



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

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5-M9-BOS  
14 June 2010

## INDEPENDENT SCHOOL DISTRICT #152

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

June 14, 2010

7:00 p.m.

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

### ATTENDANCE:

Karin Dulski _____	Mike Siggerud _____
Lisa Erickson _____	Kristine Thompson _____
Cindy Fagerlie _____	Bill Tomhave _____
Sonia Mayo Hohnadel _____	Dr. Lynne A. Kovash _____

## AGENDA

### 1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Lynne A. Kovash, Superintendent
- C. Approval of Meeting Agenda

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

- D. Matters Presented by Citizens/Other Communications (Non-Agenda Items)  
(Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.)

### 2. CONSENT AGENDA

All items on the Consent Agenda are considered to be routine, and have been made available to the School 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 School 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, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.



## SCHOOL BOARD AGENDA - June 14, 2010

### PAGE 2

- A. SUPERINTENDENT MATTERS - Kovash
  - (1) Approval of May 10 and 24, 2010 Meeting Minutes - Pages 9-17
- B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak
  - (1) Approval of June Claims - Page 18
  - (2) Approval of Lakes Country Service Cooperative Membership - Pages 19-21
  - (3) Approval of Revised Census Numbers - Page 22
- C. HUMAN RESOURCES MATTERS - Nielsen
  - (1) Approval of Family/Medical Leave - Page 23
  - (2) Approval of Early Retirement - Page 24
  - (3) Approval of Change in Contracts - Page 25
  - (4) Approval of Resignations - Page 26
  - (5) Approval of New Employees - Pages 27-28
- D. LEARNER SUPPORT SERVICES MATTERS - Skarvold

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

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

3. **APPROVAL OF SCHOOL DISTRICT INSURANCE PACKAGE:** Kazmierczak  
Pages 29-32

Suggested Resolution: Move to approve the insurance package in the amount of \$300,954.77 from Riverport Insurance Company effective July 1, 2010 through June 30, 2011 as provided and presented by Mr. Tom Quam of Bremer Insurance.

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

4. **APPROVAL OF CONFIDENTIAL SECRETARY MASTER AGREEMENT**  
**2010-2012:** Nielsen  
Page 33

Suggested Resolution: Move to approve the Confidential Secretary Master Agreement for 2010-2012 as presented with the cost as follows:

<u>Year</u>	<u>Cost</u>	<u>Percentage Increase</u>
2010-11	\$ 6,459.00	2.44
2011-12	\$ 6,134.00	2.26
Total	\$12,593.00	4.70

**SCHOOL BOARD AGENDA - June 14, 2010**

**PAGE 3**

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

5. **APPROVAL OF DIETARY AND FOOD SERVICE EMPLOYMENT AGREEMENT:**

Nielsen

Page 34

Suggested Resolution: Move to approve the Dietary and Food Service Employment Agreement for 2009-2011 as presented with the cost as follows:

<u>Year</u>	<u>Cost</u>	<u>Percentage Increase</u>
2009-10	\$4,485.00	2.28
2010-11	\$4,563.00	2.27
Total	\$9,048.00	4.55

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

6. **APPROVAL OF POLICY:** Kovash

Pages 35-37

Suggested Resolution: Move to approve the policy, Out-of-State Travel by School Board Members 216, as presented.

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

7. **APPROVAL OF POLICY:** Kovash

Pages 38-41

Suggested Resolution: Move to approve the policy, School Board Policy Development, Adoption, Implementation, and Review 221, as presented.

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

8. **APPROVAL OF POLICY:** Kovash

Pages 42-44

Suggested Resolution: Move to approve the policy, Policies Incorporated by Reference for Employees/Personnel 499, as presented.

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

**SCHOOL BOARD AGENDA - June 14, 2010**

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9. **APPROVAL OF POLICY:** Kovash

Pages 45-47

Suggested Resolution: Move to approve the policy, Student Parental, Family and Marital Status Nondiscrimination 503, as presented.

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

10. **APPROVAL OF POLICY:** Kovash

Pages 48-55

Suggested Resolution: Move to approve the policy, School District Student Attendance 515, as presented.

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

11. **APPROVAL OF POLICY:** Kovash

Pages 56-59

Suggested Resolution: Move to approve the policy, Student Immunization Requirements 530, as presented.

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

12. **APPROVAL OF POLICY:** Kovash

Pages 60-67

Suggested Resolution: Move to approve the policy, Mandated Reporting of Child Neglect or Physical or Sexual Abuse 534, as presented.

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

13. **APPROVAL OF POLICY:** Kovash

Pages 68-72

Suggested Resolution: Move to approve the policy, Maltreatment of Vulnerable Adults 535, as presented.

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

**SCHOOL BOARD AGENDA - June 14, 2010**  
**PAGE 5**

14. **APPROVAL OF POLICY**: Kovash  
Pages 73-74

Suggested Resolution: Move to approve the policy, Student Activity Eligibility 541, as presented.

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

15. **APPROVAL OF POLICY**: Kovash  
Pages 75-98

Suggested Resolution: Move to approve the policy, Student Discipline 551, as presented.

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

16. **APPROVAL OF POLICY**: Kovash  
Pages 99-101

Suggested Resolution: Move to approve the policy, Policies Incorporated by Reference for Students 599, as presented.

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

17. **APPROVAL OF POLICY**: Kovash  
Pages 102-104

Suggested Resolution: Move to approve the policy, Curriculum and Instruction Goals of Moorhead Area Public Schools 601, as presented.

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

18. **APPROVAL OF POLICY**: Kovash  
Pages 105-107

Suggested Resolution: Move to approve the policy, Extended School Year for Students with Individualized Education Programs 604, as presented.

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

**SCHOOL BOARD AGENDA - June 14, 2010**  
**PAGE 6**

19. **APPROVAL OF POLICY**: Kovash  
Pages 108-111

Suggested Resolution: Move to approve the policy, Selection of Textbooks and Instructional Materials 620, as presented.

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

20. **APPROVAL OF POLICY**: Kovash  
Pages 112-116

Suggested Resolution: Move to approve the policy, Moorhead Area Public Schools Graduation Policy 640, as presented.

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

21. **APPROVAL OF POLICY**: Kovash  
Pages 117-121

Suggested Resolution: Move to approve the policy, School District System Accountability 650, as presented.

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

22. **APPROVAL OF POLICY**: Kovash  
Pages 122-126

Suggested Resolution: Move to approve the policy, Credit for Learning of Minnesota Graduation Standards 653, as presented.

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

23. **APPROVAL OF POLICY**: Kovash  
Pages 127-129

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

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

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24. **APPROVAL OF ELEMENTARY CALENDAR CHANGE PROPOSAL:** Kovash  
Pages 130-132

Suggested Resolution: Move to approve the elementary calendar change proposal to allow for weekly professional development meetings as presented

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

25. **COMMITTEE REPORTS**

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

27. **CLOSE PUBLIC MEETING:** Thompson

Suggested Resolution: Move to close the public meeting at \_\_\_\_\_ p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies.

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

28. **OPEN PUBLIC MEETING:** Thompson

Suggested Resolution: Move to open the public meeting at \_\_\_\_\_ p.m.

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

29. **ADJOURNMENT**

**SCHOOL BOARD AGENDA - June 14, 2010****PAGE 8****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Com Ed Adv Council	June 15	6:30 pm	PCE
School Board	June 28	7 pm	PCE
School Board	July 19	7 pm	PCE
Candidate Filing Period for General Election	August 3-17		
School Board	August 9	7 pm	PCE
School Board	August 23	7 pm	PCE
New Teacher Orientation	August 30		
Labor Day (No School)	September 6		
K-12 Classes Begin	September 7		

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
MAY 10, 2010  
PAGE 1**

**MEMBERS PRESENT:** Karin Dulski, Lisa Erickson, Cindy Fagerlie, Mike Siggerud, Bill Tomhave, and Dr. Lynne A. Kovash.

**MEMBERS ABSENT:** Sonia Mayo Hohnadel and Kristine Thompson.

**CALL TO ORDER:** Vice Chair Erickson called the meeting to order at 7:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

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

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

**WE ARE PROUD:**

**We Are Proud** of Horizon Middle School students who had outstanding achievement in the 2010 Midwest Academic Talent Search. Forty students at Horizon participated in this year's Midwest Academic Talent Search sponsored by the Center for Talent Development at Northwestern University. Luke Lillehaugen and Connor Neill received top scores on the SAT and Nathaniel Schindler, Zachary Manning, Abby Lundborg and Anna Volk received top scores on the ACT.

Schindler, Manning and Lillehaugen have been invited to the Minnesota Talent Search Recognition Ceremony for students who scored in the top 5 percent of participating students statewide. Schindler has been invited to the Northwestern University Recognition Ceremony for students who scored in the top 2 percent of participating students in the eight midwestern states.

The Midwest Talent Search is coordinated at Horizon Middle School by Lois Brown.

**We Are Proud** of Moorhead students who received individual awards in the Grade 5 Regional Math Masters Tournament held in Moorhead on April 23. Twenty-two teams from the area participated in both individual and team rounds.

Nine Moorhead students earned Individual Awards. They are Kole Nichols, Zaden Larson, Jacob Halvorson, Evan Bloom, Kara Werth, Jessica Heazlett, Graeden Nelson, Noel Kangas and Adam Altendorf. Five Moorhead students earned Facts Drill Awards. They are Hailen Ackerman, Noel Kangas, Sam Hagen, Landon Litch and Adam Altendorf. Their math teachers are Diana Anderson, Cheri Puetz and Kim Nelson. Lois Brown is the Math Masters coordinator.

Math Masters of Minnesota is a statewide competition that challenges students to use higher-order thinking skills and problem-solving abilities in mathematics and recognizes academic effort and achievement.



**REGULAR MEETING  
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**We Are Proud** of the Reinertsen Black team for placing third out of of 22 teams in the Grade 5 Regional Math Masters Tournament held in Moorhead on April 23. Team members are Lauren Cartwright, Jacob Halvorson, Camryn Hodney, Katherine Riendeau and Zaden Larson. Kim Nelson is their teacher.

**We Are Proud** of the Robert Asp team for placing fourth out of of 22 teams in the Grade 5 Regional Math Masters Tournament held in Moorhead on April 23. Team members are Adam Altendorf, McKinnon Carlson, Jessica Heazlett, Noel Kangas and Kara Werth. Diana Anderson is their teacher.

**We Are Proud** of the Reinertsen Orange team for placing fifth out of of 22 teams in the Grade 5 Regional Math Masters Tournament held in Moorhead on April 23. Team members are Carissa Amundson, Morgan Hansen, Griffin Krabbenhoft, Kole Nichols and Jordan Odegard. Kim Nelson is their teacher.

**We Are Proud** of the Hopkins Team 2 for placing sixth out of of 22 teams in the Grade 5 Regional Math Masters Tournament held in Moorhead on April 23. Team members are Evan Bloom, Landon Litch, Graeden Nelson, Greta Seljevold and Sadie Sheppard. Cheri Puetz is their teacher.

**We Are Proud** of Ellen Hopkins Elementary students whose art was selected for display in the AEM Capitol Art Exhibit that ran March 7-19 in celebration of Youth Art Month 2010. Briann Martinson created a symmetrical mittens piece with a handmade paper snowball, and Edison Lere drew a polar bear with white crayon resist and a watercolor wash. Their art teacher is Sue Geihl.

**We Are Proud** of the Robert Asp Elementary Destination ImagiNation team Red River Flood Fighters for placing first at the Moorhead Regional Destination Imagination Tournament held February 27 and qualifying for the state DI tournament on April 17. The students competed in the challenge DIrect DIposit, which asked them to design and build delivery equipment that delivers objects to a target. Team members are Annie Bahe, Ian Bahe, Serina Lund, Joesph Eidsness, Abigail Johnson and Kevin Riley III. Team manager is Summer Riley.

**We Are Proud** of the Horizon Middle School Destination ImagiNation team Pie Thagoreans for placing first at the Moorhead Regional Destination Imagination Tournament held February 27 and qualifying for the state DI tournament on April 17. The students competed in the challenge DI-Bot, which required the students to learn about robotic technology and the changes it causes. They created an original story that showed how at least one character's life is changed by a team-created robot. The team placed second at the state tournament, qualifying for Global Finals on May 26-30 in Knoxville, Tenn. Team members are Alex Huff, Anthony Johnson, Matthew Harlicker, Mason Pickar and David Thibert. Team manager is Laurie Johnson.

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INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
MAY 10, 2010  
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**CONSENT AGENDA:** Dulski moved, seconded by Fagerlie, to approve the following items on the Consent Agenda:

Minutes - Approve the April 12 and 24, 2010 meeting minutes as presented.

Claims - Approve the May Claims, subject to audit, in the amount of \$1,107,469.28.

General Fund:	\$952,557.18
Food Fund:	\$135,184.56
Community Service Fund:	\$19,727.54
TOTAL	\$1,107,469.28

Holiday Date Changes - Move to adjust the Independence Day (July 5), Christmas Eve Day (December 23), Christmas Day (December 24), New Years Eve Day (December 30), and New Years Day (December 31) holidays as proposed.

Family/Medical Leaves

Jennifer Sitter - Early Childhood Special Education Teacher, EIS, effective approximately September 11, 2010 for approximately eight weeks.

Becky Peterson - Paraprofessional, Moorhead High School, effective April 21, 2010 for three weeks.

Megan Ramsey - Homeless Liaison, effective April 1, 2010 until June 5, 2010.

Early Retirement (Revised)

Colleen Tupper - Principal on Leave of Absence, effective October 4, 2010 instead of November 7, 2010 as earlier stated at February 22, 2010 board meeting.

Resignations

Daniel Wittnebel - Bus Driver, Transportation, effective May 7, 2010.

Hannah Hellevang - Bus Assistant, Transportation, effective May 3, 2010.

Brittney Rehm - Spanish Teacher, Moorhead High School, effective at the end of the 2009-2010 school year.

Mary Rundquist - Paraprofessional, EIS, effective May 28, 2010.

Termination

Barbara Bustamante - Breakfast/Lunch Supervisor, S.G. Reinertsen Elementary, effective April 30, 2010.

New Employees

Angela Doll - Program Manager Learner Support Services, District Wide, C52 (7) \$73,861.00, effective July 1, 2010 (replaces Sarah King).

Callie Urness - Occupational Therapist, Moorhead High School, MA (0) \$5,228.86, effective April 29, 2010 (replaces Amy Winjum).

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BOARD OF EDUCATION  
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Mariah Meyer - Food and Nutrition Server, Moorhead High School, 2.75 hours per day, \$9.00 per hour, effective May 3, 2010 (replaces Linda Purmort).

Motion carried 5-0.

**NO CHILD LEFT BEHIND (NCLB) AND CORRECTIVE ACTION:** Kovash provided information regarding NCLB and Corrective Action (2010-2011). Corrective Action is designated after not meeting Adequate Yearly Progress for four consecutive years. Taking Corrective Action is designed to substantially increase the likelihood that all students enrolled in the school will meet or exceed the state's proficiency levels of academic achievement in reading and mathematics. As part of the timeline set by the Minnesota Department of Education, school boards must be informed of the possibility of the Corrective Action phase as it relates to No Child Left Behind. There are the following six possible Correction Actions: 1) Replace school staff deemed relevant to not making AYP; 2) Adopt a new curriculum with strategic professional development plan to support; 3) Decrease management authority; 4) Hire an outside expert to revise/strengthen improvement plans and address specified underlying issues; 5) Extend the length of the school day/school year; and 6) Restructure the internal organization of the school. Robert Asp and Ellen Hopkins Elementary Task Force members are meeting to determine which of the six options each school will use and technical assistance will be provided by the Lakes Country Service Cooperative.

**COMMITTEE REPORTS:** Brief reports were heard regarding the Reinertsen PTAC, Joint Powers Committee, Indian Education Parent Committee, Red River Area Learning Center's 2010 Senior Recognition Tea, Safe and Healthy Learners Committee, Executive Finance Committee, Citizens Finance Committee, MHS PTAC meetings and the Education Moorhead Recognition Banquet. Tomhave noted Reinertsen PTAC meetings will be held the second Tuesday of each month for the 2010-11 school year.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Thompson reminded board members of the May 24 School Board Retirement Reception scheduled for 5:30 p.m. in the board room.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 7:48 p.m.

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Cindy Fagerlie, Clerk

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
MAY 24, 2010  
PAGE 1**

**MEMBERS PRESENT:** Karin Dulski, Lisa Erickson, Cindy Fagerlie, Sonia Mayo Hohnadel, Mike Siggerud, Kristine Thompson, Bill Tomhave, and Dr. Lynne A. Kovash.

**MEMBERS ABSENT:** None.

**CALL TO ORDER:** Chair Thompson called the meeting to order at 7:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

**PREVIEW OF AGENDA:** Superintendent Kovash recommended the agenda proceed with revisions to pages 2, 9, 100 and 101.

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

**WE ARE PROUD:**

**We Are Proud** of the Moorhead High Speech Team for claiming the section championship for the 16th consecutive year. The Moorhead High Speech Team earned a team record of nine medals at the state speech tournament on April 23. Of the 105 Class AA schools that participated in speech this year, Moorhead speakers ranked fourth at state in team medals. The following speakers earned medals: Matthias Valan, third in Informative Speaking; Clay Schwartzwalter, third in Great Speeches; Chino Farok, third in Prose; Lindsey Anderson, fourth in Extemporaneous Reading; Tom Wixo, fifth in Prose; Kelsey Schroeder, fifth in Humorous Interpretation; Jon-Erik Nelson, sixth in Discussion; Mark Hanna, sixth in Prose, and Nick Wheeler, sixth in Drama. The team is coached by Rebecca Meyer-Larson.

**We Are Proud** of the seven Moorhead High School speech team members who have qualified for the National Forensics League Speech Tournament in Kansas City, Mo., in June. The following students won the opportunity to represent the best of Minnesota speech at the national meet: Kelsey Schroeder, Humorous Interpretation; Mark Hanna and Nick Wheeler, Dramatic Interpretation; Peter Totten and Layne Meyer, Dramatic Duo; Seiko Shastri, Extemporaneous Speaking; and Leewana Thomas, Original Oratory. The National Forensics League also recognized the Moorhead High Speech Team for excellence in speech with the Leading Chapter Award. The team is coached by Rebecca Meyer-Larson.

**We Are Proud** of Moorhead High's fall musical, "Peter Pan," for being recognized with SpotLight Musical Theatre Awards by Hennepin Theatre Trust. The production of "Peter Pan" has been recognized for overall outstanding production, outstanding accomplishment by chorus, outstanding accomplishment by orchestra and outstanding accomplishment in dance. Mark Hanna, who played Peter Pan, and Kelsey Schroeder, who played Wendy, both received outstanding performance in a leading role. Trevor Larson, who played Smee, and Audrey



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Heilman, who played Tinkerbell, both received outstanding performance in a supporting role. Rebecca Meyer-Larson directed "Peter Pan." The students will be performing at the SpotLight Awards on June 14.

**We Are Proud** of Moorhead High School English teacher and speech coach Rebecca Meyer-Larson for earning a third diamond in her National Forensic League pin. She will be recognized at the NFL National Tournament in June. Meyer-Larson has attained 6,148 points. Coaches receive 1/10th of their students' points. Under Meyer-Larson's instruction, students earned 61,480 credit points. On attaining 1,500 points, coaches are entitled to wear a diamond-set NFL key or pin. Additional diamonds accrue at 3,000, 6,000, 10,000 and each 3,000 points thereafter.

**We Are Proud** of Moorhead High School student Kelsey Schroeder, who is one of six top Minnesota theatre students from Hennepin Theatre Trust's SpotLight Musical Theatre Program. She has been selected by audition to proceed to the final round for the chance to compete in the June 28 National High School Musical Theatre Awards at Broadway's Marquis Theatre. The two student winners will be chosen after continued evaluation by the panel of judges and announced at the SpotLight Musical Theatre Awards on June 14 at the Orpheum Theatre in Minneapolis. Schroeder is a student of Rebecca Meyer-Larson.

**We Are Proud** of Moorhead High School student Samantha Hamilton who was selected by audition for the 2009-10 Minnesota All-State Orchestra. The All-State Orchestra performed in February at Orchestra Hall in Minneapolis. Hamilton is a student of Jonathon Larson.

**We Are Proud** of Moorhead High School student Miki Stephenson who was selected to play in the 2010 Minnesota Girls High School All-Star Basketball Series at Macalester College on April 16-17. Being selected means that Stephenson is one of the top 10 Class AAAA seniors in the state. Jim Kapitan is the Moorhead High School girls basketball coach.

**We Are Proud** of the Moorhead High School Economics Challenge Team for placing first in the Adam Smith (Advanced Placement) division of the 2010 Minnesota State Economics Challenge on April 21 at the Minneapolis Federal Reserve Bank. The 33 state champions then competed in the national semifinals written exam with the top six teams advancing to the national competition in New York. Moorhead's team placed seventh on the semifinal exam taken April 26. Moorhead High team members are Adam Hannon-Hatfield, Jim Kallander, Lukas Gemar and Ryan Vesledahl. The team coach is Doug Johnson.

**We Are Proud** of the Moorhead High School Economics Challenge team for placing second in the Great Plains Economics Challenge David Ricardo (large school) division held March 29. Team members are Nicole Nelson, Sam Abrahamson, Chase Body, Chelsey Quiring, Suzi Bluecloud, Heather Hurner, Josh Kistner and Christian Calabrese. In addition, Nelson won first place in the individual competition and Abrahamson won second place in the individual competition. The team coach is Michael Kieselbach. The Great Plains Economics Challenge is an annual event hosted by Minnesota State University's Center for Economic Education.

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**We Are Proud** of S.G. Reinertsen Elementary student Thomas Klein for being named a local winner of the national "Artist of the Week" competition on Artsonia.com, an online art gallery. Klein's collage self-portrait received the most votes, earning him a \$50 Blick Art Materials gift certificate. Michelle Sailer, art teacher at Reinertsen Elementary, receives a \$100 Blick Art Materials gift certificate to spend on supplies for the school's art education program.

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

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

Lakes Country Perkins Consortium for Family and Consumer Science Instructional Materials - Accept \$897 from the Lakes Country Perkins Consortium for Family and Consumer Science instructional materials.

Donations - Accept the Pay It Forward donations from State Bank and Trust employees Sandy Torgerson of \$1,000 to the Robert Asp PTAC for the Minnesota Twins Safety Patrol trip and Dee Vos and Deb Guthmiller of \$2,000 towards a wireless sound system for the lunchroom, occupational therapy equipment and an after-school friendship and peer monitoring program titled the Buddy Club at Robert Asp Elementary School and direct administration to send a thank you.

2010-2011 Clay County Health Nursing Services Agreement - Approve the agreement between Moorhead Area Public Schools and Clay County Public Health for nursing services for the 2010-11 fiscal year.

Pat Konewko Fund of the Fargo-Moorhead Area Foundation Grant - Accept the grant of \$718.20 from the Pat Konewko Fund of the Fargo-Moorhead Area Foundation to provide training to special education teachers on the assessment and treatment of children with brain injuries and illnesses and direct administration to send a thank you.

**Change in Contracts**

Nicole Such - Secretary, Community Ed, B21 (3) \$14.68 per to Administrative Assistant in Assistant Superintendent's Office, B23 (3) \$15.70 per hour, effective May 25, 2010 (replacing Kari Averett).

Robin Grooters - Special Ed Facilitator to Program Manager Learner Support Services, C52 (6) \$72,404, effective July 1, 2010 (new position, part of Sarah King's position).

Melissa Eidsness - Teacher on Sabbatical Leave to Director of School Improvement and Accountability, D64 (5) \$87,913, effective July 1, 2010 (new position paid with federal funds).

**Resignations**

Yvonne Wegscheid - Night Custodian, High School, effective May 31, 2010.

Kimberly Westendorf - ABE Paraprofessional, Probstfield Center for Education, effective May

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Family/Medical Leaves

Kristen Cameron - Language Arts Teacher, Horizon Middle School, effective approximately August 24, 2010 until January 3, 2011.

New Employees

Ruth Boatright - Bus Driver, Transportation, 6.25 hours per day, \$13.07 per hour, effective May 5, 2010 (replaces Dan Wittnebel).

Clay County Health Agreement and Addendum to Agreement Renewal-Nursing Services -

Approve the agreement and addendum with Clay County Public Health for nursing services at a rate of \$37 per hour.

2010 Special Education Extended School Year (ESY) Program - Approve the 2010 Special Education Extended School Year (ESY) Program for Moorhead Schools from June 22, 2010 to July 29, 2010.

Motion carried 7-0.

**EXTENDED SCHOOL YEAR PROGRAMS:** Jill Skarvold, Deb Pender-Tilleraas and Jackie Migler presented information on the 2010 summer programming opportunities offered through August. Each of the following programs will serve invited eligible students: Special Education (ESY K-12 and Early Intervention Services); Migrant (STARRS Summer Program - Migrant Education and Secondary Summer Program - Migrant Education); Elementary Extended Learning Year (EXCEL Jump Start and STARRS Summer Program); and Secondary Extended Learning Year (EXCEL Summer Program - Moorhead High School, EXCEL Summer Program - Red River Area Learning Center, EXCEL Jump Start, Horizon Summer Academy, West Central Regional Juvenile Center, Monday Independent Study, and Transition ABE/ALC).

**OPERATING LEVY REFERENDUM:** Kazmierczak provided a brief update regarding how the results of the legislative session will impact school funding for fiscal year 2011. The Executive Finance Committee met and discussed at length the possibility of placing an operating levy referendum on the November 2, 2010 general election ballot. The committee recommends the School Board adopt a formal resolution acknowledging that the district will place a question on the ballot and direct administration to begin formal efforts to identify the amount and length of time for an operating levy. A formal resolution will be brought to the board at the August 9 meeting.

Tomhave moved, seconded by Siggerud, to approve a resolution supporting an operating levy referendum and directing administration to research, develop a plan, and prepare a recommendation for further School Board discussion related to an operating levy referendum on November 2, 2010. Motion carried 7-0.

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
MAY 24, 2010  
PAGE 5**

**FIRST READING OF POLICIES:** The School Board conducted a first reading of the following policies: Out-of-State Travel by School Board Members 216, School Board Policy Development, Adoption, Implementation, and Review 221, Policies Incorporated by Reference for Employees/Personnel 499, Student Parental, Family and Marital Status Nondiscrimination 503, School District Student Attendance 515, Student Immunization Requirements 530, Mandated Reporting of Child Neglect or Physical or Sexual Abuse 534, Maltreatment of Vulnerable Adults 535, Student Activity Eligibility 541, Student Discipline 551, Policies Incorporated by Reference for Students 599, Curriculum and Instruction Goals of Moorhead Area Public Schools 601, Extended School Year for Students with IEPs 604, Selection of Textbooks and Instructional Materials 620, MAPS Graduation Policy 640, School District System Accountability 650, Credit for Learning of Minnesota Graduation Standards 653, and Basic Skills Testing, Accommodations, Modifications, and Exemptions for Individualized Education Programs (IEPs), Section 504 Accommodations and Limited English Proficiency (LEP) Students 656.

