



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](http://www.mnhs.org/copyright).

S-M 9-BOS  
19 July 2004

**INDEPENDENT SCHOOL DISTRICT #152**

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

July 19, 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 Moorhead School Board member Cindy Fagerlie who has been honored by the Minnesota School Boards Association for completing the MSBA Leadership Development Program. The award recognizes those who have successfully attended the Phase I, II and III Orientation workshops.

**SCHOOL BOARD AGENDA - July 19, 2004**  
**PAGE 2**

**\*\*\* We Are Proud** of Pam Gibb, communications coordinator, whose work on the 2003-2004 Calendar and School Information publication was recognized by the National School Public Relations Association (NSPRA). The district calendar, with the theme "Blueprint for Excellence," received an award of honorable mention in NSPRA's 2004 Publications and Electronic Media Contest.

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

2. **ORGANIZATION OF THE SCHOOL BOARD** - Thompson

A. MEETING DATE, TIME AND LOCATION

Suggested Resolution: Move to set the regular meetings of the school board for 7:00 p.m. in the Townsite Centre Board Room (August and September) and Probstfield Center Board Room (beginning October) on the second and fourth Monday of each month with the following exceptions: December 13 (one meeting in December) and the annual organizational meeting Monday, July 18 (one meeting in July).

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

B. SCHOOL BOARD COMPENSATION  
Page 7

Suggested Resolution: Move to set the board member compensation rate at \$\_\_\_\_\_ per month.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

C. COMMITTEE APPOINTMENTS  
Pages 8-13

Suggested Resolution: Move to approve the committee appointments for the 2004-2005 school year.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

## **SCHOOL BOARD AGENDA - July 19, 2004**

### **PAGE 3**

#### **3. CONSENT AGENDA**

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

##### **A. TEACHING/LEARNING MATTERS - Kovash**

- (1) Approval of 2004-2005 Minnesota State High School League Membership - Pages 14-16
- (2) Approval of 2004-2005 Minnesota Academic Excellence League Membership - Pages 17-19
- (3) Acceptance of Grants - Pages 20-31
- (4) Approval of Grant Application - Pages 32-63
- (5) Acceptance of Gift - Pages 64-65
- (6) Approval of Contract - Pages 66-67

##### **B. BUSINESS SERVICE MATTERS - Weston**

- (1) Approval of Resolution for Investment of Excess Funds for 2004-2005 - Pages 68-69
- (2) Approval of Authorized Staff to Initiate Financial Transactions for 2004-2005 - Pages 70-71
- (3) Approval of Official Depositories for 2004-2005 - Page 72
- (4) Approval of Resolution Authorizing Payment of Goods and Services for the 2004-2005 School Year - Pages 73-74
- (5) Approval of Resolution for Collection of NSF Checks and Leases for 2004-2005 - Pages 75-76
- (6) Approval of School Leaders Errors & Omissions Insurance Deductible - Page 77

##### **C. HUMAN RESOURCE MATTERS - Nielsen**

- (1) Approval of Teacher Recall - Page 78
- (2) Approval of Family/Medical Leave - Page 79
- (3) Approval of Extended Leave of Absence - Page 80
- (4) Approval of Secretarial Recall - Page 81
- (5) Approval of Resignations - Page 82
- (6) Approval of New Employees - Page 83



**SCHOOL BOARD AGENDA - July 19, 2004**  
**PAGE 4**

**D. SUPERINTENDENT MATTERS - Nybladh**

- (1) Approval of Official Newspaper - Page 84
- (2) Approval of Legal Services - Page 85
- (3) Approval of Minnesota School Boards Association Membership - Pages 86-89
- (4) Approval of Lakes Country Service Cooperative Service Agreement  
- Pages 90-94
- (5) Approval of June 14 and 28, 2004 Meeting Minutes - Pages 95-104
- (6) Approval of July Claims

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

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

**4. COMMITTEE REPORTS**

- 5. SALE OF PROPERTY: Weston**  
Pages 105-112

Suggested Resolution: Move to approve the purchase agreement for the sale of property described as, Lots Thirteen (13), Fourteen (14), and Fifteen (15), in Block Four (4) of Moore's First Addition, to the Lake Agassiz Habitat for Humanity for the purchase price of \$10,000.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

- 6. APPROVAL OF MOORHEAD HIGH SCHOOL STUDENT HANDBOOK: Kovash**  
Pages 113-130

Suggested Resolution: Move to approve the Moorhead High School Student Handbook as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

**SCHOOL BOARD AGENDA - July 19, 2004**

**PAGE 5**

7. **STRUCTURAL BALANCE:** Weston

Pages 131-132

Suggested Resolution: Move to approve the Individual Settlement-Balanced Budget Projection as presented in regards to the Master Agreement for Custodians.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

8. **CUSTODIAN MASTER AGREEMENT:** Weston

Page 133

Suggested Resolution: Move to approve the 2004-2006 Master Agreement for Custodians as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

9. **APPROVAL OF SALE OF LINCOLN SCHOOL:** Weston

Pages 134-135

Suggested Resolution: Whereas, the Moorhead Area Public School District has offered Lincoln School for sale; and Whereas, Minnesota Statute does not require bidding for the sale of real property; and Whereas, Fargo Youth Commission made the highest purchase offer in the amount of \$200,000 plus contingencies as per purchase agreement. Be It Hereby Resolved, by the School Board of Independent School District No. 152, that Lincoln School be sold to the Fargo Youth Commission for the amount of \$200,000 plus contingencies as per purchase agreement and that the Chair and Clerk be authorized to sign all documents necessary to complete the sale.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Comments \_\_\_\_\_

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


11. **ADJOURNMENT**

**SCHOOL BOARD AGENDA - July 19, 2004****PAGE 6****CALENDAR OF EVENT**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
EXCEL Summer School			
Elementary	June 22-July 22		SG Reinertsen
Secondary	June 22-July 22		High School
ESY Summer School	June 22-July 29		SG Reinertsen
Migrant School	June 21-July 22		SG Reinertsen
 School Board Retreat	 July 20	 8 am	 Marriott
 School Board	 August 9	 7 pm	 Board Room
School Board	August 23	7 pm	Board Room
K-12 Staff Workshops	Aug 31-Sept 3		
 Back to School Night	 September 1		 Horizon Middle Schl
Back to School Night (Elem)	September 2		Elem Bldgs
Labor Day Holiday	September 6	No School	
K-12 Classes Begin	September 7		
Back to School Night	September 9		High School
School Board	September 13	7 pm	Board Room
School Board	September 27	7 pm	Board Room
Dedication Ceremony	September 25	10:30-11:30 am	MHS Auditorium
and Open Houses	September 25	12-3 pm	All Buildings

MEMO #: S-05-001

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent 

DATE: July 1, 2004

RE: School Board Compensation

The following are previous rates related to school board compensation:

1996	\$450 monthly per board member
1997	\$450
1998	\$450
1999	\$550
2000	\$550
2001	\$550
2002	\$550
2003	\$550
2004	\$550

Suggested Resolution: Move to set the board member compensation rate at \$\_\_\_\_\_ per month.

LPN:mde

**MEMO #:** S-05-002

**TO:** School Board

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

**DATE:** July 1, 2004

**RE:** 2004-2005 Committee Assignments

Attached is a copy of the 2003-2004 Committee Assignments. Please review this document prior to the Board meeting to expedite desired assignments for 2004-2005. School Board Chair, Kristine Thompson, has requested that you be prepared to express your interests and volunteer for service on the various committees.

Thank you.

LPN:mde  
Attachment

**DISTRICT-WIDE STANDING COMMITTEES:** These committees are recognized by the School Board as having a defined purpose, are defined by law and/or Board policy, involve members of the community and school staff, meet on a regular basis during the school year, and include voting representatives of the School Board.

Responsibilities - review mission and formulate/affirm appropriate mission statement, record and communicate minutes of meetings, require regular membership rotation, develop an annual calendar submitted to the Superintendent for coordination of a district calendar, files a year-end report and/or makes a presentation to the School Board for the past year activities, district administrators or supervisors serve as ex-officio members.

<u>COMMITTEE NAME/PURPOSE</u>	<u>DEPT/NAME RESPONSIBLE</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<u>2003-2004 BOARD LIAISON</u>
<u>Activities Council</u> - reviews and recommends extra- and co-curricular activity/academic policies and is knowledgeable of Minnesota High School League activities.	Teaching/Learning Hulbert	4th Wed/mo.; 7 am; Townsite (October-April) 10/22/03, 1/28/04, 2/25/04, 4/28/04, and 5/26/04	Erickson/Siggerud
<u>Community Education Advisory Council</u> - evaluates and recommends programs that meet the community's needs.	Teaching/Learning Winterfeldt-Shanks	3rd Tu/mo.; 7 pm; Townsite (excluding December)	Thompson/ Tomhave
<u>District Care Team</u> - reviews and recommends policies and activities related to student and staff prevention, postvention and crisis issues involving chemical use, violence, grieving, and other related issues.	Teaching/Learning Kovash	3rd Mo/mo.; 3:30 pm; Townsite Three times a year: 9/15/03, 11/17/03 and 3/15/04	Ladwig/Thompson
<u>Human Rights</u> - monitors textbook selection and works with human resources on the direction of multi-cultural, gender fair, and disability sensitive issues.	Human Resources Nybladh	1st Thursday; 3:45 pm; Townsite Four times a year: 10/2 12/4, 2/5 and 5/6	Hohnadel/Thompson
<u>Instruction &amp; Curriculum Advisory</u> - (formerly PER) plans, evaluates and reports on district curriculum. (Two-year Term)	Teaching/Learning Kovash	3rd Th/mo.; 7 am; Townsite	Tomhave/Hohnadel
<u>Long Range Planning (LRP)</u> - carries out strategic planning, evaluating and reporting of the District's Five Year Educational Plan.	Teaching/Learning Kovash	Four times a year; 3:45 pm; Townsite	Ladwig/Thompson
<u>Policy Review</u> - reviews current policies and makes recommendation of new policies.	Superintendent Nybladh	3rd Mo/mo.; 7 pm; Townsite	Fagerlie/Siggerud

**ADMINISTRATIVE COMMITTEES:** These are committees recognized by the School Board as serving in an advisory capacity to the Board and administration, serves a specific area, program or segment of the district, involve members of the staff and others as needed, may meet for a specific purpose until it is completed, may or may not include an appointed board member, designee or liaison, and completes a written report.

**Responsibilities** - are to review the purpose/task for establishment of the committee, record and communicate minutes to appropriate people, and file a written report of activities when task completed.

<u>COMMITTEE NAME/PURPOSE</u>	<u>DEPT/NAME RESPONSIBLE</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<u>2003-2004 BOARD LIAISON</u>
<u>Calendar</u> - develops and recommends fiscal-year district calendar.	Superintendent Nybladh	January - March as needed.	N/A
<u>Continuing Education</u> - administers the process for certificate renewal of licensed staff.	Human Resources Nielsen	1st Tu/mo.; 6:45 am; T and T Cafe (Oct-May)	Thompson
<u>ECFE Advisory Council</u> - advises and provides support in the operation of the Early Childhood Family Education and Kindergarten Readiness Programs.	Teaching/Learning Bushaw	1st Th/mo.; 7 pm; Lincoln	Fagerlie
<u>Health/Safety/Wellness Committee</u> - identifies and addresses safety issues related to students, staff and visitors.	System Support/Human Res Bacon/Nielsen	3rd Th/mo.; 9:30 am; Townsite	Erickson/Ladwig
* <u>Indian Education/JOM Parent Committee</u> - reviews grants obtained, provides input how monies are disbursed, yearly Financial Report, and HSC Report.	Teaching/Learning King/Longie	2nd Th/mo.; 5 pm	Hohnadel
<u>Legislative Committee</u> - develops recommendations for district's legislative program.	Superintendent Nybladh	Year around, as needed	Erickson/ Thompson
<u>MN State High School League</u> - supervision and regulation of League sponsored athletic and fine arts activities.	Teaching/Learning Kovash		Erickson
<u>Negotiations</u> - serves as liaison to other Board members during negotiation process.	Superintendent Nybladh	Year around, as needed	Ladwig/Thompson
<u>Sabbatical Leave</u> - receives, reviews and recommends sabbatical leaves for certified staff.	Human Resources Nielsen	February - April as needed.	Ladwig

\* = Does not serve in an advisory capacity to the school board.

**COMMITTEE NAME/PURPOSE****DEPT/NAME RESPONSIBLE****MEETING-DATE/TIME/LOCATION****2003-2004  
BOARD LIAISON**

Staff Development - promotes professional and personal growth opportunities for all staff of ISD #152.

Teaching/Learning  
Kovash

TBD; 3:45 pm; Townsite

Thompson/  
Hohnadel

Superintendent's Advisory Council - (SAC) provides opportunity for building PTACs to communicate and share ideas between themselves and with the superintendent.

Superintendent  
Nybladh

3rd Th/mo.; 7 pm; Townsite

Members Rotate

Technology - assists in developing the long-range goals of implementing new technologies and maintaining current technologies throughout the district.

Teaching/Learning  
Markert

4th Tu/mo.; 3:45 pm; Townsite

Thompson

Title I Parent Advisory - assists in reviewing the Title I and other federal programs.

Teaching/Learning  
King

Year around, as needed

Erickson



**COMMUNITY COMMITTEES:** These are committees that are not under the full jurisdiction of the school district and/or are shared with other entities and organizations. Representatives are appointed by the Board, administration or both as appropriate.

**Responsibilities** - serve as representative of the school district either in voting or non-voting capacity, share and communicate committee information to the appropriate people.

<u>COMMITTEE NAME/PURPOSE</u>	<u>DEPT/NAME RESPONSIBLE</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<u>2003-2004 BOARD LIAISON</u>
<u>Clay County Joint Powers Collaborative Board (CCJPC)</u> - works in partnership with families and communities to enhance opportunities to improve child health and development, reduce barriers to adequate school performance, improve family functioning, enhance self esteem, and develop general employment skills.	Clay County Cynthia Sillers, Coord.	3rd Wed/mo.; 3:30 pm; Family Service Center	Ladwig/Erickson Alt. Hohnadel
<u>Interagency Early Intervention</u> - (IEIC) oversees the interagency provision of services to children identified with disabilities age birth to kindergarten entry.	Clay County Candice Richards (ARC) Carolyn Strnad (Parent)	3rd Wed/mo.; 12 pm; FSC	Ladwig
<u>Joint Powers</u> - shares resources for special projects, cooperatively make recommendations to local boards and councils.	(Rotates between school districts & cities of of Mhd & Dilworth, Clay County & Mhd Township)	1st Th/mo.; 7 am; Moorhead City Hall	Tomhave/Thompson
<u>LCSC Representative Assembly</u> - receives LCSC Board minutes & agendas to distribute the information to the member school boards.	Lakes Country Serv. Coop. DuWayne Balken, Dir.	Monthly (LCSC Board, which may be attended)	Tomhave

**BUILDING INFORMATION:** The following is Parent/Teacher Advisory Council meeting and Adopt-a-School representative information.

<b><u>SCHOOL BUILDING</u></b>	<b><u>PTAC PRESIDENT/PHONE #</u></b>	<b><u>MEETING-DATE/TIME/LOCATION</u></b>	<b><u>2003-2004 BOARD LIAISON</u></b>
Thomas Edison	Jayne Gilbertson - 233-5501	1st Mo/mo.; 7 pm; Library	Siggerud
Probstfield	Lori Borgen - 236-6995	3rd Mo/mo.; 7 pm; Library	Ladwig
Riverside	Brenda Rapske - 236-7108	3rd Tues/mo; 7 pm; Library	Fagerlie
Washington	Susan Puckett - 236-6712 Terry Smith - 233-9530	1st Mo/mo.; 6:30 pm; Library	Tomhave
Robert Asp	Linda Davidson - 236-9029	4th Tues/mo.; 7 pm; Library	Thompson
Moorhead Junior High	Colleen Flynn-Odney - 233-8668	1st Th/mo.; 7 pm; Library	Erickson
Moorhead Senior High	Lori Borgen - 236-4818	3rd Mo/mo.; 6:30 pm; Library	Hohnadel
Red River Area Learning Center	TBD	TBD	Members Rotate

<b><u>SCHOOL BUILDING</u></b>	<b><u>PTAC PRESIDENT/PHONE #</u></b>	<b><u>MEETING-DATE/TIME/LOCATION</u></b>	<b><u>2004-2005 BOARD LIAISON</u></b>
Ellen Hopkins	TBD	TBD	TBD
Robert Asp	TBD	TBD	TBD
S.G. Reinertsen	TBD	3rd Monday/mo; 7 pm; Library	TBD
Horizon Middle	TBD	1st Thurs/mo; 7 pm; Library	TBD
Moorhead High	TBD	3rd Mo/mo; 6:30 pm; Library	TBD
Red River Area Learning Center	TBD	TBD	Members Rotate

OFFICE OF TEACHING & LEARNING MEMO #: 1.05.1



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Minnesota State High School League Membership  
DATE: July 7, 2003

Attached please find for your information the 2004-2005 Minnesota State High School League membership form.

**SUGGESTED RESOLUTION:** Move to approve the resolution of membership into the Minnesota State High School League for 2004-2005.

LAK/kmr  
Attachment



APR 6 2004

## MINNESOTA STATE HIGH SCHOOL LEAGUE

April 2004

David V. Stead, Executive Director  
Lisa Lissimore, Associate Director  
Kevin Merkle, Associate Director  
Skip Peltier, Associate Director  
Jody Redman, Associate Director  
Howard W. Voigt, Director of Information

Dear Superintendent:

Minnesota Statutes 1993, Section 128C.01, requires individual school boards each year to authorize membership in the Minnesota State High School League. The Resolution for Membership affirms (1) that the board of education for your school delegates the control, supervision and regulation of League-sponsored athletic and fine arts activities to the Minnesota State High School League; (2) that your school board adopts the Constitution, Bylaws and Rules and Regulations of the League; and, (3) that the administration for and the responsibility for supervising the activities are assigned to your official school representative. I am enclosing the resolution form which provides for the appropriate school board action. The resolution form is provided in duplicate.

**Please return one copy to the Minnesota State High School League and retain one copy for the school files. The deadline for returning the resolution form is September 1, 2004.**

Formal approval by the governing board of your school district or school must be made prior to August 1, 2004 to enable the League office to certify your continuation or new membership in the League. If your Designated School Board Representative has changed from the fall, please make that change in the MSHSL Web site database.

A billing for services, rules books and other supplies will be mailed to schools in mid-August as has been the accepted procedure in the past. This billing, which includes a \$100 service fee, will be based on the information your school submits to the League office regarding the activities you will sponsor during the 2004-2005 school year.

Please be reminded of the following:

1. September 1 is the due date for return of the resolution form. If you do not submit the resolution, your students ARE NOT covered by the catastrophic insurance plan, your school district must assume that responsibility, and your students will not be allowed to participate in League-sponsored events.
2. The resolution form must be completed in full, including signatures of the superintendent and clerk/secretary of the Board of Education.

I am sure that membership in the Minnesota State High School League will provide your students with rewarding benefits as they participate in the interscholastic activities sponsored by your school.

I would suggest that you place this resolution on your agenda as soon as possible and certainly not later than a June or July Board meeting in order to avoid last-minute efforts late in the summer which may create problems for your Board and administrative staff to meet the September 1, 2004 deadline.

Sincerely,

David V. Stead  
Executive Director  
DVS/kav  
Enclosures

Minnesota State High School League  
2100 Freeway Boulevard  
Brooklyn Center, MN 55430-1735  
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2004-2005 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

**RESOLVED**, that the Governing Board of School District Number 152, County of Clay, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the high school(s) listed below (name all high schools in the district):

Moorhead High School  
\_\_\_\_\_  
\_\_\_\_\_

is/are authorized by this, the Governing Board of said school district or school to:

1.        Make new application for membership in the Minnesota State High School League;  
School Enrollment (10-12):         
OR;  
XX Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's Official Handbook, on file at the office of the school district or as appears on the League's Web site, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Clerk/Secretary - Local Governing Board Superintendent or Head of School

Date: \_\_\_\_\_ Date: \_\_\_\_\_

District Office Address, City, Zip: 810 4th Ave S Moorhead, MN 56560

School Superintendent's Phone: \_\_\_\_\_ School Superintendent's Email: \_\_\_\_\_

**RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2004**  
**Retain one copy for the school files.**

OFFICE OF TEACHING & LEARNING MEMO #: I.05.006



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Minnesota Academic Excellence Foundation Membership  
DATE: July 8, 2003

Attached is a copy of the Academic Excellence League 2004-2005 Membership Application for renewal for the 2004-2005 school year.

For the 2004-2005 school year, the district will renew for the basic membership. As we move into the new schools the building principals and district administration will determine if a full service membership is needed.

The basic membership will provide the district with the same services from the previous year.

**SUGGESTED RESOLUTION:** Move to approve the Minnesota Academic Excellence League membership for basic membership services at a rate of \$175.

LAK/kmr  
Attachment





# MEMBERSHIP APPLICATION

CENTER FOR EDUCATIONAL PERFORMANCE EXCELLENCE

## 2004-2005 Membership Renewal Resolution and Application

Any legally defined school or school district may join the Center for Educational Performance Excellence.

A "district" is defined as any number of schools governed by a local school board. Nonpublic schools with local boards are included in this definition and may join as districts. Charter schools and home schools may also join.

**RETURN COMPLETED APPLICATION TO: MAEF/CEPE**  
**1667 Snelling Avenue North**  
**St. Paul, MN 55108-2131**

Renewal Resolution for 2004-2005 School Year (July 1-June 30) – (Please note: Renewals do not need school board approval)

Name of School District, School or Private School: Moorhead Public Schools

District Number: 152 Street Address: 810 4th Avenue South

Mailing Address: 810 4th Avenue South City: Moorhead Zip: 56560

Telephone: 218-284-3315 Fax: 218-284-3333

Contact name and position: Lynne Kovash, Asst. Superintendent E-mail: lkovash@moorhead.k12.mn.us

### COMMITMENT TO ACADEMIC EXCELLENCE

#### WHEREAS *Moorhead Public Schools*

Believes that all students need and want to pursue academic excellence and seek opportunities to test themselves against their own accomplishments and those of their peers; and

Believes that all schools shall strive to continuously improve their programs and performance because student success cannot wait.

#### AND WHEREAS

The Center for Educational Performance Excellence believes that schools should not have to do this work alone; and

the Center for Educational Performance Excellence exists to encourage and support schools where academic excellence is visibly valued, recognized and rewarded, and where school improvement is a continuous aim;

#### BE IT RESOLVED THAT *Moorhead Public Schools*

Becomes a member of the Center for Educational Performance Excellence, joining other Minnesota districts, schools and communities in a commitment to work to improve school performance, to provide all students with intellectually and socially challenging activities and programs, and to increasingly celebrate academic achievement.

\_\_\_\_\_  
Superintendent/Administrator

\_\_\_\_\_  
Date

OVER, please

**MAEF-Center for Educational Performance Excellence  
2004-2005 Membership Renewal Application  
Information Addendum  
Moorhead Public School**

**YOUR MOST URGENT NEEDS:** Please indicate those areas that you think you may need consulting assistance, training, or other help this year.

- 1.
- 2.
- 3.

**TEAM MEMBERS:** Please provide the names and e-mail addresses of your school team members whom you would like to receive e-bulletins and notices of opportunities available to members in their respective areas of work.

ROLE	NAME	TITLE	E-MAIL ADDRESS
1. ACADEMIC LEAGUE:			
2. STAFF DEVELOPMENT:			
3. SCHOOL IMPROVEMENT:			
4. STRATEGIC PLANNING:			
5. OTHER:			

Please attach an additional page if needed.

**MEMBERSHIP PAYMENT AND TYPE**

**BASIC MEMBERSHIP:** Provides member with certificate of membership, electronic newsletters and e-bulletins and alerts; e-networking; password to CEPE Member Clearinghouse; discounts on CEPE program services, and recognition in CEPE publications.

**BASIC MEMBERSHIP PLUS:** Basic membership services PLUS your choice of one of these web-based surveys: Student Satisfaction, Parent Satisfaction, or Faculty and Staff Satisfaction.

**BASIC MEMBERSHIP GOLD:** Basic membership services PLUS your choice of one of the following packages: Student Satisfaction Survey and *What Works? Ask the Students!* interactive session; Parent Satisfaction Survey and *What Works? Ask the Parents!* interactive session; or Faculty and Staff Satisfaction Survey and Community Members Satisfaction Survey.

**FULL SERVICE MEMBERSHIP:** Basic membership services PLUS one day of consulting or training at your site, including: Strategic Planning, Change Planning and Leadership, Scorecard Design, Classroom SUCCESS Program, or other CEPE services that fit your needs.

**BALDRIGE 6 MEMBERSHIP:** Basic membership services PLUS on-site customized work to develop the seven-category site assessment and deliver the feedback report and recommendations for improvement.

☒ **BASIC MEMBERSHIP FEE**  
\$175/district or non-public school  
\$150/individual school, charter school or home school

☐ **BASIC PLUS MEMBERSHIP FEE**  
\$600/district or non-public school  
\$575/individual school, charter school or home school

☐ **BASIC GOLD MEMBERSHIP FEE**  
\$800/district or non-public school  
\$775/individual school, charter school or home school

☐ **FULL SERVICE MEMBERSHIP FEE**  
\$1500/district or individual school

☐ **BALDRIGE 6 MEMBERSHIP**  
(Services and fee to be negotiated)

☐ Check enclosed for \$ \_\_\_\_\_

☒ Send bill to P.O. # \_\_\_\_\_

Use UFARS code: \_\_\_\_\_



OFFICE OF TEACHING & LEARNING MEMO #: I.05.002



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Wal Mart Grant  
DATE: July 7, 2004

Moorhead Adult Basic Education received a Wal-Mart grant check in the amount of \$1,500.00. It will be used to purchase software in the English as a Second Language program to promote adult literacy in the community.

**SUGGESTED RESOLUTION:** Move to approve the Wal-Mart Grant check as presented.

LAK/kmr  
Attachment



*"It's Never Too Late To Learn"*

**Moorhead Adult Basic Education**

**810 4th Ave. S. #154**

**Moorhead, MN 56560**

**Phone: (218) 284-3450**

**FAX (218) 284-3455**

---

---

**MEMO**

**DATE: JULY 7, 2004**  
**TO: LYNNE KOVASH**  
**FROM: BONNIE HERMAN**  
**RE: WAL MART GRANT**

Lynne, we received the Wal-Mart grant check today. They increased the amount to \$1,500, which was a nice surprise.

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

**Proposal Title:**                      **Wal-Mart Literacy Grant**

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

Yearly, Wal-Mart distributes a \$1,000 grant to local literacy providers. The funds are to be used to promote adult literacy in the community. This is not a competitive grant and the application is just a one page form which includes the program information.

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

The grant will be used to purchase software to be used in the English as a Second Language program.

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

The software will be available in the computer lab at the Probstfield Education Center. Other ISD 152 programs could access the software.

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

The amount of the grant is \$1,000 and will be available for software purchases sometime after December 1, 2004.

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

No long term funding will be required.

**6. Describe matching funds, in kind requirement, technology needs, etc.**

The hardware to accommodate any new software is currently available at ABE. Justin Hayek, the ABE computer technician, will install and maintain the software.

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

Bonnie Herman worked with Wal-Mart to complete the application and will be responsible for the grant.

OFFICE OF TEACHING & LEARNING MEMO #: I.05.005




TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Title II D Grant Approval  
DATE: July 7, 2004

Enclosed is the approved copy of the 03-04 Title II Part D - Enhancing Education through Technology Formula Grant in the amount of \$24,144.00.

