesota Rule Parts 3501.0010 - 3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)

Minnesota Rule Parts 3501.0200 - 3501.0290 (Rules Relating to Graduation Standards - Written Composition)

Minn. Rule Parts 3501.0300 - 3501.0469 (Rules Relating to Graduation Standards - Profile of Learning)

Minnesota Rule Part 3501.0380 (Advising Students)

Minnesota Rule Part 3501.0390 (Preparatory Content Standard Record Data)

Minnesota Rule Part 3501.0400 (High School Transcript Record Data)

Minnesota Rule Part 3501.0410 (Notification to Parents and Students)

Minnesota Rule Part 3501.0420 (Implementation Reporting)

Cross References:-

Moorhead School Board Policy 104: School District Mission Statement

Moorhead School Board Policy 504: Protection and Privacy of Pupil Records

Moorhead School Board Policy 601: School District Curriculum and Instruction Goals

Moorhead School Board Policy 640: Graduation Requirements

Moorhead School Board Policy 650: School District System Accountability

Moorhead School Board Policy 651: School District Ensurance of Preparatory and High School Standards

Moorhead School Board Policy 653: Credit for Learning

Moorhead School Board Policy 655: Profile of Learning Appeal Process

Moorhead School Board Policy 656: Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students

Moorhead School Board Policy 657: Assessment of Standards Achievement

Moorhead School Board Policy 660: School District Testing Plan and Procedure

[Search Again](#)

MEMO #: S-04-077

TO: School Board

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

DATE: March 2, 2004

RE: Approval of Policy Deletion

Attached please find policy, Profile of Learning Appeal Process (Graduation Standards Implementation Policy H) (655), for your review. This policy is recommended for deletion.

Suggested Resolution: Move to approve deletion of policy, Profile of Learning Appeal Process (Graduation Standards Implementation Policy H) (655), as presented.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 655
Category: Policy of the School Board / Moorhead, MN
Section: 600 EDUCATION PROGRAMS
Name: Profile of Learning Appeal Process (Graduation Standards Implementation Policy H)
Adopted: 08/26/02
Revised:
Reviewed:
Policy: This policy is recommended for deletion.

~~I. PURPOSE~~

~~The purpose of this policy is to clearly establish how a student and parent or guardian may appeal a decision regarding implementation of the Profile of Learning or any decision made under these policies.~~

~~H. GENERAL STATEMENT OF POLICY~~

~~The school district encourages student and parent or guardian involvement in the implementation of and decisions concerning the Profile of Learning. To address the concerns or complaints of students and parents or guardians regarding the implementation of the Profile of Learning or any decisions made under these policies, the school district has established a procedure for review of these issues.~~

~~III. PROCEDURE FOR HANDLING COMPLAINTS~~

~~A. Initial Complaint or Concern:~~

~~1. Students and their parents or guardians may report concerns or complaints regarding the implementation of the Profile of Learning or decisions made under these policies to the building principal. While written reports are encouraged, a complaint may be made orally. When complaints are made orally, the building principal shall reduce the complaint to writing.~~

~~2. The building principal shall investigate the complaint within a reasonable time.~~

~~3. The building principal shall respond in writing to the complaining party concerning the outcome of the investigation, including any actions taken in response to the complaint and the right to appeal the decision pursuant to this policy. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act) or other applicable law.~~

~~B. Appeal of Decision:~~

~~1. A complaining party may appeal the decision of the building principal or designee to the superintendent. Appeals must be made in writing within ten calendar days of the date of the decision. The superintendent shall review the decision of the building principal and conduct such additional investigation as deemed appropriate and necessary. Within a reasonable time from receipt of the appeal, the superintendent shall respond to the complaining party concerning the outcome of the review and the right to appeal the decision pursuant to this policy.~~

2. A complaining party may appeal the decision of the superintendent to the school board. Appeals must be made in writing within ten calendar days of the date of the decision. The school board shall review the complaint in any manner it deems appropriate. The school board shall issue a decision regarding the appeal at its next regularly scheduled meeting following the conclusion of the school board's review and investigation of the complaint, or as soon thereafter as appropriate. The decision of the school board shall be final.

C. Maintenance of Records:

The school district will maintain records of all issues, comments, and concerns about student achievement and system delivery of content standards as may assist the Department of Children, Families and Learning in upgrading or expending student requirements under the Profile of Learning. These records shall be submitted for audit at request of the Department for its review of Graduation Standards, opportunities, and requirements.

D. Other:

This policy shall not affect the rights of any party to proceed under other school district policies or laws to address concerns or complaints regarding implementation of the Profile of Learning or decisions made under these policies. This policy also shall not preclude the school district from utilizing other suitable proceedings in responding to such concerns or complaints.

IV. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building Staff handbooks.

Legal References:

Minnesota Statute Ch. 13 (Minnesota Government Data Practice Act)
 Minnesota Statute 120B.02 (Results-Oriented Graduation Rule)
 Minnesota Statute 120B.11 (School District Process)
 Minnesota Rule Parts 3501.0300 - 3501.0469 (Rules Relating to Graduation Standards - Profile of Learning)
 Minnesota Rule Part 3501.0420 (Implementation Reporting)
 Minnesota Rule Part 3501.0430 (Other District Responsibilities)

Cross References:

Moorhead School Board Policy 601: School District Curriculum and Instruction Goals
 Moorhead School Board Policy 640: Graduation Requirements
 Moorhead School Board Policy 650: School District System Accountability
 Moorhead School Board Policy 651: School District Ensurance of Preparatory and High School Standards
 Moorhead School Board Policy 652: Staff Development for Standards
 Moorhead School Board Policy 653: Credit for Learning
 Moorhead School Board Policy 654: Record Keeping/Reporting/Advising of Student Achievement
 Moorhead School Board Policy 656: Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students
 Moorhead School Board Policy 657: Assessment of Standards Achievement
 Moorhead School Board Policy 660: School District Testing Plan and Procedure

[Search Again](#)

MEMO #: S-04-078

TO: School Board

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

DATE: March 2, 2004

RE: Approval of Policy

Attached please find policy, Basic Standards Testing, Accommodations, Modifications, and Exemptions for Individualized Education Programs (IEPs), Section 504 Accommodation and Limited English Proficiency (LEP) Students (656), for your review.

Suggested Resolution: Move to approve policy, Basic Standards Testing, Accommodations, Modifications, and Exemptions for Individualized Education Programs (IEPs), Section 504 Accommodation and Limited English Proficiency (LEP) Students (656), as presented.

LPN:mde

Attachment

❖ Policies and Procedures ❖

Code: 656

Category: Policy of the School Board / Moorhead, MN

Section: 600 EDUCATION PROGRAMS

Name: Basic Standards Testing, Accommodations, Modifications, and Exemptions for Individualized Education Programs (IEPs), Section 504 Accommodation and Limited English Proficiency (LEP) Students

Adopted: 08/26/02

Revised:

Reviewed:

Policy: Note change in policy name: Basic Standards Testing, Accommodations, Modifications, and Exemptions for Individualized Education Plans Programs (IEPs), Section 504 Accommodation and Limited English Proficiency (LEP) Students

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having an Individualized Education Plan Program (IEP), Section 504 Accommodation, or Limited English Proficiency (LEP) needs to meet the graduation requirements of basic skills testings.

II. GENERAL STATEMENT OF POLICY

A. The ~~school district~~ Moorhead Area Public Schools will utilize the existing annual review of IEPs or Section 504 Accommodation plans to review, on a case-by-case basis, the extent of student participation in basic standards testing.

B. Students with LEP needs must be identified and accommodations made.

III. DEFINITION OF TERMS

See Administrative Procedure 656.1 "Basic Standards Testing Accommodations and Modifications" for students with IEPs and 504 Plans and "Basic Standards Testing with Limited English Proficiency" ~~appendix attached~~.

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC STANDARDS TESTING

See Administrative Procedure 656.1 "Basic Standards Testing Accommodations and Modifications" for students with IEPs and 504 Plans and "Basic Standards Testing with Limited English Proficiency" ~~appendix attached~~.

V. RECORDS

For all students with special situations - After results have been obtained from any basic skills testing in grade nine and beyond, a report will be sent to the child study facilitator and counselors for their review and discussion at a team meeting to determine whether

modification and remediation efforts are necessary. As students enter the Moorhead School District from outside other districts, the state records will be reviewed by the guidance staff and special education staff as appropriate to consider testing opportunities, remediation, and waivers for special situations

All test accommodations, modifications, or exemptions shall be reported to the Assistant Superintendent for Teaching and Learning. The Assistant Superintendent for Teaching and Learning shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. This will be done annually by December 1. Testing results will be documented and reported.

Legal References:

Minnesota Statute 120B.11 (School District Process)

Minnesota Statute 120B.30 (Statewide Testing and Reporting System)

Minnesota Rule Parts 3501.0010 - 3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)

Minnesota Rule Parts 3501.0200 - 3501.0290 (Rules Relating to Graduation Standards - Written Composition)

~~Minnesota Rule Parts 3501.0300 - 3501.0469 (Rules Relating to Graduation Standards - Profile of Learning)~~

Cross References:

Moorhead School Board Policy 104: School District Mission Statement

Moorhead School Board Policy 601: School District Curriculum and Instruction Goals

Moorhead School Board Policy 640: Graduation Requirements

Moorhead School Board Policy 660: School District Testing Plan and Procedure

Search Again

MEMO #: S-04-079

TO: School Board

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

DATE: March 2, 2004

RE: Approval of Policy

Attached please find policy, Bullying Prohibition (578), for your review.

Suggested Resolution: Move to approve policy, Bullying Prohibition (578), as presented.

LPN:mde

Attachment

❖ Policies and Procedures ❖

Code: 578
Category: Policy of the School Board / Moorhead, MN
Section: 500 STUDENTS
Name: Bullying Prohibition
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The Moorhead Area Public School District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the Moorhead Area Public School District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. The Moorhead Areaa Public School District will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;

2. damaging a student's property;

3. placing a student in reasonable fear of harm to his or her person or property; or

4. creating a hostile educational environment for a student.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the appropriate school district officials (teachers, administrators, coaches/advisors and other employees). A student may report bullying anonymously, but action

may not be taken against an alleged perpetrator based solely on an anonymous report.

B. The Moorhead Area Public School District encourages the reporting party or complainant to use the report form (Administrative Procedure 578.1) available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

G. The Moorhead Area Public School District will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of bullying, the Moorhead Area School District shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The Moorhead Area Public School District may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

D. The Moorhead Area Public School District is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The Moorhead Area Public School District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or

against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

A. The Moorhead Area Public School District annually will provide information and any applicable training to school district staff regarding this policy.

B. The Moorhead Area Public School District annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

VIII. NOTICE

The Moorhead Area Public School District will give annual notice of this policy to students, parents or guardians, and staff through student and employee handbooks.

Legal References:

Minnesota Statute 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minnesota Statute 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minnesota Statute 121A.69 (Hazing Policy)

Cross References:

Moorhead School Board Policy 570: Prohibition of Harassment and Violence

Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Moorhead School Board Policy 535: Maltreatment of Vulnerable Adults

Moorhead School Board Policy 576: Moorhead Area Public School District Weapons Policy

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 552: Corporal Punishment

Moorhead School Board Policy 504: Protection and Privacy of Pupil Records

Moorhead School Board Policy 501: Equal Educational Opportunity

Moorhead School Board Policy 503: Student Parental, Family and Marital Status Nondiscrimination

Moorhead School Board Policy 571: Hazing Prohibition

Moorhead School Board Policy 554: Notification to Staff Regarding Placement of Students with Violent Behavior

Moorhead School Board Policy 721: Student Transportation Safety Policy

Search Again

MEMO #: S-04-083

TO: School Board

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

DATE: March 2, 2004

RE: Approval of Policy

Attached please find policy, Attendance Areas (510), for your review.

Suggested Resolution: Move to approve policy, Attendance Areas (510), as presented.

LPN:mde

Attachment

❖ Policies and Procedures ❖

Code: 510
Category: Policy of the School Board / Moorhead, MN
Section: 500 STUDENTS
Name: Attendance Areas
Adopted: 9/6/1988
Revised: 12/1/1996
Reviewed: 12/1/1990 11/1/1994 12/1/1996
Policy: Please note change in policy name: ~~Boundary Configuration~~ Attendance Areas

PURPOSE

The purpose of this policy is to describe attendance areas and exceptions beginning the 2004-2005 school year.

GENERAL STATEMENT

ATTENDANCE AREAS

Attendance boundaries for ~~Independent School District No. 152~~ Moorhead Area Public Schools shall be revised as necessary between June 1 and August 15 of each year.

GRADES K-4 5

Students are required to attend school within the boundaries of the attendance center area in which they reside unless a boundary exception request has been authorized or administrative placement is made due to class size restraints.

~~Kindergarten sessions are available at the following child care centers: 1) Moorhead State University, 2) Clay County Family Service Center.~~

Maps and descriptions of attendance boundaries are available in the district office of Teaching and Learning and the district's web site.

Guidelines for handling boundary attendance area exception requests are included as Moorhead School Board Policy 510 Administrative Procedure 510.1. Transportation is not provided for attendance area exceptions.

GRADE 5

~~All grade 5 students will attend either Robert Asp, Thomas Edison or Riverside schools. Student placement will be determined by building administrators of those schools.~~

GRADE 6

~~All grade 6 students will attend Robert Asp School.~~

GRADES 6, 7, 8

~~All grades~~ Students in grades 6, 7, 8 students will attend either Moorhead Junior High Horizon Middle School, West Central Regional Juvenile Center, Moorhead Red River

Area Learning Center, or the Clay County Outreach Center.

GRADES 9, 10, 11, 12

All ~~s~~ Students in grades 9, 10, 11, 12 will attend either Moorhead Senior High School, Clay County West Central Regional Juvenile Detention Center, Moorhead Community-Alternative Program Red River Area Learning Center, and or the Clay County Outreach Center. For graduation purposes these sites are considered a part of Moorhead Senior High School.

RESIDENCE DEFINED

A pupil is classified as a resident of an attendance ~~center~~ area when the following conditions are satisfied.

A. The pupil must reside with a parent, legal guardian, ~~or responsible person who has furnished an affidavit of responsibility~~ or an individual acting as a parent of the student in the absence of a parent or guardian.

B. The place of residence is established to be where the parent, legal guardian, or person charged with legal responsibility permanently resides. ~~A temporary move shall not qualify a pupil for attendance in another attendance center.~~

~~The primary purpose of the boundary exception process is to avoid conflicts between home and school. Its basic function is to provide the needs of children. The rationale behind the process assumes that those needs are best satisfied when the parent and child have positive feelings about the school setting and that home-school conflicts are avoided when such feelings prevail.~~

~~An exception to these policies must be based upon extreme circumstances which may be considered by the Superintendent of Schools.~~

Search Again

MEMO #: S-04-082

TO: School Board

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

DATE: March 2, 2004

RE: Approval of Policy

Attached please find policy, Student Surveys (505), for your review.