**COMMITTEE REPORTS:** Brief reports were heard regarding the Instruction and Curriculum Advisory Committee, Executive Finance Committee, Asp PTAC, Special Education Parent Advisory Committee and Policy Review Committee meetings. Hohnadel noted she attended the Philanthropy and Youth (PaY) Celebration that was held on May 6 at Concordia College.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Thompson alerted board members to the variety of retirement celebrations in the school buildings and the RRALC invite to the senior recognition. Board members were asked to contact Michelle if they were not attending the June 6 graduation ceremony.

**CLOSE PUBLIC MEETING:** Hohnadel moved, seconded by Erickson, to close the public meeting at 8:20 p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies. Motion carried 7-0.

**OPEN PUBLIC MEETING:** Tomhave moved, seconded by Dulski, to open the public meeting at 8:55 p.m.

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

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Cindy Fagerlie, Clerk





Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.10.125 C

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Wayne A. Kazmierczak, Assistant Superintendent  
DATE: June 8, 2010  
SUBJECT: June Claims

The June claims are as follows:

General Fund	\$505,329.76
Food Fund	\$120,771.26
Community Service Fund	\$25,493.36
Debt Service Fund	\$431.25
TOTAL	\$652,025.63

Suggested Resolution: Move to approve the June claims, subject to audit, in the amount of \$652,025.63.


WAK:nls



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.10.124 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent 

DATE: June 8, 2010

SUBJECT: Approval of Lakes Country Service Cooperative Membership

Attached please find the Lakes Country Service Cooperative School District Membership for fiscal year 2011. Moorhead Area Public Schools' total cost of membership is \$12,929. This amount includes the base fee plus fees associated with capital outlay and the elective options of No Child Left Behind/MN Academic Standards Support Program and Center for Academic Excellence. Other services are fee based and are in addition to this agreement.

Suggested Resolution: Move to approve the Lakes Country Service Cooperative School District Membership Agreement FY 2011 as presented.

WAK:nls  
Attachment



## Lakes Country Service Cooperative School District Membership Agreement FY 2011

<b>Membership</b>		<b>Total</b>
Base Fee per district plus		\$1,200.00
\$1.50 per student	5,458 student count (max \$5000) Source: MDE ADM Count 2008-09	\$5,000.00
<b>Capital Outlay</b>	<i>(Cooperative facility maintenance fee)</i>	
Fergus Falls Site		\$600.00
Moorhead Site		\$400.00

### **Your membership includes these services at no additional cost.**

- Access to health insurance pools, Life, Long Term Disability, Vision, and Dental. Access to wellness programs and worksite health screening service.
- Access to pooled Special Programs services; R-CSPD, Carl Perkins Consortium, Audiology Services, Special Ed/Low Incidence Lending Library.
- Access to over 45 bid or negotiated purchasing contracts from food service to vehicles.
- Access to a variety of grant programs, such as the Teaching American History Grant, the STEM Academy Grant, Technology Grants and others as written and awarded.
- Grant Sourcing Information.
- Professional networking opportunities.
- Representation in regional services decisions.
- Coordination with State agencies.
- Shared Services
- Staff Development
- Regional communication through newsletters, email lists & web services.

<b>Membership Electives</b> <i>(optional additions to your membership)</i>		<b>Cost</b>
Early Childhood Educators/School Readiness		Separate contract
Professional Development Workshops		Fee based on participation
<b>Student Academic Challenges:</b>		
→ Knowledge Bowl - Jr High		\$40 per team/per meet
→ Knowledge Bowl - Sr High		\$190 per team
→ Young Writers Conference		\$27 per participant
→ Spelling Bee		\$95 per participant
→ Cyberknowledge Contest		\$60 per team/per meet
→ Honors Program		Banquet cost per student
<i>District provides \$250 scholarship, LCSC provides additional scholarship</i>		
No Child Left Behind/MN Academic Standards Support Program	\$2500 base fee, plus .50 per K-12 student enrollment	\$5,229.00

Membership Electives (continued)			Cost
SAR Reporting Services	\$2000 per district		\$ _____
ITV Services	\$3000 per district		\$ _____
Early Childhood/Family Education			
Regional Services Coordinator	\$730 base fee, (must use Regional Coordinator Services to contract for staff time. Staff contract sent separately.)	plus .55 0-4 child count	\$ _____
LCSC Online Learning (per district participation fee)	Participation fee includes technology integration training for teachers, access to user groups, access to Moodle course management system, access to online courseware, free hosting of blended courses, regional program management and MDE coordination. Please note there are additional costs per student for fully-online courses.		Separate contract
Health and Safety Program			Separate contract
Health and Safety Management Assistance			Separate contract
Media Services			Separate contract
Nutrition/Wellness for Students			Separate contract
Food Service Registered Dietician Consulting (hourly/daily rates available)			Separate contract
Print Services			Time and materials. Project quotes available
Technology Consulting (hourly/daily rates available)			Separate contract
Technology Services			
Technology Audits	\$520 per day + actual mileage/expenses		\$ TBD
Moodle Hosting	Hosting & Support: \$1200 annually + \$1/student		\$ _____
	Hosting Only: \$75/class, \$750/building		\$ _____
Center for Academic Excellence	Student Enrollment	Choose One	
Supports and recognizes high levels of academic achievement by students and teachers	1-100	<input type="checkbox"/>	\$ _____
	101-500	<input type="checkbox"/>	\$ _____
	501-1000	<input type="checkbox"/>	\$ _____
	1001-2000	<input type="checkbox"/>	\$ _____
	2001+	<input type="checkbox"/>	\$500.00

**Total Membership** **\$12,929.00**

Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_

LCSC Executive Director \_\_\_\_\_ Date \_\_\_\_\_

School District Name \_\_\_\_\_

218-739-3273  
Phone Number \_\_\_\_\_

**Please return completed agreement, by July 2, 2010 to:**

Terri Blackwelder  
Lakes Country Service Cooperative  
1001 E. Mount Faith  
Fergus Falls, MN 56537



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.10.126 C

TO: Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: June 8, 2010

SUBJECT: Revised Census Numbers

The funding for general Community Education is calculated on the total population from the district census taken every ten years. The same number is used until the information is updated following the next full census. There is, however, a process for a district to capture additional funds reflecting new growth that may occur within the ten-year period. The process requires a resolution by the board to change the census number.

The figure from the 2000 census was 36,282. This figure has been adjusted periodically by our state demographer, Dr. Tom Gillespy. According to Dr. Gillespy, the current 2010 estimate for Moorhead Area Public Schools is 40,831 representing an increase of 746 over last year's figure of 40,085. This increase will result in additional revenue for general Community Education in the amount of \$4,043 per year plus an additional increase for youth development.

Suggested Resolution: Move to accept the change in census figure from 40,085 to 40,831 indicated by State of Minnesota demographic information.

WAK:nls



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.10.121

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ron Nielsen, Director of Human Resources  
DATE: June 7, 2010  
RE: Family/Medical Leave

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

Angela Braunagel                      7<sup>th</sup> Grade Science Teacher, Horizon Middle School, effective September 6, 2010 for approximately eight weeks.

**SUGGESTED RESOLUTION:** Move to approve the request for Family/Medical Leave for Angela Braunagel pursuant to Article 39, Section 1 of the Teachers' Master Agreement.

RN:jal





Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.10.123

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ron ~~Nelson~~ *BN* Director of Human Resources  
DATE: June 7, 2010  
RE: Early Retirement

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

Patricia Frahm Paraprofessional, High School, effective June 4, 2010.

**SUGGESTED RESOLUTION:** Move to approve the Early Retirement of Patricia Frahm as presented.

RN:jal



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.10.120

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ron Nielsen, Director of Human Resources  
DATE: June 7, 2010  
RE: Change in Contract

The administration requests approval of Change in Contract for the following people:

Lindsey Weaver	Physical Education Teacher, .33 FTE at S.G. Reinertsen to .567 FTE at S.G. Reinertsen and Robert Asp, BA (1) \$18,699.66, effective August 31, 2010.
Amy Zanotti	LD Teacher, High School to Data Analyst, Probstfield Center for Education, effective August 31, 2010. (Replaces Cheri Gess)
Nancy Vigen	LD Teacher/Facilitator, Ellen Hopkins Elementary/District to Facilitator, Districtwide, 1.00 FTE, effective August 31, 2010. (Replaces Robin Grooters)

**SUGGESTED RESOLUTION:** Move to approve the Change in Contract for Lindsey Weaver, Amy Zanotti, Nancy Vigen as presented.

RN:jal





Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.10.123

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ron Nielsen, Director of Human Resources  
DATE: June 7, 2010  
RE: Resignation

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

Valerie Stevenson	Occupational Therapist, Ellen Hopkins Elementary, effective June 4, 2010.
Ryan Lyson	Math Teacher, High School, effective June 4, 2010.
Justin McKenzie	Language Arts Teacher, Horizon Middle School, effective June 4, 2010.
Brad Mackowick	Industrial Technology Teacher, High School, effective June 4, 2010.
Jennifer Rogness	1 <sup>st</sup> Grade Teacher, S. G. Reinertsen, effective June 4, 2010.

**SUGGESTED RESOLUTION:** Move to approve the resignation of Valerie Stevenson, Ryan Lyson, Justin McKenzie, Brad Mackowick and Jennifer Rogness as presented.

RN:jal



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.10.119

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ron Nielsen, Director of Human Resources  
DATE: June 7, 2010  
RE: New Employees

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

Chauncy Hendershot Social Science Teacher, High School, .75 FTE, BA (2) \$25,591.50, effective August 31, 2010. (Replaces Charlie Fisher)

Danielle Hillebrand Vision Teacher, District wide, .50 FTE, MA (7) and ECSE Teacher, .50 FTE, MA (7) \$47,122, effective August 31, 2010. (Replaces .50 Rachel Lerum FTE from High School and .50 contracted time with Fergus Falls)

Katie Jo Johnson Spanish Teacher, High School, 1.00 FTE, BA+10 (2) \$35,624.00, effective August 31, 2010. (Replaces Brittney Rehm)

Julie Joyce-Smith Community Education Secretary, 12 months, 8 hours per day, B21 (3) \$14.68 per hour, effective June 7, 2010. (Replaces Nicole Such)

Jessica Rome Guidance Counselor, S.G. Reinertsen, 1.00 FTE, MA (3) \$41,510, effective August 31, 2010. (Replaces Lisa Karch for 1 year leave)

Jacob Seuntjens Literacy Intervention & Behavior Intervention Teacher, S.G. Reinertsen, 1.00 FTE, BA+30 (3) \$39,948.00, effective August 31, 2010. (Replaces Orella Olson)

Sarah Wothe 4<sup>th</sup> Grade Teacher, S.G. Reinertsen, 1.00 FTE, BA (0) \$31,823.00, effective August 31, 2010. (new position)

Meagan Blake DCD Teacher, High School, 1.00 FTE, MA (3) \$41,510.00, effective August 31, 2010. (Replaces Sandy Matthew)

Ann Hiedeman      Human Resource Director, Probstfield Center for Education, 1.00 FTE, D64 (5)  
\$87,913.00, effective July 1, 2010. (Replaces Ron Nielsen)

**SUGGESTED RESOLUTION:** Move to approve the employment of Chauncy Hendershot, Danielle Hillebrand, Katie Jo Johnson, Julie Joyce-Smith, Jessica Rome, Jacob Seuntjens, Sarah Wothe, Meagan Blake and Ann Hiedeman as presented.


RN:jal



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.10.123 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent 

DATE: June 8, 2010

SUBJECT: Approval of School District Insurance Package

Earlier this spring, our insurance agent, Tom Quam with Bremer Insurance, was instructed to solicit proposals for insurance coverage for the school district. Quotes were received from our current provider, the Minnesota School Boards Association Insurance Trust (MSBAIT) endorsed Riverport Insurance Company, and from EMC Insurance Companies. Both options are higher than our expiring premium of \$279,995. Riverport's renewal rate came in at \$300,955 and EMC's proposal came in at \$337,620.

After reviewing the coverage of both options before us, I am recommending the approval of the proposal from Riverport based on our satisfaction with Riverport's responsiveness to claims, broadened coverage, and the cost difference of nearly \$37,000 when compared to EMC's proposal. Mr. Quam will be in attendance at the June 14, 2010 School Board meeting to present the insurance package for approval and to answer any questions you or the board members may have regarding our insurance coverage.

Suggested Resolution: Move to approve the insurance package in the amount of \$300,954.77 from Riverport Insurance Company effective July 1, 2010 through June 30, 2011 as provided and presented by Mr. Tom Quam of Bremer Insurance.

WAK:nls  
Attachment

May 24<sup>th</sup> 2010

Mr. Wayne Kazmierczak, Assistant Superintendent  
Moorhead Public Schools ISD #152  
2410 14<sup>th</sup> Street South  
Moorhead, MN 56560

Dear Mr. Kazmierczak and School Board Members:

Your Riverport renewal insurance proposal for the July 1<sup>st</sup> 2010 policy anniversary date is attached for your review. Also attached is an optional proposal provided for you by EMC. We'll review the changes made for your renewal policy period and compare the expiring premium with your renewal insurance premium costs.

<b>Coverage Description - Expiring Premium ~ Renewal Premium – EMC Premium</b>			
Property	\$ 62,952.23	\$ 65,296.77	\$ 73,422.46
General Liability	\$ 13,827.00	\$ 14,579.00	\$ 16,232.00
Professional Liability	\$ 10,371.00	\$ 11,278.00	\$ 5,186.00
Inland Marine	\$ 649.00	\$ 649.00	Included
Crime	\$ 4,472.00	\$ 1,653.00	Not included
Auto	\$ 13,283.00	\$ 14,882.00	\$ 20,795.00
Terrorism	\$ 1,790.00	\$ 1,803.00	\$ 2,968.00
Workers' Compensation	\$166,924.00	\$184,752.00	\$212,679.02
Umbrella	\$ 4,146.00	\$ 4,525.00	\$ 6,338.00
Volunteer Accident	\$ 1,537.00	\$ 1,537.00	Not included
<b>Total Premium</b>	<b>\$279,995.23</b>	<b>\$300,954.77</b>	<b>\$337,620.48</b>

We submitted your applications to two other insurance carriers who expressed an interest in quoting ISD #152, Continental Western and EMC Insurance Companies. Continental Western declined to quote as they, like Riverport, are both owned by Berkley Corp. EMC quoted but did not quote the crime; they need a supplemental application completed before they will release their crime premium. We also asked Indiana to quote, and they declined to quote your workers' compensation insurance again this year. As our SFM separate workers' compensation proposal last year was \$56,210 higher premium cost than the Riverport offer, we did not send your applications to either carrier for a proposal.

You did not request any property, liability, or auto rating basis changes for your renewal policy period. All insurance coverages are being quoted the same as expiring. For your information we'll review the coverages provided for your school district.

**Property:** Your Blanket/Agreed Valuation property coverage limit remains at \$148,409,000. You have an \$825,000 Extra Expense coverage limit with \$100,000 Business Personal Property coverage off premises. We have also endorsed your policy with \$100,000 Ordinance of Law coverage.

May 24<sup>th</sup> 2010  
Moorhead ISD #152  
Page Two

**Property Broadening Endorsement:** Riverport Insurance has broadened the coverages they provide for your district as follows:

<b>Description of Coverage - Current Limit of Insurance - Broadened Coverage</b>		
Accounts Receivable	\$ 5,000	\$ 100,000
Arson Reward	\$ 5,000	\$ 25,000
Emergency Evacuation Expense	Not covered	\$ 20,000
Fine Arts coverage	\$ 1,000 per item, 10,000 max	\$ 25,000
Fire Protection Device Recharge	\$ 5,000	\$ 20,000
Garages and Sheds	Needed to be scheduled	\$ 25,000
Key Employee Replacement	Not covered	\$ 50,000
Kidnap & Ransom Expenses	Not covered	\$ 50,000
Lock Replacement	Not covered	\$ 25,000
Money & Securities	Scheduled separately	\$ 10,000
Utility Service – Direct Damage	\$ 25,000	\$ 50,000
Preservation of Property	Limitation of 30 days	Increased to 90 days
Fire Department Service Charge	\$ 10,000	\$ 25,000
Newly Acquired Real Property	\$250,000	\$1,000,000
Personal Effects of Others	\$ 500 per item, 5,000 max	\$ 2,500/50,000 max
Valuable Papers & Records	\$ 5,000	\$ 100,000
Property Off Premises	\$ 10,000	\$ 25,000
Outdoor Property	\$ 1,000 per item 10,000 max	\$ 1,000/50,000 max
*The prior form did not include playground equipment, lighting, etc. - the new form does.		
Non-Owned Detached Trailers	\$ 5,000	\$ 20,000
Property in Transit	\$ 10,000	\$ 25,000

**General Liability:** Your Riverport liability limit remains at \$1,500,000 per occurrence with a \$3,000,000 aggregate. The EMC liability limit is \$1,000,000 per occurrence with a \$2,000,000 aggregate. Premises Medical payments coverage for non-students remains at \$5,000 per occurrence. Student Medical payments coverage remains at \$1,000 per occurrence. Our policy form includes Abuse and Molestation coverage, Professional Liability coverage, plus Medical Malpractice Liability insurance coverage.

**Auto:** No changes were made or requested for your renewal policy period.

**Crime:** No changes were made or requested for your renewal policy period.

**Inland Marine:** No changes were made or requested for your renewal policy period.

**Boiler & Machinery:** No changes were made or requested for your renewal policy.

**Umbrella:** No changes were made or requested for your renewal policy period.

May 24<sup>th</sup> 2010  
Moorhead ISD #152  
Page Three

**School Leaders E&O Coverage:** No changes were made for your renewal period.

**Workers' Compensation:** We'll review the rates used by Riverport for your expiring and renewal policy periods for your consideration.

<u>Job Description - Code</u>	<u>-</u>	<u>Payroll</u>	<u>-</u>	<u>Exp Rate</u>	<u>-</u>	<u>Premium</u>	<u>-</u>	<u>Rnwl Rate</u>	<u>-</u>	<u>Premium</u>
Drivers & Helpers	7380	\$ 30,772		7.29		\$ 2,243		6.90		\$ 2,123
Bus Drivers	7382	\$ 342,567		5.93		\$ 20,314		5.38		\$ 18,430
Garage Mechanics	8385	\$ 43,466		5.28		\$ 2,295		4.23		\$ 1,839
Teachers	8868	\$30,500,000		.72		\$219,600		.66		\$201,300
Other Employees	9101	\$ 1,401,698		4.15		\$ 58,170		4.43		\$ 62,095
<b>Totals</b>		<b>\$32,318,503</b>				<b>\$302,623</b>				<b>\$285,787</b>
<b>Experience Mod</b>				<b>.93</b>		<b>- 21,544</b>		<b>1.05</b>		<b>+ 14,532</b>
<b>Scheduled Credit</b>				<b>40%</b>		<b>- 114,490</b>		<b>40%</b>		<b>\$122,071</b>

The increase in your workers' compensation premium cost of \$17,828 is related to three items. First your Experience Modification factor last year was .93. For your renewal policy period your Experience Modification factor is 1.05 based on your claims history. Second, the Special Compensation Fund calculation has changed from last year, increasing this charge by an additional \$4,735. Third, there is a new Workers' Compensation Rating Association Assessment in the amount of \$2,520 which was added to your renewal policy period.

**Volunteer Accident Coverage:** Riverport Insurance allows you to purchase Volunteer accidental medical and dental coverage at the expiring premium cost of \$1,537. We have included the \$1,537 premium in your renewal premium summary on page one of this document. EMC cannot offer you Volunteer Accident Coverage.

**Terrorism:** Terrorism coverage is included in our proposal. If you delete Terrorism coverage for the \$1,803 premium savings, you'll need to sign the Terrorism waiver form.

Please let us know if you have any questions or need additional information as you review your renewal insurance proposal. We will issue your binder and auto ID cards if you approve the Riverport renewal insurance package of coverages.

Thank you for placing your insurance business and trust with our agency. Your patronage of Bremer Financial Services is greatly appreciated.

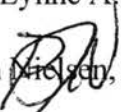
Sincerely,

Tom Quam  
Bremer Insurance



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.10.117

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ron , Director of Human Resources  
DATE: June 7, 2010  
RE: Confidential Secretary Master Agreement 2010 - 2012

A new two-year contract was successfully negotiated with Confidential Secretaries for the period of July 1, 2010 through June 30, 2012.

Language changes to the new contract were made to the following Articles of the contract:

1. Article V. Schedules and Rates of Pay, Section 1
2. Article VII. Leave Provisions & Vacations, Sections 1, 4 and 8

The financial settlement for the two-year contract is as follows:

Year	Cost	Percentage Increase
2010-2011	\$6,459	2.44%
2011-2012	\$6,134	2.26%
TOTAL	\$12,593	4.70%

**SUGGESTED RESOLUTION:** Move to approve the Confidential Secretary Master Agreement for 2010-2012 as presented with the cost as follows:

Year	Cost	Percentage Increase
2010-2011	\$6,459	2.44%
2011-2012	\$6,134	2.26%
TOTAL	\$12,593	4.70%





Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.10.118

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ron Nielsen, Director of Human Resources  
DATE: June 7, 2010  
RE: Dietary and Food Service Employment Agreement

With the help of a state mediator, a new two-year contract was successfully negotiated for Dietary and Food Service staff. The new contract will be for the period of July 1, 2009 through June 30, 2011.

Language changes were made to the following Articles of the contract:

1. Article 6 – Rates of Pay, Sections 2, 4 and 11
2. Article 9 – Leave Provision, Sections 1 and 6
3. Article 10 – Group Insurance, Sections 5 and 9
4. Article 12 – Seniority, Vacancies and Layoff, Sections 3 and 4
5. Article 13 -- Miscellaneous, Section 5 and 9
6. Article 14 – Grievance procedure, Section 5

The financial settlement for the two-year contract is as follows:

Year	Cost	Percentage Increase
2009-2010	\$4,485.00	2.28%
2010-2011	\$4,563.00	2.27%
TOTAL	\$9,048.00	4.55%

**SUGGESTED RESOLUTION:** Move to approve the Dietary and Food Service Employment Agreement for 2009-2011 as presented with the cost as follows:

Year	Cost	Percentage Increase
2009-2010	\$4,485.00	2.28%
2010-2011	\$4,563.00	2.27%
TOTAL	\$9,048.00	4.55%



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.10.124R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Out-of-State Travel by School Board Members 216, for your review.

Suggested Resolution: Move to approve the policy, Out-of-State Travel by School Board Members 216, as presented.

LAK:mde  
Attachment

## **Out-of-State Travel by School Board Members**

<b>Type:</b>	School Board Policy
<b>Section:</b>	200 SCHOOL BOARD
<b>Code:</b>	216
<b>Adopted Date:</b>	4/10/2006
<b>Revised Date(s):</b>	05/11/2009
<b>Reviewed Date(s):</b>	01/08/2007, 11/26/2007, 05/11/2009
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by Moorhead School Board members as required by law.

### **II. GENERAL STATEMENT**

School Board members have an obligation to become informed on the proper duties and functions of a School Board member, to become familiar with issues that may affect the Moorhead Area Public Schools, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as School Board members. Occasionally, it may be appropriate for School Board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the School Board finds it proper for School Board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as School Board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the School Board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

### **V. REIMBURSEMENT**

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the Superintendent. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

B. Automobile travel shall be reimbursed at the mileage rate set by the School Board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

C. Amounts to be reimbursed shall be within the School Board's approved budget allocations,

including attendance at workshops and conventions.

## VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rate of approval has been developed through the business office (Administrative Procedure 824.1)

## VII. ANNUAL REVIEW

This policy must be annually reviewed by the School Board.

### Legal References:

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

Minnesota Statute, 471.661 (Out-of-State Travel)

Minnesota Statute, 471.665 (Mileage Allowances)

Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)

Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

### Cross References:

Moorhead School Board Policy 203: School Board Member Development

Moorhead School Board Policy 824: Reimbursement for Travel, Professional Meetings and Conferences



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.125R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, School Board Policy Development, Adoption, Implementation, and Review 221, for your review.

Suggested Resolution: Move to approve the policy, School Board Policy Development, Adoption, Implementation, and Review 221, as presented.

LAK:mde  
Attachment

## School Board Policy Development, Adoption, Implementation, and Review

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	221
Adopted Date:	8/27/2001
Revised Date(s):	05/11/2009
Reviewed Date(s):	10/27/2003, 05/09/2005, 04/09/2007, 11/26/2007, 05/11/2009
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the Moorhead School Board to provide guidance on the ongoing structured review of policy and to clarify the responsibility of the school administration for implementation of Moorhead School Board policy.

### II. GENERAL STATEMENT

A. Formal guidelines are necessary to ensure our school community and the Moorhead Area Public School system respond to its mission and operate in an effective, efficient and consistent manner. Therefore, a set of written policy statements shall be maintained and modified as needed. These policies define the desire and intent of the Moorhead School Board and are to be in a format which is sufficiently explicit to guide administrative action.

B. It shall be the responsibility of the Moorhead Area Public Schools Superintendent to implement School Board policy and to recommend additions or modifications as needed. The administration is authorized to develop guidelines and ~~directives~~ procedures to implement School Board policies. These guidelines and ~~directives~~ procedures shall not be inconsistent with said policies. These written procedures shall be reviewed along with the School Board policies they are intended to implement.

C. Employee and student handbooks shall be subject to an annual review and approval by the Moorhead School Board. Building administrators and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the Superintendent/designee to assure compliance with School Board policy before presenting to the School Board for approval.

### III. DEVELOPMENT

A. The Moorhead School Board has the jurisdiction to legislate policy for the Moorhead Area Public Schools with the force and effect of law. School Board policy provides the general direction as to what the School Board wishes to accomplish while delegating implementation of the policy to administration.

B. The School Board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and ~~directives~~ procedures by the administration. The School Board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.

C. Policies may be proposed by a School Board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the Superintendent for review prior to possible placement on the School Board agenda.

#### IV. ADOPTION

A. Moorhead School Board will give notice of proposed policy changes or adoption of new policies by placing the item on the agenda for discussion at two School Board meetings. The policy changes shall be reviewed by the school district's Policy Review Committee if possible before placing them on the School Board agenda. Proposals will be distributed and School Board and public comment will be allowed at both meetings prior to final School Board action.

B. The final action taken to adopt proposed new policies or revised policies shall be by simple majority vote of the School Board subsequent to the second meeting. The policy will become effective on the date the policy is adopted or a date stated in the motion, whichever is later.

C. In case of an emergency or due to legislative, legal or state department required modifications or time lines in which the School Board has no control, a new or modified policy may be adopted by a majority vote of a quorum of the School Board. A statement regarding the need for immediate adoption of the policy shall be included in the minutes. The School Board has the discretion to determine what constitutes an emergency situation.

D. If an educational policy is modified because of a legal change over which the School Board has no control, the modified policy may be approved at one meeting at the discretion of the School Board.

#### V. IMPLEMENTATION

A. It shall be the responsibility of the Superintendent to implement Moorhead School Board policies and to develop administrative guidelines and ~~directives~~ procedures to provide greater specificity and consistency in the process of implementation. These guidelines and ~~directives~~ procedures, including employee and student handbooks, shall be subject to annual review and approval of the School Board.

B. A paper copy of the policy manual will be kept and maintained by the Superintendent. Moorhead School Board members, employees and the public will be able to access the policy manual at the school district's Web site ([www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)). It shall be the responsibility of the Superintendent, School Board secretary, individual School Board members, and others designated by administration to keep the policy manuals current.