**SUGGESTED RESOLUTION:** Move to approve the Title II Part D Formula Grant as presented.

LAK/kmr

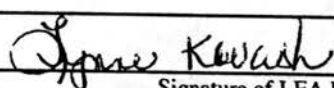
	Education Support School Technology 1500 Highway 36 West Roseville, MN 55113-4266	<b>TITLE II PART D APPLICATION FOR          ELEMENTARY AND SECONDARY          EDUCATION ACT (ESEA)</b>	ED-02303-02
			DUE: 10/6/03


**GENERAL INFORMATION:** Please send the signed original and one copy to the above address no later than **October 6, 2003**. Upon request, this application can be made available in alternative formats including Braille, audiotape, large print.

**S.Y.  
2003 - 2004**

UNIFORM DISTRICT IDENTIFICATION			
District Name Moorhead Area Public Schools		District Number 152	Telephone Number (218) -284-3310
Address 810 4 <sup>th</sup> Avenue South		City Moorhead	Zip Code 56560
LEA Representative Name Lynne Kovash	Title: Ass't Superintendent of Teaching & Learning	E-Mail Address lkovash@moorhead.k12.mn.us	FAX Number (218) -284-3333

TITLE II, PART D FUNDING INFORMATION	
<input checked="" type="checkbox"/> Original  <input type="checkbox"/> Addendum	<p align="center"><b>Total Formula Grant \$24,144</b></p> <p><b>Amount Reserved for Staff Development</b> <span style="float: right;">\$ 6036</span>          (no less than 25% of the total formula grant amount must be reserved for staff development)</p> <p align="center"><b>TOTAL AMOUNT REQUESTED \$24,144</b></p>

LOCAL BOARD OF EDUCATION ACTION	
The local Board of Education of <u>Moorhead Area Public Schools</u> (district name) has authorized <u>Lynne Kovash</u> (person's name) at a monthly meeting held <u>June 14, 2004</u> to act as the LEA Representative in filing an application for funds as provided under Public Law 107-110 for the 2002-2003 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. The following individual is authorized as the contact person for Title II, Part D:	
Name <u>Lynn Day</u> Telephone Number: <u>218 284-3344</u> E-mail: <u>lday@moorhead.k12.mn.us</u>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">           Signature of LEA Representative       </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;"> <u>June 14, 2004</u>          Date       </div>

CHILDREN, FAMILIES & LEARNING REVIEW/APPROVAL	
Title II, Part D Program Coordinator Signature 	Date <u>6/30/04</u>
Comments:	



**PART I. PROGRAM DESCRIPTION:****PURPOSES AS DEFINED BY U.S. DEPARTMENT OF EDUCATION:**

- To provide assistance to states and localities for the implementation and support of a comprehensive system that effectively uses technology in elementary schools and secondary schools to improve student academic achievement.
- To encourage the establishment or expansion of initiatives, including initiatives involving public-private partnerships, designed to increase access to technology, particularly in schools served by high-need local educational agencies (LEAs).
- To assist states and localities in the acquisition, development, interconnection, implementation, improvement, and maintenance of an effective educational technology infrastructure in a manner that expands access to technology for students (particularly for disadvantaged students) and teachers.
- To promote initiatives that provide school teachers, principals, and administrators with the capacity to integrate technology effectively into curricula and instruction that are aligned with challenging state academic content and student academic achievement standards, through such means as high quality professional development programs.
- To enhance the ongoing professional development of teachers, principals, and administrators by providing constant access to training and updated research in teaching and learning through electronic means.
- To support the development and utilization of electronic networks and other innovative methods, such as distance learning, and delivering specialized or rigorous academic courses and curricula for students in areas that would not otherwise have access to such courses and curricula, particularly in geographically isolated regions.
- To support the rigorous evaluation of programs funded under this part, particularly regarding the impact of such programs on student academic achievement, and ensure that timely information on the results of such evaluations is widely accessible through electronic means.
- To support local efforts using technology to promote parent and family involvement in education and communication among students, parents, teachers, principals, and administrators.

**GOALS:**

- Improve student academic achievement through the use of technology in elementary schools and secondary schools.
- Assist every student in crossing the digital divide by ensuring that every student is technologically literate by the time the student finishes eighth grade, regardless of the student's race, ethnicity, gender, family income, geographic location, or disability.
- Encourage the effective integration of technology resources and systems with teacher training and curriculum development to establish research-based instructional methods that can be widely implemented as best practices by state educational agencies and local educational agencies.

**ELIGIBLE APPLICANTS:**

Funds are distributed by a formula based on Title I, Part A shares to local education agencies (LEAs).

**ACTIVITIES:****Required Activities**

1. The recipient of funds made available under this program shall use at least **25 percent** of the funds to provide on-going, sustained, and intensive, high quality professional development in the integration of technology with curriculum and instruction that leads to improvements in classroom instruction in the core academic subjects, prepares students to meet state standards, increases student technology literacy, and increases student academic achievement. Professional development activity examples include the use of technology to access data and resources to develop curricula and instructional materials, the use of the Internet and other technology to enable teachers to communicate with parents, other teachers, principals, and administrators; and the use of technology to retrieve and use Internet-based learning resources.
2. The recipient of funds made available under this program shall direct funds towards initiatives that incorporate technology to improve student academic achievement, assist every student in becoming technologically literate by the completion of eighth grade, and encourage the effective integration of technology resources and systems with teacher training and curriculum development to establish research-based instructional methods that can be widely implemented as best practices.



**PART II PROGRAM NARRATIVE:****GOALS, STRATEGIES, TECHNOLOGY INVESTMENT, ACCOUNTABILITY, STAFF DEVELOPMENT RESERVE EXEMPTION REQUEST**

Please provide narrative descriptions in response to the following questions. Narrative need not be lengthy and may be composed in a list or bulleted form. Narrative should provide a clear, concise picture of the overall strategies of the district for using technology as a tool for instruction and how Title II Part D funds will be used to support those strategies.

**GOALS**

What are your school district's goals for using technology to improve student academic achievement?

The district will use Title II Part D Grant funds to implement the following goals defined in our Technology Plan.

- Students and staff will incorporate technology as an integral component of achieving the Minnesota Academic Standards.
- Teachers will plan and design effective learning environments and experiences supported by technology.
- Students and staff will improve independent collaborative research skills to make decisions and to generate new questions.
- Staff will move toward increasing the use of technology as the primary delivery method of instruction with less reliance on print materials such as textbooks, worksheets, magazines and periodicals.

**STRATEGIES**

1. What are your school district's overall strategies for increasing technology accessibility for teachers and students?

- The district will purchase LCD projectors and place them in newly constructed and remodeled team resource rooms. A team resource room is a space shared by five teachers that is 1 1/2 times larger than a regular classroom enabling teachers a flexible space for project based learning. Each team area has been provided with the materials and equipment to do classroom labs and learning experiments. These rooms are outfitted with tables rather than desks, floor pockets throughout the room contain both data and electrical connections. Each room is outfitted with sound reinforcement system and has a kitchenette for food based projects, clean up, and water use. Much thought was put into the design of this room to make it easy to use in multiple educational settings.
- One LCD projector will be installed in each team resource room. These projectors will be permanently ceiling mounted and provide connectivity to an existing networked multimedia computer, DVD/VHS VCR player, RF Distribution network (internal and external cable TV, satellite), and H323 ITV connectivity. In addition, other peripherals can be connected such as digital and analog cameras and camcorders, digital microscopes, laser disk players, document cameras, external portable hard drives, probeware, and PDAs.
- LCD projectors in team resource rooms will allow teachers to easily demonstrate and share information with their students. Staff development will be necessary to instruct teachers in the use of the projectors and the potential creative uses of the team resource room.
- The district will utilize funds for Title II Part D in year 2003-04 in conjunction with the 2002-03 Title II Part D funds in order to maximize the number of projectors purchased.
- The district will utilize staff development funds included in Title II Part D in year 2003-04 in conjunction with the 2002-03 Title II Part D funds in order to have sufficient funds to develop a robust training program to ensure the success of teachers using the LCD projectors.
- Budget documentation for 2003-04 is included in the body of this grant application. Budget documentation for 2002-03 is included in Appendix A.

## TECHNOLOGY INVESTMENT

### 1. What types of technology and technology related services will be purchased with Title II Part D funds?

Hardware purchases will include

- Epson 54c LCD projectors

Staff development funds will be utilized for

- Atomic Learning subscription
- Training videos will be created and posted on the district website for staff access on demand. Videos will be created on how to use the newly purchased LCD projectors mounted in classrooms, and resources that will be enhanced by the use of projection such as online content and curricular software applications.

### 2. How will you ensure interoperability of technology and technology related services purchased using Title II Part D funds with your existing technology infrastructure?

- The district has standardized on specific computer and LCD projector models purchased.
- Each team resource room is in the process of being constructed with equality as a prerequisite. Standard mounting, wiring, and connectivity ensures teachers will enter any team resource room and be familiar with the opportunities provided.
- With this easy set up, the Epson 54c LCD projector becomes an extension of the computer monitor the teacher uses.

### 3. How will the technology investment under Title II Part D support or be supported by the technology integration strategies outlined above?

- LCD projectors were planned for as part of the district's construction.
- Team resource rooms planned for during construction include rough in for cabling and mounted pipe for a ceiling mounted LCD projector.
- Staff members are quickly realizing the capabilities of an LCD projection system and the opportunities projection provides to enhance the classroom teaching experience. It is expected the demand for LCD projection systems is a need the district must address.

## ACCOUNTABILITY

What is the process and specific accountability measures the school district will use to evaluate the extent to which activities funded under the Title II Part D are effective in integrating technology into curricula and instruction, increasing the ability of teachers to use technology effectively as an instructional tool, and enabling students to achieve Minnesota graduation standards.

The following goals defined in the Moorhead Area Public School District's technology plan will be used to evaluate the activities funded with Title II Part D.

Action Step	Timeline for Completion
Support teachers through a structured, sequential technology training program and offer ongoing support in the management of technology resources within specific content areas as	Ongoing
Offer training through a variety of mediums such as face-to-face instruction, tutorials, self-paced learning through audio and video and online learning.	Ongoing
Access to content specific technologies – Web sites, software, and hardware – will be made available to teachers	1. Ongoing 2. Dependent on Funding
Further deployment of SMART classroom installations will occur.	1. Initial installations complete September 2004.
Curriculum units of instruction will be regularly and continuously reviewed with supporting electronic resources identified.	Ongoing
Appropriate online subscriptions specific to grade level and reading level will be purchased.	1. Ongoing 2. Dependent on funding
Students and staff will be provided with the necessary resources to accomplish the district vision for technology	Ongoing
Students and staff will interact with people and resources from across schools, communities and national boundaries for improved communication, problem solving, and global	1. ITV district-wide fall of 2005
Establish a required number of hours of technology training for each employee per year.	December 2004
Require employees to document their individual application of the skills acquired through training.	September 2005



## NONPUBLIC SERVICES

1. This school district has nonpublic school(s). Yes ☒ No ☐ → (If No, please proceed to the following page.)
2. This school district has consulted with the nonpublic school(s) of their eligibility for TITLE II, PART D services. Yes ☒ No ☐
3. One or more nonpublic schools have requested TITLE II, PART D services. Yes ☒ No ☐
4. If eligible nonpublic schools have refused services under this program, please list those schools and explain how the district has documented their refusal (i.e., letter from nonpublic).  
A letter of refusal was received with the ESEA grant from Park Christian school.

PER PUPIL EXPENDITURE RATE

5. To determine equitable participation for nonpublic schools, school districts should calculate a per pupil expenditure rate by dividing the total Title II D entitlement by the total number of public school students and nonpublic school students. This rate can then be multiplied back out by the public and nonpublic populations to determine expenditure totals.
- Public \$ 4.29
- Nonpublic \$ 4.29
6. Describe the services to be provided to the nonpublic schools located within the district's geographical boundaries with TITLE II, PART D Funds. Please be specific in your program description. The description should address the following:
- How *'meaningful and timely'* consultation takes place between the district and officials of the nonpublic school(s) and the documentation process;
  - The activities/services to be provided to students and staff of nonpublic school(s);
  - Where activities/services will take place;
  - How the activities/services will be assessed and how the results of the assessment will improve activities/services;
  - Identification of any district staff providing services;
  - The process for supervising district staff at the nonpublic sites, if on-site services are provided.

Moorhead Area Public School staff communicated with staff from St. Joseph's Catholic School via voice mail, e-mail, and face-to-face communications. After reviewing the Title II Part D Grant goals of the school district, St. Joseph's will follow those same goals working toward developing SMART classrooms including LDC projectors and/or classroom amplification systems.

St Joseph's will utilize funds for Title II Part D in year 2003-04 in conjunction with the 2002-03 Title II Part D funds in order to have sufficient funds to apply toward the purchase of an LCD projector. Title II Part D staff development funds in year 2003-04 will be utilized in conjunction with the 2002-03 Title II Part D funds in order to have sufficient funds to develop a robust training program to ensure the success of teachers using the LCD projectors.

Budget documentation for 2003-04 is included in the body of this grant application. Budget documentation for 2002-03 is included in Appendix A.

St. Joseph's will develop their own staff technology training recognizing the current technology levels of their staff and focusing on the future technology needs of their staff. The school will purchase one LCD projector with their allotted funds for use within their school building.

The school will focus on the following goal:

Teachers will plan and design effective learning environments and experiences supported by technology.

Action Step	Timeline for Completion
Access to content specific technologies – Web sites, software, and hardware – will be made available to teachers	1. Ongoing 2. Dependent on Funding
Further deployment of SMART classroom installations will occur.	1. Initial installations complete September 2004. 2. Additional installations as budgets allow.

**BUDGET BREAKDOWN - TITLE II, PART D  
FINANCE 453 PROGRAM 210**

District #: 152

ED-02303-02

SY 20

03

-

20

04

PAGE 11

Duplicate this page as needed. Separately list funds for Administration, and Non-Public Activities.

Describe each budget item in terms of what, how many and cost per unit (e.g., technology trainer, 4 hours per day, 30 days). **Please be specific. Do not use generic terminology, e.g. "staff" or "supplies".** Use the specific UFARS OBJECT CODE for each line item. Do not use series indicators except that you may use "200" to identify all fringe benefits.

Please complete only the first column of dollar amounts at this time.

**Use this area for Administration costs only**

OBJECT CODE	ITEM DESCRIPTION	2003-2004 Original	Addendum Change +/-	2003-2004 as Amended
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>Sub-Total (Administration)</b>		\$	\$	\$

**Use this area for District Level costs only**


555	LCD Projectors	\$ 17,538.50	\$	\$
185	Stipend for training class - development and teaching - and posting training videos to Moorhead Area Public Schools website	\$ 3,701.17	\$	\$
430	Atomic Learning one year subscription	\$ 2,145	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>Sub-Total (District Level)</b>		\$ 23,384.67	\$	\$

**Use this area for Non-Public Expenses only**

555	LCD Projector	\$ 569.50	\$	\$
185	Consultant time for staff development	\$ 189.83	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>Sub-Total (Non-Public Expenses)</b>		\$ 758.33	\$	\$
<b>TOTAL</b>		\$ 24,144.00	\$	\$

Please consult with your Business Office for assistance in coding. All items listed on this page(s) should be combined on the BUDGET SUMMARY PAGE in FINANCE 453.

**Appendix A  
2002-03 Budget**

	Information Technologies 1500 Highway 36 West Roseville, MN 55113-4266	<b>TITLE II PART D APPLICATION FOR ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)</b>	ED-02303-01
			DUE: 2/14/03

**GENERAL INFORMATION:** Please send the signed original and one copy to the above address no later than **February 14, 2003**. Upon request, this application can be made available in alternative formats including Braille, audiotape, large print.

**S.Y.  
2002 -2003**

<b>UNIFORM DISTRICT IDENTIFICATION</b>			
District Name Moorhead School District		District Number 152	Telephone Number (218) 284-3344
Address 810 4 <sup>th</sup> Avenue South		City Moorhead	Zip Code 56560
LEA Representative Name Lynne Kovash	Title Ass't Super of Teaching & Learning	E-Mail Address lkovash@moorhead.k12.mn.us	FAX Number (218) 284-3333

<b>TITLE II, PART D FUNDING INFORMATION</b>	
<input checked="" type="checkbox"/> Original  <input type="checkbox"/> Addendum	<p align="center"><b>Total Formula Grant</b> \$ <u>29,319.10</u></p> <p align="center"><b>Amount Reserved for Staff Development</b> \$ <u>7,329.78</u>  <small>(no less than 25% of the total formula grant amount must be reserved for staff development)</small></p> <p align="center"><b>TOTAL AMOUNT REQUESTED</b> \$ <u>29,319.10</u></p>

**Appendix A: BUDGET BREAKDOWN - TITLE II,  
PART D  
FINANCE 453 PROGRAM 210  
2002-03 Budget**

District #: 152

ED-02303-01

SY 20

02

-

20

03

PAGE 15

Duplicate this page as needed. Separately list funds for Administration, and Non-Public Activities.

Describe each budget item in terms of what, how many and cost per unit. Please be specific. Do not use generic terminology, e.g. "staff" or "supplies". Use the specific UFARS OBJECT CODE for each line item. Do not use series indicators except that you may use "200" to identify all fringe benefits.

Please complete only the first column of dollar amounts at this time.

**Use this area for Administration costs only**

OBJECT CODE	ITEM DESCRIPTION	2002-2003 Original	Addendum Change +/-	2002-2003 as Amended
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>Sub-Total (Administration)</b>		\$	\$	\$

**Use this area for District Level costs only**

555	LCD Projectors	\$ 21,374.31	\$	\$
185	Stipend for training class - development and teaching - and posting training videos to Moorhead Area Public Schools website	\$ 3,129.77	\$	\$
430	Atomic Learning subscription - two years	\$ 3,995.00	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>Sub-Total (District Level)</b>		\$ 28,499.08	\$	\$

**Use this area for Non-Public Expenses only**

555	Purchase of LCD Projector	\$ 615.02	\$	\$
185	Staff development consultant time	\$ 205.01	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>Sub-Total (Non-Public Expenses)</b>		\$ 820.02	\$	\$
<b>TOTAL</b>		\$ 29,319.10	\$	\$

Please consult with your Business Office for assistance in coding. All items listed on this page(s) should be combined on the BUDGET SUMMARY PAGE in FINANCE 453.

OFFICE OF TEACHING & LEARNING MEMO #: I.04.175



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: 2004-2005 Consolidated Application for  
Elementary and Secondary Education Act  
DATE: July 7, 2004

Attached is the program information and a budget summary related to the district's plan for the Elementary and Secondary Education Consolidation Application.

The funding request includes Title 1 Part-A \$823,345.57; Title II Part-A Improving Teacher Quality \$293,414.83; Title II Part-D Educational Technology \$19,335.76; Title III, LEP Program \$35,780.42; Title IV Safe and Drug Free Schools \$32,484.88 and Title V Innovation Programs \$27,971.54 with a grand total of funds to be \$1,232,333.

Last year the ESEA grant was \$1,487,708. This year the grant is \$1,232,333 reflecting a 17% decrease of \$255,375.

**SUGGESTED RESOLUTION:** Move to approve the grant application for the school year of 2004-2005 in the amount Title 1 Part-A \$823,345.57; Title II Part-A Improving Teacher Quality \$293,414.83; Title II Part-D Educational Technology \$19,335.76; Title III, LEP Program \$35,780.42; Title IV Safe and Drug Free Schools \$32,484.88 and Title V Innovation Programs \$27,971.54 with a grand total of funds to be \$1,232,333.

LAK/kmr  
Attachment



Department Education	NCLB Consolidated Programs 1500 Highway 36 West Roseville, MN 55113-4266	NCLB CONSOLIDATED APPLICATION FOR ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)	ED-02288-03
			DUE: 6/18/04

**GENERAL INFORMATION:** Please send the signed original and one copy to the above address no later than **June 18, 2004**. Upon request, this application can be made available in alternative formats including Braille, audiotape, and large print.

Application Cycle	
<input type="checkbox"/>	A - 2004-2005
<input checked="" type="checkbox"/>	B - 2004-2006
<input type="checkbox"/>	C - 2004-2007

### UNIFORM LEA IDENTIFICATION

LEA Name Moorhead Area Public Schools		LEA Number 152	Telephone Number (218)-284-3316
Address 810 S. 4 <sup>th</sup> Ave.		City Moorhead	Zip Code 56560
LEA Representative Name Lynne Kovash	Title Assist. Superint	E-Mail Address lkovash@moorhead.k12.mn.us	FAX Number (218) 284-3333

### ESEA PROGRAMS INCLUDED IN THIS APPLICATION

CHECK BOX	PROGRAM	CONTACT NAME	TELEPHONE #	E-MAIL ADDRESS
<input checked="" type="checkbox"/>	Title I, Part A	Sarah King	(218) -2843724	sking@moorhead.k12.mn.us
<input checked="" type="checkbox"/>	Title I, Part C (Migrant)	Sarah King	(218) -2843724	sking@moorhead.k12.mn.us
<input checked="" type="checkbox"/>	Title I, Part D	Lynn Day	(218) -2843344	lday@moorhead.k12.mn.us
<input checked="" type="checkbox"/>	Title II, Part A	Lynne Kovash	(218) -28433	lkovash@moorhead.k12.mn.us
<input checked="" type="checkbox"/>	Title II, Part D	Lynne Kovash	(218) -28433	lkovash@moorhead.k12.mn.us
<input checked="" type="checkbox"/>	Title III, Consortia	SEPARATE APPLICATION		
<input checked="" type="checkbox"/>	Title III	Sarah King	(218) -2843724	sking@moorhead.k12.mn.us
<input checked="" type="checkbox"/>	Title IV, Part A	Lynne Kovash	(218) -28433	lkovash@moorhead.k12.mn.us
<input checked="" type="checkbox"/>	Title V	Sarah King	(218) -2843724	sking@moorhead.k12.mn.us
<b>**Homeless Liaison (required)</b>		Linda Scheet	(218) -284	lscheet@moorhead.k12.mn.us

### LOCAL BOARD OF EDUCATION ACTION

The Local Board of Education Moorhead Area Public Schools (LEA name) has authorized) Lynne Kovash (person's name) at a monthly meeting held July 19, 2004 to act as the LEA Representative in filing this application for funds as provided under Public Law 107-110 for the School Year. The LEA Representative will ensure that the LEA 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

July 7, 2004

Date

### FINAL REVIEW/APPROVAL

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

**General Assurances:**

The program proposed herein will be administered in accordance with all applicable statutes, regulations, program plans and applications:

- The control of funds provided under each such program and title to property acquired with program funds will be in a public agency; and
- The public agency will administer such funds and property to the extent required by the authorizing statutes.

The applicant will adopt and use methods consistent with No Child Left Behind Act of 2001 regarding:

- The enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and
- The correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.

The applicant will cooperate in carrying out any evaluation of each such program conducted by or for the State Educational Agency, the U. S. Secretary of Education or other Federal officials.

The applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, Federal funds paid to such applicant under each such program.

The applicant agrees to keep such records and provide such information to the Minnesota Department of Education (MDE) as reasonably may be required for fiscal audit and program evaluation, consistent with the responsibilities of MDE under No Child Left Behind/ESEA (Elementary and Secondary Education Act).

**The applicant assures that funds received under No Child Left Behind/ESEA will be used to supplement, not supplant non-federal funds.**

The applicant will:

- Make reports to the SEA and the Secretary as may be necessary to enable the SEA and the U. S. Secretary of Education to perform their duties under each such program; and
- Maintain such records, provide such information and afford access to the records as the SEA or the U. S. Secretary of Education may find necessary to carry out the SEA's or the Secretary's duties.

Equitable participation of non-public schools (if any) will be provided for all programs described in this application. The applicant will consult with officials of non-public schools:

- In a "meaningful and timely" manner;
- Provide non-public participants genuine access to equitable services; and
- Provide non-public participants equal expenditure of funds.

The applicant will comply with all applicable paraprofessional requirements of the No Child Left Behind Act of 2001:

**New Paraprofessionals:**

Each local educational agency shall ensure that all paraprofessionals hired after the date of enactment of the No Child Left Behind Act of 2001 and working in a program supported with funds under this part shall have:

- Completed at least 2-years of study at an institution of higher education; or
- Obtained an associate's (or higher) degree; or
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, the knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or the knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

**Existing Paraprofessionals:**

Each local educational agency shall ensure that all paraprofessionals hired before the date of enactment of the No Child Left Behind Act of 2001, January 8, 2002, and working in a program supported with funds under this part shall, not later than 4 years after the date of enactment, have the same qualifications as New Paraprofessionals (in above paragraph).

**Certification:**

- If the LEA has a designated open forum or a limited public forum, assurance is provided that there is no policy in effect denying equal access to, or a fair opportunity to meet or to discriminate, against any group affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society).
- The LEA does not have any policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary schools and secondary schools.

The LEA will:

- Comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g 34 CFR Part 99 and the Protection of Pupil Rights Amendment PPRA 20 U.S.C. § 1232h 34 CFR Part 98 and including all NCLB amendments

## STATEMENT OF ASSURANCES

ED-02288-03

PAGE 3

- Comply with Section 4155 of the ESEA of 1965 20 U.S.C. § 7165 as amended by the NCLB and include in its annual notification of rights under FERPA that it forwards education records including disciplinary records with respect to a suspension or expulsion by the LEA to other schools that have requested the records and in which the student seeks or intends to enroll.
- Comply with the provisions of the Minnesota Unsafe School Choice Option as required by NCLB Section 9532 and with State law relating to enforcement of the federal Gun-Free Schools act detailed in NCLB Section 4141.
- Comply with Title IV, Section 601, of the Civil Rights Act of 1964 (race, color, national origin); Section 504 of the Rehabilitation Act of 1973 (handicapped); Title IX of the Education Amendments of 1971 (sex); the Americans with Disabilities Act of 1990 and the Age Discrimination Act of 1975.
- Repay any funds which have been finally determined through federal or state audit resolution process to have been misspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or state government.

**Title I Assurances:**

The local education agency (LEA) will:

- Adopt the state high content academic standards in reading/language arts and mathematics and, beginning in 2005, science, for all the schools in the LEA;
- Inform eligible schools and parents of school-wide project authority and provide technical assistance and support to school-wide programs;
- Work in consultation with schools as they develop school-wide programs and assist schools as they implement such programs so that each school can achieve Adequate Yearly Progress toward meeting the State high content academic standards in at least the areas of reading, language arts and mathematics, and beginning in 2005, science;
- Take into account the experience of model programs for the educationally disadvantaged, and the findings of relevant scientifically based research indicating that services may be most effective if focused on students in the earliest grades;
- Coordinate and integrate services for children with limited English proficiency, children with disabilities, migratory children, neglected or delinquent youth, Indian children served under Part A of Title VII, homeless children, and immigrant children in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program;
- Participate, if selected, in the National Assessment of Educational Progress in 4th and 8th grade reading and mathematics carried out under Section 411(b)(2) of the National Education Statistics Act of 1994;
- In the case of a local educational agency that chooses to use funds under this part to provide early childhood development services to low-income children below the age of compulsory school attendance, ensure that such services comply with the performance standards established under Section 641A(a) of the Head Start Act;

Work in consultation with schools as the schools develop and implement their plans or activities under Sections Parental Involvement (1118) and Teacher Quality (1119);

- Comply with the requirements of Section 1119 regarding the qualifications of teachers and paraprofessionals and professional development;
- Coordinate and collaborate, to the extent feasible and necessary as determined by the local educational agency, with the state educational agency and other agencies providing services to children, youth, and families with respect to a school in school improvement, corrective action, or restructuring under Section 1116 if such a school requests assistance from the local educational agency in addressing major factors that have significantly affected student achievement at the school;
- Ensure, through incentives for voluntary transfers, the provision of professional development, recruitment programs, or other effective strategies, that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers;
- Use the results of the student academic assessments required under Section 1111(b)(3), and other measures or indicators available to the agency, to review annually the progress of each school served by the agency and receiving funds under this part to determine whether all of the schools are making the progress necessary to ensure that all students will meet the State's proficient level of achievement on the State academic assessments described in Section 1111(b)(3) within 12 years from the end of the 2001-2002 school year;
- Ensure that the results from the academic assessments required under Section 1111(b)(3) will be provided to parents and teachers as soon as is practicably possible after the test is taken, in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand; and
- Assist each school served by the agency and assist under this part in developing or identifying examples of high-quality, effective curricula consistent with Section 1111(b)(8)(D).



