



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.

S-mg-BOS
24 January '05

INDEPENDENT SCHOOL DISTRICT #152

School Board Meeting
Board Room 224 - Probstfield Center for Education
2410 14th Street South
Moorhead, Minnesota

January 24, 2005

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 Katrina Kotta, a sixth grader at Horizon Middle School, for having her entry for the Youth Art Month flag contest be selected as one of three finalists out of 93 entries around the state.

Each year, students living in Minnesota are invited to create an image for a flag to celebrate Youth Art Month. The entries are reviewed by a panel of judges. From

SCHOOL BOARD AGENDA - January 24, 2005

PAGE 2

the three finalists, one is used to represent the state of Minnesota and will be digitally reproduced into a full-size flag which will be flown, with the flags from many other states, at the Postal Service Building in Washington, D.C., during March 2005. Katrina is a student of Sue Geihl, Horizon Middle School art teacher.

***** We Are Proud** of Joanne Keller, a member of the Moorhead High School girls swimming team, for advancing to the state meet. She advanced following her third place finish in the 200 and 500 freestyle. Head coach of the team is Pat Anderson.

***** We Are Proud** of the 2005 Teacher of the Year Building Representatives. Each school selects a teacher of the year for that school, and the Moorhead Teacher of the Year is selected from these candidates.

The 2005 Teacher of the Year Building Representatives are:

- Chris Olson, music teacher at Ellen Hopkins Elementary School
- Deb Hanson, educational speech language pathologist at Robert Asp Elementary School
- Alice Swanson, physical education teacher at Horizon Middle School
- Darvin Miller, industrial technology teacher at Moorhead High School
- Denise Ishaug, speech language pathologist with the district's Early Intervention Services program (representing off-site campuses)

***** We Are Proud** of Emily Nerland for being named the 2005 Moorhead Teacher of the Year. Nerland, a third-grade teacher at S.G. Reinertsen Elementary School, has been teaching for more than 30 years. She has taught in Moorhead for 18 years and has served on many school and district committees during that time. Nerland was selected as Teacher of the Year by the Education Moorhead Communications Committee.

*****We are Proud** of Moorhead School Board member Carol Ladwig who has been honored by the Minnesota School Boards Association with the President's Award for 2004-2005. The award recognizes those persons completing 300 or more hours of attendance at MSBA- and NSBA-sponsored meetings and activities. Ladwig was recognized at the 2005 MSBA Leadership Conference Awards Luncheon on January 13, 2005.

SCHOOL BOARD AGENDA - January 24, 2005

PAGE 3

*****We are Proud** of Moorhead School Board members Sonia Hohnadel and Bill Tomhave who have been honored by the Minnesota School Boards Association with the Directors' Award for 2004-2005. The award recognizes those persons completing 100 or more hours of attendance at MSBA- and NSBA-sponsored meetings and activities. Hohnadel and Tomhave were recognized at the 2005 MSBA Leadership Conference Awards Luncheon on January 13, 2005.

Moorhead School Board member Cindy Fagerlie was also recognized at the 2005 MSBA Leadership Conference Awards Luncheon on January 13 for completing the MSBA Leadership Development Program. Fagerlie was recognized by the district on July 19, 2004.

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

2. CONSENT AGENDA

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

- A. TEACHING/LEARNING MATTERS - Kovash
 - (1) Approval of Student Teacher Agreement - Pages 8-12
 - (2) Approval of Funding - Page 13
- B. BUSINESS SERVICE MATTERS - Weston
- C. HUMAN RESOURCE MATTERS - Nielsen
 - (1) Approval of New Employees - Page 14
 - (2) Approval of Family/Medical Leave - Page 15
 - (3) Acceptance of Resignations - Page 16

SCHOOL BOARD AGENDA - January 24, 2005
PAGE 4

D. SUPERINTENDENT MATTERS - Nybladh

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

Moved by _____ Seconded by _____
Comments _____

3. **APPROVAL OF POLICY:** Weston
Pages 17-18

Suggested Resolution: Move to approve the policy, Cash Management (820), as presented.

Moved by _____ Seconded by _____
Comments _____

4. **APPROVAL OF POLICY:** Nybladh
Pages 19-20

Suggested Resolution: Move to approve the policy, School Year Calendar (630), as presented.

Moved by _____ Seconded by _____
Comments _____

5. **APPROVAL OF POLICY:** Nybladh
Pages 21-22

Suggested Resolution: Move to approve the policy, School Board Evaluation (204), as presented.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - January 24, 2005

PAGE 5

6. **APPROVAL OF POLICY:** Kovash

Pages 23-26

Suggested Resolution: Move to approve the policy, School District Crisis Management (710), as presented.

Moved by _____ Seconded by _____

Comments _____

7. **APPROVAL OF POLICY:** Kovash

Pages 27-31

Suggested Resolution: Move to approve the policy, Field Trips (632), as presented.

Moved by _____ Seconded by _____

Comments _____

8. **APPROVAL OF POLICY:** Kovash

Pages 32-35

Suggested Resolution: Move to approve the policy, Religion (634), as presented.

Moved by _____ Seconded by _____

Comments _____

9. **APPROVAL OF POLICY:** Kovash

Pages 36-38

Suggested Resolution: Move to approve the policy, Early Admissions (513), as presented.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - January 24, 2005

PAGE 6

10. **APPROVAL OF POLICY:** Kovash

Pages 39-42

Suggested Resolution: Move to approve the policy, Drug-Free Workplace/Drug-Free School (572), as presented.

Moved by _____ Seconded by _____

Comments _____

11. **COMMITTEE REPORTS**

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

13. **ADJOURNMENT**

SCHOOL BOARD AGENDA - January 24, 2005**PAGE 7****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Technology Com	January 25	3:45 pm	Probst Cntr for Educ
Com Ed Adv Council	January 25	7 pm	Probst Cntr for Educ
Basic Skills Test (Writing)	January 25		MHS/RRALC
Activities Council	January 26	7 am	Probst Cntr for Educ
Kindergarten Registration	January 31		All Elem Schools
Policy Review Com	January 31	7 pm	Probst Cntr for Educ
Kind Registration	February 1		Elem Bldgs
Basic Skills Test (Rdg)	February 1		
Basic Skills Test (Math)	February 1		
Continuing Educ Com	February 1	6:45 am	Village Inn
Indian Educ Parent Com	February 2	6 pm	PCFE
Joint Powers Com	February 3	7-8:30 am	Dilw City Hall
Human Rights Com	February 3	3:45 pm	PCFE
HMS PTAC	February 3	7 pm	Media Center
Early Chldhd Adv Com	February 3	7 pm	PCFE
Robert Asp PTAC	February 7	6:30 pm	Asp
Hopkins PTAC	February 7	7 pm	Hopkins
Staff Dev Com	February 14	3:30 pm	PCFE
School Board	February 14	7 pm	Probst Cntr for Educ
Com Ed Adv Council	February 15	7 pm	PCFE
Interagency Early Interv Com	February 16	12 pm	Family Service Center
Clay Cnty Jt Powers Collab	February 16	3:30 pm	Family Service Center
Instr and Curr Adv Com	February 17	7-8:30 am	PCFE
Health/Safety/Wellness Com	February 17	9:30 am	PCFE
Supt's Adv Council	February 17	7 pm	PCFE
MHS PTAC	February 21	6:30 pm	MHS
President's Day Holiday	February 21		
Technology Com	February 22	3:45 pm	PCFE
SGR PTAC	February 22	7 pm	SGR
Activities Council	February 23	7 am	PCFE
School Board	February 28	7 pm	Probst Cntr for Educ

OFFICE OF TEACHING & LEARNING MEMO #: I.05.108



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Student Teacher Agreement
DATE: September 1, 2004

The administration requests approval of the agreement with the University of North Dakota. for student teachers.

Attached is the agreement with the University of North Dakota beginning Jan 1, 2005 and shall continue through May 31, 2005 for the Moorhead Area Public School District to serve as a student teacher center. Moorhead Area Public School Policy 921 supports the agreements with universities and colleges to provide field experiences for pre-service teachers.

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

SUGGESTED RESOLUTION: Move to approve the student teacher agreement with the University of North Dakota for January - May, 2005.

LAK/kmr
Attachment

AFFILIATION AGREEMENT

This Agreement is made by and between the College of Education and Human Development of the University of North Dakota, Grand Forks, North Dakota, hereinafter referred to as the "University," and Moorhead Area Public Schools, Clay County, Moorhead, Minnesota hereinafter referred to as the "School."

WHEREAS, the State of North Dakota, doing business as the University of North Dakota, is currently conducting Teacher Education Curriculum within the University and desires to obtain field experience for students enrolled in the curriculum; and

WHEREAS, the School is committed to the professional education and training of education students and is willing to assist in their education by providing opportunities to complete a field experience.

NOW THEREFORE, the University and School agree as follows:

I. THE UNIVERSITY AGREES:

- 1.1 To be responsible for meeting program accreditation requirements.
- 1.2 To provide a field-based instruction manual to the School and students that outlines standards of performance and guidelines for the teaching experience.
- 1.3 To inform students of the confidential nature of all School records.
- 1.4 To assign a contact person who will serve as a liaison between the School and the University.
- 1.5 To inform the students that they must adhere to the administrative policies and procedures of the School.
- 1.6 In the case of student teaching, to pay a stipend to the cooperating teacher in an amount agreed upon by both parties. No extra amounts will be paid for conferences or other activities that demand the time of cooperating teacher in carrying out his or her obligation as a cooperating teacher. No stipends are paid for field experiences.

II. THE SCHOOL AGREES:

- 2.1 To provide students of the University an opportunity to work cooperatively in a teacher-learning situation with a teacher certified by the state in which the School is located.
- 2.2 To supervise and instruct the students during the experience.
- 2.3 To conduct student performance evaluations as directed by the University.

- 2.4 To notify the University immediately if a student is not performing satisfactorily. The School will follow any oral notice made under this paragraph with a written memorandum.
- 2.5 To orient students to the School and its policies, procedures, rules, and regulations applicable to their conduct while in the School.
- 2.6 To supply the University with copies of any policies or procedures with which the students will be expected to comply.

III. THE UNIVERSITY AND THE SCHOOL AGREE:

- 3.1 That the number of students placed in the School, the duration, and the timing of the experience shall be mutually agreed upon.
- 3.2 To collaborate in identifying specific experience objectives, the student assignments, and learning activities for each student placed in the School.
- 3.3 That the School may exclude from participation any student: whose performance or behavior is determined to be detrimental to the School's students; who fails to comply with proper channels of communications and/or with established School policies and procedures; or whose performance or behavior is otherwise unsatisfactory, including but not limited to any student who is unable to maintain compatible working relationships with the School's employees, or whose health status may prevent required attendance and student's successful completion of the field experience.

IV. LIABILITY

- 4.1 Each party shall be responsible for claims, losses, damages, and expenses which may arise out of negligent or wrongful acts or omissions of that party or its agents or employees, acting within the scope of their duties in the performance of this Agreement.
- 4.2 The liability of the University is as provided in chapter 32-12.2 of the North Dakota Century Code and subject to the limitations contained therein. The liability of the School is as provided under the laws of the state in which the School is located.
- 4.3 Nothing herein shall preclude with party from asserting against third parties any defenses to liability it may have under applicable law or be construed to create a basis for a claim or suit when none would otherwise exist.

V. TERM AND TERMINATION OF AGREEMENT

- 5.1 This Agreement shall be effective beginning January 1, 2005, and shall continue through May 31, 2005.
- 5.2 Either party may terminate this Agreement on thirty (30) days' notice. In the event of termination under this section, any student currently placed at the School for a field experience will be allowed to finish that field experience unless 3.3 applies.

VI. NONDISCRIMINATION

The University and the School agree to comply with all applicable laws, rules, regulations, and policies, including, but not limited to, those relating to nondiscrimination, accessibility, and civil rights.

VII. NOTICES

All notices or other communications purporting to exercise or otherwise affect rights and duties under this Agreement shall be given by registered or certified mail, addressed to the parties as indicated below, and are complete on the date mailed.

UNIVERSITY:

Margaret Shaeffer
University of North Dakota
College of Education & Human Development
PO Box 7189
Grand Forks, ND 58202-7189

SCHOOL:

Moorhead Area Public Schools
2410 14th St. South
Moorhead, MN 56560

VIII. MODIFICATION

This Agreement may not be waived, altered, modified, supplemented, or amended in any manner except by written agreement signed by both parties.

IX. SEVERABILITY

If any term or provision of this Agreement is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties are to be construed and enforced as if the contract did not contain that term or provision.

X. MERGER

This Agreement constitutes the entire agreement between the parties. There are no understanding, agreements, or representations, oral or written, not specified within this Agreement.

XI. WAIVER

The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, and no waiver by either party, whether written or oral, expressed or implied, of any rights under, or arising from, the Agreement shall be binding on any subsequent occasion; and no concession by either party shall be treated as an implied modification of the Agreement unless specifically agreed in writing.

XII. INDEPENDENT CONTRACTORS

The parties are independent contractors and neither shall act as an agent for the other party, nor shall either party be deemed to be an employee of the other party for any purpose whatsoever. Neither of the parties shall have any obligations on the other party's behalf, nor commit the other party in any manner whatsoever without the other party's expressed prior written consent. Any promotional business representation by either party of the other shall be approved in advance.

XIII. HEADINGS

Paragraph headings are for quick reference and convenience only and do not alter, amend, or otherwise affect the terms and conditions set out herein.

APPROVED FOR:

By: _____
(Authorized Signature)

Title: _____

Date: _____

APPROVED FOR:

UNIVERSITY OF NORTH DAKOTA

By: Margaret B. Shaffer
(Authorized Signature)

Title: Director of Teacher Education

Date: 1-13-05



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Carl Perkins Funding
DATE: January 11, 2005

The Moorhead High School has been approved for professional development funding by the Lakes Country Carl D. Perkins and Tech Prep Consortia:

Up to 3 Moorhead Administrative Support Occupations Instructors to attend the Minnesota Business Educators Inc (MBEI) Winter conference, April 15, 2005 at Dakota Technical Center. Sub reimbursement, registration, lodging, mileage, and food not to exceed \$829.00

SUGGESTED RESOLUTION Move to approve the professional development funding from Lakes Country Carl D. Perkins and Tech Prep Projects not to exceed \$829.00.

LAK/kmr

HUMAN RESOURCE

MEMO #: HR .05.076



TO: Dr. Larry Nybladh, Superintendent
FROM: Ron Nielsen, Director of Human Resources
SUBJECT: New Employees
DATE: January 17, 2005

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

Elma Fox Paraprofessional, High School, B21(0) \$11.87 per hour, 6.5 hours per day, effective January 10, 2005. (Replacing Ryan Parker)

SUGGESTED RESOLUTION: Move to approve the employment of Elma Fox as presented.

RN/jg

HUMAN RESOURCE

MEMO #: HR .05.077



TO: Dr. Larry Nybladh, Superintendent
FROM: Ron Meisen, Director of Human Resources
SUBJECT: Family/Medical Leave
DATE: January 17, 2005

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

Cheri Puetz	Teacher, Ellen Hopkins Elementary, to begin on or about February 15, 2005 for 10 weeks.
Tiffani Brantner	Teacher, S.G. Reinertsen Elementary, to begin on or about April 25, 2005 for 6 weeks.
Rebecca Meyer-Larson	Teacher, High School, to begin December 15, 2004 for 10 weeks.

SUGGESTED RESOLUTION: Move to approve the Family/Medical leave for Cheri Puetz, Tiffani Brantner and Rebecca Meyer-Larson pursuant to Section IV, Article 38 of the Teachers' Master Contract.

RN/jg

HUMAN RESOURCE

MEMO #: HR .05.075



TO: Dr. Larry Nybladh, Superintendent
FROM: Ron *Mielson*, Director of Human Resources
SUBJECT: Resignations
DATE: January 17, 2005

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

Vicki Vigesaa COTA, Horizon Middle School, effective January 28, 2005.

Dawn Cox Paraprofessional on leave of absence, effective January 3, 2005.

SUGGESTED RESOLUTION: Move to approve the resignations of Vicki Vigesaa and Dawn Cox as presented.

RN/jg

MEMO #: S-05-043

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent

LPN

DATE: January 17, 2005

RE: Approval of Policy

Attached please find the policy, Cash Management (820).

Suggested Resolution: Move to approve the policy, Cash Management (820), as presented.

LPN:mde
Attachment

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Friday, January 14, 2005 2:54:43 PM
Michelle Erickson**Cash Management****District Code:** 820**Section:** 800 BUSINESS SERVICES**Date Adopted:** 7/17/1995**Date Revised:** 2/14/2000**Dates Reviewed:** 02/14/2000**I. PURPOSE**

The Moorhead School Board acknowledges the need for effective management of the district's cash resources. The school board directs the Assistant Superintendent ~~System Support of Business Services~~ or designee, to maintain effective cash management procedures. These procedures (Administrative Procedure 820.1) shall seek to optimize yields of investable funds at acceptable levels of risk. Procedures shall be in accordance with Minnesota statutes.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Moorhead School Board that all cash be managed in such a manner as to best serve its citizens.

Legal References:

Minnesota Statutes 118A.04-118A.06

Cross References:

Moorhead School Board Policy 801: District Fiscal Management

MEMO #: S-05-044

TO: School Board

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

DATE: January 17, 2005

RE: Approval of Policy

Attached please find the policy, School Year Calendar (630).

Suggested Resolution: Move to approve the policy, School Year Calendar (630), as presented.

LPN:mde
Attachment

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Friday, January 14, 2005 2:56:29 PM
Michelle Erickson**School Year Calendar****District Code:** 630**Section:** 600 EDUCATION PROGRAMS**Date Adopted:** 5/10/1983**Date Revised:** 5/10/1999**Dates Reviewed:** 12/1/1990

1/23/1995

5/10/1999

I. PURPOSE

~~The Moorhead School Board will request each year that the administration submit to the Board for adoption a school calendar for the next year and a preliminary calendar for the subsequent year that is consistent with all requirements set forth by the Minnesota Department of Children, Families and Learning and legislative actions. The proposed calendar (s) should be developed through administrative procedures which solicit input from Building Leadership Teams, building Parent Teacher Advisory Councils and the Superintendent's Advisory Council.~~

The purpose of this policy is to establish the procedures for the development of an administrative recommendation to the Moorhead School Board for approval of an annual school year calendar for the Moorhead Area Public Schools.