Suggested Resolution: Move to approve policy, Student Surveys (505), as presented.

LPN:mde

Attachment

❖ Policies and Procedures ❖

Code: 505
Category: Policy of the School Board / Moorhead, MN
Section: 500 STUDENTS
Name: Student Surveys
Adopted:
Revised:
Reviewed:
Policy: I. PURPOSE

Moorhead Area Public School District may utilize surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Results of surveys will be shared with administrators, staff, students, and parents as appropriate. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. 1232h.

III. STUDENT SURVEYS IN GENERAL

A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.

B. The superintendent or designee may choose not to approve any survey for reasons to include seeking probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin. The survey must meet recognized professional standards.

C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the

school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C.1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following guidelines are to be adopted in consultation with parents:

a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting in loco parentis (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. 1400 et. seq.).

e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) "Personal information" means individually identifiable information including a student's or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

(2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

(a) college or other postsecondary education recruitment or military;

(b) book clubs, magazines, and programs providing access to low cost literary products;

(c) curriculum and instructional materials used by elementary and secondary schools;

(d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;

(e) the sale by students of products or services to raise funds for school-related or education-related activities; and

(f) student recognition programs.

(3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The guidelines adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.

a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
b. The notice will provide parents with an opportunity to opt out of participation in the following activities:

(1) Activities involving collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.

(3) Any nonemergency invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

"Invasive physical examination" means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2. Subparagraph b., above, are scheduled, or expected to be scheduled.

d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

D. The school district shall give parents and students notice of their rights under this section.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 1232h (Protection of Pupil Rights)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act)

Cross References:

Moorhead School Board Policy 504: Protection and Privacy of Pupil Records
Moorhead School Board Policy 501: Equal Educational Opportunity
Moorhead School Board Policy 503: Student Parental, Family and Marital Status
Nondiscrimination

[Search Again](#)

MEMO #: S-04-080

TO: School Board

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

DATE: March 2, 2004

RE: Approval of Policy

Attached please find policy, Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds (554), for your review.

Suggested Resolution: Move to approve policy, Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds (554), as presented.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 554

Category: Policy of the School Board / Moorhead, MN

Section: 500 STUDENTS

Name: Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

Adopted:

Revised:

Reviewed:

Policy: I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The Moorhead Area Public School District is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

Removal of all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).

B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a

police officer, or a state patrol trooper.

C. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.

D. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.

E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.

F. "Emergency" means a situation in which immediate intervention is necessary to protect a student or other individual from physical injury, emotional abuse due to verbal and nonverbal gestures, or to prevent severe property damage.

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

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education

Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and Moorhead School Board Policy 504, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a school principal, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Requiring the student to assume and maintain a specified physical position, activity, or posture that induces physical pain as an aversive procedure;
2. Presenting intense sounds, lights, or other sensory stimuli as an aversive stimulus;
3. Using noxious smell, taste, substance, or spray as an aversive stimulus;
4. Denying or restricting the student's access to equipment and devices such as hearing aids and communication boards that facilitate the student's functioning except temporarily when the student is perceived to be destroying or damaging equipment or devices;
5. Using faradic skin shock;
6. Restricting, totally or partially, the student's auditory or visual sense, except that study carrels may be used as an academic intervention;
7. Withholding regularly scheduled meals or water; and/or
8. Denying the student access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Conditional Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more conditional procedures, the crisis team may employ those conditional procedures, in addition to any reasonable force

that may be necessary, to facilitate the student's removal from school grounds. If the crisis team initiates use of conditional procedures in an emergency, the student's IEP team shall meet as soon as possible, but no later than five (5) school days after emergency procedures have commenced.

Legal References:

20 U.S.C. 1415(k)(9) (Individuals with Disabilities Education Act (IDEA))
34 C.F.R. 300.529 (IDEA Regulation Regarding Involvement of Law Enforcement)
20 U.S.C. 1232g et seq. (Family Educational Rights and Privacy (FERPA))
Minnesota Statute 13.01, et seq. (Minnesota Government Data Practices Act)
Minnesota Statute 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minnesota Statute 121A.582 (Student Discipline; Reasonable Force)
Minnesota Statute 121A.61 (Discipline and Removal of Students from Class)
Minnesota Statute 121A.67 (Aversive and Deprivation Procedures)
Minnesota Statute 609.06 (Authorized Use of Force)
Minnesota Statute 609.379 (Permitted Actions)
Minnesota Rule 3525.0200, Subp. 2c (Definition of "Emergency")
Minnesota Rule 3525.2900, Subp. 5 (The IEP and Regulated Interventions)

Cross References:

Moorhead School Board Policy 551: Student Discipline
Moorhead School Board Policy 552: Corporal Punishment
Moorhead School Board Policy 570: Prohibition of Harassment and Violence
Moorhead School Board Policy 710: School District Crisis Management Policy
Moorhead School Board Policy 504: Protection and Privacy of Pupil Records

[Search Again](#)

MEMO #: S-04-081

TO: School Board

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

DATE: March 2, 2004

RE: Approval of Policy

Attached please find policy, Moorhead Area Public Schools Information Network Acceptable Use and Safety Policy (731), for your review.

Suggested Resolution: Move to approve policy, Moorhead Area Public Schools Information Network Acceptable Use and Safety Policy (731), as presented.

LPN:mde
Attachment

❖ Policies and Procedures ❖

Code: 731

Category: Policy of the School Board / Moorhead, MN

Section: 700 NON-INSTRUCTIONAL OPERATIONS

Name: Moorhead Area Public Schools Information Network Acceptable Use and Safety Policy

Adopted: 02/08/99

Revised:

Reviewed:

Policy: Please note change in policy name: Moorhead Area Public Schools Information Network Acceptable Use and Safety Policy

I. PURPOSE

The purpose of this policy is to set forth policy and guidelines for access to the school district computer system and safe use of the Internet, including electronic communications. The District's information network shall be used only for educational purposes consistent with the District's mission and goals.

II. GENERAL STATEMENT OF POLICY

The ~~School Board of the~~ Moorhead Area Public Schools shall operate an information network to support its educational mission. The Moorhead School Board recognizes the need for its staff and students to have access to a global information network. Part of the district's responsibility in preparing students for the future is to provide them access to the tools they will be using as adults. The Moorhead Area Public Schools Information Network is defined as information systems owned by the district as well as other information systems to which the district provides intentional or unintentional access. The district is not responsible for information available from third parties solely for providing access or connection to or from a facility, system or network over which it has no control. An orientation session on appropriate use of the Moorhead Area Public Schools Information Network shall be provided for each user prior to the issuance of a system account. The use of this system shall be consistent with the district's educational mission, district policy, state laws, and federal laws. In accordance with the requirements of the Child Internet Protection Act the district will monitor the online activities of minors and employ technology protection measures during any use of the information network by minors and adults.

III. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws. Refer to Administrative Procedures 731.1, 731.2 and 731.3 for additional guidelines regarding acceptable use.

IV. REGULATIONS

The Superintendent shall establish regulations for student and staff use of the Moorhead Area Public Schools Information Network System.

V. NOTIFICATION

All users shall be notified of the school district policies relating to Internet use.

Legal References:

17 U.S.C. 101 et. seq. (Copyrights)

15 U.S.C. 6501 et. seq. (Children's Online Privacy Protection Act)

Children's Internet Protection Act of 2000 (CIPA) 47 U.S.C. 254

47 C.F.R. 54.520 (FCC Rules Implementing CIPA)

Title III of the Elementary and Secondary Education Act of 1965, 20 U.S.C. 1601, et. seq., as amended

Minnesota Statute 125B.15 to 125B.25 (Internet Access for Students)

Cross References:

Moorhead School Board Policy 414: Employee Public and Private Personnel Data

Moorhead School Board Policy 502: Student Disability Nondiscrimination

Moorhead School Board Policy 503: Student Parental, Family and Marital Status Nondiscrimination

Moorhead School Board Policy 504: Protection and Privacy of Pupil Records

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 601: Instructional Goals of Moorhead Area Public Schools

Moorhead School Board Policy 620: Curricular Selection and Review, Alternative Instruction and Instructional Resource Reevaluation

Moorhead School Board Policy 710: School District Crisis Management Policy

Moorhead School Board Policy 906: Public Solicitation in Moorhead Area Public Schools

Search Again

OFFICE OF TEACHING & LEARNING MEMO #: I.04.104



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Preliminary Staffing Plan
DATE: March 2, 2004

Attached is the preliminary staffing plan for licensed and non-licensed staff along with a projection for average class sizes. There will be reductions at the elementary levels to reflect declining enrollment. Despite the need for reduction, classes will be at or near the targeted student to teacher ratio.

SUGGESTED RESOLUTION: Move to approve the 2004-05 preliminary staffing plan.

LAK/kmr
Attachment

Licensed Staff	2003-04 Actual	2004-05 Budget	Increase (Decrease)
Elementary (K-5)	87.5	77.5	-10
Middle School (6-8)	60	60	0
Senior High (9-12)	69.643	68.643	1
Alternative Education	14.75	14.75	0
Special Education	104.617	100.67	-4
Title 1/Reading Recovery	13.364	9.364	-4
ESL	8.8	7.8	-1
Elementary Art	2.65	2.65	0.35
Elementary Music	10	9	-1
Elementary Physical Education	8	7	-1
Gifted and Talented	2.5	2.5	0
Administrative	12	12	-2
Media Specialists	6	6	-1
Counselors	10	11	1
School Nurses	2	2	0
Supervisory	7	7	0
Total Licensed Staff	418.824	397.877	-21.65

Non-Licensed Staff

Administrative	2	2	0
Supervisory	9	9	0
Special Education Paraprofessional	142	137	-5
Title 1 Paraprofessional	30	19.697	-10.303
Non-Aligned	12	11.5	-0.5
Clerical	56.3375	41.4625	-14.875
Custodial	33	33	0
Total Non-Licensed Staff	284.3375	253.6595	-30.678

The following chart provides information regarding the average class sizes at each grade level. The district annual plan provides for class sizes within the following parameters.

Student to Teacher Ratios

GRADE LEVEL	99-00	00-01	01-02	02-03	03-04	04-05
Elem K-3	25:1	25:1	25:1	25:1	25:1	25:1
Elem 4-5	28:1	29:1	29:1	29:1	29:1	29:1
Junior High	28:1	30:1	30:1	30:1	30:1	30:1
Senior High	28:1	30:1	30:1	30:1	30:1	30:1

K-3 class size ratio will be less than listed above due to special state and federal legislation. Secondary staffing for elective classes will require a student enrollment of 20-30.

The following information provides average class sizes for 1999-2000 through 2004-2005. The 2004-2005 average class size is based on project enrollment as of February 2003.

Average Class Size

	99-00	00-01	01-02	02-03	03-04	04-05
	Average Class Size	Average Class Size	Average Class Size	Average Class Size	Average Class Size	Average Class Size
Kind	20	21.3	20	20.72	21.11	22.6
Grade 1	16	18.7	21.49	22.85	21.82	22
Grade 2	18	23.8	21.76	23	23.35	26
Grade 3	18	25.7	27.07	23.33	23.94	25.6
Grade 4	21	27.9	27	25.48	24	27.3
Grade 5	23	28.2	28.07	27.38	26.13	27.3
Grade 6	26	29.1	27.38	28.36	27.25	25
Grade 7					29.1	29
Grade 8					30.2	26.4

OFFICE OF TEACHING & LEARNING MEMO #: 1.04.105



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Resolution for Discontinuing and Reducing Programs
and Licensed Positions.
DATE: March 2, 2004

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 reduced expenditures as a result of declining enrollment and financial limitations.

<u>FTE</u>	<u>Licensed</u>
10	Kindergarten Grade 5
1	Elementary Music
1	Elementary Physical Education
1.6	Family Consumer Science
0.5	Social Science
1	English
0.5	Science
0.375	Physical Education
0.5	Industrial tech
0.25	World Language
0.25	Business
0.75	Music
.125	French
1	Media Specialist
4	Special Education
3	Title I/ Basic Skills
1	ESL
1	Reading Recovery
2	Elementary Principals

SUGGESTED RESOLUTION: Move to direct administration to recommend reductions in programs and positions as needed to reduce expenditures as a result of declining enrollment and financial limitations.

LAK/kmr
Attachment

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION DISCONTINUING AND REDUCING
EDUCATIONAL PROGRAMS AND POSITIONS**

WHEREAS, the School Board of Independent School Dist No.152 adopted a resolution on March 8, 2004 directing the administration to make recommendations for reductions in programs and positions due to decreasing enrollment and/or financial condition of the School District and

WHEREAS, said recommendations have been received and considered by the school board. BE IT RESOLVED, by the School Board of Independent School District No. 152, as follows:

That the following programs and positions, or portions thereof, be discontinued at the end of the contract year 2003-04.

<u>FTE</u>	<u>Licensed</u>
10	Kindergarten Grade 5
1	Elementary Music
1	Elementary Physical Education
1.6	Family Consumer Science
0.5	Social Science
1	English
0.5	Science
0.375	Physical Education
0.5	Industrial Tech
0.25	World Language
0.25	Business
0.75	Music
.125	French
1	Media Specialist
4	Special Education
3	Title I/ Basic Skills
1	ESL
1	Reading Recovery
2	Elementary Principals

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

whereupon said resolution was declared duly passed and adopted.

OFFICE OF TEACHING & LEARNING MEMO #: 1.04.106



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Resolution for Discontinuing and Reducing Programs
and Non-Licensed Positions.
DATE: March 2, 2004

Consider the attached resolution directing the administration to make recommendations to the School Board for the discontinuance and reduction of educational programs and Non-licensed positions as needed to reduced expenditures as a result of declining enrollment and financial limitations.

<u>FTE</u>	<u>Non-licensed</u>
14.875	Secretary
0.5	Non-aligned
1.88	Food Service
15.303	Paraprofessionals (Special Ed, Title I/ Basic Skills, Security)

SUGGESTED RESOLUTION: Move to direct administration to recommend reductions in programs and Non-licensed positions as needed to reduce expenditures as a result of declining enrollment and financial limitations.

LAK/kmr
Attachment

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION DISCONTINUING AND REDUCING
EDUCATIONAL PROGRAMS AND POSITIONS**

WHEREAS, the School Board of Independent School Dist No.152 adopted a resolution on March 8, 2004 directing the administration to make recommendations for reductions in programs and positions due to decreasing enrollment and/or financial condition of the School District and

WHEREAS, said recommendations have been received and considered by the school board. BE IT RESOLVED, by the School Board of Independent School District No. 152, as follows:

That the following programs and positions, or portions thereof, be discontinued at the end of the contract year 2003-04.