C. When there is no Moorhead School Board policy in existence to provide guidance on a matter, the Superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the Superintendent shall advise the School Board of the need for a policy and present a recommended policy to the School Board for approval.

#### VI. POLICY REVIEW

A. Moorhead School Board policies will be reviewed at least once every four years. Administrative



procedures supporting those policies will be reviewed by the administration at the same time. The Moorhead Policy Review Committee when possible will review and make recommendations to current policy as they come forward for periodic review. Their recommendations will be brought forward to the School Board by the Superintendent.

Legal References:

Minnesota Statute, 123B.02 Subd. 1 (School District Powers)

Minnesota Statute, 123B.09 Subd. 1 (School Board Powers)

Cross References:

Moorhead School Board Policy 201: School Board Legal Status

Moorhead School Board Policy 233: Policy Review Committee

Moorhead School Board Policy 310: School Superintendent



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.126R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Policies Incorporated by Reference for Employees/Personnel 499, for your review.

Suggested Resolution: Move to approve the policy, Policies Incorporated by Reference for Employees/Personnel 499, as presented.

LAK:mde  
Attachment

## **Policies Incorporated by Reference for Employees/Personnel**

<b>Type:</b>	School Board Policy
<b>Section:</b>	400 EMPLOYEE/PERSONNEL
<b>Code:</b>	499
<b>Adopted Date:</b>	10/13/2003
<b>Revised Date(s):</b>	05/11/2009
<b>Reviewed Date(s):</b>	05/09/2005, 06/12/2006, 02/12/2007, 11/26/2007, 05/11/2009
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

Certain policies as contained in this policy reference manual are The purpose of this policy is to provide a list of all policies applicable to employees as well as to students.

### **II. GENERAL STATEMENT**

In order to avoid undue duplication, Moorhead Area Public Schools provides notice by this section of the application and incorporation by reference of the following policies found in other sections of this manual which apply to employees:

Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination  
Moorhead School Board Policy 103: Philosophy of Education of Moorhead Area Public Schools  
Moorhead School Board Policy 104: Mission Statement  
Moorhead School Board Policy 221: School Board Policy Development, Adoption, Implementation, and Review  
Moorhead School Board Policy 501: Equal Educational Opportunity  
Moorhead School Board Policy 504: Protection and Privacy of Student Records  
Moorhead School Board Policy 531: Communicable Disease Control and Infectious Conditions  
Moorhead School Board Policy 532: Medication  
Moorhead School Board Policy 533: Do Not Resuscitate/Do Not Intubate Orders (DNR/DNI)  
Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical or Sexual Abuse  
Moorhead School Board Policy 535: Maltreatment of Vulnerable Adults  
Moorhead School Board Policy 536: Wellness  
Moorhead School Board Policy 540: Student Activities  
Moorhead School Board Policy 544: Activities Fundr Raising  
Moorhead School Board Policy 552: Corporal Punishment  
Moorhead School Board Policy 553: Crisis Intervention and Student Support  
Moorhead School Board Policy 555: Notification to Staff Regarding Placement of Students with Violent Behaviors  
Moorhead School Board Policy 570: Prohibition of Harassment and Violence  
Moorhead School Board Policy 571: Hazing Prohibition  
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School  
Moorhead School Board Policy 573: Tobacco-Free Environment  
Moorhead School Board Policy 576: Moorhead Area Public School District Weapons Policy

Moorhead School Board Policy 630: Organization of School Calendar and School Day  
Moorhead School Board Policy 632: Field Trips  
Moorhead School Board Policy 702: Equal Access to Moorhead Area Public Schools Facilities  
Moorhead School Board Policy 710: School District Crisis Management  
Moorhead School Board Policy 711: Severe Weather Related School Closings  
Moorhead School Board Policy 712: Safety and Security Technology  
Moorhead School Board Policy 722: School District Owned Vehicle Reservation  
Moorhead School Board Policy 730: School District Copyright Policy  
Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network Acceptable Use and Safety  
Moorhead School Board Policy 732: Use of All School Equipment and Materials for Instructional Purposes Off School Premises  
Moorhead School Board Policy 822: Payroll Employment  
Moorhead School Board Policy 823: Cashing Checks Out of Cash Deposits  
Moorhead School Board Policy 824: Reimbursement for Travel, Professional Meetings and Conferences  
Moorhead School Board Policy 832: Complimentary Athletic Season Passes/Single Event Passes  
Moorhead School Board Policy 833: Disposition of Obsolete Equipment and Material  
Moorhead School Board Policy 906: Public Solicitation in Moorhead Area Public Schools  
Moorhead School Board Policy 907: Rewards

### III. RESPONSIBILITIES

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.10.127R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Student Parental, Family and Marital Status Nondiscrimination 503, for your review.

Suggested Resolution: Move to approve the policy, Student Parental, Family and Marital Status Nondiscrimination 503, as presented.

LAK:mde  
Attachment

## **Student Parental, Family and Marital Status Nondiscrimination**

<b>Type:</b>	School Board Policy
<b>Section:</b>	500 STUDENTS
<b>Code:</b>	503
<b>Adopted Date:</b>	2/11/2002
<b>Revised Date(s):</b>	04/10/2006, 12/14/2009
<b>Reviewed Date(s):</b>	04/10/2006, 12/14/2009
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status. Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy.

### **II. GENERAL STATEMENT**

A. Moorhead Area Public Schools provides equal educational opportunity for all students and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.

B. Moorhead Area Public Schools will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.

C. Moorhead Area Public Schools may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

D. Moorhead Area Public Schools will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.

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

F. The Moorhead School Board has designated the Assistant Superintendent as its Title IX Coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the building administrator and/or Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant

Secretary for Civil Rights of the United States Department of Education. Any further inquiry or complaint should be referred to the district's ~~School~~ Superintendent and/or the district's human rights officer.

H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in district policy.

Legal References:

Minnesota, Statute, 363.01 ~~et seq.~~ A (Minnesota Human Rights Act)  
20 U.S.C. 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References:

Moorhead School Board Policy 501: Equal Educational Opportunity  
Moorhead School Board Policy 502: Student Disability Nondiscrimination  
Moorhead School Board Policy 570: Prohibition of Harassment and Violence  
Moorhead School Board Policy 578: Prohibiting Intimidation and Bullying






Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.10.128R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent 

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, School District Student Attendance 515, for your review.

Suggested Resolution: Move to approve the policy, School District Student Attendance 515, as presented.

LAK:mde  
Attachment

## School District Student Attendance

Type:	School Board Policy
Section:	500 STUDENTS
Code:	515
Adopted Date:	8/26/2002
Revised Date(s):	06/11/2007
Reviewed Date(s):	06/11/2007
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

A. The Moorhead School Board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent(s)/guardian(s), teacher(s) and administrators. ~~This policy will assist students in attending class.~~

### II. GENERAL STATEMENT OF POLICY

#### A. Responsibilities

##### 1. Student's Responsibility

It is the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an excused absence.

##### 2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent(s)/guardian(s) to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Parents/guardians are responsible to provide contact information to the building administrator's office.

Parents(s)/guardian(s) must contact the school on the day of the student's absence. The school will attempt to contact the parent(s)/guardian(s) in the case of absences after 10:30 a.m.

##### 3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent(s)/guardian(s) and the student to solve any attendance problems that may arise.

#### 4. Administrator's Responsibility

a. It is the administrator's responsibility to oversee student attendance. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent(s)/guardian(s) of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minnesota Statute 120A.22, the students of the school district are REQUIRED to attend all assigned classes every day school is in session, unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or has a valid excuse for absence.

#### B. Attendance Procedures

Attendance procedures shall be presented to the School Board for review and approval.

##### 1. Excused Absences

a. To be considered an excused absence the student's parent(s)/guardian(s) may be asked to verify in writing the reason for the student's absence from school.

b. The following reasons shall be sufficient to constitute excused absences:

(1) Illness.

(a) A doctor's statement may be required after 3 or more consecutive absences.

(b) A doctor's statement may be required after 12 or more cumulative absences over a school year.

(2) Serious illness in the student's immediate family.

(3) A death in the student's immediate family or of a close friend or relative.

(4) Medical, dental or orthodontic treatment, or counseling appointment.

(5) Court appearances occasioned by family or personal action.

(6) Religious instruction not to exceed three hours in any week.

(7) Physical emergency conditions such as fire, flood, storm, etc.

(8) Official school field trip or other school-sponsored outing.

(9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

(10) Family emergencies.

(11) Active duty in any military branch of the United States.

(12) Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance (e.g. legal appointments, travel, family vacations, job interviews, state tournaments and

school activities). We encourage parent(s)/guardian(s) to hold these requests for absence to a minimum.

(13) Parent(s)/guardian(s) must call the school each day that a student will not be attending or send a note to school accounting for each day missed when the student returns to school. If the parent/guardian does not notify the school within 2 days of the student's return to school, the absence will remain unexcused.

(14) The administration will determine the legitimacy of all absences. A student has the right and obligation to make-up any work missed with full credit.

#### b. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

(2) School work missed because of an excused absence must be made up within two class days from the date of the student's return to school. This applies to school work assigned during the time period the student was absent from school. Any previously assigned work is due on the day of the student's return. The student will be required to make arrangements with the teacher to make up any school work missed and receive a grade. A teacher may require additional assignments to compensate for any loss of class discussion and information.

(3) School work not turned in to a teacher within the two-day guidelines may result in the assignment received a lower grade or no credit. In the case of a prolonged (3 or more days) excused absence, the teacher and student should mutually agree upon a deadline. An administrator will mediate if mutual agreement is not reached.

(4) Student Activities: Students in school-sponsored activities should not assume that they have the right to an extended deadline for schoolwork.

(5) Advance Make-up: In the event that a student is aware they will be absent from school, ~~either part of a day or all day~~ for more than two (2) days, they are to make arrangements in advance by having their parent(s)/guardian(s) request the excuse by written note at least 24 hours in advance of the absence. ~~The student then must present the Advance Make-up Slip to each teacher one (1) day prior to the date of absence~~ bringing a written notice from their parent(s)/guardians(s) to the attendance office. This written request must be at least 24 hours in advance of the absence. The student will then be given an Advance Make-up Slip which they will have each of their teachers sign at least one (1) day prior to the date of absence. All assignments are to be made up in advance unless specific arrangements are made with teachers. Students who will be gone from school two (2) days or less will assume the responsibility to contact teachers and make arrangements for any missed work.

#### 2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student that was not approved by the parent(s)/guardian(s) and/or the school district.

(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

(3) Work at home, including babysitting or running errands.

(4) Work at a business, except under a school-sponsored work release program.

(5) Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).

(6) Missing the bus, car trouble, oversleeping, need for extra sleep, hair appointments, shopping, visiting friends, not returning to school following noon hour, leaving school ill without checking out with the Health Office, falsifying notes or explanations for absence, etc.

(7) Any other absence not included under the attendance procedures set out in this policy.

#### b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statute 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(3) On the third unexcused absence the student will be referred to a truancy intervention or counseling program. Once the referral has been made, attendance will be closely monitored, attendance contracts may be held and detention and in-school suspension will be used to enforce school district policy.

#### C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

##### 2. Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

##### 3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness;

b. Serious illness in the student's immediate family;

c. A death in the student's immediate family or of a close friend or relative;

d. Medical, dental or orthodontic treatment or counseling appointment;

e. Court appearances occasioned by family or personal action;

f. Physical emergency conditions such as fire, flood, storm, etc;

g. Any tardiness for which an administrator or faculty member has excused the student in writing.

##### 4. Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

b. Students who accumulate truancy absences should, along with their parent(s)/guardian(s), be referred to the school counselor or social worker to try to eliminate those reasons for truancy.

#### 5. Illness During School

a. All students who become ill during the school day, except in case of an emergency are to report to their regular classroom and then get a pass to the Health Office. Parent(s)/guardian(s) should be contacted and should make arrangements for the well being of the student. The school will not release a student to go home without a parent/guardian contact and arrangement made for release of the student into the care of the parent(s)/guardian(s) or approved others.

#### D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

2. School-initiated absences will be accepted and participation permitted.

3. Coaches and advisors will be advised of team members/students who have unexcused absences. When an unexcused absence is verified a student will not be permitted to participate in that day's extra-curricular activity(s) (e.g. practice, game, rehearsal, program, match, meet or performance) following notification of coach/advisor.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent(s)/guardian(s) clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

#### E. Homebound Instruction

a. A student who is absent for 10 consecutive days is eligible for homebound or hospital bound instruction. Authorization from a physician must be on file requesting the same. All requests for homebound instruction are to be directed to the Health Office and then to the Learner Support Office and can be initiated before the timelines are in effect.

### III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents/guardians at the commencement of each school year in the student handbook and the district's website ([www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)). This policy shall also be available upon request in each building administrator's office.

### IV. REQUIRED REPORTING

#### A. Continuing Truant

Minnesota Statute 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statute 120A.22 and is absent from instruction in a school, as defined in Minnesota Statute 120A.05, without valid excuse within a single school year for:

1. **53** three days if the child is in elementary school; or



2. three or more class periods on three days if the child is in middle school, junior high school, or high school.

#### B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statute 260A.03 provides that the designated school official shall notify the student's parent(s)/guardian(s), by first class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent(s)/guardian(s) should notify the school if there is a valid excuse for the child's absences;
3. that the parent/guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120A.22 and parent(s)/guardian(s) who fail to meet this obligation may be subject to prosecution under Minnesota Statute 120A.34;
4. that this notification serves as the notification required by Minnesota Statute 120A.34;
5. that alternative educational programs and services may be available in the district;
6. that the parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent(s)/guardian(s) and child may be subject to juvenile court proceedings under Minnesota Statute Ch. 260;
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statute 260C.201; and
9. that it is recommended that the parent(s)/guardian(s) accompany the child to school and attend classes with the child for one day.

#### C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

2. A school district administrator or designee shall refer a habitual truant child and the child's parent(s)/guardian(s) to appropriate services and procedures, under Minnesota Statute Ch. 260A.

#### Legal References:

Minn. Stat. 120A.05 (Definitions)

Minnesota Statute 120A.22 (Compulsory Instruction)

Minnesota Statute 120A.24 (Reporting)

Minnesota Statute 120A.26 (Enforcement and Prosecution)

Minnesota Statute 120A.28 (School Boards and Teachers, Duties)

Minnesota Statute 120A.30 (Attendance Officers)

Minnesota Statute 120A.34 (Violations; Penalties)

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



Minnesota Statute, 260C.007, Subd. 19 (Habitual Truant Defined)

~~Minnesota Statute Chapter 260 (Juveniles)~~

Minnesota Statute, 260A.02 (Definitions)

Minnesota Statute, 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)

Minnesota Statute, 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)

*Goss v. Lopez*, 419 U.S. 565, 95 S.Ct. 729 (1975)

*Slocum v. Holton Board of Education*, 429 N.W.2d 607 (Mich. App. Ct. 1988)

*Campbell v. Board of Education of New Milford*, 475 A.2d 289 (Conn. 1984)

*Hamer v. Board of Education of Township High School District No. 113*, 66 Ill. App.3d 7 (1978)

*Gutierrez v. School District R-1*, 585 P.2d 935 (Co. Ct. App. 1978)

*Knight v. Board of Education*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

*Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)

Cross Reference:

Moorhead School Board Policy 551: Student Discipline



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.129R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Student Immunization Requirements 530, for your review.

Suggested Resolution: Move to approve the policy, Student Immunization Requirements 530, as presented.

LAK:mde  
Attachment

## **Student Immunization Requirements**

<b>Type:</b>	School Board Policy
<b>Section:</b>	500 STUDENTS
<b>Code:</b>	530
<b>Adopted Date:</b>	6/1/2001
<b>Revised Date(s):</b>	02/11/2008
<b>Reviewed Date(s):</b>	04/11/2005, 04/09/2007, 02/11/2008, 12/08/2008
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

### **II. GENERAL STATEMENT**

Moorhead Area Public Schools will work cooperatively with the Clay County Public Health Department and adhere to Minnesota Statutes to ensure all students receive necessary immunizations. All students are required to provide proof of immunization or appropriate documentation exempting the student from such immunization, and such data as necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

### **III. STUDENT IMMUNIZATION REQUIREMENTS**

A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent(s)/guardian(s) has submitted to the Superintendent or designee the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent(s)/guardian(s) shall provide to the Superintendent or designee one of the following statements:

1. A statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or

2. A statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month, day and year each immunization was administered, consistent with medically acceptable standards.

B. The statement of a parent/guardian of a student or an emancipated student may be substituted for the statement of a physician or a public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the month, day and year each immunization was administered. Upon request, the Superintendent or designee will provide information to the parent(s)/guardian(s) of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

C. The parent(s)/guardian(s) of persons receiving instruction in a home school shall submit one of the statements set forth in Section III. A. or III. B. above or statement of immunization set forth in Section IV. to the Superintendent or designee of the school district by October 1 of each school year.

**57** When there is evidence of the presence of a communicable disease, or when required by any

state or federal agency and/or state or federal law, students and/or their parents/guardians may be required to submit such other health care data as necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent(s)/guardian(s) has submitted the required data.

E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III. A. or III. B. above or Section IV. below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization statement, and other requirements of this policy.

#### IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

A. The parent(s)/guardian(s) of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or the laboratory confirmation of the presence of adequate immunity exists; or

B. The parent(s)/guardian(s) of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent(s), guardian(s) or student.

#### V. NOTICE OF IMMUNIZATION REQUIREMENTS

A. The school district has developed and implemented a procedure to:

1. Notify parent(s)/guardian(s) and students of the immunization requirements and the consequences for failure to provide the required documentation;

2. Review student health records to determine whether the required information has been provided; and

3. Make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent(s)/guardian(s) of the conditions for re-enrollment.

B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

#### VI. IMMUNIZATION RECORDS

A. Moorhead Area Public Schools will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.

B. Upon request, the school district may exchange immunization data with persons or agencies

providing services on behalf of the student without the consent of the student's parent(s)/guardian(s). Under all other circumstances, immunization data is private student data and disclosure of such data shall be governed by Moorhead School Board Policy 504: Protection and Privacy of Student Records and state statute.

C. The Superintendent or designee will assist a student and/or the student's parent(s)/guardian(s) in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.

D. Upon request of a public or private post-secondary educational institution, the Superintendent or designee will assist the transfer of the student's immunization file to the post-secondary educational institution.

## VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

### Legal References:

Minnesota Statute, 13.32 (Educational Data)  
Minnesota Statute, 121A.15 (Health Standards; Immunizations; School Children)  
Minnesota Statute, 121A.17 (School Board Responsibilities)  
Minnesota Statute, 135A.14 (Statement of Immunization of Post-Secondary Students)  
Minnesota Statute, 144.29 (Health Records; Children of School Age)  
Minnesota Statute, 144.3351 (Immunization Data)  
Minnesota Statute, 144.441 (Tuberculosis Screening in Schools)  
Minnesota Statute, 144.442 (Testing in School Clinics)  
*McCarthy v. Ozark Sch. Dist.*, 359 F. 3d. 1029 (8th Cir. 2004)  
Op. Atty. Gen. 169-W (Jan. 17, 1968)  
Op. Atty. Gen. 169-W (July 23, 1980)

### Cross References:

Moorhead School Board Policy 425: Health and Safety Protection  
Moorhead School Board Policy 504: Protection and Privacy of Student Records  
Moorhead School Board Policy 551: Student Discipline  
Moorhead School Board Policy 608: Home Schooled Students



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.10.130R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Mandated Reporting of Child Neglect or Physical or Sexual Abuse 534, for your review.

Suggested Resolution: Move to approve the policy, Mandated Reporting of Child Neglect or Physical or Sexual Abuse 534, as presented.

LAK:mde  
Attachment

## **Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

<b>Type:</b>	School Board Policy
<b>Section:</b>	500 STUDENTS
<b>Code:</b>	534
<b>Adopted Date:</b>	5/27/1986
<b>Revised Date(s):</b>	12/08/2008
<b>Reviewed Date(s):</b>	12/01/1990, 02/11/1992, 04/13/1998, 06/10/2002, 04/12/2004, 06/13/2005, 06/12/2006, 04/09/2007, 02/11/2008, 12/08/2008
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

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

### **II. GENERAL STATEMENT**

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

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

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

### **III. DEFINITIONS**

A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:

1. is not likely to occur and could not have been prevented by exercise of due care; and
2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.

B. "Child" means one under age 18.

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

D. "Mandated Reporters" means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually



abused within the preceding three years.

E. "Neglect" means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering other factors such as the child's age, mental ability, physical condition, length of absence, environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law which does not include a parent's/guardian's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance;
6. medical neglect as defined by Minnesota Statute 260C.007, Subd. 4, clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent/guardian or person responsible for the care of the child that adversely affects the child's basic needs and safety;
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

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

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

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

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minnesota Statute 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statute 121A.58.

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

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

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

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

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

#### IV. REPORTING PROCEDURES

A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse which he or she knows or has reason to believe is happening or has happened within the

preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.

B. All employees of Moorhead Area Public Schools shall be responsible for reporting pursuant to this section.

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

D. A mandated reporter who knows or has reason to know of the deprivation of parent/guardian rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

E. The oral report shall be made to the Clay County Social Services or the proper city or county law enforcement agency.

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

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

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

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

F. Forms for reporting child abuse or neglect (Administrative Procedure 534.1) are located in each building administrator's office and on the district's Web site ([www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)). A copy of the written report will be given to building or district administration by the reporter. A copy of the report of child abuse or neglect must be kept in a confidential file and shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction. Copies of abuse reports are not to be kept in a student's cumulative file.

G. A person mandated by Minnesota law and this policy to report, who fails to report, may be subject to criminal penalties and/or discipline, up to and including termination of employment.

H. Submission of a good faith report under Minnesota law and this policy will not adversely affect



the reporter's employment, or the child's access to school. It is not the responsibility of the reporter to investigate or prove that the child has been abused or neglected.

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

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

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

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

## V. INVESTIGATION

A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent(s)/guardian(s) or person responsible for the child's care. School officials may not disclose to the parent(s)/guardian(s) or legal custodian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

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

C. Except when the alleged perpetrator is believed to be a school official or employee, the time and place, the manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by

agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

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

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

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

#### VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

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

#### VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

#### VIII. DISSEMINATION OF POLICY AND TRAINING

A. Staff Inservice - Each building administrator or designee will review the policy and procedures with staff yearly.

B. Community Awareness - 1) Policy provisions II. A, B and C will be published in the back to school newsletter each fall; and, 2) A copy of provisions II. A, B and C will be posted in each school building and included in each school handbook or in a newsletter. The policy is also accessible on the district's ~~W~~web-site ([www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)).

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

Legal References:

Minnesota Statute, Chapter 13 (Minnesota Government Data Practices Act)  
Minnesota Statute, 121A.58 (Corporal Punishment)  
Minnesota Statute, 121A.582 (Student Discipline; Reasonable Force)  
Minnesota Statute, 121A.67 (Aversive and Deprivation Procedures)  
Minnesota Statute, 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
Minnesota Statute, 260C.007, Subd. 4, clause (5) (Definitions - Child in Need of Protection or Services)  
Minnesota Statute, 609.02, Subd. 6 (Definitions - Dangerous Weapon)  
Minnesota Statute, 609.341, Subd. 10 (Definitions - Position of Authority)  
Minnesota Statute, 609.341, Subd. 15 (Definitions - Significant Relationships)  
Minnesota Statute, 609.379 (Permitted Actions)  
Minnesota Statute, 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)

Cross References:

Moorhead School Board Policy 504: Protection and Privacy of Student Records  
Moorhead School Board Policy 535: Maltreatment of Vulnerable Adults  
Moorhead School Board Policy 551: Student Discipline  
Moorhead School Board Policy 552: Corporal Punishment  
Moorhead School Board Policy 570: Prohibition of Harassment and Violence



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.131R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Maltreatment of Vulnerable Adults 535, for your review.

Suggested Resolution: Move to approve the policy, Maltreatment of Vulnerable Adults 535, as presented.

LAK:mde  
Attachment



## **Maltreatment of Vulnerable Adults**

**Type:** School Board Policy  
**Section:** 500 STUDENTS  
**Code:** 535  
**Adopted Date:** 8/26/2002  
**Revised Date(s):** 12/08/2008  
**Reviewed Date(s):** 04/12/2004, 05/09/2005, 12/12/2005, 04/09/2007, 05/12/2008, 12/08/2008

**Attached Files:**

No Documents Found.

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### **I. PURPOSE**

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

### **II. GENERAL STATEMENT**

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

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

### **III. DEFINITIONS**

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

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

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

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

sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minnesota Statute 626.5572, Subd. 2.

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

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

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

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

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

#### IV. REPORTING PROCEDURES

A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the Clay County Social Services.

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

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

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

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

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

## V. INVESTIGATION

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

## VI. DISSEMINATION OF POLICY AND TRAINING

A. Each building administrator or designee will review the policy and procedures with staff yearly.

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

### Legal References:

Minnesota Statute, 13.02 (Collection, Security and Dissemination of Records; Definitions)

Minnesota Statute, 609.234 (Failure to Report)

Minnesota Statute, 626.556 (Reporting of Maltreatment of Minor)

Minnesota Statute, 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minnesota Statute, 626.5572 (Definitions)

### Cross References:

Moorehead School Board Policy 402: Grievance Procedures for Equal Opportunity

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

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

Moorhead School Board Policy 603: Special Education Policies and Procedures

Moorhead School Board Policy 502: Student Disability Nondiscrimination



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.132R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Student Activity Eligibility 541, for your review.

Suggested Resolution: Move to approve the policy, Student Activity Eligibility 541, as presented.

LAK:mde  
Attachment

## Student Activity Eligibility

**Type:** School Board Policy  
**Section:** 500 STUDENTS  
**Code:** 541  
**Adopted Date:** 7/25/1994  
**Revised Date(s):** 09/12/2005  
**Reviewed Date(s):** 12/14/1998, 04/28/2003, 09/12/2005  
**Attached Files:** No Documents Found.

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### I. PURPOSE

The purpose of this policy is to define the eligibility, responsibilities and penalties that the Moorhead Area Public Schools system utilizes relating to the Minnesota State High School League (MSHSL) rules. It is also the purpose of this policy to extend the rules, responsibilities and penalties to all extra- and co-curricular activities of the Horizon Middle and Moorhead High Schools.

### II. GENERAL STATEMENT ~~OF POLICY~~

The Minnesota State High School League ~~R~~rules regarding eligibility shall be extended to include all activities which are a part of the extra-curricular and co-curricular programs of Moorhead High School. These rules also extend to any middle school student who participates in an event or program at the middle or high school level.

The rule applies to the entire 12-month calendar year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year. Moorhead Area Public Schools follows all general rules and penalties related to activity eligibility provided by the MSHSL. ~~The Athletic Eligibility I~~information can be accessed at [www.mshsl.org](http://www.mshsl.org); or by contacting the Moorhead High School Activities Office. (Refer to Administrative Procedure 541.1.)

#### Legal References:

Section 703 of the Title 2000e, et. seq.