II. GENERAL STATEMENT OF POLICY

Prior to March 1st of each year, the Superintendent shall submit to the school board a recommendation for a school year calendar for the next school year. The proposed calendar shall be consistent with all requirements set forth by the Minnesota Department of Education and applicable state statutes. The calendar proposal shall be developed by a process determined by the Superintendent and should involve input from various stakeholder groups.

Once adopted by the school board, copies of the calendar shall be prepared for distribution.

Cross Reference:

Moorhead School Board Policy 634: Religion

MEMO #: S-05-045

TO: School Board

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

DATE: January 17, 2005

RE: Approval of Policy

Attached please find the policy, School Board Evaluation (204).

Suggested Resolution: Move to approve the policy, School Board Evaluation (204), as presented.

LPN:mde
Attachment

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Friday, January 14, 2005 2:56:47 PM
Michelle Erickson**School Board Evaluation****District Code:** 204**Section:** 200 SCHOOL BOARD**Date Adopted:** 6/28/1983**Date Revised:** 4/23/2001**Dates Reviewed:** 05/12/1992

06/09/1997

04/23/2001

I. PURPOSE

The Moorhead School Board believes and has directed that every person employed by the Moorhead Area Public School District has systematic performance reviews and thus the school board desires to model this belief by having a review of its own performance.

II. GENERAL STATEMENT OF POLICY

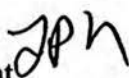
The Moorhead School Board believes that the personal and professional growth of its members and the individual and collective performance by board members of their role affects the quality of education in Moorhead and the daily operation of the school district.

The performance evaluation shall be performed in accordance with the following guidelines and may include feedback from the district stakeholders:

- A. Board members should know the standards against which they will be evaluated. They will be involved in the development of the standards.
- B. The evaluation instrument designed for the board will be completed by each board member and others as determined by the board and the results tabulated.
- C. The evaluation should take place a minimum of once a year with all board members present.
- D. The school board should not limit itself to those items which appear in the evaluation. No terms or set guidelines should encompass the totality of a school board's responsibility.

MEMO #: S-05-046

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent 

DATE: January 17, 2005

RE: Approval of Policy

Attached please find the policy, School District Crisis Management (710).

Suggested Resolution: Move to approve the policy, School District Crisis Management (710), as presented.

LPN:mde
Attachment

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Friday, January 14, 2005 2:57:17 PM
Michelle Erickson**School District Crisis Management****District Code:** 710**Section:** 100 SCHOOL DISTRICT**Date Adopted:** 6/12/2000**Date Revised:****Dates Reviewed:****I. PURPOSE**

The purpose of the ~~District 152~~ Moorhead Area Public Schools Crisis Management Policy is to act as a guide for the school district and building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Please note that, pursuant to this policy, tailored crisis management plans ~~will be~~ are developed for each school building in the school district and sections or procedures may be added or deleted in those crisis management plans based on building needs.

II. GENERAL INFORMATION**A. The Policy and Plans**

~~This~~ Moorhead Area Public School ~~District's~~ Crisis Management Policy has been created in consultation with local law enforcement agency, fire officials, county attorney, mental health and social service agencies, local community response agencies, and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor a crisis management plan to meet that building's specific situation and needs. The school district administration and/or the administration of each building shall present tailored crisis management plans to the school board for review and approval. These building-specific crisis management plans will include general crisis procedures and crisis specific procedures. Upon approval of the school board, building crisis management plans shall become administrative policy. This school district policy and building plans will be maintained and updated with review by the board on an annual basis.

B. Elements of the District Crisis Emergency Procedure Manual

1. General Crisis Procedures. This Crisis Management Policy includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating the building-specific crisis management plans. Each building will have access to a copy of the District Crisis Emergency Procedure Manual. This guide will assist in development of the building-specific crisis management plans. The manual will include but not be exclusive to procedures relating to the following emergencies:

Section 1.

- a. Chain of Command
- b. Evacuation
- c. Sheltering and Lock Down Procedures Annual Planning Guide

- d. Telephone List
- e. Site Plans
- Section 2. Fire
- Section 3. Severe Weather
- Section 4. Assault/Fight
- Section 5. Bomb Threat
- Section 6. Demonstration or Disturbance
- Section 7. Hazardous Materials
- Section 8. Intruder/Hostage
- Section 9. Serious Injury/Death/Sudden Illness
- Section 10. Shooting
- Section 11. Suicide
- Section 12. Terrorism
- Section 13. Weapons
- Section 14. Sudden Damage to Facility/Break In
- Section 15. Child Abuse
- Section 16. Utility Emergency
- Section 17. Radiological Incident (Not Applicable to this District)
- Section 18. Community Notification Plan
- Section 19. Media
- Section 20. Transportation Emergency Procedures
- Section 21. Care Team and Emergency Team Members and Resource Lists
- Section 22. Care Team Response Guide
- Section 23. Emergency Team Response Guide
- Section 24. Appendix (Sample Forms, Reports, and Misc. Information)

2. Crisis-Specific Procedures. This Crisis Management Policy includes crisis- specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed so that building administrators can tailor response procedures when creating building-specific crisis management plans.

3. Media Policy. The superintendent has the authority and discretion for notifying parents and guardians and the school community in the event of a crisis or early school closure. All media requests will be directed to the Superintendent or designee.

4. Facility Diagrams and Site Plans. School buildings will have a facility diagram and site plan showing at least the following: the location of primary and secondary evacuation routes, exits designated safe areas inside and outside of the building, fire alarms, fire extinguishers, hoses and water spigots. The facility diagrams and site plans will be available in the office of the building administrator and in appropriate areas and will be kept on file in the Superintendent's school district office. Maps to exits will be posted in each room.

5. Emergency Telephone Numbers. Each building manual will maintain a current list of emergency telephone numbers and the names and addresses of local and county personnel who are likely to be involved in resolving a crisis situation. The list will include numbers for agencies such as the police, fire, ambulance, hospital, and the Poison Control Center, local, county, and state emergency management agencies, local public works department, local utility companies, the public health nurse, mental health/suicide hot lines, and the county welfare agency, so that they may be contacted as appropriate. A copy of the list for each building will be kept on file in the Superintendent's school district office and will be updated annually.

6. Crisis Response Teams

a. **Composition.** The building administrator in each school building will select a crisis response team trained to respond in an emergency. All team members will be trained to carry out the building's crisis management plan and have knowledge of procedures, evacuation routes and safe areas. Team members must be willing to be actively involved with resolving crises and be available to assist when necessary. Each building will maintain a current list of crisis response team members and update it annually. A copy of the list will be kept on file in the Superintendent's school district office. Crisis response teams will include CARE teams, Medical Emergency teams and/or Security teams.

b. **Leaders.** The building administrator or designee serves as the leader of the crisis response team and the principle contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.

7. **District Employees.** Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they should be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff should be aware of the District Crisis Management Policy and their own building's crisis management plan and their role in responding to a crisis situation.

Legal References:

42 U.S.C. 5121 et. seq (Disaster Relief and Emergency Assistance)

Minnesota Statute Ch. 12 (Emergency Services)

Minnesota Statute 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)

Minnesota Statute 121A.035 (Crisis Management Policy)

Minnesota Statute 299F.011 (Uniform Fire Code)

Minnesota Statute 299F.391 (Health Care, Education, or Lodging Facility)

Minnesota Statute 299F.452 (Reporting Malicious False Fire Alarm)

Minnesota Statute 609.605 Subd. 4 (Trespasses on School Property)

Minnesota Rules Parts 3530.4400 to 3530.4700 (Civil Defense)

Minnesota Rules Part 7510 (Fire Safety)

MEMO #: S-05-047

TO: School Board

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

DATE: January 17, 2005

RE: Approval of Policy

Attached please find the policy, Field Trips (632).

Suggested Resolution: Move to approve the policy, Field Trips (632), as presented.

LPN:mde
Attachment

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Friday, January 14, 2005 2:57:45 PM
Michelle Erickson**Field Trips****District Code:** 632**Section:** 600 EDUCATION PROGRAMS**Date Adopted:** 10/24/1989**Date Revised:** 1/8/2001**Dates Reviewed:** 03/11/96
01/08/01**I. PURPOSE**

Field trips are activities that contribute substantially to achieving desirable student educational goals. The primary consideration, when planning and authorizing field trip, shall be the educational value derived from the experience along with the safety and welfare of the students involved.

II. GENERAL STATEMENT OF POLICY**Categories**

A. Field Trips - Any activity that requires leaving school district property for the purpose of enhancing school district curriculum.

1. Regular - Any trip that takes place within the regular school day.
2. Extended Day - Any trip that begins either prior to and/or extends beyond the regular school day and may or may not include overnight lodging.
3. Major Magnitude - Any trip involving travel in excess of 500 miles one way from Moorhead and includes overnight lodging.

B. Activity/Athletic Competition Trips - Any trip handled through the activities office involving participation in activity/athletic season competitions at the ~~Jr. middle~~ and ~~Sr. High~~ School levels.

Approval Guidelines

A. All ~~Field Trips~~ and ~~Activity/Athletic Competition Trips~~ must be authorized by the building ~~principal~~ administrator. Travel arrangements will be made through the transportation office.

1. ~~Regular and Extended Day~~ Field Trips - Staff/advisors seeking authorization must file the appropriate request form with the building ~~principal~~ administrator. The form must be submitted in a timely manner and both ~~principal~~ building administrator and staff/advisors must keep a copy. (Administrative Form 632.1: Regular/Extended Day Field Trip Request Form)

2. Extended Day Field Trips - Staff/advisors seeking authorization must file the appropriate request form with the building administrator. (Administrative Form 632.1: Regular/Extended Day Field Trip Request Form.) The form must be submitted in a timely manner and both principal and staff/advisors must keep a copy. A copy of the form must be sent to the Department of Teaching and Learning after approval by the building administrator.

23. Major Magnitude Field Trips - Staff/advisors need to obtain appropriate approval in timely manner and both ~~principal~~ building administrator and staff/advisors must keep a copy. (Administrative Form 632.2: Major Magnitude Field Trip Request Section I, II, & III)

a) A staff advisor shall not plan a major magnitude field trip of over 500 miles one way from Moorhead outside the continental United States more often than once every other year.

b) Formal publicity, public discussion, or fund raising activities may not begin until appropriate forms have been filed and required authorizations/approvals have been obtained.

c) Approval is required both from the school board and the Superintendent/designee. Staff will discuss the proposal with the building ~~principal~~ administrator and Superintendent. The Superintendent may approve, modify, or disapprove the proposal. School board approval must be at least 60 days prior to the proposed date of departure.

d. Major magnitude field trip requests presented to the school board for approval require: (Administrative Form 632.2 Section I)

1) The educational purpose of the trip (including: how the trip is related to the activity, if activity is curricular or co-curricular, and how the trip is related to the course content and graduation standards);

2) The location to be visited and general trip itinerary;

3) Number of school days involved (attempts shall be made to consider non-school days when possible);

4) Transportation plans;

5) Housing plans;

6) Probable number of students involved;

7) Approximate individual and district costs;

8) Plans for funding or fund-raising for the trip; and

9) An accommodation plan for any student with an IEP or 504 plan.

e) Staff travel expenses shall not be paid by the district, but may be provided by the tour agency. Cost of travel by a spouse or family member of staff will be at personal expense.

f) Written assurances of compliance with this policy will be given by the ~~principal~~ building administrator and advisor to the Superintendent or designee at least two weeks prior to the date of the departure (Administrative Form 632.2 Section II). Failure to provide this assurance will result in immediate cancellation of the trip.

g) Following the trip, a written summary report will be presented to the building ~~principal~~ administrator and Superintendent assessing the degree to which the goals of the trip were attained. (Administrative Form 632.2 Section III)

34. Activity/athletic competition trip information will be handled through the activity office. Coaches/advisors will review with students and provide parent/guardians relevant information prior to the season or before an individual activity/athletic field trip.

Supervision:

A. All students will be under assigned adult supervision while on field trips. Staff advisors/coaches will be responsible for ~~insuring~~ ensuring that the student/adult chaperone ratio is adequate. Arrangements for student supervision, in case of an emergency, will be determined prior to departure. No supervisor/chaperone will leave his/her group unsupervised unless an arrangement has been made to take care of an emergency.

B. An accurate roster of students and adults going on the field trip and relevant information will be provided to chaperones, parents/guardians and ~~principal~~ building administrator/activity director prior to the field trip or activity/athletic season.

C. While attending a school-sponsored field trip or activity/athletic competition trip, students will be released only at the written request of parents/guardians.

Student Conduct

Prior to travel, advisors and coaches will review expectations of conduct with Moorhead students and chaperones. These expectations are outlined in the building's handbook, Moorhead School District's Discipline Handbook, and Minnesota High School League Rules. They are in effect 24 hours a day for the duration of the trip. If a student misbehaves or fails to adhere to the rules, his/her parents/guardians will be contacted and appropriate action will be taken.

Final Trip Information and Forms

A. Regular Field Trips and Extended Day Field Trips:

1. A building/transportation field trip form stating purpose, destination, costs, estimated time and type of bus needed (Administrative Form 632.1);
2. Authorization by the building ~~principal~~ administrator;
3. A roster of students going on the trip and written parent/guardian approval as needed;
4. A list of staff and chaperones on the trip;
5. The trip itinerary with estimated time lines (and housing accommodation information if necessary);
6. An accommodation plan for students with an IEP or 504 plan;
7. Emergency phone numbers in order to contact advisor/chaperons at the destination (Administrative Procedure 721.2);
8. Trip expenses and cost of the trip for individual students.
9. Evaluation of trip as required (Administrative Form 632.1 Section III)

B. Major Magnitude Field Trip:

1. A Major Magnitude Trip form (Administrative Form 632.2 Section II)
2. Authorization/approval by the building ~~principal~~ administrator, Superintendent and school board;
3. A roster of students going on the trip with written parent/guardian approval;
4. A list of chaperones going on the trip;
5. A detailed trip itinerary with hotel/motel accommodations and phone numbers, activities planned, and estimated time lines;
6. A list of emergency phone numbers where an advisor/chaperone can be reached in case of an emergency;
7. An accommodation plan for students with an IEP or 504 plan;
8. Trip expenses, funds raised, and the cost for individual students;
9. An approved school district Transportation Request Form including cost, estimated time, and type of bus if needed (Administrative Form 632.1 Section I);
10. An evaluation of the trip to be turned in to the building ~~principal~~ administrator and Superintendent/~~Director of Curriculum and Instruction~~ Assistant Superintendent of Teaching and Learning. (Administrative Form 632.2 Section III.)

C. Activity/Athletic Season Competition Trips:

1. A Regular/Extended Day Field Trip Transportation Form (Administrative Form 631.1 - Section I);
2. Authorization by the building ~~principal~~ administrator or activities director.

Legal References:

Minnesota Statute 123B.36 (Authorized Fees)

Minnesota Statute 123B.37 (Prohibited Fees)

Minnesota Statute 123B.49 (Cocurricular and Extracurricular Activities Insurance)

Sonkowsky v. Board of Education for Indep. Sch. Dist. No. 721, 327F.3d 675 (8th Cir 2003)

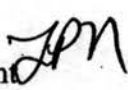
Cross References:

Moorhead School Board Policy 721: Student Transportation Safety

Moorhead School Board Policy 713: Winter Weather Related Emergencies

MEMO #: S-05-048

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent 

DATE: January 17, 2005

RE: Approval of Policy

Attached please find the policy, Religion (634).

Suggested Resolution: Move to approve the policy, Religion (634), as presented.

LPN:mde
Attachment

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Friday, January 14, 2005 2:58:05 PM
Michelle Erickson**Religion****District Code:** 634**Section:** 600 EDUCATION PROGRAMS**Date Adopted:** 1/9/1979**Date Revised:** 6/12/2000**Dates Reviewed:** 9/1990
1/8/1996**I. PURPOSE**

The purpose of this policy is to identify the status of religion as it pertains to the programs of the Moorhead Area Public School District. The proper role that religion plays in the Moorhead Area Public Schools is in its educational value rather than its observance or celebration. This value is based upon its important cultural element whose effects have been felt throughout history.

One of the purposes of the Moorhead Area Public Schools is to teach about the world in history, and the current world that is issues and events. The role that religion has played in the historical, social, cultural, and political development of all humanity is essential to the curriculum.

The Moorhead Area Public Schools should play a vital role in bringing about an understanding among people of different backgrounds. Teaching about religions as literature, and the role of religion in the history of the United States and other countries can help achieve this understanding.

The choice of what to believe is, and should be, left solely to the individual. Each person is free to choose or reject any belief without interference from either government or other members of the community. The choice made by each person and family is entitled to the greatest respect. The Moorhead Area Public Schools shall marshal its forces to maintain the dignity of each religious preference or absence of the same, and the sanctity of that belief for each individual home. No person should be put in an embarrassing position because of personal or family choice.

Our policy regarding the relationship of religion and public education is intended to provide freedom, protection, sensitivity, tolerance and appreciation for students, employees, parents, and community as a whole.

The Moorhead Area Public Schools shall implement the rules and regulations identified in this policy that speak toward the teaching of religious symbols, musical programs, concerts, advertising religious activities, and the school calendar.

II. GENERAL STATEMENT OF POLICY**A. RESPONSIBILITY**

1. It shall be the responsibility of the superintendent to ensure that the study of religious materials, customs, beliefs and holidays in the school district is in keeping with the following guidelines:

- a. The proposed activity must have a secular purpose,
- b. The primary objective of the activity must be one that neither advances nor inhibits

religion, and

c. The activity must not foster excessive governmental relationships with religion.

d. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.

B. RULES AND REGULATIONS

The Superintendent is granted authority to develop and present for board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion.

1. Non-Promotion or Disparagement of Religions - The school district shall neither promote nor disparage any religious belief or non-belief. Instead, the school district encourages all students and employees to have appreciation and tolerance of each other's views.
2. Academic Study About Religions - The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
3. The Use of Religious Symbols - Religious symbols are sacred to particular faiths and have their place in the church, synagogue, or home. The use of religious symbols in the school shall be encouraged only in the academic study of religions; that is for temporary periods in connection with educational purposes.
4. Musical Programs and Concerts - Musical programs prepared for or presented during school hours shall not be religious or religiously oriented. However, the school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music which may have had a religious basis or origin as well as secular importance. Consequently, such programs may include religious music to the extent presentation of the music advances an educational objective and is presented in an objective manner without religious indoctrination.

A volunteer group practicing outside the school day, school day defined as 30 minutes prior to or 30 minutes immediately following the regularly scheduled student day, may present a program of religious music in the school outside of school hours, subject to, and in conformance with, the school policies and rules governing the use of school facilities equal access.