- Notify parents of their rights to access information on the professional qualifications of the student's classroom teachers including, at a minimum:

## STATEMENT OF ASSURANCES (Continued)

ED-02288-03  
PAGE 4

### Title I Assurances (Continued):

- Whether the teacher is licensed for the grades and subjects assigned;
- Whether the teacher is teaching with a waiver;
- The academic preparation of the teacher; and whether their child is provided services by a paraprofessional and his/her qualifications.
- Notify parents when students have been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### Title I programs described in this application:

- Shall be developed in consultation with teachers, principals, administrators (including administrators of programs described in other parts of this Title), and other appropriate school personnel, and with parents of participating students;
- Are conducted in attendance areas of this LEA having highest concentrations of low-income children;
- Will be of sufficient size, scope and quality to adequately address the needs of educationally disadvantaged students in order that they achieve the State's high content academic standards in at least reading/language arts and mathematics;
- Will be evaluated according to the provisions regarding Adequate Yearly Progress included in the final state assessment plan;
- Will provide maximum coordination and integration of services for children with limited English proficiency, children with disabilities, migratory children, neglected or delinquent youth, Indian children served under Part A of Title VII, homeless children, and immigrant children in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program;
- Will effectively identify students who may be at risk for reading failure or who are having difficulty reading, through the use of screening, diagnostic, and classroom-based instructional reading assessments, as defined under Section 1208;
- Will describe the additional educational assistance services to individual students assessed as needing help in meeting the State's high content academic standards;
- Will describe the strategy the local educational agency will use to coordinate programs under this part with programs under Title II, Part D to provide professional development for teachers and principals, and, if appropriate, pupil services personnel, administrators, parents, and other staff, including local educational agency level staff in accordance with Sections 1118 and 1119.

In case of the comparability of service provisions, the LEA must have documents on file to verify that:

- A LEA-wide salary schedule has been established and implemented;
- Equivalence among schools in classroom teachers, administrators, and auxiliary personnel has been established and implemented; and
- A policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies has been established and implemented.
- The applicant has developed, with parents of participating students, a written parent involvement policy in accordance with the ESEA.

The applicant assures that:

- The application has been planned and designed in consultation with teachers and parents of participating Title I students in accordance with the NCLB/ESEA.
- The LEA will have documentation on file regarding dates, notifications, agendas, and participants for Title I annual parent meetings as required by NCLB/ESEA.
- That schools receiving funds under this part have or will develop school-parent compacts, which address school and parent responsibilities for student success and address communication between school and parents.
- The applicant, with participating schools, will develop and execute plans for activities, which build the capacity of staff and parents, including parents with limited English proficiency or disabilities.

### Education for Homeless Children and Youth Assurances:

- The local LEA shall appoint a "Liaison" to ensure that homeless children and youth are enrolled and receive appropriate education and support services that address academic success, enrollment and attendance.
- The local LEA must reserve such funds as are necessary to provide services comparable to those provided to children in Title I, Part A funded schools to serve homeless children who do not attend participating schools, including providing educationally related support services to children in shelters and other locations where such children may live.
- For those local LEAs which have significant homeless population, such as a family shelter, transitional housing, abuse shelter, youth shelter, etc., the Title I plan must include a description of services that will be provided to homeless children, including services provided with Title I funds.
- A local LEA receiving McKinney-Vento funds must coordinate services with those provided by Title I funds.

**Title I Part C (Migrant Education Programs) Assurances:**

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 State high content academic 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 a 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.

**Title I Part D (Neglected or Delinquent Programs) Assurances:**

- The NCLB/ESEA Consolidated Application is the basis for operation and administration of the Title I, Part D program in accordance with P.L. 103-382, Part D. The Title I, Part D funds will be used to provide activities that support the program goals of academic achievement, transition and follow-up.
- The Title I, Part D programs, which are subcontracted with a correctional facility or alternative school shall abide by Section 1425 - "Program Requirements for Correctional Facilities Receiving Funds Under This Section."
- The local school LEA will assure that assistance under the Title I, Part D entitlement program will supplement and not supplant funds used before the award for purposes of providing services to Neglected or Delinquent youth.

**Title II Part A Assurances:**

- The applicant, together with school staff, will conduct an annual assessment of local needs for professional development and hiring, and will include description of the results of the needs assessment.
- Title II programs shall be based on the LEA needs assessment and shall include the following:
  - A description of the activities to be carried out by the local educational agency under this subpart and how these activities will be aligned with
    - State high content academic standards and State student academic assessments; and
    - The curricula and programs tied to the standards.
- A description of how the activities correlate with scientifically based research and an explanation of why the activities are expected to improve student academic achievement;
- A description of how the activities will have a substantial, measurable, and positive impact on student academic achievement and how the activities will be used as part of a broader strategy to eliminate the achievement gap that separates low-income and minority students from other students;
- An assurance that the local educational agency will target funds to schools within the jurisdiction of the local educational agency that—
  - Have the lowest proportion of highly qualified teachers;
  - Have the largest average class size; or
  - Are identified for school improvement under Section 1116(b).
- A description of how the local educational agency will coordinate professional development activities authorized under this subpart with professional development activities provided through other Federal, State, and local programs.
- A description of the professional development activities that will be made available to teachers and principals under this subpart and how the local educational agency will ensure that the professional development (which may include teacher mentoring) needs of teachers and principals will be met using funds under this subpart.
- A description of how the local educational agency will integrate funds under this subpart with funds received under Title II, Part D for professional development to train teachers to integrate technology into curricula and instruction to improve teaching, learning, and technology literacy.
- A description of how the local educational agency, teachers, paraprofessionals, principals, other relevant school personnel, and parents have collaborated in the planning of activities to be carried out under this subpart and in the preparation of this application.
- A description of how the local educational agency will provide training to enable teachers to—
  - Teach and address the needs of students with different learning styles, particularly students with disabilities, students with special learning needs (including students who are gifted and talented), and students with limited English proficiency;

- Improve student classroom behavior and identify early, appropriate interventions to help students.
- Involve parents in their child's education; and
- Understand and use data and assessments to improve classroom practice and student learning.

## STATEMENT OF ASSURANCES (Continued)

ED-02288-03  
PAGE 6

### Part D Assurances:

- Payments to be received under No Child Left Behind, Title II Part D and its authorization (ESEA, P.L. 107-110, Sections 2401-2404; Sections 2411-2416, and Sections 2421-2422) will be used solely for services and initiatives that improve student academic achievement through the use of technology in elementary and secondary schools.
- LEAs receiving funds under the Title II, Part D program are in compliance or are taking steps to be compliant with the provisions of the Children's Internet Protection Act (CIPA), P.L. 106-554, which requires an Internet Safety Policy that includes use of a technology protection measure that protects against Internet access by both adults and minors, harmful to minors.
- LEAs receiving funds under the Title II, Part D program have submitted a technology plan to the Department of Education (formerly Children, Families & Learning) for review on March 1, 2001 or later, and have received approval of that plan from MDE.
- The LEA will plan, implement, and evaluate ongoing professional development activities that assist teachers in effectively integrating technology with curriculum and instruction to increase student achievement. Twenty-five percent (25%) of the formula entitlement funds for Title II Part D will be used for staff development activities that support technology integration with curriculum and instruction, unless the LEA is granted an exemption from this requirement by the Department of Education based on evidence provided by the LEA that technology integration skills are already robustly addressed in existing staff development.

### Title III Assurances:

- Payments to be received under No Child Left Behind, Title III and its authorization (U.S.C. 6801 et seq., Sections 3101, 3102, 3114-3116, 3121-3129, and 3141) will be used solely for services benefiting children of limited English proficiency, or immigrant children, consistent with the purposes, requirements, and other conditions of use as stipulated under this program.
- Nonpublic schools in the local education agency (LEA) will be contacted yearly and given an equitable opportunity to participate in the planning and development of the programs funded under Title III for the benefit of LEP children attending nonpublic schools.
- Local parents, teachers, administrators, supporting personnel, and other groups as may be deemed appropriate by the LEA or charter school will participate systematically in the design, planning, and implementation of the Title III program.
- The LEA will provide the following information to parents of LEP children selected for participation in a language instruction educational program via a uniform notification process in a language the parent can understand (3202 (c)):
  - How the program will meet the educational needs of their children;
  - their options to decline to enroll their children in that program or to choose another program, if available;
  - the failure of the LEA to make progress after two years on annual measurable achievement objectives.
- All teachers in a Title III language instruction educational program for limited English proficient children are fluent in English and any other language used for instruction.
- The LEA will plan, implement, and evaluate an ongoing professional development program for all teachers who have LEP and/or immigrant students in their classrooms.
- The LEA will assess annually the English proficiency of all LEP children.
- Evaluations will be used to determine and improve the effectiveness of the LEA Title III program and activities for LEP and immigrant students. Evaluations will include a description of the progress made by children in meeting the high academic achievement objectives for each of the two years after LEP students no longer participate in a Title III language instructions educational program.

### Title IV Part A Assurances:

#### The LEA assures that:

- The application was developed through timely and meaningful consultation with State and local government representatives, representatives of schools to be served (including private schools), teachers and other staff, parents, students, community-based organizations, and others with relevant and demonstrated expertise in drug and violence prevention activities (such as medical, mental health, and law enforcement professionals). The local educational agency shall continue to consult with such representatives and organizations regarding how best to coordinate activities and strategies with similar activities and strategies being conducted in the community.



## e IV Part A Assurances (continued):

- The funds under this subpart will be used to increase the level of State, local, and other non-Federal funds that would, in the absence of funds under this subpart, be made available for programs and activities authorized under this subpart, and in no case supplant such State, local, and other non-Federal funds.
- The activities or programs to be funded comply with the Principles of Effectiveness and foster a safe and drug-free learning environment that supports academic achievement.
- Services will be targeted to schools and students with the greatest need.
- All drug and violence prevention programs supported by these funds convey a clear and consistent message that acts of violence and the illegal use of drugs are wrong and harmful.
- The LEA has a plan in place for keeping schools safe and drug-free that includes the following:
  1. Appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
  2. Security procedures covering the period of time while students are at school and on the way to and from school;
  3. Prevention activities that are designed to create and maintain safe, disciplined, and drug-free environments;
  4. A crisis management plan for responding to violent or traumatic incidents on school grounds, and
  5. A code of conduct policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom that
    - (i) allows a teacher to communicate effectively with all students in the class;
    - (ii) allows all students in the class to learn
    - (iii) has consequences that are fair, and developmentally appropriate;
    - (iv) considers the student and the circumstances of the situation
    - (v) and is enforced accordingly
- Policies will be adopted, maintained, posted, and revised as needed to comply with federal and Minnesota law in the areas of alcohol, tobacco, other drugs, violence and harassment prevention.
- The application and any waiver request under section 4115(a)(3) (to allow innovative activities or programs that demonstrate substantial likelihood of success) will be available for public review.

## Title V Assurances:

- Title V programs described in this application will provide for consultation with parents, teachers, administrative personnel as well as librarians, counselors and pupil services personnel in the planning, design and implementation of innovative assistance programs.
- Title V programs described in this application will design and implement an annual evaluation of the program.
- The results of this annual evaluation will:
  - Be used to make programmatic decisions;
  - Describe effects on academic achievement;
  - Include information and data on use of funds, types of services and students served; and
  - Be on file and submitted to MDE upon request.

## Title VI Assurances:

- The applicant will target federal funds to federal programs that will most effectively address their unique needs.
- Funds used for alternative purposes other than originally authorized are subject to the requirements of the program(s) for which the funds are used.
- The accountability requirements shall be consistent with the Adequate Yearly Progress provision as outlined in Section 1116.

## ASSURANCE VERIFICATION

Signature on this document provides assurance of ALL the preceding statements of assurances when submitting this application for funding consideration under NCLB/ESEA.





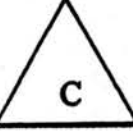
Signature of LEA Representative

7/7/04

Date

## MCA ANALYSIS

USING DATA ... "HOW ARE WE DOING?"

 <b>FOCUS QUESTIONS</b>	A1 Are we getting better? A2 Are we closing the achievement gaps? A3 Are we reducing the proportion of students "at-risk"? A4 Are we meeting basic accountability indicators (NCLB) or showing enough progress? A5 Are we meeting Adequate Yearly Progress State goals for <u>all</u> students, and for <u>all</u> groups? A6 If we're not meeting the annual AYP State goals, are we likely to meet "Safe Harbor" provisions?	
 <b>Who</b>	B1 All students B2 Poverty (Free/Reduced) students B3 LEP B4 Special Education B5 American Indian/Alaskan Native B6 Asian/Pacific Island B7 Black, Non-Hispanic B8 Hispanic B9 White, Non-Hispanic B10 Other: _____	
 <b>WHAT</b>	C1 Grade 3 Reading C2 Grade 3 Math C3 Grade 5 Reading C4 Grade 5 Math C5 BST Grade 8 Reading	C6 BST Grade 8 Math C7 MCA Grade 10 Reading C8 MCA Grade 11 Math C9 Other test(s): _____

## Estimating Progress for Accountability and for Planning Purposes

	Focus Questions	Data Resources	Touchstones	Navigation Hints
1	<p><b>Trends (1998-2003 data):</b>  <b>Are we getting better?</b></p> <ul style="list-style-type: none"> <li>• Direction of our change?</li> <li>• Rate of our change?</li> </ul> <p><i>Compared to LEA?  State? Other  comparison group?</i></p> <ul style="list-style-type: none"> <li>• Distance from "the goal"?</li> </ul>	<p><b>Schools and District – Student Data:</b></p> <p>MCA scores from 1998-2003---average scale score, and/or percent proficient (=Levels 2B+ 3+4)</p> <p><i>Optional: other LEA test data</i></p>	<ul style="list-style-type: none"> <li>• Change is positive.</li> <li>• Rate of positive change exceeds other groups.</li> </ul>	<p><b>Schools and Districts – Student Data:</b>  <a href="http://education.state.mn.us/html/intro_mde_analysis.htm">http://education.state.mn.us/html/intro_mde_analysis.htm</a></p> <p><b>Web Directions:</b></p> <ul style="list-style-type: none"> <li>• <a href="http://education.state.mn.us">http://education.state.mn.us</a></li> <li>• Click on: <b>Schools and Districts</b> (top)</li> <li>• Click on: <b>MN School &amp; District Information / Analysis</b> (left)</li> <li>• Select your school or LEA</li> <li>• <b>State of Minnesota Data Analysis</b> is also located here</li> <li>• Select "Data Analysis"</li> <li>• Select MCA</li> <li>• Selections: "in-depth"; "trend"; grade; subject; and either levels or average score.</li> </ul>
2	<p><b>Trends (1998-2003 data)</b>  <b>Are we closing the achievement gap(s)?</b></p> <ul style="list-style-type: none"> <li>• Free/Reduced vs Non F/R</li> <li>• LEP vs Non LEP</li> <li>• Special Ed vs Regular Ed</li> <li>• Ethnic Groups <ul style="list-style-type: none"> <li>American Indian/Alaskan N</li> <li>Asian/Pacific Islander</li> <li>Black, Non-Hispanic</li> <li>Hispanic</li> <li>White, Non-Hispanic</li> </ul> </li> <li>• Other groups as appropriate (migrant students, highly mobile population, etc.)</li> </ul> <p>Consider the direction of our change, the rate of our change, and comparison to others' rate of change.</p>	<p><b>Schools and District – Student Data:</b></p> <p>MCA scores from 1998-2003--- using either average scale score, or percent proficient (Levels 2B+3+4)</p> <p><i>Optional: other test data, from LEA or norm-referenced tests</i></p>	<ul style="list-style-type: none"> <li>• Have we identified disparities in performance?</li> <li>• Have we prioritized concerns?</li> <li>• Have we designed and implemented interventions?</li> <li>• Have the interventions had noticeable impact?</li> <li>• How should we apply further resources and interventions to reduce the gaps?</li> </ul>	<p>In addition to steps above, also select "demographics adjust"; and then on that screen select the subgroup you wish to examine; select "go".</p> <p>To see data in a different form, you may change any of the previous switches.</p> <p>To go to the next subgroup analysis, you must re-set "demographics adjust" again.</p>



# Estimating Progress for Accountability and for Planning Purposes

	<i>Focus Questions</i>	<i>Data Resources</i>	<i>Touchstones</i>	<i>Navigation Hints</i>
3	<p><b>Trends (1998-2003 data):</b> Are we reducing the proportion of those at-risk?</p> <ul style="list-style-type: none"> <li>• All students</li> <li>• Free/Reduced</li> <li>• LEP</li> <li>• Special Ed</li> <li>• Ethnic Groups               <ul style="list-style-type: none"> <li>American Indian/Alaskan N</li> <li>Asian/Pacific Islander</li> <li>Black, Non-Hispanic</li> <li>Hispanic</li> <li>White, Non-Hispanic</li> </ul> </li> <li>• Other groups as appropriate (migrant students, highly mobile population, etc.)</li> </ul>	<p><b>Schools and District – Student Data</b></p> <p>MCA scores from 1998-2003--- the percent at-risk: (Levels 1+2A)</p>	<ul style="list-style-type: none"> <li>• Where have we been most effective in reducing the proportion of those 'most at-risk'? Is the rate of reduction the same or greater than in my LEA? The state?</li> <li>• Where have we been least effective in reducing the number at-risk?</li> <li>• What interventions have we already designed and implemented?</li> <li>• What noticeable impacts have resulted from interventions we've already tried?</li> <li>• What further interventions and reallocation of resources should we apply in our ESEA plan in order to have more impact on these priorities?</li> </ul>	<p>Same as #2. Make sure, however, that you have selected the "levels" switch.</p>
4	<p><b>Current Test Year:</b> Are we meeting basic accountability indicators (NCLB), or showing acceptable rate of progress toward them for all students, and for all subgroups?</p> <ul style="list-style-type: none"> <li>• Participation rate on MCA</li> <li>• Attendance rate (elem, ms)</li> <li>• Graduation rate (hs)</li> </ul>	<ul style="list-style-type: none"> <li>• MCA test report or AYP report</li> <li>• (ADA/ADM*100)</li> <li>• Wait for new formula.</li> </ul>	<ul style="list-style-type: none"> <li>• 95% (federal requirement)</li> <li>• 90% (preliminary est.)</li> <li>• 80% (preliminary est.)</li> </ul>	<ul style="list-style-type: none"> <li>• See report.</li> <li>• Go to web page (#1). From red buttons on left, select "District Information." Select "Data Center." Select Attendance." Go to most recent data listing.</li> </ul>

## ESEA PERFORMANCE GOALS, INDICATORS AND PERFORMANCE TARGETS

ESEA Performance Goals have been established by the U.S. Department of Education and reflect the basic purpose of the ESEA.  
ESEA Performance Indicators have been established by U.S. Department of Education and LEAs are required to use these as indicators to measure progress in meeting the ESEA Performance Goals.

LEAs are required to:

1. Set "Performance Targets" that will define the progress the LEA expects to make at specified points in time with respect to each indicator;
2. Identify the ESEA Program (s) that will address the Performance Goal and Indicator.
3. The LEA's program narrative will explain how this will be addressed.

<b>Performance Goal 1</b>	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.
<b>Performance Indicator</b>	1.1 The percentage of students, in the aggregate and for each subgroup, who are at or above the proficient level in reading/language arts on the State's assessment
<b>LEA Performance Target</b>	1.1.1 The percentage of students in the aggregate and for each subgroup, who are at or above the proficient level in reading/language arts on the MCAs will increase by 3%.
<b>Program(s) addressing this goal</b>	<input checked="" type="checkbox"/> Title I, Part A <input checked="" type="checkbox"/> Title I, Part C (Migrant) <input checked="" type="checkbox"/> Title II, Part A <input checked="" type="checkbox"/> Title II, Part D <input checked="" type="checkbox"/> Title III <input type="checkbox"/> Title IV <input checked="" type="checkbox"/> Title V

<b>Performance Goal 1</b>	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.
<b>Performance Indicator</b>	1.2 The percentage of students, in the aggregate and in each subgroup, who are at or above the proficient level in mathematics on the State's assessment.
<b>LEA Performance Target</b>	1.2.1 The percentage of students in the aggregate and for each subgroup, who are at or above the proficient level in mathematics on the MCAs will increase by 5%.
<b>Program(s) addressing this goal</b>	<input checked="" type="checkbox"/> Title I, Part A <input checked="" type="checkbox"/> Title I, Part C (Migrant) <input checked="" type="checkbox"/> Title II, Part A <input checked="" type="checkbox"/> Title II, Part D <input checked="" type="checkbox"/> Title III <input type="checkbox"/> Title IV <input checked="" type="checkbox"/> Title V

<b>Performance Goal 1</b>	By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.
<b>Performance Indicator</b>	1.3 The percentage of Title I schools that make adequate yearly progress.
<b>LEA Performance Target</b>	1.3.1 All Title I schools in Moorhead Area Public Schools will make adequate yearly progress in 2004-2005.
<b>Program(s) addressing this goal</b>	<input checked="" type="checkbox"/> Title I, Part A <input checked="" type="checkbox"/> Title I, Part C (Migrant) <input checked="" type="checkbox"/> Title II, Part A <input checked="" type="checkbox"/> Title II, Part D <input checked="" type="checkbox"/> Title III <input checked="" type="checkbox"/> Title IV <input checked="" type="checkbox"/> Title V

## ESEA PERFORMANCE GOALS, INDICATORS AND PERFORMANCE TARGETS

<b>Performance Goal 2</b>	All limited English proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.	
<b>Performance Indicator</b>	2.1 The percentage of limited English proficient students, determined by cohort, who have attained English proficiency by the end of the school year.	
<b>LEA Performance Target</b>	2.1.1 The percentage of LEP students who become proficient in English will increase by 2% as measured by the Test of Emerging Academic English and the MN Solom.	
<b>Program(s) addressing this goal</b>	<input checked="" type="checkbox"/> Title I, Part A <input checked="" type="checkbox"/> Title I, Part C (Migrant) <input checked="" type="checkbox"/> Title II, Part A <input checked="" type="checkbox"/> Title II, Part D <input checked="" type="checkbox"/> Title III <input checked="" type="checkbox"/> Title IV <input checked="" type="checkbox"/> Title V	
<b>Performance Goal 2</b>	All limited English proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.	
<b>Performance Indicator</b>	2.2 The percentage of limited English proficient students who are at or above the proficient level in reading/language arts on the State's assessment, as reported for performance indicator 1.1.	
<b>LEA Performance Target</b>	2.2.1 The percentage of LEP students who attain academic proficiency in reading/language arts will increase by 3% as measured by the MCA.	
<b>Program(s) addressing this goal</b>	<input checked="" type="checkbox"/> Title I, Part A <input checked="" type="checkbox"/> Title I, Part C (Migrant) <input checked="" type="checkbox"/> Title II, Part A <input checked="" type="checkbox"/> Title II, Part D <input checked="" type="checkbox"/> Title III <input checked="" type="checkbox"/> Title IV <input checked="" type="checkbox"/> Title V	
<b>Performance Goal 2</b>	All limited English proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.	
<b>Performance Indicator</b>	2.3 The percentage of limited English proficient students who are at or above the proficient level in mathematics on the State's assessment, as reported for performance indicator 1.2.	
<b>LEA Performance Target</b>	2.3.1 The percentage of LEP students who attain academic proficiency in mathematics will increase by 5% as measured by the MCA.	
<b>Program(s) addressing this goal</b>	<input checked="" type="checkbox"/> Title I, Part A <input checked="" type="checkbox"/> Title I, Part C (Migrant) <input checked="" type="checkbox"/> Title II, Part A <input checked="" type="checkbox"/> Title II, Part D <input checked="" type="checkbox"/> Title III <input checked="" type="checkbox"/> Title IV <input checked="" type="checkbox"/> Title V	
<b>Performance Goal 3</b>	By 2005-2006, all students will be taught by highly qualified teachers.	
<b>Performance Indicator</b>	3.1 The percentage of classes being taught by "highly qualified" teachers (as the term is defined in section 9101(23) of the ESEA), in the aggregate and in "high-poverty" schools (as the term is defined in section 1111(h)(1)(C)(viii) of the ESEA)	
<b>LEA Performance Target</b>	3.1.1 All teachers will be a part of the continuous improvement process in each school. Teachers will use a collaborative process to set goals for the classroom, examine student work and determine promising instructional strategies to improve student learning.	
<b>Program(s) addressing this goal</b>	<input type="checkbox"/> Title I, Part A <input type="checkbox"/> Title I, Part C (Migrant) <input checked="" type="checkbox"/> Title II, Part A <input type="checkbox"/> Title II, Part D <input type="checkbox"/> Title III <input type="checkbox"/> Title IV <input type="checkbox"/> Title V	



## ESEA PERFORMANCE GOALS, INDICATORS AND PERFORMANCE TARGETS

<b>Performance Goal 3</b>	By 2005-2006, all students will be taught by highly qualified teachers.
<b>Performance Indicator</b>	3.2 The percentage of teachers receiving high-quality professional development. (as the term, "professional development," is defined in section 9101 (34).)
<b>LEA Performance Target</b>	3.2.1 All teachers will engage in the process of aligning reading, math, science and social studies standards with curriculum. Given results of Math MCAs, teachers will be given additional training using Everyday Math curriculum.
<b>Program(s) Addressing this Goal</b>	<input type="checkbox"/> Title I, Part A <input type="checkbox"/> Title I, Part C (Migrant) <input checked="" type="checkbox"/> Title II, Part A <input type="checkbox"/> Title II, Part D <input type="checkbox"/> Title III <input type="checkbox"/> Title IV <input type="checkbox"/> Title V

<b>Performance Goal 3</b>	By 2005-2006, all students will be taught by highly qualified teachers.
<b>Performance Indicator</b>	3.3 The percentage of paraprofessionals (excluding those with sole duties as translators and parental involvement assistants) who are qualified. (See criteria in section 1119(c) and (d).)
<b>LEA Performance Target</b>	3.3.1 All paraprofessionals will participate in Para e-Link competency-based training, and invited to participate in regional paraprofessional training opportunities.
<b>Program(s) Addressing This Goal</b>	<input type="checkbox"/> Title I, Part A <input type="checkbox"/> Title I, Part C (Migrant) <input checked="" type="checkbox"/> Title II, Part A <input type="checkbox"/> Title II, Part D <input type="checkbox"/> Title III <input type="checkbox"/> Title IV <input type="checkbox"/> Title V

<b>Performance Goal 4</b>	All students will be educated in learning environments that are safe, drug free, and conducive to learning.
<b>Performance Indicator</b>	4.1 The number of persistently dangerous schools, as defined by the State.
<b>LEA Performance Target</b>	4.4.1 Schools will reduce the number of incident reports and reduce the number of students reporting use of alcohol and marijuana.
<b>Program(s) Addressing This Goal</b>	<input type="checkbox"/> Title I, Part A <input type="checkbox"/> Title I, Part C (Migrant) <input type="checkbox"/> Title II, Part A <input type="checkbox"/> Title II, Part D <input type="checkbox"/> Title III <input checked="" type="checkbox"/> Title IV <input type="checkbox"/> Title V

<b>Performance Goal 5</b>	All students will graduate from high school.
	5.1 The percentage of students who graduate from high school each year with a regular diploma, --disaggregated by race, ethnicity, gender, disability status, migrant status, English proficiency, and status as economically disadvantaged; --calculated in the same manner as used in National Center for Education Statistics reports on Common Core of Data.
<b>LEA Performance Target</b>	5.1.1 Aggregated and disaggregated groups will graduate with at least a 90% graduation rate in 2004-2005. 5.1.2 70% of Delinquent students who have successfully completed treatment will be transitioned, that is, returned to school, complete diploma or GED after one year. 5.1.3 The transition counselor will conduct pre-exit interviews of Delinquent students successfully completing treatment. The transition counselor, with clerical help, will contact at least 90% of the sites where students have transitioned by follow-up visits or phone checks to determine successful transition including forwarding of student records.
<b>Program(s) Addressing This Goal</b>	<input type="checkbox"/> Title I, Part A <input checked="" type="checkbox"/> Title I, Part C (Migrant) <input checked="" type="checkbox"/> Title II, Part A <input checked="" type="checkbox"/> Title II, Part D <input checked="" type="checkbox"/> Title III <input checked="" type="checkbox"/> Title IV <input checked="" type="checkbox"/> Title V

<b>Performance Goal 5</b>	All students will graduate from high school.
<b>Performance Indicator</b>	5.2 The percentage of students who drop out of school, --disaggregated by race, ethnicity, gender, disability status, migrant status, English proficiency, and status as economically disadvantaged;

	--calculated in the same manner as used in National Center for Education Statistics reports on Common Core of Data.
<b>LEA Performance Target</b>	5.2.1 Aggregated and disaggregated groups will not exceed 10% dropout rate in grades 9-12 in 2004-2005.
<b>Program(s) Addressing This Goal</b>	<input type="checkbox"/> Title I, Part A <input checked="" type="checkbox"/> Title I, Part C (Migrant) <input checked="" type="checkbox"/> Title II, Part A <input checked="" type="checkbox"/> Title II, Part D <input checked="" type="checkbox"/> Title III <input checked="" type="checkbox"/> Title IV <input checked="" type="checkbox"/> Title V

**NO CHILD LEFT BEHIND  
ESEA CONSOLIDATED APPLICATION**

District  
Number#:

152

FY04-05  
ED-02288-03

**ALL DISTRICTS NEED TO COMPLETE THIS SECTION**

*Please check if applicable*

- ☒ Flexibility (50%) available to all districts
- ☐ REAP (100%) identified districts ONLY (Small, Rural School Achievement Program)
- ☐ District will NOT utilize this provision

**PROGRAM FUNDING BUDGET REQUEST**

Districts will identify the actual amount used for each "Program" on the Summary Budget Pages

PROGRAM	Original Entitlement	PLUS Unobligated	PLUS Additional Funds (Flexibility or REAP)	MINUS Additional Funds (Flexibility or REAP)	TOTAL PROGRAM FUNDS Requested**	Amount Reserved for Administration (Cannot exceed 5% total for all programs combined)
Title I, Part A	\$823,345.00	\$16,000.00			\$839,345.00	\$42,600.00
Title I, Part C (Migrant)	\$91,317.00				\$91,317.00	
Title I, Part D	\$49,419.00				\$49,419.00	
Title II, Part A	\$293,415.00	\$16,300.00		\$34,130.00	\$275,585.00	
Title II, Part D	\$19,336.00				\$19,336.00	
Title III *(2% Admin.)	\$35,780.00	\$7,240.00			\$43,020.00	
Title IV, Part A	\$32,485.00				\$32,485.00	
Title V	\$27,972.00	\$19,450.00	\$34,130.00		\$81,552.00	\$12,080.00
					<b>TOTAL ADMINISTRATION</b>	\$54,680.00

27



BUDGET BREAKDOWN - TITLE I PART A FINANCE 401	District #:	152	FY04-05 ED-02288-03

Separately list funds for Administration, District Level, Building Level and Non-Public Activities.