<u>FTE</u>	<u>Non-licensed</u>
14.875	Secretary
0.5	Non-aligned
1.88	Food Service
15.303	Paraprofessionals (Special Ed, Title I/ Basic Skills, Security)

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

whereupon said resolution was declared duly passed and adopted.

3-179-B65
3-22-04

INDEPENDENT SCHOOL DISTRICT #152

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

March 22, 2004

7:00 p.m.

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

ATTENDANCE:

Lisa Erickson _____	Mike Siggerud _____
Cindy Fagerlie _____	Kristine Thompson _____
Sonia Hohnadel _____	Bill Tomhave _____
Carol A. Ladwig _____	Larry P. Nybladh _____

AGENDA

1. **CALL TO ORDER**

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

Moved by _____ Seconded by _____
Comments _____

- D. "We Are Proud"

We Are Proud of the Moorhead Junior High teams for placing first, second, third and fifth in the team competition at the Tri-College Math Contest held March 1 at Concordia College. Individual winners were Andrew Chen capturing first place with a perfect score, Nick Holschuh second, and Sebastian Wai third. Top ten finishers were Jayce Schmidt, Harrison Suits-Baer and Paul Lillehaugen.

SCHOOL BOARD AGENDA - March 22, 2004

PAGE 2

First place team members were ninth-graders Andrew Chen, Nick Holschuh, Moriah Thielges and Sebastian Wai, eighth-graders Jayce Schmidt, Harrison Suits-Baer and Coleman Wagner, and seventh-grader Timothy Lillehaugen.

Second place team members were ninth-graders Mia Bonitto, Kevin Hayes, Paul Lillehaugen and Caroline Moos, eighth-graders Adam Fitzgerald, Reed Langerud and Sabrina Sam, and seventh-grader Margaret Worman.

Third place team members were ninth-graders Andrew Burns, Matt Fitzgerald, Jeff Foss and Eric Hanson, eighth-graders Kaia Hoium, Jordan Klovstad and Tyler Penas, and seventh-grader Jakob Lindaas.

Fifth place team members were ninth-graders Kelsey Keimig, Maddison Melquist, Lynn Olson and Lee Skunes, eighth-graders Nathan Hanson, Hunter Thorsen and Taylor Valnes, and seventh-grader Zach Benedict. Teams 4 and 5 tied for fifth place with team 5 winning in a tiebreaker. The math teams are coached by Ken Welken.

***** We Are Proud** of the Moorhead High team for placing first at the Tri-College Math Contest. Top ten finishers were Steve Zitzow, Tyler Thorson and Zach Kenz, who tied for first. Members of the first place team include seniors Brady Andvik, Matt Fuxa, Matt Schneider and Zach Kenz, juniors Nate Miller, Ben Hanna and Eric Melquist, and sophomore Steve Zitzow.

***** We Are Proud** of the cast and crew of Moorhead High School's one-act play "Coyote on a Fence" for receiving first place at the section 8AA one-act play championship held February 7 in Alexandria. The play advanced to the state one-act play festival held February 13 in St. Paul.

The cast and crew of "Coyote on a Fence" are Courtney Covey, Erin Koppang, Ally Carey, Tony Frost, Andy Shaw and Jaime Shaw. Chris Lien is the director of the one-act play.

***** We Are Proud** of the Moorhead High School Student Council and Key Club for helping raise \$20,828 in pledges during the Moorhead Area Education Foundation Dollars for Scholars Phonathon. Moorhead High students Cari Zitzow and Susanne Dahl were the top callers during the two-night Phonathon. They will each receive a \$100 scholarship from Northwestern Bank.

SCHOOL BOARD AGENDA - March 22, 2004

PAGE 3

Lynn Tkachuk and Pam Astrup are the Phonathon co-chairpersons. Tammi Fortney is the Key Club advisor, and Charlie Fisher is the Student Council advisor.

- 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 9-10
 - (2) Approval of Agreement - Pages 11-13
- B. BUSINESS SERVICE MATTERS - Weston
 - (1) Approval to Advertise for Bids - Pages 14-15
- C. HUMAN RESOURCE MATTERS- Nielsen
 - (1) Approval of New Employees - Page 16
 - (2) Acceptance of Resignations - Page 17
 - (3) Approval of Family/Medical Leaves - Page 18
 - (4) Approval of Medical Leave - Page 19
 - (5) Approval of Extended Leave of Absence - Page 20
 - (6) Acceptance of Retirement - Page 21
 - (7) Approval of Leave of Absence - Page 22
- D. SUPERINTENDENT MATTERS - Nybladh

SCHOOL BOARD AGENDA - March 22, 2004

PAGE 4

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

Moved by _____ Seconded by _____

Comments _____

3. COMMITTEE REPORTS

4. FIRST READING OF POLICIES: Nybladh

Pages 23-44

Conduct a first reading of the following policies: Mandated Reporting of Child Neglect or Physical or Sexual Abuse (534), Maltreatment of Vulnerable Adults (535), Moorhead Area Public School District State Mandated Testing Plan and Procedure (660), Safety and Security Technology (712), and Public Gifts to the School District (834).

5. APPROVAL OF ASBESTOS ABATEMENT BID FOR GEORGE WASHINGTON

ELEMENTARY SCHOOL: Weston

Pages 45-46

Suggested Resolution: Move to approve the bid from Enviro Tech in the amount of \$217,000.00 for Base Bid "A" for the asbestos abatement work at Washington Elementary.

Moved by _____ Seconded by _____

Comments _____

6. APPROVAL OF ASBESTOS ABATEMENT BID FOR MOORHEAD HIGH

SCHOOL AND PROBSTFIELD ELEMENTARY SCHOOL: Weston

Pages 47-48

Suggested Resolution: Move to approve the bid from Enviro Tech in the amount of \$57,000.00 for Base Bid "A" for the asbestos abatement work at Moorhead High School and Probstfield Elementary School.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - March 22, 2004

PAGE 5

7. MOORHEAD COMMUNITY ACCESS TELEVISION PROPOSAL

PRESENTATION: Markert

Pages 49-65

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

Nielsen

Pages 66-69

Suggested Resolution: Move to approve the following resolution:

WHEREAS, the following teachers are probationary teachers in Independent School District # 152:

<u>Name</u>	<u>Position</u>	<u>FTE</u>
Melissa Barber	Elementary	1.0
Dawn Barrera	Title 1	.65
Tracy Boehm	Elementary	1.0
Diana Cobb	Elementary	1.0
Shawna Gregerson	Elementary-Media	1.0
Stephanie Herbranson	Elementary	1.0
Melina Hernandez	Elementary	1.0
Carla Jimenez	Elementary	1.0
Louis Lauer	Elementary	1.0
Carrie Lawrence	Elementary	1.0
Trenton Leitheiser	Elementary	1.0
Marty Malmberg	Elementary	1.0
Tara Meier	Elementary-Special Education	.50
Monica Olivares	Elementary	1.0
Kelly Skeim	Title 1	.50
Crystal Specht	Elementary	1.0
Bethany Ustanko	Elementary	1.0
Melissa Wiese	Elementary-Music	1.0
Chad Bakken	Social Studies	1.0
Jessica Ebsen	Math	1.0
Christina Long	English	1.0
LaRae Rosenfeldt	Family Consumer Science	.429

SCHOOL BOARD AGENDA - March 22, 2004

PAGE 6

Lucia Schroeder	Family Consumer Science	1.0
Alicia Severson	Social Studies	1.0
Becky Youngs	Counselor	<u>1.0</u>
TOTAL		23.079

BE IT RESOLVED by the School Board of Independent School District No. 152, that pursuant to Minnesota Statute 122A.0, subd.5, that the teaching contract of the above probationary teachers in Independent School District No.152, is hereby terminated at the close of the 2003-2004 school year.

BE IT FURTHER RESOLVED that the attached written notice will be sent to the above probationary teachers regarding termination and non-renewal of this contract as provided by law.

Moved by _____ Seconded by _____
Comments _____

9. **APPROVAL OF HEALTH AND SAFETY CONTRACT:** Nielsen
Pages 70-72

Suggested Resolution: Move to approve the Health and Safety Contract with Lakes Country Service Cooperative for the period of July 1, 2004 through June 30, 2006 at an annual cost of \$17,515.65.

Moved by _____ Seconded by _____
Comments _____

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

11. **ADJOURNMENT**

SCHOOL BOARD AGENDA - March 22, 2004**PAGE 7****CALENDAR OF EVENT**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Technology Com	March 23	3:45 pm	Townsite Centre
Robert Asp PTAC	March 23	7 pm	Library
End of 3rd Quarter	March 24		
Kind P/T Conf	March 26, 29	No School	
K-12 P/T Conf	March 29	5-8:30 pm	
K-12 P/T Conf	March 30	No School	
Spec Ed Parent Adv Com	March 30	12 pm	Townsite Centre
Early Childhood Screening	March 30, 31		
Teacher Comp Day	March 31	No School	
Joint Powers Com	April 1	7 am	Clay Cnty Cthouse
Spring Break	April 1, 2	No School	
Early Childhood Screening	April 1, 2		Lincoln
Washington PTAC	April 5	6:30 pm	Library
Edison PTAC	April 5	7 pm	Library
Kindergarten Registration	April 5-6		Elem Bldgs
Continuing Educ Com	April 6	6:45 am	T and T Cafe
Robert Asp PTAC	April 6	7 pm	Media Center
Indian Ed Parent Com	April 8	5 pm	Townsite Centre
Early Childhd Progs Adv Com	April 8	7 pm	Lincoln
JH PTAC	April 8	7 pm	Media Center
Holiday	April 9	No School	
K-12 District Staff Dev Day	April 12	No School	
School Board	April 12	7 pm	Board Room
Basic Skills Test Re-Take (Grade 12 Math)	April 14		
Basic Skills Test Re-Take (Grade 12 Reading)	April 15		
Health/Safety/Wellness Com	April 15	9:30 am	Townsite Centre
Supt's Adv Council	April 15	7 pm	Board Room
HS PTAC	April 19	6:30 pm	Library
Probstfield PTAC	April 19	7 pm	Library
Com Ed Appreciation Event	April 20	6:30 pm	Board Room

SCHOOL BOARD AGENDA - March 22, 2004

PAGE 8

Riverside PTAC	April 20	7 pm	Library
Interagency Early Interv Com	April 21	12 pm	Family Service Center
Clay Cnty Jt Powers Collab	April 21	3:30 pm	Family Service Center
Instr and Curr Adv Com	April 22	7-8:30 am	Board Room
School Board	April 26	7 pm	Board Room
Technology Com	April 27	3:45 pm	Townsite Centre
Activities Council	April 28	7 am	Board Room

MAR 12 2004

OFFICE OF TEACHING & LEARNING MEMO #: I.04.107



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Gift Acceptance

DATE: March 9, 2004

Moorhead School District has received a donation of 4 buckets to hold nets from Bert Chamberlain in the amount of \$ 28.41. The buckets will be used as equipment for the High School Physical Education department.

SUGGESTED RESOLUTION: Move to approve the donation from Bert Chamberlain and direct administration to send a thank you note to him.

LAK/kmr

MAR 16 2004

OFFICE OF TEACHING & LEARNING MEMO #: I.04.120



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Gift Acceptance
DATE: March 16, 2004

Moorhead Community Education held a "Nickel and Dime in Fargo Moorhead" event. They received a \$1,000 donation from US Bank Private Client Group to help sponsor this event. The money was used for promotion, refreshments and to purchase books including related children's materials which were forwarded to Moorhead School Libraries.

SUGGESTED RESOLUTION: Move to approve the Moorhead Community Education donation of \$1000.00 from US Bank Private Group and request the board to forward a thank you letter to:

Kelley Boyum, Senior Vice President
Private Client Group, US Bank
505 2nd Ave N
Fargo, ND 58102

LAK/kmr

OFFICE OF TEACHING & LEARNING MEMO #: I.04.121



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Collaborative Agreement
DATE: March 16, 2004

Attached is the collaborative agreement between Moorhead Adult Basic Education and Clay County Social Services to provide a Functional Work Literacy Training Program to MFIP participants who lack proficiency in English.

The agreement which covers the period from January 1, 2004 through December 31, 2004 is in the amount of \$21,326.00. The Moorhead Adult Basic Education will invoice Clay County Social Services monthly.

SUGGESTED RESOLUTION: Move to approve the January 1, 2004 through December 31, 2004 collaborative agreement between Moorhead Area Basic Education and Clay County Social Services to provide a Functional Work Literacy Training Program to MFIP participants who lack proficiency in English in the amount of \$21,326.00.

LAK/kmr
Attachment

COLLABORATIVE AGREEMENT

This agreement is entered into by the Moorhead Adult Basic Education provider (hereafter known as ABE) and Clay County Social Services (hereafter known as CCSS) for the purpose of providing a Functional Work Literacy Training Program to MFIP participants who lack proficiency in English.

Recitals:

1. Functional Work Literacy funds in the amount of \$21,326 will be available from January 1, 2004 through December 31, 2004.
2. The funds will be made available to Moorhead ABE to provide literacy services to MFIP recipients.
3. ABE will invoice CCSS monthly.
4. ABE will utilize the following activities to work toward the goal of removing literacy as an employment barriers:
 - Assessment to determine level of literacy (CASAS test) and measure progress
 - Provide 20 hours of literacy instruction per week to class participants.
 - Track attendance and progress
 - Report attendance and progress to case managers
5. The program operation will be consistent with the following Program Criteria:
 - The goal of the program is employment, and curriculum must focus on the pre-employment and work-related language skills needed to obtain and keep a job.
 - 20 hours of classroom instruction per week will be offered to participants

Dennis Lien
Director
Clay County Social Services

Bonnie Herman
Program Manager
Moorhead Adult Basic Education

Signature Date

Signature Date

Clay County Social Services Workforce Funds \$21,326

	TOTAL	FY04	FY05	
Instructional Salary	\$ 8,600.00	\$ 2,300.00	\$ 6,300.00	
FICA	\$ 657.90	\$ 175.95	\$ 481.95	
TRA	\$ 430.00	\$ 115.00	\$ 315.00	
WC	\$ 100.00	\$ 50.00	\$ 50.00	
Contracted Services	\$ 3,738.00		\$ 3,738.00	
Supplies	\$ 1,000.00	\$ 500.00	\$ 500.00	
Textbooks	\$ 2,100.00	\$ 500.00	\$ 1,600.00	
Equipment	\$ 4,700.00	\$ 2,350.00	\$ 2,350.00	
TOTAL	\$ 21,325.90	\$ 5,990.95	\$ 15,334.95	\$ 21,325.90

BUSINESS SERVICES MEMO#: B.04.039



To: Dr. Larry P. Nybladh
From: Mark Weston *MLW*
Date: February 18, 2004
RE: School Bus Route Bids

Attached with this memo please find a memo from Dan Bacon the District's Transportation Supervisor regarding the advertising of bids for school bus routes. As indicated in Mr. Bacon's memo, the school district will have a dramatic change in routes beginning in the fall of 2004. I am recommending that we advertise for bids at this time.