At all levels of education, the study of religious music as a part of a music appreciation course, musical experience, or as part of a study of various lands and cultures is appropriate as is the study of secular music.

5. Advertising Religious Activities - The advertising of religious activities and distribution of religious literature shall be on the same terms and conditions as permitted for other advertising or literature that is unrelated to school curriculum or activities.
6. School Calendar - The school calendar should be designed to encourage sensitivity for religious holidays, Sabbaths and holy days of all faiths.

If conflicts occur, care should be taken to modify lesson activities or other activities which will be difficult to make up.

7. Religious Excusals - In the event a student and/or student's parent or guardian finds a lesson objectionable based on the student's or student's parent or guardian's religious beliefs or other conscientious grounds, the student and/or student's parent or guardian may seek excusals therefrom through the building ~~principal~~ administrator. The building ~~principal~~ administrator shall work with the student and/or student's parent or guardian to arrange for such excusals unless there are clear issues of overriding concern that would prevent it.

Legal References:

U.S. Constitution, First Amendment

Minnesota Statute 120A.22, Subd 12(3) (Compulsory Instruction)

Minnesota Statute 120A.35 (Absence From School for Religious Observance)

Lemon v. Kurtzman, 403 U.S. 602, 91 S.Ct. 2105, 29 L.Ed. 2d 745 (1971)

Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir.) cert. denied, 449 US. 987, 101 S.Ct. 409, 66 L.Ed.2d 251 (1980)

Stark v Independent School District No 640, 123 F.3d 1068 (8th Cir.) cert. denied, 118 S. Ct. 1560, 140 L.Ed. 2d 792 (1997)

Santa Fe Independent School District v. Doe, 530 U.S. 1251, 120 S. Ct. 2266 (2000)

Tangipahoa Parish Board of Education v. Freiler, 530 U.S.1251, 120 S. Ct 2266 (2000)

LeVake v. Independent School District No. 656, 625 N.W. 2d 502 (Minn. App. 2001), cert. denied, 534 U.S.1081, 122 S. Ct. 814, 151 L.Ed.2d 698 (2000)

Good News Club v Milford Central School, 533 U.S. 98, 121 S Ct. 2093, 150 L.Ed.2d 151 (2001)

Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)

Wigg v. Sioux Falls Sch. Dist., No. 03-2956, 03-3107, 2004 WL 1948682 (8th Cir., Sept. 3, 2004)

Minn. Op. Atty. Gen 169-J (Feb 14, 1968)

Minn. Op Atty. Gen 169-K (Oct. 21, 1949)

Minn. Op. Atty. Gen. No 63 (1940)

Minn. Op. Atty Gen. No 120 (1924)

Minn. Op Atty. Gen. No. 121 (1924)

Cross References:

Moorhead School Board Policy 501: Equal Educational Opportunity

Moorhead School Board Policy 515: School District Student Attendance

Moorhead School Board Policy 630: School Calendar

Moorhead School Board Policy 702: Equal Access to Moorhead Area Public Schools Facilities

MEMO #: S-05-049

TO: School Board

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

DATE: January 17, 2005

RE: Approval of Policy

Attached please find the policy, Early Admissions (513).

Suggested Resolution: Move to approve the policy, Early Admissions (513), as presented.

LPN:mde
Attachment

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Friday, January 14, 2005 2:58:26 PM
Michelle Erickson**Early Admissions****District Code:** 513**Section:** 500 STUDENTS**Date Adopted:** 4/8/1980**Date Revised:** 2/12/2001**Dates Reviewed:** 1/26/1991

12/16/1996

07/05/01

02/12/01

I. PURPOSE

Statute specifies that a child must be five years of age on or before September 1 before commencing kindergarten and six years of age on or before September 1 before beginning first grade.

The Moorhead Area Public Schools recognize that there may be occasions when it is appropriate to admit a youngster to school prior to the regular entrance age of five years old.

The administration is authorized to develop procedures that will provide for early admission of students with consideration given to their cognitive abilities, academic abilities, language skills, motor development, social and emotional maturity.

II. GENERAL STATEMENT OF POLICY

After careful consideration, the Moorhead Area Public Schools has adopted the following criteria for early admission:

1. **COGNITIVE ABILITY** assessed to be within the very superior range (IQ 130+) as measured by a standardized individually administered test. The Stanford Binet-Fourth Edition (SB-IV), Wechsler Preschool & Primary Scale of Intelligence-Revised Form (WPPSI-~~RIII~~), Woodcock Johnson Test of Cognitive Abilities-3rd Revised ~~Form~~ (WJ-~~RIII~~) or the ~~Kaufman Assessment Battery for Children (K-ABC)~~ Differential Abilities Scale (DAS) are examples of intelligence tests that can be utilized for this purpose.
2. **ACADEMIC ACHIEVEMENT** assessed to be within the very superior range (standard scores 130 or above) as measured by the Woodcock-Johnson Tests of Achievement (WJ-~~RIII~~), Peabody Individual Achievement Test-Revised (PIAT-R), or Battelle Developmental Inventory (BDI).
3. **SUPERIOR COORDINATION** as determined by scores which are 2 standard deviations above the mean on the Bruinink's-Oseretsky Test of Motor Proficiency.
4. **SUPERIOR SOCIAL MATURITY** on the basis of information gathered from parent report, day care observations, and other developmental checklists as appropriate.
5. **SUPERIOR LANGUAGE DEVELOPMENT** as determined by scores falling at least two standard deviations above the mean as measured by the Preschool Language Scale or the Test of Word Knowledge (TOWK).
6. **COMPLETION OF HEALTH FORMS**, physical and required immunizations.
7. **RECOMMENDATION OF ASSESSMENT TEAM.**

APPLICATION PROCESS FOR EARLY ADMISSION

Although chronological age is probably the best single factor used to determine eligibility for admission, some younger children may be ready for kindergarten or the first grade sooner. Consequently, a district policy makes it possible for some exceptional children to be considered for early admission if they turn five years old during September 1 -- December 1. They may be competing in school with children who are several months older than they are. The district

does not believe it is wise to admit a child to school early unless the child can work with more mature pupils.

**CHILDREN MAY BE CONSIDERED FOR EARLY ENTRANCE TO KINDERGARTEN/GRADE ONE
ACCORDING TO THE FOLLOWING PROCEDURES:**

1. The child must be five/six years old between September 1 -- December 1 of the year in which kindergarten/grade one entrance is required. A copy of the child's birth certificate is required.
2. Parents or guardians must complete an application (Administrative Procedure 513.1) requesting early admission.
3. Applications may be made anytime after May 1 of the year the parent or guardian wishes the child enter school. The process must be completed before school starts. Included in the application will be a developmental checklist which must be filled out by the parent prior to the meeting with the building principal and kindergarten teacher.
4. Parents will request a meeting with the building principal and a kindergarten teacher to review the application and developmental information. A review of the entrance criteria will take place at this time.
5. The principal and kindergarten teacher may also obtain additional information as needed (e.g. observations, notes from day care provider, preschool record review).
6. The parent, principal and kindergarten teacher will meet when the necessary information has been gathered and review the results. If the recommendation of this team is that the child is not a viable candidate for early admissions, then the application process will be terminated. If the team determines that the child may be an appropriate candidate for early admissions, a meeting will be scheduled to develop an assessment plan with appropriate school personnel (e.g. school psychologist, occupational therapist, speech/language clinician).
7. Following the completion of this assessment, the parents will meet with the assessment team, building principal, gifted and talented coordinator and kindergarten teacher to discuss the results and make a final recommendation for early entrance.
8. Parents who disagree with the finding of the school staff may appeal the decision in writing to the assistant superintendent of teaching and learning. The final decision shall rest with the Superintendent of Schools.

Legal Reference:

Minnesota Statute 120A.20 (Admission to Public School)

MEMO #: S-05-050

TO: School Board

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

DATE: January 17, 2005

RE: Approval of Policy

Attached please find the policy, Drug-Free Workplace/Drug-Free School (572).

Suggested Resolution: Move to approve the policy, Drug-Free Workplace/Drug-Free School (572), as presented.

LPN:mde
Attachment

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Friday, January 14, 2005 2:58:45 PM
Michelle Erickson**Drug-Free Workplace/Drug-Free School****District Code:** 572**Section:** 500 STUDENTS**Date Adopted:** 6/24/1995**Date Revised:** 2/12/2001**Dates Reviewed:****I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician prescription.

II. GENERAL STATEMENT OF POLICY

A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

B. It shall be a violation of this policy for any student, teacher, administrator, or other school district personnel, or member of the public to use alcohol, toxic substances or controlled substances in any school location.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

A. "Alcohol" includes any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor.

B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812, including analogues and look-alike drugs.

C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

D. "Use" includes to sell, buy, distribute, dispense, possess, use or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

F. "School District location" includes any school building or in any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are

under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician prescription for the substance. The person shall comply with the relevant procedures of this policy.

B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. 624.701, Subd. 1a (experiments in laboratories ~~or pursuant to a temporary license holder~~).

V. PROCEDURES

A. Students who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substances and associated necessary paraphernalia, such as an inhaler or syringe. The student must provide a copy of the prescription to the (school nurse or principal or other designated staff) to be kept on file, along with other emergency information. ~~The school district's~~ Moorhead Area Public Schools licensed school nurse, trained health clerk, ~~principal~~ building administrator or teacher will administer the prescribed medication in accordance with school district procedures. It is the responsibility of the student to provide a copy of a renewal after prescription has expired.

B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substances and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

D. Employees are subject to the school district's drug and alcohol testing policies and procedures.

E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the Superintendent.

F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. 624.701, Subd. 1a, shall be by permission of the school board only. The applicant for permission shall apply in writing and shall follow school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or law enforcement officials where appropriate.

B. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination or discharge as deemed appropriate by the school board.
2. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol assistance abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension or termination as deemed appropriate by the school board.
3. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.
4. Sanctions against employees, including nonrenewal, suspension, termination or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References:

Minnesota Statute 340A.403 (3.2 Percent Malt Liquor Licenses)
 Minnesota Statute 340A.404 Intoxicating Liquor; On-Sale Licenses)
 Minnesota Statute 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
 Minnesota Statute 624.701 (Liquor in Certain Buildings or Grounds)
 41 U.S.C. 701-707 (Drug-Free Workplace Act)
 20 U.S.C. 7101-7165 (Safe and Drug-Free Schools and Communities Act)
 21 U.S.C. 812 (Schedules of Controlled Substances)
 21 C.F.R. 1308.11-1308.15 (Controlled Substances)
 34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross Reference:

Moorhead School Board Policy 420: Chemical Use and Abuse
Moorhead School Board Policy 421: Employee Drug and Alcohol Testing
Moorhead School Board Policy 532: Medication
Moorhead School Board Policy 551: Student Discipline

SM9-B05
14 Feb. 2005

INDEPENDENT SCHOOL DISTRICT #152

School Board Meeting
Board Room 224 - Probstfield Center for Education
2410 14th Street South
Moorhead, Minnesota

February 14, 2005

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 - Lynne Kovash, Assistant Superintendent of Teaching/Learning
- C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

- D. "We Are Proud"

***** We Are Proud** of Shirley Tweten for being honored by the Moorhead Human Rights Commission with a 2005 Human Rights Award. Tweten has been a teacher in the district since 1984, working with students learning English as a second language. Through her work with Moorhead High School students and Adult Basic Education students, Tweten has promoted the value of human beings from around the globe. Artifacts from various cultures decorate her room, and she attends cultural

SCHOOL BOARD AGENDA - February 14, 2005

PAGE 2

events that honor the many religious and national holidays of her students.

***** We Are Proud** of Juan Garza, Moorhead High School student, for receiving the Moorhead Human Rights Commission's 2005 Human Rights Award for youth. Garza is an active member of the Moorhead High School Key Club and the newly formed SADD chapter, whose members strive to set a positive example for other students by promoting nondestructive behavior. Garza does volunteer work with in the community, including work with the homeless and fund raising for Special Olympics.

***** We Are Proud** of the Moorhead High girls soccer team for winning the section title to advance to the state quarterfinals. Moorhead lost to Wayzata to end their season.

Team members are Emily Dale, Stacy Johnson, Jenna Braun, Liz Welle, Ashley Herold, Ashley Beutler, Sarah Van Nevel, Tory Boyd, Tricia Vanyo, Alyssa Gilbery, Rachel Johnson, Sabrina Sam, Cathrine Johnson, Ashley Schlotfeldt, Tracy Ritland, Hayley Cameron, Quin Ryan, Anne Boyd, Nicole Jefferson, Lindsay Biller, Ashley Leier, and Alexa Dewey. The girls soccer team is coached by Scott Middleton, head coach, and Sara Graning and Jade Collins, assistant coaches.

***** We Are Proud** of Horizon Middle School's 6th Grade Knowledge Master Team for placing second in Minnesota out of 23 teams and 17th nationwide out of 349 teams in the Knowledge Master Open on January 19, 2005. Team members are Luke Gemar, Austin Hauf, Jordan Maahs, Lizzy Ross, Seiko Shastri, Mariah Smith, Brooke Starkweather, Libby Sternhagen, Peter Totten, Ericka Tweeton, and Adam Wolf. The Knowledge Master coach is Lois Brown.

***** We Are Proud** of Kyle Olson, grade 8, for winning the Horizon Middle School Geography Bee held on January 28. Adam Gemar, grade 8, was the runner up. Third place was earned by Michael Faries, grade 7. Kyle will take a written test to determine if he qualifies to advance to the Minnesota Geography Bee to be held in St. Paul in March. Geography teacher Beth Thorpe coordinated the school-level Geography Bee.

SCHOOL BOARD AGENDA - February 14, 2005

PAGE 3

***** We Are Proud** of the following winners of the Grade Level Spelling Bees held in January:

5th Grade Spelling Bee: Danny Paulson
6th Grade Spelling Bee: Eunhae Park
7th Grade Spelling Bee: Natalie Huckle
8th Grade Spelling Bee: Katie L. Anderson

The Spelling Bee coordinator is Lois Brown.

***** We Are Proud** of the following winners of the District Spelling Bee held on January 26:

1st Place: Cody Carlson, Grade 7
2nd Place: Rachael Meier, Grade 7
3rd Place: Blake Jacobson, Grade 7
4th Place: Elizabeth Sternhagen, Grade 6
5th Place: James Andersen, Grade 8

All five students will advance to the Region IV Forum Communications Spelling Bee in Fergus Falls on February 24. Lois Brown is the Spelling Bee coordinator.

***** We Are Proud** of members of the Moorhead High School boys and girls cross country teams for advancing to the state meet in Northfield. Team members who participated at state are Adam Kne, Andrew Larson, Tyler Iverson, Erik Hest, Tom Sederquist, Erik Hanson, Brad Raissier, Paul Lillehaugen, Luke Wixo, and Claire Steinke. The boys cross country team placed second in the Section 8 competition and finished tenth at state. The cross country teams are coached by Tom Dooher, head coach, and Jon Moe and Jane Sederquist, assistant coaches.

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

2. CONSENT AGENDA

SCHOOL BOARD AGENDA - February 14, 2005

PAGE 4

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

- A. TEACHING/LEARNING MATTERS - Kovash
- B. BUSINESS SERVICE MATTERS - Weston
- C. HUMAN RESOURCE MATTERS - Nielsen
 - (1) Approval of New Employees - Page 7
 - (2) Approval of Family/Medical Leave - Page 8
 - (3) Acceptance of Resignations - Page 9
 - (4) Approval of Leave of Absence - Page 10
 - (5) Approval of Parental Leave Extension - Page 11
 - (6) Approval of Other Leave - Page 12
 - (7) Approval of Change in Contract - Page 13
 - (8) Approval of Extended Leave of Absence - Page 14
- D. SUPERINTENDENT MATTERS - Nybladh
 - (1) Approval of January 10 and 24, 2005 Meeting Minutes - Pages 15-24
 - (2) Approval of February Claims

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

Moved by _____ Seconded by _____
Comments _____

3. SCHOOL BOARD/STAFF DIALOGUE: Kovash

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

SCHOOL BOARD AGENDA - February 14, 2005

PAGE 5

Measures of Academic Progress - Kovash

Pages 25-32

4. **REFUNDING OF GENERAL OBLIGATION SCHOOL BUILDING BONDS:** Weston
Pages 33-35

Suggested Resolution: Move to authorize and award sale of the refunding bonds as presented.

Moved by _____ Seconded by _____

Comments _____

5. **FIRST READING OF POLICIES:** Kovash
Pages 36-48

Conduct a first reading of policies: Equal Educational Opportunity (501), Student Activities Travel (543), Promotion, Retention, Acceleration of Elementary Students (641), High School Academic, Activity and Varsity Athletic Letters (545), Principal Performance Evaluation (472), Administrator and Supervisor Performance Evaluation (471), Licensed Personnel Performance Evaluation (473), and Family and Medical Leave (422).

6. **COMMITTEE REPORTS**

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

8. **ADJOURNMENT**

SCHOOL BOARD AGENDA - February 14, 2005**PAGE 6****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Com Ed Adv Council	February 15	7 pm	PCFE
Interagency Early Interv Com	February 16	12 pm	Family Service Center
Clay Cnty Jt Powers Collab	February 16	3:30 pm	Family Service Center
Instr and Curr Adv Com	February 17	7-8:30 am	PCFE
Health/Safety/Wellness Com	February 17	9:30 am	PCFE
Supt's Adv Council	February 17	7 pm	PCFE
MHS PTAC	February 21	6:30 pm	MHS
President's Day Holiday	February 21		
Technology Com	February 22	3:45 pm	PCFE
SGR PTAC	February 22	7 pm	SGR
Activities Council	February 23	7 am	PCFE
Intergovernmental Retreat	February 26	1 pm	Ctyd by Marriott
School Board	February 28	7 pm	PCFE
Continuing Educ Com	March 1	3:30 pm	PCFE
Indian Educ Parent Com	March 2	6 pm	PCFE
Joint Powers Committee	March 3	7 am	Dilworth City Hall
Early Chldhd Adv Com	March 3	7 pm	PCFE
HMS PTAC	March 3	7 pm	Media Center
Kind P/T Conf (No Kind))	March 4		
P/T Family Night	March 7	5-7:30 pm	RRALC
K-12 P/T Conf (No Kind)	March 7	4:30-9 pm	
Robert Asp PTAC	March 7	6:30 pm	Library
End of Second Trimester	March 7		HMS
Early Chldhd Screening;	March 7-11		PCFE
Confs for Schl Readiness			
K-12 P/T Conf (No School)	March 8		
Township Election Day	March 8		
K-12 Staff Development Day	March 9		
Teacher Comp Day	March 10		
Spring Break	March 11		
Hopkins PTAC	March 14	7 pm	Library
School Board	March 14	7 pm	PCFE
Com Ed Adv Council	March 15	7 pm	PCFE

HUMAN RESOURCE

MEMO #: HR .05.083



TO: Dr. Larry Nybladh

FROM: Ron Nielsen

SUBJECT: New Employee

DATE: February 7, 2005

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

Dale Volk Computer Tech, Robert Asp Elementary, B24 (3) \$13.34 per hour 8 hours per day. (Replaces Nathan Schultz)

Rachel Hanson Food Server, Horizon Middle School, 2.75 hours per day, \$7.75 per hour, effective February 1, 2005. (Replaces Brenda Backlund)

Kim Berg Para/Home caller, High School 3.5 hours per day \$11.87 per hour, effective January 10, 2005. (Replaces Janet Arnold)

SUGGESTED RESOLUTION: Move to approve the employment of Dale Volk, Rachel Hanson and Kim Berg as presented.