Describe each budget item in terms of what, how many and cost per unit, e.g., "2 classroom aides, 4 hours per day for 30 days. Please do not use generic terminology, e.g., "staff" or "supplies." Use the specific UFARS OBJECT CODE for each line item. The only series indicators allowable is "200" to identify all fringe benefits.

Please complete only the first column of dollar amounts at this time.

USE THIS AREA FOR ADMINISTRATION COSTS ONLY					
OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-05 AMENDED
110		Program Manager	\$36,815.00		
200		Fringe Benefits	\$5,785.00		
Sub-Total (Administration)			\$42,600.00		

USE THIS AREA FOR DISTRICT LEVEL COSTS ONLY (include 5% staff development set-aside here)					
OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-05 AMENDED
140		Teacher - Social Worker .2 FTE Homeless	\$9,449.00		
141		Paraprofessional	\$1,009.00		
145		Substitutes for Staff Dev. Activities	\$9,000.00		
170		Clerical & technical support	\$16,767.00		
185		Noncontract pay for teacher work after contract hours	\$14,000.00		
200		Fringe Benefits	\$7,135.00		
305		Contracted Services	\$6,000.00		
329		Mailings	\$1,300.00		
366		Staff Dev. Travel & indistrict travel	\$13,220.00		
430		Supplemental Reading & Math materials related to staff development; parent involvement materials	\$13,212.00		
555			\$0.00		
895		Indirect Costs	\$18,000.00		
Sub-Total (District Level)			\$109,092.00		

USE THIS AREA FOR BUILDING LEVEL COSTS ONLY					
OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-05 AMENDED
140		10.214 teachers plus an estimated 18 summer school teachers	\$464,438.00		
141		2 FTE ESL bi-lingual paraprofessionals	\$30,225.00		
145		substitutes for collaborative planning	\$18,000.00		
170			\$0.00		
185		Noncontract pay for teacher work after contract hours	\$5,000.00		
200		Fringe Benefits	\$113,903.00		
305			\$0.00		
329			\$0.00		
366			\$0.00		
430		Supplemental Reading & Math materials	\$6,777.00		
555		Upgrade of Title I computers - 16	\$13,977.00		
Sub-Total (Building Level)			\$652,320.00		

USE THIS AREA FOR NON-PUBLIC EXPENSES ONLY					
OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-05 AMENDED
140		.6 FTE Teacher plus .4 Summer School Teacher	\$30,301.00		
200		Fringe Benefits	\$4,144.00		
305		Contracted Services for Staff Development	\$350.00		
366		Travel for Staff Development	\$200.00		
430		Supplementary Supplies	\$339.00		
Sub-Total (Building Level)			\$35,334.00		

Parent Involvement Title I Set-Aside
\$8,393.00

TOTAL	\$839,346.00	
-------	--------------	--

67

(FINANCE 401)		District Name:	Moorhead Area Public Schools	District Number #:	152	FY04-05	ED-02288-03
		04-05 CONSOLIDATED BUDGET SUMMARY AND APPROVAL					
OBJECT CODES		TITLE I PART A					
110	Executive/managerial		\$36,815.00				110
140	Licensed Instruction		\$504,188.00				140
141	Non-licensed Instruction		\$31,234.00				141
143	Licensed Support		\$0.00				143
144	Non-Licensed Support		\$0.00				144
145	Licensed Substitutes		\$27,000.00				145
170	Clerical		\$16,767.00				170
185	Extended Time		\$19,000.00				185
199	Salary Adjustments		\$0.00				199
200	ALL Fringe Benefits		\$130,967.00				200
305	Fees for Service/Consulting		\$6,350.00				305
320	Communication Services	NOT ALLOWABLE					320
329	Postage		\$1,300.00				329
350	Repairs & Maintenance		\$0.00				350
360	Transportation Costs		\$0.00				360
365	Interdepartmental Transportation		\$0.00				365
366	Instate Travel/Prof. Dev.		\$13,420.00				366
368	Out-of-State Travel		\$0.00				368
369	Field Trips		\$0.00				369
389	Staff Tuition Reimbursement		\$0.00				389
394	Supplemental Services		\$0.00				394
398	Chargeback (phone/printing)		\$0.00				398
401	Non-instruct Supplies/Materials		\$0.00				401
430	Supplies & Materials		\$20,328.00				430
433	Supplies & Materials		\$0.00				433
460	Textbooks		\$0.00				460
461	Tests & Scoring		\$0.00				461
470	Media Resources		\$0.00				470
490	Food		\$0.00				490
820	Dues & Membership		\$0.00				820
	Subtotal		\$807,369.00				
530	Equipment		\$0.00				530
555	Technology Equipment		\$13,977.00				555
895	Indirect Costs (check box if capping) <input type="checkbox"/>		\$18,000.00				895
	TOTAL BUDGET		\$839,346.00				



**BUDGET BREAKDOWN - TITLE I PART C  
MIGRANT EDUCATION FINANCE 404**

District #:

152

FY04-05

ED-02288-03

Separately list funds for Administration, District Level, Building Level and Non-Public Activities.

Describe each budget item in terms of what, how many and cost per unit, e.g., "2 classroom aides, 4 hours per day for 30 days. Please do not use generic terminology, e.g., "staff" or "supplies." Use the specific UFARS OBJECT CODE for each line item. The only series indicators allowable is "200" to identify all fringe benefits.

Please complete only the first column of dollar amounts at this time.

**USE THIS AREA FOR ADMINISTRATION COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
Sub-Total (Administration)			\$0.00		

**USE THIS AREA FOR DISTRICT LEVEL COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
140		1 FTE Teacher for Migrant Summer School	\$2,500.00		
141		1 FTE Paraprofession for Migrant Summer School	\$2,020.00		
143		Migrant Summer School Manager	\$8,928.00		
170		Custodian for Migrant Summer School	\$2,200.00		
185		Migrant School Year/Summer School Recruiters	\$42,700.00		
200		Benefits	\$7,800.00		
350		Repairs/Maintenance for Summer School	\$1,000.00		
360		Student Bussing for Migrant Summer School	\$10,000.00		
366		Indistrict Travel/Staff Dev.	\$3,000.00		
401		Communications/Parent Involvement	\$1,700.00		
430		Instructional Materials/Supplies	\$1,500.00		
Sub-Total (District Level)			\$83,348.00		

**USE THIS AREA FOR BUILDING LEVEL COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
Sub-Total (Building Level)			\$0.00		

**TOTAL**

**\$83,348.00**

51

**MIGRANT ED  
(FINANCE 404)**

 District  
Name:

 District  
Number #:

 FY04-05  
ED-02288-03

**04-05 CONSOLIDATED BUDGET SUMMARY AND APPROVAL**

OBJECT CODES		TITLE I PART C MIGRANT EDUCATION				
110	Executive/managerial	NOT ALLOWABLE				110
140	Licensed Instruction	\$2,500.00				140
141	Non-licensed Instruction	\$2,020.00				141
143	Licensed Support	\$8,928.00				143
144	Non-Licensed Support	\$0.00				144
145	Licensed Substitutes	\$0.00				145
170	Clerical	\$2,200.00				170
185	Extended Time	\$42,700.00				185
199	Salary Adjustments	NOT ALLOWABLE				199
200	ALL Fringe Benefits	\$7,800.00				200
305	Fees for Service/Consulting	\$0.00				305
320	Communication Services	NOT ALLOWABLE				320
329	Postage	\$0.00				329
350	Repairs & Maintenance	\$1,000.00				350
360	Transportation Costs	\$10,000.00				360
365	Interdepartmental Transportation	\$0.00				365
366	Instate Travel/Prof. Dev.	\$3,000.00				366
368	Out-of-State Travel	\$0.00				368
369	Field Trips	NOT ALLOWABLE				369
389	Staff Tuition Reimbursement	NOT ALLOWABLE				389
394	Supplemental Services	NOT ALLOWABLE				394
398	Chargeback (phone/printing)	\$0.00				398
401	Non-instruct Supplies/Materials	\$1,700.00				401
430	Supplies & Materials	\$1,500.00				430
433	Supplies & Materials	\$0.00				433
460	Textbooks	\$0.00				460
461	Tests & Scoring	NOT ALLOWABLE				461
470	Media Resources	\$0.00				470
490	Food	\$0.00				490
820	Dues & Membership	\$0.00				820
	<b>Subtotal</b>	<b>\$83,348.00</b>				
530	Equipment	\$0.00				530
555	Technology Equipment	\$0.00				555
895	Indirect Costs (check box if capping) <input type="checkbox"/>	\$0.00				895
	<b>TOTAL MIGRANT ED BUDGET</b>	<b>\$83,348.00</b>				



FY04-05

ED-02288-03

Please complete only the first column of dollar amounts at this time.

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
140		.25 FTE Teacher	\$11,083.00		
141		5 hr. para for 183 days	\$11,672.00		
144		.5 hr for 170 days	\$1,063.00		
145		substitutes	\$765.00		
170		clerical, 952 hours for registrar	\$1,370.00		
200		Fringe benefits	\$7,837.00		
305		Transition Coordinator at WCRJC	\$4,500.00		
366			\$1,900.00		
398		210 phone; 300 copier	\$510.00		
430		4,500 update instructional materials; \$2,019 upgrade lab	\$6,519.00		
555		laptop	\$2,200.00		
		Sub-Total (Building Level)	\$49,419.00		
		TOTAL	\$49,419.00		

53

TITLE I PART D (FINANCE 406)		District Name:	District Number #:	FY04-05 ED-02288-03	
		04-05 CONSOLIDATED BUDGET SUMMARY AND APPROVAL			
OBJECT CODES	TITLE I PART D				
110 Executive/managerial	\$0.00				110
140 Licensed Instruction	\$11,083.00				140
141 Non-licensed Instruction	\$11,672.00				141
143 Licensed Support	\$0.00				143
144 Non-Licensed Support	\$1,063.00				144
145 Licensed Substitutes	\$765.00				145
170 Clerical	\$1,370.00				170
185 Extended Time	\$0.00				185
199 Salary Adjustments	NOT ALLOWABLE				199
200 ALL Fringe Benefits	\$7,837.00				200
305 Fees for Service/Consulting	\$4,500.00				305
320 Communication Services	NOT ALLOWABLE				320
329 Postage	\$0.00				329
350 Repairs & Maintenance	\$0.00				350
360 Transportation Costs	NOT ALLOWABLE				360
365 Interdepartmental Transportation	NOT ALLOWABLE				365
366 Instate Travel/Prof. Dev.	\$1,900.00				366
368 Out-of-State Travel	\$0.00				368
369 Field Trips	\$0.00				369
389 Staff Tuition Reimbursement	NOT ALLOWABLE				389
394 Supplemental Services	NOT ALLOWABLE				394
398 Chargeback (phone/printing)	\$510.00				398
401 Non-instruct Supplies/Materials	\$0.00				401
430 Supplies & Materials	\$6,519.00				430
433 Supplies & Materials	\$0.00				433
460 Textbooks	NOT ALLOWABLE				460
461 Tests & Scoring	\$0.00				461
470 Media Resources	\$0.00				470
490 Food	\$0.00				490
820 Dues & Membership	\$0.00				820
Subtotal	\$47,219.00				
530 Equipment	\$0.00				530
555 Technology Equipment	\$2,200.00				555
895 Indirect Costs (check box if capping) <input type="checkbox"/>	\$0.00				895
TOTAL BUDGET	\$49,419.00				



# **BUDGET BREAKDOWN - TITLE II PART A FINANCE 414**

District #:

152

FY04-05

ED-02288-03

Separately list funds for Administration, District Level, Building Level and Non-Public Activities.

Describe each budget item in terms of what, how many and cost per unit, e.g., "2 classroom aides, 4 hours per day for 30 days. Please do not use generic terminology, e.g., "staff" or "supplies." Use the specific UFARS OBJECT CODE for each line item. The only series indicators allowable is "200" to identify all fringe benefits.

Please complete only the first column of dollar amounts at this time.

## **USE THIS AREA FOR ADMINISTRATION COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-05 AMENDED
366	204	Staff Development/Travel to Administrative Meeting	\$5,000.00		
Sub-Total (Administration)			\$5,000.00		

## **USE THIS AREA FOR DISTRICT LEVEL COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-05 AMENDED
305	204	Consultation (NCLB and Minnesota Academic Standards)	\$10,000.00		
Sub-Total (District Level)			\$10,000.00		

## **USE THIS AREA FOR BUILDING LEVEL COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-05 AMENDED
140	204	Class Size Reduction (3 FTE)	\$163,542.00		
145	204	Substitutes and training for Examining Student Work	\$16,000.00		
185	204	Middle School & High School - Reading	\$15,000.00		
366	204	Professional Learning Communities and Assessment	\$16,000.00		
145	204	Substitutes for Standards Alignment (SS and Science)	\$5,000.00		
145	204	Substitutes for Examining data and goal setting (reading/math)	\$5,000.00		
200	204	Benefits	\$31,257.00		
Sub-Total (Building Level)			\$251,799.00		

## **USE THIS AREA FOR NON-PUBLIC EXPENSES ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-05 AMENDED
305	204	Consultant	\$1,245.00		
366	204	Staff Development	\$1,244.00		
Sub-Total (Building Level)			\$2,489.00		

TOTAL

\$269,288.00

54 TITLE II PART A (FINANCE 414)		District Name:	District Number #:		ED-02288-02			
		04-05 CONSOLIDATED BUDGET SUMMARY AND APPROVAL					Summary Budget	
OBJECT CODES		TITLE II PART A	TITLE I PART A FLEX	TITLE II PART D FLEX	TITLE IV PART A FLEX	TITLE V FLEX	TITLE II PART A	
Program Code		204	216	210	206	207	204	
		MINIMUM 50%	MAXIMUM UP TO 50% OF THE TOTAL				TOTAL	
110	Executive/managerial	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	110
140	Licensed Instruction	\$163,542.00	\$0.00	\$0.00	\$0.00	\$0.00	\$163,542.00	140
141	Non-licensed Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	141
143	Licensed Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	143
144	Non-Licensed Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	144
145	Licensed Substitutes	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00	145
170	Clerical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	170
185	Extended Time	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	185
199	Salary Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	199
200	ALL Fringe Benefits	\$31,257.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,257.00	200
305	Fees for Service/Consulting	\$11,245.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,245.00	305
320	Communication Services	Not Allowed	Not Allowed	\$0.00	\$0.00	Not Allowed	\$0.00	320
329	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	329
350	Repairs & Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	350
360	Transportation Costs	Not Allowed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	360
365	Interdepartmental Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	365
366	Instate Travel/Prof. Dev.	\$22,244.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,244.00	366
368	Out-of-State Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	368
369	Field Trips	Not Allowed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	369
389	Staff Tuition Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	389
394	Supplemental Services	Not Allowed	\$0.00	Not Allowed	Not Allowed	\$0.00	\$0.00	394
398	Chargeback (phone/printing)	Not Allowed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	398
401	Non-instruct Supplies/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	401
430	Supplies & Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	430
433	Supplies & Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	433
460	Textbooks	Not Allowed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	460
461	Tests & Scoring	Not Allowed	\$0.00	\$0.00	Not Allowed	\$0.00	\$0.00	461
470	Media Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	470
490	Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	490
820	Dues & Membership	Not Allowed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	820
Subtotal		\$269,288.00	\$0.00	\$0.00	\$0.00	\$0.00	\$269,288.00	
530	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	530
555	Technology Equipment	Not Allowed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	555
895	Indirect Costs (check box if capping) <input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	895
Total Title II Part A Budget		\$269,288.00	\$0.00	\$0.00	\$0.00	\$0.00	\$269,288.00	

# **BUDGET BREAKDOWN - TITLE II PART D FINANCE 453**

District #:

FY04-05  
ED-02288-03

Separately list funds for Administration, District Level, Building Level and Non-Public Activities.

Describe each budget item in terms of what, how many and cost per unit, e.g., "2 classroom aides, 4 hours per day for 30 days. Please do not use generic terminology, e.g., "staff" or "supplies." Use the specific UFARS OBJECT CODE for each line item. The only series indicators allowable is "200" to identify all fringe benefits.

Please complete only the first column of dollar amounts at this time.

## **USE THIS AREA FOR ADMINISTRATION COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
Sub-Total (Administration)			\$0.00		

## **USE THIS AREA FOR DISTRICT LEVEL COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
555	210	LCD Projectors	\$14,032.00		
185	210	Stipend for training classes and development and posting of training videos on district website	\$4,720.00		
Sub-Total (District Level)			\$18,752.00		

## **USE THIS AREA FOR BUILDING LEVEL COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
Sub-Total (Building Level)			\$0.00		

## **USE THIS AREA FOR NON-PUBLIC EXPENSES ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
555	210	LCD Projector	\$469.00		
185	210	Consultant time for staff development	\$115.00		
Sub-Total (Building Level)			\$584.00		

**TOTAL** \$19,336.00



57 TITLE II PART D (FINANCE 453)		District Name:		District Number #:		ED-02288-03		
		04-05 CONSOLIDATED BUDGET SUMMARY AND APPROVAL					Summary Budget	
OBJECT CODES		TITLE II PART D	TITLE I PART A FLEX	TITLE II PART A FLEX	TITLE IV PART A FLEX	TITLE V PART A FLEX	TITLE II PART D	
Program Code		210	216	204	206	207	210	
		MINIMUM 50%	MAXIMUM UP TO 50% OF THE TOTAL					
110	Executive/managerial	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	110
140	Licensed Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	140
141	Non-licensed Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	141
143	Licensed Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	143
144	Non-Licensed Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	144
145	Licensed Substitutes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	145
170	Clerical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	170
185	Extended Time	\$4,835.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,835.00	185
199	Salary Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	199
200	ALL Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	200
305	Fees for Service/Consulting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	305
320	Communication Services	\$0.00	Not Allowed	\$0.00	\$0.00	Not Allowed	\$0.00	320
329	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	329
350	Repairs & Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	350
360	Transportation Costs	\$0.00	\$0.00	Not Allowed	\$0.00	\$0.00	\$0.00	360
365	Interdepartmental Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	365
366	Instate Travel/Prof. Dev.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	366
368	Out-of-State Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	368
369	Field Trips	\$0.00	\$0.00	Not Allowed	\$0.00	\$0.00	\$0.00	369
389	Staff Tuition Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	389
394	Supplemental Services	Not Allowed	\$0.00	Not Allowed	Not Allowed	\$0.00	\$0.00	394
398	Chargeback (phone/printing)	\$0.00	\$0.00	Not Allowed	\$0.00	\$0.00	\$0.00	398
401	Non-instruct Supplies/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	401
430	Supplies & Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	430
433	Supplies & Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	433
460	Textbooks	\$0.00	\$0.00	Not Allowed	\$0.00	\$0.00	\$0.00	460
461	Tests & Scoring	\$0.00	\$0.00	Not Allowed	Not Allowed	\$0.00	\$0.00	461
470	Media Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	470
490	Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	490
820	Dues & Membership	\$0.00	\$0.00	Not Allowed	\$0.00	\$0.00	\$0.00	820
Subtotal		\$4,835.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,835.00	
530	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	530
555	Technology Equipment	\$14,501.00	\$0.00	Not Allowed	\$0.00	\$0.00	\$14,501.00	555
895	Indirect Costs (check box if capping) <input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	895
Total Title II Part A Budget		\$19,336.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,336.00	

**BUDGET BREAKDOWN - TITLE III  
FINANCE 417**

District #: 152

FY04-05  
ED-02288-03

Separately list funds for Administration, District Level, Building Level and Non-Public Activities.

Describe each budget item in terms of what, how many and cost per unit, e.g., "2 classroom aides, 4 hours per day for 30 days. Please do not use generic terminology, e.g., "staff" or "supplies." Use the specific UFARS OBJECT CODE for each line item. The only series indicators allowable is "200" to identify all fringe benefits.

Please complete only the first column of dollar amounts at this time.

**USE THIS AREA FOR ADMINISTRATION COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
<b>Sub-Total (Administration)</b>					

**USE THIS AREA FOR DISTRICT LEVEL COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
145		Substitutes for staff dev activities	\$1,000.00		
185		Non Contract Time - self study/ESL manual	\$2,000.00		
200		Benefits	\$420.00		
305		Consultant Time/Univ.consultant time	\$1,000.00		
366		Staff Dev/Travel - reading/math staff dev	\$1,500.00		
430		Instructional Supplies/supplemental reading	\$2,000.00		
<b>Sub-Total (District Level)</b>			\$7,920.00		

**USE THIS AREA FOR BUILDING LEVEL COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
141		2 FTE Bilingual Paraprofessionals (Spanish/Kurdish at elem & middle school	\$30,600.00		
200		Benefits	\$4,500.00		
<b>Sub-Total (Building Level)</b>			\$35,100.00		

**USE THIS AREA FOR NON-PUBLIC EXPENSES ONLY**

OBJECT CODE	FINANCE CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
<b>Sub-Total (Building Level)</b>			\$0.00		

**TOTAL** \$43,020.00



59

TITLE III (FINANCE 417)		District Name:	District Number #:	FY04-05 ED-02288-03	
		04-05 CONSOLIDATED BUDGET SUMMARY AND APPROVAL			
OBJECT CODES		TITLE III			
110	Executive/managerial	\$0.00			110
140	Licensed Instruction	\$0.00			140
141	Non-licensed Instruction	\$30,600.00			141
143	Licensed Support	\$0.00			143
144	Non-Licensed Support	\$0.00			144
145	Licensed Substitutes	\$1,000.00			145
170	Clerical	\$0.00			170
185	Extended Time	\$2,000.00			185
199	Salary Adjustments	\$0.00			199
200	ALL Fringe Benefits	\$4,920.00			200
305	Fees for Service/Consulting	\$1,000.00			305
320	Communication Services	NOT ALLOWABLE			320
329	Postage	\$0.00			329
350	Repairs & Maintenance	\$0.00			350
360	Transportation Costs	\$0.00			360
365	Interdepartmental Transportation	\$0.00			365
366	Instate Travel/Prof. Dev.	\$1,500.00			366
368	Out-of-State Travel	\$0.00			368
369	Field Trips	\$0.00			369
389	Staff Tuition Reimbursement	\$0.00			389
391	Cost Sharing Agreements	\$0.00			391
398	Chargeback (phone/printing)	\$0.00			398
401	Non-instruct Supplies/Materials	\$0.00			401
430	Supplies & Materials	\$2,000.00			430
433	Supplies & Materials	\$0.00			433
460	Textbooks	\$0.00			460
461	Tests & Scoring	\$0.00			461
470	Media Resources	\$0.00			470
490	Food	\$0.00			490
820	Dues & Membership	\$0.00			820
	<b>Subtotal</b>	<b>\$43,020.00</b>			
530	Equipment	\$0.00			530
555	Technology Equipment	\$0.00			555
895	Indirect Costs (check box if capping) <input type="checkbox"/>	\$0.00			895
<b>TOTAL BUDGET</b>		<b>\$43,020.00</b>			



# **BUDGET BREAKDOWN - TITLE IV PART A FINANCE 433**

District #: 152

FY04-05  
ED-02288-03

Separately list funds for Administration, District Level, Building Level and Non-Public Activities.

Describe each budget item in terms of what, how many and cost per unit, e.g., "2 classroom aides, 4 hours per day for 30 days. Please do not use generic terminology, e.g., "staff" or "supplies." Use the specific UFARS OBJECT CODE for each line item. The only series indicators allowable is "200" to identify all fringe benefits.

Please complete only the first column of dollar amounts at this time.