Minnesota, Statute, 363.01 - .14 (The Human Rights Act)

#### Cross References:

Moorhead School Board Policy 513: Early Admissions

Moorhead School Board Policy 570: Prohibition of Harassment and Violence

Moorhead School Board Policy 571: Hazing Prohibition

Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School

Moorhead School Board Policy 573: Tobacco-Free Environment

Moorhead School Board Policy 540: Student Activities





Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.133R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Student Discipline 551, for your review.

Suggested Resolution: Move to approve the policy, Student Discipline 551, as presented.

LAK:mde  
Attachment



## **Student Discipline**

<b>Type:</b>	School Board Policy
<b>Section:</b>	500 STUDENTS
<b>Code:</b>	551
<b>Adopted Date:</b>	6/13/1989
<b>Revised Date(s):</b>	05/11/2009
<b>Reviewed Date(s):</b>	07/28/1992, 06/28/1994, 06/08/1998, 06/11/2001, 05/13/2002, 06/09/2003, 06/14/2004, 06/13/2005, 06/26/2006, 06/11/2007, 05/12/2008, 05/11/2009
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

Moorhead Area Public Schools believes that learning can best take place in an environment which is orderly, safe, stimulating, and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect among students, school personnel, and community members.

### **II. GENERAL STATEMENT OF POLICY**

It is the goal of the Moorhead Area Public Schools (MAPS) Discipline Handbook to promote growth in self-discipline and responsibility. In addition to state and federal law, it is understood that rules and regulations will be necessary. To be useful, they must be clearly understood by everyone involved, administered consistently and fairly, with consequences which are appropriate to the problem. While the Discipline Handbook developed within Moorhead Area Public Schools will relate to activities within the school setting, the ultimate responsibility for growth in self-discipline is a cooperative effort of students, school personnel, home, and community. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to student achievement.

Although this policy emphasizes the development of self discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes 121A.40-121A.56.

### **III. RIGHTS AND RESPONSIBILITIES OF STUDENTS**

These statements under Rights and Responsibilities of Students, which apply to students of all ages,

are not expected to cover every situation which may arise. Rights are "just claims or privileges." Responsibilities are defined as "obligations or duties."

#### A. RIGHTS OF STUDENTS

Every student has the right...

1. To citizenship as granted by the U.S. Constitution and the State of Minnesota. Civil rights may not be abridged, obstructed, or in any other way altered, except in accordance with due process of law.
2. To freedom from harassment due to gender, religion, culture, disability, race, sexual orientation, and/or age and to seek redress of such infractions by reporting such harassment to a building administrator, counselor, teacher, or other school official.
3. To fair, consistent uniformity of application of rules without discrimination or bias within the learning environment.
4. To air grievances, problems and concerns through legitimate channels and to propose changes in rules or policy through channels provided by the schools for all students.
5. To express opinions and feelings as well as criticisms without violating the rights of others and to make choices through appropriate means.
6. To privacy regarding school records consistent with legal requirements.
7. To privacy and security in his/her person, papers, and effects.
8. To be informed orally or in writing of any disciplinary charges and corrective measures in a manner consistent with the Pupil Fair Dismissal Act.
9. To be allowed to present his/her version of an incident in question in a fair hearing before any consequences are determined.
10. To expect a safe, stimulating, and productive learning environment without interruptions, disruptions, or distractions from within or without the classroom setting.
11. To have equal access to student activities and organizations.
12. To be informed of all policies, rules, and regulations he/she shall be expected to follow in the classroom, building, and district via an easily understood form using written, visual, and oral approaches as necessary.
13. To homebound instruction when extended absence is due to medical reasons.
14. To make up within prescribed timelines work missed during any excused absence without discrimination or harassment.
15. To be treated with dignity and respect by all members of the school community.
16. To avail himself/herself of the counseling services provided by the school district.
17. To choose his/her own manner of dress and personal grooming unless it presents a clear danger to students' health and safety, causes a clear interference with work, creates disorder in the learning

environment, promotes illegal activities, or interferes with the rights of other students.

18. To expect authority to protect these rights.

## B. STUDENT RESPONSIBILITIES

Every student has the responsibility...

1. To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the school society.

2. To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking.

3. To know and comply with school rules and regulations and school district policies established by the Moorhead School Board.

4. To refrain from disruptive behavior which may interfere with a teacher's right to teach and a student's right to learn.

5. To attend regularly scheduled class sessions as established by the schools.

6. To bring class materials required for daily classroom use and to complete assigned class work on time and according to instructions given by teacher.

7. To accept the authority of school personnel on school property, during school-sponsored off-campus events and on school transportation.

8. To follow policy and regulations during school-sponsored activities in or away from school regardless of time or place.

9. To obey all safety regulations in the educational setting.

10. To use appropriate language and to avoid cursing, profanity, or vulgarity.

11. To refrain from the use of threat of physical force, verbal abuse, threats, blackmail, the use, sale, or exchange of alcohol or any illegal drugs, tobacco products, theft, vandalism, and other illegal activities.

12. To refrain from bringing onto school property or to school-sponsored events any materials or items which would cause, or tend to cause, a disruptive activity or endanger the health of students or other persons. Students should note that lockers are school property and may be searched without cause or notice. Searches may be conducted under the authorization of the building administrator or a representative designated by the building administrator. Search of an area assigned to a student shall be made in the presence of an adult witness and, if practicable, in the presence of the student. Illegal items will be seized by school authorities, and police will be notified. Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.

13. To discuss grievances, problems, or concerns with school staff.

14. To report to a school official any incidents of harassment, bullying, hazing or illegal activity.

#### IV. SCHOOL AND COMMUNITY RESPONSIBILITIES

The maintenance of a school climate conducive to learning, working, and living is shared by the parent and/or guardian, students, all school personnel, and community members. Each is expected to work positively toward this goal, to respect individuality and responsibility of each person, and to deal effectively with misunderstanding or misbehavior.

##### A. SCHOOL BOARD RESPONSIBILITIES

1. To establish a discipline policy for the Moorhead Area Public Schools.
2. To hold the appropriate school employees responsible for the supervision of the behavior of students while legally under the supervision of the school.
3. To ensure the fair and consistent application of the MAPS Discipline Handbook.
4. To require that each building administrator, teacher, bus driver or other employee having direct responsibility for student behavior will prepare or agree to a plan for discipline that meets their needs and meets the approval of their immediate supervisor or administrator.

##### B. PARENT(S)/GUARDIAN(S) RESPONSIBILITIES

1. To assume the legal responsibility for the behavior of their son/daughter.
2. To teach the student self-discipline and respect for authority.
3. To familiarize themselves and their children with the MAPS Discipline Handbook, building handbooks, and other regulations.
4. To see that the student is ready to learn and has the necessary supplies.
5. To see that the student attends school regularly at the appointed time and to notify the school whenever their son/daughter is or will be absent.
6. To help maintain communication with the school by bringing matters of concern to the attention of the building administrator, the teacher, a guidance counselor, school nurse, or other appropriate school personnel.
7. To provide the school with a current telephone number and address through which the parent(s)/guardian(s) can be reached during the school day.
8. To cooperate with the school for the benefit of the student and to be available to meet with school officials when requested.

##### C. CENTRAL ADMINISTRATION RESPONSIBILITIES

1. To counsel, advise, and give firm support to the teachers and building administrator.
2. To require that all schools follow the MAPS Discipline Handbook in accordance with established policy.
3. To ensure the consistency of the application of the MAPS Discipline Handbook, the written discipline plans, and regulations in the school system.

4. To keep on file and annually disseminate up-to-date copies of the MAPS Discipline Handbook.
5. To keep the Superintendent informed of serious behavior problems and of the assistance given in correcting problem situations.
6. To notify all personnel in writing of their responsibilities relating to student behavior.

#### D. BUILDING ADMINISTRATOR RESPONSIBILITIES

1. To be responsible to the Superintendent in implementing the established discipline policy and building discipline plans.
2. To establish and implement rules and regulations governing conduct of students which are consistent with the Minnesota statutes and School Board policies.
3. To ensure that individual teachers have agreed-upon discipline plans.
4. To be readily available to handle discipline in an emergency.
5. To appoint a designee from the certified staff to assume authority in the building administrator's absence.
6. To delegate appropriate duties to the assistant building administrator.
7. To be responsible for informing students, parents/guardians, and community groups of the current rules and regulations.
8. To be responsible for discussion of the rules, rights, and responsibilities with students during their first week of school.
9. To impose suspension consistent with the Minnesota Pupil Fair Dismissal Act.
10. To recommend to the Superintendent the exclusion or expulsion of a student if necessary.
11. To assure that all system wide regulations and school rules regarding discipline are applied consistently.
12. To take prompt corrective action for referred violations of discipline regulations.
13. To inform the parent(s)/guardian(s) and involved staff members, when appropriate, of actions taken for referred violations.
14. To inform the parent(s)/guardian(s), upon request, of measures taken to assure student's rights and safety.
15. To report all illegal activities to appropriate authority as required by law or as necessary to maintain school discipline and order.
16. To take responsibility for and custody of a pupil removed from class.
17. To confer at least annually with school building employees to review the Discipline Handbook and discuss whether its provisions are enforced.



## E. TEACHER RESPONSIBILITIES

1. To encourage all students to develop self-discipline and respect for authority.
2. To treat all students with dignity.
3. To recognize individual differences among students.
4. To prepare a classroom management plan that meets his/her needs and confer with the building administrator regarding the acceptability of the plan as it relates to the school's discipline philosophy, model and school district policy. Teachers will post and inform students and parents of classroom expectations.
5. To inform parent(s)/guardian(s) through standardized notification of student deficiency.
6. To ensure the enforcement of school rules as listed in the student handbook.
7. To refrain from the use of inappropriate expressions.
8. To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property, and at school functions. A teacher has the authority to remove pupils from the classroom pursuant to procedures and rules established in the district's policy. (See Standards of Conduct)
9. To record and report classroom discipline problems to the building administrator.
10. To confer with support personnel for possible solutions to discipline problems.
11. To establish behavior/discipline guidelines for all students on field trips, and require adherence to those guidelines by all school employees and volunteers.

## F. ALL OTHER SCHOOL PERSONS WITH RESPONSIBILITY FOR STUDENT CONDUCT

1. To maintain discipline according to all rules and regulations as outlined in the MAPS Discipline Handbook and all building handbooks.
2. To communicate or confer with teachers or administrators regarding discipline problems.
3. To deal with students in a firm, fair, and consistent fashion.

## V. DISCIPLINARY ACTION OPTIONS

A. It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including suspension, exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Disciplinary action may include but is not limited to one or more of the following:

1. Student Conference - The conference may be with a teacher, building administrator, counselor, or other school district personnel. Depending upon the violation and the seriousness of the action, a student may be given a warning that if a violation occurs again, the student's parents or guardians will be notified.

2. Parent(s)/Guardian(s) Notification or Conference - If a student violates a rule, the parent(s)/guardian(s) may be notified and/or a conference may be required.

3. Detention - A teacher, building administrator, or designee may detain a pupil after school for correction of a violation, including tardiness to class. Any pupil who is told by a teacher to report after school and who, for any reason, cannot report, must first clear the absence with the teacher, building administrator or designated representative.

4. Removal From Class - "Removal from class" and "removal" means any action taken by teacher, building administrator, or other school district employee to prohibit a pupil from attending a class or activity period for a period of time not to exceed five days, pursuant to procedures established in the MAPS Discipline Handbook adopted by the School Board. "Class period" or "activity period" means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.

5. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, building administrator, or other school district employee to prohibit a student from attending a class or activity for a period of time not to exceed five (5) days, pursuant to this discipline policy.

6. Grounds for Removal - Grounds for removal from class shall include any of the following:

a. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

b. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

c. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

d. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

7. Permanent Removal from a Single Class - "Permanent removal" means the action taken by a building administrator to prohibit a student from attending a class period or activity period for the remainder of the semester or year. An alternative means of earning the credit will be provided.



8. Referral to In-school Support Services - means support services provided by the school or district, for example, structured study time, counseling, etc.

9. Suspension

a. Suspension means an action taken by the school administration prohibiting a pupil from attending school for a period of time no more than ten consecutive school days. If a suspension is longer than five days, the suspending administrator must provide the Superintendent with reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability.

b. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent(s)/guardian(s), arrange for a mental health screening for the student at the expense of the parent(s)/guardian(s). The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent(s)/guardian(s) should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

c. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

In the case of a student with a disability, the student's Individualized Education Program (IEP) Team must meet immediately but not more than ten school days after the date on which the decision to remove the student from the student's current education placement is made. The IEP Team shall at that meeting: conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action; and determine the appropriateness of the child's education plan.

The requirements of the IEP Team meeting to review the manifestation determination (a process to investigate whether there is a relationship between the student's action and disability) apply when:

- (1) the parent(s)/guardian(s) requests a meeting;
- (2) the student is removed from the student's current placement for five or more consecutive days;
- (3) the student's total days of removal from the student's placement during the school year exceed ten cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.
- (4) the removal constitutes a change of placement.

The manifestation review must be conducted by the IEP Team and other qualified personnel within ten (10) days of the district's disciplinary decision. Parents/guardians must be notified of all procedural safeguards at the time the disciplinary decision is made.

The IEP Team must be convened to develop a Functional Behavioral Assessment (FBA) within ten (10) business days of removing a student for the 11th cumulative day in a school year or after a change of placement for disciplinary reasons. If the student already has a FBA, the IEP Team will need to review the student's Behavioral Intervention Plan (BIP).

As soon as practicable after developing a FBA plan and completing the FBA (but not more than 30 school days), the IEP Team must meet to develop a BIP as appropriate.

If the student with an IEP is placed in a 45 day unilateral placement, a FBA/BIP will be completed or modified. An FBA/BIP or modification of existing plans will be conducted when the student's behavior has been determined to be a manifestation of the student's disability.

The school administration shall implement alternative educational services when the suspension exceeds five (5) days.

Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statute Section 123A.05 selected to allow the pupil to progress toward meeting Minnesota Academic Standards under Section 120B.02 although in a different setting. The alternative education setting is determined by the IEP Team. A student with a disability or an IEP can be placed in a 45 school day interim alternative educational setting if at a school/premise the student possesses a weapon, knowingly possesses/uses illegal drugs or inflicts serious bodily injury upon another person.

#### Suspension procedures:

(1) Informal administrative conference before suspension - The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

(2) Administrator notified pupil of grounds for suspension - At the informal administrative conference, a school administrator shall notify the pupil on the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts. A separate administrative conference is required for each period of suspension.

(3) Written notice of grounds for suspension - A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of Minnesota Statute Sections 121A.40 to 121A.56 shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent(s)/guardian(s) by mail within 48 hours of the conference (Administrative Procedure 551.1). The district shall make reasonable efforts to notify the parent(s)/guardian(s) of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent(s)/guardian(s) within 48 hours of the suspension. Service by mail is complete upon mailing.

(4) Suspension pending expulsion or exclusion - Notwithstanding the provisions of subdivisions 1

and 3, the pupil may be suspended pending the School Board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

10. Expulsion or Exclusion - a. "Expulsion" means a School Board action to prohibit an enrolled student from further attendance for up to 12 months from the date the pupil is expelled. The authority to expel rests with the School Board.

b. "Exclusion" means an action taken by the School Board to prevent enrollment or reenrollment of a pupil for a period that shall not exceed beyond the current school year. The authority to exclude rests with the School Board.

c. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.

d. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent(s)/guardian(s).

e. The student and parent(s)/guardian(s) shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent(s)/guardian(s) personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent(s)/guardian(s) of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent(s)/guardian(s) that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

f. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent(s)/guardian(s).

g. All hearings shall be held at a time and place reasonably convenient to the student, parent(s)/guardian(s) and shall be closed, unless the student, parent(s)/guardian(s) requests an open hearing.

h. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

i. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent(s)/guardian(s) that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The School Board may appoint an attorney to represent the school district in any proceeding.

j. If the student designates a representative other than the parent(s)/guardian(s), the representative must have a written authorization from the student and the parent(s)/guardian(s) providing them with access to and/or copies of the student's records.



k. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

l. At a reasonable time prior to the hearing, the student, parent(s)/guardian(s), or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

m. The student, parent(s)/guardian(s), or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

n. The student, parent(s)/guardian(s), or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

o. The student cannot be compelled to testify in the dismissal proceedings.

p. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the School Board and served upon the parties within two (2) days after the close of the hearing.

q. The School Board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The School Board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the School Board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

r. A party to an expulsion or exclusion decision made by the School Board may appeal the decision to the Commissioner within twenty-one (21) calendar days of School Board action pursuant to Minn. Stat. 121A.49. The decision of the School Board shall be implemented during the appeal to the Commissioner.

s. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

t. The school district shall report each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report shall include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The dismissal report must include state student identification numbers of affected students.

u. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent(s)/guardian(s) by mail of the student's right to attend and to be reinstated in the school district.

v. The school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the

student's behavior and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

11. Alternative Program - "Alternative Program" means educational opportunities made available within the school district but possibly at a site different from a student's originally assigned school.

12. Referral to Learner Support Services - A student who has not been determined to be eligible for special education but is suspected of having a disability and in need of special education, may be referred to the Special Education Child Study Team at his/her school. If the student is evaluated and found to have a disability and also found to be a student in need of specialized instruction as identified in an IEP, the team will consider if a behavioral intervention plan or other behavioral supports are appropriate.

13. Referral to Juvenile Authorities or Police - If a student's misbehavior violates the law, juvenile authorities or police will be contacted by the building administrator or designated representative. Every reasonable attempt shall be made to notify parents/guardians at the same time juvenile authorities or police are called. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the building administrator or designee shall not interfere with the student's removal from the building.

14. Restorative Discipline Measures:

a) Restorative Discipline is a type of discipline that seeks to restore damages made by the offending student. A reasonable followup to a destructive action may be to try to restore, replace, repair, cleanup or apologize, as the situation may dictate.

b) Restorative Justice is a process whereby all the parties with a stake in a particular offense come together to resolve collectively how to deal with the aftermath of the offense and its implications for the future. A restorative process consists of a face-to-face encounter in the presence of a trained facilitator. The affected parties are brought together by a facilitator to discuss how they and others have been harmed by the incident and how that harm might be repaired. Participants include the victim, the offender, individuals who support each of them and others who have been affected by the incident. Participation in the process is voluntary on the part of the victim or offender. This process is used in conjunction with the Clay County Restorative Justice Program.

15. Corporal Punishment

a. "Corporal punishment" means conduct involving:

- (1) hitting or spanking a person with or without an object; or
- (2) unreasonable physical force that causes bodily harm or substantial emotional harm.

b. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.

16. Use Reasonable Force

reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

b. A school employee, school bus driver, or other agent of a district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

## VI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, building administrator or other school district officials may provide additional notification as deemed appropriate.

## VII. STUDENT DISCIPLINE RECORDS

A. It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13. A student's formal disciplinary record will be transferred to any private or public school where a student is enrolling, or seeking to enroll full time or part time. The transmittal must confirm with the Family Educational Rights and Privacy Act (FERPA). A student's expulsion, withdrawal or transfer from a school resulting from a weapons violation may only be disclosed to another school district relating to the admission of the student, unless the information is otherwise public.

B. The school district must report, through the Minnesota Department of Education electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. The report must include a statement of alternative educational services given the student and the reason for the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include the state student identification numbers of affected students.

## VIII. DISABLED STUDENTS

Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 Plan specified a necessary modification.

## IX. STANDARDS OF CONDUCT

Students who have been expelled and/or excluded from other districts will be admitted to the Moorhead school district only after the preparation of an admission plan. This plan, which shall be developed by the school district, shall include measures to improve a student's behavior and require parental involvement in the admission process as well as indicating the consequences to the student of not improving the student's behavior.

In accordance with the Minnesota Pupil Fair Dismissal Act, students of the district may be disciplined, suspended, expelled, or excluded for the reasons delineated below in addition to other situations which fall within the grounds contained in the Minnesota Pupil Fair Dismissal Act:

A. Willful violation of any rule of conduct specified in the discipline policy adopted by the School

Board;

B. Willful conduct materially and substantially disrupting the rights of others to an education; and,

C. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school.

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the public schools shall be enforced within the general guidelines as set forth below. These guidelines describe clearly the various administrative actions which will be taken for violations of the law and the school district standards of behavior.

Minimum corrective actions for specified violations are described below. In addition, the school retains the right to use any and all of the corrective actions in Section IV including detention, removal from class, in school suspension, out of school suspension, and restorative measures as fitting in a particular disciplinary situation.

This disciplinary policy will be applied to students with disabilities if: (1) an IEP Team for the student concludes that application of the disciplinary policy is indeed appropriate for the student, taking into consideration the student's disability; and, (2) if the disciplinary policy has been given to the student's parent(s)/guardian(s) with an indication that the team has concluded its application to be appropriate to the individual student.

Students may be subject to disciplinary action for conduct on or off school property which has a direct and immediate effect on the discipline or the general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional safety of the student, other students, teachers or other school personnel, or for the safety of school property. Measured by this standard, acts which may result in disciplinary action include but are not limited to the following:

(Continued)



## Student Discipline (Continued)

Type:	School Board Policy
Section:	500 STUDENTS
Code:	551
Adopted Date:	6/13/1989
Revised Date(s):	05/11/2009
Reviewed Date(s):	07/28/1992, 06/28/1994, 06/08/1998, 06/11/2001, 05/13/2002, 06/09/2003, 06/14/2004, 06/13/2005, 06/26/2006, 06/11/2007, 05/12/2008, 05/11/2009
Attached Files:	No Documents Found.

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(Continued)

### A. VIOLATIONS AGAINST PERSONS AND MINIMUM CORRECTIVE ACTIONS

Minimum corrective actions for specified violations are described below. In addition, the school retains the right to use any and all of the corrective actions in Section IV including detention, removal from class, in school suspension, out of school suspension, and restorative measures as fitting in a particular disciplinary situation.

1. ASSAULT - IN POSSESSION OF WEAPON: A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon.

- Parent(s)/Guardian(s) notification
- Immediate out-of-school suspension
- Confiscation of weapon
- Immediate notification of police
- Recommendation to the Superintendent for expulsion for a period of time not to exceed one year.

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the Superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

2. ASSAULT - THREAT: A threat of bodily harm or death against another person, without material physical contact.

- Parent(s)/Guardian(s) conference
- Suspension

3. BULLYING: "Bullying" means any written, verbal or electronic expression (Facebook, e-mail), physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance.

- Student conference

- Parent(s)/Guardian(s) notification

4. DIRECT ATTACK ON ANOTHER PERSON - Defined as attacking another person carried out by violent means, for example by hitting or knocking to the ground.

Students in grades K-5:

- Parent(s)/Guardian(s) conference
- 1-5 day suspension

Students in grades 6-12:

- Parent(s)/Guardian(s) conference
- Suspension
- Recommendation to the Superintendent for expulsion for a period of time not to exceed one year.
- Notification of police.

5. DIRECT ATTACK WITH A WEAPON

- Parent(s)/Guardian(s) notification
- Immediate out-of-school suspension
- Confiscation of weapon
- Immediate notification of police
- Recommendation to the Superintendent for expulsion for a period of time not to exceed one year.

6. DISRESPECTFUL LANGUAGE: Disrespectful language directed toward another person. - Student conference

7. DISRUPTIVE BEHAVIOR IN THE CLASSROOM: "Disruptive Behavior" is defined as:

- Willful conduct that significantly disrupts the right of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
  - Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school; and
  - Willful violation of any rule of conduct specified in the Discipline Handbook adopted by the School Board.
- Removal from class
  - Parent(s)/Guardian(s)/Teacher conference prior to return
  - Detention

8. FIGHTING: Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving, or scuffling."

- Parent(s)/Guardian(s) conference
- Suspension

9. HARASSMENT: Harassment is participating in or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals. "Harassment" means any written, verbal or electronic expression, physical act or gesture, or pattern thereof. Harassment, whether willful or otherwise, includes offensive behavior relating to gender, religion, culture, disability, race, sexual orientation, and/or age.

- Student conference
- Detention
- Notification of parent(s)/guardian(s)

- Notification of Title IX Officer in cases of repeated sexual harassment.

10. HAZING: This means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.

- Parent(s)/Guardian(s) conference
- Suspension

11. INTERFERENCE/OBSTRUCTION: "Interference" or "obstruction" means any action taken to attempt to prevent a staff member from exercising his or her legally assigned duties.

- Parent(s)/Guardian(s) conference
- Suspension

12. POSSESSION OF A WEAPON: "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

- Parent(s)/Guardian(s) notification
- Immediate out-of-school suspension
- Confiscation of weapon
- Immediate notification of police
- Recommendation to the Superintendent for expulsion for a period of time not to exceed one year.

a. Definition: A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks, mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

b. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

c. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the building administrator's office shall not be considered in possession of a weapon.

13. VERBAL ABUSE: Verbal assaults, or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people.

- Parent(s)/Guardian(s) conference
- Suspension

## B. VIOLATIONS AGAINST PROPERTY AND MINIMUM CORRECTIVE ACTIONS

Minimum corrective actions for specified violations are described below. In addition, the school retains the right to use any and all of the above-described corrective actions including restorative measures as fitting in a particular disciplinary situation.

1. ARSON: This is the intentional destruction or damage to any school building or property by means of fire or explosive.

- Immediate notification of legal authorities
- Suspension
- Parent(s)/Guardian(s) conference

2. FALSE FIRE ALARMS

- Immediate notification of legal authorities
- Suspension
- Parent(s)/Guardian(s) conference

3. ROBBERY OR EXTORTION: This refers to the obtaining of property from another person where his or her consent was induced by a use of force.

- Notification of legal authorities
- Suspension
- Parent(s)/Guardian(s) conference

4. THEFT: PERSONAL PROPERTY: This means the unauthorized taking of and/or the unauthorized possession of the property of another person.

- Notification of legal authorities
- Suspension
- Restitution
- Parent(s)/Guardian(s) conference

5. THEFT OR UNAUTHORIZED POSSESSION OF SCHOOL PROPERTY: This refers to the unauthorized taking of and/or the unauthorized possession of school property.

- Notification of legal authorities
- Suspension
- Restitution
- Parent(s)/Guardian(s) conference

6. UNAUTHORIZED USE OF SCHOOL PROPERTY FOR NON-SCHOOL ACTIVITIES

- Notification of legal authorities
- Parent(s)/Guardian(s) conference

7. WILLFUL DAMAGE OF SCHOOL PROPERTY OR OF THE PROPERTY OF OTHERS:

"Willful damage" is the intentional cutting, defacing, or damage of any property, real or personal belonging to the school district, or to any individual within the school setting.

- Notification of legal authorities
- Suspension
- Restitution
- Parent(s)/Guardian(s) conference

C. OTHER VIOLATIONS AND MINIMUM CORRECTIVE ACTIONS

Minimum corrective actions for specified violations are described below. In addition, administration retains the right to use any and all of the corrective actions as described in Section IV as fitting in a particular disciplinary situation.

1. ALCOHOL: This refers to the possession, use, or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities.

- Notification of legal authorities
- Suspension
- Referral to Student Assistance Program
- Parent(s)/Guardian(s) conference
- Suspension from attending school-related activities as detailed below.