RN/ smw

HUMAN RESOURCE

MEMO #: HR .05.081



TO: Dr. Larry Nybladh
FROM: Ron Hansen
SUBJECT: Family/Medical Leave
DATE: January 31, 2005

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

Tammi Fortney	Psychologist, High School, to begin on or about April 4, 2005 for approximately 6 weeks.
Molly Froemke	Deaf/Hard of Hearing Teacher, Horizon Middle school, to begin on or around March 14, 2005 for 6 weeks.
Laurie Schafer	Teacher, Ellen Hopkins Elementary school, leave began on January 3, 2005 until approximately March 19, 2005.
Beatrice Salverson	Paraprofessional, Red River Area Learning Center, to begin on February 9, 2005 for approximately six weeks.
Veronica Garcia	Paraprofessional, Horizon Middle School, leave began on January 27, 2005 for an undetermined amount of time.

SUGGESTED RESOLUTION: Move to approve the Family/Medical leave for Tammi Fortney, Molly Froemke and Laurie Schafer pursuant to Section IV, Article 38 of the Teachers' Master Contract, Beatrice Salverson and Veronica Garcia pursuant to Article VIII, Section 3 of the Paraprofessional Master Contract.

RN/smw

HUMAN RESOURCE

MEMO #: HR .05.082



TO: Dr. Larry Nybladh
FROM: Ron *Nybladh*
SUBJECT: Resignations
DATE: January 31, 2005

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

Steve Osvold Paraprofessional, S.G. Reinertsen Elementary, effective February 25, 2005.

William Brehm Custodian, Robert Asp Elementary, effective February 4, 2005.

Lynne Fillion Math Teacher, High School, effective June 3, 2005.

SUGGESTED RESOLUTION: Move to approve the resignation of Steve Osvold, William Brehm and Lynne Fillion presented.

RN/smw

HUMAN RESOURCE

MEMO #: HR .05.085



TO: Dr. Larry Nybladh
FROM: Ron Stensen
SUBJECT: Leave of Absence
DATE: February 7, 2005

The administration requests a Leave of Absence for the following people:

Tiffani Brantner Teacher, S.G. Reinertsen Elementary for the 2005-2006 school year.

SUGGESTED RESOLUTION: Move to approve the Leave of Absence for Tiffani Brantner pursuant to Section IV, Article 43 of the Teachers' Master Contract.

RN/smw

HUMAN RESOURCE

MEMO #: HR .05.084



TO: Dr. Larry Nybladh
FROM: Ron Nielsen
SUBJECT: Parental Leave Extension
DATE: February 7, 2005

The administration requests Parental Leave Extension for the following person:

Karen Reiersen Kindergarten teacher, Robert Asp Elementary, from March 14, 2005 until April 8, 2005.

SUGGESTED RESOLUTION: Move to approve the Parental Leave Extension for Karen Reiersen pursuant to Section IV, Article 39 of the Teachers' Master Contract.

RN/smw

HUMAN RESOURCE

MEMO #: HR .05.086



TO: Dr. Larry Nybladh
FROM: Ron [Signature]
SUBJECT: Other Leave
DATE: February 7, 2005

The administration requests Other Leave for the following people:

Frank Zebley Transportation, effective April 10, 2005 for the remainder of the 2004-2005 school year.

Jeannine Zebley Transportation, effective April 10, 2005 for the remainder of the 2004-2005 school year.

SUGGESTED RESOLUTION: Move to approve the Other Leave for Frank Zebley and Jeannine Zebley pursuant to Article VIII, Section 7 of the Bus Drivers/Bus Assistants Master Contract.

RN/smw

HUMAN RESOURCE

MEMO #: HR .05.079



TO: Dr. Larry Nybladh, Superintendent
FROM: Ron Nielsen, Director of Human Resources
SUBJECT: Change in Contract
DATE: January 31, 2005

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

Janet Arnold Para/Home caller, High School, 3.5 hours per day to Health Tech, Ellen
Hopkins Elementary, 6.5 hours per day, effective December 20, 2004
(Replacing Janet Wright)

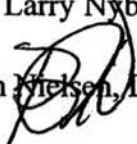
SUGGESTED RESOLUTION: Move to approve the change in contract for Janet Arnold as presented.

RN/jg

HUMAN RESOURCE

MEMO #: HR .05.087



TO: Dr. Larry Nybladh, Superintendent
FROM: Ron  Nielsen, Director of Human Resources
SUBJECT: Extended Leave of Absence
DATE: February 8, 2005

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

Scott Middleton First/Second Grade Teacher, Robert Asp Elementary, to begin with the 2005-2006 school year for at least three years but not to exceed five.

Suggested Resolution: Move to approve the request for Extended Leave of Absence for Scott Middleton pursuant to Article 39 of the Teachers' Master Contract.

RN/jg

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
PROBSTFIELD CENTER FOR EDUCATION
JANUARY 10, 2005
PAGE 1**

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

MEMBER 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: Fagerlie moved, seconded by Ladwig, to recommend the agenda proceed with clerical revisions as presented. Motion carried 7-0.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

ORGANIZATION OF THE SCHOOL BOARD: Ladwig moved, seconded by Thompson, to nominate the following slate of officers for the one-year term (2005) on the Moorhead School Board, and cast a unanimous ballot by acclamation:

Chairperson: Lisa Erickson

Vice-Chair: Bill Tomhave

Clerk: Sonia Hohnadel

Treasurer: Cindy Fagerlie

Motion carried 7-0.

Thompson thanked district staff and school board for their support while she served as chair of the Moorhead School Board. Thompson stated it was an honor and a privilege. Ladwig thanked Thompson for a job well done.

Thompson handed the gavel to Erickson.

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

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
PROBSTFIELD CENTER FOR EDUCATION
JANUARY 10, 2005
PAGE 2**

Funding - Approve the Functional Workforce Literacy funding in the amount of \$18,639 from Clay County Social Services. Moorhead Adult Basic Education was notified that funding for the Functional Workforce Literacy Program was extended for another year.

Approve the instructional materials and equipment (two Apple M-Audio key stations, two Apple iPods, and one Cisco Aironet 1231) purchased by the Lakes Country Carl D. Perkins and Tech Prep Projects at the Lakes Country Service Cooperative in the amount of \$1,602.90. These materials will be utilized by the Administrative Support Occupations Program at Moorhead High School.

Approve the instructional material from Lakes Country Carl D. Perkins and Tech Prep Projects in the amount of \$2,117.50 to purchase 35 student textbooks and 1 teachers' edition Microsoft Office X: Introductory Concepts and Techniques from Thomson Learning. Materials will be utilized by the Administrative Support Occupations Program at Moorhead High School.

Gifts - Approve the donation from Richard Rauenhorst of a stove-top range valued at \$100 for use in a Healthy Lifestyle classroom at Horizon Middle School.

Approve the donation of a 1998 Honda Accord (2 door, VIN #1HGCG3650WA000002) valued at \$12,000 from the American Honda Motor Co., Inc. (Torrance, CA) with local assistance from Dunwoody College of Technology (Minneapolis, MN). The gift will be utilized in the MHS AYES Automotive Program.

Approve the donation of a 2000 Toyota Corolla (VIN #INXBR12E3YZ407050) valued at \$9,000 from Toyota Motor Sales, USA, Inc. (Torrance, CA). The gift will be utilized in the MHS AYES Automotive Program.

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

On the General Account:

Ellen McCann	\$ 10.00
Refugio J. Villarreal, Jr.	\$ 35.00
Cory A. Emerson	\$ 20.00
Michelle Colton	\$ 3.50
Danielle M. Daigle	\$ 15.00
Donna Goehring (4)	\$ 87.00

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
PROBSTFIELD CENTER FOR EDUCATION
JANUARY 10, 2005
PAGE 3**

Rogelio Garcia	\$ 30.00
Mardi Eidem	\$130.00
Total	\$330.50

On the Activity Account:

Lindsay Samek	\$ 13.00
Todd Kristofferson dba	
South Plaza Barbers	\$ 15.00
Saysamone Sandkuai	\$ 55.00
Andrea B. Sell	\$ 8.00
Susan G. Amicucci	\$ 11.50
Patty L. Stoll	\$ 20.95
Michelle Colton	\$ 8.00
Total	\$131.45

New Employees

Aitan Haji - ESL Paraprofessional, High School, 6.5 hours per day, B21 0-2 \$11.87 per hour, effective January 3, 2005. (Replaces Nahro Hamad)

Michelle Swanson - Computer/Server, S.G. Reinertsen Elementary, 2.75 hours per day, \$7.75 per hour, effective December 15, 2004. (Replaces Marilyn Akers)

Mary Murphy - Server, Robert Asp Elementary, 2.75 hours per day, \$7.75 per hour, effective December 15, 2004. (Replaces Mary Lawrence)

Marcie Grady - Server, High School, 2.75 hours per day, \$7.75 per hour, effective January 10, 2005. (Replaces Aisha Salih)

Family/Medical Leave

Stephanie Ramirez - Paraprofessional, Partners in Learning, to begin approximately January 30, 2005 for five weeks.

Resignations

Brenda Backlund - Server, Horizon Middle School, effective December 22, 2004

Matthew Omvig - Custodian, High School, effective December 13, 2004

Tonya Matson - Early Childhood Teacher, effective December 31, 2004.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
PROBSTFIELD CENTER FOR EDUCATION
JANUARY 10, 2005
PAGE 4**

Other Leave

Nahir Munoz - Paraprofessional, High School from January 3, 2005 - January 26, 2005.

Child Care/Parenting Leave

Nicole Anderson - Paraprofessional, Ellen Hopkins Elementary, effective January 3, 2005 for six weeks.

Retirement

Clifford Steinert - Custodian, High School, effective March 31, 2005.

Minutes - Approve the December 6, 2004 special and December 13, 2004 regular meeting minutes as presented.

Claims - Approve the January Claims, subject to audit, in the amount of \$1,534,028.97.

General	\$706,530.48
Food Service	90,836.69
Community Service	23,122.90
Building Construction	713,539.20
TOTAL	\$1,534,028.97

Fagerlie requested Item D.2 - Approval of Agreement be removed from the Consent Agenda. Erickson stated the item would be placed at the end of the agenda.

Motion carried 7-0.

SCHOOL BOARD/STAFF DIALOGUE: Kovash

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

Special Education Updates and Trends in Moorhead Schools - Jill Skarvold, Director of Learner Support Services, provided information about special education services in Moorhead Schools as well as the most current child count information. The impact of No Child Left Behind and the new Individuals with Disabilities Education Improvement Act (IDEIA) was also discussed as it

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
PROBSTFIELD CENTER FOR EDUCATION
JANUARY 10, 2005
PAGE 5**

relates to current activities that are being undertaken within the Moorhead Schools, showing how special education is a part of the district's overall goals and not a separate system.

FIRST READING OF POLICIES: The Board conducted a first reading of the following policies: Cash Management (820), School Calendar (630), School Board Evaluation (204), School District Crisis Management (710), Field Trips (632), Religion (634), Early Admissions (513), and Drug-Free Workplace/Drug-Free School (572).

AYP IMPROVEMENT PLAN: Ladwig moved, seconded by Siggerud, to approve the Moorhead Area Public Schools AYP Improvement Plan and direct administration to file the plan with the Minnesota Department of Education by January 19, 2005. Motion carried 7-0.

APPROVAL OF AGREEMENT: Ladwig moved, seconded by Tomhave, to approve the Clay County Joint Powers Collaborative Formal Agreement as presented. Fagerlie commented that after reading the agreement several times, she was in total support of government entities working together whenever possible and as long as it produced positive results that benefit families and children. She stated her concern about the efficiency and effectiveness of the Collaborative. Ladwig responded that as a member of the Formal Agreement Committee of the Clay County Joint Powers Collaborative, that the Formal Agreement is reviewed every two years. The Clay County Joint Powers Collaborative Board has decided to make major changes on how they conduct business and the Formal Agreement is beginning to reflect those changes. Motion carried 7-0.

COMMITTEE REPORTS: Brief reports were heard regarding the Hopkins PTAC, Asp PTAC, Early Childhood Family Education Advisory Council, and Horizon Middle School PTAC meetings. Tomhave reminded Board members to attend the January 21-22 Intergovernmental Retreat in Detroit Lakes. Tomhave also commented on the traffic lights that will be installed next year near the new schools which will create safer intersections. Erickson stated that after the meeting the Board would discuss travel plans for upcoming meetings.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: None.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
PROBSTFIELD CENTER FOR EDUCATION
JANUARY 10, 2005
PAGE 6**

ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:23 p.m.

Sonia Mayo Hohnadel, Clerk

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
PROBSTFIELD CENTER FOR EDUCATION
JANUARY 24, 2005
PAGE 1**

MEMBERS PRESENT: Lisa Erickson, Cindy Fagerlie, Sonia Hohnadel, Carol A. Ladwig, Mike Siggerud, Bill Tomhave, and Dr. Larry P. Nybladh.

MEMBER ABSENT: Kristine Thompson.

CALL TO ORDER: Chairwoman Erickson 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: Ladwig moved, seconded by Tomhave, to recommend the agenda proceed with clerical revisions as presented. Motion carried 6-0.

WE ARE PROUD:

***** We are Proud** of Katrina Kotta, a sixth grader at Horizon Middle School, for having her entry for the Youth Art Month flag contest be selected as one of three finalists out of 93 entries around the state.

Each year, students living in Minnesota are invited to create an image for a flag to celebrate Youth Art Month. The entries are reviewed by a panel of judges. From the three finalists, one is used to represent the state of Minnesota and will be digitally reproduced into a full-size flag which will be flown, with the flags from many other states, at the Postal Service Building in Washington, D.C., during March 2005. Katrina is a student of Sue Geihl, Horizon Middle School art teacher.

***** We Are Proud** of the 2005 Teacher of the Year Building Representatives. Each school selects a teacher of the year for that school, and the Moorhead Teacher of the Year is selected from these candidates.

The 2005 Teacher of the Year Building Representatives are:

- * Chris Olson, music teacher at Ellen Hopkins Elementary School
- * Deb Hanson, educational speech language pathologist at Robert Asp Elementary School
- * Alice Swanson, physical education teacher at Horizon Middle School
- * Darwin Miller, industrial technology teacher at Moorhead High School

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
PROBSTFIELD CENTER FOR EDUCATION
JANUARY 24, 2005
PAGE 2**

* Denise Ishaug, speech language pathologist with the district's Early Intervention Services program (representing off-site campuses)

*** **We Are Proud** of Emily Nerland for being named the 2005 Moorhead Teacher of the Year. Nerland, a third-grade teacher at S.G. Reinertsen Elementary School, has been teaching for more than 30 years. She has taught in Moorhead for 18 years and has served on many school and district committees during that time. Nerland was selected as Teacher of the Year by the Education Moorhead Communications Committee.

*****We Are Proud** of Moorhead School Board member Carol Ladwig who has been honored by the Minnesota School Boards Association with the President's Award for 2004-2005. The award recognizes those persons completing 300 or more hours of attendance at MSBA- and NSBA-sponsored meetings and activities. Ladwig was recognized at the 2005 MSBA Leadership Conference Awards Luncheon on January 13, 2005.

*****We Are Proud** of Moorhead School Board members Sonia Hohnadel and Bill Tomhave who have been honored by the Minnesota School Boards Association with the Directors' Award for 2004-2005. The award recognizes those persons completing 100 or more hours of attendance at MSBA- and NSBA-sponsored meetings and activities. Hohnadel and Tomhave were recognized at the 2005 MSBA Leadership Conference Awards Luncheon on January 13, 2005.

Moorhead School Board member Cindy Fagerlie was also recognized at the 2005 MSBA Leadership Conference Awards Luncheon on January 13 for completing the MSBA Leadership Development Program. Fagerlie was recognized by the district on July 19, 2004.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

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

Student Teacher Agreement - Approve the student teacher agreement with the University of North Dakota for January through May, 2005.

Funding - Approve the professional development funding from Lakes Country Carl D. Perkins and Tech Prep Projects not to exceed \$829. The Moorhead High School has been approved for

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
PROBSTFIELD CENTER FOR EDUCATION
JANUARY 24, 2005
PAGE 3**

professional development funding to send up to three Moorhead Administrative Support Occupations instructors to attend the Minnesota Business Education Inc. (MBEI) Winter Conference scheduled for April 15, 2005 at Dakota Technical Center. The funding includes substitute reimbursement, conference registration, lodging, mileage, and food not to exceed \$829.

New Employee

Elma Fox - Paraprofessional, High School, B21(0) \$11.87 per hour, 6.5 hours per day, effective January 10, 2005. (Replacing Ryan Parker)

Family/Medical Leave

Cheri Puetz - Teacher, Ellen Hopkins Elementary, to begin on or about February 15, 2005 for 10 weeks.

Tiffani Brantner - Teacher, S.G. Reinertsen Elementary, to begin on or about April 25, 2005 for 6 weeks.

Rebecca Meyer-Larson - Teacher, High School, to begin December 15, 2004 for 10 weeks.

Resignations

Vicki Vigessaa - COTA, Horizon Middle School, effective January 28, 2005.

Dawn Cox - Paraprofessional on leave of absence, effective January 3, 2005.

Darla Julin - Head Cook, Horizon, effective January 31, 2005.

Motion carried 6-0.

APPROVAL OF POLICY: Hohnadel moved, seconded by Ladwig, to approve the policy, Cash Management (820), as presented. Motion carried 6-0.

APPROVAL OF POLICY: Hohnadel moved, seconded by Tomhave, to approve the policy, School Year Calendar (630), as presented. Motion carried 6-0.