Suggested Resolution: Move to approve for the advertisement of bids for school bus routes for the 2004-2005 and 2005-2006 school years with the option to negotiate with successful bidders for the 2006-2007 and 2007-2008 school years.

MLW/dmh

Attachment

Memo

To: Mark Weston
From: Dan Bacon
CC:
Date: 3/3/2004
Re: School Bus Route Bids

It is time to advertise for bids for our school bus routes for next year. We have usually done this every four years using what is known as a 2 + 2 contract. We seek a firm bid for two years, and then renegotiate with the contractors for the final 2 years. We are actually in the third year of our last contract, but due to the great changes taking place in our school district we have no bases for a renegotiation.

I recommend we advertise for bids and begin another four-year cycle.

030420TD

HUMAN RESOURCE

MEMO #: HR .04.184



TO: Dr. Larry Nybladh
FROM: Ron Nielsen
SUBJECT: New Employee
DATE: March 15, 2004

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

James Kuebler Custodian, Probstfield, A13 (3) \$11.48 per hour, effective March 15, 2004. (Replace Frank Wieser)

Chris Haufschild Database Administrator/Web Programmer, Townsite, B32 (4) \$17.02 per hour, effective April 1, 2004. (Replace Dana Sande)

SUGGESTED RESOLUTION: Move to approve the employment of James Kuebler and Chris Haufschild as presented.

RN/smw

HUMAN RESOURCE

MEMO #: HR .04.180



TO: Dr. Larry Nybladh
FROM: Ros Nielsen
SUBJECT: Resignation
DATE: March 15, 2004

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

Patrick Westby Principal, Edison Elementary, effective June 30, 2004.
Deziree Gonzalez Paraprofessional, Riverside & Probstfield, effective March 10, 2004
Jane Hennen Paraprofessional, Jr. High effective June 4, 2004
Kyle Edgerton Principal, Robert Asp Elementary, effective June 30, 2004

SUGGESTED RESOLUTION: Move to approve the resignation of Patrick Westby, Deziree Gonzalez, Jane Hennen and Kyle Edgerton.

RN/smw

HUMAN RESOURCE

MEMO #: HR .04.182



TO: Dr. Larry Nybladh
FROM: Ron Nielsen
SUBJECT: Family Medical Leave
DATE: March 15, 2004

The administration request Family/Medical Leave for the following person:

Tammy Ressler Teacher, Sr. High to begin April 26, 2004 for the remainder of the 2003-2004 school year.

Todd Kaste Technology, Townsite to begin April 1, 2004.

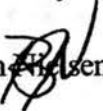
SUGGESTED RESOLUTION: Move to approve the Family/Medical Leave for Tammy Ressler pursuant to Section IV, Article 38 of the Teachers' Master Contract and Todd Kaste pursuant to Section III, of the Non-Aligned Master Contract.

RN/smw

HUMAN RESOURCE

MEMO #: HR .04.181



TO: Dr. Larry Nybladh
FROM: Ron  Nybladh
SUBJECT: Medical Leave
DATE: March 15, 2004

The administration request Medical Leave for the following person:

Kelsy Jenkins Paraprofessional, West Central Regional Detention Center, to begin on
March 17, 2004 to April 28, 2004.

SUGGESTED RESOLUTION: Move to approve the Medical Leave for Kelsy Jenkins
pursuant to Article 8, Section 3, of the Paraprofessional Employment Agreement.

RN/smw

HUMAN RESOURCE

MEMO #: HR .04.183



TO: Dr. Larry Nybladh
FROM: Ron Nielsen
SUBJECT: Extended Leave of Absence
DATE: March 15, 2004

The administration requests an Extended Leave of Absence for the following person:

Dawn Bolstad English teacher, Sr. High, to begin with the 2004-2005 school year
for at least three years but not to exceed five years.

SUGGESTED RESOLUTION: Move to approve the request for Extended Leave of Absence for Dawn Bolstad pursuant to Article 39 of the Teachers Master Contract.

RN/smw

HUMAN RESOURCE

MEMO #: HR .04.185



TO: Dr. Larry Nybladh
FROM: Ron Nielsen
SUBJECT: Retirement
DATE: March 15, 2004

The administration requests approval of Retirement of the following person:

Patricia Conway Secretary, Probstfield Media Center, effective June 4, 2004.m

SUGGESTED RESOLUTION: Move to accept the retirement for Patricia Conway as presented.

RN/smw

HUMAN RESOURCE

MEMO #: HR .04.188



TO: Dr. Larry Nybladh

FROM: Ron Nielsen

SUBJECT: Leave of Absence

DATE: March 17, 2004

The administration requests an Leave of Absence for the following person:

Karla Robb Teacher, Probstfield Elementary for the 2004-2005 school year

Bonnie Legreid Teacher, Washington Elementary for the 2004-2005 school year

SUGGESTED RESOLUTION: Move to approve the request for Leave of Absence for Karla Robb and Bonnie Legreid pursuant to Article 43, Section 1 of the Teachers Master Agreement.

RN/smw

MEMO #: S-04-087

TO: School Board

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

DATE: March 16, 2004

RE: First Reading of Policies

Attached please find the following policies: Mandated Reporting of Child Neglect or Physical or Sexual Abuse (534), Maltreatment of Vulnerable Adults (535), Moorhead Area Public School District State Mandated Testing Plan and Procedure (660), Safety and Security Technology (712), and Public Gifts to the School District (834), for your review.

LPN:mde
Attachments

❖ Policies and Procedures ❖

Code: 534
Category: Policy of the School Board / Moorhead, MN
Section: 500 STUDENTS
Name: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Adopted: 5/27/1986
Revised: 6/10/02
Reviewed: 12/1/90 2/11/92 4/13/98 6/10/02
Policy: I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the Moorhead Area Public Schools to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.

B. It is the policy of the Moorhead Area Public Schools to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse; and, to make the school community safe for children by promoting responsible child care in all settings.

C. It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

A. "Child" means one under age 18.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "Mandated Reporters" means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

D. "Neglect" means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so;

2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;

3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering other factors such as the child's age, mental ability, physical condition, length of absence, environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law which does not include a parent's refusal to provide his or her child with sympathomimetic medications, ~~consistent with Minnesota Statute 125A.09, subd. 3;~~
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance;
6. medical neglect as defined by Minnesota Statute 260C.007, subd. 4, clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety;
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

E. "Physical Abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statute 121A.67 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statute 121A.582, ~~"Student Discipline."~~

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. 609.02, subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minnesota Statute 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child's care

that is a violation under Minnesota Statute 121A.58, "~~Corporal Punishment~~."

F. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.

G. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statute 609.341, subd. 15), or by a person in a position of authority (as defined in Minnesota Statute 609.341, subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.

H. "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

I. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

J. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department or county sheriff, or agency responsible for assisting or investigating maltreatment.

B. Employees of the School District shall be responsible for reporting pursuant to this section, including but not limited to:

- Administrators
- Counselors
- Teachers
- Substitute Teachers
- Principals
- Speech Clinicians
- Superintendents
- School Nurse/Health Tech.
- School Board Members
- Bus Drivers
- Social Workers
- Secretaries

Psychologists
Custodians
Child Care Staff/Paraprofessionals
Coaches
Occupational Therapists/Occ. Therapist Assistants
Food Service Personnel
Supervisors of Students

C. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff or local welfare agency. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.

~~D. A person mandated by Minnesota law and this policy to report who knows or has reason to believe that a child is neglected or physically or sexually abused, as defined by Minnesota law and this policy, or has been neglected or physically or sexually abused within the preceding three years, and fails to report is guilty of a misdemeanor, and such a failure to report may result in discipline. A person mandated by Minnesota law and this policy to report, who fails to report, may be subject to criminal penalties and/or discipline, up to and including termination of employment.~~

E. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school. It is not the responsibility of the reporter to investigate or prove that the child has been abused or neglected.

F. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

G. Immunity for liability: Any person, including those voluntarily making reports and those required to make reports, has immunity from any civil or criminal liabilities that otherwise might result from their actions if they are acting in good faith (Minnesota Statute 626.556, subd. 4).

H. Retaliation prohibited: An employer of any person required to make reports under subdivision 3 shall not retaliate against the person for reporting in good faith abuse or neglect pursuant to this section, or against a child with respect to whom a report is made, because of the report (Minnesota Statute 626.556, subd. 4a).

~~I. Falsified reports: Any person who knowingly or recklessly makes a false report under the provisions of this section shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees (Minnesota Statute 626.556, subd. 5).~~

J. Failure to report: Any person mandated by this section to report suspected physical or sexual child abuse or neglect and fails to report shall be guilty of a misdemeanor. A mandated reporter who fails to report if the child's health is in serious danger, and if the child suffers substantial or great bodily harm because of the lack of medical care, is guilty of a gross misdemeanor. If the child dies because of the lack of medical care, the mandated reporter is guilty of a felony (Minnesota Statute 626.556, subd. 6).

V. INVESTIGATION

A. Responsible Reporter

1. Any employee who knows or has reason to believe that a child is being physically abused or sexually abused or neglected shall immediately report this information to Clay County Social Services or to the proper city or county law enforcement agency.

In addition, building staff may seek consultation through appropriate school staff, such as a building administrator, social worker, nurse, counselor, psychologist, or care team leader.

3. The decision to report is the responsibility of the individual employee. Consultation with the designated administrator or other school personnel must not inhibit the individual from reporting.

B. Reporting Process

1. An oral report shall be made immediately (within 24 hours), to the Clay County Social Services or the proper city or county law enforcement agency.

Clay County Social Services
715 11th Street N., Suite 502
Moorhead, MN 56560 Phone: 299-5200
(Ask for child protection intake worker)
Office hours 8:00-4:30, Monday-Friday

Moorhead Police Department, Juvenile Division
915 North 9th Avenue
Moorhead, MN 56560 Phone: 299-5111
24 hours a day, seven days a week

Clay County Sheriff's Department
915 9th Ave. No.
Moorhead, MN 56560 Phone: 299-5111
(for families living outside Moorhead city limits)

Note: If it is believed that the child's immediate health or welfare is jeopardized, the proper law enforcement agency shall be called. They are the only community agents who have the authority to remove a child, short of a court order.

2. After an oral report has been made, a written report must be made to Clay County Social Services within 72 hours. Forms for reporting child abuse or neglect are in each building administrator's office. A copy of the written report will be given to building administration. A copy of the report of child abuse or neglect must be kept in a confidential file for four years. Copies of abuse reports are not to be kept in a student's cumulative file.

Point of Information

Written reports received by a police department or the county sheriff are forwarded immediately to Clay County Social Services. The police department or the county sheriff may keep copies of the reports received by them. Copies of the written report received by Clay County Social Services are forwarded immediately to the local police department or the county sheriff.

C. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county or state agency or agencies. The investigating agency may interview the child at school. The interview may take place outside the

presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

D. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.

E. Except when the alleged perpetrator is believed to be a school official or employee, the time and place, the manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

F. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of the Department of Children, Families and Learning, and, if involved, the local welfare or law enforcement agency.

G. The school district shall make every effort to reduce the disruption of the educational program of the child, other students or school staff when an interview is conducted on school premises.

H. Upon request by the Minnesota Department of Education, the school district shall provide all requested data that is relevant to a report of maltreatment and are in possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of Minnesota Statute Chapter 13 (Minnesota Government Data Practices Act) and 20 U.S.C. 1232g (Family Educational Rights and Privacy Act).

I. Follow-Up Procedures

Follow-up support to the staff who works with the child may be needed. It is necessary to be sensitive to the needs and concerns of the teacher who made the report, and aware that other staff may see some effect on the student who has experienced the neglect or abuse. While confidentiality must be a high priority in handling these matters, an informed staff can often be the most supportive in dealing with the student.

1. Elementary: After the report has been made, the reporter may consult with the building administrator to consider which staff members need to be informed. The building administrator may then meet individually or collectively with these staff members, sharing information which would be helpful to them. The building administrator will notify the school social worker, school counselor and school psychologist.

2. Secondary: After the report has been made, the reporter may confer with the building administrator to consider which staff members need to be informed. The building administrator will notify the school social worker, school counselor and school

psychologist as appropriate.

3. Testimony: Staff members (teachers, designated administrators, support personnel, etc.) who might be required to testify in court or meet with the Child Protection Team or law enforcement personnel will be released from school to do so. The staff member may request that the building administrator or other appropriate staff member accompany him/her to such meetings. Consideration shall be given to accessing legal services. Contact the Superintendent's Office or designated assistant for further information. Appropriate substitutes will be provided by the school district if such meetings are scheduled during school hours. In order to be prepared for such testimony, it is helpful to document information such as observations, comments made by child, dates, etc.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

A. When a local welfare or law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A, shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the dates relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. POLICY AWARENESS

A. Staff Inservice - Each building administrator or designee will review the policy and procedures with staff prior to the opening of school or prior to beginning employment.

B. Prevention and Awareness - Each building administrator shall ensure that prevention awareness and personal body protection are addressed by classroom teachers through guidance, utilization of resource persons and appropriate curricular areas.

C. Community Awareness - 1) Policy provisions II. A, B and C will be published in the back to school newsletter each fall; and, 2) A copy of provisions II. A, B and C will be posted in each school building and included in each school handbook, ~~policy book~~, or placed in a parent newsletter. The policy is also accessible on the district's web site.