In addition, any student in possession, use or being under the influence of any alcoholic product while at a school-sponsored activity:

- 1st violation - The student will not be allowed to attend any school-sponsored activity for six (6) weeks,
- 2nd violation - The student will not be allowed to attend any school-sponsored activity for eight (8) weeks.
- 3rd violation - The student will not be allowed to attend any school-sponsored activity for the remainder of the school year.

(Note: Weeks are counted as calendar weeks.)

2. DANGEROUS DRUGS/CONTROLLED SUBSTANCES: This refers to the possession, sale, distribution, or use of any controlled substances as defined in Minnesota Statute 152.02 while on the school grounds or at school sponsored events.

- Notification of legal authorities
- Suspension
- Referral to Student Assistance Program
- Parent(s)/Guardian(s) conference
- Suspension from attending school-related activities as detailed below.

In addition, any student in possession, use or being under the influence of any alcoholic product while at a school-sponsored activity:

- 1st violation - The student will not be allowed to attend any school-sponsored activity for six (6) weeks,
- 2nd violation - The student will not be allowed to attend any school-sponsored activity for eight (8) weeks.
- 3rd violation - The student will not be allowed to attend any school-sponsored activity for the remainder of the school year.

(Note: Weeks are counted as calendar weeks.)

3. DISORDERLY CONDUCT: "Disorderly Conduct" refers to engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

- Student conference
- Parent(s)/Guardian(s) conference

4. GAMBLING: "Gambling" is defined as the playing of a game of chance for stakes.

- Student conference
- Parent(s)/Guardian(s) conference



5. TOBACCO - POSSESSION: Possession of any tobacco product by a student while on the school grounds or at school-sponsored events.

- Referral to legal authorities
- Parent(s)/Guardian(s) conference

6. TOBACCO - USE: This is defined as the use of any type of tobacco product, chewing, holding a lighted tobacco product, or exhaling smoke from the mouth or nose on school property or at school-sponsored activities.

- Referral to legal authorities
- Parent(s)/Guardian(s) conference

#### D. VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURE AND MINIMUM CORRECTIVE ACTIONS

Minimum corrective actions for specified violations are described below. In addition, the school retains the right to use any and all of the above-described corrective actions as fitting in a particular disciplinary situation.

##### 1. CHRONIC AND UNEXCUSED ABSENTEEISM

- Parent(s)/Guardian(s)/Student Conference
- Detention
- Referral to Truancy Intervention Program

2. CONTINUAL WILLFUL DISOBEDIENCE: "Continual Willful Disobedience" means repeated refusal to follow school rules and regulations after conference resulting from the first violation.

- Suspension
- Parent(s)/Guardian(s) conference

3. DANGEROUS AND NUISANCE ARTICLES: A "Dangerous or Nuisance Article" is any article that, in the opinion of the school staff, may create danger, disturbance or may interfere with the normal conduct of the school. These devices may include but are not limited to: water guns, beepers, electronic games, and laser lights.

- Confiscation
- Student conference

4. DEFIANCE OF AUTHORITY: This is defined as willful refusal to follow the legal direction/order given by a staff member.

- Suspension
- Parent(s)/Guardian(s) conference

5. ELECTRONIC NETWORK ACCEPTABLE USE: This applies to the use and access to the school district computer system and safe use of the Internet, including electronic communications. The use of this resource is a privilege and not a right. The district may suspend or revoke a student's access to the electronic resources network if district policies for procedures have been violated.

- Parent(s)/Guardian(s) conference

6. LEAVING THE SCHOOL GROUNDS: This applies to leaving the school grounds during school hours without the proper clearance.

- Student conference
- Detention



## 7. MISBEHAVIOR ON SCHOOL BUS

### Elementary (K-5)

1st offense -- Warning

2nd offense -- 3 school day suspension from riding the bus/conference (meeting/phone) with parent(s)/guardian(s).

3rd offense -- 5 school day suspension from riding the bus/conference (meeting/phone) with parent(s)/guardian(s).

4th offense -- 10 day suspension from riding the bus/meeting with parent(s)/guardian(s).

Further offenses -- Individually considered. Students may be suspended for longer periods of time including the remainder of the school year.

\* Note: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

### Middle School and Secondary (6-12)

1st offense -- Warning

2nd offense -- 5 day suspension from riding the bus/conference (meeting/phone) with parent(s)/guardian(s):

3rd offense -- 10 day suspension from riding the bus/conference (meeting/phone) with parent(s)/guardian(s).

4th offense -- 20 day suspension from riding the bus/meeting with parent(s)/guardian(s).

5th offense -- Suspended from riding the bus for the remainder of the school year.

\* Note: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

8. PERSONAL ELECTRONIC DEVICES (PEDs): Personal electronic devices include all electronic communication and entertainment devices that can be used by an individual that includes phones, cameras, music players, calculators, electronic games, video players, computers, and personal digital assistants.

a) The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.

b) PEDs may not be attached to the school network with a wired or wireless connection.

c) Any PED that has the capability to take photographs or record video or audio shall not be used in restrooms, locker rooms or any other area that privacy is assumed.

d) PEDs may be used in designated areas during school hours. The building administration will determine the designated common areas. Those areas will be indicated by signage and outlined in the school handbook.

e) PEDs may only be used in the classroom with teacher approval.

f) PEDs are also governed by other district policies (e.g. harassment, copyright, acceptable use).

- Student conference

- Parent(s)/Guardian(s) conference

- Confiscation

9. RECORD AND IDENTIFICATION FORGERY: This category includes falsifying signatures or data as well as refusal to give proper identification when requested to do so by a staff member.

- Parent(s)/Guardian(s) conference

- Detention

## 10. SEVERE MISBEHAVIOR OR CONTINUED DISORDERLY CONDUCT ON SCHOOL BUS

- Denial of transportation on school bus according to district policy

11. STUDENT ATTIRE: This refers to student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership.

- Student conference

12. TRESPASSING: This refers to persons physically present on a school campus or at a school activity after being requested to leave by the building administrator or other person lawfully responsible for the control of said premises.

- Warning
- Referral to legal authorities
- Parent(s)/Guardian(s) conference

13. WILLFUL DISOBEDIENCE: "Willful Disobedience" is defined as any refusal to follow published school rules and regulations.

- Student conference

#### X. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Options Program (Minn. Stat. 124D.03) or Enrollment in Nonresident District (Minn. Stat. 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

#### XI. DISTRIBUTION OF POLICY

The MAPS Discipline Handbook is distributed to all students at the beginning of each school year and to all new students and parent(s)/guardian(s) upon enrollment. This policy shall also be available upon request in each building administrator's office and the district Web site ([www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)).

#### XII. REVIEW OF THE POLICY

The building administrator or other person having general control and supervision of the school, and representatives of parents/guardians, students and staff in a school building shall confer at least annually to review the discipline policy and to assess whether the policy has been enforced. The Moorhead School Board must conduct an annual review of the districtwide discipline policy.

#### Legal References:

- Minnesota Statute, Chapter 13 (Minnesota Government Data Practices Act)
- Minnesota Statute, 120B.02 (Educational Expectations for Minnesota Students)
- Minnesota Statute, 120B.232 (Character Development Education)
- Minnesota Statute, 121A.26 (School Preassessment Teams)
- Minnesota Statute, 121A.27 (School and Community Advisory Team)
- Minnesota Statute, 121A.29 (Reporting; Chemical Abuse)

Minnesota Statute, Sections 121A.40 to 121A.56 (Pupil Fair Dismissal Act)  
Minnesota Statute, 121A.575 (Alternatives to Pupil Suspension)  
Minnesota Statute, 121A.582 (Reasonable Force)  
Minnesota Statute, 121A.60-121A.61 (Removal From Class)  
Minnesota Statute, 123A.05 (Area Learning Center Organization)  
Minnesota Statute, 124D.03 (Enrollment Options Program)  
Minnesota Statute, 124D.08 (Enrollment in Nonresident District)  
Minnesota Statute, Chapter 125A (Students With Disabilities)  
Minnesota Statute, Chapter 260A (Truancy)  
Minnesota Statute, Chapter 260C (Juvenile Court Act)  
20 U.S.C. 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, 504)  
34 C.F.R. 300.530(e)(1) (Manifestation Determination)

Cross References:

Moorhead School Board Policy 420: Chemical Use and Abuse  
Moorhead School Board Policy 515: School District Student Attendance  
Moorhead School Board Policy 552: Corporal Punishment  
Moorhead School Board Policy 570: Prohibition of Harassment and Violence  
Moorhead School Board Policy 571: Hazing Prohibition  
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School  
Moorhead School Board Policy 573: Tobacco-Free Environment  
Moorhead School Board Policy 574: Search of Student Lockers, Desks, Personal Possessions, and Student's Person  
Moorhead School Board Policy 575: Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches  
Moorhead School Board Policy 576: Moorhead Area Public School District Weapons Policy  
Moorhead School Board Policy 577: Student Dress and Appearance  
Moorhead School Board Policy 578: Bullying Prohibition  
Moorhead School Board Policy 721: Student Transportation Safety  
Moorhead School Board Policy 730: School District Copyright Policy  
Moorhead School Board Policy 731: Moorhead Public Schools Electronic Network Acceptable Use and Safety



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.134R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Policies Incorporated by Reference for Students 599, for your review.

Suggested Resolution: Move to approve the policy, Policies Incorporated by Reference for Students 599, as presented.

LAK:mde  
Attachment

## **Policies Incorporated by Reference for Students**

<b>Type:</b>	School Board Policy
<b>Section:</b>	500 STUDENTS
<b>Code:</b>	599
<b>Adopted Date:</b>	10/13/2003
<b>Revised Date(s):</b>	05/11/2009
<b>Reviewed Date(s):</b>	05/09/2005, 06/12/2006, 02/12/2007, 11/26/2007, 05/11/2009
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

Certain policies as contained in this policy reference manual are The purpose of this policy is to provide a list of all policies applicable to students as well as to employees.

### **II. GENERAL STATEMENT**

In order to avoid undue duplication, Moorhead Area Public Schools provides notice by this section of the application and incorporation by reference of the following policies found in other sections of this manual which all apply to students:

Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination  
Moorhead School Board Policy 103: Philosophy of Education of Moorhead Area Public Schools  
Moorhead School Board Policy 104: Mission Statement  
Moorhead School Board Policy 221: School Board Policy Development, Adoption, Implementation, and Review  
Moorhead School Board Policy 303: Public Right to Know/Release of Information  
Moorhead School Board Policy 420: Chemical Use and Abuse  
Moorhead School Board Policy 609: Inclusive Educational Program  
Moorhead School Board Policy 630: Organization of School Calendar and School Day  
Moorhead School Board Policy 632: Field Trips  
Moorhead School Board Policy 633: Patriotic Exercises  
Moorhead School Board Policy 634: Religion  
Moorhead School Board Policy 640: Moorhead Area Public Schools Graduation Policy  
Moorhead School Board Policy 650: School District System Accountability  
Moorhead School Board Policy 653: Credit for Learning of Minnesota Graduation Standards  
Moorhead School Board Policy 656: ~~Basic Skills~~ GRAD Testing, Accommodations, Modifications, and Exemptions for Individualized Education Programs (IEPs), Section 504 Accommodations and Limited English Proficiency (LEP) Students  
Moorhead School Board Policy 660: Moorhead Area Public Schools State Mandated Testing Plan and Procedure  
Moorhead School Board Policy 702: Equal Access to Moorhead Area Public Schools Facilities  
Moorhead School Board Policy 711: Severe Weather Related School Closings  
Moorhead School Board Policy 712: Safety and Security Technology  
Moorhead School Board Policy 720: Student Transportation Eligibility Guidelines  
Moorhead School Board Policy 721: Student Transportation Safety  
Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network Acceptable

Use and Safety

Moorhead School Board Policy 831: Rental of District Musical Instruments

Moorhead School Board Policy 905: Visitors to Moorhead Area Public School Buildings and Sites

Moorhead School Board Policy 907: Rewards

### III. RESPONSIBILITIES

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.





Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.135R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Curriculum and Instruction Goals of Moorhead Area Public Schools 601, for your review.

Suggested Resolution: Move to approve the policy, Curriculum and Instruction Goals of Moorhead Area Public Schools 601, as presented.

LAK:mde  
Attachment

## Curriculum and Instruction Goals of Moorhead Area Public Schools

Type:	School Board Policy
Section:	600 EDUCATION PROGRAMS
Code:	601
Adopted Date:	8/11/2003
Revised Date(s):	11/26/2007
Reviewed Date(s):	11/26/2007
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for Moorhead Area Public Schools that encompasses the Minnesota Academic Standards and the federal No Child Left Behind Act.

### II. GENERAL STATEMENT

It is the policy of Moorhead Area Public Schools to establish learner results toward which all learning in the school district should be directed and for which all school district learners should be held accountable.

### III. DEFINITIONS

A. "Instruction" means methods of providing learning experiences that enable students to meet state and school district academic standards and graduation requirements.

B. "Curriculum" means school district or school adopted programs and written plans for providing student learning experiences that lead to expected knowledge and skills.

### IV. STUDENT PERFORMANCE GOALS

A. All students will be required to demonstrate essential skills as determined by the Moorhead School Board at each grade level and in the Minnesota Academic Standards to participate in lifelong learning. These skills include:

1. Reading and literature; writing; and listening, speaking and viewing.
2. Concepts in reasoning; number sense, computation and operations; patterns, functions and algebra; data analysis, statistics and probability; and spatial sense, geometry and measurement.
3. Development, History and nature of science; earth and space science; physical science; and life science.
4. Literary arts, media arts, music, theater, and visual arts.
5. History, humanities and the social sciences.

B. Each student will have the opportunity to acquire 21st century skills, knowledge and expertise to succeed in life and work in the 21st century. These skills include:

1. Information and communication skills (information and media literacy skills; communication and technical skills).
2. Thinking and problem-solving (critical thinking and systems thinking; problem identification, formulation and solutions; creativity and intellectual curiosity).
3. Interpersonal and self-direction skills (interpersonal and collaborative skills; self-direction; accountability and adaptability; social responsibility; lifetime wellness).
4. Global awareness to include world languages, environmental sustainability and the ability to learn from and relate respectfully to people from all cultures.
5. Financial, economic and business literacy, and developing entrepreneurial skills to enhance workplace productivity and career options and;
6. Civic literacy.

#### V. RESPONSIBILITY

A. The Superintendent or designee shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the Superintendent or designee that will provide for periodic reviews of each curriculum area (Administrative Procedure 601.1).

B. It shall be the responsibility of the Superintendent or designee to keep the Moorhead School Board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and to periodically present recommended modifications for School Board review and approval.

C. The Superintendent shall have discretionary authority to develop guidelines and directives to implement School Board policy relating to curriculum development.

#### Legal References:

~~Minnesota Statute 120A.22 (Compulsory Instruction)~~

~~Minnesota Statute 120B.02 (Educational Expectations for Minnesota Students)~~

~~Minnesota Statute 120B.10 (Findings, Improving Instruction and Curriculum)~~

~~Minnesota Statute 120B.11 (School District Process)~~

~~Minnesota Rule 3500.0550 (Inclusive Educational Program)~~

20 U.S.C. 5801, et seq. (National Education Goals 2000)

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

#### Cross References:

Moorhead School Board Policy 640: Moorhead Area Public Schools Graduation Policy

Moorhead School Board Policy 660: Moorhead Area Public School District State Mandated Testing Plan and Procedure

Moorhead School Board Policy 656: ~~Basic Standards~~ GRAD Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Accommodations and LEP Students

Moorhead School Board Policy 650: School District System Accountability



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.136R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Extended School Year for Students with Individualized Education Programs 604, for your review.

Suggested Resolution: Move to approve the policy, Extended School Year for Students with Individualized Education Programs 604, as presented.

LAK:mde  
Attachment

## **Extended School Year for Students with Individualized Education Programs**

<b>Type:</b>	School Board Policy
<b>Section:</b>	600 EDUCATION PROGRAMS
<b>Code:</b>	604
<b>Adopted Date:</b>	2/11/2002
<b>Revised Date(s):</b>	04/10/2006
<b>Reviewed Date(s):</b>	04/10/2006
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

The purpose of this policy is to ensure that Moorhead Area Public Schools comply with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary as part of a free appropriate public education (FAPE).

### **II. GENERAL STATEMENT OF POLICY**

A. Extended School Year Services Must Be Available to Provide a FAPE. It shall be the policy of the Moorhead Area Public Schools to provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.

B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:

1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.

C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:

1. Prior observations of the student's regression and recoupment over the summer;
2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.
2. The student's degree of impairment.
3. The student's rate of progress.
4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with nondisabled peers.
7. The areas of the student's curriculum which need continuous attention.
8. The student's vocational needs.

E. No Unilateral Decisions. In implementing the requirements of this section, the school district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in School District.

The Moorhead Area Public Schools may provide ESY services to nonresident students with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References:

Minnesota, Rules Part 3525.0755

Individuals with Disabilities Education Act, U.S.C., Title 20, 1401 *et seq.*

34 C.F.R. Part 300

Cross References:

Moorhead School Board Policy 602: Special Education Programs

Moorhead School Board Policy 603: Special Education Policies and Procedures





Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.10.137R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Selection of Textbooks and Instructional Materials 620, for your review.

Suggested Resolution: Move to approve the policy, Selection of Textbooks and Instructional Materials 620, as presented.

LAK:mde  
Attachment

## **Selection of Textbooks and Instructional Materials**

<b>Type:</b>	School Board Policy
<b>Section:</b>	600 EDUCATION PROGRAMS
<b>Code:</b>	620
<b>Adopted Date:</b>	12/13/1988
<b>Revised Date(s):</b>	06/12/2006
<b>Reviewed Date(s):</b>	12/13/1988, 04/27/1993, 04/27/1998, 06/10/2002, 06/12/2006
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

### **II. GENERAL STATEMENT OF POLICY**

A. The Moorhead School Board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The School Board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

B. Moorhead Area Public Schools shall provide a wide range of instructional resources at varying levels of difficulty, with a wide diversity of appeal, presenting different points of view and allowing the review of allegedly inappropriate instructional resources through established procedures. The Moorhead School Board supports the principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States as expressed in official statements of professional associations. (Copies of these documents are available at the district media office.)

C. For the purpose of this statement of policy, the term "materials" will refer to any person(s) or any material(s) (whether acquired or locally produced) with instructional content or function that is available or unavailable for formal or informal teaching/learning purposes. The term "unavailable" refers to a resource that has been denied inclusion. Resources include, but are not limited to, textbooks, other books, supplementary reading and informational materials, charts, community resource people, agencies and organizations, dioramas, filmstrips, kits, machine readable data files, maps, microforms, models, motion pictures, periodicals, transparencies, video recordings, computer software, DVDs, plays, concerts, athletic events, and written and performed music.

### **III. RESPONSIBILITY FOR SELECTION**

A. While the Moorhead School Board retains its authority to make final decisions on the selection of textbooks and instructional materials, the School Board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the School Board delegates to the Superintendent the responsibility to direct the professional staff in formulating recommendations to the School Board on textbooks and other instructional materials.

students, supervisors, administrators, and community persons, the responsibility for coordinating and recommending the selection and purchase of instructional resources rests with the licensed professional personnel whose responsibility it is to know the curriculum, the students, and the philosophy of the school system.

C. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials which:

1. support the goals and objectives of the education programs;
2. consider the needs, age and maturity of students.
3. foster respect and appreciation for cultural diversity and varied opinion;
4. fit within the constraints of the school district budget;
5. permit grade-level instruction for students to read and study the United States of America's founding documents, including documents that contributed to the foundation or maintenance of the United States of America's representative form of limited government, the Bill of Rights, or free-market economic system, and patriotism; and
6. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamation, or records.

D. The Superintendent or designee has developed procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents/guardians and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees (Administrative Procedures 620.1 and 620.6).

#### IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

A. The Superintendent or designee shall be responsible for keeping the School Board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.

B. The Superintendent shall present a recommendation to the School Board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy (Administrative Procedure 620.1 and 620.6).

C. Resources shall support the educational goals of the school district, and the goals and objectives of individual schools and specific courses (Administrative Procedure 620.3).

D. Resources shall support the individual student learning styles, curricula needs, and be appropriate for the age, emotional and social development, and ability level of the students for whom the resources are selected.

#### V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

A. The School Board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.

B. The Superintendent shall be responsible for the guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials. (Administrative Procedure 620.4)

## VI. PROCEDURE FOR REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION

### A. Parental Curriculum Review:

The Moorhead Area Public Schools has a procedure for a parent-/guardian or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent(s)-/guardian(s) or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent(s)-/guardian(s) or adult student if the alternative instruction, if any, offered by the School Board does not meet the concerns of the parent(s)-/guardian(s) or adult student.

The Moorhead School Board is not required to pay for the costs of alternative instruction provided by a parent-/guardian or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

Procedures for review of curriculum content and alternative instruction are incorporated into School Board Policy 231 and Administrative Procedures 620.1 and 620.2.

The intent of the procedure is to provide parents-/guardians, or adult students the opportunity to review assigned instructional materials, address concerns and propose alternative instruction for the individual student. Administrative procedures for the review of curriculum content and alternative instruction are outlined in the procedure document.

The intent is not to interfere with the rights of others to receive the instruction in question, nor does it relieve the student from meeting state and district-level essential learner outcomes.

#### Legal References:

~~Minnesota Statute, 120A.22, Subd. 9 (Compulsory Instruction - Curriculum)~~  
~~Minnesota Statute, 120B.235, Subd. 9 (American Heritage Education)~~  
~~Minnesota Statute, 123B.02, Subd. 2 (General Powers of Independent School Districts)~~  
~~Minnesota Statute, 123B.09, Subd. 8 (School Board Responsibilities)~~  
~~Minnesota Statute, 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)~~  
~~Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)~~  
~~Board of Educ. v. Barnette, 319 U.S. 589, 875 S.Ct. 675, 17 L.Ed. 2d 629 (1967)~~  
~~Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)~~  
~~Webster v. New Lenox Sch. Dist., 917 F.2d 1004 (7th Cir. 1990)~~

#### Cross References:

Moorhead School Board Policy 201: School Board Legal Status  
Moorhead School Board Policy 231: Instruction and Curriculum Advisory Committee  
Moorhead School Board Policy 730: School District Copyright Policy  
Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network Acceptable Use and Safety



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.138R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Moorhead Area Public Schools Graduation Policy 640, for your review.

Suggested Resolution: Move to approve the policy, Moorhead Area Public Schools Graduation Policy 640, as presented.

LAK:mde  
Attachment

## **Moorhead Area Public Schools Graduation Policy**

<b>Type:</b>	School Board Policy
<b>Section:</b>	600 EDUCATION PROGRAMS
<b>Code:</b>	640
<b>Adopted Date:</b>	7/30/1985
<b>Revised Date(s):</b>	02/11/2008
<b>Reviewed Date(s):</b>	04/01/1990, 04/14/1994, 06/08/1998, 05/09/2005, 04/10/2006, 02/11/2008
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from Moorhead Area Public Schools.

### **II. GENERAL STATEMENT**

Moorhead High School is a comprehensive high school. Diplomas are awarded to all graduates who meet the requirements established by the Moorhead School Board and the Minnesota Department of Education.

It is the policy of the Moorhead Area Public Schools that all students must pass the ~~Minnesota Basic Skills tests or the~~ Minnesota Comprehensive Assessments Second Edition (MCA-IIs)/Graduation-Required Assessment for Diploma (GRAD) as per state requirements and must satisfactorily complete, as determined by the school district, all course requirements and graduation standards, as established by the School Board in order to graduate.

### **III. DEFINITIONS**

A. "Course credit" is equivalent to a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.

B. "Department" means the Department of Education.

C. "Unit" means a unit measuring education achievement based on successfully completing the requirements of a given course of study.

D. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

E. "Individualized Education Program," or "IEP," means a written statement developed for a student eligible by law for special education and services.

F. "Limited English Proficient" or "LEP" students means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language



proficiency.

#### IV. TEST ADMINISTRATOR

The Assistant Superintendent of ~~Teaching and Learning~~ shall be named the school district test administrator. Said person shall be in charge of all test procedures and shall bring recommendations to the School Board annually for approval.

#### V. REQUIREMENTS

A. All students must satisfactorily complete, as determined by the school district, ~~either the basic skills requirements for students enrolled in grade 8 before the 2005-06 school year or the MCA-IIs/GRAD for students enrolled in grade 8 for the 2005-06 school year.~~ Refer to Administrative Procedure 640.1: Middle and High School Completion.

B. Students beginning ninth grade in the 2004-2005 school year and later must successfully complete the following high school level course credits for graduation:

1. Four credits of language arts.
2. Three credits of mathematics, encompassing at least algebra, geometry, statistics and probability sufficient to satisfy the academic standard. Beginning in the 2010-2011 school year, students must satisfactorily complete an algebra I credit by the end of grade 8. Students scheduled to graduate in the 2014-2015 school year or later must satisfactorily complete an algebra II credit or its equivalent.
3. Three credits of science, including at least one credit in biology. Beginning in the 2010-2011 school year, students scheduled to graduate in the 2014-2015 school year or later must satisfactorily complete a chemistry or physics credit.
4. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics, or three credits of social studies, encompassing at least United States history, geography, government and citizenship, and world history, and one-half credit of economics taught in a school's social studies, agriculture education or business department.
5. One credit in the arts.
6. A minimum of seven elective course credits.
7. An agriculture science course may fulfill a science credit requirement to the specified science credits in biology or chemistry or physics under Section V.B.3. above.

C. All students must satisfactorily complete the following required and elective standards, in accordance with the standards adopted by the school district:

1. 1 Credit School District Standards, Fitness (K-12)
2. .5 Credit School District Standards, Wellness
3. ~~Maximum of 1 Credit~~ At least .5 Credit 9th Grade Explore Class (Maximum 1 Credit) (Class of 2009)

#### 4. Elective School District Standards

- a. 10.5 Elective Courses and Standards -- Class of 2007 and 2008
- b. Minimum of 9.5 Elective Courses and Standards -- Class of 2009 and Beyond

D. Academic Standards in health, physical education, world languages, and vocational and technical education will be reviewed as a part of the curriculum cycle.

#### VI. MODIFICATION

Modifications in graduation requirements may be made by the building administrator or a child study team for specific students in compliance with Minnesota state statutes.

#### VII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statute 120B.07 upon meeting the following conditions:

1. All course, standards tests and credit requirements must be met.
2. The building administrator or designee shall conduct an interview with the student and parent(s)/guardian(s), familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision.
3. The building administrator's decision shall be in writing and may be subject to review by the Superintendent and School Board.

#### VIII. TRANSFER STUDENTS:

Students must attend Moorhead Area Public Schools for one semester immediately before they plan to graduate. All students must meet state and district requirements for graduation. An exemption to the district requirements of the 9th grade Explore Class may be made for student transfers during or after his/her freshman year. For purposes of placement and credit toward graduation requirements, students in grades 9-12 enrolling in Moorhead High School after a semester or more of attending a school other than Moorhead Area Public Schools must complete necessary forms and organize and submit documentation regarding the work which was completed and for which district credit is requested.

Documents should include:

1. Course descriptions and number of credits being requested.
2. Detail about the hours of instruction for each course for which credit is sought. Such hours should be equivalent to or greater than the number which would have occurred in the school district for the same or similar courses.
3. Evidence that the student sufficiently mastered the curriculum, including such items as standardized test results, subject tests, papers, and other examples of work.