## **USE THIS AREA FOR ADMINISTRATION COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
Sub-Total (Administration)			\$0.00		

## **USE THIS AREA FOR DISTRICT LEVEL COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
145	240	Substitutes for Training for school teams	\$460.00		
200	240	Benefits	\$55.00		
Sub-Total (District Level)			\$515.00		

## **USE THIS AREA FOR BUILDING LEVEL COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
305	240	Contracted Services Touch Love - High school, Middle School	\$30,919.00		
Sub-Total (Building Level)			\$30,919.00		

## **USE THIS AREA FOR NON-PUBLIC EXPENSES ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-2005 AMENDED
305	240	Contracted Service time for staff development	\$300.00		
430	240	Materials to support safe & drug free curriculum	\$751.00		
Sub-Total (Building Level)			\$1,051.00		

**TOTAL** \$32,485.00

61

TITLE IV PART A (FINANCE 433)		District Name:		District Number #:		ED-02288-02		
		04-05 CONSOLIDATED BUDGET SUMMARY AND APPROVAL				Summary Budget		
OBJECT CODES		TITLE IV PART A	TITLE I PART A FLEX	TITLE II PART A FLEX	TITLE II PART D FLEX	TITLE V FLEX	TITLE IV PART A	
Program Code		206	216	204	210	207	206	
		MINIMUM 50%	MAXIMUM UP TO 50% OF THE TOTAL				TOTAL	
110	Executive/managerial	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	110
140	Licensed Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	140
141	Non-licensed Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	141
143	Licensed Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	143
144	Non-Licensed Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	144
145	Licensed Substitutes	\$460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$460.00	145
170	Clerical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	170
185	Extended Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	185
199	Salary Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	199
200	ALL Fringe Benefits	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	200
305	Fees for Service/Consulting	\$31,219.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,219.00	305
320	Communication Services	\$0.00	Not Allowed	Not Allowed	\$0.00	Not Allowed	\$0.00	320
329	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	329
350	Repairs & Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	350
360	Transportation Costs	\$0.00	\$0.00	Not Allowed	\$0.00	\$0.00	\$0.00	360
365	Interdepartmental Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	365
366	Instate Travel/Prof. Dev.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	366
368	Out-of-State Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	368
369	Field Trips	\$0.00	\$0.00	Not Allowed	\$0.00	\$0.00	\$0.00	369
389	Staff Tuition Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	389
394	Supplemental Services	Not Allowed	\$0.00	Not Allowed	Not Allowed	\$0.00	\$0.00	394
398	Chargeback (phone/printing)	\$0.00	\$0.00	Not Allowed	\$0.00	\$0.00	\$0.00	398
401	Non-instruct Supplies/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	401
430	Supplies & Materials	\$751.00	\$0.00	\$0.00	\$0.00	\$0.00	\$751.00	430
433	Supplies & Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	433
460	Textbooks	\$0.00	\$0.00	Not Allowed	\$0.00	\$0.00	\$0.00	460
461	Tests & Scoring	Not Allowed	\$0.00	Not Allowed	\$0.00	\$0.00	\$0.00	461
470	Media Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	470
490	Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	490
820	Dues & Membership	\$0.00	\$0.00	Not Allowed	\$0.00	\$0.00	\$0.00	820
	Subtotal	\$32,485.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,485.00	
530	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	530
555	Technology Equipment	\$0.00	\$0.00	Not Allowed	\$0.00	\$0.00	\$0.00	555
895	Indirect Costs (check box if capping) <input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	895
	Total Title II Part A Budget	\$32,485.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,485.00	

# **BUDGET BREAKDOWN - TITLE V FINANCE 415**

District #:

152

FY04-05

ED-02288-03

Separately list funds for Administration, District Level, Building Level and Non-Public Activities.

Describe each budget item in terms of what, how many and cost per unit, e.g., "2 classroom aides, 4 hours per day for 30 days. Please do not use generic terminology, e.g., "staff" or "supplies." Use the specific UFARS OBJECT CODE for each line item. The only series indicators allowable is "200" to identify all fringe benefits.

Please complete only the first column of dollar amounts at this time.

## **USE THIS AREA FOR ADMINISTRATION COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-05 AMENDED
140	207	District & Building Data Analysis	\$10,050.00		
200	207	Benefits	\$2,030.00		
Sub-Total (Administration)			\$12,080.00		

## **USE THIS AREA FOR DISTRICT LEVEL COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-05 AMENDED
140	207	Staff Development for School Improvement	\$19,550.00		
141	207	1 FTE Kurdish Liaison	\$15,850.00		
200	207	Benefits	\$6,200.00		
401	207	Data Warehouse portion, \$3,145; Electronic Elementary Progress Report, \$11,535	\$14,680.00		
430	207	Instructional mat. For Spanish Immersion(\$5,000); K-5 software (\$5,556)	\$10,556.00		
Sub-Total (District Level)			\$66,836.00		

## **USE THIS AREA FOR BUILDING LEVEL COSTS ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-05 AMENDED
470	207	Media Subscription Services	\$1,318.00		
430	207	Instructional Materials	\$1,318.00		
Sub-Total (Building Level)			\$2,636.00		

## **USE THIS AREA FOR NON-PUBLIC EXPENSES ONLY**

OBJECT CODE	PROGRAM CODE	ITEM DESCRIPTION	2004-2005 ORIGINAL	ADDENDUM CHANGE +/-	2004-05 AMENDED
Sub-Total (Building Level)			\$0.00		

**TOTAL**

**\$81,552.00**



63

63 TITLE V (FINANCE 415)		District Name:			District Number #:			ED-02288-03	
		04-05 CONSOLIDATED BUDGET SUMMARY AND APPROVAL						Summary Budget	
OBJECT CODES		TITLE V (Program 207)	TITLE I PART A FLEX	TITLE II PART A FLEX	TITLE II PART D FLEX	TITLE IV PART A FLEX	TITLE V Program 207		
Program Code		207	216	204	210	206	207		
		MINIMUM 50%	MAXIMUM UP TO 50% OF THE TOTAL				100% TOTAL		
110	Executive/managerial	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	110	
140	Licensed Instruction	\$29,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,600.00	140	
141	Non-licensed Instruction	\$15,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,850.00	141	
143	Licensed Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	143	
144	Non-Licensed Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	144	
145	Licensed Substitutes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	145	
170	Clerical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	170	
185	Extended Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	185	
199	Salary Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	199	
200	ALL Fringe Benefits	\$8,230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,230.00	200	
305	Fees for Service/Consulting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	305	
320	Communication Services	NOT ALLOWED	NOT ALLOWED	\$0.00	\$0.00	\$0.00	\$0.00	320	
329	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	329	
350	Repairs & Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	350	
360	Transportation Costs	\$0.00	\$0.00	NOT ALLOWED	\$0.00	\$0.00	\$0.00	360	
365	Interdepartmental Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	365	
366	Instate Travel/Prof. Dev.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	366	
368	Out-of-State Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	368	
369	Field Trips	\$0.00	\$0.00	NOT ALLOWED	\$0.00	\$0.00	\$0.00	369	
389	Staff Tuition Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	389	
394	Supplemental Services	\$0.00	\$0.00	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	\$0.00	394	
398	Chargeback (phone/printing)	\$0.00	\$0.00	NOT ALLOWED	\$0.00	\$0.00	\$0.00	398	
401	Non-instruct Supplies/Materials	\$14,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,680.00	401	
430	Supplies & Materials	\$11,874.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,874.00	430	
433	Supplies & Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	433	
460	Textbooks	\$0.00	\$0.00	NOT ALLOWED	\$0.00	\$0.00	\$0.00	460	
461	Tests & Scoring	\$0.00	\$0.00	NOT ALLOWED	\$0.00	NOT ALLOWED	\$0.00	461	
470	Media Resources	\$1,318.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,318.00	470	
490	Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	490	
820	Dues & Membership	\$0.00	\$0.00	NOT ALLOWED	\$0.00	\$0.00	\$0.00	820	
Subtotal		\$81,552.00	\$0.00	\$0.00	\$0.00	\$0.00	\$81,552.00		
530	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	530	
555	Technology Equipment	\$0.00	\$0.00	NOT ALLOWED	\$0.00	\$0.00	\$0.00	555	
895	Indirect Costs (check box if capping) <input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	895	
Total Title II Part A Budget		\$81,552.00	\$0.00	\$0.00	\$0.00	\$0.00	\$81,552.00		

OFFICE OF TEACHING & LEARNING MEMO #: I.04.178



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Gift Acceptance

DATE: June 29, 2004

Moorhead High Automotive Department has received a donation of a Chrysler DRB III Scan Tool, Serial Number 1934000121 - PEP Module Number 1961902997 valued at \$6,000.00 from Alan McAvoy, Technical Training Manager, Minneapolis Training Center.

**SUGGESTED RESOLUTION:** Move to approve the donation from Al McAvoy and direct administration to send a thank you note.

Al McAvoy  
Technical Training Manager  
Minneapolis Training Center  
16305 36th Ave N 600  
Plymouth, MN 55446-2698

LAK/kmr



June 25, 2004

Submitted by: Darwin Miller

RE: Donation

To: Moorhead High Automotive Department

From: Alan McAvoy, Technical Training Manager, Minneapolis Training Center

Donated Item: Chrysler DRB III Scan Tool

Approximate Value: \$6000.00

Serial Number: 1934000121- PEP Module Number: 1961902997

Please send donation acceptance and thank you letter to:

Al McAvoy

Technical Training Manager

Minneapolis Training Center

16305 36<sup>th</sup> Ave No 600

Plymouth, MN 55446-2698

Please include the two serial numbers in the letter and please send me a copy. Thank you, Darwin Miller

OFFICE OF TEACHING & LEARNING MEMO #: I.05.008



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: West Central Regional Juvenile Center Clerical Contract  
DATE: July 13, 2004

Attached is a contract with West Central Regional Juvenile Center for clerical services for the school programs for the 2004-2005 school year. The cost breakdown is as follows:

Salary	\$28,453.00
FICA	\$ 1,764.00
Medicare	\$ 413.00
PERA	\$ 1,573.00
Insurance	<u>\$ 5,736.00</u>
TOTAL	\$37,939.00

The school district's share is one-half of the clerical services or \$18,969.50 billed in quarterly amounts of \$4742.37.

**SUGGESTED RESOLUTION:** Move to approve the clerical services contract with West Central Regional Juvenile Center for the 2004-2005 school year.

LAK/kmr  
Attachment

**West Central Regional Juvenile Center**

**BARRY STEEN, Director**

Office Telephone: (218) 299-5150

Fax: (218) 299-7533

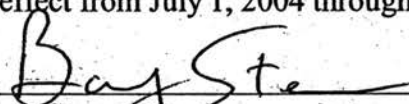
**CLAY** 

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

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

The contract period of this agreement will be effective July 1, 2004 through June 30, 2005. The cost for this service for the designated contract period will be **\$18,969.50**. The West Central Regional Juvenile Center will bill Independent School District #152 on a quarterly basis in the amount of **\$4,742.37**.

It is understood and agreed that if either party chooses to withdraw from this contract, it will give at least a thirty (30) day written notice to the either party. Otherwise this agreement will remain in effect from July 1, 2004 through June 30, 2005.

  
Barry Steen, Director  
West Central Regional Juvenile Center


Date: 7-9-04

\_\_\_\_\_  
School Board Chairperson  
Independent School District #152

Date: \_\_\_\_\_

cc: Deb Pender

919 8th Avenue North  
P.O. Box 280  
Moorhead, Minnesota 56561-0280

67  An Equal Opportunity Employer  
Printed on recycled paper

Visit us at  
[www.co.clay.mn.us](http://www.co.clay.mn.us)



To: Dr. Larry P. Nybladh

From: Mark Weston *MLW*

Date: July 8, 2004

RE: Resolution for Investment of Excess Funds for 2004-2005

Attached please find the resolution giving authority and responsibility to invest funds, which are not currently needed in accordance with M.S. 118A.

Suggested Resolution: Move to approve the resolution for investment of excess funds giving authority and responsibility to the Assistant Superintendent for Business Services or designee in accordance with M.S. 118A for the 2004-2005 school year.

MLW:mde  
Attachment



**RESOLUTION TO**  
**AUTHORIZE PROCEDURES FOR THE INVESTMENT OF EXCESS FUNDS**

The Assistant Superintendent for Business Services, or designee, is hereby vested with the authority and responsibility to invest funds, which are not currently needed in accordance with M.S. 118A for the 2004-2005 school year.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



To: Dr. Larry P. Nybladh

From: Mark Weston *ML*

Date: July 8, 2004

RE: Authorize Staff to Initiate Financial Transactions for 2004-2005

Please find attached a letter to Mr. James Hambrick of Wells Fargo Bank indicating the names of district personnel who have authority to make transactions on the listed accounts.

Suggested Resolution: Move to authorize the listed district personnel to make transactions on the listed accounts for the 2004-2005 school year.

MLW:mde  
Attachment



# Moorhead Area Public Schools

## Independent School District 152

Townsite Centre • 810 4th Ave. S. • Moorhead, Minnesota 56560

Fax: (218) 284-3333 • [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)

Superintendent's Office: (218) 284-3330 • Teaching and Learning: (218) 284-3310

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

July 1, 2004

Mr. James Hambrick  
Wells Fargo Bank  
PO Box 340  
Moorhead, MN 56560

Dear Mr. Hambrick:

We would like to update the list of district personnel who have access to our accounts as follows.

Authority to make phone transfers:	Denice Sinner Mark Weston	Nancy Evans Dr. Larry Nybladh
Authority to request stop payments:	Denice Sinner Mark Weston Dr. Larry Nybladh	Nancy Evans Minda Sadlowski
Authority to obtain account information:	Denice Sinner Mark Weston Dr. Larry Nybladh William K. Tomhave	Nancy Evans Minda Sadlowski Kristine Thompson

The authority extends to the following district accounts:

#10110	#901204
#14138	#12538

Thank you.

---

Kristine Thompson, School Board Chairperson

---

William K. Tomhave, School Board Treasurer

---

Carol Ladwig, School Board Clerk

*An Equal Opportunity Employer*

*The mission of the Moorhead School District is to develop the maximum potential of every learner to thrive in a changing world.*



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: July 8, 2004

RE: Official Depositories for 2004-2005

The following investment brokers and depositories are recommended for approval:

Wells Fargo Bank, Bremer Bank, State Bank & Trust, Hawley State Bank,  
Northwestern, Minnesota School District Liquid Asset Fund Plus, Moody Investors, and  
Morgan Stanley.

Bonds are handled by Wells Fargo Bank-Minneapolis and Depository Trust Corporation.

Suggested Resolution: Move to designate the 2004-2005 school district official depositories as  
presented.

MLW:mde





To: Dr. Larry P. Nybladh

From: Mark Weston *mlw*

Date: July 8, 2004

RE: Resolution Authorizing Payment of Goods and Services for the 2004-2005 School Year

Attached please find the resolution providing authorization to make payment of goods and services in advance of Board approval consistent with M.S. 123B.11, 123B.02, and 471.38.

Suggested Resolution: Move to approve the resolution to authorize the Assistant Superintendent for Business Services to make payment for goods and services in advance of Board approval for the 2004-2005 school year, consistent with M.S. 123B.11, 123B.02, and 471.38.

MLW:mde  
Attachment

RESOLUTION TO  
AUTHORIZE PAYMENT OF GOODS AND SERVICES  
IN ADVANCE OF BOARD APPROVAL  
FOR THE 2004-2005 SCHOOL YEAR

BE IT HEREBY RESOLVED, for the 2004-2005 school year, consistent with M.S. 123B.11, 123B.02, and 471.38, the Assistant Superintendent for Business Services, or designee, are hereby vested with the authority to make the following payments in advance of Board approval when necessary.

- A. Payment of expense claims against the district:
  - 1. Postage payments.
  - 2. An administrator has authorized purchases made by school personnel, which do not exceed two hundred dollars; provided, however, such purchases.
  - 3. Officials, referees, and judges fees.
  - 4. Special program speaker and consulting fees.
  - 5. Petty cash fund replenishment.
  - 6. Utility bills.
  - 7. Registration and travel expenses.
  - 8. Employee group insurance payments.
  - 9. Employee flexible benefit plan payments.
  - 10. Employee retirement plan payments.
  - 11. Payments necessary for discount privileges.
  - 12. Contractual progress payments, common to building construction, as necessary to meet established due dates.
- B. Investment purchases.
- C. Electronic funds transfer payments covering investments and bond principal, interest, and fiscal agent service charges. Assistant Superintendent for Business Services shall follow these policy controls:
  - The disbursing bank shall keep on file a certified copy of this uthorization, which allows electronic funds transfer.
  - The initiator shall document the request and obtain approval from the Assistant Superintendent for Business Services, or designee, before making the transfer.
  - A written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used to support the transaction.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



To: Dr. Larry P. Nybladh

From: Mark Weston *mc*

Date: July 8, 2004

RE: Resolution for Collection of NSF Checks and Leases for 2004-2005

Attached please find the resolution giving authority and responsibility to collect NSF checks and leases.

Suggested Resolution: Move to approve the resolution for collection of NSF checks and leases giving authority and responsibility to the Assistant Superintendent for Business Services for the 2004-2005 school year.

MLW:mde  
Attachment

RESOLUTION TO  
AUTHORIZE COLLECTION OF NSF CHECKS AND LEASES

The Assistant Superintendent for Business Services, or designee, is hereby vested with the authority and responsibility to collect NSF checks and leases for the 2004-2005 school year.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date





To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: July 8, 2004

RE: School Leaders Errors & Omissions Insurance Deductible

As requested, I have written a resolution that places the burden of the deductible for our current Errors & Omission Insurance on the Moorhead Public School District. Please contact me should you have any questions regarding this language.

Suggested Resolution: Move to approve that the Moorhead Public School District pay the deductible for any employee or school board member who is protected by the school district's current Leaders Errors & Omissions Insurance.

MLW:mde

**HUMAN RESOURCE**

**MEMO #: HR .05.007**



**TO:** Dr. Larry Nybladh

**FROM:** Ron Nielsen *RN/smw*

**SUBJECT:** Teacher Recall

**DATE:** July 12, 2004

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

Patricia Haugen Kindergarten teacher, .50 FTE at Reinertsen Elementary, effective for the 2004-2005 school year.

**SUGGESTED RESOLUTION:** Move to approve the recall of Patricia Haugen for the part time Kindergarten position at Reinertsen Elementary effective for the 2004-2005 school year.

RN/smw

HUMAN RESOURCE

MEMO #: HR .05.006



TO: Dr. Larry Nybladh  
FROM: Ron [Signature]  
SUBJECT: Family/Medical Leave  
DATE: July 12, 2004

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

Peggy Simonson 1st Grade teacher, Reinertsen Elementary, to begin approximately  
October 7, 2004 until January 3, 2005.

**SUGGESTED RESOLUTION:** Move to approve the Family/Medical Leave for Peggy  
Simonson pursuant to Section IV, Article 38 of the Teachers' Master Contract.

RN/smw

HUMAN RESOURCE

MEMO #: HR .05.005



TO: Dr. Larry Nybladh  
FROM: Ron Nielsen  
SUBJECT: Extended Leave of Absence  
DATE: July 12, 2004

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

Chris Nellermoe Science teacher, Horizon Middle School, 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 Chris Nellermoe pursuant to Article 39 of the Teachers Master Contract.

RN/smw



**HUMAN RESOURCE**

**MEMO #: HR .05.003**



TO: Dr. Larry P. Nybladh, Superintendent  
FROM: Ron *BN* Nielsen, Director of Human Resources  
SUBJECT: Secretarial Recall  
DATE: July 12, 2004

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

Mary Flickinger      Library Secretary, Hopkins Elementary 4 hours per day for 186 days per year, effective for the 2004-2005 school year.

**SUGGESTED RESOLUTION:** Move to approve the recall of Mary Flickinger for Library Secretary.

RN/jg

**HUMAN RESOURCE**

**MEMO #: HR .05.001**



TO: Dr. Larry P. Nybladh, Superintendent  
FROM: Ron Nielsen, Director of Human Resources  
SUBJECT: Resignation  
DATE: July 12, 2004

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

Amy Luck Paraprofessional on Leave of Absence, Riverside, effective July 5, 2004.  
Mark Jenkins Custodian, Sr. High, effective July 19, 2004.  
Jill Lavelle Counselor, Sr. High effective July 6, 2004.

**SUGGESTED RESOLUTION:** Move to approve the resignation of Amy Luck, Mark Jenkins and Jill Lavelle as presented.

RN/jg

**HUMAN RESOURCE**

**MEMO #: HR .05.002**



TO: Dr. Larry P. Nybladh, Superintendent  
FROM: Ron Nielsen, Director of Human Resources  
SUBJECT: New Employee  
DATE: July 12, 2004

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

Margreta Staiger Registrar, Sr. High, B22 (0-2) \$11.96 per hour, effective July 12, 2004.  
(Replacing Sheila Bjerke)


Lisa Forsberg Elementary Counselor, MA (1) \$34,572, effective for the 2004-2005  
school year. (New position)

**SUGGESTED RESOLUTION:** Move to approve the employment of Margreta Staiger and Lisa Forsberg as presented.

RN/jg

**MEMO #:** S-05-003

**TO:** School Board

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

**DATE:** July 1, 2004

**RE:** Official Newspaper Designation


Administration recommends *The Forum* be designated as the school district's official newspaper for the 2004-2005 school year.

Suggested Resolution: Move to designate *The Forum* as the district's official newspaper for the 2004-2005 school year.

LPN:mde

**MEMO #:** S-05-004

**TO:** School Board

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

**DATE:** July 1, 2004

**RE:** Legal Services

The school district has historically obtained legal services on a time and material basis. Therefore, the administration recommends authorizing administration to obtain legal assistance on a time and material basis.

Suggested Resolution: Move to approve obtaining legal assistance on a time and material basis.

LPN:mde



MEMO #: S-05-005

TO: School Board

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

DATE: July 1, 2004

RE: 2004-2005 MSBA Membership Fees

The 2004-2005 membership fee to the Minnesota School Boards Association (MSBA) will be \$7,049.

The following is a history of the fee structure for the past few years:

1993-94 = \$4,687 (formula changed PPU to TU)  
1994-95 = \$4,946  
1995-96 = \$5,295  
1996-97 = \$5,459  
1997-98 = \$5,558  
1998-99 = \$5,667  
1999-00 = \$5,623  
2000-01 = \$5,772  
2001-02 = \$5,934  
2002-03 = \$6,153  
2003-04 = \$6,309

Suggested Resolution: Move to approve the 2004-2005 Minnesota School Boards Association membership in the amount of \$7,049.

LPN:mde  
Attachments

1900 W Jefferson Ave  
St. Peter, Minnesota  
56082-3015

Leadership Conference January 13 & 14, 2005

JUN 3 8 2004



## MINNESOTA SCHOOL BOARDS ASSOCIATION

TEL: 507.931.1515  
MIN: 800.324.4455

Fax: 507.931.1515  
www.mnmsba.org

### OFFICERS AND DIRECTORS

#### PRESIDENT

Joanne McCabe  
Madelia

#### PRESIDENT-ELECT

Jack Williams, Jr.  
Cambridge-Isanti

#### PAST PRESIDENT

Don May  
Hastings

#### DIRECTOR DISTRICT 1

Michael Hammes  
Zumbrota-Mazeppa

#### DIRECTOR DISTRICT 2

Kent Thiesse  
Lake Crystal Wellcome Memorial

#### DIRECTOR DISTRICT 3

Mike McCarvel  
Brewster

#### DIRECTOR DISTRICT 4

Barbara Klaas  
Hopkins

#### DIRECTOR DISTRICT 5

Dennis Halverson  
Centennial

#### DIRECTOR DISTRICT 6

Al Olson  
South Washington County

#### DIRECTOR DISTRICT 7

Jackie Magnuson  
Rosemount-Apple Valley-Eagan

#### DIRECTOR DISTRICT 8

Tom Conlon  
St. Paul

#### DIRECTOR DISTRICT 9

Eunice Cross  
Foley

#### DIRECTOR DISTRICT 10

Lisa Carlson  
Underwood

#### DIRECTOR DISTRICT 11

Terry Martinson  
Mountain Iron-Buhl

#### DIRECTOR DISTRICT 12

Gary Anderson  
Grygla-Gatzke

#### EXECUTIVE DIRECTOR

Bob Meeks  
St. Peter

June 28, 2004

Dear Superintendent:

It's time to renew your district's membership to MSBA!

On behalf of your Association's board and staff, I want to thank you for the opportunity to "support, promote and enhance" your important work. We look forward to another year of serving your board and school district.

Your dues invoice is included with this letter. MSBA's Board of Directors has adopted an operating budget of \$2,798,420 for fiscal year 2004-05. Dues are the stabilizing support for any association. Without the strong support of membership through the payment of dues, MSBA can neither maintain nor expand the menu of programs and services needed and enjoyed by our members.

New this year: Your dues include free access to the Public Education Employee Relations Network (PEERNet). Prior to this year, districts were billed a separate fee to use PEERNet. MSBA's Board of Directors voted to bundle PEERNet with overall dues to ensure every board member and administrator in the state has access to this important negotiations tool. MSBA will offer free training on this system throughout the year, and, as always, technical assistance is only a phone call away.

In these years of financial strain, members naturally want to ensure they are getting the maximum service and benefits for their dues. In addition to PEERNet, here is a list of some of your membership's primary benefits:

- Free on-call assistance on matters ranging from the open meeting law to personnel issues to NCLB implementation to elections. Checking with MSBA first may save significantly on attorney fees.
- Lobbying at the state and federal level coupled with daily Capitol updates.
- Negotiations training and master agreement analysis.
- Access to the MSBA Insurance Trust, which offers competitive rates and programs designed specifically for school districts.
- Access to Policy Services and customized policy audits.
- Free registration to the annual Leadership Conference for the entire district leadership team.
- Free "toolkits," such as the School Board Recognition Week program, Powerpoints to explain issues to your community and talking points on major issues.
- Free on-call communications consulting. Additionally, the Ambassador Program spreads the "good news" about your schools and dispels myths about public education.

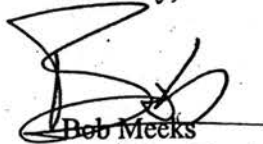
(over)

- Reduced-cost board training, including seminars, workshops and customized inservice training brought to your board room. Online training is available for your convenience.
- Access to money-saving cash management and borrowing programs, including but not limited to the Minnesota School District Liquid Asset Fund Plus, the Minnesota Tax and Aid Anticipation Borrowing Program and the Lease Purchase Program.
- Free electronic and print postings for administrative job vacancies.
- Free pocket calendar listing important dates for elections and education-related events.
- Free subscriptions to MSBA publications, including the following: *Boardcaster*, *Journal* magazine, *Capitol Compass* (electronic) and *Management Services Newsletter* (electronic). Members also receive MSBA's Service Manual, a comprehensive listing of education-related laws and regulations.
- Free electronic news clipping service from the state's daily and weekly newspapers.
- MSBA Online, the Association web site that provides round-the-clock access to information and services.

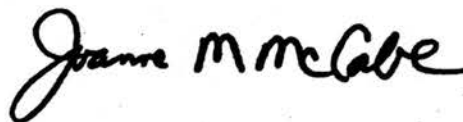
Subscribers to Policy Services will also find their renewal notice with this letter. Policy revisions keep your district in compliance with current law. You can access and download all model policies from the MSBA website 24 hours a day, 7 days a week. Also, our policy consultants are here to answer your questions about policy issues. If you are not a member of Policy Services, please call us for more information.

MSBA is recognized nationwide as an outstanding service organization, and we will strive to uphold that reputation. MSBA's board and staff look forward to working with you. If you have any questions, please don't hesitate to call your Association office at 800-324-4459.

Sincerely,



Bob Meeks  
Executive Director



Joanne McCabe (Madelia)  
MSBA President



# Minnesota School Boards Association

1900 West Jefferson Ave.

St. Peter, MN 56082-3015

## INVOICE

DATE	INVOICE #
7/2/2004	ISD05-202

ISD #152 Moorhead  
Supt. Larry Nybladh  
810 4th Avenue South  
Moorhead MN 56560

MSBA: Support, promote and enhance the work of local school boards.