D. This policy shall be reviewed at least annually by the Moorhead School Board for compliance with state law.

Legal References:

Minnesota Statute 626.556 et seq. (Reporting of Maltreatment of Minors)

Minnesota Statute 121A.58 (Corporal Punishment)

Minnesota Statute 121A.582 (Student Discipline; Reasonable Force)

Minnesota Statute 121A.67 (Aversive and Deprivation Procedures)

~~Minnesota Statute 125A.09, subd. 3 (Initial Action; Parent Consent)~~

Minnesota Statute Chapter 13 (Minnesota Government Data Practices Act)

Minnesota Statute 245.825 (Use of Aversive or Deprivation Procedures)
Minnesota Statute 260C.007, subd. 4, clause (5) (Child in Need of Protection)
Minnesota Statute 609.02, subd. 6 (Definitions - Dangerous Weapon)
Minnesota Statute 609.341, subd. 10 (Definitions - Position of Authority)
Minnesota Statute 609.341, subd. 15 (Definitions - Significant Relationships)
Minnesota Statute 609.379 (Reasonable Force)
U.S.C. 1232g (Family Educational Rights and Privacy Act)

Cross References:

Moorhead School Board Policy 522: Corporal Punishment
Moorhead School Board Policy 551: Student Discipline
Moorhead School Board Policy 570: Prohibition of Harassment and Violence
Moorhead School Board Policy 535: Maltreatment of Vulnerable Adults
Moorhead School Board Policy 504: Protection and Privacy of Pupil Records

[Search Again](#)

❖ Policies and Procedures ❖

Code: 535
Category: Policy of the School Board / Moorhead, MN
Section: 500 STUDENTS
Name: Maltreatment of Vulnerable Adults
Adopted: 08/26/02
Revised:
Reviewed:
Policy: I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the Moorhead Area Public Schools to fully comply with Minnesota Statute 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.

B. It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

A. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.

B. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

C. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adults physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statute 626.5572, Subd. 17.

D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or

facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minnesota Statute 626.5572, Subd. 2.

E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

F. "Vulnerable Adult" means any person 18 years of age or older who is a resident or inpatient of a facility, who receives services at or from a licensed facility which serves adults, who receives services at or from a licensed home care provider or who regardless of residence or type of service received, is unable to adequately provide the person's own care or protect the person from maltreatment without assistance because of mental or physical function or emotional status.

G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement or other catering services of vulnerable adults.

I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the designated county entity.

B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may not disclose public data as defined under Minnesota Statute 13.02 to the extent necessary to comply with the above reporting requirements.

E D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.

E E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

E F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. the intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall appear in school personnel handbooks where appropriate.

B. The Moorhead Area Public Schools will ~~develop a method of discussing this policy with employees where appropriate~~ inform employees of this policy through the employee handbook and staff meetings at the beginning of the year.

C. This policy shall be reviewed at least annually for compliance with state law.

Legal References:

Minnesota Statute 609.234 (Crimes Against the Person)
Minnesota Statute 626.556 (Reporting of Child Neglect)
Minnesota Statute 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minnesota Statute 626.5572 (Definitions)
~~Minnesota Statute 13.02 (Collection, Security and Dissemination of Records, Definitions)~~

Cross References:

Moorhead School Board Policy 402: Grievance Procedure for Equal Opportunity
Moorhead School Board Policy 414: Employee Public and Private Personnel Data
Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Moorhead School Board Policy 603: Special Education Policies and Procedures

[Search Again](#)

❖ Policies and Procedures ❖

Code: 660

Category: Policy of the School Board / Moorhead, MN

Section: 600 EDUCATION PROGRAMS

Name: Moorhead Area Public School District State Mandated Testing Plan and Procedure

Adopted: 08/26/02

Revised:

Reviewed:

Policy: I. PURPOSE

It is the purpose of this policy to set forth the testing plan and procedure for Moorhead Area Public Schools.

II. GENERAL STATEMENT OF POLICY

It is the policy of Moorhead Area Public Schools to implement procedures for testing, test security, reporting, documentation, notification to students and parents and student record keeping in accordance with Minnesota law.

III. DUTIES OF SCHOOL DISTRICT TEST ADMINISTRATOR

The Assistant Superintendent for Teaching and Learning, shall be responsible for preparing and presenting annually to the school board for approval, and overseeing the publishing of, the basic standards test administration plan. The Assistant Superintendent for Teaching and Learning shall file the plan with the Department of ~~Children, Families and Learning~~ Education ("Department") and deliver the plan to all households in the school district by October 15 of each year. The plan shall include, at a minimum, the following:

- A. The graduation requirements;
- B. The number of opportunities a student shall have to retake tests of basic standards during each year;
- C. The opportunities for remediation for a student who has not passed tests of basic standards;
- D. The process for requesting an additional testing opportunity and accommodations for a senior who has met all other graduation requirements but has not passed one or more basic standards;
- E. The process for appealing the school district's response to requests in item C;
- F. The method to report breaches in test security procedures to the school district and the Department; and
- G. Procedures for meeting the needs of Limited English Proficient students, students who

require an IEP or students who require Section 504 Accommodation.

IV. TEST SECURITY

A. Security Requirements. When administering tests for the basic standards, the school district shall observe the following test security measures:

1. All test booklets, answer sheets, and test materials shall be placed in locked storage before and after the test administration;
2. The tests, testing materials, and answer sheets are nonpublic data under Minn. Stat. 13.34;
3. No copies of test booklets or answer sheets shall be made; and
4. The school district shall report any violations of test security to the Department. The Department shall receive reports of violations of test security from anyone with knowledge of such an incident.

B. Security Violations. The Department shall investigate any reported incidents of breaches in test security. The consequences of a violation of test security may include:

1. the invalidation of test scores if a violation is found to justify serious questions about the integrity of the results of the test administration; or
2. other reasonable sanctions that are necessary to preserve the security and confidentiality of future tests and test administrations.

V. SCHOOL DISTRICT REPORTING TO THE DEPARTMENT AND PUBLIC

A. The school district shall report the information specified below to the Department annually by October 15, in a format to be determined by the Department.

B. The school district shall prepare and disseminate annually by October 15, a public report of the information specified below through the official newspaper or through publications sent to all households in the school district.

C. The reports required above shall include:

1. the number of students enrolled at each grade level 9 through 12 according to the end of the year Minnesota Automated Reporting Student System (MARSS) report;
2. the number of students at each grade level 9 through 12 passing each basic standard at the state standards level;
3. the number of students at each grade level 9 through 12 passing each basic standard at an individualized level under an IEP or a Section 504 Accommodation plan;
4. the number of students at each grade level 9 through 12 passing tests in each basic standard with tests that have been translated into a language other than English;
5. the number of students at each grade level 9 through 12 exempt from testing in each basic standard; and
6. for grade 12 of the previous year only, the number of students currently denied a high school diploma because of not passing the state standard for a basic standard when all other graduation requirements have been met.

D. The superintendent shall submit reports identifying expenditures related to basic standards testing, to the Department as required by law.

VI. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

The school district shall maintain records necessary for program audits conducted by the Department. The records must include documentation that:

- A. required notifications to parents and students meet the requirements of Minnesota Rules, Part 3501.0120;
- B. required student records meet the requirements of Minnesota Rules, Part 3501.0130;
- C. the school district's process for additional testing of students meets the requirements of Minnesota Rules, Part 3501.0050;
- D. test security procedures comply with Minnesota Rules, Part 3501.0150;
- E. the school district's decisions regarding testing accommodations, modifications, and granting exemptions are in compliance with Minnesota Rules, Parts 3501.0090 and 3501.0100;
- F. the school district's curriculum and instruction provides appropriate learning opportunities in the basic standards in compliance with Minnesota Rules, Part 3501.0110;
- G. remediation plans for students are on file consistent with Minnesota Rules, Part 3501.0110;
- H. the basic standards test administration plan complies with Minnesota Rules, Part 3501.0140, subpart 2;
- I. the documentation for students granted accommodations or exempted from testing complies with Minnesota Rules, Part 3501.0090;
- J. the assessments and documentation of performance for students granted modifications of statewide standards comply with Minnesota Rules, Part 3501.0090, subpart 2, item C; and
- K. the school district's process for testing considerations for LEP students complies with Minnesota Rules, Part 3501.0100.

VII. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS

- A. Written Notice. The school district shall establish and maintain a system to provide written notice to parents and students about graduation requirements.
- B. Notice of Graduation Requirements. No later than thirty (30) working days after the date of the entrance into the 9th grade or transfer of a student into the school district during or after 9th grade, the school district shall provide to the parents and the student written notice of:
 - 1. The graduation requirements; and
 - 2. The grade in which the student shall have the first opportunity to take a test in basic standards.

C. Notice of Test Results and Remediation Opportunities. The school district shall provide no later than ninety (90) days after a student takes a test of basic standards, written notice to the parents and the student of:

1. basic standards test results; and
2. consistent with Minnesota Rules, Part 3501.0050, subpart 3, if the student is in the graduating year:
 - a. the process by which a parent or student can request additional testing and testing accommodations after April 1; and
 - b. the process by which a parent or student can appeal the school district's decision if additional testing or testing accommodation is denied.

VIII. STUDENT RECORD KEEPING

A. Test Results. The school district shall keep a record on each student that includes:

1. the basic standards tests taken; and
2. the results of the most recent basic standards tests given.

B. Student Progress. Individual student progress shall be reported on a student record as described in items 1 to 6 4 below.

1. "Pass-state level" shall be noted on the record of a student who passes a basic standards test under standard conditions or with an accommodation. The records for students passing with an accommodation shall not be different from the records of students passing the test under standard conditions.

2. "Pass-individual level" shall be noted on the record of a student who passes a basic standards test with a modification established in the IEP or Section 504 Accommodation plan in accordance with Minnesota Rules, Part 3501.0090.

3. "Pass-translate" shall be noted on the record of a student who passes a basic standards test that has been translated into a language other than English and has not been validated by the state as a state test with a set passing score.

4. "Exempt" shall be noted on the record of a student who has been exempted from a basic standards test.

~~5. "Pass-translation" shall be the designation for reporting individual student passing scores in tests of written composition when test prompts are translated into a language other than English for the student and the student's response is written in English without the use of any prohibited materials.~~

~~6. "Pass-limited English proficiency" shall be recorded on the student record for written composition, at the request of the student or parent, when an analytic review, conducted by the state contracted vendor of a twelfth grade LEP student's test concludes that the failing score has resulted solely from inadequate demonstration of language conventions as described in Minnesota Rules, Part 3501.0230, subpart 2, item E. In no case, however, shall the "pass-limited English proficiency" designation be assigned to a composition completed primarily in a language other than English. No Limited English Proficient (LEP) student or parent shall be required to accept this designation to replace further instruction and further opportunities to achieve a "pass-state level" designation as defined in Part 3501.0130, subpart 2, item 4.~~

Legal References:

Minnesota Statute 13.34 (Examination Data)

Minnesota Statute 120B.11 (School District Process)

Minnesota Statute 123B.143, Subd. 1 (Superintendent)

Minnesota Statute 123B.30 (Statewide Testing and Reporting System)

Minnesota Rule Parts 3501.0010 - 3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)

Minnesota Rule Parts 3501.0200 - 3501.0290 (Rules Relating to Graduation Standards - Written Composition)

Cross References:

Moorhead School Board Policy 601: School District Curriculum and Instruction Goals

Moorhead School Board Policy 640: Graduation Requirements

Moorhead School Board Policy 650: School District System Accountability

Moorhead School Board Policy 656: Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students

[Search Again](#)

❖ Policies and Procedures ❖

Code: 712
Category: Policy of the School Board / Moorhead, MN
Section: 700 NON-INSTRUCTIONAL OPERATIONS
Name: Safety and Security Technology
Adopted: 8/14/1995
Revised: 2/14/2000
Reviewed: 2/14/2000
Policy: I. PURPOSE

The purpose for using safety and security technology in school buildings, school buses, and other property utilized by Independent School District #152 Moorhead Area Public Schools is to enhance the safety and security of pupils and staff. Various forms of technology may be utilized to deter misbehavior, promote security and safety, and serve as evidence if needed for disciplinary action or criminal proceedings.

II. General Statement of Policy

The purchase and utilization of safety and security technology will occur only after review and approval by the School Board.

III. Video Cameras

~~A. Placement - Video cameras may be installed only in common student areas, (e.g. hallways, cafeteria, library, office, parking lots, school buses, etc.). Signs will be placed in areas where video cameras are installed notifying all persons that their conversation or actions may be recorded on tape.~~

~~Under no circumstances will video cameras be installed in areas restricted to only one sex (e.g. bathroom, locker rooms, etc.).~~

~~Surveillance equipment on buses will be rotated on a random basis and used to target bus routes identified or suspected by drivers or other district staff as having a problem. Neither students nor bus drivers will have prior knowledge of video cameras being placed on buses.~~

A. Placement in school buildings and grounds.

1. School district buildings and grounds may be equipped with video cameras. Signs will be placed at entrances to buildings where video cameras are installed notifying all persons that their conversation or actions may be recorded on tape.

2. Video surveillance may occur in any school district building or on any school district property.

3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Placement in school buses.

1. Each and every school bus owned, leased, contracted and/or operated by the school district shall be equipped with a fully-enclosed box or placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded on tape.

2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.

3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B C. Use and Retention of Video Tapes.

1. Tapes will be viewed under the following conditions:

- a. a complaint or report from a student, staff members, parent, bus driver, or other citizen arising out of suspected personal misconduct;
- b. at the request of a school administrator or law enforcement agency;
- c. periodic review at the discretion of the school principals, transportation director, or other designees of the Superintendent.

2. Video tapes will not be released or shown to parents, the public, or district personnel, except in conformance with the Minnesota Statute Chapter 13 (Minnesota Government Data Practices Act) and the 20 U.S.C. 1232g (Family Education Rights and Privacy Act) and rules and/or regulations promulgated thereunder.

3. Video tapes or copies of video tapes used as evidence in school policy or safety violations will be retained by the school district until conclusion of any disciplinary proceeding in which the video tape is used as evidence and will be kept as set forth in the school district's Records and Retention Schedule (504.1).

4. Video tapes used as evidence in criminal proceedings will be retained until released to be destroyed by court order or law enforcement officials.

IV. Other Safety and Security Technology

A. Placement - Other forms of safety technology may be utilized to enhance student and staff safety.

B. Use - Any safety and security technology used such as stationary or hand-held metal detectors will be utilized in accordance with federal and state statute and local ordinances. Students and staff will be informed in advance of the use of any such equipment.

Legal References:

Minnesota Statute Chapter 13 (Minnesota Government Data Practices Act)

Minnesota Statute 121A.585 (Notice of Recording Device)

20.U.S.C. 1232g (Family Educational Rights and Privacy Act)

34 C.F.R. Secs. 99.1-99.67

Cross Reference:

Moorhead School Board Policy 504: Protection and Privacy of Pupil Records

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 720: Student Transportation Safety

Search Again

❖ Policies and Procedures ❖

Code: 834
Category: Policy of the School Board / Moorhead, MN
Section: 800 BUSINESS SERVICES
Name: Public Gifts to the School District
Adopted: 2/13/1979
Revised: 2/8/1999
Reviewed: 5/1/1990 9/26/1994 2/8/1999
Policy: I. PURPOSE

The School Board of Moorhead Area Public Schools may accept, on behalf of and for the school district, any grant, bequest or gift of money or property for a purpose deemed by the school bBoard to be suitable and in compliance with state law.