The school district will review official transcripts from all schools. The district will determine the amount of credit awarded and/or the grades recorded on the district transcript. Grades may include pass, fail or letter grades.

Legal References:

Minnesota Statute, 120B.02 (Educational Expectations for Minnesota's Students)

Minnesota Statute, 120B.07 (Early Graduation)

Minnesota Statute, 120B.11 (School District Process)

Minn. Stat. 120B.021 (Required Academic Standards)

Minnesota Statute, 120B.023 (Benchmarks)

Minnesota Statute, 120B.024 (Graduation Requirements; Course Credits)

Minn. Stat. 120B.30 (Statewide Testing and Reporting System)

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

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

Minnesota Rules Parts 3501.0505-3501.063745 (K-12 Standards)

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

Cross References:

Moorhead School Board Policy 231: Instruction and Curriculum Advisory Committee

Moorhead School Board Policy 620: Selection of Textbooks and Instructional Materials

Moorhead School Board Policy 650: School District System Accountability

Moorhead School Board Policy 653: Credit for Learning of Minnesota Graduation Standards

Moorhead School Board Policy 656: ~~Basic Standards~~ GRAD Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Accommodations and LEP Students



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.10.139R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, School District System Accountability 650, for your review.

Suggested Resolution: Move to approve the policy, School District System Accountability 650, as presented.

LAK:mde  
Attachment

## School District System Accountability

Type:	School Board Policy
Section:	600 EDUCATION PROGRAMS
Code:	650
Adopted Date:	8/26/2002
Revised Date(s):	05/11/2009
Reviewed Date(s):	11/10/2003, 06/13/2005, 06/11/2007, 05/12/2008, 05/11/2009
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding implementation of the Minnesota Academic Standards and the No Child Left Behind Act.

### II. GENERAL STATEMENT

Implementation of the Minnesota Academic Standards and No Child Left Behind Act will require a new level of accountability for the Moorhead Area Public Schools. The school district ~~also~~ will establish a system to review and improve instruction, curriculum and assessment which will include substantial input by students, parents/guardians and local community members. The school district is accountable to the public and the state through annual reporting.

### III. DEFINITIONS

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 school district.

B. "Graduation Standards" means the course credit requirements and ~~Profile of Learning content standards or~~ Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.

### IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

#### A. School District Goals

1. The Moorhead School Board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and the No Child Left Behind Act. The broad goals shall be reviewed annually and approved by the School Board. The School Board shall adopt annual goals based on the recommendations of the Instruction and Curriculum Advisory Committee (ICAC).

2. The improvement goals should address recommendations identified through the advisory committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through an evaluation of student progress and a locally determined process.

#### B. System for Reviewing All Instruction and Curriculum

Incorporated in the process is the analysis of the school district's progress toward implementation of

the Minnesota Academic Standards (Administrative Procedure 650.1).

C. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement

1. By October of each year, the ICAC will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.

2. The ICAC, working in cooperation with other committees of the school district (Technology, Grade Level, Curriculum and Assessment Committees, etc.) will provide active community participation in:

a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota ~~Graduation~~ Academic Standards;

b. Identifying annual instruction and curriculum improvement goals for recommendation to the School Board;

c. Making recommendations regarding the evaluation process that is used to measure school district progress toward its goals;

d. Making recommendations regarding the development of the "Annual Report on Curriculum, Instruction and Student Achievement."

3. The ICAC shall meet the following criteria:

a. The advisory committee shall ensure active community participation in all planning for instruction and curriculum affecting graduation standards.

b. The advisory committee shall make recommendations to the School Board on school district-wide standards, assessments and program evaluation.

c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.

d. A local process shall be used for developing a plan for assessment of student progress toward the academic standards as well as program evaluation data for use by the advisory committee in the instruction and curriculum review process. This plan shall annually be approved by the School Board.

4. The advisory committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:

a. Director of ~~Curriculum and Professional Development~~ School Improvement and Accountability

b. Building administrator

c. School Board member, representative and alternate

d. Two high school student representatives

e. Elementary teacher, secondary teacher, special education teacher, and teacher representing gifted and talented



- f. Two parents/guardians from each school
- g. Two representatives of senior citizens
- h. Two representatives of higher education
- i. Representatives reflecting the diversity of the community
- j. One clergy representative

5. The advisory committee shall meet the following timeline each year:

September: Organizational meeting of the committee to review the authorizing legislation and the roles and responsibilities of the committee as determined by the School Board. Provide direction to and review "Annual Report on Curriculum, Instruction and Student Achievement."

October: Become familiar with the instruction and curriculum of the cycle content area.

September, May: Review evaluation results and prepare recommendations.

December: Present recommendations to the School Board for its input and approval.

#### D. Evaluation of Student Progress Committee

A committee of licensed professional staff shall develop a plan for assessment of student progress toward the ~~Graduation~~ Minnesota Academic Standards, as well as program evaluation data for use by the advisory committee in the instruction and curriculum review process. This plan shall annually be approved by the School Board.

#### E. Reporting

An "Annual Report on Curriculum, Instruction and Student Achievement" shall be approved by the School Board by October 1 of each year. The reports shall be published in the newspaper with the largest circulation in the district, by mail or by electronic means such as the school district Web site. If electronic means are used, the school district must publish notice of the report in a periodical of general circulation in the district. The school district must make copies of the report available to the public on request. ~~A copy shall be sent to the Commissioner of the Minnesota Department of Education by October 15th of each year.~~ The public report shall include, but not be limited to, the following:

1. Student achievement goals for meeting the state academic standards;
2. Result of local assessment data, including all data required by Minnesota Rule, Part 3501.0160;
3. School district improvement plans including staff development goals;
4. Progress on previous improvement plans;
5. Amount and type of revenue attributed to each educational site as defined in Minnesota Statutes 123B.04;
6. Names of advisory committee members, dates their terms expire, method of selection and application dates;
7. Periodic reports on constituencies' satisfaction with schools;

8. Biennial evaluations of the school district testing program according to the following:

- a. written objectives of the assessment program;
- b. names of tests and grade levels tested;
- c. use of test results; and
- d. student achievement results compared to previous years.

Legal References:

Minnesota, Statute, 120B.02 (Educational Expectations for Minnesota's Students)

Minnesota, Statute, 120B.11 (School District Process for ~~Reviewing Curriculum, Instruction, and Student Achievement~~)

Minnesota, Statute, 120B.35 (Student Academic Achievement and Progress Levels)

Minnesota, Statute, 123B.04 (Site Decision Making Agreement)

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

Minnesota, Rules Part 3501-0160 (District Reporting Requirements)

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

Minn. Rules Part 3501.0160 (District Reporting Requirements)

Minnesota, Rules Parts 3501.0505 - 3501.063745 (K-12 Standards)

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

Cross References:

Moorhead School Board Policy 104: Mission Statement

Moorhead School Board Policy 231: Instruction and Curriculum Advisory Committee

Moorhead School Board Policy 601: Curriculum and Instruction Goals of Moorhead Area Public Schools

Moorhead School Board Policy 640: Moorhead Area Public Schools Graduation Policy

Moorhead School Board Policy 652: Staff Development for Minnesota Academic Standards and the No Child Left Behind Act

Moorhead School Board Policy 653: Credit for Learning of Minnesota Graduation Standards

Moorhead School Board Policy 656: ~~Basic Standards~~ GRAD Testing, Accommodations, Modifications, and Exemptions for Individualized Education Programs (IEPs), Section 504 Accommodations and Limited English Proficiency (LEP) Students

Moorhead School Board Policy 660: Moorhead Area Public Schools State Mandated Testing Plan and Procedure



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.140R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Credit for Learning of Minnesota Graduation Standards 653, for your review.

Suggested Resolution: Move to approve the policy, Credit for Learning of Minnesota Graduation Standards 653, as presented.

LAK:mde  
Attachment

## Credit for Learning of Minnesota Graduation Standards

Type:	School Board Policy
Section:	600 EDUCATION PROGRAMS
Code:	653
Adopted Date:	8/26/2002
Revised Date(s):	05/12/2008
Reviewed Date(s):	06/14/2004, 05/09/2005, 05/12/2008
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs.

### II. GENERAL STATEMENT

It is the policy of Moorhead Area Public Schools to develop and provide processes and procedures by which students may meet a graduation requirement for a content standard, whether the school district offers the content standard in its curriculum or the student accomplishes the work in another learning environment. The school district will provide a process for transfer of standards completed in another Minnesota school district, recognition of work completed in other schools and post-secondary institutions, and credit for standards achieved in extracurricular activities, activities outside the school, previous learning, and community and work experiences. The Moorhead School Board may also waive the content standards for certain students if the criteria for such waivers are met.

### III. TRANSFER OF CONTENT STANDARDS

A. The school district will transfer high school content standards achieved in earlier grades or in other schools on standards-based programs to the student's record upon admission, completion of a summer school program or the like.

B. When a student transfers into the school district from another Minnesota public school district, any standards completed in the sending school district, along with scores recorded by the sending district, shall be recorded as completed with a notation indicating the identity of the school district from which the records are transferred.

C. Students ~~may~~ will be advised of the opportunities available to complete further requirements and electives as part of the registration process.

### IV. RECOGNITION OF COMPLETED WORK

A. The school district will translate work completed by students, including those with special needs, in schools (K-12, post-secondary or other) which have not reported achievement according to the Minnesota Graduation Standards, into standards completion equalizations.

B. When a student transfers into the school district with a transcript from a school or school district other than a Minnesota public school district, the following shall be the policy and procedure for recognizing such previous achievement:

1. A panel consisting of the high school building administrator, counselor and appropriate teaching staff shall review the criteria for judging transfer of student standard completion. When the student has been scored with a performance assessment that fulfills or approximates the provisions of a full standard, the standards completed shall be treated as if they had been accomplished in a Minnesota public school;
2. When the course, topic or content of a Minnesota high school content standard has been completed, but through requirements which do not parallel or approximate the content standards adopted by the school district, the standard shall be declared achieved, no score shall be assigned, and the transcript shall indicate that the standard has been "equalized from a transcript from [name of sending institution]."
3. Effort shall be made to ascertain the content of courses, programs, and learning previously achieved to credit the student as fully as possible for previous learning. This may include asking the student or the sending school to verify content of completed courses and programs when that content is not clear from the transcript.

#### V. CREDIT BY ASSESSMENT

A. The school district will provide students, including those with special needs, with the opportunity to receive credit for standards achieved in extracurricular activities, activities outside of school, previous learning, and community and work experiences.

B. When a student requests recognition of work completed but for which no academic transcript exists, the student shall make application (Administrative Procedures 653.1 and 653.2) to the building administrator.

C. Not more than sixty (60) days after the application is filed, the building administrator shall inform the student and the student's parents/guardians what evidence must be presented to certify the completion of the standard. Evidence of completion might include letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the standard, oral or written tests or interviews, actual performances or demonstrations assessed by school district staff or others knowledgeable in the specifications of the standard, and/or other as appropriate for the individual situation.

D. Upon the building administrator's determination of successful submission of the required evidence, the standard shall be noted on the transcript, and a notation of where and when the standard was completed and verified.

#### VI. VARIATIONS OF CONTENT STANDARDS

A. Rigorous Course of Study - Waiver.

1. Upon application of a student, with approval of the student's parent/guardian and with the recommendation of the student's teacher, the school district must declare that a student has



completed a content standard if the School Board determines that:

a. the student is participating in a course of study, including an advanced placement or a learning opportunity outside the curriculum of the school district that is equally or more rigorous than the content standard required by the school district or state Graduation Rule; and

b. achieving the content standard to be waived would preclude the student from participating in the rigorous course of study or learning opportunity.

~~2. A waiver may not have the effect of a student's graduating with no completed content standards in any of the learning areas one through nine of the Profile of Learning and a waiver should rarely be granted from more than one requirement.~~

~~3.~~ Application for a waiver will be considered only if the application is submitted not more than eighteen (18) months and not less than six (6) months prior to the student's anticipated graduation date.

~~4.~~ A waiver will be revoked if the student fails to successfully complete the alternative rigorous program.

## VII. POST-SECONDARY ENROLLMENT CREDIT

A. A student who satisfactorily completes a post-secondary enrollment options course or program or an appropriately accredited on-line learning course or program under Minn. Statute 124D.09, that has been approved as meeting the necessary requirements, is not required to complete other requirements of the ~~Profile of Learning Content Standards/Minnesota~~ Academic Standards adopted by the school district corresponding to that specific rigorous course of study.

B. Secondary credits granted to a student through a post-secondary enrollment options course or program or an appropriately accredited on-line learning course or program shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

C. A list of the courses or programs meeting the necessary requirements may be obtained from the building administrator or counselor.

### Legal References:

~~Minnesota Statute~~, 120B.02 (Educational Expectations for Minnesota's Students)

Minn. Stat. 120B.021 (Required Academic Standards)

~~Minnesota Statute~~, 120B.11 (School District Process)

~~Minnesota Statute~~, 124D.09 (Post-secondary Enrollment Options Act)

Minn. Stat. 124D.095 (Online Learning Option)

Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)

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

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

~~Minnesota Rule~~ Parts 3501.0505 - 3501.063745 (K-12 Standards)



Moorhead School Board Policy 104: Mission Statement

Moorhead School Board Policy 601: Curriculum and Instruction Goals of Moorhead Area Public Schools

Moorhead School Board Policy 640: Moorhead Area Public Schools Graduation Policy

Moorhead School Board Policy 650: School District System Accountability

Moorhead School Board Policy 656: ~~Basic Skills~~ GRAD Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Accommodations and LEP Students

Moorhead School Board Policy 660: Moorhead Area Public Schools ~~District~~ State Mandated Testing Plan and Procedure



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.141R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 2, 2010

SUBJECT: Approval of Policy

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

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

LAK:mde  
Attachment

# Basic Skills Testing, Accommodations, Modifications, and Exemptions for Individualized Education Programs (IEPs), Section 504 Accommodations and Limited English Proficiency (LEP) Students

Type:	School Board Policy
Section:	600 EDUCATION PROGRAMS
Code:	656
Adopted Date:	8/26/2002
Revised Date(s):	12/08/2008
Reviewed Date(s):	03/08/2004, 05/09/2005, 06/11/2007, 05/12/2008, 12/08/2008
Attached Files:	No Documents Found.

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Titled to be revised as follows: ~~Basic Skills~~ GRAD Testing, Accommodations, Modifications, and Exemptions for Individualized Education Programs (IEPs), Section 504 Accommodations and Limited English Proficiency (LEP) Students

## I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having an Individualized Education Program (IEP), Section 504 Accommodation, or Limited English Proficiency (LEP) needs to meet the graduation requirements of ~~basic standards~~ Graduation-Required Assessment for Diploma (GRAD) testing.

## II. GENERAL STATEMENT

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

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

## III. DEFINITION OF TERMS

See "~~Procedures Manual for the Minnesota Assessments~~" document located on the Minnesota Department of Education's Web site at: [http://www.education.state.mn.us/MDE/Accountability/Programs/Assessment and Testing/DAC Corner/Policies Procedures Guidelines/index.html](http://www.education.state.mn.us/MDE/Accountability/Programs/Assessment%20and%20Testing/DAC%20Corner/Policies%20Procedures%20Guidelines/index.html). Please refer to Administrative Procedure 656.1.

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

See Chapter 5 in the ~~Minnesota Procedures Manual for Minnesota Assessments~~ document located on the Minnesota Department of Education's Web site at: [http://www.education.state.mn.us/MDE/Accountability/Programs/Assessment and Testing/DAC Corner/Policies Procedures Guidelines/index.html](http://www.education.state.mn.us/MDE/Accountability/Programs/Assessment%20and%20Testing/DAC%20Corner/Policies%20Procedures%20Guidelines/index.html). Please refer to Administrative Procedure 656.1.

## V. RECORDS

All accommodations shall be determined through the child study process and/or the counseling department. A process will be arranged for collection of the the accommodation, modification, or exemption data in the fall of the school year. All test accommodations, modifications, or exemptions shall be reported to the District Assessment Coordinator. The District Assessment Coordinator shall be responsible for keeping a list of all such test accommodations, modifications and exemptions for school district audit purposes. This will be done yearly by December 1. Testing results will be documented and reported.

Legal References:

Minnesota Statute, 120B.11 (School District Process)

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

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

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

Minnesota Rule Parts 3501.0505 - 3501.063745 (K-12 Standards)

Cross References:

Moorhead School Board Policy 104: Mission Statement

Moorhead School Board Policy 601: Curriculum and Instruction Goals of Moorhead Area Public Schools

Moorhead School Board Policy 640: Moorhead Area Public Schools Graduation Policy

Moorhead School Board Policy 650: School District System Accountability

Moorhead School Board Policy 660: Moorhead Area Public School District State Mandated Testing Plan and Procedure



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.10.142R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 7, 2010

SUBJECT: Elementary Calendar Change Proposal

Attached please find information for a schedule of professional development for the elementary schools to allow staff to meet weekly to examine student progress throughout the school year. This is a part of the Corrective Action Plan for both Robert Asp and Ellen Hopkins Elementary Schools.

The purpose of this proposal will be to develop and implement Professional Learning Communities (PLCs) as a means of improving student achievement.

The attachment provides the rationale, content and evaluation of the proposal. Asp and Hopkins will follow the same schedule with slight modifications for S.G. Reinertsen Elementary School. This proposal does not affect the student day or calendar.

Suggested Resolution: Move to approve the elementary calendar change proposal to allow for weekly professional development meetings as presented.

LAK:mde  
Attachment

## Moorhead Elementary Professional Learning Communities Proposal for Weekly Meetings 2010-2011

**Proposal:** Moorhead Elementary staff and principals are proposing to implement a schedule of Professional Development Afternoons that would allow staff to meet weekly to examine student progress throughout the school year. The purpose of this time is to develop and implement Professional Learning Communities (PLCs) as a means of improving student achievement. The PLCs will be a component of the Corrective Action Plans for Hopkins and Asp Schools. PLC membership will include all professional teaching staff including Special Education, Physical Education, Art, and Music teachers.

**Rationale:** A Professional Learning Community (PLC) is "a group of teachers who meet on a continuing basis, focusing on student work [through assessment]. On the basis of their assessment results, those teachers then strategically "change their instructional practice accordingly to get better results", (Michael Fullan, *On Common Ground* p.xii). To begin, the collaborative team clarifies the outcomes for each class and the units that will be taught through a standardized process which includes agreed upon common assessments. Teachers then analyze data from these assessments and work together, discussing instructional strengths and weaknesses regarding student learning within the program.

**Content:** PLC time will be used in the following manner to meet the school SMART goals:

- Determine content that will be taught in classes based on district curriculum and state standards
- Develop common assessments
- Collaboratively plan lesson content and curriculum pacing
- Develop grading rubrics for student work
- Progress monitoring of student work
- Analyze data from assessments (formative, summative, district and state)
- Analyze student work through the use of structured decision making protocols.
- Share successful instructional strategies with PLC peers.
- Formal on-going training on lesson planning, targeted standards, student achievement, and AYP School Improvement Plans
- Each meeting will end with an agenda for the next meeting

**PLC Meeting Evaluation:** Ensuring that PLC collaboration time is used productively is vital. Topics and discussions must focus on the school SMART goals. All teams will submit PLC Team Meeting Feedback Sheets to the principal by the end of school on the day following the PLC meeting. Principals will review, give feedback, and return the forms to the team.

**Reinertsen Addendum:**

Additional data analysis activity and reading intervention planning will be held within the school day. Protocols for analysis of universal screening data and the problem-solving process has been refined for students whose reading proficiency is within the lowest 20% of their grade level. The Reinertsen literacy coach and principal will be able to attend all data and problem-solving meetings held within the school day that is essential to the current stage of implementation.



## Additional P.D. Afternoons

(Asp and Hopkins)

September 15, 29

October 13

November 10

December 8

January 19

February 2, 16

March 9, 30

April 13, 27

May 4, 11, 18, 25

(Reinertsen)

September 29

October 13

November 10

December 8

January 19

February 2, 16

March 30

April 27

May 18, 25

## Proposed P.D. Wednesdays

(Asp and Hopkins)

September 15, 22, 29 3

October 6, 13, 27 3

November 3, 10, 17 3

December 1, 8, 15 3

January 12, 19, 26 3

February 2, 9, 16 3

March 2, 9, 23, 30 4

April 6, 13, 20, 27 4

May 4, 11, 18, 25 4

32 hours

(Reinertsen)

September 22, 29 2

October 6, 13, 27 3

November 3, 10, 17 3

December 1, 8, 15 3

January 12, 19, 26 3

February 2, 9, 16 3

March 2, 23, 30 3

April 6, 20, 27 3

May 18, 25 2

25 hours

## Compensation Days

(Asp and Hopkins)

September 3, 2010 4 hours

January 17, 2011 7 hours

February 22, 2011 7 hours

18 hours

## Compensation Days

(Reinertsen)

January 17, 2011 4 hours

February 22, 2011 7 hours

11 Hours

## Professional Development/Teacher Work Days (Asp and Hopkins)

August 31, 2010 AM: Building Professional Development

PM: Teacher Work Time

September 1, 2010 AM: District Professional Development

PM: Building Professional Development

September 2, 2010 AM: Building Professional Development

PM: Building Professional Development

June 3, 2011 AM: Teacher Work Day

PM: Teacher Work Day

## Proposed Calendar Changes

(Asp and Hopkins)

Aug. 31- Sept. 2 Regular PD Days

Sept. 3 Comp Day 5.5 Comp Time  
+ 1.5 hours for Back to School Night

Jan 17 Comp Day- 7 hours

Feb. 22 Comp Day - 7 hours

(Reinertsen)

Aug. 31- Sept. 3 Regular PD Days

Except for 1.5 hours of comp time for Back to School

January 17 3 hours

June 3 all day

S-MG-BOS  
28 June 10

**INDEPENDENT SCHOOL DISTRICT #152**  
School Board Meeting  
Board Room 224 - Probstfield Center for Education  
2410 14th Street South  
Moorhead, Minnesota

June 28, 2010

7:00 p.m.

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

**ATTENDANCE:**

Karin Dulski _____	Mike Siggerud _____
Lisa Erickson _____	Kristine Thompson _____
Cindy Fagerlie _____	Bill Tomhave _____
Sonia Mayo Hohnadel _____	Dr. Lynne A. Kovash _____

**AGENDA**

**1. CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Lynne A. Kovash, Superintendent
- C. Approval of Meeting Agenda

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

- D. "We Are Proud"

**We Are Proud** of Assistant Superintendent Wayne Kazmierczak for completing the Minnesota Association of School Business Officials Certification Program. The program includes the MASBO Institute, 11 three-hour certification courses and additional elective credits. Kazmierczak was recognized at the MASBO annual conference in May.

**We Are Proud** of Dave Lawrence, assistant principal at Moorhead High School, for being named Western Division Assistant Principal of the Year for 2009-10 by the Minnesota Association of Secondary School Principals. Lawrence was recognized by MASSP in June.

- E. Matters Presented by Citizens/Other Communications (Non-Agenda Items)  
(Citizens who wish to address a non-agenda item have the opportunity to speak by

**SCHOOL BOARD AGENDA - June 28, 2010**  
**PAGE 2**

raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.)

2. **CONSENT AGENDA**

All items on the Consent Agenda are considered to be routine, and have been made available to the School 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 School 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, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

A. SUPERINTENDENT MATTERS - Kovash

B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak

(1) Approval of Dairy and Bakery Bids - Pages 6-9

C. HUMAN RESOURCES MATTERS - Nielsen

(1) Approval of Resignations - Page 10

(2) Approval of New Employees - Page 11

D. LEARNER SUPPORT SERVICES MATTERS - Skarvold

(1) Approval of Lakeland Mental Health Center Purchase of Service Renewal Agreement - Pages 12-18

(2) Approval of UND Occupational Therapy Student Agreement - Pages 19-26

(3) Approval of 2010-11 Elementary and Secondary Education Act (ESEA) Consolidation Grant Application - Page 27

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

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

3. **APPROVAL OF PART-TIME AND SUBSTITUTE PAY SCHEDULE CHANGE:**

Nielsen

Pages 28-29

Suggested Resolution: Move to approve the pay schedule as presented.

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

# SCHOOL BOARD AGENDA - June 28, 2010

## PAGE 3

### 4. APPROVAL OF RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVITS OF CANDIDACY: Kovash

Pages 30-31

Suggested Resolution: Move to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy.

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

### 5. APPROVAL OF ADMINISTRATORS' MASTER AGREEMENT 2010-2012: Nielsen Page 32

Suggested Resolution: Move to approve the Administrators' Master Agreement for 2010-2012 as presented with no step increase and \$2,500 added each year to the salary schedule.

<u>Year</u>	<u>Cost</u>	<u>Percentage Increase</u>
2010-11	\$2,500	2.29
2011-12	\$2,500	2.26
Total	\$5,000	4.34

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

### 6. SCHOOL BOARD WORK SESSION: Kovash Page 33

Suggested Resolution: Move to approve Monday, July 19, 2010 at 12:30 p.m. to conduct a School Board work session to discuss school district and board priorities.

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

### 7. APPROVAL OF MOORHEAD HIGH SCHOOL STUDENT HANDBOOK: Kovash Page 34

Suggested Resolution: Move to approve the 2010-2011 Moorhead High School Student Handbook as presented.

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

**SCHOOL BOARD AGENDA - June 28, 2010**

**PAGE 4**

8. **APPROVAL OF 2010-2011 ANNUAL OPERATING PLAN:** Kazmierczak

Page 35

Suggested Resolution: Move to approve the 2010-2011 Annual Operating Plan which includes the preliminary budget for fiscal year 2011.

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

9. **COMMITTEE REPORTS**

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

11. **CLOSE PUBLIC MEETING:** Thompson

Suggested Resolution: Move to close the public meeting at \_\_\_\_\_ p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies.

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

12. **OPEN PUBLIC MEETING:** Thompson

Suggested Resolution: Move to open the public meeting at \_\_\_\_\_ p.m.

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

13. **ADJOURNMENT**

**SCHOOL BOARD AGENDA - June 28, 2010**  
**PAGE 5**

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
School Board Work Session	July 19	12:30 pm	PCE
School Board	July 19	7 pm	PCE
Candidate Filing Period for General Election	August 3-17		
School Board	August 9	7 pm	PCE
School Board	August 23	7 pm	PCE
New Teacher Orientation	August 30		
Labor Day (No School)	September 6		
K-12 Classes Begin	September 7		






Assistant Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo OAS.10.127 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent 

DATE: June 22, 2010

SUBJECT: Dairy and Bakery Bids

Bids for dairy and bakery products have been received and reviewed as attached. The low bid for dairy products was from Cass Clay Creamery, and the low bid for bread products was from Pan-O-Gold Baking Company; I recommend acceptance of these bids for fiscal year 2011. The decision is based on a unit price comparison for all of the bread items listed on the bid form and a comparison of the unit prices for the four dairy items of which the district purchases the most in a typical school year.

Suggested Resolution: Move to accept the dairy bid received from Cass Clay Creamery and the bakery bid received from Pan O Gold Baking Company.