APPROVAL OF POLICY: Fagerlie moved, seconded by Tomhave, to approve the policy, School Board Evaluation (204), as presented. Motion carried 6-0.

APPROVAL OF POLICY: Siggerud moved, seconded by Tomhave, to approve the policy, School District Crisis Management (710), as presented. Motion carried 6-0.

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
PROBSTFIELD CENTER FOR EDUCATION
JANUARY 24, 2005
PAGE 4**

APPROVAL OF POLICY: Ladwig moved, seconded by Hohnadel, to approve the policy, Field Trips (632), as presented. Motion carried 6-0.

APPROVAL OF POLICY: Fagerlie moved, seconded by Tomhave, to approve the policy, Religion (634), as presented. Motion carried 6-0.

APPROVAL OF POLICY: Tomhave moved, seconded by Hohnadel, to approve the policy, Early Admissions (513), as presented. Motion carried 6-0.

APPROVAL OF POLICY: Ladwig moved, seconded by Siggerud, to approve the policy, Drug-Free Workplace/Drug-Free School (572), as presented. Motion carried 6-0.

COMMITTEE REPORTS: Brief reports were heard regarding the Health/Safety/Wellness Committee, Interagency Early Intervention Committee, Clay County Joint Powers Collaborative Bd, High School PTAC, and Superintendent's Advisory Council meetings. Tomhave stated the Intergovernmental Retreat was canceled due to inclement weather. Various Board members reported on sessions attended at the MSBA 2005 Leadership Conference in January.

WE ARE PROUD:

*** **We Are Proud** of Joanne Keller, a member of the Moorhead High School girls swimming team, for advancing to the state meet. She advanced following her third place finish in the 200 and 500 freestyle. Head coach of the team is Pat Anderson.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: None.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 7:26 p.m.

Sonia Mayo Hohnadel, Clerk

OFFICE OF TEACHING & LEARNING MEMO #: I.05.111



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Dialog on Measures of Academic Progress and AYP Progress
DATE: February 8, 2005

Lynne Kovash will present information related to the Measures of Academic Progress (MAP) given to students in grades 2-9 in the fall.

Information will also be presented on the progress that has been made on the AYP report.

LAK/kmr
Attachment



Measures of Academic Progress (MAP)
&
AYP Update

Office of Teaching and Learning
2/8/05



RII Score - Grade Level Independent
Reading - Fall 2004

Grade	Mean RIT	Std Dev	Median
2	175.7	16.2	176
3	192.2	14.7	195
4	200.5	14.6	203
5	207.6	12.6	209
6	211.1	15.8	213
7	217.5	13.2	220
8	220.3	14.2	222
9	224.5	11.3	226



RII Score - Grade Level Independent
Mathematics - Fall 2004

Grade	Mean RIT	Std Dev	Median
2	180	12.3	180
3	194.3	11.3	196
4	204	12.9	205
5	213.6	14.7	213
6	219.9	16.7	222
7	226.9	16	229
8	233.6	17.4	235
9	241.5	17.6	244



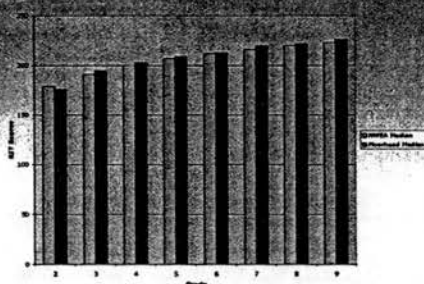
What are typical RIT and Growth Scores?

- 2002 norming studies to describe student achievement status and growth along the RIT scales.
- The study included more than 1.05 million students from 323 districts in 24 states.
- As we improve education, we anticipate that students in the district will achieve at higher levels and grow more rapidly.
- The RIT scores and mean growth values should be considered typical or indicative of student performance at each grade level.



Reading Achievement Comparison

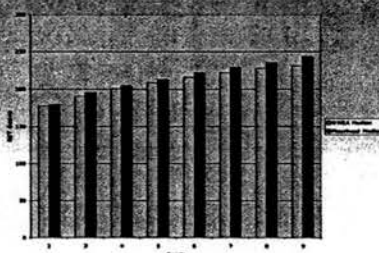
Reading Fall 2004





Mathematics Achievement Comparison

Mathematics Fall 2004





Lexile score

Lexile is

• Unit for measuring text difficulty

• Linked to the RIT score, which measures reading comprehension

• Lexile uses

- Help students choose appropriate challenge levels
- Helpful to parents in choosing appropriate reading material
- Books are being lexiled for library and school collections.
- www.lexile.com



AYP Progress

• Elementary Activities

- Professional Development February 24

- All teachers attended

- Collected data from teacher questions

- Administrative meeting to determine next steps

- Mathematics committee planned the end of February

- Review data
- Review K-5 articulation documents from teachers
- Determine next steps
- Determine pacing schedule



Continued Elementary Progress

• Research being conducted on intervention programs - continuing

• Completed individual teacher review of standards, test specifications and curriculum.



Secondary Progress

- Accelerated math program to be used at RRALC
- Math district meeting will focus on data analysis to determine next steps



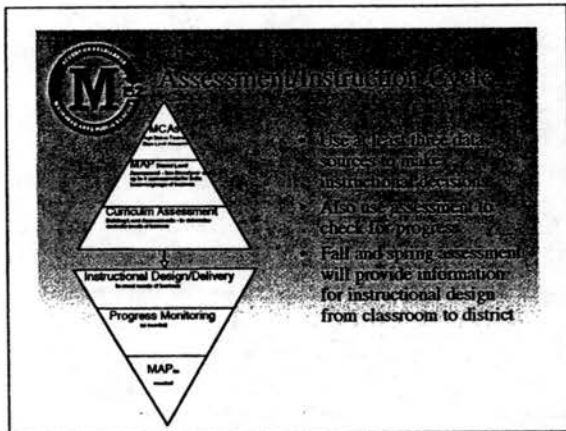
District Plans

- MAP training for three staff members from each school
- Teams are working in schools to analyze and use MAP data for individual student planning
- Schools are planning goal setting for individual students using MAP assessment data
- One administrator from the high school attended Breaking Ranks Training in Fargo
- 7 staff members will be attending assessment training (MASCD scholarship opportunity)



Goal Setting

- Each school will develop school goals in line with district academic goals
 - Analyze data
 - Use of many data sources
 - MAP Assessments
 - Work Sampling
 - MCA Data
 - Curriculum Assessment
- School goals will be part of continuous school improvement.



The team is the cornerstone of the learning organization. What really matters is how people make decisions and take action - how the team thinks and acts together.

---Peter Senge

We are building a strong team for all the students of Moorhead Area Public Schools.

Minnesota K-12 Academic Standards and Graduation Requirements

Revised 11/15/04

SCHOOL DISTRICT STANDARDS REQUIREMENTS¹ The district must embed the standards into the curriculum so that all students have the opportunity to receive instruction in all standards (i.e., The district must provide all standards to all students).	STATE TESTS Required tests and implementation dates MN Comprehensive Assessments (MCA-II) Basic Skills Tests (BST)	STUDENT REQUIREMENTS FOR GRADUATION 21.5 course credits² Students also must meet local requirements. Graduation credit requirements must be fully in place for the class of 2007-08.
Language Arts* – State Standards Grades K-2, 3, 4, 5, 6, 7, 8, 9-12 Begin implementation 2003-04 Full implementation by 2005-06	Language Arts MCA-II Reading Grade 3-8, 10 2005-06 MCA-II Writing Grade 5 2005-06 BST Reading, first administered Grade 8 BST Writing, first administered Grade 10	Language Arts 4 credits; Pass Grade 8 BST in Reading and Grade 10 BST in Written Composition
Mathematics* – State Standards Grades K-2, 3, 4, 5, 6, 7, 8, 9-11 Begin implementation 2003-04 Full implementation by 2005-06	Mathematics MCA-II Math Gr. 3-8, 11 2005-06 BST Math, first administered Grade 8	Mathematics 3 credits , encompassing algebra, geometry, and statistics and probability; Pass Grade 8 BST in Mathematics
Arts* – Local or State Standards (If state standards are used: Grades K-3, 4-5, 6-8, 9-12) Districts must offer 3 and require 1 in the areas of dance, music, theater, visual arts and/or media arts in the 9-12 grade band. (In gr. K-8, districts must offer 3 and require 2 in dance, music, theater and/or visual arts.) Begin implementation 2003-04 Full implementation by 2005-06	Arts No state required tests Locally selected assessments	Arts 1 credit
Science* – State Standards Districts may choose either option: a) Grades K, 1, 2, 3, 4, 5, 6, 7, 8, 9-12; or b) Grades K-2, 3-5, 6-8, 9-12 Begin implementation 2004-05 Full implementation by 2006-07	Science Science MCA-II Science Grade 5 and Grade 8 2007-08 MCA-II Life Sciences once in Grade span 10-12 2007-08	Science 3 credits , including one in biology
Social Studies* – State Standards Grades K-3, 4-8, 9-12 Begin implementation 2004-05 Full implementation by 2006-07	Social Studies No state required tests Locally selected assessments	Social Studies 3.5 credits , encompassing U.S. history, geography, world history, economics, and government/ citizenship OR 3 credits encompassing U.S. history, geography, world history, government/ citizenship and a .5 credit in economics (taught in social studies or business department)

SCHOOL DISTRICT STANDARDS REQUIREMENTS ¹	STATE TESTS	STUDENT REQUIREMENTS FOR GRADUATION
Health/Physical Education* – Local Standards In grades K-8 phys. ed. instruction must be given to all students each year; in grades K-8 health instruction must be given each year or by district-determined grade bands. Grade 9-12 instruction must be provided to all students at least once in both areas. Begin implementation 2003-04 Full implementation by 2005-06	Health/Physical Education No state required tests Locally selected assessments	Health/Physical Education Local decision
Vocational and Technical Education – Local Standards Districts must offer courses in this elective subject area. Begin implementation in 2003-04 Full implementation by 2005-06	Vocational and Technical Education No state required tests Locally selected assessments	Vocational and Technical Education Local decision
World Languages – Local Standards Districts must offer courses in this elective subject area. Begin implementation in 2003-04 Full implementation by 2005-06	World Languages No state required tests Locally selected assessments	World Languages Local decision
English Language Proficiency (ELP) – State Standards Grades K-2, 3-5, 6-8, 9-12 Adopted per NCLB req: (date) Implementation: (date)	English Language Proficiency (ELP) Test of Emerging Academic English (TEAE) Reading/Writing, Grade 3-12; MN Student Oral Language Observation Matrix (MN SOLUM)	English Language Proficiency (ELP) N/A

¹ Required standards are indicated by an asterisk (*).

² A **course credit** is equivalent to a student successfully completing an academic year of study, or a student mastering the applicable subject matter, as determined by the local school district.



To: Dr. Larry P. Nybladh

From: Mark Weston *MW*

Date: February 8, 2005

RE: Refunding of General Obligation School Building Bonds, Series 2002

Accompanying this memo, please find a letter and debt service report from Myron Knutson of The PFM Group. As you will note in the letter from Mr. Knutson, the school district, at current interest rates, can refinance the last ten years of our 20 year obligation and save approximately \$2,000,000. This savings will not be realized until 2013 as the debt service schedule indicates.

You might also note in Mr. Knutson's letter that a minimum 3 percent savings level must be obtained before a school district can refund a bond. The current yields at this time provide a 3.753 percent savings. The PFM Group will sell the bonds on February 14, 2005. Mr. Knutson of the PFM Group will be in attendance at the February 14 School Board meeting to present the results of the day's bids. In the event that the savings are substantial enough to execute a sale, the following resolution will be recommended.

Suggested Resolution: Move to authorize and award sale of the refunding bonds as presented.

MHW:mde
Attachment



The PFM Group

1726 Prairie Lane
Fargo, ND 58103

701.235.4416
701.239.4597 Fax
www.pfm.com

January 20, 2005

Mr. Mark Weston
Assistant Superintendent of Business Services
Moorhead Area ISD No. 152
2410 14th Street South
Moorhead, MN 56560

RE: Refunding of General Obligation School Building Bonds, Series 2002

Dear Mr. Weston:

Regarding our review of refunding the District's 2002 general obligation bonds, attached is a refunding savings summary for your and the Board's review. The 2002 bonds are callable on April 1, 2012.

Based on current interest rates, an advance refunding of this issue is now projected to produce total interest rate savings of \$2,030,190 with a present value of \$1,259,724, which is 3.75% of the present value of refunded debt service and exceeds the Minnesota 3% minimum savings level for advance refundings. These savings figures are net of the negative arbitrage of approximately \$200,000. The negative arbitrage represents the investment loss as the District cannot invest the refunding bond proceeds up to the arbitrage yield to the call date. These savings figures are also net after the total estimated costs of issuance of \$120,000. The costs of issuance would be paid out of the new refunding bond proceeds, so there would be no cash outlay by the District. Again, the savings shown on the attached schedule would be net savings to the District.

With District authorization we can schedule a competitive sale of refunding bonds for the School Board's February 14th meeting. On that day the actual interest rates and savings would be determined. The District would then review the final savings figures, and if satisfactory, would approve the sale of the refunding bonds.

If interest rates were to move higher between now and the sale date which reduces interest rate savings and/or bond bids are rejected due to little or no savings, the refinancing would not be completed and no costs would be incurred by the District.

One other separate item to note is the fact that the District's 1997 advance refunding bonds cannot be advance refunded again but can be current refunded within 90 days of the February 1, 2006 call date. As such, the District will have the opportunity to refund the 1997 bonds in the Fall of 2005. We will keep you posted on the projected savings level for that refunding as opportunity approaches.

Please let us know if you have any questions or would like to further review this refunding opportunity.

Sincerely,

PUBLIC FINANCIAL MANAGEMENT, INC.

Myron L. Knutson
Managing Director

Erik Kelly
Consultant

Moorhead ISD No. 152, Minnesota
G.O. School Building Refunding Bonds, Series 2005
Refunding of 2002 Bonds

Debt Service Comparison

Date	Total P+I	PCF	Existing D/S	Net New D/S	Old Net D/S	Savings
04/01/2005	-	-	3,913,312.50	3,911,372.29	3,913,312.50	1,940.21
04/01/2006	1,824,734.17	(1,824,734.17)	5,482,625.00	5,482,625.00	5,482,625.00	-
04/01/2007	1,684,370.00	(1,684,370.00)	5,484,625.00	5,484,625.00	5,484,625.00	-
04/01/2008	1,684,370.00	(1,684,370.00)	5,482,625.00	5,482,625.00	5,482,625.00	-
04/01/2009	1,684,370.00	(1,684,370.00)	5,463,375.00	5,463,375.00	5,463,375.00	-
04/01/2010	1,684,370.00	(1,684,370.00)	5,489,625.00	5,489,625.00	5,489,625.00	-
04/01/2011	1,684,370.00	(1,684,370.00)	5,444,625.00	5,444,625.00	5,444,625.00	-
04/01/2012	1,684,370.00	(43,684,370.00)	47,444,625.00	5,444,625.00	5,444,625.00	-
04/01/2013	5,234,370.00	-	-	5,234,370.00	5,437,125.00	202,755.00
04/01/2014	5,266,895.00	-	-	5,266,895.00	5,472,125.00	205,230.00
04/01/2015	5,295,367.50	-	-	5,295,367.50	5,497,125.00	201,757.50
04/01/2016	5,260,430.00	-	-	5,260,430.00	5,462,125.00	201,695.00
04/01/2017	5,267,392.50	-	-	5,267,392.50	5,469,625.00	202,232.50
04/01/2018	5,264,060.00	-	-	5,264,060.00	5,467,125.00	203,065.00
04/01/2019	5,302,260.00	-	-	5,302,260.00	5,504,625.00	202,365.00
04/01/2020	5,277,555.00	-	-	5,277,555.00	5,479,625.00	202,070.00
04/01/2021	5,278,957.50	-	-	5,278,957.50	5,482,875.00	203,917.50
04/01/2022	5,269,837.50	-	-	5,269,837.50	5,473,000.00	203,162.50
Total	\$64,648,079.17	(53,930,954.17)	\$84,205,437.50	\$94,920,622.29	\$96,950,812.50	\$2,030,190.21

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	1,257,784.11
Net PV Cashflow Savings @ 3.996%(Bond Yield).....	1,257,784.11
Contingency or Rounding Amount.....	1,940.21
Net Present Value Benefit.....	\$1,259,724.32
Net PV Benefit / \$33,567,066.65 PV Refunded Debt Service.....	3.753%
Net PV Benefit / \$42,000,000 Refunded Principal.....	2.999%
Net PV Benefit / \$42,610,000 Refunding Principal.....	2.956%

Refunding Bond Information

Refunding Dated Date.....	3/01/2005
Refunding Delivery Date.....	3/01/2005

MEMO #: S-05-055

TO: School Board

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

DATE: February 7, 2005

RE: First Reading of Policies

Attached please find the following policies: Equal Educational Opportunity (501), Student Activities Travel (543), Promotion, Retention, Acceleration of Elementary Students (641), High School Academic, Activity and Varsity Athletic Letters (545), Principal Performance Evaluation (472), Administrator and Supervisor Performance Evaluation (471), Licensed Personnel Performance Evaluation (473), and Family and Medical Leave (422), for your review.

LPN:mde

Attachments

Equal Educational Opportunity

District Code: 501

Section: 500 STUDENTS

Date Adopted: 12/16/1996

Date Revised: 4/23/2001

Dates Reviewed: 4/23/2001

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of Moorhead Area Public Schools.

II. GENERAL STATEMENT OF POLICY

A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to policy 570: Prohibition of Harassment and Violence.

C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

D. It is the responsibility of every school district employee to comply with this policy conscientiously.

E. Any student, parent or guardian having any questions regarding this policy should discuss it with ~~the an~~ appropriate school district official. ~~In the absence of a specific designee,~~ addition, an inquiry or a complaint should be referred to the Department of Human Resources or the Superintendent.

Legal References:

Minnesota Statute Ch. 363 (MN Human Rights Act)

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

42 U.S.C. 12101 et seq. (Americans with Disabilities Act)

20 U.S.C. 1681 et. seq. (Title IX of the Education Amendments of 1972)

Cross References:

Moorhead School Board Policy 502: Student Disability Nondiscrimination

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

Moorhead School Board Policy 570: Prohibition of Harassment and Violence

Student Activities Travel

District Code: 543

Section: 500 STUDENTS

Date Adopted: 8/5/1988

Date Revised: 4/23/2001

Dates Reviewed: 3/26/1991

3/10/1997

4/23/2001

I. PURPOSE

The purpose of this policy is to address the district support for student activities travel to state and national meets.