DUE DATE

11/15/2004

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Dues	Membership Dues Fiscal Year 7/1/2004 to 6/30/2005  Dues for ISD #152 MOORHEAD are based on 5,534.48 "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2003, as provided by the Minnesota Department of Education.  In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.	1	7,049.00	7,049.00
QUESTIONS ABOUT THIS INVOICE? 800-324-4459 • 507-934-2450 FAX 507-931-1515 www.mnmsba.org			TOTAL	\$7,049.00

CUSTOMER COPY

89

MEMO #: S-05-006

TO: School Board

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

DATE: July 1, 2004

RE: 2004-2005 Lakes Country Service Cooperative Agreement

Attached please find the 2004-2005 service agreement with the Lakes Country Service Cooperative.

The membership cost is \$5,000. All other services are fee based.

Suggested Resolution: Move to approve the 2004-2005 Lakes Country Service Cooperative service agreement as presented.

LPN:mde  
Attachment



JUN 3 0 2004



# Lakes Country Service Cooperative

DuWayne Balken, Executive Director  
1001 East Mount Faith • Fergus Falls, MN 56537  
Telephone: 218-739-3273 • Fax: 218-739-2459 • Website: www.lcsc.org

*To provide and promote the development of quality services that are sensitive and responsive to customers' needs*

June 29, 2004

To: Region IV Superintendents

From: DuWayne Balken, Executive Director *D. Balken*

Re: FY 2005 Program Participation Agreement

Attached you will find the participation agreement for your district for the upcoming fiscal year (2005).

The far left column shows the areas that your district participated in throughout FY 2004. The next column is for you to identify the areas/programs your district plans to participate in during the next school year. The student counts used to calculate the membership fee are based on final FY 04 data provided by the Minnesota Department of Education.

Lakes Country Service Cooperative continues to strive to meet the needs of our member districts by adding new programs and services. We once again look forward to serving your districts needs for the 2005 fiscal year.

If you have any questions, please contact our office at your convenience.

Chairperson  
David Schornack, Perham

Mike Boen, At-Large  
Barry Bergem, Battle Lake  
Supt. Janet Mohr, Ex-officio, Frazee/Vergas

Vice Chairperson  
Norman Kolstad, Underwood

Robert Block, Otter Tail County  
Kim Hasbargen, Breckenridge  
Supt. Janet Mohr, Ex-officio, Frazee/Vergas

Service Cooperative Board of Directors

Clerk  
Jim Fish, City of Fergus Falls

Rachel Grieger, New York Mills  
James Wilson, Campbell-Tintah  
Supt. Dave Pace, Ex-officio, Breckenridge; Campbell-Tintah

Treasurer  
Tom Kunnrow, Fergus Falls

Roger Peterson, Hawley

"AN EQUAL OPPORTUNITY EMPLOYER"

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

**Contracts and Service Agreements Between  
Lakes Country Service Cooperative And Region IV School District Members**

The Moorhead Public School will be participating in the following service agreements with Lakes Country Service Cooperative for Fiscal Year 2004-2005.

FY 2004  
Services

Will Participate  
in FY 2005

YES

NO

SERVICE

COST

*Administrative Services*

<u>x</u>	—	—	1. LCSC Membership Student Count - 5365	\$ 1,200 per district plus 1.50 per student, maximum of \$5000	<u>\$5,000.00</u>
<u>x</u>	—	—	2. Capital Outlay LCSC Site - Fergus Falls Facility Moorhead Site - Youth Ed. Services	Maintenance Fund \$600 per district \$400 per district	<u>\$600.00</u> <u>\$400.00</u>
<u>x</u>	<u>x</u>	—	3. Administrative Inservice/Workshops	Participation fee of training expenses	—
—	—	—	4. Comparable Worth	A. \$225 per day plus expenses B. \$30/hr follow-up service	—
<u>x</u>	—	—	5. Cooperative Purchasing	No Charge for members	—
<u>x</u>	<u>x</u>	—	6. Health & Safety	Separate Contract	—
<u>x</u>	<u>x</u>	—	7. Health & Safety Management Assistance Program	Separate Contract	—
—	—	—	8. Insurance/ Risk Management Offerings		
—	—	—	A. Health Pool		
—	—	—	B. VEBA Plans		
—	—	—	C. Life Pool		
<u>x</u>	<u>x</u>	—	D. Long Term Disability Pool		
—	—	—	E. Long Term Care		
—	—	—	F. Vision Eye Care Program		
—	—	—	G. Property/Casualty through MSBAIT		
—	—	—	H. Workers Comp. - Retro Program		
—	—	—	I. Wellness Program		
—	—	—	J. Worksite Health Screening Service		
—	—	—	K. Voluntary Dental Program		
—	—	—	L. Other		
—	—	—	9. Print Services Newsletters, Envelopes, Letterhead, NCR, etc.	Time and Materials Project quotes available	—

**Contracts and Service Agreements Between  
Lakes Country Service Cooperative And Region IV School District Members**

FY 2004 Service	Will Participate in FY 2005		SERVICE	COST
	YES	NO		
			<i>Educational Services</i>	
<u>  x  </u>	<u>  x  </u>	<u>    </u>	10. No Child Left Behind/MN Academic Standards Support Program	\$2500 base fee plus .50 per K-12 student enrollment.
<u>    </u>	<u>    </u>	<u>    </u>	11. Early Childhood/Family Education Regional Services Coordination	\$730 plus .55 per 0-4 Child Count
<u>    </u>	<u>    </u>	<u>    </u>	12. Early Childhood Educators/School Readiness	Contracted for individual distructs
<u>    </u>	<u>    </u>	<u>    </u>	13. Early Childhood Lending Library	Parenting Materials and ECFE Educational curriculums \$200 per district with unlimited usage, \$175 per district if member of Regional Services ( #11)
<u>    </u>	<u>    </u>	<u>    </u>	14. Media Services	\$4.75 per student - Unlimited Usage <u>          </u>
<u>  x  </u>	<u>  x  </u>	<u>    </u>	15. Framework for Understanding Poverty	Funded through workshop fees
<u>  x  </u>	<u>  x  </u>	<u>    </u>	16. Staff Development	Fee based on participation
<u>    </u>	<u>  x  </u>	<u>    </u>	17. Principals Academy	Based on workshop participation fees
<u>  x  </u>	<u>  x  </u>	<u>    </u>	18. Computer Software Training	Fee based on participation
			<i>Student Academic Programs</i>	
<u>  x  </u>	<u>  x  </u>	<u>    </u>	19. Knowledge Bowl - Jr. High	\$40.00 per team per meet <u>          </u>
<u>  x  </u>	<u>  x  </u>	<u>    </u>	20. Knowledge Bowl - Sr. High	\$190.00 per team <u>          </u>
<u>    </u>	<u>    </u>	<u>    </u>	21. Young Writers Conference	\$25.00 per participant <u>          </u>
<u>  x  </u>	<u>  x  </u>	<u>    </u>	22. Spelling Bee	No Fee
<u>    </u>	<u>    </u>	<u>    </u>	23. Inventors Congress	\$20.00 per participant <u>          </u>
<u>    </u>	<u>    </u>	<u>    </u>	24. Honors Program (Banquet)	District responsible for \$250.00 scholarship plus the cost of banquet meals for district participants. <u>          </u>

1. *Journal of the American Medical Association*, 1997; 277: 1033-1037.

*Superintendent*

*LCSC Executive Director*

Date \_\_\_\_\_

**Charlotte Mauro**

94

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 14, 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:** Erickson moved, seconded by Tomhave, to approve the agenda as presented. Motion carried 7-0.

**WE ARE PROUD:**

**\*\*\* We Are Proud** of Moorhead teams that placed first at the Moorhead Regional Destination ImagiNation Tournament held March 13, 2004 at Moorhead High School.

Moorhead's Regional Tournament is one of nine Destination ImagiNation Regional Tournaments in Minnesota. First-place and second-place winners from Moorhead's Regional Tournament qualified to represent the region at the Destination ImagiNation State Tournament on April 17, 2004 at Blaine High School.

The Moorhead Elementary team SIDI finished first in Destinations in Time at the regional tournament and eighth at the state tournament. Team members are: Genevieve Kafka, Jenna Pender, Lizzy Ross, Libby Sternhagen, Becca Trautman, Taylor Baldwin, and Chalsey Falk. The team is managed by Scott Sternhagen.

The Moorhead Senior High team, Pharcikal Phredriques placed first at the Moorhead tournament and fifth in the state in the Cartoon Dimensions challenge. Team members are: Tom Bergland, Sarah Kenz, Jennifer Astrup, Caroline Moos, Kelsey Keimig, Emily Patterson, and Jessamy Alto. Team managers are Sandy and Bill Kenz.



**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 14, 2004  
PAGE 2**

Destination ImagiNation, a creativity and problem solving program for youth of all ages, has thousands of participants in 47 U.S. states, 15 countries and Canadian provinces participating annually.

**MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:** None.

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

Grant Applications - Approve the following grant applications: 1) Title II, Part D for Elementary and Secondary Education Act (ESEA), related to technology. The total formula grant request is \$24,144. The amount reserved for technology staff development is \$6,036 which is 25 percent of the total formula grant amount. 2) McKinney-Vento Education for Homeless Children and Youth. The district is requesting \$54,074 in funding to further a districtwide effort to develop consistent and comprehensive educational programming for homeless children and youth across educational settings in 2004-05. Lynne Kovash will act as the local education agency representative for both grants.

Gifts - Accept donations as follows: Lonnie Docter - a used microwave valued at \$50 for use in the Horizon Middle School teachers lounge and \$5,321 for the 2004 School Safety Patrol/ Minnesota Twins trip and -F-M Red Hawks games from the following organizations; Moorhead American Legion Post 21 - \$1,000; Moorhead VFW Auxiliary Post 1223 - \$500; Clay County Safety Council - \$600; Teamsters Local #116 - \$500; George Washington PTAC - \$500; Robert Asp PTAC - \$250; Thomas Edison PTAC - \$500; Riverside PTAC - \$500; Education Moorhead - \$325; Ward Muscatell Automotive Group Inc - \$50; John C. Arneson Agency - \$125; Randy's Electric - \$100; Vikingland Kiwanis - \$250; St. Joseph's Home and School Association - \$71; and Moorhead Letter Carriers Union - \$50. A total of 544 safety patrol members participated in the two baseball experiences. These community civic groups and organizations have consistently supported these trips for 21 years.

Summer Program - Approve the Summer Migrant Education Program as described and hiring of teaching staff.

Facility Usage Agreement - Authorize the district administration to sign the facility agreement with the American Red Cross in the event of a disaster.

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 14, 2004  
PAGE 3**

New Employees

Dana Sande - Supervisor of Online Planning and Assessment, Townsite, C41 (5) \$23.32, effective May 24, 2004. (Replaces Todd Kaste)  
Kristi Rowekamp - Early Childhood Special Education Teacher, Early Intervention Services, MA (1) \$34,572.00 effective for the 2004-2005 school year. (Replaces Kari Yates)  
Christin Dvoracek - Art Teacher, Senior High, BA (0) \$ 24,593.16, .87 FTE effective for the 2004-2005 school year (Staffing Plan increase)  
Amy Jorgenson - English Teacher, Senior High, BA (0) \$28,268.00 effective for the 2004-2005 school year. (Replaces Dawn Bolstad)  
Anne McLarnan - Media Secretary, Sr. High A13 (5) \$11.75, effective for the 2004-2005 school year. (Replaces Robyn Yliniemi)  
Amy Bjerke - Developmentally Cognitive Delayed Teacher, Sr. High, MA+15 (5) \$41,784.00, effective for the 2004-2005 school year. (Replaces Marilyn Larson)  
Matthew Kroulik - Industrial Tech Teacher, Sr. High, BA (0) \$28,268.00, effective for the 2004-2005 school year. (Replaces Christina Long)

Resignations

Kari Bolme - Paraprofessional, Probstfield, effective June 4, 2004  
Karel Varriano - Paraprofessional, Riverside, effective June 4, 2004  
Sheila Bjerke - Registrar Secretary, Sr. High, effective June 18, 2004

Change in Employment Contract

Patricia Geraghty - Early Intervention Services/Early Childhood Special Education Secretary from 9 months to 10 months.

Secretarial Recall

Anne Schneider - Health Tech Secretary, St. Joseph's School & Park Christian School, 20 hours per week, 9 months per school year, effective for the 2004-2005 school year.

Holiday Date Changes - Approve the following named holiday adjustments as follows: 1) The Independence Day holiday which falls on a Sunday, for 2004 be moved to Monday, July 5, 2004; 2) Since Christmas Eve falls on a Friday and Christmas Day falls on Saturday in 2004, that the holidays be moved to Thursday, December 23, 2004 and Friday, December 24, 2004; and 3) Since New Years Eve falls on a Friday and New Year's Day falls on a Saturday in 2005, that the holidays be moved to Thursday, December 30, 2004 and Friday, December 31, 2004.

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 14, 2004  
PAGE 4**

Minutes - Approve the May 10 and 24, 2004 Meeting Minutes as presented.

Claims - Approve the June Claims, subject to audit, in the amount of \$2,687,977.13.

General Fund:	\$402,474.46
Food Service:	66,531.28
Community Service:	60,565.86
Building Construction	2,158,405.53
TOTAL	\$2,687,977.13

Motion carried 7-0.

**COMMITTEE REPORTS:** Brief reports were heard regarding the Religious Release Time Focus Group meeting.

**APPROVAL OF CITY OF MOORHEAD REQUEST FOR JOBZ REVISION:** Beth Grosen, Business Devilmment Specialist presented information related to the request for JOBZ revision.

Hohnadel moved, seconded by Ladwig, to approve the following resolution: WHEREAS, the Moorhead Area Public Schools, ISD No. 152 School Board, on September 8, 2003 passed a resolution approving certain County parcels to be included in a regional application for a Job Opportunity Building Zone, and WHEREAS, the City of Moorhead was a participant in the regional Job Opportunity Building Zone application done by the West Central Initiative Fund; and WHEREAS, the regional application submitted by the West Central Initiative Fund was approved by the Department of Employment and Economic Development; and WHEREAS, the City of Moorhead wishes to modify the acreage in the Job Opportunity Building Subzone; NOW, THEREFORE, BE IT RESOLVED Moorhead Area Public Schools, ISD No. 152 School Board upon careful consideration and review hereby approves the modifications as identified in Table 1.

**REGULAR MEETING**  
**BOARD OF EDUCATION**  
**INDEPENDENT SCHOOL DISTRICT #152**  
**TOWNSITE CENTRE**  
**JUNE 14, 2004**  
**PAGE 5**

Table 1  
**JOBZ BOUNDARY ADJUSTMENT**  
 May 27, 2004

Parcel Number	Zoning	Current Acreage	Amendment	Revised Acreage
210233000	13/TZ	128.88	-4.13	124.75
589001505	TZ	561.98	-501.37	60.61
585070091	13	3.99	-3.99	0
585070090	13	7.21	-7.21	0
589001506	TZ	17.55	-17.55	0
586370010				
(w 1/2)	13	0	1.14	1.14
589001706B	13	0	23.68	23.68
585050025	13	0	1.92	1.92

Motion carried 7-0.

**APPROVAL OF PROPERTY AND CASUALTY INSURANCE RENEWALS:** Tom Quam of Bremer Insurance discussed the quotes received and trends in the insurance industry.

Ladwig moved, seconded by Hohnadel, to approve the insurance packages as recommended by Tom Quam of Bremer Insurance. Motion carried 7-0.

**APPROVAL OF DISTRICT-WIDE SECURITY SYSTEMS BID:** Chuck Hale of ECI and Dan Markert presented information related to the security system bid process.

Tomhave moved, seconded by Erickson, to approve ECI of Fargo, North Dakota in the amount of \$234,371.32 for the scope of work described in the bid specification for the school district security system. Motion carried 7-0.

**APPROVAL OF POLICY:** Fagerlie moved, seconded by Tomhave, to approve the policy, Student Activity Fees (542), as presented. Motion carried 7-0.

**APPROVAL OF POLICY:** Siggerud moved, seconded by Hohnadel, to approve the policy, Student Discipline (551), as modified. Motion carried 7-0.

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 14, 2004  
PAGE 6**

**APPROVAL OF POLICY:** Tomhave moved, seconded by Fagerlie, to approve the policy, Credit for Learning of Minnesota Graduation Standards (Graduation Standards Implementation Policy E ) (653), as presented.

**APPROVAL OF POLICY:** Hohnadel moved, seconded by Tomhave, to approve the policy, Student Transportation Safety (721), as presented. Motion carried 7-0.

**APPROVAL OF MAJOR MAGNITUDE FIELD TRIP:** Siggerud moved, seconded by Ladwig, to approve the Moorhead High School Orchestra trip to Washington, D.C. Motion carried 7-0.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Chair Thompson noted the the MSBA Summer Seminar will be held August 11-13, 2004. Board members were asked to notify Michelle with their travel plans. Thompson stated she would not be attending the seminar. Chair Thompson also reminded Board members of the upcoming July 20 School Board Retreat.

**CLOSE PUBLIC MEETING:** Hohnadel moved, seconded by Ladwig, to close the public meeting at 8:24 p.m., pursuant to M.S. 13D.05, Subdivision 3, to conduct the Superintendent's annual evaluation. Motion carried 7-0.

The meeting recessed at 8:24 p.m.; the Chair reconvened the meeting at 8:32 p.m.

**OPEN PUBLIC MEETING:** Tomhave moved, seconded by Hohnadel, to open the public meeting at 11:13 p.m. Motion carried 7-0.

**ADJOURNMENT:** Hearing no objections, the meeting adjourned at 11:14 p.m.

---

Carol Ladwig, Clerk



**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 28, 2004  
PAGE 1**

**MEMBERS PRESENT:** Lisa Erickson, Cindy Fagerlie, Carol A. Ladwig, Kristine Thompson, Bill Tomhave, and Dr. Larry P. Nybladh.

**MEMBERS ABSENT:** Sonia Hohnadel and Mike Siggerud.

**CALL TO ORDER:** Chairwoman Thompson called the meeting to order at 7:03 p.m. and led everyone in attendance with the Pledge of Allegiance.

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

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

**WE ARE PROUD:**

**\*\*\* We Are Proud** of the Moorhead High School Economics team for winning the National Economics Challenge in New York City on May 24. Each team member won a \$3,000 savings bond. Team members are Tim Weaver, Nick Sternhagen, Zack Kenz, and Ben Hanna. The team coach is Doug Johnson.

The competition is sponsored by the National Council on Economic Education and Goldman Sachs investment firm.

**\*\*\* We Are Proud** of the Moorhead High boys track team for winning the True Team State Track Championship. Moorhead won by four points over Mounds View who has won for the last six years.

Team members are Stephen Astrup, Jed Dahnke, Zachery Dale, Matthew Fuxa, Tyler Hagen, Joshua Karch, Benjamin Klungtvedt, Shawn Kostich, Karl Nyberg, Kristopher Peterson, Scott Peterson, Caleb Saum, Matthew Schneider, Jay Siebels, Austin Volla, John Anderson, Ryan Andvik, Michael Bosman, Michael Hagen, Justin Heinze, Erik Hest, Brian Hoots, Cory Johnson, Kyle Klever, Adam Kne, James Krajsa, Tyler Larson, Matthew Peterson, Ryan Posch, Tyler Thorsen, Derrick Turner, Nathan Appel, Nicholas Denny, Cory Eidem, Brockston Spandl, Devin Zelaya, Dorian Zelaya, Michael Blake, Matthew Dohman, Erik Hanson, Erik Lien, Paul

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 28, 2004  
PAGE 2**

Lillehaugen, and Douglas Lordemann. Coaches are Jon Moe, Shamas Funk, Tony Spandl, Dennis Nelson, Tom Dooher, and Randy Smith.

**\*\*\* We Are Proud** of the Moorhead High School boys and girls track teams for competing at the state meet. Team members who participated at state are Tyler Hagen, Ben Klungtvedt, Brockston Spandl, Michael Hagen, Cory Johnson, Austin Volla, Matt Fuxa, Corey Eidem, Jay Siebels, Joshua Karch, Karl Nyberg and Sammantha Kouba. Individual results from the state track meet in Blaine are Cory Johnson, eighth place in the 100 meter dash; Jay Siebels, Corey Eidem, Tyler Hagen, and Austin Volla, sixth place in the 4 x 100 relay team; Ben Klungtvedt, tenth place in the 3200 meter; Michael Hagen, tenth place in the 110 hurdles; and Brockston Spandl, twelfth place in the pole vault.

The boys track coaches are Jon Moe, Shamas Funk, Tony Spandl, Dennis Nelson, Tom Dooher, and Randy Smith. The girls track coaches are Heather Hindt and Brady Baxter.

**\*\*\* We Are Proud** of Jon Moe for being named Section 8 Track Coach of the Year and True Team State Track Coach of the Year.

**MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:** None.

**CONSENT AGENDA:** Tomhave moved, seconded by Fagerlie, to approve the following items on the Consent Agenda:

**Agreements** - Approve the student teaching agreements with Minnesota State University Moorhead, North Dakota State University and University of Wisconsin -LaCrosse for the 2004-05 school year.

**Dairy and Bakery Bids** - Accept the dairy bid received from Dean Foods/Land O'Lakes and the bakery bid received from Pan O Gold Baking Company.

**Termination of Non-Licensed Position**

Sally Dandurand - Paraprofessional, .38 FTE, due to the result of declining enrollment and financial limitations, reduction of non-licensed employee positions under Minnesota Statute 123B.02, and in accordance with contract provisions.

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 28, 2004  
PAGE 3**

Parental Leave

Sara Lundwall - Teacher, Shelter Care, to begin on May 18, 2004 until October 18, 2004.

Change in Employment Contract

Catherine Rockstad - part-time Title 1 Teacher at Hopkins to full-time Media Specialist at Reinertsen effective August 31, 2004.

Crystal Specht - Spanish Immersion Teacher, Hopkins Elementary from full time to half time effective August 31, 2004.

Karen Reiersen - Kindergarten Teacher, Robert Asp Elementary from full time to half time effective August 31, 2004.

Family/Medical Leave

Catherine Rockstad - Media Specialist, Reinertsen Elementary, to begin approximately September 2, 2004 until December 1, 2004.

Motion carried 5-0.

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

**APPROVAL OF PART TIME AND SUBSTITUTE PAY SCHEDULE CHANGE:** Erickson moved, seconded by Tomhave, to approve the pay schedule as presented. Motion carried 4-1; Fagerlie dissenting.

**HEALTH AND SAFETY PLAN:** Ladwig moved, seconded by Erickson, to accept Attachment 99 criteria for the school district's Health and Safety Plan. Motion carried 5-0.

**APPROVAL OF 2004-2005 ANNUAL OPERATING PLAN:** Erickson moved, seconded by Fagerlie, to approve the 2004-05 Annual Operating Plan which includes the preliminary budget for the 2004-05 school year. Motion carried 5-0.

**SUPERINTENDENT'S ANNUAL EVALUATION:** Thompson reported on the completion of the Superintendent's Annual Evaluation.

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 28, 2004  
PAGE 4**

Ladwig moved, seconded by Tomhave, to record that pursuant to M.S. 13D.05, Subdivision 3, the Superintendent's Annual Evaluation was completed on Monday, June 14, 2004. Motion carried 5-0.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Ladwig reminded Board members to attend the press conference at Horizon Middle School on Tuesday, June 29 at 10 a.m. regarding the new housing development. Chair Thompson noted the next Board meeting would be held on July 19.

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

---

Carol Ladwig, Clerk



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: July 12, 2004

RE: Sale of Property

Attached please find a purchase agreement for the sale of property described as, Lots Thirteen (13), Fourteen (14) and Fifteen (15), in Block Four (4) of Moore's First Addition, to the Lake Agassiz Habitat for Humanity. The purchase price is \$10,000. The sale of property relates to a cooperative effort with the City of Moorhead and the local Habitat Chapter. The proposed project will provide new housing for the community as well as bringing a family to our community.

Please contact me if you have questions regarding this agreement.

Suggested Resolution: Move to approve the purchase agreement for the sale of property described as, Lots Thirteen (13), Fourteen (14), and Fifteen (15), in Block Four (4) of Moore's First Addition, to the Lake Agassiz Habitat for Humanity for the purchase price of \$10,000.

MLW:mde  
Attachment



PURCHASE AGREEMENT

1. PARTIES: This Purchase Agreement is made on July \_\_\_\_, 2004, by and between Independent School District No. 152, whose address is 810 Fourth Avenue South, Moorhead, Minnesota, SELLER, and the Lake Agassiz Habit for Humanity, whose address is PO Box 1022, Moorhead, Minnesota, BUYER.

2. OFFER/ACCEPTANCE: Buyer offers to purchase and Seller agrees to sell real property legally described as follows, to-wit:

Lots Thirteen (13), Fourteen (14) and Fifteen (15), in Block Four (4) of Moore's First Addition to the City of Moorhead,

located at 11th Street North and 10th Avenue North, City of Moorhead, County of Clay, state of Minnesota.

3. ACCEPTANCE DEADLINE: This offer to purchase, unless accepted sooner, shall be null and void at 11:59 P.M., July 30, 2004, and in such event all earnest money shall be refunded to Buyer.

4. PERSONAL PROPERTY AND FIXTURES INCLUDED IN SALE: This purchase agreement is for land only. No personal property or fixtures are included in this sale.

5. PRICE AND TERMS: The price for the real property included in this sale is Ten Thousand Dollars (\$10,000.00) which Buyer shall pay as follows: The said sum of Ten Thousand Dollars (\$10,000.00) to be paid at the time of closing. Closing shall occur not more than sixty (60) days after delivery of an updated Abstract of Title to the Buyer from the Seller evidencing good marketable title in the Seller.

6. DEED/MARKETABLE TITLE: Upon performance by Buyer, Seller

shall execute and deliver a Warranty Deed, conveying marketable title, subject to:

- (A) Building and zoning laws, ordinances, state and federal regulations;
- (B) Restrictions relating to use or improvement of the property without effective forfeiture provisions;
- (C) Reservation of mineral rights by the State of Minnesota;
- (D) Utility and drainage easements which do not interfere with existing improvements;
- (E) Exceptions to title which constitute encumbrances, restrictions or easements which have been disclosed to Buyer and accepted by Buyer in this Purchase Agreement: any restrictive covenants of record.

7. REAL ESTATE TAXES AND SPECIAL ASSESSMENTS: Real estate taxes and special assessment installments, if any, due and payable in 2004 shall be prorated between Seller and Buyer on a calendar year basis to the actual date of closing. Real estate taxes and special assessment installments, if any, due and payable in 2003 and prior years are the responsibility of the Seller. Real estate taxes and special assessment installments, if any, due and payable in 2005 and thereafter are the responsibility of the Buyer.

8. DAMAGES TO REAL PROPERTY. If the real property is substantially damaged prior to closing, this Agreement shall terminate and the earnest money shall be refunded to Buyer. If the real property is damaged materially but less than substantially prior to closing, Buyer may rescind this Agreement by notice to Seller within twenty-one (21) days after Seller notifies Buyer of such damages, during which 21-day period Buyer may inspect the real

property, and in the event of such rescission, the earnest money shall be refunded to Buyer.

9. SELLER'S BOUNDARY LINE, ACCESS, RESTRICTIONS AND LIEN WARRANTIES: Seller warrants that there is a right of access to the real property from a public right of way. Seller warrants that there has been no labor or material furnished to the property for which payment has not been made. Seller warrants that there are no present violations of any restrictions relating to the use or improvement of the property. These warranties shall survive the delivery of the deed or contract for deed.

10. CONDITION OF PROPERTY: The property is sold in a "AS IS, WHERE IS" condition. The Buyer specifically waives any requirements that the Seller deliver a property condition disclosure statement.

11. DISCLOSURE OF NOTICES: Seller has not received any notice from any governmental authority as to violation of any law, ordinance or regulation. If the property is subject to restrictive covenants, Seller has not received any notice from any person as to a breach of the covenants.

12. STATUTORY DISCLOSURE: Seller certifies that Seller is not aware of any underground or above ground storage tanks located on or under the premises.