WAK:mde  
Attachment

# MEMO

TO: Wayne Kazmierczak, Assistant Superintendent

FROM: Donna Tvedt, Interim Director of Food and Nutrition

DATE: June 22, 2010

SUBJECT: 2010-2011 Dairy and Bakery Bids

Attached are the 2010 - 2011 dairy and bakery bid summaries. The low bidders are Cass-Clay Creamery and Pan-O-Gold Baking Company. The milk prices are .021 - .026 (14-14.9%) more per carton than last year.

2010-2011 MILK BID SUMMARY

QUANTITY	DESCRIPTION	CASS CLAY	DEAN FOODS
1.	Half Pint Size 1.0% Butterfat White/carton	.1601	.186
2.	Half Pint Size 2.0% Butterfat White/carton	.1689	.195
3.	Half Pint Size Fat Free White/carton	.1524	.178
4.	Half Pint Size Fat Free Chocolate/carton	.1764	.178
5.	Half Pint Size Lactose Free/carton	.59	.40
6.	1.0% Milk, Gallon	2.45	2.32
7.	Pt. - Whipping Cream	1.00 FIRM	1.11 FIRM
8.	Shake Mix-Vanilla - 1/2 Gallon	2.00 FIRM	2.10 FIRM
9.	Shake Mix-Chocolate - 1/2 Gallon	2.25 FIRM	2.10 FIRM
10.	Novelties, 2 Dozen Per Box		
	A. Dixie Cups Ice Cream - 4oz	6.60 FIRM	6.00 FIRM
	Sherbet - 4 oz	7.13 FIRM	5.00 FIRM
	B. Creme Freeze 2.70 oz	6.30 FIRM	N/A
	C. Fudgesicles 2.7 oz	6.00 FIRM	5.00 FIRM
	D. Cheerios 3.0 oz	7.50 FIRM	6.00 FIRM
	E. Ice Cream Sandwiches - 4 oz	7.05 FIRM	6.00 FIRM
	F. Drumsticks - 4.6 oz	17.70 FIRM	8.00 FIRM
11.	-5- Lb. Sour Cream	6.25 FIRM	6.50 FIRM
12.	-5- Lb. Sour Cream - Fat Free	5.50 FIRM	6.00 FIRM
13.	-5- Lb. Cottage Cheese, 2% Lowfat	6.95 FIRM	6.75 FIRM
14.	-5- Lb. Cottage Cheese, Fat Free	6.95 FIRM	6.75 FIRM
15.	-30- Lb. Cream Cheese	63.67 FIRM	7.00/3# FIRM
16.	-36-1 LB Grade AA BUTter	.55 OVERMARKET	.57 OVERMARKET
17.	-5- Lb. Yogurt, Lowfat, flavored	5.25 FIRM	4.230 FIRM
18.	-24- Oz. Yogurt, flavored	1.64 FIRM	N/A
19.	-6- Oz. 100% Apple Juice	0.23 FIRM	0.25 FIRM
18.	-6- Oz. 100% Grape Juice	N/A	0.25 FIRM
19.	-6- Oz. 100% Orange Juice	0.23 FIRM	0.25 FIRM

Cass-Clay

Base Price if escalator clause proposed: 11.026(skim)per hundredweight(June skim milk)and 1.732 per pound(June butterfat). Adjusted for 2 % escalator clause.

Land-O-Lakes

Base Price if escalator clause proposed: \$14.80 (skim)per hunderdweight. (June skim milk) and 1.7745 per pound (June butterfat). Adjusted for 2% escalator clause.

2010-2011 BREAD BID SUMMARY

QUANTITY	DESCRIPTION	PAN-O-GOLD	SARA LEE
400 DOZ	Coney Buns, white whole wheat (first ingredient is whole wheat flour), sliced, bulk pack, standard length	6.50/60-.109	3.15/30 -.105
000 DOZ	Hamburger Buns, white whole wheat, (first ingredient is whole wheat flour) plain, sliced, bulk pack 4".	3.25/30-.109	3.15/30-.105
000 DOZ	Tea Biscuits, white whole wheat (first ingredient is whole wheat flour), dozen	1.30/doz	1.35/doz
000 DOZ	Steak Bun, white whole wheat (first ingredient is whole wheat flour) plain/sesame seed 5 1/2" sliced, dozen	2.70/24-.113	3.40/24-.142
500 LVS	Texas Toast, 1 1/2#, sliced (slices per loaf=_____)	1.15/21 slices	1.05/ 19 slices
000 LVS	French Bread, 1# sliced (slices per loaf=_____)	1.15/16 slices	1.05/16 slices
50 LVS	Bread, 1 1/2#, sliced, white whole wheat, (first ingredient is whole wheat flour) (slices per loaf=_____)	1.30/24 slices	1.05/ 20 slices
TOTAL		\$27085.20	\$27722.50



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.10.125

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ron Nielsen, Director of Human Resources  
DATE: June 22, 2010  
RE: Resignation

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

Angela Swenson	Secretary, Ellen Hopkins Elementary, effective June 15, 2010.
Mary Beth Pilon	Counselor, High School, effective June 15, 2010.
Callie Urness	Occupational Therapist, High School, effective June 4, 2010.
Ansley Cameron	Music Teacher, S. G. Reinertsen Elementary, effective June 16, 2010.
Nancy Bock	Paraprofessional, EIS, effective June 25, 2010.

**SUGGESTED RESOLUTION:** Move to approve the resignation of Angela Swenson, Mary Beth Pilon, Callie Urness, Ansley Cameron and Nancy Bock as presented.



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.10.126

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ron Neiser, Director of Human Resources  
DATE: June 22, 2010  
RE: New Employees

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

Stephanie Manesis	Adult Basic Education Paraprofessional. Probstfield Center for Education, 14 hours per week, 38 weeks per year, B21 (0-2) \$14.05 per hour, effective June 17, 2010. (Replaces Kim Westendorf)
Craig Fahrendorf	Math Teacher, Horizon Middle School, 1.00 FTE, BA+30 (7) \$45,323.00, effective August 31, 2010. (Replaces Sara Solhjem)
Clare Kazmierczak	ESL Teacher, S. G. Reinertsen Elementary, .50 FTE MA (7) \$23,561.00, effective August 31, 2010. (Replaces Katie Oster)
Keenan Spiess	Physical Education Teacher, Horizon Middle School, .5834 FTE BA (5) \$21,930.01, effective August 31, 2010.(Replaces Greg Salvevold)

**SUGGESTED RESOLUTION:** Move to approve the employment of Stephanie Manesis, Craig Fahrendorf, Clare Kazmierczak and Keenan Spiess as presented.





Office of Learner Support Services  
**Moorhead Area Public Schools**

LSS.10.020

TO: Lynne Kovash, Superintendent

FROM: Jill Skarvold, Director of Learner Support Services

DATE: June 9, 2010

JUN 15 2010

RE: Lakeland Mental Health Center Purchase of Service

Attached is the renewal agreement with Lakeland Mental Health Center and Moorhead Independent School District in cooperation with Clay County Department of Social Services to continue mental health services to identified students with disabilities as part of the Interagency Mental Health Programming, which includes "Outreach".

The Purchase of Service Agreement is again being submitted for a time period of 6 months (July-Dec) since the guidance regarding Day Treatment from the Minnesota Department of Education still has not been received. Until the interagency guidance on Mental Health Services is received, agreements will continue to be set up on a six month time frame. A provision in the agreement will enable us to operate for up to 2 months in the event that state guidance still is not made available.

The renewal agreement, which covers the period from July 1, 2010 to December 31, 2010, is not to exceed the amount of \$120,276.00

The entire cost of this program is paid with a combination of state aid, medical assistance funds and payment from Clay County Social Services.

**SUGGESTED RESOLUTION:** Move to approve the July 1, 2010 to December 31, 2010, renewal agreement with Lakeland Mental Health Services and Clay County Social Services to continue mental health services to students and their families as part of the Clay County Outreach Treatment Program not to exceed the amount of \$120,276.00

JS:ca  
Attachment

**CLAY COUNTY  
INTERAGENCY PURCHASE OF SERVICE AGREEMENT**

Clay County Social Service Center, Moorhead Independent School District #152 and Lakeland Mental Health Center Inc., enter into this interagency agreement for the period July 1, 2010 to December 31, 2010 for the provision of:

**SCHOOL BASED MENTAL HEALTH SERVICES FOR CHILDREN**

WITNESSETH

WHEREAS, the Lakeland Mental Health Center, Inc. and Moorhead Independent School District #152 in cooperation with Clay County Department of Social Services agree to participate in providing Interagency School Based Mental Health Services for Children; and

WHEREAS, it is to the Moorhead Independent School District #152's best interest, the community's benefit, and the enhancement of Children's Mental Health to provide a clinical and family based component in order for children with disabilities to satisfactorily progress emotionally, socially, and educationally; and

WHEREAS, Clay County Department of Social Services is required to provide mental health services in accordance with the Comprehensive Mental Health Act; and

WHEREAS, the Moorhead Independent School District #152, along with the Clay County Department of Social Services, will fund the School Based Mental Health Services for Children; and

WHEREAS, LAKELAND MENTAL HEALTH CENTER, INC. IS PREPARED TO ASSUME THE RESPONSIBILITY OF PROVIDING THE SPECIALIZED SERVICES AS FOLLOWS:

1. Provide direct individual, group and family services to qualified students with disabilities in the Clay County Interagency Day Treatment Program/Outreach of the Moorhead Independent School District #152 Emotionally and Behaviorally Disturbed Program. The IEP's of these qualified students with disabilities contain documentation of the need for the services.
2. Provide direct services to the parents (guardians) and families of the Clay County Interagency School Based Mental Health Services for Children through family mental health services, and mental health consultation.
3. Serve as support liaison between home, school, and community agencies. School Based Mental Health Services clinicians will participate in county meetings related to children in this program and school child study team meetings on children served by this program. In addition to providing general clinical input, the clinicians will complete evaluations and make recommendations for appropriate mental health services.

4. Insure that the mental health professional should participate on a school based mental health services interagency committee to consider the special needs and develop appropriate services for each child referred to the program.
5. Provide mental health consultation to education personnel to support IEP educational goals and objectives.

NOW THEREAFTER, THE PARTIES TO THIS AGREEMENT HEREBY AGREE AS FOLLOWS:

1. **Purpose of Agreement.** The purpose of this Agreement shall be to provide, through cooperative effort, a comprehensive program of instructional and therapeutic services to the children and families who are residents of the Moorhead School District #152.
2. **Compliance with Laws/Standards.** The contractor agrees to comply with all Federal, state and local laws, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability or age.
3. **Records Disclosure/Retention.** Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to the Contract are subject to the examination, duplication, transcription and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. §16B.06, Subd. 4. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such evidences for a period of five(5) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.
4. **Worker Health, Safety and Training.** Contractor shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Contractor shall ensure that all personnel of contractor and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks the personnel are engaged in under this Contract. Contractor shall comply with the "Occupational Safety and Health Act" and the "Employee Right to Know Act," Minn. Stat. §182.65, et seq., where applicable.
5. **Data Privacy.** For purpose of the Contract all data collected, created, received, maintained or disseminated shall be governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and Minnesota Rules implementing the Act now in force or hereafter adopted, as well as federal laws on data privacy. The Contractor will strictly comply with these statutes and rules. All subcontractors shall contain the same or similar data practices compliance requirements. The person employed by the Contractor to assure compliance with Minn. Stat. § 13.46, subd. 10(d), shall be the authorized representative unless otherwise states in the Contract.
6. **HIPAA.** The Contractor agrees to maintain and protect all individual identifiable Health Information (IIHI) in accordance with all regulations promulgated pursuant to the Health Insurance Portability and Accountability Act (HIPAA) an applicable state law relating to

medical records. Specifically, the Contractor will use the IIHI only to effectuate the purposes of the agreement and will:

- A. Appropriately safeguard IIHI
  - B. Report any misuse of IIHI
  - C. Secure satisfactory assurances from any subcontractor, if applicable
  - D. Grant individuals access and ability to amend their IIHI
  - E. Make available an accounting of disclosures of an individual's IIHI
  - F. Release applicable records to the County
  - G. Upon termination, return or destroy all IIHI in accordance with retention schedules
7. **Appeals.** The Contractor shall assist the County in complying with the provisions of Minn. Stat. §256.045, Administrative and Judicial Review of Human Services Matters.
8. **Reporting.** Contractor shall comply with the provisions of the "Child Abuse Reporting Act," Minn. Stat. §626.556, as amended, and the "Vulnerable Adult Reporting Act," Minn. Stat. §626.557, as amended, and any rules promulgated by the Minnesota Department of Human Service, implementing such Acts.
9. **MDHS Third-Party Beneficiary.** Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and as a third-party beneficiary, is an affected party of this Contract. Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue Contractor for any appropriate relief in law or equity, including but not limited to, rescission, damages or specific performance of all or any part of the Contract between the County Board and Contractor. Contractor specifically acknowledges that the County Board and the Minnesota Department of Human Services are entitled to, and may recover from Contractor, reasonable attorneys' fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the Contract or any other third party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any waiver of immunity. (Minn. Stat. §245.466, Subd. 3; Minn. R. 9525.1870, subp.2)
10. **Psychotherapists.** Contractor has and shall continue to comply with the provisions of Minn. Stat. Ch. 148A, as amended, with regard to any currently or formerly employed psychotherapists and/or applicants for psychotherapist positions.
11. **Insurance Requirements.** Contractor further agrees that in order to protect itself as well as the County under the indemnity provisions set forth above, it will at all times during the term of this Contract keep in force insurance protection in the minimum amount established for maximum liability pursuant to Minnesota Statute §466.04

Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days prior notice thereof to County.

NOW THEREFORE, IT IS AGREED, by and among the Moorhead Independent School District #152, Clay County Department of Social Services, and Lakeland Mental Health Center, Inc. the conditions of the contract as follows:



1. Licensed mental health professionals (approximately 3.0 FTE) will be employed by Lakeland Mental Health Center, Inc. for the length of the contract. Personnel will hold appropriate licensure issued by the Board of Teaching or the MN Department of Education for the necessary service for which they provide. If neither issues a license for the necessary service, the professionals will be members of good standing in their professional organization. (See Appendix)
2. Mental Health Practitioner social workers (4.5 FTE) will be employed by Lakeland Mental Health Center, Inc. for the length of this contract. (See Appendix)
3. Direct service will be provided each day school is in session, including the regular school year, Extended School Year. The student's IEP will document need for services, including need for extended school year.
4. Schedule flexibility will be allowed so that evening family mental health services may be provided and the mental health component can be integrated, and coordinated with the educational component.
5. Services will consist of program development and implementation, including diagnostic assessments, treatment planning, individual and group counseling, family therapy and counseling, consultation, team meetings, report writing, and meeting other applicable policies and procedures of the Moorhead Independent School District #152, Clay County Department of Social Services and Lakeland Mental Health Center, Inc. The process of providing a service offered through this contractual agreement will be done as an IEP team decision function and not solely by a decision of a district or agency.
6. Direct clinical time and direct clinical supervision as required by CTSS and Day Treatment will be provided by the Lakeland Mental Health Center staff. (See Appendix)
7. The Moorhead Independent School District #152 agrees to provide the facility, including appropriate space for the provision of mental health services for children/families enrolled in the program. The classrooms and other facilities in which students receive instruction, related services and supplemental aids and services shall be essentially equivalent to regular education program, shall provide an atmosphere conducive to learning, and shall meet students' special physical, sensory and emotional needs. Rent for this space will be billed to Lakeland at an annual (12 month) rate of \$13,000. Moorhead Independent School District #152 rates will be billed to Lakeland for technology costs (phone, technology security) for Lakeland staff working in the Moorhead Independent School District #152 facility.
8. The cost of the Interagency Program for Children will include direct services, clinical consultation for program staff at Lakeland Mental Health Center, therapy supplies and equipment, travel, postage and printing, secretarial expenses, maintenance/utilities, benefits and administrative expenses.
9. Lakeland Mental Health Center will bill the Minnesota Medical Assistance program, pre-paid medical assistance plans, Minnesota Care, and other qualified third party sources for each of the clients eligible for such with informed consent.

10. The provision of services to non-MA and/or other third party ineligible clients will be funded through Clay County Social Services and the Moorhead Independent School District #152.
11. Lakeland Mental Health Center will bill Moorhead Independent School District #152 \$52.00 per hour for the provision of school based mental health services. Moorhead Independent School District #152 agrees to pay Lakeland Mental Health Center \$52.00 per hour for students who are non-MA and/or other third party ineligible but not to exceed a total of \$120,276. The cost to Clay County Social Services will not exceed \$57,734.
12. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152, Lakeland Mental Health Center, Inc., and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 60 days prior to proposed action.
13. The Director of Special Education for Moorhead Independent School District # 152 shall be responsible for oversight of the contracted services when such services are being submitted for reimbursement for special education aids.
14. Upon agreement by all parties, this Purchase of Service Agreement may be extended for a period of up to two (2) months, allowing finalization of a new Purchase of Service Agreement. All terms of the new agreement will be retroactive. All terms of this Purchase of Service Agreement will remain in effect pending execution of an agreement amendment, execution of a new agreement, or notice of termination as provided under item #12 above.

\_\_\_\_\_  
Chair, Board of Education  
Moorhead Independent School District #152

\_\_\_\_\_  
Date

\_\_\_\_\_  
Donna Baker, Moorhead Site Director  
Lakeland Mental Health Center, Inc.

\_\_\_\_\_  
Date



\_\_\_\_\_  
Rhonda Porter, Director  
Clay County Social Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chairperson  
Clay Tail County Human Services

\_\_\_\_\_  
Date

*Approved as to Form and Execution:*

\_\_\_\_\_  
Michelle Winkis, County Attorney

\_\_\_\_\_  
Date



Office of Learner Support Services  
**Moorhead Area Public Schools**

LSS.10.021

TO: Lynne Kovash, Superintendent

FROM: Jill Skarvold, Director of Learner Support Services

DATE: June 21, 2010

RE: UND Occupational Therapy Student Agreement

The administration requests approval of the agreement with the University of North Dakota for Occupational Therapy practicum students.

Attached is a one year agreement between the University of North Dakota and Moorhead Area Public Schools for the 2010-2011 school year. Moorhead Area Public Schools will assist in the education of the Occupational Therapy students by providing opportunities to complete fieldwork experiences.

Moorhead Area Public School Policy 921 supports the agreements with universities and colleges to provide field experience for pre-service educators.

**SUGGESTED RESOLUTION:** Move to approve the agreement with the University of North Dakota for the 2010-2011 school year for students in the field of occupational therapy.

JS:ca

Attachment

## FIELDWORK AGREEMENT

This agreement is made by and between the Occupational Therapy Department,  
University of North Dakota, Grand Forks, North Dakota, hereinafter referred to as the  
"University" and the Moorhead Area  
Public Schools of Moorhead, MN

hereinafter referred to as the "Agency." **WHEREAS**, the State of North Dakota, doing  
business as the University of North Dakota, is currently conducting a Occupational  
Therapy Curriculum within the University and desires to obtain Level I & II  
Occupational Therapy experience for students enrolled in the curriculum and

**WHEREAS**, the Agency is committed to the professional education and training of  
occupational therapy students and is willing to assist in their education by providing  
opportunities to complete a fieldwork experience.

**NOW THEREFORE**, the University and Agency 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 Agency and students that outlines standards of performance and guidelines for the fieldwork experience.
- 1.3 To provide professional liability insurance for the students and University faculty. The limits of this insurance will be \$1,000,000 per occurrence/\$3,000,000 annual aggregate. General liability coverage for the University will be provided through the North Dakota state risk management fund which has limits of \$250,000 per person/\$1,000,000 per occurrence, with no annual aggregate limit. University will maintain workers' compensation coverage as required under North Dakota law.

- 1.4 To inform students of the confidential nature of all Agency and client records and information.
- 1.5 To assign a faculty member who will serve as a liaison between the Agency and the University.
- 1.6 To provide to the Agency information regarding the student's experience or academic background or both prior to placement, as authorized by the student.
- 1.7 To place only students who have satisfactorily completed all required prerequisite courses and any other academic requirements and have been recommended by faculty for placement in the fieldwork experience.
- 1.8 To notify students of required health screening.
- 1.9 To inform the students that they must comply with the health requirements of the Agency and supply the Agency with any required documentation.

## **II. THE AGENCY AGREES:**

- 2.1 To collaborate with the University in the selection of learning assignments which meet the educational needs of the students.
- 2.2 To supervise and instruct the students during the fieldwork experience. Upon request, the Agency shall submit vitae of persons supervising or instructing students to the University.
- 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 Agency will follow any oral notice made under this paragraph with a written memorandum.
- 2.5 To provide the students with appropriate office space and resources, including access to the Agency's library, to carry out their assigned duties.
- 2.6 To orient students and, as needed, the faculty liaison, to the Agency and its policies, procedures, rules and regulations applicable to their conduct while in the Agency.
- 2.7 To notify the University prior to student placement in the Agency of any requirements for student immunizations or medical insurance coverage.

- 2.8 To maintain all licenses, permits, certificates and accredited statuses held at the time of execution of this Agreement which are applicable to performance of this Agreement.
- 2.9 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 AGENCY AGREE:**

- 3.1 That the number of students placed in the Agency, the duration and the timing of the fieldwork experience shall be mutually agreed upon.
- 3.2 To collaborate in identifying specific fieldwork experience objectives, the student assignments, and learning activities for each student placed in the Agency.
- 3.3 To follow termination procedures outlined in the field-based instruction manual in the event the placement is terminated prior to its intended conclusion.
- 3.4 That the Agency may exclude from participation any student whose performance is determined to be detrimental to the Agency's clients; who fails to comply with proper channels of communications, with established Agency policies and procedures or with the Occupational Therapy Code of Ethics; or whose performance is otherwise unsatisfactory, including any student who is unable to maintain compatible working relationships with the Agency's employees, or whose health status may prevent required attendance and student's successful completion of the fieldwork experience.

### **IV. LIABILITY**

- 4.1 Each party shall be responsible for claims, losses, damages, and expenses which are proximately caused by the negligent or wrongful acts or omissions of that party or its agents, employees, or representatives, acting within the scope of their duties.
- 4.2 The tort liability of the University is as set out in chapter 32-12.2 of the North Dakota Century Code and subject to the conditions and limitations contained therein. Nothing herein shall preclude the State of North Dakota from asserting against third parties any defenses to liability it may have under North Dakota law or be construed to create a basis for a claim or suit when none would otherwise exist.

- 4.3 Agency agrees to inform University in the event either an investigation or claim arises out of patient or client care services performed pursuant to this Agreement, and shall provide University with reasonable access to information involving such investigation or claim. Agency shall notify University of the disposition of any such investigation or claim.

## **V. TERM AND TERMINATION OF AGREEMENT**

- 5.1 This agreement shall be effective beginning the 7<sup>th</sup> day of September, 2010, and shall continue for one year. It will be automatically renewed for subsequent periods of one year unless either the University or the Agency terminates the agreement by tendering 30 days written notice prior to the intended date of termination. This agreement may be terminated by either party at any time upon 90 days written notice to the other party.
- 5.2 In the event that the Agency terminates this agreement, the Agency agrees that no students participating in an ongoing fieldwork experience will be denied the opportunity to complete the affiliation, even when the effective date of termination occurs prior to the completion date of the fieldwork experience. In such an event, all applicable provisions of this agreement, including the right to terminate any student, shall remain in force until the end of the fieldwork experience.
- 5.3 The University may terminate this Agreement effective upon delivery of written notice to the Agency, or at such later date as may be stated in the notice, if any license, permit, certificate or accreditation required by law, rule or regulation, or by the terms of this Agreement, is for any reason denied, removed, suspended, or not renewed.

## **VI. NONDISCRIMINATION**

The University and the Agency agree that in the performance of this contract there will be no discrimination in violation of the law or the policies of the University of North Dakota. Therefore, there will be no discrimination on the basis of race, color, sex, religion, sexual orientation, age, national origin, genetic information, the presence of any mental or physical disability, political belief or affiliation, status with respect to marriage or public assistance, or veteran status.

## **VII. APPLICABLE LAW**

This agreement is governed by the laws of the State of North Dakota.



## **VIII. ASSIGNMENT**

Neither party may assign or otherwise transfer or delegate any right or duty without the express written consent of the other party.

## **IX. 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.

Notices to UND shall be addressed to:

1. Debra J. Byram-Hanson  
University of North Dakota  
School of Medicine & Health Sciences  
Occupational Therapy Department  
Hyslop Sports Center Room #210  
2751 2<sup>nd</sup> Avenue North Stop 7126  
Grand Forks, ND 58202-7126

Notices to Moorhead Area Public Schools shall be addressed to:

Insert here name, title, complete address:

Jill Skarvold

Director of Learner Support Services

2410 14th St S

Moorhead, MN 56560

The provisions of this section do not supersede any statutes or rules of court regarding notice of claims or service of process. In the event of a conflict between this section and any statutes or rules of court, the statutes or rules of court govern.

## **X. MODIFICATION**

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

## **XI. 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 provision 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.

## **XII. AUTHORITY TO EXECUTE DOCUMENTS**

Authority to execute documents pursuant to this Agreement on behalf of the University is vested in the Dean, School of Medicine.

Authority to execute documents pursuant to this Agreement on behalf of the Agency is vested in Jill Skarvold.

Documents purporting to bind a party shall be executed by the person or persons with authority to execute documents on behalf of the party.

## **XIII. 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.

## **XIV. CONSIDERATION**

Under the terms of this Agreement, neither party is obligated to make any payments of any kind to the other party.

## **XV. 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, express 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.

## **XVI. INDEPENDENT CONTRACTORS**

The parties are independent contractors and shall not 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 not have any authority, either express or implied, to enter any agreement, incur any obligations on the other party's behalf, nor commit the other party in any manner whatsoever without the other party's express prior written consent. Any promotional business representation by either party of the other shall be approved in advance.

## XVII. HEADINGS

The 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**  
**THE UNIVERSITY OF NORTH DAKOTA**

\_\_\_\_\_/\_\_\_\_\_(date)  
Dr. Joshua Wynne, Vice President  
for Health Affairs and Dean of the School of  
Medicine and Health Sciences

\_\_\_\_\_/\_\_\_\_\_(date)  
Janet Jedlicka, Ph.D., OTR/L Associate Professor/Chair  
Occupational Therapy Department

**APPROVED FOR** Moorhead Area Public Schools  
Name of Agency

\_\_\_\_\_/\_\_\_\_\_(date)  
~~Agency~~ Chair


\_\_\_\_\_/\_\_\_\_\_(date)  
~~Department of Agency~~  
Moorhead School Board



Learner Support Services  
**Moorhead Area Public Schools**

Memo LSS.10.022

TO: Lynne Kovash, Superintendent

FROM: Jill Skarvold, Director of Learner Support Services 

DATE: June 24, 2010

SUBJECT: 2010-2011 Elementary and Secondary Education Act (ESEA) Consolidation Application

Program information and a budget summary related to the district's plan for the 2010-2011 Elementary and Secondary Education Act (ESEA) and American Recovery and Reinvestment Act (ARRA) applications will be available online with the School Board agenda. These applications are completed with Electronic Minnesota Accountability Plan (EMAP) and filed online.