II. GENERAL STATEMENT OF POLICY

A. State ~~Meets~~ Competitions Sponsored by Minnesota State High School League or Other Organizations Providing Reimbursement

District students and their coaches participating in athletic and/or academic activities at the state level will be provided a school car, bus or contracted travel; lodging with two or more students per room when possible, and registration fees, upon approval of the Building ~~Principal~~ Administrator and/or Activities Director. Meals will not be provided unless they are included in a registration fee or reimbursed by the Minnesota State High School League or other activity sponsor.

B. National ~~Meets~~ Competitions

National competitions for first place state winners will be financed through activities' individual accounts and/or by student participants.

C. Other Competitions

All other competition expenses will be the responsibility of the student, parent or activity fund.

III. DISSEMINATION OF POLICY

This policy will be shared with students and parents/guardians at the beginning of the student activity. District funds will not be used to finance student or coach participation in national competitions.

Cross References:

Moorhead School Board Policy 541: Student Activity Eligibility

Moorhead School Board Policy 542: Student Activity Fees

Moorhead School Board Policy 544: Activity Fund Raising

Promotion, Retention and Acceleration of Elementary Students

District Code: 641

Section: 600 EDUCATION PROGRAMS

Date Adopted: 4/24/1984

Date Revised: 2/14/2000

Dates Reviewed: 12/1/1990

5/22/1995

2/14/2000

I. PURPOSE

Promotion, retention and acceleration shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of the alternatives.

Our school system accepts the responsibility to aid the development of each student. The educational programs in our district are designed to maximize individual growth in the following areas as identified and defined in our district philosophy:

- A. Self-concept
- B. Human understanding
- C. Basic skills
- D. Creative development
- E. Knowledge and appreciation of human achievement
- F. Joy of learning
- G. Physical and mental well-being
- H. Self-sufficiency
- I. Responsible citizenship

II. GENERAL STATEMENT OF POLICY

Every effort shall be made to identify the special needs and talents of students early in their school careers so appropriate placements can be made.

Final decisions on promotion, retention and acceleration shall be made by the principal after consultation and recommendations of teachers, parents and other resource persons.

An appeal may be made to the Superintendent and ultimately to the school board within thirty (30) calendar days of the principal's decision.

Cross Reference:

Moorhead School Board Policy 103: Philosophy of Education

Moorhead School Board Policy 104: Mission Statement

Moorhead School Board Policy 513: Early Admissions

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Thursday, February 03, 2005 8:51:14 AM
Michelle Erickson

High School Academic, Activity and Varsity Athletic Letters**District Code:** 545**Section:** 500 STUDENTS**Date Adopted:** 3/24/1987**Date Revised:** 3/27/2000**Dates Reviewed:** 5/8/19953/27/2000

I. PURPOSE

Letters are awarded to students in recognition of their efforts in meeting the district's mission statement: "To develop the maximum potential of every learner to thrive in a changing world." The purpose of an academic, athletic, or activity letter is to recognize student motivation, incentive to achieve, ability, accomplishments, and/or contribution to team effort.

II. GENERAL STATEMENT OF POLICY

Guidelines for receiving a letter in academics, athletics, and activities ~~shall be developed through administrative and building policy to insure fairness and equity~~ are listed in Administrative Procedure 545.1 and are developed to ensure fairness and equity. Administrative and building policies shall ensure that written requirements are developed, available and properly communicated to students and parents.

~~(Refer to Administrative Procedure 545.1 High School Academic, Activity, and Varsity Lettering Procedure.)~~

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Tuesday, February 08, 2005 11:29:56 AM
Michelle Erickson

Principal Performance Evaluation

District Code: 472

Section: 400 EMPLOYEE/PERSONNEL

Date Adopted: 1/9/1990

Date Revised: 5/8/2000

Dates Reviewed: 12/11/1995
5/8/2000

I. PURPOSE

The purpose of a performance evaluation is the continual improvement and development of each principal's talents, skills and abilities as they relate to job performance. It is an on-going process of planning, review and development involving the principal and the superintendent.

II. GENERAL STATEMENT OF POLICY

A. Annual Performance Review: The Superintendent will meet on an annual basis with the tenured principals and three times per year with principals on a probationary contract. The Superintendent will provide each principal with a written summary of the conference. (Principals will meet with their assistants.) The principal will prepare in advance of the review:

1. A completed self-assessment on the Principals' Performance Review instrument.
2. A written summary related to progress ~~on the~~ toward district's and building's ~~Five Year Plan~~ goals.
3. A summary of the staff evaluation of the principal.

B. Staff: Each principal will ask his/her staff to complete a performance evaluation at least once a year.

Legal Reference:

Minnesota Statute 122A.40 Subd. 5 (Probationary Period)

Cross Reference:

Moorhead School Board Policy 470: School District Evaluation of Personnel

Administrator and Supervisor Performance Evaluation

District Code: 471

Section: 400 EMPLOYEE/PERSONNEL

Date Adopted: 8/10/1982

Date Revised:

Dates Reviewed:

I. PURPOSE

~~A performance review determines how well an administrative/supervisor person is performing in his/her assigned area of responsibility and should encourage improved performance and personal development.~~

The Moorhead School Board believes that a strong relationship exists between the quality of education afforded students and the competency of professional personnel employed by the school system. The school board attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. The school board regards a personnel evaluation plan as a critical and essential part of professional growth.

II. GENERAL STATEMENT OF POLICY

The performance evaluation program enables each administrator/supervisor to receive feedback on his/her job performance and to assist the administrator/supervisor to become more effective in his/her position.

This performance review program is based on a three-step approach:

A. Review of areas of accountability as described in the Job Descriptions/ District Goals/Building Goals/Personal Goals.

~~—Revision when necessary, to keep the write-ups accurate and up to date is an integral part of the performance review process.~~

B. Development of goals for a particular time period (twelve to twenty-four months).

~~—Supervisor and incumbent mutually agree on goals (objectives to be attained) within selected areas of accountability.~~

C. Review of performance of the individual in achieving previously established goals.

~~—In the review, both objective measures and subjective estimates are utilized.~~

III. DEFINITION OF TERMS:

~~GOAL—A statement of broad direction, purpose, or intent based upon an identified need.~~

~~OBJECTIVE—A desired accomplishment which can be measured within a given time and under specific conditions.~~

~~EVALUATION - Testing, measuring and appraisal of growth, achievement, by means of tests and test instruments and techniques.~~

~~OBJECTIVES - Regular performance reviews are essential to achieve the following basic objectives:~~

~~—To stimulate and encourage development of staff members in administrative/ supervisor position so as to attain the highest possible level of education excellence for the students of the Moorhead Area School District.~~

~~—To have each administrator / Supervisor "map out" a self improvement program designed to achieve improved performance in one or more of her/his assigned areas of accountability with a definite time schedule in mind.~~

~~III. PROCEDURE:~~

~~A. The Job Description is used to assure the orderly review of the performance being rendered by the person in each administrative supervisor position.~~

~~—Any changes in position content that have taken place should be noted. The supervisor should take responsibility for making the appropriate revisions.~~

~~—Critical work activities will be identified (priorities)~~

~~B. District, Building and Personal goals would also be addressed.~~

~~—Participating parties will jointly establish goals.~~

~~C. The preparation of each plan of action will be the responsibility of the immediate supervisor, identified in the Job Description as the person "Accountable To".~~

~~D. Administrative/supervisor personnel shall have their performance reviewed annually. In all cases the time and place for review and discussion will be at the discretion of the supervisor. It is desirable that the review be scheduled at approximately the same time each year so proper preparation is assured.~~

~~—A minimum of two performance reviews during the school year.~~

~~E. Provisions is made on each review form for the signature of both the supervisor and the incumbent.~~

~~Cross Reference:~~

~~Moorhead School Board Policy 470: School District Evaluation of Personnel~~

~~471.1 FORM~~

~~DISTRICT IMPROVEMENT~~

~~DATE:~~

~~OFFICE:~~

~~DISTRICT NAME: Moorhead~~

~~GOAL:~~

~~OBJECTIVE(S):~~

~~STRATEGIES TO ACCOMPLISH OBJECTIVE(S):~~

~~DATE DUE:~~

~~RESOURCES NEEDED (TIME, \$, HUMAN):~~

~~PERSONS RESPONSIBLE:~~

~~RESULTS (TO BE REPORTED IN OCT JAN APR):~~

Legal Reference:

Minnesota Statute 122A.40 Subd. 5, Subd. 8 (Employment; Contracts; Termination)

Cross Reference:

Moorhead School Board Policy 470: School District Evaluation of Personnel

Licensed Personnel Performance Evaluation

District Code: 473

Section: 400 EMPLOYEE/PERSONNEL

Date Adopted: 10/9/2000

Date Revised:

Dates Reviewed:

I. PURPOSE

The Moorhead School Board believes that a strong relationship exists between the quality of education afforded students and the competency of professional personnel employed by the school system. The school board attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. The school board regards a personnel evaluation plan as a critical and essential part of professional growth.

II. GENERAL STATEMENT OF POLICY

The primary purpose of professional evaluation is to improve the instructional program for all students by assisting teachers and other licensed personnel to improve and to gain greater competence in their profession. To be most effective, the evaluation plan should be:

1. Viewed as a positive process designed to indicate the present effectiveness of the employee and to provide a performance improvement plan if needed.
2. Designed to facilitate open dialogue between the evaluator and the person evaluated and directed toward improving employee performance and promoting career development.

It shall be the responsibility of the Superintendent and/or his or her designee to establish specific procedures which comply and are consistent with Minnesota laws and State Board of Teaching regulations regarding performance appraisal.

Legal Reference:

Minnesota Statute Section 122A.40 Subd. 5 (Probationary Period)

Cross Reference:

Moorhead School Board Policy 470: School District Evaluation of Personnel

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Thursday, February 03, 2005 9:42:07 AM
Michelle Erickson**Family and Medical Leave****District Code:** 422**Section:** 400 EMPLOYEE/PERSONNEL**Date Adopted:** 6/11/2001**Date Revised:****Dates Reviewed:****I. PURPOSE**

The purpose of this policy for family and medical leave to school district employees in accordance with the Family and Medical Leave Act and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY**A. Twelve-week Leave**

1. Regular full-time and part-time employees who have been employed by the school district for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child;
- b. placement of an adopted or foster child with the employee;
- c. to care for the employee's spouse, son, daughter, or parent with a serious health condition; and/or
- d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job.

2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee uses any leave.

3. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.

4. Eligible spouses employed by the school district are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition or because of the employee's own serious health condition.

5. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or

reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

6. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

7. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

8. Requests for leave shall be made to the school district. Employees must give 30 days written notice of a leave of absence where practicable. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

9. During the period of a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12 month period), the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage.

10. This policy applies to all family and medical leaves of absence including leaves that are covered under paid employment benefit plans or policies for any part of the 12 weeks leave to which the employee may be entitled under this policy. In other words, if an employee is entitled to both FMLA leave and paid leave under another benefit plan or policy, the employee is required to use all applicable paid leave plans or policies before unpaid leave and the FMLA leave and the paid leave will run concurrently.

11. Employees returning from a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12 month period) are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has not greater right to reinstatement or to other benefits and conditions of employment than if the employee has been continuously employed during the leave.

12. An employee who does not return after leave may, in some situations, be required to reimburse the school district for the cost of the health plan premiums paid by it.

13. The provisions of this policy are intended to comply with applicable law, including the Family and Medical Leave Act of 1993 ("FMLA") and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by that Act and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

14. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves

(if any) shall be followed.

B. Six-week Leave

An employee who does not qualify for leave under Paragraph A above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half full-time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

III. DISSEMINATION OF POLICY

A. This policy shall be conspicuously posted in each school district building in areas of accessible to employees.

B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal Reference:

29 U.S.C. 2601, et seq. (Family and Medical Leave Act of 1993)

Minnesota Statute 181.940-181.944 (Parenting Leave)

29 C.F.R. Part 825

S-179-805
28 Feb 2005

INDEPENDENT SCHOOL DISTRICT #152

School Board Meeting
Board Room 224 - Probstfield Center for Education
2410 14th Street South
Moorhead, Minnesota

February 28, 2005

7:00 p.m.

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

ATTENDANCE:

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

AGENDA

1. CALL TO ORDER

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

Moved by _____ Seconded by _____
Comments _____

- D. "We Are Proud"

*** **We Are Proud** of the Horizon Middle School Mathcounts Team for placing second in the chapter competition held at Minnesota State University Moorhead on Wednesday, February 9, 2005. Team members were eighth-graders Tom Seaberg and Margaret Worman and seventh-graders Ben Gaughan and Andrew Stone. Individual competitors were eighth-grader Hannah Mogen, seventh-grader Annika Harless, and sixth-graders Matt Fernholz and Kate Fitzgerald. Margaret Worman placed third

SCHOOL BOARD AGENDA - February 28, 2005

PAGE 2

individual and fourth in the countdown round. The top four scoring individuals, Margaret Worman, Ben Gaughan, Andrew Stone, and Hannah Mogen, will make up the team going to the state Mathcounts competition in Plymouth on March 12. The Mathcounts team is coached by Ken Welken. Mathcounts, a national competition, tests students in probability, statistics, linear algebra, and polynomials.

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

2. CONSENT AGENDA

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

A. TEACHING/LEARNING MATTERS - Kovash

- (1) Acceptance of Gift - Page 8
- (2) Approval of Grant Application - Pages 9-13

B. BUSINESS SERVICE MATTERS - Weston

C. HUMAN RESOURCE MATTERS - Nielsen

- (1) Approval of New Employees - Page 14
- (2) Approval of Family/Medical Leave - Page 15
- (3) Acceptance of Early Retirements - Page 16
- (4) Approval of Return from Leave - Page 17

D. SUPERINTENDENT MATTERS - Nybladh

SCHOOL BOARD AGENDA - February 28, 2005

PAGE 3

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

Moved by _____ Seconded by _____

Comments _____

3. **APPROVAL OF POLICY:** Kovash

Pages 18-19

Suggested Resolution: Move to approve policy, Equal Educational Opportunity (501), as presented.

Moved by _____ Seconded by _____

Comments _____

4. **APPROVAL OF POLICY:** Kovash

Pages 20-21

Suggested Resolution: Move to approve policy, Student Activities Travel (543), as presented.

Moved by _____ Seconded by _____

Comments _____

5. **APPROVAL OF POLICY:** Kovash

Pages 22-23

Suggested Resolution: Move to approve policy, Promotion, Retention and Acceleration of Elementary Students (641), as presented.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - February 28, 2005

PAGE 4

6. **APPROVAL OF POLICY:** Kovash

Pages 24-25

Suggested Resolution: Move to approve policy, High School Academic, Activity and Varsity Athletic Letters (545), as presented.

Moved by _____ Seconded by _____

Comments _____

7. **APPROVAL OF POLICY:** Nielsen

Pages 26-27

Suggested Resolution: Move to approve policy, Principal Performance Evaluation (472), as presented.

Moved by _____ Seconded by _____

Comments _____

8. **APPROVAL OF POLICY:** Nielsen

Pages 28-31

Suggested Resolution: Move to approve policy, Administrator and Supervisor Performance Evaluation (471), as presented.

Moved by _____ Seconded by _____

Comments _____

9. **APPROVAL OF POLICY:** Nielsen

Pages 32-33

Suggested Resolution: Move to approve policy, Licensed Personnel Performance Evaluation (473), as presented.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - February 28, 2005

PAGE 5

10. **APPROVAL OF POLICY:** Nielsen

Pages 34-37

Suggested Resolution: Move to approve policy, Family and Medical Leave (422), as presented.

Moved by _____ Seconded by _____

Comments _____

11. **2005-2006 SCHOOL CALENDAR:** Nybladh

Pages 38-41

Suggested Resolution: Move to approve the 2005-2006 School Calendar as presented.

Moved by _____ Seconded by _____

Comments _____

12. **RESOLUTION FOR DISCONTINUING AND REDUCING PROGRAMS AND POSITIONS:** Nielsen

Page 42-43

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

Moved by _____ Seconded by _____

Comments _____

13. **SCHOOL BOARD RECOGNITION WEEK:** Nybladh

Page 44

14. **COMMITTEE REPORTS**

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

SCHOOL BOARD AGENDA - February 28, 2005
PAGE 6

16. **ADJOURNMENT**

SCHOOL BOARD AGENDA - February 28, 2005**PAGE 7****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Continuing Educ Com	March 1	3:30 pm	PCE
Indian Educ Parent Com	March 2	6 pm	PCE
Joint Powers Committee	March 3	7 am	Dilworth City Hall
Early Chldhd Adv Com	March 3	7 pm	PCE
HMS PTAC	March 3	7 pm	Media Center
Kind P/T Conf (No Kind))	March 4		
P/T Family Night	March 7	5-7:30 pm	RRALC
K-12 P/T Conf (No Kind)	March 7	4:30-9 pm	
End of Second Trimester	March 7		HMS
Early Chldhd Screening;	March 7-11		PCE
Confs for Schl Readiness			
K-12 P/T Conf (No School)	March 8		
Township Election Day	March 8		
Collab Transition Interagency	March 9	3:30 pm	MHS
K-12 Staff Development Day	March 9		
Teacher Comp Day	March 10		
Spring Break	March 11		
MHCI Bd	March 11	7:30 am	TC Bd Rm
Robert Asp PTAC	March 14	6:30 pm	Library
Hopkins PTAC	March 14	7 pm	Library
School Board	March 14	7 pm	PCE
Com Ed Adv Council	March 15	7 pm	PCE
Interagency Early Interv Com	March 16	12 noon	Family Service Center
Clay County Jt Powers Collab	March 16	3:30 pm	Family Service Center
Instr and Curr Adv Council	March 17	7-8:30 am	PCE
Health/Safety/Wellness Com	March 17	9:30 am	PCE
Supt's Adv Council	March 17	7-8:30 pm	PCE
District Care Team	March 21	3:30 pm	PCE
MHS PTAC	March 21	6:30 pm	Conference Rm
Policy Review Com	March 21	7-8:30 pm	PCE
SGR PTAC	March 21	7 pm	Library
Technology Com	March 22	3:45 pm	PCE
Holiday	March 25		
School Board	March 28	7 pm	PCE
Spec Ed Parent Adv Co	March 31	12:00 pm	PCE



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Donation

DATE: February 14, 2005

Bert Chamberlain from Horizon Middle School has purchased 5 videotapes and donated them to the school. The tapes are valued at \$6.04.