Seller certifies that there are no water wells located on the property and that the premises do not contain any individual sewage treatment systems.

13. POSSESSION: Seller shall deliver possession of the

property on the date of closing. Any utility charges for services to the premises shall be prorated between the parties as of the date of closing.

14. EXAMINATION OF TITLE: Within a reasonable time after acceptance of this Agreement, Seller shall furnish Buyer with an Abstract of Title or a Registered Property Abstract certified to date including proper searches covering bankruptcies and State and Federal judgments, liens and levied and pending special assessments. Buyer shall have ten (10) days after receipt of the Abstract of Title or Registered Property Abstract either to have Buyer's attorney examine the title and provide Seller with written objections or, at Buyer's own expense, to make an application for a Title Insurance Policy and notify Seller of the application. Buyer shall have ten (10) business days after receipt of the Commitment for Title Insurance to provide Seller with a copy of the Commitment and written objections. Buyer shall be deemed to have waived any title objections not made within the applicable ten (10) day period for above, except that this shall not operate as a waiver of Seller's covenant to deliver a statutory Warranty Deed, unless a Warranty Deed is not specified above.

15. TITLE CORRECTIONS AND REMEDIES: Seller shall have 120 days from receipt of Buyer's written title objections to make title marketable. Upon receipt of Buyer's title objections, Seller shall, within ten (10) business days, notify Buyer of Seller's intention to make title marketable within the 120-day period. Liens or encumbrances for liquidated amounts which can be released

by payment or escrow from proceeds of closing shall not delay the closing. Cure of the defects by Seller shall be reasonable, diligent and prompt. Pending correction of title, all payments required herein and the closing shall be postponed.

(A) If notice is given and Seller makes title marketable, then upon presentation to Buyer and proposed lender of documentation establishing that title has been made marketable, and if not objected to in the same time and manner as the original title objections, the closing shall take place within ten (10) business days or on the scheduled closing date, whichever is later.

(B) If notice is given and Seller proceeds in good faith to make title marketable but the 120-day period expires without title being made marketable, Buyer may declare this Agreement null and void by notice to Seller, neither party shall be liable for damages hereunder to the other, and earnest money shall be refunded to Buyer.

(C) If Seller does not give notice of intention to make title marketable, or if notice is given but the 120-day period expires without title being made marketable due to Seller's failure to proceed in good faith, Buyer may seek, as permitted by law, any one or more of the following:

(1) Proceed to closing without waiver or merger in the deed of the objections to title and without waiver of any remedies, and may:

(a) Seek damages, costs and reasonable attorney's fees from Seller as permitted by law (damages under this subparagraph (a) shall be limited to the cost of curing objections to title, and consequential damages are excluded); or,

(b) Undertake proceedings to correct the objections to title;

(2) Rescission of this Purchase Agreement by notice as provided herein, in which case the Purchase Agreement shall be null and void and all earnest money paid hereunder shall be refunded to Buyer.



(3) Damages from Seller including costs and reasonable attorney's fees, as permitted by law;

(4) Specific performance within six months after such right of action arises.

(D) If title is marketable, or is made marketable as provided herein, and Buyer defaults in any of the agreements herein, Seller may elect either of the following options, as permitted by law:

(1) Cancel this contract as provided by statute and retain all payments made hereunder as liquidated damages. The parties acknowledge their intention that any note given pursuant to this contract is a down payment note, and may be presented for payment notwithstanding cancellation;

(2) Seek specific performance within six months after such right of action arises, including costs and reasonable attorney's fees, as permitted by law.

(E) If title is marketable, or is made marketable as provided herein, and Seller defaults in any of the agreements herein, Buyer may, as permitted by law:

(1) Seek damages from Seller including costs and reasonable attorney's fees;

(2) Seek specific performance within six months after such right of action arises.

TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.

16. SUBDIVISION OF LAND: If this sale constitutes or requires a subdivision of land owned by Seller, Seller shall pay all subdivision expenses and obtain all necessary governmental approvals. Seller warrants that the legal description of the real property to be conveyed has been or will be approved for recording as of the date of closing.

If this sale constitutes a sale of a portion of a singular

taxed parcel, the parties mutually agree that they shall arrange for payment of the entire year's real estate taxes which are due and payable in the year that this sale occurs so as to enable the Buyer to record all transfer documents. The real estate taxes shall be paid by the respective parties in accordance with Paragraph 7 of this agreement.

17. MINNESOTA LAW: This contract shall be governed by the laws of the State of Minnesota.

**THIS IS A LEGALLY BINDING CONTRACT, BEFORE SIGNING,  
CONSULT A LAWYER.**

We agree to sell the property for the price and terms and conditions set forth above.

Dated: \_\_\_\_\_

SELLER:

INDEPENDENT SCHOOL DISTRICT NO. 152

By: \_\_\_\_\_

We agree to purchase the property for the price and terms and conditions set forth above.

Dated: \_\_\_\_\_

BUYER:

LAKE AGASSIZ HABIT FOR HUMANITY

By: \_\_\_\_\_

OFFICE OF TEACHING & LEARNING MEMO #: 1.05.003



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Moorhead High School Student Handbooks  
DATE: July 7, 2004

Attached is the student handbook from Moorhead High School . According to the School Board Policy 221, the handbook is to be presented to the School Board for annual review.

The handbook is available in a print copy as well as on the district web site at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us).

**SUGGESTED RESOLUTION:** Move to approve the Moorhead High School Handbook as presented.

LAK/kmr  
Attachment

### Our Mission:

*"To develop the maximum potential of every learner to thrive in a changing world."*

### Moorhead High School Daily Class Schedule 2004-05

Period 1	8:25 - 9:10	Block 1	8:25 - 9:55
Period 2	9:15 - 10:00		
Period 3	10:05 - 10:50	Block 2	10:05 - 11:35
Period 4	10:55 - 11:40		
Period 5	11:45 - 12:30	Block 3	11:45 - 1:15 or 12:15 - 1:45
Period 6	12:35 - 1:20		
Period 7	1:55 - 2:40	Block 4	1:55 - 3:25
Period 8	2:45 - 3:30		

#### Lunch Schedule

11:40 - 12:15	Art - Science - Math	5 & 6 Blocked	Class 12:15- 1:45
12:30 - 1:05	English - Social St. - World Lang.	5 & 6 Blocked	Class 11:45 - 12:30
	*Split Lunch (class - eat - class)		Eat 12:30 - 1:05
			Class 1:05 - 1:50
1:20 - 1:55	ALL Skinnies (45 min) 5th and 6th in all departments		
	5 & 6 Blocked		
	Business - FCS - Health - PE - LSS - Music		Class 1:55
	Theatre Arts		

Deposits to lunch accounts may be made from 8:00-9:30 a.m. or 3:00-3:30 p.m. daily.

Deposits must be made before 9:30 in order to be available for use the same day.

#### SHORTENED SCHOOL DAY SCHEDULE

Period 1	10:25 - 10:55	Block 1	10:25 - 11:25
Period 2	11:00 - 11:30		
Period 3	11:35 - 12:05	Block 2	11:35 - 12:35
Period 4	12:10 - 12:40		
Period 5	12:45 - 1:15	Block 3	1:15 - 2:15
Period 6	1:20 - 1:50		
Period 7	2:25 - 2:55	Block 4	2:25 - 3:25
Period 8	3:00 - 3:30		

#### Lunch Schedule

12:35 - 1:10	Art - Science - Math	5 & 6 blocked	Class 1:15 - 2:15
1:25 - 2:00	English - Social St. - World Lang.	5 & 6 Blocked	Class 12:45 - 1:25
	(Split Lunch)		Eat 1:25 - 2:00
			Class 2:00 - 2:15
2:15 - 2:50	All Skinnies (45) 5 & 6 in ALL DEPARTMENTS		
	5 & 6 Blocked		
	Business - FCS - Health - Phy. Ed. - LSS Classes	Class 2:50	
	Music - Theatre Arts		

**SEVERE WEATHER RELATED SCHOOL CLOSINGS:** Occasionally the Superintendent of Schools will announce an emergency school early dismissal, late start or cancellation of school due to extreme heat, cold, snow or ice. As soon as the decision to close schools is made, an announcement will be made on all local radio and television stations. If you hear no announcement concerning Moorhead Schools, you should assume that school is open and a regular schedule is being followed. In the event schools are closed due to severe weather conditions, all after-school activities will be canceled.

See Shortened School Day Schedule for the two-hour late start to the school day.

For additional information refer to School Board Policy 711 on the school district Web site or in the school office.

**CRISIS MANAGEMENT:** Moorhead High School has a crisis management plan to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school.

For additional information refer to School Board Policy 710 on the school district Web site or in the school office.

**ATTENDANCE:** We believe that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the students.

Attendance is of vital importance and it is essential that all efforts be made by the staff members of Moorhead Area Public Schools to ensure excellent attendance by the students of the district. The Moorhead School Board is committed to support staff members in every way possible to encourage optimum attendance. Class attendance is a joint responsibility of parents, students, and administration.

For additional information refer to School Board Policy 515 on the school district Web site or in the school office.

#### **EXCUSED AND EXTENDED EXCUSED ABSENCES**

**Excused Absences:** The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. The student has the right and obligation to make up any work missed with full credit. The State of Minnesota recognizes the following reasons for excused absence: personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged are personal requests for **absence made 24 hours in advance** (e.g. legal appointments, religious activities, travel, family vacations, competitions, state tournaments and school activities). We encourage parents to hold these requests to a minimum.

**Extended Excused Absences:** Students will occasionally request, with parent/guardian approval, to be absent for an extended period of time. In an effort to be consistent, the district will use the following guidelines: A request should be for absences that involve educational trips or competitions (usually with parents or coaches) only. Any request to leave school for vacations, going to work, etc. should be restricted. All requests will be dealt with by the appropriate grade level administrator. The school will be the final authority in excusing the student and issuing an Advance Make-up Slip.



**Notification of Absences:** Notifying the school of absences which fall into one of the excused categories is the responsibility of the parent/guardian of the student. Calls should be made the morning of the absence or a note should be brought in by the student on the morning of his or her return to school. **If an absence has not been excused in 48 hours it will remain unexcused.** The attendance numbers are 284-2303 and 284-2304.

**UNEXCUSED ABSENCES:** Unexcused absences are all absences which can be avoided or delayed, and for which prior arrangements and/or approval have not been made through the principal's office. These absences indicate that the student is absent from school with or without the consent of parents, but the excuse given is not acceptable to the school administration. Unexcused absences or truancy receive no daily credit for work missed. Common unexcused absences may be: missing the bus, car trouble, oversleeping, work at home, work at a part-time job, need for extra sleep, baby sitting, hair appointments, shopping, visiting friends, skipping class, job interviews, not returning to school following noon hour, leaving school ill without checking out with the health office, falsifying notes or explanations for absence, etc.

1. An unexcused absence will result in detention time assigned.
2. Repeated offenses will result in detention time assigned as well as a parent/guardian contact regarding the problem.
3. Continued unexcused absences in class will result in referral to the Student Assistance Team and parent/guardian conference to determine a contract regarding future attendance.
4. Coaches and advisors will be advised of team members/students who have unexcused absences. When an unexcused absence is verified, a student will not be permitted to participate in each of that day's or the next day's scheduled extracurricular activities (e.g. practice, game, rehearsal).

**MEDICAL RELATED ABSENCE:** Parents/guardians should follow the same reporting procedure listed under "Notification of Absences" for medical related absences. Students should bring medical excuse (verified by doctor or designated signee) or an appointment card verifying the appointment to the attendance office upon their return school. Physician verification will be required for excused absences if personal illness goes beyond three (3) consecutive days. If administration believes other reasons, other than illness, may underlie the repeated absences medical verification may be requested.

**ILLNESS DURING THE SCHOOL DAY:** Students becoming ill during the school day, except in case of emergency, are to report to their regular class, then get a pass to the health office. If it is necessary to go home, the health office staff will contact the student's parent(s)/guardian or authorized representative to obtain release permission. If a parent(s)/guardian or authorized representative cannot be contacted, the student will remain in school. Friends will not be excused to transport students. **Students who do not check out through the office are considered unexcused.**

**HABITUAL TRUANT:** A habitual truant is a student who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

**TARDINESS:** Tardiness to class will be dealt with by each teacher as deemed appropriate; detention may be assigned as outlined in each teacher's discipline policy which will be explained to students at the beginning of each school year.

**DETENTION:** Detention will be held daily before school and after school. Detention **can not** be served during the scheduled school day of 8:25 a.m.-3:30 p.m. Detention will be assigned for unexcused absences and may be assigned for other disciplinary reasons.

Freshmen, sophomores and juniors who fail to attend detention will be assigned in-school suspension the following day. In-school suspension does not necessarily remove the obligation to serve any assigned hours of detention.

Seniors are responsible for monitoring detentions assigned for attendance or other reasons and serving them in a timely manner. Students with unserved hours of detention and their parents will be notified regularly. If a senior has not served all of his or her assigned hours of detention by the second to the last Friday before graduation ceremonies, that senior will not be allowed to participate in the ceremonies.

**ABSENCES FOR STUDENT ACTIVITIES:** Student activities should be scheduled around the school day whenever possible. Students who miss a particular class consistently due to activities could have this privilege removed if their grade average begins to decline. Teachers are encouraged to report failing grades to students, parents, and administration as deemed appropriate. Students will not be granted excused absences from classes the morning following out-of-town activities. If unusual circumstances are present, they will be dealt with on an individual basis. Students in school-sponsored activities should not assume that they have the right to an extended deadline for school work.

**MAKE-UP POLICIES FOR EXCUSED ABSENCES**

**EXCUSED ABSENCES:** For excused absences, a student shall be allowed two (2) school days for each absent day to make up any additional work missed and receive a grade. A teacher may require additional assignments to compensate for any loss of class discussion and lecture information. School work not turned in to a teacher within the two-day guidelines may result in the assignment receiving a lower grade or no credit. In the case of a prolonged excused absence, a deadline should be mutually agreed upon by teacher and student. A principal will mediate if mutual agreement is not reached.

**ADVANCE MAKE-UP:** In the event that a student is aware he or she will be absent from school, either part of a day or all day, the student is to request the excuse by written note at least 24 hours in advance of the absence. The student then must present the Advance Make-up Slip to each teacher one (1) day prior to the date of absence. All assignments are to be made up in advance unless specific arrangements are made with teachers.

**OUT-OF-SCHOOL SUSPENSION (OSS):** "Suspension" means an action taken by the school principal or designee prohibiting a student from attending school in accordance with the Pupil Fair Dismissal Act. The purpose of suspension is to remove the student from the school environment and to provide time for professional staff, parent/guardian and student to discuss the matter and bring about an agreement of future conduct.

**IN-SCHOOL SUSPENSION (ISS):** In-School Suspension is used as an alternative to out-of-school suspension for students whose misbehavior is passive. Students assigned to in-school suspension do receive credit for work that can be done in the ISS room. Parents of students assigned to ISS will be notified.

**PASSES:** Students who need to leave their classes for purposes such as the washroom, office, health office, locker, or counselor must obtain a pass from their classroom teacher. Students are not excused from scheduled classes to participate in school activities unless approved by a building administrator. Students who abuse passes by being disruptive or using them excessively may lose this privilege. Students may be denied pass privileges after three (3) unexcused absences. Reinstatement of pass privileges will occur only after a suitable plan for correcting attendance problems has been developed by the student, submitted to the administration and followed successfully.

**DISCIPLINE HANDBOOK:** All students receive a copy of the Moorhead Area Public Schools discipline handbook at the start of each school year. Students are responsible to know its contents. School discipline policies apply at all events in which the school is involved, regardless of the site, as well as on school transportation.

For additional information refer to School Board Policy 551 on the school district Web site or in the school office.

**GUIDELINES FOR VISITORS TO MHS:** City ordinances and state statutes require that all visitors report to the main office immediately for a visitor's permit. Visitor passes **will not** be issued to students who wish to bring a guest to school during the regular school day. Students who wish to bring a guest who is not currently enrolled at Moorhead High School to school dances must first obtain permission from the principal. Unauthorized persons in the building will be asked to leave and will be reported to the police; failure to leave will result in trespassing charges being filed.

For additional information refer to School Board Policy 905 on the school district Web site or in the school office.

**DRUG-FREE/WEAPON-FREE SCHOOL:** The area around Moorhead High School is a drug and weapon-free zone. Anyone caught possessing or selling drugs or anyone caught possessing, using, or recklessly handling a dangerous weapon may be subject to increased penalties as defined by state law.

For additional information refer to School Board Policies 572 and 576 on the school district Web site or in the school office.

**TOBACCO:** Moorhead High has been designated a tobacco-free building. Tobacco in obvious possession – in hand, in mouth, lit or unlit, or the exhaling of smoke is a violation. Tobacco use or possession, including smokeless tobacco, is not permitted by any student on school premises, at school activities, on school buses or on any field trips. The penalty for smoking shall be a three-day suspension from classes for the first offense. A parent conference will take place upon reentering school. Any additional offense will cause five days out-of-school suspension and a parent conference.

For additional information refer to School Board Policy 573 on the school district Web site or in the school office.

**DRUG AND ALCOHOL ABUSE:** Any student who intentionally sells, gives, uses or is under the influence of chemicals in school, on school property or at school related activities (including buses) shall be subject to the following:

1. Suspension from school
2. Referred for a chemical evaluation
3. Reported to the appropriate law enforcement agencies for possible legal action
4. Parental conference upon readmission

For additional information refer to School Board Policy 572 on the school district Web site or in the school office.

**STUDENT DRESS AND APPEARANCE:** It is the policy of the Moorhead Area Public Schools to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified. Head coverings and hats are not allowed to be worn in the building between the hours of 8:00 a.m. and 3:30 p.m. except with the approval of the building principal.

The state health department requires that students wear shirts and shoes when in the building.

For additional information refer to School Board Policy 577 on the school district Web site or in the school office.



**MOORHEAD AREA PUBLIC SCHOOL DISTRICT 152 POLICY AGAINST RELIGIOUS, RACIAL, SEXUAL ORIENTATION, NATIONAL ORIGIN, AND SEXUAL HARASSMENT AND VIOLENCE**

1. Everyone at Moorhead Area Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, sexual orientation, national origin, or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sexual orientation, national origin, sex or gender:
  - a. name calling, joking or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If you believe you have been the victim of any type of harassment you should report it to any school district official.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. The school district will investigate all reports of religious, racial, sexual orientation, national origin, or sexual harassment or violence and the school district will take all appropriate actions based on your report.
7. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported a concern.
8. This is summary of the school district policy against religious, racial, sexual orientation, national origin, and sexual harassment and violence.

For additional information refer to School Board Policy 570 on the school district Web site or in the school office.

**HAZING:** "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

**Reporting Procedure**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, coaches/advisors, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might

include hazing. Any such person who received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

For additional information refer to School Board Policy 571 on the school district Web site or in the school office.

**DISRUPTIVE BEHAVIOR:** Students who display disruptive behavior in a class may be removed from that class by a teacher or principal for up to five (5) days, placed in in-school suspension with the opportunity for parent-teacher conference provided. A second referral for disruptive behavior may result in permanent removal from the class after the opportunity for a conference with the student and parent(s)/guardian is provided. Students are expected to behave in an appropriate manner in the hallways between classes as well as before and after school.

Moorhead recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of activities such as violence and destruction of property. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. As a result, any dress, signals, or gestures identifying gang membership/affiliation are prohibited.

**BULLYING:** 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.

For additional information refer to School Board Policy 578 on the school district Web site or in the school office.

**BUILDING HOURS:** Students should not be in the building before 7:55 a.m. and must leave before 4:00 p.m. unless arrangements have been made with a staff member or they are involved in school activities. Students who remain in the building outside of the designated building hours and cause disruptions will be referred to legal authorities.

**CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR:** Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

For additional information refer to School Board policy 721 on the school district Web site or in the school office.

**PROCESS FOR ADDRESSING CONCERNS:** When parents have concerns, they are asked to first contact the school employee who is nearest to the situation causing concern. If they do not receive satisfaction from that person, they should then contact the building principal or program director for assistance. If the matter is still unresolved, they are advised to contact the superintendent of schools. The parent may be asked by the superintendent to state the concern in writing and summarize the action to date. Should that fail, an appeal may be filed with the School Board.

**LOCKERS:** Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school



authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Lockers have been assigned to each student. Students are expected to use the locker that is assigned to them and are not allowed to share lockers. Locks for lockers will be provided by the school. A deposit of \$10 will be collected from each student and will be returned upon the student's graduation or withdrawal from MHS when the lock is returned to the main office. If you lose your lock, you must pay an additional \$10 deposit to obtain a new one. Students are not allowed to write on the inside or outside of any locker. The use of a school locker is a privilege. Students who fail to comply with school locker use guidelines may lose locker use privileges. Replacement cost for lockers is \$80 plus installation fee.

Lockers should always be locked when not in use. Do not give your combination to anyone else. Lockers should not be considered safe from theft. The school assumes no liability in the case of theft. Random locker checks will be conducted, and law enforcement K-9 units will randomly check lockers four to six times per year. We encourage students not to leave money or valuables in their lockers. Please leave valuables at home. In the rare instance that you must bring something of value to school, please leave it in the office so that it can be stored in the vault for the day and returned to you when school is dismissed.

For additional information refer to School Board Policy 574 on the school district Web site or in the school office.

**NUISANCE DEVICES:** Because of the potential for disruption to the learning environment, students are not to bring items to school which may create a danger, create a disturbance or may interfere with the normal conduct of the school. These devices typically may include, but are not limited to: water guns, chains, radios, tape players, beepers, electronic games, CD players, or laser lights. **Cell phones are also included as a nuisance device and should not be seen or used in the school building between the hours of 8:15 - 3:30.**

**COMPUTER USE/COPYRIGHT POLICIES:** Computers are provided for student use at several locations. Students are advised that "computer hacking," use of the computers to duplicate copyrighted materials or other inappropriate use may result in losing access to the machines and/or referral to authorities. Faculty and administrative computers are off limits to students.

For additional information refer to School Board Policies 730 and 731 on the school district Web site or in the school office.

**VANDALISM:** Students who destroy or vandalize school property will be required to pay for losses or damages. If you should happen to damage something by accident, please report it to a teacher or the office immediately.

**IMPROPER ACTIVATION OF FIRE ALARMS:** The improper activation of fire alarms is illegal. Any student who causes a false alarm will be suspended and referred to legal authorities. A second offense may result in expulsion.

**REGISTRATION:** Students will have conferences with a counselor upon entering ninth grade at which time a four-year plan will be discussed. This conference serves as a guide for registration each succeeding year. All students who request admission to Moorhead High School and have not attended a high school for the previous two weeks or longer will be encouraged to enroll in alternative education options for the remainder of the semester. These students will be eligible to enroll at the start of the next year or semester. Students who are expelled from another school district for violent actions will not be enrolled at Moorhead High School. Students who have failed a significant number of middle school/junior high courses may be required to take alternative/remedial course work as a condition of entering the high school.

**GRADUATION REQUIREMENTS:** This year's seniors (graduating in 2005) must complete 22 credits. This year's juniors (graduating in 2006) must complete 24 credits. This year's sophomores and freshmen (graduating 2007 and 2008) must complete 26 credits. Along with completion of credits, students must also fulfill all the requirements of the Minnesota Academic Standards and district approved standards including passing Basic Skills Tests in writing, reading, and mathematics. Each student must complete a graduation application no later than the semester preceding graduation.

All students participating in the graduation exercises must have completed the required minimum number of credits and met graduation requirements.

**GRADUATION DEFICIENCIES:** Students who fail to meet graduation requirements at the end of four years of attendance will be permitted to continue in school and carry a course load sufficient to permit them to meet graduation requirements the following year.

**FOREIGN EXCHANGE STUDENTS:** Moorhead High School welcomes foreign exchange students who are sponsored by accredited agencies. All foreign exchange students are classified as freshmen, sophomores or juniors. Foreign exchange students are not eligible for status as a senior and are not entitled to graduation from Moorhead High School.

**COUNSELING DEPARTMENT:** One of the first resource people you will meet at Moorhead High school is your counselor. Your counselor is available to assist you in many areas of your high school career including:

- planning and developing an academic program that best fits your needs,
- identifying career goals and interests, providing resources which will give current information about colleges and other post-secondary institutions, and,
- helping you make good decisions about concerns and conflicts in your personal life.

Moorhead High School is proud to have five licensed professional school counselors on staff to work with parents and students. MHS also has a licensed professional addiction counselor and several outreach workers to assist with student concerns which include chemical usage, attendance, and nontraditional high school programming.

9th grade counselor	Toni Bach	284-2313
10-12 A-G	Chad Mattson	284-2319
10-12 H-N	Jeff Robinson	284-2316
10-12 O-Z	Sarah Miller	284-2315
Student Assistance	Jill Lavelle	284-2314

Your counselor is truly interested in helping you succeed at MHS. Make it a point to get to know your counselor and see him or her frequently. Students are free to talk to any counselor, not just their assigned one.

**MARKING SYSTEM:** Moorhead High School uses letter grades of A, A-, B+, B, B-, C+, C, C-, D, D+, D-, and F. An "I" will indicate an incomplete in a subject. Assignments must be completed for credit no later than two weeks from conclusion of a course or the incomplete will be changed to **failure**. Special cases should be cleared with your counselor or principal.

**PASS/FAIL OPTION:** Students taking five or more classes are eligible to request pass/fail in one or more classes but must be graded in a minimum of four classes. Check with your counselor for forms. These must be signed and returned prior to the last day of the grading period in the first or third quarter. Pass/fail is available only on a semester basis. You may not take pass/fail for only one quarter. Once you have been graded, you cannot change to a pass/fail option. Students who drop two grade levels below the average that they are capable of carrying could have this option removed the first or third quarter, and they would be graded by letter grade in the course for the rest of the semester. Students who fail a course and retake it at a later time will have their original failure replaced by the more recent grade.

**TESTING OUT OPTION:** A student may receive credit for a course on a pass/fail basis before, during or after taking that course by successfully demonstrating mastery of its content through a testing

process. For more information, please see your counselor.

**CLASS AUDIT:** Any student who wishes to audit a class for no credit should meet with the course instructor and the assistant principal for details.

**HONOR STUDENTS:** In order to be considered for honor roll status, a student must meet the following standards:

"A" honor roll: an average of 3.75 or better

"B" honor roll: an average of 3.00 and less than 3.75

A = 4.00, A- = 3.75, B+ = 3.50, B = 3.00, B- = 2.75, C+ = 2.50, C = 2.00, C- = 1.75, D+ = 1.50, D = 1.00, D- = .75

Seniors with a G.P.A. of 3.70 or higher through the first semester will be named a Moorhead Honor Student.

**ACADEMIC LETTER:** The purposes of the academic letter are motivation, incentive and recognition for work well done. The Academic Letter Committee follows these guidelines/qualifications:

- Grade 9 - 3.80 cumulative G.P.A. through first semester of Grade 9
- Grade 10 - 3.70 cumulative G.P.A. through first semester of Grade 10
- Grade 11 - 3.65 cumulative G.P.A. through first semester of Grade 11
- Grade 12 - 3.60 cumulative G.P.A. through first semester of Grade 12

**REPORT CARDS:** Report cards are issued at the end of each nine-week quarter. They include a letter grade for each subject and a report on attendance and tardiness. If you feel there is an error on your report card, bring it to the registrar's office and report it to the secretary. The last report card of the year will be mailed to the student's home.

**HONOR CARDS:** Gold cards will be given to students who earn a 3.5 - 4.0 G.P.A.; Silver to students with 3.0 - 3.49; White to students who improve their G.P.A. by .2 over the previous semester. Cards will be valid for one grading period and will be reissued each quarter. Students must present both an ID and their card for each use. Lost cards will not be replaced. Discounts and premiums are for the cardholders use only. Abuse or misuse of the card will result in its forfeiture. Cards may also be forfeited at the discretion of the administration.