II. GENERAL STATEMENT

~~The following criteria should be utilized for examining and evaluating offers of gifts to the district:~~

- ~~1. Has a purpose consistent with that of the school district.~~
- ~~2. Will not add to staff load.~~
- ~~3. Will not begin a program that the Board would be unwilling to take over when gift or grant funds are exhausted.~~
- ~~4. Would not bring undesirable or hidden costs to the school system or cause unreasonable inequity.~~
- ~~5. Place no restrictions on the school program.~~
- ~~6. Will not be inappropriate or harmful to the best education of pupils.~~
- ~~7. Will not imply business or product endorsements.~~
- ~~8. Will not be in conflict with any provision of school policy or public law.~~
- ~~9. Shall become school district property.~~

It is the policy of this school district to accept gifts only in compliance with state law. Please refer to Administrative Policy 834.1 for the criteria used for examining and evaluating offers of gifts to the school district.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine

whether any gift or any precondition, condition or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether the gift should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

On behalf of the School Board, a letter of appreciation shall be sent to the donor(s).

Legal References:

Minnesota Statute 123B.02, Subd. 6 (Bequests, Donations, Gifts)

Minnesota Statute 456.03 (Gifts)

[Search Again](#)

BUSINESS SERVICES MEMO: #B04.041



To: Dr. Larry P. Nybladh

From: Mark Weston *ml*

Date: March 16, 2004

RE: Bid Package Asbestos

This afternoon at 2:30 p.m. bids for asbestos removal for Washington Elementary were opened. Attached you will find the bid tabulation forms reflecting the bid package. As you will note in the attached information, Enviro Tech has the lowest bid. I am recommending Base Bid "A" in the amount of \$217,000.00.

Suggested Resolution: Move to approve the bid from Enviro Tech in the amount of \$217,000.00 for Base Bid "A" for the asbestos abatement work at Washington Elementary.

MLW/dmh
Attachment

Bid Tabulation Form
Moorhead Public Schools
Washington Elementary School
Asbestos Abatement 2004

	Insurance	Bid Bond	Pre-Bid	Bid Form	Qualifications	Non-collusion	Addendum	Base Bid "A"	Base Bid "B"	VAT	VAT/Mastic	Glovebag	TSI	ACM Worker	ACM Sur
EBN	X	X	X	X	X	X	X	\$231,270.00	\$252,280.00	\$ 1.40	\$ 2.60	\$80.00	\$18.00	\$78.00	\$80.00
EnviroTech	X	X	X	X	X	X	X	\$217,000.00	\$225,000.00	\$ 3.00	\$ 3.25	\$80.00	\$15.00	\$74.50	\$80.00
JC Envionmental	X	X	X	X	X	X	X	\$228,000.00	\$236,000.00	\$ 3.00	\$ 3.50	\$65.00	\$15.00	\$70.00	\$75.00
MAVO	X	X	X	X	X	X	X	\$248,420.00	\$248,420.00	\$ 2.05	\$ 2.75	\$75.00	\$18.00	\$70.00	\$75.00
VCI	X	X	X	X	X	X	X	No Bid	\$413,500.00	\$ 3.00	\$ 3.50	\$75.00	\$20.00	\$75.00	\$80.00
Veit	X	X	X	X	X	X		\$277,654.00	\$289,437.00	\$ 1.50	\$ 4.25	\$85.00	\$9.00	\$54.25	\$65.00

Opened by: Mark Weston

Witness

Timm Zerr

Date: 3/16/04

Time:

2:30

BUSINESS SERVICES MEMO: #B04.040



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: March 16, 2004

RE: Bid Package Asbestos

This afternoon at 2:30 p.m. bids for asbestos removal for Moorhead High and Probstfield Elementary were opened. Attached you will find the bid tabulation forms reflecting the bid package. As you will note in the attached information, Enviro Tech has the lowest bid. I am recommending Base Bid "A" in the amount of \$57,000.00.

Suggested Resolution: Move to approve the bid from Enviro Tech in the amount of \$57,000.00 for Base Bid "A" for the asbestos abatement work at Moorhead High and Probstfield Elementary.

MLW/dmh
Attachment

Bid Tabulation Form
Moorhead Public Schools
High School/Probstfield Elementary
Asbestos Abatement 2004

	<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>	Base Bid "A"	Base Bid "B"	<i>VAT</i>	<i>VAT/Mastic</i>	<i>Glovebag</i>	<i>Carpet</i>	<i>Mastic</i>
EBN	X	X	X	X	X	X		\$ 65,000.00	\$80,000.00	\$ 2.60	\$ 3.10	\$80.00	\$ 0.50	\$ 1.25
EnviroTech	X	X	X	X	X	X		\$ 57,312.00	\$69,000.00	\$ 3.00	\$ 3.25	\$80.00	\$ 1.00	\$ 1.75
JC Envionmental	X	X	X	X	X	X		\$ 74,000.00	\$83,000.00	\$ 3.00	\$ 3.25	\$75.00	\$ 1.00	\$ 1.25
MAVO	X	X	X	X	X	X		\$ 73,444.00	\$88,200.00	\$ 2.95	\$ 3.45	\$75.00	\$ 0.50	\$ 1.75
VCI	X	X	X	X	X	X		No Bid	\$132,925.00	\$ 3.00	\$ 3.25	\$75.00	\$ 0.75	\$ 0.75
Veit	X	X	X	X	X	X		\$ 89,236.00	\$96,984.00	\$ 4.25	\$ 5.00	\$85.00	\$ 1.00	\$ 1.25

Opened by: Mark Weston

Witness Tim Zerr

Date: 3/16/04

Time: 2:30

OFFICE OF TEACHING & LEARNING MEMO #: I.04.122



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Moorhead Community Access Television Proposal
DATE: March 17, 2004

The Moorhead School District has been working with Moorhead Community Access Television (MCAT) to develop a proposal for shared facilities at Moorhead High School. The proposal calls for the creation of a television production studio, control booth and editing bays within the Black Box theater space at Moorhead High School. Attached is the Shared Facilities Use Agreement.

Members of the Moorhead Community Access Television board will present information about this partnership at the March 22, 2004 school board meeting for review and comment. As part of the agreement, MCAT will provide equipment that will be available for the school district use. Opportunities are also being planned for cable access television programming for the school district purposes. This proposal will be presented to the board at the April 12, 2004 meeting for board action.

LAK/kmr
Attachment

SHARED FACILITIES USE AGREEMENT
BLACKBOX THEATER / TV STUDIO
MOORHEAD HIGH SCHOOL

April 2004 – April 2014

This Agreement made and entered into this _____ day of _____, 2004, by and between the Moorhead Community Access Television, a non-profit corporation, hereinafter referred to as the "MCAT," and Independent School District #152, a public school corporation, hereinafter referred to as "SCHOOL."

WITNESSETH:

WHEREAS, the SCHOOL owns the facility identified as BlackBox Theater/TV Studio in the Moorhead High School; and

WHEREAS, the SCHOOL has an interest in offering its staff and students opportunities in the area of television and video production.

WHEREAS, MCAT has a need for additional space for the purposes of cable access production and distribution.

WHEREAS, the SCHOOL and MCAT view the sharing of space as a cost effective and mutually beneficial partnership in serving their educational mission and community service goals.

NOW THEREFORE, it is agreed by and between MCAT and the SCHOOL hereto as follows:

1. That the SCHOOL hereby agrees to allow MCAT to occupy the space specified in Exhibit 1 for duration of the agreement. MCAT will be granted 24 hour / 7 day week access to this space.
2. That the SCHOOL and MCAT hereby agree to share the use of the space identified in Exhibit #2.
3. That the SCHOOL will be responsible for all costs associated with the construction remodel of the occupied and shared space.
4. That MCAT will be responsible for all costs related to the purchase and installation of the TV studio production equipment in the shared space.
5. That MCAT will be responsible for all costs related to the purchase and installation of the cable access playback and distribution equipment in the occupied space Exhibit #3A and 3B.

6. That the SCHOOL will be responsible for all upkeep and maintenance of these occupied and shared areas, as well as the expense of electricity, local dial tone, Internet access and HVAC systems.
7. That the SCHOOL will make available to MCAT long distance toll access, Web site domain hosting, photocopy and postal services and technical support. MCAT will reimburse the SCHOOL for the cost of utilized services.
8. That the SCHOOL and MCAT will coordinate scheduled use of the BlackBox Theater/TV Studio space with preferential daytime hour use by SCHOOL and evening utilization by MCAT.

"Daytime hour" is the period from 7:00 a.m. through 6:00 p.m. "Evening" is defined as the period from 6:01 p.m. through 6:59 a.m.

9. That MCAT provide for no less than \$1,000,000.00 bodily injury and property liability per occurrence, and the SCHOOL agrees to provide reasonable, safe premises and to maintain them in a reasonable safe condition. Nothing in this Agreement shall be deemed to limit or abrogate the duty of the SCHOOL. The SCHOOL will provide property coverage for their exposure to loss. MCAT will provide property insurance coverage for their exposures to loss.

Both MCAT and the SCHOOL will provide additional insured status on their liability insurance contracts for the other entity.

MCAT will provide worker compensation insurance for its employees and provide a certificate verifying coverage is in effect.

10. This Agreement will be for the duration of ten (10) years and MCAT will have first (1st) option to continue use of occupied and shared space. A bi-annual review of the partnership agreement will be conducted between SCHOOL and MCAT during the month of April beginning in the second (2nd) year of the agreement. Necessary and desired changes to the partnership agreement will be mutually negotiated and enacted. The SCHOOL and/or MCAT can terminate this agreement after the third (3rd) bi-annual review and only at the time of a formal review. In the event of a decision to terminate this agreement, the effective date will be September 1st, of that year.
11. That the SCHOOL acknowledges the need for MCAT to maintain its independent status as a non-profit organization governed by applicable state and federal regulations. Furthermore MCAT maintains autonomy in the operation of Moorhead Community public access television service as specified in the bylaws of the organization Exhibit #4.
12. That MCAT acknowledges the need for the School to maintain its independent status as a public school corporation governed by applicable

state and federal laws, rules and regulations. Furthermore, the School maintains autonomy in all of its buildings and programs including, but not limited to, the Blackbox Theater/TV Studio in the Moorhead High School as well as all of the space identified in the attached exhibits.

13. That MCAT will be subject to and will comply with all School employee policies and practices and all applicable state and federal laws, rules and regulations.
14. Upon enactment of this agreement, MCAT agrees to amend its bylaws to specify a position on its board of directors to be filled by a SCHOOL appointed member.
15. This Agreement shall be binding upon and insure to the benefit of successor and assigns of the parties hereto and before it becomes effective, will be submitted to the respective governing bodies for their approval by resolution; certified copies of which resolutions shall be attached to the executed copy of the Agreement.