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

LAK/kmr

OFFICE OF TEACHING & LEARNING MEMO: I.05.117



TO: Dr. Larry Nybladh
FROM: Lynne Kovash *LK*
SUBJECT: Title VII Indian Education Grant Application
DATE: February 22, 2005

Attached is program information and a budget summary related to the Title VII, Indian Education Formula Grant Application. The funding will be used for support activities in the academic areas through a home school liaison and resource teacher.

SUGGESTED RESOLUTION: Move to approve the application for the Title VII Indian Education Grant in the amount of \$46,230.00.

LAK/kmr

Application for Federal Education Assistance (ED 424)



U.S. Department of Education

Form Approved
OMB No. 1890-0017
Exp. OMB Approved

Applicant Information

1. Name and Address

Legal Name: Moorhead Area Public Schools

Address: Probstfield Center for Education

2410 14th Street South

Moorhead
City

MN
State

Clay
County

56560
ZIP Code + 4

2. Applicant's D-U-N-S Number 1185118096151

3. Applicant's T-I-N M N - 8033594

4. Catalog of Federal Domestic Assistance #: 84.060A

Title: Title VII, Indian Education Formula Grant, Subpart I

5. Project Director: Sarah King

Address: 2410 14th Street South

Moorhead MN 56560
City State Zip code + 4

Tel. #: (218) 284 - 3724 Fax #: (218) 284 - 3733

E-Mail Address: sking@moorhead.k12.mn.us

Application Information

10. Type of Submission:

PreApplication Application
Construction Construction
Non-Construction Non-Construction

11. Is application subject to review by Executive Order 12372 process?

Yes (Date made available to the Executive Order 12372 process for review): 1/1

No (If "No," check appropriate box below.)

Program is not covered by E.O. 12372.

Program has not been selected by State for review.

12. Proposed Project Dates: 7 / 1 / 2005 6 / 30 / 2006
Start Date: End Date:

Estimated Funding

15a. Federal \$ 46,230 .00
b. Applicant \$ _____ .00
c. State \$ _____ .00
d. Local \$ _____ .00
e. Other \$ _____ .00
f. Program Income \$ _____ .00
g. TOTAL \$ 46,230 .00

Authorized Representative Information

16. To the best of my knowledge and belief, all data in this preapplication/application are true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

a. Authorized Representative (Please type or print name clearly.)

Dr. Larry Nybladh

b. Title: Superintendent

c. Tel. #: (218) 284 - 3330 Fax #: (218) 284 - 3333

d. E-Mail Address: lnybladh@moorhead.k12.mn.us

e. Signature of Authorized Representative

Organizational Unit

Moorhead Area Public Schools

6. Novice Applicant Yes No

7. Is the applicant delinquent on any Federal debt? Yes No
(If "Yes," attach an explanation.)

8. Type of Applicant (Enter appropriate letter in the box.) F

A - State F - Independent School District
B - Local G - Public College or University
C - Special District H - Private, Non-profit College or University
D - Indian Tribe I - Non-profit Organization
E - Individual J - Private, Profit-Making Organization
K - Other (Specify): _____

9. State Application Identifier _____

13. Are any research activities involving human subjects planned at any time during the proposed project period?
Yes (Go to 13a.) No (Go to item 14.)

13a. Are all the research activities proposed designated to be exempt from the regulations?

Yes (Provide Exemption(s) #): _____

No (Provide Assurance #): _____

14. Descriptive Title of Applicant's Project:

Title VII, Indian Education Formula Grant, Subpart I

**BUDGET DETAIL SUMMARY
PERSONNEL FUNDED BY PROJECT**

Required for ALL applications applying for a "regular" formula grant project.

Note: Unless a waiver is requested, administrative costs may not exceed 5% of the total budget. Costs for personnel are to be broken out by "administrative costs" vs. "programmatic costs" which represent direct services.

Instructions: Complete all columns for each type of personnel to be funded by the program.

(1)	(2)	(3)	(4)	(5)	(6)
PERSONNEL FUNDED BY TITLE VII	#	% OF TIME	ADMIN. COST	PROGRAM COST	FRINGE COST
Title(s): Indian Home School Liaison	1	.55 FTE	0	\$21,509	\$4,661
American Indian Resource Teacher	1	.40 FTE	0	\$13,825	\$4,981
TOTAL				\$35,334	\$9,642

BUDGET DETAIL SUMMARY
BUDGET CATEGORIES FUNDED BY PROJECT

BUDGET CATEGORIES: For each major budget category, identify the item(s) to be purchased with Title VII funds (broken out between administrative costs vs. programmatic costs), the costs basis for the item(s), the project objective(s) that is supported by the proposed cost, and the amount per item.

Note: Unless a waiver is requested, administrative costs may not exceed 5% of the budget total.

(1)	(2)	(3)	(4)	(5)	(6)
ITEMS	COST BASIS*	OBJECTIVE THAT COST IS RELATED TO	AMOUNT ADMIN. COST	AMOUNT PROG. COST	TOTAL AMOUNT
TRAVEL:					\$750
Local travel to 9 district buildings/schools and homevisits by program staff	2133 @ .375 per mile	Reading & Math	0	\$750	
EQUIPMENT:					0
SUPPLIES:					\$504
Books, curriculum, posters, pamphlets and curriculum materials	To support curriculum.	Reading & Math	0	\$504	
CONTRACTUAL:					0
OTHER:					0
INDIRECT COSTS: (Identify rate)					
%					
TRAINING STIPENDS (Indirect not charged on stipends)					
TOTAL				\$1,254	\$1,254

*Provide basis of cost if not explained elsewhere in the application.

INDIAN STUDENT ASSESSMENTS

Instructions—Identify how the LEA has periodically assessed the progress of all Indian children enrolled in the schools of the LEA (including Indian children who do not participate in the activities funded under this program), shared the results with the Indian community and Parent Committee, and how the LEA is responding to results of previous assessments.

Note: Applicants not required to have a Parent Committee (for example, Tribes that apply in lieu of a LEA or a school funded by the BIA) must still meet the requirements for sharing the assessment data with the community.

Assessment Procedure(s) Used	Timeframe of Last Assessment(s) Conducted	Method of Dissemination to Indian Community and Parent Committee	How is LEA responding to findings of previous assessment(s)?
State Minnesota Comprehensive Assessment (MCA) for grades: 3 and 5 Reading and Math 5 Writing 7 Reading and/or Math (Field test) 10 Written Composition 10 Reading	March 9-16, 2004 March 11, 2004 January 13-14, 2004 January 13-14, 2004 January 13-14, 2004	Parent Committee Meeting and Public Hearing for Title VII in January of 2005.	Modifications to service delivery, curriculum, and staff development; Improved coordination with other programs on skill levels to be targeted. Continued search and collaboration with other educational institutions to find appropriate research based assessment, interventions and progress monitoring. Continued monitoring of recently implemented changes.
State Basic Skills Test (BST) for grades: 8 Reading 8 Math 10 Writing Composition 12 Reading, Math Written Composition	February 1, 2005 February 3, 2005 January 25, 2005 April 8, 2004 April 14, 2004	Parent Committee Meeting and Public Hearing for Title VII in January of 2005.	Modifications to service delivery, curriculum, and staff development; Improved coordination with other programs on skill levels to be targeted. Continued search and collaboration with other educational institutions to find appropriate research based assessment, interventions and progress monitoring. Continued monitoring of recently implemented changes.

HUMAN RESOURCE

MEMO #: HR .05.090



TO: Dr. Larry Nybladh
FROM: Ron Nielsen
SUBJECT: New Employee
DATE: February 22, 2005

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

Vicki Boyack COTA, District wide, B31 (1) \$15.12 per hour, 32.5 hours per week.
(Replaces Vicki Vigesaa)

Katie LeSage Paraprofessional, S.G. Reinertsen Elementary, B21 (0-2) \$11.87 per hour,
6.5 hours per day, effective March 7, 2005. (Replaces Steve Osvold)

SUGGESTED RESOLUTION: Move to approve the employment of Vicki Boyack and Katie LeSage as presented.

RN/smw

HUMAN RESOURCE

MEMO #: HR .05.088



TO: Dr. Larry Nybladh
FROM: Ron Nielsen
SUBJECT: Family/Medical Leave
DATE: February 22, 2005

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

Mindi Jenson Teacher, S.G. Reinertsen Elementary, to begin on March 30, 2005 for approximately six weeks.

Lynne Stig Teacher, Horizon Middle School to begin on February 15, 2005 for 2 months.

Bethanne Weltmer Interpreter, Horizon Middle School, to begin on approximately March 4, 2005 for six weeks

SUGGESTED RESOLUTION: Move to approve the Family/Medical Leave for Mindi Jenson and Lynne Stig pursuant to Section IV, Article 38 of the Teachers' Master Contract, Bethanne Weltmer pursuant to Article IX, Section III of the T.C.I. Master Agreement.

RN/smw

HUMAN RESOURCE

MEMO #: HR .05.078



TO: Dr. Larry Nybladh, Superintendent
FROM: Ron Nelson, Director of Human Resources
SUBJECT: Early Retirements
DATE: January 17, 2005

The administration requests approval for Retirement for the following people:

Althea Wirth	Teacher, Ellen Hopkins Elementary, effective June 3, 2005.
Sue Giles	Teacher, Ellen Hopkins, Elementary, effective June 3, 2005
Sherill Ohe	Teacher, S.G. Reinertsen Elementary, effective June 3, 2005
Peter Hanson	Teacher, Robert Asp Elementary, effective June 3, 2005
Tom Hall	Teacher, Horizon Middle School, effective June 30, 2005
Petra De Krey	Teacher, Horizon Middle School, effective June 3, 2005
Lynn Sipe	Teacher on Extended Leave, effective May 31, 2005

SUGGESTED RESOLUTION: Move to accept the Early Retirement for Althea Wirth, Sue Giles, Sherill Ohe, Peter Hanson, Tom Hall, Petra De Krey and Lynn Sipe.

RN/smw

HUMAN RESOURCE

MEMO #: HR .05.089



TO: Dr. Larry Nybladh
FROM: Ron [Signature]
SUBJECT: Return from Leave
DATE: February 22, 2005

The administration requests approval for return from leave for the following people:

Paula Frazee-Sperling Elementary Teacher, to return from Sabbatical Leave to teach for the 2005-2006 school year.

Karla Robb Elementary Teacher, to return from one year leave to teach for the 2005-2006 school year.

SUGGESTED RESOLUTION: Move to approve the return from Sabbatical Leave for Paula Frazee-Sperling and Karla Robb pursuant to Article 43, Section 2 of the Teachers' Master Agreement.

RN/smw

MEMO #: S-05-059

TO: School Board

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

DATE: February 15, 2005

RE: Approval of Policy

Attached please find the policy, Equal Educational Opportunity (501).

Suggested Resolution: Move to approve the policy, Equal Educational Opportunity (501), as presented.

LPN^{mde}
Attachment

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Tuesday, February 15, 2005 3:39:33 PM
Michelle Erickson**Equal Educational Opportunity****District Code:** 501**Section:** 500 STUDENTS**Date Adopted:** 12/16/1996**Date Revised:** 4/23/2001**Dates Reviewed:** 4/23/2001**I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of Moorhead Area Public Schools.

II. GENERAL STATEMENT OF POLICY

A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to policy 570: Prohibition of Harassment and Violence.

C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

D. It is the responsibility of every school district employee to comply with this policy conscientiously.

E. Any student, parent or guardian having any questions regarding this policy should discuss it with ~~the an~~ appropriate school district official. In ~~the absence of a specific designee,~~ addition, an inquiry or a complaint should be referred to the Department of Human Resources or the Superintendent.

Legal References:

Minnesota Statute Ch. 363 (MN Human Rights Act)

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

42 U.S.C. 12101 et seq. (Americans with Disabilities Act)

20 U.S.C. 1681 et. seq. (Title IX of the Education Amendments of 1972)**Cross References:**

Moorhead School Board Policy 502: Student Disability Nondiscrimination

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

Moorhead School Board Policy 570: Prohibition of Harassment and Violence

MEMO #: S-05-060

TO: School Board

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

DATE: February 15, 2005

RE: Approval of Policy

Attached please find the policy, Student Activities Travel (543).

Suggested Resolution: Move to approve the policy, Student Activities Travel (543), as presented.

LPN: *mde*
Attachment

Student Activities Travel

District Code: 543

Section: 500 STUDENTS

Date Adopted: 8/5/1988

Date Revised: 4/23/2001

Dates Reviewed: 3/26/1991

3/10/1997

4/23/2001

I. PURPOSE

The purpose of this policy is to address the district support for student activities travel to state and national meets.

II. GENERAL STATEMENT OF POLICY

A. State ~~Meets~~ Competitions Sponsored by Minnesota State High School League or Other Organizations Providing Reimbursement

District students and their coaches participating in athletic and/or academic activities at the state level will be provided a school car, bus or contracted travel; lodging with two or more students per room when possible, and registration fees, upon approval of the Building ~~Principal~~ Administrator and/or Activities Director. Meals will not be provided unless they are included in a registration fee or reimbursed by the Minnesota State High School League or other activity sponsor.

B. National ~~Meets~~ Competitions

National competitions for first place state winners will be financed through activities' individual accounts and/or by student participants.

C. Other Competitions

All other competition expenses will be the responsibility of the student, parent or activity fund.

III. DISSEMINATION OF POLICY

This policy will be shared with students and parents/guardians at the beginning of the student activity. District funds will not be used to finance student or coach participation in national competitions.

Cross References:

Moorhead School Board Policy 541: Student Activity Eligibility

Moorhead School Board Policy 542: Student Activity Fees

Moorhead School Board Policy 544: Activity Fund Raising

MEMO #: S-05-061

TO: School Board

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

DATE: February 15, 2005

RE: Approval of Policy

Attached please find the policy, Promotion, Retention and Acceleration of Elementary Students (641).

Suggested Resolution: Move to approve the policy, Promotion, Retention and Acceleration of Elementary Students (641), as presented.

LPN: *mde*
Attachment

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Tuesday, February 15, 2005 3:40:18 PM
Michelle Erickson**Promotion, Retention and Acceleration of Elementary Students****District Code:** 641**Section:** 600 EDUCATION PROGRAMS**Date Adopted:** 4/24/1984**Date Revised:** 2/14/2000**Dates Reviewed:** 12/1/1990

5/22/1995

2/14/2000

I. PURPOSE

Promotion, retention and acceleration shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of the alternatives.

Our school system accepts the responsibility to aid the development of each student. The educational programs in our district are designed to maximize individual growth in the following areas as identified and defined in our district philosophy: -

- A. Self-concept
- B. Human understanding
- C. Basic skills
- D. Creative development
- E. Knowledge and appreciation of human achievement
- F. Joy of learning
- G. Physical and mental well-being
- H. Self-sufficiency
- I. Responsible citizenship

II. GENERAL STATEMENT OF POLICY

Every effort shall be made to identify the special needs and talents of students early in their school careers so appropriate placements can be made.

Final decisions on promotion, retention and acceleration shall be made by the principal after consultation and recommendations of teachers, parents and other resource persons.

An appeal may be made to the Superintendent and ultimately to the school board within thirty (30) calendar days of the principal's decision.

Cross Reference:**Moorhead School Board Policy 103: Philosophy of Education****Moorhead School Board Policy 104: Mission Statement****Moorhead School Board Policy 513: Early Admissions**

MEMO #: S-05-062

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: February 15, 2005

RE: Approval of Policy

Attached please find the policy, High School Academic, Activity and Varsity Athletic Letters (545).

Suggested Resolution: Move to approve the policy, High School Academic, Activity and Varsity Athletic Letters (545), as presented.

LPN ^{inde}
Attachment

High School Academic, Activity and Varsity Athletic Letters

District Code: 545

Section: 500 STUDENTS

Date Adopted: 3/24/1987

Date Revised: 3/27/2000

Dates Reviewed: 5/8/1995

3/27/2000

I. PURPOSE

Letters are awarded to students in recognition of their efforts in meeting the district's mission statement: "To develop the maximum potential of every learner to thrive in a changing world." The purpose of an academic, athletic, or activity letter is to recognize student motivation, incentive to achieve, ability, accomplishments, and/or contribution to team effort.

II. GENERAL STATEMENT OF POLICY

Guidelines for receiving a letter in academics, athletics, and activities ~~shall be developed through administrative and building policy to insure fairness and equity~~ are listed in Administrative Procedure 545.1 and developed to ensure fairness and equity. Administrative and building policies shall ensure that written requirements are developed, available and properly communicated to students and parents.

~~(Refer to Administrative Procedure 545.1 High School Academic, Activity, and Varsity Lettering Procedure.)~~

MEMO #: S-05-063

TO: School Board

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

DATE: February 15, 2005

RE: Approval of Policy

Attached please find the policy, Principal Performance Evaluation (472).

Suggested Resolution: Move to approve the policy, Principal Performance Evaluation (472), as presented.

LPN *mdc*
Attachment

Principal Performance Evaluation

District Code: 472

Section: 400 EMPLOYEE/PERSONNEL

Date Adopted: 1/9/1990

Date Revised: 5/8/2000

Dates Reviewed: 12/11/1995
5/8/2000

I. PURPOSE

The purpose of a performance evaluation is the continual improvement and development of each principal's talents, skills and abilities as they relate to job performance. It is an on-going process of planning, review and development involving the principal and the superintendent.

II. GENERAL STATEMENT OF POLICY

A. Annual Performance Review: The Superintendent will meet on an annual basis with the tenured principals and three times per year with principals on a probationary contract. The Superintendent will provide each principal with a written summary of the conference. (Principals will meet with their assistants.) The principal will prepare in advance of the review:

1. A completed self-assessment on the Principals' Performance Review instrument.
2. A written summary related to progress ~~on the~~ toward district's and building's ~~Five Year Plan~~ goals.
3. A summary of the staff evaluation of the principal.

B. ~~Staff: Each principal will ask his/her staff to complete a performance evaluation at least once a year.~~ Each principal will design their evaluation to be completed by school staff at least once a year.

Legal Reference:

Minnesota Statute 122A.40 Subd. 5 (Probationary Period)

Cross Reference:

Moorhead School Board Policy 470: School District Evaluation of Personnel

MEMO #: S-05-064

TO: School Board


FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: February 15, 2005

RE: Approval of Policy

Attached please find the policy, Administrator and Supervisor Performance Evaluation (471).

Suggested Resolution: Move to approve the policy, Administrator and Supervisor Performance Evaluation (471), as presented.