**UNSATISFACTORY WORK REPORTS:** Parents will be sent reports indicating unsatisfactory work in a subject near the midpoint of the course or any time students are not performing up to their capabilities. **Parents should contact the teacher who sent the report for a conference.** Teachers will send these reports while there is still time to improve the grade for that quarter.

**DROPPING A CLASS:** Once you are enrolled in a class, you may drop it only after consultation with a counselor. You will also need parental permission. In most instances, you cannot drop a class with fewer than 15 students enrolled. If you drop a class, you will report to an assigned designated area for that hour for the remainder of the semester. Once a student has been graded with a letter grade, a withdrawing student will receive a failing grade and no credit.

**TRANSFERS OR WITHDRAWALS:** If you wish to transfer from Moorhead High, report to the counseling office for a withdrawal form. Complete the form and take it to all your teachers, the library, your counselor and the assistant principal for their signatures. After all signatures have been obtained, return the form to the registrar's office. All textbooks should be returned to teachers as you check out with each of them. Records will be sent to another school only after all obligations have been met.

For additional information refer to School Board Policy 517 on the district Web site or in the school office.

**TRANSFER STUDENTS/GRADUATION:** Students who transfer in as a senior may graduate by meeting the previous school's requirements and, therefore, be awarded a diploma by that school. If



students plan to participate in Moorhead High School's graduation ceremony, they must meet district requirements.

**MINNESOTA POST-SECONDARY ENROLLMENT OPTIONS ACT:** As enacted by the 1985 Minnesota Legislature, with approval and acceptance, juniors and seniors may enroll for courses at an approved institution of higher learning as part of the student's full-time high school enrollment and receive both college credit and credit toward high school graduation requirements. No charge will be made to the student for the costs of tuition, fees and required textbooks and materials. All books and materials must be returned. If interested, see your counselor.

**INDEPENDENT STUDY OPTIONS:** Students who are interested in taking a course as independent study should contact a counselor. Independent study courses involve a considerable amount of reading, writing, and individual study.

**HOUSEBOUND INSTRUCTION:** Students who are absent for 10 consecutive days are eligible for homebound instruction. Authorization from a physician must be on file requesting the same. All requests for homebound instruction are to be directed to the health office and then to the Learner Support Services office (284-3715) and can be initiated before the time lines are in effect.

**MINNESOTA CHOICE PROGRAMS:** The open enrollment option is available for students to attend the Minnesota school of their choice. The deadline for an application for open enrollment is January 1 of the preceding year. See your counselor for more information.

For additional information see School Board Policy 511 on the school district Web site or in the school office.

**CURRICULUM REVIEW:** Parents have the right to review the curriculum and to determine which instruction will be provided by the parent. For more information, please contact the assistant superintendent for teaching and learning, a principal or counselor regarding policy 620/620.2

**ACTIVITIES:** All students are eligible if they meet activity guidelines, but not all students will earn the privilege to participate in activities. Skill, tenacity, hard work and attitude are the primary factors in determining who will participate and represent our school. Moorhead High shall be represented by students who are good citizens, scholars and athletes willing to abide by prescribed rules and high standards. This privilege and honor carries with it responsibilities to the community, school faculty and student body they represent. To ensure that the standards and ideals of Moorhead High are upheld and requirements enforced uniformly, standards of conduct have been established. Advisors or coaches may enforce rules that are more strict than those established, but these are minimum rules that must be enforced:

1. Any student failing two or more classes, or having two or more incompletes, will be ineligible for a minimum of two weeks. Student eligibility will be monitored at the end of each nine week grading period. Students deemed ineligible will have to provide evidence that they have achieved passing status or have satisfied any incompletes to regain eligibility.
2. There shall be no conduct by students participating in activities, whether or not that activity is currently in season, that will bring discredit to the student, parents, activity, school or community. Penalties for rule violations will be administered at the discretion of school officials.
3. Moorhead School Board Policy and the Minnesota State High School League rules shall be enforced as the minimum standard of conduct for all participants in activities.
4. Students are expected to be in school on the day of a contest, play, concert or event as well as the following day. Violations may result in a forfeiture of practice on the succeeding day, loss of the right to appear in a public performance or meet and/or an unexcused absence.
5. Students must dress appropriately when representing the school. Neat, casual dress clothes are appropriate.
6. Awards and honors are presented in trust. Should the student violate that trust, the honor or award may be revoked. Fees are charged to participate in certain school activities and all athletic programs. However, the total fee for any student shall not exceed \$100 per year.

For additional information regarding activity eligibility, fees, travel, or lettering information refer to School Board Policies 541, 542, 543 and 545 on the school district Web site or in the school office.

**EXTRA CURRICULAR ACTIVITIES/ATHLETIC PROGRAMS:** For information on how to participate in these or other MHS activities check with your counselor, the advisor, or the activities office. Groups include:

Carolers	Business Professionals of America
Debate	Mock Trial
Cho Kio (Yearbook Staff)	Key Club
Apollo Strings	Knowledge Bowl
Math Competition	Student Council
Drama	Science Olympiad
Speech	Pep Band
Student Newspaper	Industrial Arts Competition

**Athletic Programs:** The following sports are available to students at Moorhead High School:

<u>Fall:</u>	Cross Country - girls and boys
	Football - boys
	Soccer - girls and boys
	Tennis - girls
	Swimming - girls
	Volleyball - girls
	Dance line - girls
	Cheerleading - girls and boys
<u>Winter:</u>	Basketball - boys and girls
	Swimming - boys
	Gymnastics - girls
	Wrestling - boys
	Hockey - boys and girls
	Dance line - girls
	Cheerleading - girls and boys
<u>Spring:</u>	Track - boys and girls
	Golf - boys and girls
	Tennis - boys
	Baseball - boys
	Softball - girls

**SCHOOL SPIRIT/SPORTSMANSHIP:** Moorhead Area Public Schools shares a vision with the Minnesota State High School League in seeking and maintaining high standards of sportsmanship in all sponsored programs. To be educationally sound, activities must provide a setting in all programs where important values such as dignity, equity, fairness and respect are fostered. Good sportsmanship enhances respect for opponents and officials through efforts at showing self-control and by showing genuine concern for others. It is the responsibility of students, coaches, faculty, cheerleaders, adult spectators, officials and the media to pursue these values.

Attending school sponsored events is a privilege, not a right. Inappropriate conduct at school sponsored events may result in the loss of this privilege.

#### SCHOOL SONG

Onward Moorhead, Onward Moorhead  
Fight right through that line!  
Onward Moorhead, Onward Moorhead  
Victory sure this time!  
Onward Moorhead, Onward Moorhead



Fight on for your fame!  
So fight, Moorhead, fight-fight-fight  
To win this game.

**STUDENT INSURANCE:** The school district does not carry insurance on students. However, student insurance is available at a nominal cost on an individual basis. Contact the activities office for details.

**FUND RAISING:** All fund raising projects by any student group must be approved in advance by the advisor, principal, and Assistant Superintendent for Teaching and Learning.

**UNCOLLECTED FEES:** Fees assessed for damaged or lost books, school projects, damage to school property, or other expenses that have been accrued by students but remain unpaid after July 1 following the end of the school year will be referred to a collection agency.

**MUSICAL INSTRUMENT RENTAL FEES:** The Moorhead School Board authorizes a rental fee of \$20 per instrument each semester for each child playing a school owned instrument. Students are also expected to sign an agreement listing their obligations for the maintenance of the instrument or repair of any damage beyond what may be expected from normal use.

The fee requirement may be waived if any of the following circumstances prevail:

1. If a family cannot afford to pay the fee (as determined by the building principal by using the Application for Educational Benefits (Free or Reduced-Price School Meals) criteria).
2. In situations where students who provide their own musical instruments are asked to switch to a school-owned instrument to obtain a balance in instrumentation, no fee will be requested.
3. No student will be denied the right to participate in music because of any or all of the above.

For additional information refer to School Board Policy 831 on the school district Web site or in the school office.

**PROTECTION AND PRIVACY OF PUPIL RECORDS:** The following information is considered public information and may be disclosed unless the school principal is notified that this information is considered private. \*\*State law requires that the names, addresses, and home telephone numbers of students in grades 11 and 12 be released to military recruiting officers unless a parent notifies the school in writing of their objection.

Name  
Date & place of birth  
Participation in activities  
Height and weight of team members  
Dates of attendance  
Degree and awards  
Most recent and previous school

For additional information regarding refer to School Board Policies 303 and 504 on the school district Web site or in the school office.

**RELEASE OF INFORMATION:** Students over the age of 18 who wish to restrict school correspondence to their parents must notify the office of the restriction and provide an address to send future correspondence.

**PATRIOTIC EXERCISES:** The School Board believes that one's respect of country is promoted by the ceremonies and observances held in the public schools and that the flag of the United States is a symbol of our American heritage and democratic ideals. In all classroom buildings K-12, the Pledge of Allegiance to the flag of the United States of America will be recited at least one or more times each week.

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

For additional information refer to School Board Policy 633 on the school district Web site or in the school office.

**FIELD TRIPS:** All school policies apply to students on field trips 24 hours a day for the duration of the trip.

**PARENT TEACHER ADVISORY COUNCIL (PTAC):** The PTAC is composed of parents and staff members who wish to become more actively involved at Moorhead High School. Meetings are held once per month. All parents are welcome to become members and are encouraged to call the main office for more information.

**SURVEILLANCE EQUIPMENT:** Moorhead High School premises are under the protection of video surveillance equipment during all hours of the day and evening.

**TELEPHONES:** The four free telephones in the commons are for student use. Calls are limited to three minutes. **Students may not use the office telephones.**

**MESSAGES:** All emergency messages will be handled by an administrator.

**FOOD AND BEVERAGES:** Other than appropriate classes, (e.g. Family Consumer Science), students are not to bring food into classrooms. Food must stay in the commons during the lunch shifts.

**VENDING MACHINES:** Vending machines are located in the common areas. Pop cans, candy wrappers and other items of this nature should be properly disposed of in the trash cans in the commons. Federal law prohibits vending machines from being turned on when school breakfast and lunch are served.

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

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

**Student Parking of Motor Vehicles in School District Locations**

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving motor vehicles to Moorhead High School may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways or in other designated areas, (e.g. staff, visitors or busing lanes). Vehicles in violation of parking regulations or appearing to be abandoned will be towed at owner expense.

**Patrols, Inspections and Searches**

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

**Student Use of Motor Vehicles**

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

### **Violations**

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

Bus service is provided to all eligible students.

For additional information refer to School Board Policy 575 on the school district Web site or in the school office

**COMMUNICATION ASSISTANCE:** If a parent or guardian is in need of accommodations to communicate with a child's school or to participate in a child's education, please contact Moorhead High at (218) 284-2300 to make a request. Examples of accommodations include: TDD at a child's school, large print or Braille materials, accessible meeting facilities, sign language interpreter or assistive listening device kit for all meetings, conferences, activities, etc.

**HEALTH CARE:** The health office is located in the Administrative office complex. A health tech is on duty from 8:00 a.m. to 4:00 p.m. A licensed school nurse staffs the health office on a part-time basis and is on call in case of emergencies.

Parents of students with special health conditions should notify the nurse at the beginning of the school year. Staff will be notified of special health conditions concerning their students.

The school does not provide aspirin or any other medication for students. If students need medication dispensed during school hours, parents must provide the health office with a physician's written order, written parental authorization and a properly labeled container with specific directions about how and when the medication is to be administered in school. Students may self-administer medication if the appropriate arrangements are made through the health office. Please contact the school nurse regarding any questions about medications in school.

Students who become ill in school should report to their teacher and obtain a pass to go to the health office. If it is necessary for a student to go home because of illness or injury, parents will be contacted to confirm those plans. Parents are asked to contact the main office with information regarding where they can be reached during the day and the name of a person who can be contacted when parents are unavailable in an emergency situation. Students should remain at home if they have a contagious illness or a temperature of 100 degrees or higher.

Minnesota law requires all students in grades 7-12 to have completed the primary series of immunizations including a total of two MMR (measles, mumps, rubella) vaccinations, at least three polio vaccinations, and a tetanus/diphtheria (TD) booster at or after age eleven. Students who have a medical or conscientious exemption from these requirements must have an exemption form on file in the health office.

Vision and hearing screening is done based on referrals from teacher, parents or students if a problem is suspected or as part of the assessment for special education services.

All school-related accidents (including extracurricular and out-of-town activities) should be reported to the nurse. Accident reports and emergency cards are kept on file in the nurse's office. A student who is absent from the classroom for an extended period of time (2-3 weeks) because of health problems should notify the counselor who will make arrangements for homebound tutoring.

Students who leave the school during the day due to illness must check out through the health office regardless of the circumstances. **Students who do not check out with the health office will be considered unexcused.**

For additional information regarding immunizations refer to School Board Policy 530. For additional information regarding medication refer to School Board Policy 532. These can be found on the

school district Web site or in the school office.

**MEDIA CENTER:** The high school media center is easily accessible to the students and staff from 7:30 a.m. to 4:00 p.m.

At the high school we have a large and excellent collection of materials that serve both the academic and recreational needs and interests of our students. These include over 22,000 fiction and nonfiction books, 130 magazine subscriptions, several daily and weekly newspapers, general and specific reference materials, both in print and electronic format, microfiche and pamphlets on current topics and computer programs with instructional and application software, plus an excellent career and college program call GIS. CD-ROM software and access to remote databases such as the Internet are also available. Equipment, including a small computer lab, microfiche readers and printers, a photocopy machine and laser disk players are also available for student use. A highly qualified staff is available to help students in both areas.

Students are responsible for returning materials on time so that they are available for use by others. If something is lost or damaged, the original cost of the item will be charged. Overdue lists are posted on the bulletin board across from the office and in the library. Students with excessive overdue materials will lose their checkout privileges until their overdue materials are returned.

Students who are unable to abide by library policy and are disrupting other students or staff will be sent back to their class or study hall and will lose some or all of their library privileges. Food, radios, cards, games, etc. are not allowed in this facility. The deliberate abuse of any of the materials, programs or equipment located in the library/media center will be referred to a principal for disciplinary action.

**HANDBOOK ONLINE:** A current version of the Moorhead High School Student Handbook is available online at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us). The online version contains any changes to the handbook as well as links to related board policies.

**PESTICIDE USE:** Occasionally pesticides are used to control harmful insects. Students will be notified if pesticides are used in the building or on the grounds.

## School Calendar 2004-2005

August 31	K-12 Teacher Workshops
September 1-3	K-12 Teacher Workshops
September 6	Labor Day Holiday
September 7	K-12 Classes Begin
September 9	Back to School Night
September 24 & 25	Homecoming Parade, Game, Dance
October 18	Parent Teacher conferences (p.m. only)
October 19	Parent Teacher conferences (a.m. & p.m.)
October 20	No School
October 21 & 22	Education Minnesota - No School
November 5	Teacher Workshops - No School
November 10	End of First Quarter
November 25 & 26	Thanksgiving Holiday
December 23	Winter Break Begins
January 3	Classes Resume
January 17	Teacher Workshops - No School
January 21	End of First Semester
January 24	Teacher Workshops - No School
January 25	Basic Skills Test (Writing)
February 1	Basic Skills Test (Reading)
February 3	Basic Skills Test (Math)
February 21	Presidents' Day Holiday
March 7	Parent Teacher conferences (p.m. only)
March 8	Parent Teacher conferences (a.m. & p.m.)
March 9	Teacher Workshops - No School
March 10 & 11	Spring Break - No School
March 25	Holiday - No School
April 1	End of Third Quarter
April 12-14	Basic Skills Tests (Seniors only)
May 3	MCA Testing (Grade 10 Reading, Grade 11 Math)
May 30	Memorial Day Holiday - No School
June 2	Last Day for Students
June 3	Teacher Workshops - No School
June 5	Graduation

### **STORM MAKEUP DAYS**

June 3, 6, 7, 8 2005 & beyond





To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: July 12, 2004

RE: Structural Balance

The Omnibus K-12 Education Act of 2001 requires a school board to pass a resolution verifying that any collective bargaining agreement approved after July 1, 2001, does not cause structural imbalance in the school district's budget during the period of the agreement. At this time I am recommending the following resolution, which is supported with the attached information. If you have further questions regarding this matter, please contact me at your convenience.

Suggested Resolution: Move to approve the Individual Settlement-Balanced Budget Projection as presented in regards to the Master Agreement for Custodians.

MLW:mde  
Attachment

# Minnesota Department of Education

Division of

## Program Finance - Financial Management

### Individual Settlement Budget Projection

Minn. Stat. § 123B.749 Structurally Balanced School District Budget  
Individual Settlement Budget Projection Form

Error occurred while process page - see below for error(s)

District Number: 0152-01

District Name: MOORHEAD

Date of Submission: Mon Jul 12 15:03:21 CDT 2004

General Fund(01)	(2004)	(2005)	(2006)	(2007)
Revenues (ALL General)				
01 - Current Revenue		43228198	42808398	43665073
Anticipated Revenue		43228198	42808398	43665073
Expenditures				
Settlement Salary/Benefits		1081968	1131307	1165246
All Other 01 Costs		44197031	45605680	46973850
Total General Fund(01) Balance	11945128	9894326	5965738	1491715

### Food Service Fund(02)

Revenues (ALL General)				
02 - Current Revenue		1494516	1524410	1554900
Anticipated Revenue		1494516	1524410	1554900
Expenditures				
Settlement Salary/Benefits		487245	537364	553485
All Other 02 Costs		1084396	1106331	1139530
Total General Fund(02) Balance	414003	336878	217593	79478

### Community Service(04)

Revenues (ALL General)				
04 - Current Revenue		1239249	1098188	1120152
Anticipated Revenue		1239249	1098188	1120152
Expenditures				
Settlement Salary/Benefits				

**HUMAN RESOURCE****MEMO #: HR .05.004**

**TO:** Dr. Larry P. Nybladh, Superintendent  
**FROM:** Ron Nybladh, Director of Human Resources  
**SUBJECT:** 2004-2006 Master Agreement for Custodians  
**DATE:** July 12, 2004

The district and the custodians, represented by the Minnesota School Employees' Association (MSEA), have reached a tentative agreement on a contract for 2004-2006.

Language changes were in the following sections of the contract:

Article VI. Salary Schedules and Rates of Pay - Section 8: License Fee Reimbursement

Article IX. Leave Provisions - Section 1: Sick Leave, Section 10: Jury Duty, Section 12: Personal Leave

Article X. Group Insurance - Section 7: Long-Term Disability Insurance, Section 12: Workers' Compensation

Article XI. Termination of Services - Section 1: Severance Pay/Deferred Compensation

Article XIII. Miscellaneous - Section 7: Probationary Period

Letter of Agreement - Vacation

Letter of Agreement - Work Schedules

The monetary settlement for the two-year contract was:

2004-2005	\$46,926	4.57%
2005-2006	<u>\$49,339</u>	<u>4.56%</u>
Totals	\$96,265	9.13%

Suggested Resolution: Move to approve the 2004-2006 Master Agreement for Custodians as presented.

RN/jg



To: Dr. Larry P. Nybladh

From: Mark Weston *mw*

Date: July 7, 2004

RE: Lincoln School Purchase Agreement

Attached please find a purchase agreement for the sale of Lincoln School to the Fargo Youth Commission. The purchase price is \$200,000. Please note that the closing would occur on or before September 1, 2004. After evaluating all conditions of the agreement, I am recommending that the purchase agreement be accepted.

Please contact me if you have questions regarding this agreement.

Suggested Resolution: Whereas, the Moorhead Area Public School District has offered Lincoln School for sale; and Whereas, Minnesota Statute does not require bidding for the sale of real property; and Whereas, Fargo Youth Commission made the highest purchase offer in the amount of \$200,000 plus contingencies as per purchase agreement. Be It Hereby Resolved, by the School Board of Independent School District No. 152, that Lincoln School be sold to the Fargo Youth Commission for the amount of \$200,000 plus contingencies as per purchase agreement and that the Chair and Clerk be authorized to sign all documents necessary to complete the sale.

MLW:mde  
Attachment

**COMMERCIAL-INDUSTRIAL  
PURCHASE AGREEMENT**

July, 2004

RECEIVED OF Fargo Youth Commission

the sum of Five Thousand and no/100 (\$ 5,000.00)

DOLLARS in the form of Check as earnest money and in part payment for the purchase of property at 215 N 10<sup>th</sup> Street situated in the County of Clay, State of MN, and legally described as follows: Lots 6-13 and E 50' Lots 14-17 and E 50' Lots 18-23, Block 6, Holes and Whites Addition - (Parcel # 583240230)

together with following personal property: Lockers and all other attached personal property BULLHAW BOARDS, CASHIERS, CHALK BOARDS, BASKET BALL HOOP, etc.

all of which property the undersigned has this day sold to the Buyer for the sum of: Two Hundred Thousand and no/100 (\$ 200,000.00) DOLLARS, which the Buyer agrees to pay in

the following manner: Earnest money herein paid \$ 5,000.00 and \$ 195,000.00 cash, on or before 9/1/2004, the date of closing and the balance of \$ N/A by

financing as shown on the attached addendum. Earnest money not to be deposited until agreement is accepted by both parties.

1. **DEED/MARKETABLE TITLE:** Subject to performance by the Buyer, the Seller agrees to execute and deliver a Warranty deed conveying marketable title to said premises subject only to the following exceptions: (a) Building and zoning laws, ordinances, State and Federal regulations. (b) Restrictions relating to use or improvement of the premises without effective forfeiture provision. (c) Reservation of any minerals or mineral rights. (d) Utility and drainage easements which do not interfere with present improvements. (e) Rights or tenants as follows: N/A

2. **REAL ESTATE TAXES.** Based on the most current tax information available whether estimate or actual, shall be paid as follows: Seller shall pay, (circle one) prorated to day of closing 12ths / all / none, 2004 (year) real estate taxes due and payable in the year 2004. Buyer shall pay, prorated from day of closing 12ths / all / none, 2004 (year) real estate taxes due and payable in the year 2004. In the event the closing date is changed, the real estate taxes paid, if prorated, shall be adjusted to the new closing date.

MINNESOTA ONLY: Seller warrants taxes due and payable in the year 2004 will be FULL/PART/NON - homestead classification.

3. **SPECIAL ASSESSMENTS:** (Strike out one.) BUYER AND SELLER SHALL PRORATE AS OF THE DATE OF CLOSING / SELLER SHALL PAY on the date of closing all installments of special assessments certified for payment with the 2004 (year) real estate taxes due and payable in 2004 (year).

(Strike out one.) BUYER SHALL ASSUME / SELLER SHALL PAY ON DATE OF CLOSING all other special assessments levied as of the date of this Agreement.

(Strike out one.) BUYER SHALL ASSUME / SELLER SHALL PROVIDE FOR PAYMENT OF special assessments pending as of the date of this Agreement for improvements.

4. **PRORATIONS.** All items customarily prorated and adjusted in connection with the closing of the sale of the property herein including but not limited to rents, operating expenses, interest on any debt assumed by Buyer, shall be prorated as of the date of closing. It shall be assumed that the Buyer will own the property for the entire date of the closing.

5. **DAMAGES TO REAL PROPERTY.** If there is any loss or damage to the property between the date hereof and the date of closing, for any reason, the risk of loss shall be on the Seller. If the property is destroyed or substantially damaged before the closing, this Purchase Agreement shall become null and void, at Buyer's option. Buyer shall have the right to terminate this Purchase Agreement within 10 days after Seller notifies Buyer of such damage. Upon said termination, the earnest money shall be refunded to Buyer and Buyer and Seller agree to sign a cancellation of purchase agreement.

6. **EXAMINATION OF TITLE.** Within a reasonable time after acceptance of this Agreement, Seller shall furnish Buyer with an Abstract of Title or a Registered Property Abstract certified to date including proper searches covering bankruptcies and State and Federal judgments, liens, and levied and pending special assessments. Buyer shall have 10 business days after receipt of the Abstract of Title or Registered Property either to have Buyer's attorney examine the title and provide Seller with written objections or, as Buyer's own expense, to make an application for a title insurance policy and notify Seller of the application. Buyer shall have 10 business days after receipt of the commitment for title insurance to provide Seller with a copy of the commitment and written objections. Buyer shall be deemed to have waived any title objections not made within the applicable 10 day period set forth above, except that this shall not operate as a waiver of Seller's covenant to deliver a Warranty Deed, unless a Warranty Deed is not specified above. If any objection is so made, Seller shall have 10 business days from receipt of Buyer's written title objections to notify Buyer of Seller's intention to make title marketable within 120 days from Seller receipt of such written objection. If notice is given, payments hereunder required shall be postponed pending correction of title, but upon correction of title and within 10 days after written notice to Buyer the parties shall perform this Purchase Agreement according to its terms. If no such notice is given or if notice is given but title is not corrected within the time provided for, this Purchase Agreement shall be null and void, at option of Buyer: neither party shall be liable for damages hereunder to the other and earnest money shall be refunded to Buyer: Buyer and Seller agree to sign cancellation of Purchase Agreement. If title to the property be found marketable or be so made within said time, and Buyer shall default in any of the agreements and continue in default for a period of 10 days, then and in that case the Seller may terminate this contract and on such termination all the payments made upon this contract shall be retained by Seller and agent, as their respective interests may appear, as liquidated damages, time being of the essence. This provision shall not deprive either party of the right to enforce the specific performance of this contract provided this contract has not been terminated and provided action to enforce such specific performance shall be commenced within six months after such right of action shall arise.

7. **POSSESSION.** Seller shall deliver possession of the property on the date of closing.

8. **REPRESENTATIONS AND WARRANTIES.** See attached addendum. NONE

9. **TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.**

10. **MINNESOTA ONLY: WELL DISCLOSURE STATEMENT.** Buyer has received the well disclosure statement.

BUYER AND SELLER INITIAL: Buyer(s) \_\_\_\_\_ Seller(s) \_\_\_\_\_ NO WELL ON PROPERTY.

11. **SPECIAL CONDITIONS / ADDENDUM.** Attached are (number) \_\_\_\_\_ addenda which are made a part of this Agreement.

12. **MISCELLANEOUS PROVISION.**

(a) **Survival.** All of the warranties, representations, and covenants of this Agreement shall survive and be enforceable after the closing.

(b) **Entire Agreement; Modification.** This Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the property. There are no verbal agreements that change this Agreement and no waiver of any of its terms will be effective unless in writing executed by the parties.

(c) **Successors and Assigns.** If this Agreement is assigned all provisions of this Agreement shall be binding on successors and assigns.

(d) **Other.** Offer contingent on Buyer and Seller obtaining formal approval from its respective boards for sale/purchase of property and satisfactory inspection and approval of property by Buyer, both of which shall be completed by 7/31/2004.

13. **ACCEPTANCE DEADLINE.** This offer to purchase, unless accepted sooner, shall be null and void at 11:59 P.M. \_\_\_\_\_ and in such event all earnest money shall be refunded to Buyer.

14. **AGENCY DISCLOSURE** Tom Kiewel (Selling Agent) DISCLOSES HE OR SHE IS REPRESENTING THE ( Seller ) IN THIS TRANSACTION. THE LISTING AGENT OR BROKER DISCLOSES THAT HE OR SHE IS REPRESENTING THE SELLER IN THIS TRANSACTION. BUYER AND SELLER INITIAL: Buyer(s) \_\_\_\_\_ Seller(s) \_\_\_\_\_

THIS IS A LEGALLY BINDING CONTRACT. IF NOT UNDERSTOOD, SEEK COMPETENT ADVICE.

Dated: July 7, 2004

Dated: July 6, 2004

SELLER Independent School District #152

BUYER Fargo Youth Commission

35 SELLER \_\_\_\_\_ IT'S ASST. Supt. BUYER \_\_\_\_\_ IT'S President