MOORHEAD COMMUNITY ACCESS TELEVISION

BY: _____
Harold Casselton, President

ATTEST: _____
Lynn Tkachuk, Secretary

INDEPENDENT SCHOOL DISTRICT NO. 152

BY: _____
Chair

ATTEST: _____
Clerk

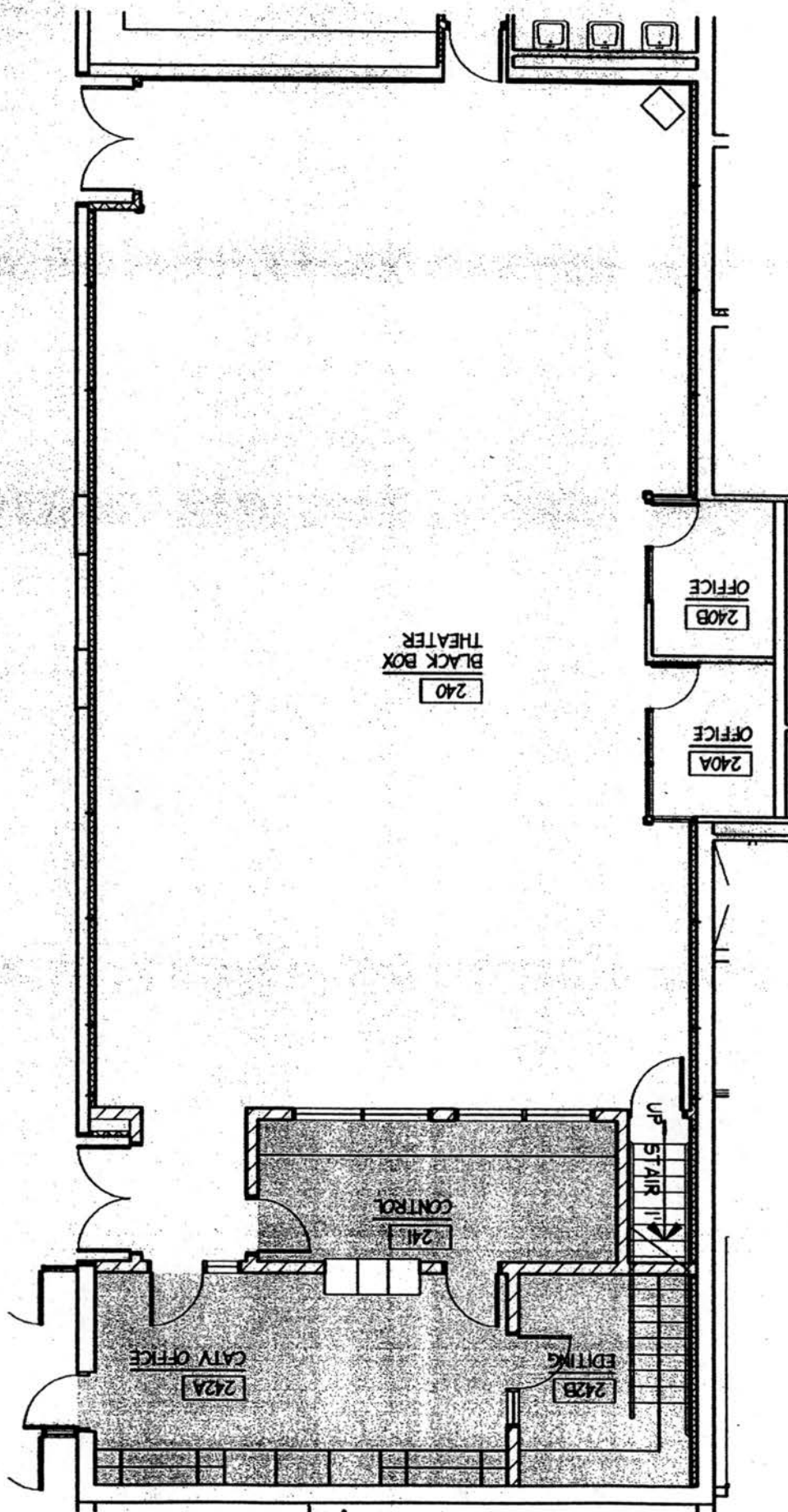
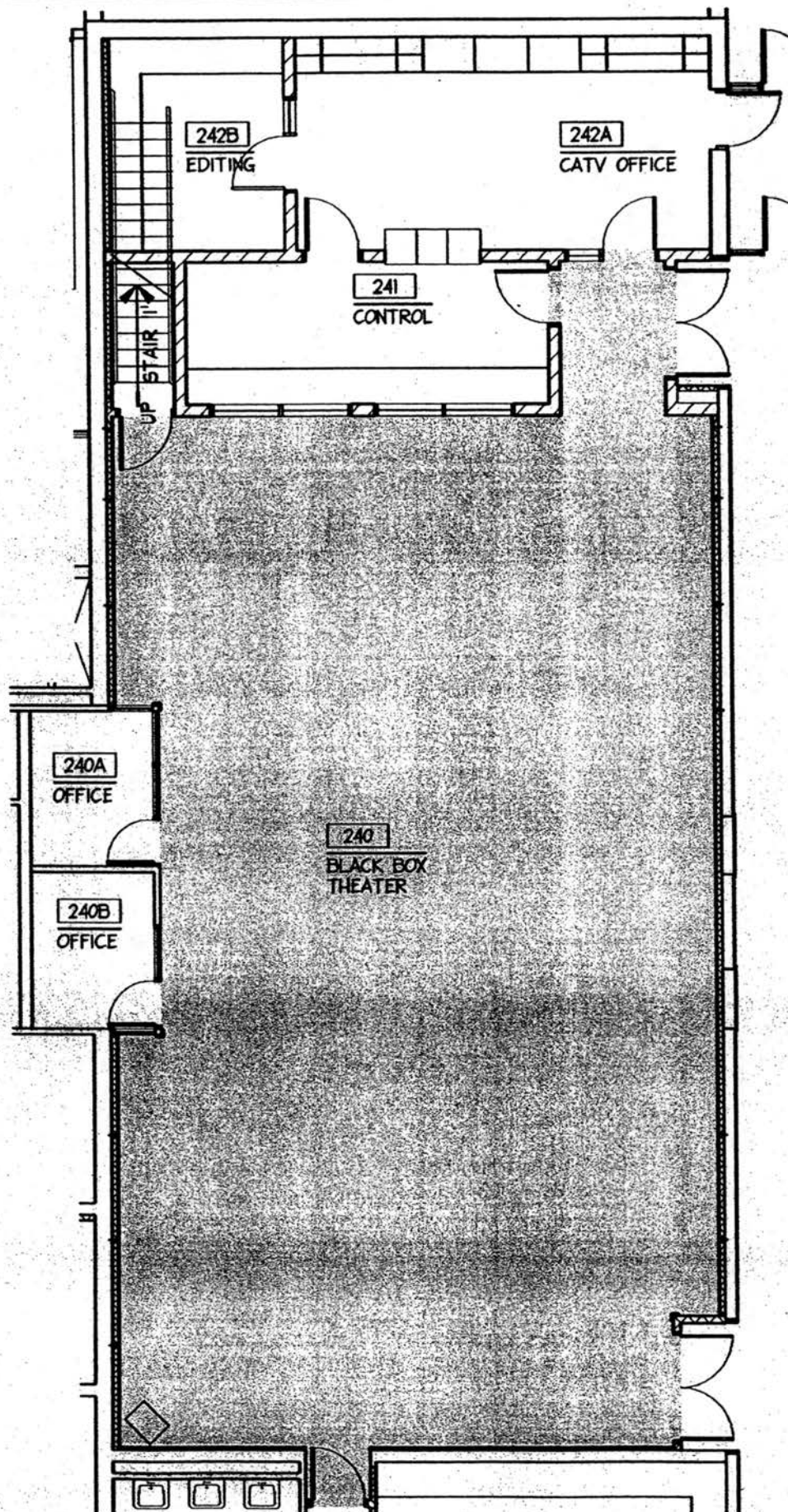


Exhibit #1

Occupy



MCAT Asset Listing

Office:

Epson inkjet printer	\$100	
HP color scanner	\$150	
Filing cabinets	\$150	
Iomega zip drives (2)	\$200	
Misc. office furniture	\$350	
19" color video monitor	\$400	
Pentium office computers (2)	\$1,000	
IMac computer	\$1,000	
		\$3,350

Edit:

Mini-amplifier	\$50	
Studio monitor speakers (2)	\$100	
Videonics character generator	\$750	
JVC 9" color monitors (3)	\$800	
Panasonic 13" color monitors (2)	\$800	
Prime Image TBC	\$1,500	
Tektronix waveform monitor	\$1,500	
Mackie audio mixing board	\$1,500	
Winstead equipment rack	\$2,000	
S-VHS JVC editing system	\$3,000	
Sony DSR-20 DVCAM Recorder	\$3,500	
JVC KM-2500 video switcher	\$5,000	
Ampex ACE-Micro editing control system	\$7,500	
ReelTime non-linear editing workstation	\$10,000	
Ampex ADO-100 special effects generator	\$10,000	
Ampex Vista-17 video switcher	\$25,000	
		\$73,000

On-air:

Panasonic AG-1240 VHS Videotape Recorder	\$100	
Panasonic AG-1730 VHS Videotape Recorder	\$250	
Panasonic 13" color monitor	\$400	
Panasonic AG-1950 VHS Videotape Recorder	\$400	
GI Innovation 450i Satellite Receiver	\$500	
Winstead equipment rack	\$500	
Videonics character generator	\$750	
GI DSR-5200V Digital Satellite Receiver	\$1,000	
Sony VO5800 3/4" Videotape Player	\$1,500	
Mitsubishi S-VHS Videotape Recorders (2)	\$1,500	
Sony VO5850 3/4" Videotape Recorder	\$2,000	
Motorized C-band satellite dish	\$2,500	
Tech Electronics PVC-6 video switcher	\$3,000	
Fixed-mount digital satellite dish	\$3,500	
		\$17,900

Field Production:

Shure LX wireless microphone	\$400	
Mackie 1202 audio mixer	\$600	
Lowell Basic light kit	\$750	
Bogen tripods (3)	\$1,000	
Vinten fluid-head tripod system	\$1,500	
Sony TRV900 mini-DV Camera packages (2)	\$4,000	
Panasonic S-VHS Camera packages (3)	\$4,000	
Sony DSR-200 DVCAM Production Camera	\$6,500	
		<u>\$18,750</u>

Studio Production:

Peavy audio mixer	\$350	
13" Television monitor	\$400	
Panasonic rack-mount b/w video monitors	\$500	
Videonics character generator	\$750	
Winstead equipment rack	\$1,250	
Tektronix Waveform monitor	\$1,500	
Bogen Studio Tripods (2)	\$3,500	
Panasonic video switcher	\$4,000	
Panasonic Digital Studio Cameras w/CCU (2)	\$7,500	
		<u>\$19,750</u>
		<u><u>\$132,750</u></u>

PART 3: EQUIPMENT LIST

3.01 TABLE 1 EQUIPMENT LIST

A. Table 1: Partial equipment to be provided and installed by the Technical Contractor under this contract:

Qty	Manufacture	Description
		<i>Video Production System</i>
1	NewTek	VT3 Video Toaster 3
1	NewTek	SX-8 Switcher Expansion module
1	NewTek	RS-8 switcher module
1	Noblis	Noblis PC Station
1		Dual 2.0 GHZ Xeon with 1mb Ram
1		80 Gig HD IDE 7200rpm
1		Ge force MX400 32mb dual head agp
1		24x CDRW, 3.5 floppy drive, Windows 2000
1		3 Year Warranty
1		4-288 GB Seagate 10Krpm U160 SCSI Array
1	JVC	SR-VS30U Dual VCR
2	JVC	BR-DV600U MiniDV VCR
1	JVC	TM-H1700GU JVC Hi-res 17" Color Monitor
1	JVC	TDW254BK Cassette deck
1	JVC	HR-XVC25UBK DVD/VHS Player
3	Sony	DSR390L Studio Mini DV Camcorder
3	Sony	DXF51 5" studio viewfinder
1	ToteVision	LCD500X3 3-5" video display
2	ToteVision	LCD1700V 17" VGA/Video LCD displays
3	ToteVision	LCD565 studio monitors w/Hot Shoe
3	Bogen	3195 Bogen Professional tripods
3	Bogen	3067 Bogen dollies
2	Stewart Instruments	RLCTP Teleprompter
1	Avlex	PAX550 Stereo Power Amplifier
1	Avlex	CMX16-2 Avlex 16 channel audio mixer
3	Avlex	AVL53M Avlex Wired Lav Mics w/CA2 XLR Con.
2	Innovox	FRC5210 Control room Speaker
3	PortaBrace	390 Case
2	Frenzni	Frenzni light kits/power
1	Knox	16X16 Matrix switcher
2	Azden	WR22-PRO Azden 2 channel receiver
2	Azden	WL/T-PRO Lavalier mic w/ transmitter
2	Azden	WM/T-PRO Handheld transmitter
2		PRA-118S Superlux Shotgun mic
2	Lavry Engineering	(dB Technologies) 910L 16 Ch UHF wireless lav sys
2	Lavry Engineering	(dB Technologies) WB-04 wall brackets
2	Lavry Engineering	(dB Technologies) 128 Studio powered speakers

EQUIPMENT LIST - CONTINUED

1	Tightrope Media Systems	Tightrope Media Systems Cable Channel Management System
1	Tightrope Media Systems	CP2 VCR Interface controller
4	Avlex	PC-08 Rackmount Power outlets
2	Middle Atlantic	RSH-4S-C MA CUSTOM BR-DV600RACK SHELF
1	Middle Atlantic	RSH-4S MA Custom HRSDV3 rack mount (for BRSV3U)
1	Middle Atlantic	EB2 MA 2 SPACE BLANK
6	Middle Atlantic	EB3 MA 3 SPACE BLANK
3	Middle Atlantic	EVT-1MA 1 SPACE BLANK
5	Middle Atlantic	RSH-4S-C MA CUSTOM RACK SHELF

Equipment listed above is not intended to be a complete materials list. The list does not include installation or Training labor. It is the Technical Contractors responsibility to include labor on the proper forms when submitting a bid. Refer to drawings and specifications for additional and/or related items required. Where quantities of items are not supplied or seem in conflict, provide for highest quantity as shown herein, shown on drawings or as indicated in other portions of specifications.

BY-LAWS

MOORHEAD COMMUNITY ACCESS TELEVISION CORPORATION

I. Purpose: Moorhead Community Access Television Corporation is a non-profit, tax-exempt community organization formed to serve the citizens of Moorhead, Minnesota, through the use of the cable television network franchised by the City of Moorhead. The primary purposes of the Corporation are:

- A. To facilitate, promote, coordinate and assist in public service community programming of benefit or interest to the members of the Moorhead community;
- B. To inform and educate members of the community of the potential communication benefits and services which cable television can provide to Moorhead;
- C. To provide training and technical assistance that will help the members of the Moorhead community realize the potential of cable television as a source of non-commercial means for communication;
- D. To serve as a resource center for information, materials, programming and equipment; and
- E. To serve as a receiving, holding, and disbursing entity for moneys intended for use of the cable television medium.

II. Organizational Structure: Moorhead Community Access Television Corporation is composed of the Membership, Board of Directors, Coordinator, and any Committees necessary for fulfillment of the Corporation purposes.

A. Membership

- 1. Membership is open to persons having an interest in the non-commercial use of the video media and upon payment of dues as established by these by-laws.
- 2. Any person meeting these requirements is eligible for membership in Moorhead Community Access Television Corporation, and no other qualifications may be imposed for the purpose of excluding any individual from membership.
- 3. Each member of Moorhead Community Access Television Corporation is entitled to vote on motions, resolutions, and other appropriate matters that come before the Membership at any regular meeting.
- 4. Term of Membership: Membership shall be for one year from the date dues are paid.

5. Classes of Membership:

- a. Regular (Voting) Membership: Available to any persons at an annual cost of \$12.00 per year.
- b. Student (Voting) Membership: Available to any registered, full-time elementary, secondary, high school, vocational, technical school, college, or university student at an annual cost of \$6.00 per year.
- c. Senior (Voting) Membership: Available to any person 65 years or older, at an annual cost of \$6.00 per year.
- d. Non-profit Organization Membership: Available, without voting privileges, but with full access to the Corporation's services and facilities for all members of an organization, at an annual cost of \$100.00 per year.
- e. Sponsoring Membership: Available, without voting privileges, to any person or organization that may wish to be recognized, but not active in the Corporation, at a minimum annual cost of \$100.00.
- f. Sustaining Membership: Available, without voting privileges, to any person or organization that may wish to be recognized, but not active in the Corporation, at a minimum annual cost of \$250.00
- g. Patron Membership: Available, without voting privileges, to any person or organization that may wish to be recognized, but not active in the Corporation, at a minimum annual cost of \$500.00

B. Board of Directors: The Board of Directors shall serve without pay. The Board exercises the responsibilities and powers of a non-profit/tax-exempt corporation and takes necessary action to protect that status. The Board also provides direction on the Corporation's policies, operations and activities to the Coordinator. Board members assist the Coordinator in gaining access to human, material, informational, and financial resources necessary for Corporation activities.

- 1. Membership: The Board shall be composed of nine (9) persons appointed by the current Board of Directors at the annual meeting of the Corporation. Terms of the Directors shall be staggered so that no more than three (3) are appointed in any given year. Each member of the Board shall serve for three (3) years and may be re-appointed for two (2) additional terms. A Director shall serve for no more than nine (9)

consecutive years. The only exception to this limit shall be those Directors who have been appointed to fill a vacancy. In this case, a Director may serve the remaining period of the vacancy, up to two (2) years, then be appointed to a three (3) year term and may be re-appointed for two (2) more three (3) year terms, total length of service for this Director shall not be more than eleven (11) consecutive years. Ex-Directors may rejoin the Board after a waiting period of not less than one (1) calendar year. Mid-term vacancies on the Board shall be filled by appointment at the next regular or special meeting of the Board.

2. Meetings: The Board shall meet quarterly at a time and place arranged by the Chairperson. Special meetings may be requested by any member of the Board or by the Coordinator. A quorum for any Board meeting shall be met with the attendance of five or more Board members.
3. Procedures: The Board shall elect from its members a Chairperson. The responsibilities of the Chairperson shall include:
 - a) Serving as the Executive Director of the Corporation, in charge of the management functions of the Corporation.
 - b) Calling both regular and special meetings.
 - c) Responsibility for coordinating Board activities of the Secretary, the Treasurer, and Chairpersons of Standing Committees.
 - d) Being one of the co-signers of the Corporation checking account.