LPN 
Attachment

Administrator and Supervisor Performance Evaluation

District Code: 471

Section: 400 EMPLOYEE/PERSONNEL

Date Adopted: 8/10/1982

Date Revised:

Dates Reviewed:

I. PURPOSE

~~A performance review determines how well an administrative/supervisor person is performing in his/her assigned area of responsibility and should encourage improved performance and personal development.~~

The Moorhead School Board believes that a strong relationship exists between the quality of education afforded students and the competency of professional personnel employed by the school system. The school board attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. The school board regards a personnel evaluation plan as a critical and essential part of professional growth.

II. GENERAL STATEMENT OF POLICY

The performance evaluation program enables each administrator/supervisor to receive feedback on his/her job performance and to assist the administrator/supervisor to become more effective in his/her position.

This performance review program is based on a three-step approach:

A. Review of areas of accountability as described in the Job Descriptions/District Goals/Building Goals/Personal Goals.

~~—Revision when necessary, to keep the write ups accurate and up to date is an integral part of the performance review process.~~

B. Development of goals for a particular time period (twelve to twenty-four months).

~~—Supervisor and incumbent mutually agree on goals (objectives to be attained) within selected areas of accountability.~~

C. Review of performance of the individual in achieving previously established goals.

~~—In the review, both objective measures and subjective estimates are utilized.~~

III. DEFINITION OF TERMS:

~~GOAL — A statement of broad direction, purpose, or intent based upon an identified need.~~

~~OBJECTIVE — A desired accomplishment which can be measured within a given time and under specific conditions.~~

~~EVALUATION—Testing, measuring and appraisal of growth, achievement, by means of tests and test instruments and techniques.~~

~~OBJECTIVES—Regular performance reviews are essential to achieve the following basic objectives:~~

~~—To stimulate and encourage development of staff members in administrative/ supervisor position so as to attain the highest possible level of education excellence for the students of the Moorhead Area School District.~~

~~—To have each administrator / Supervisor "map out" a self improvement program designed to achieve improved performance in one or more of her/his assigned areas of accountability with a definite time schedule in mind.~~

~~III. PROCEDURE:~~

~~A. The Job Description is used to assure the orderly review of the performance being rendered by the person in each administrative supervisor position.~~

~~—Any changes in position content that have taken place should be noted. The supervisor should take responsibility for making the appropriate revisions.~~

~~—Critical work activities will be identified (priorities)~~

~~B. District, Building and Personal goals would also be addressed.~~

~~—Participating parties will jointly establish goals.~~

~~C. The preparation of each plan of action will be the responsibility of the immediate supervisor, identified in the Job Description as the person "Accountable To".~~

~~D. Administrative/supervisor personnel shall have their performance reviewed annually. In all cases the time and place for review and discussion will be at the discretion of the supervisor. It is desirable that the review be scheduled at approximately the same time each year so proper preparation is assured.~~

~~—A minimum of two performance reviews during the school year.~~

~~E. Provisions is made on each review form for the signature of both the supervisor and the incumbent.~~

~~Cross Reference:~~

~~Moorhead School Board Policy 470: School District Evaluation of Personnel~~

~~471.1 FORM~~

~~DISTRICT IMPROVEMENT~~

~~DATE:~~

~~OFFICE:~~

~~DISTRICT NAME: Moorhead~~

~~GOAL:~~

~~OBJECTIVE(S):~~

~~STRATEGIES TO ACCOMPLISH OBJECTIVE(S):~~

~~DATE DUE:~~

~~RESOURCES NEEDED (TIME, \$, HUMAN):~~

~~PERSONS RESPONSIBLE:~~

~~RESULTS (TO BE REPORTED IN OCT JAN APR):~~

Legal Reference:

Minnesota Statute 122A.40 Subd. 5, Subd. 8 (Employment: Contracts; Termination)

Cross Reference:

Moorhead School Board Policy 470: School District Evaluation of Personnel

MEMO #: S-05-065

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: February 15, 2005

RE: Approval of Policy

Attached please find the policy, Licensed Personnel Performance Evaluation (473).

Suggested Resolution: Move to approve the policy, Licensed Personnel Performance Evaluation (473), as presented.

LPN: ~~mde~~
Attachment

Licensed Personnel Performance Evaluation

District Code: 473

Section: 400 EMPLOYEE/PERSONNEL

Date Adopted: 10/9/2000

Date Revised:

Dates Reviewed:

I. PURPOSE

The Moorhead School Board believes that a strong relationship exists between the quality of education afforded students and the competency of professional personnel employed by the school system. The school board attaches a high priority to securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. The school board regards a personnel evaluation plan as a critical and essential part of professional growth.

II. GENERAL STATEMENT OF POLICY

The primary purpose of professional evaluation is to improve the instructional program for all students by assisting teachers and other licensed personnel to improve and to gain greater competence in their profession. To be most effective, the evaluation plan should be:

1. Viewed as a positive process designed to indicate the present effectiveness of the employee and to provide a performance improvement plan if needed.
2. Designed to facilitate open dialogue between the evaluator and the person evaluated and directed toward improving employee performance and promoting career development.

It shall be the responsibility of the Superintendent and/or his or her designee to establish specific procedures which comply and are consistent with Minnesota laws and State Board of Teaching regulations regarding performance appraisal.

Legal Reference:
Minnesota Statute Section 122A.40 Subd. 5 (Probationary Period)

Cross Reference:
Moorhead School Board Policy 470: School District Evaluation of Personnel

MEMO #: S-05-066

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: February 15, 2005

RE: Approval of Policy

Attached please find the policy, Family and Medical Leave (422).

Suggested Resolution: Move to approve the policy, Family and Medical Leave (422), as presented.

LPN: fnle
Attachment

Moorhead Area Public Schools

my.moorhead.k12.mn.us

Printed: Tuesday, February 15, 2005 3:44:36 PM
Michelle Erickson

Family and Medical Leave

District Code: 422

Section: 400 EMPLOYEE/PERSONNEL

Date Adopted: 6/11/2001

Date Revised:

Dates Reviewed:

I. PURPOSE

The purpose of this policy for family and medical leave to school district employees in accordance with the Family and Medical Leave Act and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

A. Twelve-week Leave

1. Regular full-time and part-time employees who have been employed by the school district for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child;
- b. placement of an adopted or foster child with the employee;
- c. to care for the employee's spouse, son, daughter, or parent with a serious health condition; and/or
- d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job.

2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee uses any leave.

3. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.

4. Eligible spouses employed by the school district are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition or because of the employee's own serious health condition.

5. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or

reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

6. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

7. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

8. Requests for leave shall be made to the school district. Employees must give 30 days written notice of a leave of absence where practicable. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

9. During the period of a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12 month period), the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage.

10. This policy applies to all family and medical leaves of absence including leaves that are covered under paid employment benefit plans or policies for any part of the 12 weeks leave to which the employee may be entitled under this policy. In other words, if an employee is entitled to both FMLA leave and paid leave under another benefit plan or policy, the employee is required to use all applicable paid leave plans or policies before unpaid leave and the FMLA leave and the paid leave will run concurrently.

11. Employees returning from a leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12 month period) are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has not greater right to reinstatement or to other benefits and conditions of employment than if the employee has been continuously employed during the leave.

12. An employee who does not return after leave may, in some situations, be required to reimburse the school district for the cost of the health plan premiums paid by it.

13. The provisions of this policy are intended to comply with applicable law, including the Family and Medical Leave Act of 1993 ("FMLA") and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by that Act and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

14. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves

(if any) shall be followed.

B. Six-week Leave

An employee who does not qualify for leave under Paragraph A above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half full-time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

III. DISSEMINATION OF POLICY

A. This policy shall be conspicuously posted in each school district building in areas of accessible to employees.

B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal Reference:

29 U.S.C. 2601, et seq. (Family and Medical Leave Act of 1993)

Minnesota Statute 181.940-181.944 (Parenting Leave)

29 C.F.R. Part 825

MEMO #: S-05-067

TO: School Board

FROM: Dr. Larry P. Nybladh, Superintendent LPN

DATE: February 15, 2005

RE: 2005-2006 School Calendar

The attached proposal for the 2005-2006 School Calendar was developed through a consensus process by the District's Calendar Committee. The committee reviewed the parameters for school district calendars, contract language and feedback from district staff to develop the working draft. The committee's decision-making process provided for input and review by all district staff.

Also attached is the state mandated testing schedule for the 2005-06 school year. The schedule has been approved by the Minnesota Department of Education Testing Department.

Suggested Resolution: Move to approve the 2005-2006 School Calendar as presented.

LPN:mde
Attachments

July 2005					August					September				
				1	1	2	3	4	5				[1]	[2]
4	5	6	7	8	8	9	10	11	12	(5)	6	7	8	9
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23
25	26	27	28	29	29	[30]	[31]			26	27	28	29	30
October					November					December				
3	4	5	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
(17) (18) 19	(20)	(21)			14	15	16	17	18	12	13	14	15	16
24	25	26	27	28	21	22	23	(24)	(25)	19	20	21	22	(23)
31					28	29	30			(26)	(27)	(28)	(29)	(30)
January 2006					February					March				
(2)	3	4	5	6		1	2	3			1	2	3	
9	10	11	12	13	6	7	8	9	10	6	7	8	(9)	10
[16]	17	18	19	20	13	14	15	16	[17]	13	(14)	(15)	16	(17)
[23]	24	25	26	27	(20)	21	22	23	24	20	21	22	23	24
30	31				27	28				27	28	29	30	31
April					May					June 2006				
3	4	5	6	7	1	2	3	4	5				1	[2]
10	11	12	13	(14)	8	9	10	11	12	5	6	7	8	9
[17]	18	19	20	21	15	16	17	18	19	12	13	14	15	16
24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
					(29)	30	31			26	27	28	29	30

- ☐ Staff Workshops/No School for Students
☐ District Staff Development Day/No Classes
☐ Vacation
☐ P/T Conference
☐ Teacher Comp. Day

Snow Make-Up:

June 2
 June 5, 6, 7 and beyond

Payroll Dates:

July 29, 2005
 August 31
 September 30
 October 31
 November 30
 December 22
 January 31, 2006
 February 28
 March 31
 April 28
 May 31
 June 30

2005-2006 SCHOOL CALENDAR

2005		2006 continued....	
Aug. 30-Sept. 2	K-12 Staff Workshops	Feb. 7	Basic Skills Test (Math)
Aug. 31	Back to School Night (Horizon)	9	Basic Skills Test (Reading)
Sept. 1	Back to School Night (Elem.)	17	K-12 Staff Development Day
5	Labor Day	20	President's Day Holiday
6	K-12 Classes Begin	March 7	End of 2nd Trimester (Horizon)
8	Back to School Night (MHS)	9, 14	K-12 P/T Conferences (5-8:30 p.m.)
Sept. 19-Oct. 7	Fall MAP Testing	13, 14	K - P/T Conferences (day)
Oct. 14, 17	K - P/T Conferences (day)	15	K-12 P/T Conferences (8-11, 12-4)
17	K-12 P/T Conferences (5-8:30 p.m.)	16	K-12 No School/Teacher Comp.
18	K-12 P/T Conferences (8-11, 12-4, 5-8:30)	17	Spring Break/No School
19	K-12 No School/Teacher Comp.	March 27-April 13	Spring MAP Testing
20-21	Education Minnesota (EM)	29	End of 3rd Quarter (MHS)
Nov. 9	End of 1st Quarter (MHS)	April 4-6	BST - Seniors Only
24-25	Thanksgiving Holiday	14	Vacation/No School
Dec. 1	End of 1st Trimester (Horizon)	17	K-12 Staff Development Day
23	Winter Break Begins	April 19	MCA-II Grade 10 Reading and Grade 11 Math
	2006	25-26	MCA-II Grades 3-8 Reading
Jan. 3	K-12 Classes Resume	27	MCA-II Grade 5 Writing
16	Martin Luther King Jr. Day/ K-12 Staff Development Day	May 2-3	MCA-II Grades 3-8 Math
20	End of 2nd Quarter/Semester (MHS)	29	Memorial Day Holiday
23	K-12 Staff Workshops	June 1	Last Day for K-12 Students
31	Basic Skills Test (Writing)	2	Last Day for K-12 Staff/Workshops
		4	Graduation

**MOORHEAD PUBLIC SCHOOL CALENDAR
2005-2006**

Month	Student Contact Days	Professional Development Days	Teacher Conference Days	Non Contract Vacation	Non ContractEM	Comp Days	Contract Total
August	0	2					2
September	19	2		1			21
October	17		1		2	1	19
November	20			2			20
December	16			6			16
January	19	2		1			21
February	18	1		1			19
March	20		1	1		1	22
April	18	1		1			19
May	22			1			22
June	1	1					2
Totals	170	9	2	14	2	2	183

Statutory Considerations:

A school board's annual calendar must include at least three additional days of student instruction or staff development training... beyond the number of days of student instruction... at the beginning of the 1996-97 school year (173)

Contractual considerations:

177 teaching contact days;
no earlier than Aug 26/no later than June 13

TESTING SCHEDULE FOR SCHOOL YEAR 2005-2006

Moorhead Area Public Schools #0152

January 2006

Mon	Tues	Wed	Thurs	Fri	S/S
					1
2	3	4	5	6	7/8
9	10	11	12	13	14/15
16	17	18	19	20	21/22
23	25	25	26	27	28/29
30	31				

January 31 BST/MCA-Grade 10 Written Comp.

Also students in Grades 11-12 who have not taken or passed the Written Composition Test.

(February 1 - Make-up date for Written Composition)

February 2006

Mon	Tues	Wed	Thurs	Fri	S/S
		1	2	3	4/5
6	7	8	9	10	11/12
13	14	15	16	17	18/19
20	21	22	23	24	25/26
27	28				

February 7 BST Grade 8 Mathematics

Also students in Grades 9-12 who have not taken or passed the Mathematics test.

(February 8 - Make-up date for Mathematics)

February 9 BST Grade 8 Reading

Also students in Grades 9-12 who have not taken or passed the Reading test.

(February 4 - Make-up date for Reading)

April 2006

Mon	Tues	Wed	Thurs	Fri	S/S
					1/2
3	4	5	6	7	8/9
10	11	12	13	14	15/16

April 4 BST Seniors Only Written Composition

April 5 BST Seniors Only Mathematics

April 6 BST Seniors Only Reading

(April 7 - Make-up date for all BST tests)

(Note: BST tests can only be administered on the test dates and make-up dates indicated).

Moorhead Area Public Schools

Testing Schedule: 2005-2006

Dated: February 22, 2005

Contact Lynne Kovash, Assessment Coordinator

April 2006

Mon	Tues	Wed	Thurs	Fri	S/S
10	11	12	13	14	15/16
17	18	19	20	21	22/23
24	25	26	27	28	29/30

Testing Window MCA - IIs Grades 3-8, 10 & 11

Elementary Schools (Schools 188, 187, 189)

April 18-21 - TEAE and MN SOLOM Tests

April 25 - MCA-II Grades 3, 4, 5 Reading (segments 1 & 2)

April 26 - MCA-II Grades 3, 4, 5 Reading (segments 3 & 4)

April 27 - MCA-II Grade 5 Writing

May 2 - MCA-II Grades 3, 4, 5 Math (segments 1 & 2)

May 3 - MCA-II Grades 3, 4, 5 Math (segments 3 & 4)

All make-ups must be completed by May 5.

Middle School and Alternative Sites (Schools 380 & 980)

April 18-21 - TEAE and MN SOLOM Tests

April 25 - MCA-II Grades 6,7,8 Reading (segments 1 & 2)

April 26 - MCA-II Grades 6,7,8 Reading (segments 3 & 4)

May 2 - MCA-II Grades 6,7,8 Math (segments 1 & 2)

May 3 - MCA-II Grades 6,7,8 Math (segments 3 & 4)

All make-ups must be completed by May 5.

High School and Alternative Sites (Schools 382 & 980)

April 19 - MCA-II Grade 10 Reading

April 19 - MCA-II Grade 11 Mathematics

April 25-27 - TEAE and MN SOLOM Tests

All make-ups must be completed by May 5.

All Buildings

*All buildings & test sites in the district will follow this schedule without exceptions.

*Students may not be administered any session of an MCA test prior to the district-wide test administration date of that test session.

*All test sites will follow test administration principles, rules, and guidelines set by MN Dept of Education in the MDE test administration manuals to ensure the integrity and security of the MCA tests.

May 2006

Mon	Tues	Wed	Thurs	Fri	S/S
1	2	3	4	5	6/7
8	9	10	11	12	12/14
15	16	17	18	19	20/21
22	23	24	25	26	27/28
29	30				

July 2006

Mon	Tues	Wed	Thurs	Fri	S/S
					1/2
3	4	5	6	7	8/9
10	11	12	13	14	15/16
17	18	19	20	21	22/23
24	25	26	27	28	29/30

July 18 BST Grades 10-12 Re-takes Written Comp

July 19 BST Grades 8-12 Re-takes Mathematics

July 20 BST Grades 8-12 Re-takes Reading

(July 21 - Make-up date for all BST tests)

HUMAN RESOURCE

MEMO #: HR .05.080



TO: Dr. Larry Nybladh, Superintendent

FROM: Ron Nielsen, Director of Human Resources

SUBJECT: Resolution for Discontinuing and Reducing Programs and Positions

DATE: February 22, 2005

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

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

RN/smw
Attachment

Member _____ introduced the following resolution and moved its adoption:

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

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

WHEREAS, there has been a reduction in student enrollment, and,

WHEREAS, this reduction in expenditure and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

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

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions (to effectuate economies in the school district and reduce expenditures*) and, (as a result of a reduction in enrollment**), make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

MEMO #: S-05-068

TO: School Board

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

DATE: February 23, 2005

RE: School Board Recognition Week set for February 28-March 6, 2005

The Minnesota School Boards Association has set February 28-March 6 as School Board Recognition Week in Minnesota as a time to build awareness and understanding of the function an elected board of education plays in our society. Moorhead Area Public Schools is joining with other districts throughout the state to recognize the contribution board members make to communities.

The commemorative week is a time to salute their hard work and promote understanding of the role of the school board in our system of public schools. Our school board is one of 341 boards across Minnesota.

We salute the public servants of Moorhead Area School District whose dedication and civic responsibility make local control of public schools possible. We applaud them for their vision and voice to help shape a brighter future.

The School Board members serving the district and their years of service are:

Lisa Erickson, 2000-2008
Cindy Fagerlie, 2004-2008
Sonia Hohnadel, 2002-2006
Carol Ladwig, 1992-2008
Mike Siggerud, 2004-2008
Kristine Thompson, 1998-2006
Bill Tomhave, 2002-2006

LPN:mde