The Secretary shall be elected from the Board of Directors, and shall be responsible for:

- a) Keeping all Corporation records.
- b) Recording minutes at both Membership and Board meetings, and making these minutes available within ten working days of the meeting.
- c) Keeping copies of all correspondences.
- d) Being one of the co-signers of the Corporation checking account.

The Treasurer shall be elected from the Board of Directors, and shall be responsible for:

- a) Keeping Board records of all financial transactions.

- b) Maintaining the Corporation's accounts.
- c) Promptly paying all bills authorized by the Board.
- d) Providing monthly financial reports that include a copy of the bank statement, quarterly financial reports, and year-end financial reports. All financial reports shall show all income, sources of income shall be recorded in the Corporation's financial books; expenses; all expenses shall be recorded in the Corporation's financial books. All financial records shall be in a form approved by the Board of Directors, each monthly report shall be available by the fifth day of the following month after receiving the month's bank statement.
- e) Maintaining a membership list.
- f) Filing all tax deposits and reports.
- g) Maintaining all tax-exempt status papers.
- h) Being one of the co-signers of the Corporation's checking account.
- i) Serving as acting Chairperson when appropriate.

4. Board of Directors: The Board of Directors is responsible for any reports due:

- a) Any funding agencies, i.e., the City, foundations, civic organizations, etc.
- b) The Cable company.
- c) Any organization, foundation, person, etc., who has entered into a contract for specific services from the Corporation.
- d) Any designated agents of the aforementioned, i.e., City Cable TV Commission.
- e) These reports will include any and all agreed upon points by the Corporation and the aforementioned groups. The reports will include a Chairperson's report, a Treasurer's report, and a Coordinator's report. All reports will be approved by a majority of the Board before being officially presented.

5. Expenditures: The Board of Directors is responsible for Corporation funds.

- a) Normal operating expenses, such as: office supplies, printing and mailing costs, minor repairs of equipment, purchase of videotape, bulb lamps, etc., can be determined by agreement of the

Chairperson and Treasurer.

- b) Any expenditures beyond those considered normal operating expenses must be determined by a majority vote of the Board of Directors, i.e., purchase of equipment, raises for Salaried Employees, rental agreements, or any expenditure totaling more than five hundred (\$500.00) dollars.
- 6. Contracting Services: Only by a two-thirds majority vote of the Board may the Corporation enter into a contract to provide services for payment with any other organization. If there is not a two-thirds majority, but a simple majority vote of the Board, the matter will be directed to the full Membership. A sixty percent majority vote by the Membership is needed to approve a contract.

C. Meetings:

- 1. Regular Meetings: The Membership shall meet in April and September of each year, at a time and place to be announced by the Board of Directors, for the purpose of electing Directors, receiving reports on the Corporation's status, and deciding any other matters requiring a vote of the Membership. The election for the Board of Directors will be held at the September meeting.
- 2. Meeting dates will be announced to the Membership at least two (2) weeks in advance, to permit members time to schedule agenda items with the Chairperson.
- 3. A regular meeting of the Membership is one called in the manner described above.
- 4. All meetings of the Membership or Board of Directors of the Moorhead Community Access Television Corporation shall be open to the public, except Board meetings concerned with confidential matters.
- 5. Special Meetings: The Board of Directors may call special meetings.
- 6. Voting: Appropriate matters brought before the Membership shall be resolved by a simple majority vote of the members present, except in the cases of contracting services, as provided for in Section II.B.6; and amendments to the by-laws, as provided for in Section III.

III. Amending Procedures: If it becomes necessary to alter Moorhead Community Access Television Corporation's by-laws, amendments or revisions may be made by:

- A. Proposal of the change by any Voting Member, any Board Member, or the Coordinator at a meeting of the Board of Directors; and
- B. Preliminary approval of the change by at least two-thirds of the Board Members; and
- C. A two-thirds confirming vote of Members present at either the Annual Membership meeting or a Special Membership meeting, of which all Voting Members have been adequately informed.

IV. Dissolution: In the event that both the Members, at a Regular Membership meeting, and the Board, at a regular Board of Directors meeting, should each vote by two-thirds majority to dissolve the Corporation, or if the Corporation is ordered dissolved by any due process, all unencumbered funds of the Corporation will be distributed for one or more exempt purposes within the meaning of section 501.c.(3) of the Internal Revenue Code, or will be distributed to a state or local government for a public purpose.

V. Coordinator: The Coordinator is selected by, is directly responsible to, and is advised by the Board of Directors. The Coordinator is responsible for:

- A. Coordinating, promoting, and assisting in the development and cable-casting of local programming;
- B. Assisting individuals and organization in creating programs and using equipment;
- C. The use and maintenance of equipment owned or used by the Corporation;
- D. Budgeting, administering and reporting (as specified by the Board) on all funds allocated by the Board;
- E. Contracting with individuals and organizations for services;
- F. Managing the day-to-day affairs of the Moorhead Community Access Television Corporation;
- G. Actively interfacing with the broadest possible range of members of the community, institutions, organizations, and officials;
- H. Assisting city officials in producing their newsletter and programming the government access channel; and
- I. Recommending to the Board operating rules and changes.

VI. Committees: The Board or Coordinator may organize any voluntary committees or councils deemed necessary to the Corporation.

VII. Standing Committees: Each member of the committee and its Chairperson will be appointed by the Board. It is the responsibility

of the Chairperson to call, organize, and conduct meetings. The committee will make recommendations to the Board and the Membership. There is no limit to the number of members. Each committee may write its own operating rules.

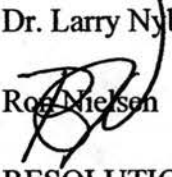
- A. Programming Committee: Promote programming on the community access channel, develop guidelines, and assist in productions.
- B. Education Committee: Holds workshops on training individuals and groups on how to use video equipment; trains individuals as instructors; and maintains files on individuals and instructors trained by the Corporation, listing classes taken, special skills, and availability to serve on production crews.
- C. Membership/Publicity Committee: Maintains a list of current dues-paying members, and promotes membership in the Corporation.
- D. Grants/Fundraising Committee: Develops fundraising campaigns, promotes publicity of the Corporation, and develops grant proposals. Official grant proposals and presentations are the responsibility of the Board of Directors.
- E. Nomination Committee: Will nominate one person for each vacancy on the Board.

HUMAN RESOURCE

MEMO #: HR .04.186



TO: Dr. Larry Nybladh

FROM:  Ross Nielsen

SUBJECT: RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACT OF PROBATIONARY TEACHERS

DATE: March 15, 2004

At the March 8, 2004 school board meeting the reduction of 19.65 full time equivalent (FTE) of probationary and tenured teachers was approved. The reduction of these positions is related to the projected declining enrollment and financial limitations.

Additional staffing reductions are due to contractual issues, teachers returning from leaves and filling vacancies during the year. The following is a summary of the proposed reductions of probationary teachers:

<u>Reductions of Probationary Teachers</u>	<u>FTE</u>
Statutory reasons (i.e. licensure, contract, etc)	8
Teachers returning from leave	4
Temporary positions due to mid year vacancies	1
Reduction in force	<u>10.079</u>
Total	23.079

Consider the attached resolution directing the administration to effect termination and non-renewal of the position of the probationary teachers as listed below:

Termination and Non-Renewal of Contracts

Name	Position	FTE
Melissa Barber	Elementary	1.0
Dawn Barrera	Title 1	.65
Tracy Boehm	Elementary	1.0
Diana Cobb	Elementary	1.0
Shawna Gregerson	Elementary-Media	1.0
Stephanie Herbranson	Elementary	1.0
Melina Hernandez	Elementary	1.0
Carla Jimenez	Elementary	1.0
Louis Lauer	Elementary	1.0
Carrie Lawrence	Elementary	1.0
Trenton Leitheiser	Elementary	1.0
Marty Malmberg	Elementary	1.0
Tara Meier	Elementary-Special Education	.50
Monica Olivares	Elementary	1.0
Kelly Skeim	Title 1	.50
Crystal Specht	Elementary	1.0
Bethany Ustanko	Elementary	1.0
Melissa Wiese	Elementary-Music	1.0
Chad Bakken	Social Studies	1.0
Jessica Ebsen	Math	1.0
Christina Long	English	1.0
LaRae Rosenfeldt	Family Consumer Science	.429
Lucia Schroeder	Family Consumer Science	1.0
Alicia Severson	Social Studies	1.0
Becky Youngs	Counselor	<u>1.0</u>
TOTAL		23.079

SUGGESTED RESOLUTION: Move to approve the following resolution:

WHEREAS, the following teachers are probationary teachers in Independent School District # 152:

Name	Position	FTE
Melissa Barber	Elementary	1.0
Dawn Barrera	Title 1	.65

Tracy Boehm	Elementary	1.0
Diana Cobb	Elementary	1.0
Shawna Gregerson	Elementary-Media	1.0
Stephanie Herbranson	Elementary	1.0
Melina Hernandez	Elementary	1.0
Carla Jimenez	Elementary	1.0
Louis Lauer	Elementary	1.0
Carrie Lawrence	Elementary	1.0
Trenton Leitheiser	Elementary	1.0
Marty Malmberg	Elementary	1.0
Tara Meier	Elementary-Special Education	.50
Monica Olivares	Elementary	1.0
Kelly Skeim	Title 1	.50
Crystal Specht	Elementary	1.0
Bethany Ustanko	Elementary	1.0
Melissa Wiese	Elementary-Music	1.0
Chad Bakken	Social Studies	1.0
Jessica Ebsen	Math	1.0
Christina Long	English	1.0
LaRae Rosenfeldt	Family Consumer Science	.429
Lucia Schroeder	Family Consumer Science	1.0
Alicia Severson	Social Studies	1.0
Becky Youngs	Counselor	<u>1.0</u>
TOTAL		23.079

BE IT RESOLVED by the School Board of Independent School District No. 152, that pursuant to Minnesota Statute 122A.0, subd.5, that the teaching contract of the above probationary teachers in Independent School District No.152, is hereby terminated at the close of the 2003-2004 school year.

BE IT FURTHER RESOLVED that the attached written notice will be sent to the above probationary teachers regarding termination and non-renewal of this contract as provided by law.

RN/smw
Attachment

NOTICE OF TERMINATION

«First» «Last»

«Address»

«City»

Dear Mr./Ms. «Last»,

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 152 held on March 22, 2004, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2003-04 school year. Said action of the Board is taken pursuant to M.S. 122A.40, subd. 5.

You may officially request that the School Board give its reason for the non-renewal of your teaching contract. However, such a request must be received within ten days after the receipt of this notice.

Yours very truly,

SCHOOL BOARD OF EDUCATION
SCHOOL DISTRICT NO. 152

Clerk of the School Board

Board Member _____ introduced the resolution directing administration to effect termination and non-renewal of probationary teachers as presented. The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon,

the following voted in favor of:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

HUMAN RESOURCE

MEMO #: HR .04.187



TO: Dr. Larry Nybladh, Superintendent
FROM: Ron Nielsen, Director of Human Resources
SUBJECT: Health and Safety Contract
DATE: March 16, 2004

The contract for Health and Safety services from Lakes Country Service Cooperative for 2004-2006 has been received. The contract would run from July 1, 2004 through June 30, 2006 and would include all services to ensure that the Moorhead Area Public School District meets all health and safety standards during this term.

The cost of the services is \$17,515.65 annually, which is very competitive and a two-year contract is a real advantage to the school district. This contract would help ensure that any available Health and Safety monies from the State of Minnesota could be accessed by the school district. Board approval is recommended.

Suggested Resolution: Move to approve the Health and Safety Contract with Lakes Country Service Cooperative for the period of July 1, 2004 through June 30, 2006 at an annual cost of \$17,515.65.

RN/jg

Lakes Country Service Cooperative
Health & Safety Services
2004-2006
Plan I Service

This agreement, made and entered into, by and between the Lakes Country Service Cooperative, hereinafter referred to as LCSC and Moorhead Area Public Schools #152, centrally located in Moorhead, Minnesota, hereinafter referred to as school, witnesseth:

1. That the LCSC is engaged in providing consultation and coordination services related to the management of school district environmental health & safety concerns.
2. That the school desires to obtain and agrees to pay for said services.

Plan I

Program Description Summary:

The LCSC shall furnish: 1. Written programs 2. Facilitator time of a minimum of 12 visits per year. Facilitators will conduct training sessions, inspections, and record keeping tasks.

3. Inspections for asbestos (six month surveillances and three-year reinspections), playgrounds, indoor air quality, and facility safety (mock OSHA). 4. Other services as noted in the Plan I description. 5. Year end reports.

Programs covered will include, Asbestos, Bleacher Safety, Bloodborne Pathogens, Employee Right to Know, Hazardous Waste, Community Right to Know, Air Emissions Reporting, Compressed Gas, Hearing Conservation, Confined Space, Indoor Air Quality, Infectious Waste, Emergency Action Plan, Electrical Safety, Ladder Safety, Laboratory Safety Plan, Lead in Water and Paint, Lockout/Tagout, OSHA-Type Inspection, Radon Gas, Respiratory Protection Standard, Above Ground Storage Tanks, Underground Storage Tanks, Personal Protective Equipment, Playground Safety, Workplace Accident Injury Reduction Program (AWAIR), Machine Guarding, Welding Safety, Forklift Safety and others as deemed necessary. Programs added to the DCFL's annual health and safety letter will be added at no extra charge.

Program Guarantee:

Plan I written programs are guaranteed to meet all current statutes, rules, regulations, or standards, and further, if any fines result from written program deficiencies, the fines will be paid by the LCSC.

Failure to implement or comply with regulatory written program by the school district is not covered by this program guarantee. The LCSC reserves the right to negotiate with the regulatory agency.

3. That the LCSC shall furnish the Health & Safety Services for the **Plan I services**:

Plan I at a cost of \$17,515.65, annually

4. That this contract begins July 1, 2004 and runs through June 30, 2006, guaranteeing selected rates. However, any district may discontinue this contract with a 90-day notice prior to the end of the fiscal year.

*Lakes Country Service Cooperative – Health & Safety Services – Level I Contract
Moorhead Area Public Schools #152*

IN WITNESS WHEREOF, Parties hereto have executed this agreement this _____ day of _____, 2004.

LCSC MEMBER SCHOOL DISTRICT:

LAKES COUNTRY SERVICE COOPERATIVE

By: _____
Authorized School Official

By: _____

Date: _____

Date: _____