The preliminary 10/11 allocation for Title programming includes:

Title I, Part A	Basic Programs	\$ 729,737
Title I, Part D	Neglected or Delinquent	\$ 63,586
Title II, Part A	Improving Teacher Quality	\$ 288,278
Title III	Limited English Proficiency	\$ 46,116
ARRA Title I, Part A		\$ 230,793

The funding, along with previous year carry over will be used for a variety of programs including Title I services, Instructional Coaches and professional development.

**Suggested Resolution:** Move to approve the 2010-2011 Elementary and Secondary Education Act (ESEA) and American Recovery and Reinvestment Act (ARRA) applications as presented.

JS/ca



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.10.124

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ron Nielsen, Director of Human Resources  
DATE: June 22, 2010  
RE: Part-time and Substitute Pay Schedule Change

Attached is a copy of the Part-time and Substitute pay Schedule for 2010-2011. This pay schedule covers district employees who are not part of a contract or association. Community Education and Long Term Substitute rate were made according to the Teachers' Master Agreement.

**SUGGESTED RESOLUTION:** Move to approve the pay schedule as presented.

PART TIME AND SUBSTITUTE PAY SCHEDULE  
2009-2010 2010-2011

**ADULT/COMMUNITY ED**

	<u>2009-10</u>	<u>2010-11</u>
Vocational Licensed Teacher (0-1years)/Coach	25.21	<del>25.21</del> <u>25.46</u>
Vocational Licensed Teacher 2 years	25.75	<del>25.75</del> <u>26.00</u>
Vocational Licensed Teacher 3 years or more	26.23	<del>26.23</del> <u>26.48</u>
Vocational Teacher/Coach	16.52	16.52
After-school	15.57	15.57
Program Assistant/Classroom Aide	7.47	7.47
Evening Sec/part-time clerical and para	9.75	9.75
Catalog Delivery	7.38	7.38
Helper	7.25	7.25
Kid Source	7.25	7.25
Summer Program Student Coach (1-2 years)		8.00
Summer Program Student Coach (3+ years)		10.00

**SUBSTITUTE TEACHERS**

Day 1-10 Consecutive same classroom	<del>89.00</del> <u>90.00</u>
Day 11-30 Consecutive same classroom	<del>112.00</del> <u>113.00</u>
Day 31 and over Consecutive same classroom	<del>168.50</del> <u>173.90</u>
(This pay is not retroactive)	

Substitute Bonus: After 25 full-time days any classroom 100.00

**LICENSED TUTORS - TEACHERS**

24.71 24.71

**ASSISTANT SERVERS - FOOD SERVICE**

Part-time (non-contract) (start)	12.15	12.15
After 3 years	12.45	12.45
After 5 years	12.75	12.75
After 10 years	13.05	13.05

**NOON HOUR SUPERVISORS/FOOD SERVICE WORKERS/SUBS**

Part-time (non-contract) (start)	9.00	9.00
After 2 years	9.30	9.30
After 5 years	9.60	9.60
After 10 years	9.90	9.90

**INTERPRETERS**

Part-time (non-contract)	23.53	23.53
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**COTAS**

Part-time (non-contract)	17.58	17.58
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**SECRETARIES**

Part-time (non-contract)	9.75	9.75
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**PARAPROFESSIONALS (TEACHERS ASSISTANTS)**

Part-time (non-contract)	9.75	9.75
Substitute	9.75	9.75

**CUSTODIANS**

Part-time (non-contract)	9.75	9.75
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**STUDENT GENERAL HELP**

7.25 7.25

**CURRICULUM WRITING**

27.34 27.34

**EXCEL/TARGETED SERVICES**

	41.69	<u>40.00</u> beginning 8/26/10
Summer School (newly hired staff after 7-1-07)	25.00	<u>27.34</u> beginning 8/26/10





Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.146R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 17, 2010

SUBJECT: Resolution Establishing Dates for Filing Affidavits of Candidacy

Please find attached a Resolution Establishing Dates for Filing Affidavits of Candidacy which includes the Notice of Filing Dates for Election to the School Board for your review. The adoption of this resolution is discretionary; the publication of the notice is mandatory.

Suggested Resolution: Move to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy.

LAK:mde  
Attachment

RESOLUTION ESTABLISHING DATES  
FOR FILING AFFIDAVITS OF CANDIDACY

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 152 shall begin on Tuesday, August 3, 2010 and shall close on Tuesday, August 17, 2010. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 17, 2010.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the *Forum*, the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD AREA PUBLIC SCHOOLS  
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 152 shall begin on Tuesday, August 3, 2010 and shall close at 5:00 o'clock p.m. on Tuesday, August 17, 2010.

The general election shall be held on Tuesday, November 2, 2010. At that election, one (1) member will be elected to the School Board for a two (2) year term and three (3) members will be elected to the School Board for four (4) year terms each.

Affidavits of Candidacy are available from the school district clerk, 2410 14th Street South - Moorhead. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on Tuesday, August 17, 2010.

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

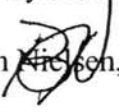
BY ORDER OF THE SCHOOL BOARD

\_\_\_\_\_  
School District Clerk



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.10.127

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ron , Director of Human Resources  
DATE: June 22, 2010  
RE: Administrators' Master Agreement 2010 - 2012

A new two-year contract was successfully negotiated with Moorhead Administration for the period of July 1, 2010 through June 30, 2012

Language changes to the new contract were made to the following Articles of the contract:

1. Article X. Sabbatical Leave, Section 3
2. Article XI. Insurance, Section 1
3. Article XIV. Severance Pay, Section 2

The two year contract includes no step increase with \$2,500 added each year to salary schedule.

Year	Cost	Percentage Increase
2010-2011	\$2500	2.29%
2011-2012	\$2500	2.26%
TOTAL	\$5000	4.34%

**SUGGESTED RESOLUTION:** Move to approve the Administrators' Master Agreement for 2010-2012 as presented with no step increase and \$2,500 added each year to salary schedule.

Year	Cost	Percentage Increase
2010-2011	\$2500	2.29%
2011-2012	\$2500	2.26%
TOTAL	\$5000	4.34%



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.148R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 22, 2010

SUBJECT: School Board Work Session

A School Board work session is recommended for Monday, July 19, 2010 at 12:30 p.m. in the Board Room 224 (PCE). Discussion items will include school district and board priorities.

Suggested Resolution: Move to approve Monday, July 19, 2010 at 12:30 p.m. to conduct a School Board work session to discuss school district and board priorities.

LAK:mde



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.147R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: June 22, 2010

SUBJECT: Moorhead High School Student Handbook

Attached is the 2010-2011 Moorhead High School Student Handbook. According to Moorhead School Board Policy 221, the handbook is to be presented to the School Board for an annual review.

The changes made to the handbook have been highlighted in a lined-out version. A completed copy of the handbook will be available on the district's Web site at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us).

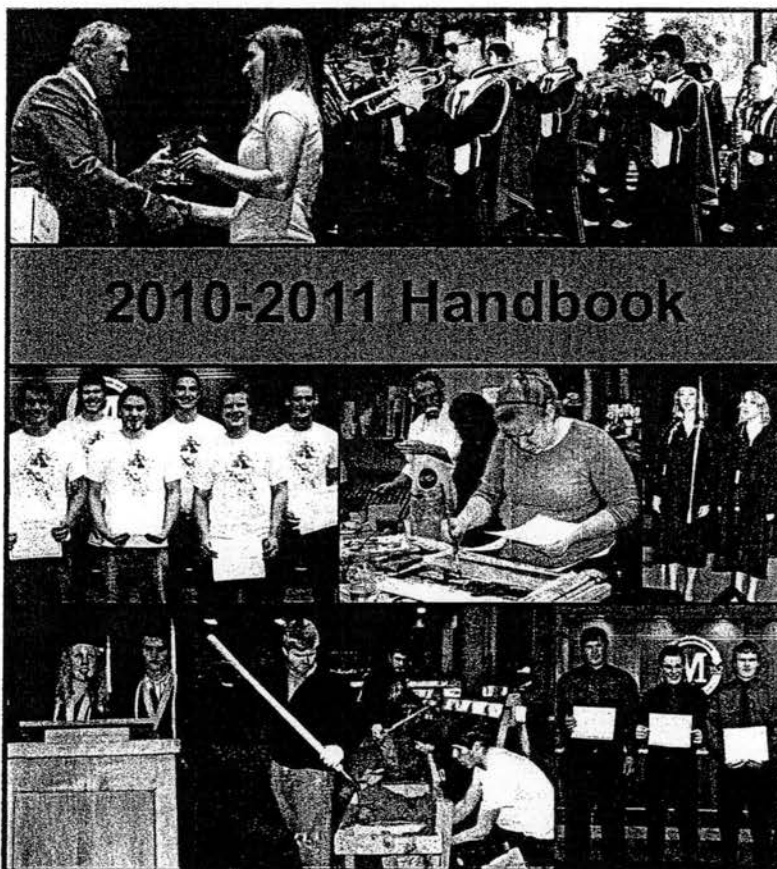
Suggested Resolution: Move to approve the 2010-2011 Moorhead High School Student Handbook as presented.

LAK:mde  
Attachment



# Moorhead High School

*A leader in academics, activities, arts and athletics*





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

*District Web site is located at:*  
[www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)

**Moorhead High School**  
**Daily Class Schedule**  
2009-10 2010-11

Period 1	8:25 - 9:10	Block 1	8:25 - 9:55
Period 2	9:15 - 10:00		

Period 3	10:05 - 10:50	Block 2	10:05 - 11:35
Period 4	10:55 - 11:40		

<b>1st Lunch 11:40 - 12:15</b>		Block 3	12:15 - 1:45 or (11:45 - 1:15)
Period 5	11:45 - 12:30		
Period 6	12:35 - 1:20		

**2nd Lunch (Split Lunch) 12:30 - 1:05**  
Class 11:45 - 12:30/Lunch 12:30 - 1:05/Class 1:05 - 1:50

<b>3rd Lunch 1:20-1:55</b>		Block 4	1:55 - 3:25
Period 7	1:55 - 2:40		
Period 8	2:45 - 3:30		

**Lunch Schedule**

**1st Lunch** Art, Science, Math, Industrial Tech 5 & 6  
Blocked (11:40 - 12:15)

**2nd Lunch** English, Social St., World Lang. 5 & 6  
Blocked (12:30 - 1:05) Split Lunch

**3rd Lunch** ALL Skinnies (45 min) 5th and 6th in all departments  
(1:20 - 1:55) 5 & 6 Blocked  
Business, FCS, Fitness/Wellness, LSS, Music  
Theatre Arts

Deposits to lunch accounts may be made throughout the school day into the meal account deposit box located by food and nutrition office.

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

### WEDNESDAY COLLABORATIVE DAY SCHEDULE

Staff Collaboration Time = 8:10 - 9:00

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

#### Lunch Schedule

1st Lunch 12:00 - 12:35

2nd Lunch 12:45 - 1:20

Split Lunch (class 12:05 - 12:45/lunch/ class 1:20 - 2:00)

3rd Lunch 1:30 - 2:05

### SHORTENED SCHOOL DAY SCHEDULE (2 Hours Late)

\*Use 3rd period or Block 2 class to determine lunch shift

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

1st Lunch - Art, Math, Science, Industrial Tech.

2nd Lunch - English, Social Studies, World Languages, ESL

3rd Lunch - all Skinnies, Business, FCS, Fitness/Wellness, LSS, Music, Theatre Arts

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

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

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

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

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

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

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

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

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

minimum. The school will be the final authority in excusing the student and issuing an Advance Make-up Slip.

**NOTIFICATION OF ABSENCES:** Notifying the school of absences which fall into the excused categories is the responsibility of the parent/guardian of the student. Calls should be made the morning of the absence or a note should be brought in by the student on the morning of his or her return to school. **If an absence has not been excused in 48 hours it will remain unexcused. The attendance number for grades 9-11 is 284-2303. The number for grade 12 students is 284-2304.** Parents/Guardians and students are encouraged to monitor attendance through PowerSchool.

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

1. An unexcused absence will result in detention time assigned.
2. Coaches and advisors will be advised of team members/students who have unexcused absences. When an unexcused absence is verified, a student will not be permitted to participate in each of that day's or the next day's scheduled extracurricular activities (e.g. practice, game, rehearsal).
3. On the third unexcused absence the student will be referred to a truancy intervention or counseling program. Once the referral has been made, attendance will be closely monitored, attendance contracts may be held and detention and in-school suspension will be used to enforce school district policy. Parental/guardian notification will be made.

**MEDICAL RELATED ABSENCE:** Physician verification will be required for excused absences if personal illness goes beyond three (3) consecutive days. If administration believes other reasons, other than illness, may underlie the repeated absences medical verification may be requested.

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

Students who do not check out through the office are considered unexcused.

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

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

**DETENTION:** Detention will be held daily before school and after school. Detention **can not** be served during the scheduled school day of 8:25 a.m.-3:30 p.m. Detention will be assigned for unexcused absences and may be assigned for other disciplinary reasons. Freshmen, sophomores and juniors who fail to attend detention will be assigned in-school suspension. **It is the students responsibility to monitor PowerSchool for detention notification.**

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

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

**MAKE-UP POLICIES FOR EXCUSED ABSENCES:** School work missed because of an excused absence must be made up within two class days from the date of the student's return to school. This applies to school work assigned during the time period the student was absent from school. Any previously assigned work is due on the day of the students return. The student will be required to make arrangements with the teacher to make up any school work missed and receive a grade. A teacher may require additional assignments to compensate for any loss of class discussion and information.

School work not turned in to a teacher within the two-day guideline may result in the assignments receiving a lower grade or no credit. In the case of a prolonged (3 or more days) excused absence, the teacher and student should mutually agree upon a deadline. An administrator will mediate if mutual agreement is not reached.

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

**ADVANCE MAKE-UP:** In the event that a student is aware they will be absent from school, ~~either part of a day or all day for more than two (2) days~~, they are to make arrangements in advance by ~~having their parent(s)/guardian(s) request the excuse by written note at least 24 hours in advance of the absence. The student then must present the Advance Make-up Slip to each teacher one (1) day prior to the date of absence bringing a written notice from their parent(s)/guardians(s) to the attendance office. This written request must be at least 24 hours in advance of the absence. The student will then be given an Advance Make-up Slip which they will have each of their teachers sign at least one (1) day prior to the date of absence. All assignments are to be made up in advance unless specific arrangements are made with teachers. Students who will be gone from school two (2) days or less will assume the responsibility to contact teachers and make arrangements for any missed work.~~

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

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

**PASSES:** Students who need to leave their classes for purposes such as the washroom, office, health office, locker, or counselor must use the hallway pass included in their student handbook signed by their teacher. Students who abuse passes by being disruptive or using them excessively may lose this privilege. Students may be denied pass privileges after three (3) unexcused absences. Reinstatement of pass privileges will occur only after a suitable plan for correcting attendance problems has been developed by the student, submitted to the administration and followed successfully.

**DISCIPLINE HANDBOOK:** All students receive a copy of the Moorhead Area Public Schools discipline handbook at the start of each school year. Students are responsible to know its contents. School discipline



policies apply at all events in which the school is involved, regardless of the site, as well as on school transportation.

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

**GUIDELINES FOR VISITORS TO MHS:** City ordinances and state statutes require that all visitors report to the main office immediately for a visitor's permit. Student visitors are not allowed. Exceptions will require advanced administrative approval.

An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district. Unauthorized persons in the building will be asked to leave and may be reported to the police; failure to leave will result in trespassing charges being filed.

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

**DRUG-FREE SCHOOL:** The area in and around Moorhead High School is a drug free zone. Any student caught ~~possessing or selling drugs will~~ be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school. Offenders may also be subject to increased penalties as defined by state law. ~~using 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. "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. Discipline may include:~~

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

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

**WEAPON-FREE SCHOOL:** The area in and around Moorhead High School is a weapon free zone. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; paint ball guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks, mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a

weapon. Any student caught possessing a weapon on school grounds will be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school. Offenders may also be subject to increased penalties as defined by state law.

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the building administrator's office shall not be considered to possess a weapon.

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

**TOBACCO:** Moorhead High has been designated a tobacco-free building. Tobacco use or possession, including smokeless tobacco, is not permitted by any student while on the school grounds or at school-sponsored events. Minimum corrective actions include:

- Referral to legal authorities
- Parent(s)/Guardian(s) conference
- Additional corrective actions may be used.

For additional information refer to School Board Policy 551 and 573 on the school district Web site or in the school office.

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

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

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

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

Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Moorhead School Board Policy 570.

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

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

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

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

1. Everyone in Moorhead Area Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, sexual orientation, national origin, or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sexual orientation, national origin, sex or gender:
  - a. name calling, joking or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If you believe you have been the victim of any type of harassment you should report it to any school district official.

4. This report may be oral or you may also make a written report. It should be given to a teacher, counselor, the building administrator or the Human Rights Officer (Director of Human Resources).
5. Your right to privacy will be respected as much as possible.
6. The school district will investigate all reports of religious, racial, sexual orientation, national origin, or sexual harassment or violence and the school district will take all appropriate actions based on the report.
7. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported a concern.
8. This is summary of the school district policy against religious, racial, sexual orientation, national origin, and sexual harassment and violence. Complete policies are available in the building administrator's office and the Superintendent's Office and at the school district's Web site at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us).

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

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

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

#### Reporting Procedure

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

possible situations, circumstances or events which might include hazing. Any such person who received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

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

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

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

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

**BULLYING:** "Bullying" means any written, electronic or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions.

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

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

**LOITERING:** Students are not allowed to loiter in locker bays or hallways while classes are in session.

**CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR:** Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. For additional information refer to School Board policy 721 on the school district Web site or in the school office.

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

**MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT:** It is the policy of the Moorhead Area Public Schools to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It is the responsibility of Moorhead Area Public Schools to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse; and, to make the school community safe for children by promoting responsible child care in all settings. In all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clay County Social Services.

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

For additional information refer to School Board Policy 534 on the school district Web site or in the school office.

**LOCKERS:** Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as



practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

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

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

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

**POWERSCHOOL:** PowerSchool allows parents and guardians to access their child's grades, attendance, and lunch account balance through their telephones or home computers. To access PowerSchool, parents and guardians need an authorization code, which is available in the school counseling office: you will be asked to show a picture ID before codes are given. Please contact the office for more information. **Students are responsible to monitor PowerSchool for notification of detentions they may have been assigned for unexcused absences or disciplinary reasons.**

**NUISANCE DEVICES:** Because of the potential for disruption to the learning environment, students are not to bring items to school which may create a danger, create a disturbance or may interfere with the normal conduct of the school. These devices typically may include, but are not limited to: water guns, chains, beepers, electronic games, or laser lights.

**PERSONAL ELECTRONIC DEVICES (PEDs):** Personal electronic devices include all electronic communication and entertainment devices that can be used by a student that includes cell phones, cameras, music players, calculators, electronic games, video players, computers, and personal digital assistants.

PEDs, **except for cell phones**, may be used during passing time or in classrooms with teacher permission, or in the commons during study time.

Signage will designate acceptable use areas for cell phones. Cell phones are prohibited from use in classrooms. Students are not allowed to use cell phones in any area in the building while they are scheduled to be in class.

Disciplinary action for inappropriate cell phone use:

**First Offense** - Phone is confiscated until the end of the day, parent/guardian notified

**Second Offense** - Phone is confiscated and parent/guardian is required to meet with administrator to retrieve phone.

**Third Offense and beyond** - Phone is confiscated and student is suspended. Parent/guardian meeting is required upon student's return to school to retrieve phone

\*The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.

\*PEDs may not be attached to the school network with a wired or wireless connection.

\*Any PED that has the capability to take photographs or record video or audio shall not be used in restrooms, locker rooms or any other area that privacy is assumed.

\*PEDs are also governed by other district policies (e.g. harassment, copyright, acceptable use).

- Student conference
- Confiscation

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

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

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

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

**IMPROPER ACTIVATION OF FIRE ALARMS:** The improper activation of fire alarms is illegal. Any student who causes a false alarm will be

suspended and referred to legal authorities. A second offense may result in expulsion.

**FIRE, TORNADO AND LOCK DOWN DRILLS:** Emergency drills will be conducted throughout the school year.

**REGISTRATION:** Student registration typically takes place in February for grades 9-11. Four year plans are discussed during the 9th grade year and updated as needed during registration. The four year plan serves as a guide for registration and is flexible to allow for changes. All students who request admission to Moorhead High School and have not attended a high school for the previous two weeks or longer will be encouraged to enroll in alternative education options for the remainder of the semester. These students will be eligible to enroll at the start of the next year or semester. Students who have failed a significant number of middle school/junior high courses may be required to take alternative/remedial course work as a condition of entering the high school.

**GRADUATION REQUIREMENTS:** Registration guidelines list a total of 29 credits. Moorhead High School students must successfully complete 26 credits. Along with completion of credits, students must pass Graduation-Required Assessments for Diploma (GRAD) in writing, reading. Passing the mathematics GRAD test is not currently required to graduate. Students not passing the math GRAD test are required to participate in a remediation plan and retest at least twice. All students participating in the graduation exercises must have completed the required minimum number of credits and met all graduation requirements as well as completed the Senior Checkout Process with his/her Counselor. Students who fail to complete the Senior Checkout process will not be allowed to participate in the graduation exercises. Those students not participating in the graduation exercises will be able to pick up their diplomas beginning on the Monday following the ceremony.

Beginning with the Class of 2011, students will be required to return or pay for all library books, text books or other school issued materials they failed to return during their years at MHS before they can begin the Senior Checkout process. The Senior Checkout process is required to participate in the graduation exercises.

It is an expectation that all library books, text books, and other school issued materials be returned every year. Students will be noticed annually of missing materials.

If a senior has not served all of his or her assigned hours of detention by the second to the last Friday before graduation ceremonies, that senior will not be allowed to participate in the ceremonies.

For additional information refer to School Board Policy 640 on the school district Web site or in the school office.

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

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

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

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

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

9th grade counselor	Toni Bach	284-2313
10-12 A-G	Mary Beth Pilon	284-2319
10-12 H-N	Jeff Robinson	284-2316
10-12 O-Z	Sarah Miller	284-2315
Student Assistance	Scott Matheson	284-2314

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

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

**PASS/FAIL OPTION:** Students taking a required course load are eligible to request pass/fail in one or more classes but must be graded in a minimum of four classes. Check with your counselor for forms. Deadlines for pass/fail option is 15 school days from the start of the class. Once you have been graded, you cannot change to a pass/fail option. Students who drop two grade levels below the average that they are capable of carrying could have this option removed the first or third quarter, and they would be graded by letter grade in the course for the

rest of the semester. Students who fail a course and retake it at a later time will have their original failure replaced by the more recent grade.

**TESTING OUT OPTION:** A student may receive credit for a course on a pass/fail basis before, during or after taking that course by successfully demonstrating mastery of its content through a testing process. Testing out is offered two times per year (October and February). The student must complete the application to test out one week before the assessment dates. For more information, please see your counselor.

For additional information or an application refer to School Board Policy 653.1 on the school district Web site or in the school office.

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

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

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

- Grade 9 - 3.80 cumulative G.P.A. through first semester
  - Grade 10 - 3.70 cumulative G.P.A. through first semester
  - Grade 11 - 3.65 cumulative G.P.A. through first semester
  - Grade 12 - 3.60 cumulative G.P.A. through first semester
- A = 4.00, A- = 3.75, B+ = 3.50, B = 3.00, B- = 2.75, C+ = 2.50, C = 2.00, C- = 1.75, D+ = 1.50, D = 1.00, D- = .75

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

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

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

**DROPPING A CLASS:** Once a student is enrolled in a class, you may drop it only after consultation with a counselor. You will also need parental permission. In most instances, you cannot drop a class with fewer than 15 students enrolled. The deadline for dropping a class is 15 school days from the start of the class. Any class dropped after this deadline will result in a withdraw/fail which carries the same GPA weight as an "F".

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

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

**TRANSFER STUDENTS/GRADUATION:** Students who transfer in as a senior may graduate by meeting the previous school's requirements and, therefore, be awarded a diploma by that school. If students plan to participate in Moorhead High School's graduation ceremony, they must meet district requirements.

**MINNESOTA POST-SECONDARY ENROLLMENT OPTIONS ACT:**

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

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

**HOMEBOUND INSTRUCTION:** Students who are absent for 10 consecutive days are eligible for homebound instruction. Authorization from a physician must be on file requesting the same. All requests for homebound instruction are to be directed to the health office and then to the Office of Teaching and Learning (284-3310) and can be initiated before the time lines are in effect.

**MINNESOTA CHOICE PROGRAMS:** The open enrollment option is available for students to attend the Minnesota school of their choice. The deadline for an application for open enrollment is January 15 of the



preceding year. See your counselor for more information. For online study options please see your counselor

For additional information see School Board Policies 511 and 610 on the school district Web site or in the school office.

**CURRICULUM REVIEW:** Parents have the right to review the curriculum and to determine which instruction will be provided by the parent.

For additional information refer to School Board Policies 620 and 620.2 on the school district Web site or in the school office.

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

1. Any student failing two or more classes, or having two or more incompletes, will be ineligible for a minimum of two weeks. Student eligibility will be monitored at the end of each nine week grading period. Students deemed ineligible will have to provide evidence that they have achieved passing status or have satisfied any incompletes to regain eligibility.
2. There shall be no conduct by students participating in activities, whether or not that activity is currently in season, that will bring discredit to the student, parents, activity, school or community. Penalties for rule violations will be administered at the discretion of school officials.
3. Moorhead School Board Policy and the Minnesota State High School League rules shall be enforced as the minimum standard of conduct for all participants in activities.
4. Students are expected to be in school on the day of a contest, play, concert or event as well as the following day. Violations may result in a forfeiture of practice on the succeeding day, loss of the right to appear in a public performance or meet and/or an unexcused absence.
5. Students must dress appropriately when representing the school. Neat, casual dress clothes are appropriate.
6. Awards and honors are presented in trust. Should the student violate that trust, the honor or award may be revoked.
7. Fees are charged to participate in certain school activities and all athletic programs those fees are available in the activities office. The total fee for any student shall not exceed \$350 per year.

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

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

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

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

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

#### SCHOOL SONG

Onward Moorhead, Onward Moorhead  
Fight right through that line!  
Onward Moorhead, Onward Moorhead  
Victory sure this time!  
Onward Moorhead, Onward Moorhead  
Fight on for your fame!  
So fight, Moorhead, fight-fight-fight  
To win this game.

**SCHOOL SPIRIT/SPORTSMANSHIP:** Moorhead Area Public Schools shares a vision with the Minnesota State High School League in seeking and maintaining high standards of sportsmanship in all sponsored

programs. To be educationally sound, activities must provide a setting in all programs where important values such as dignity, equity, fairness and respect are fostered. Good sportsmanship enhances respect for opponents and officials through efforts at showing self-control and by showing genuine concern for others. It is the responsibility of students, coaches, faculty, cheerleaders, adult spectators, officials and the media to pursue these values.

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

Any student choosing to attend any school sponsored activity(dances, plays, athletic events, ect.) in possession of or under the influence of any illegal substance, will be prohibited from attending any school related activities, outside of the school day. The period of suspension is listed below. Students will also be cited accordingly by the Moorhead Police Department

1st violation - The student will not be allowed to attend any school-sponsored activity for six (6) weeks.

2nd violation - The student will not be allowed to attend any school-sponsored activity for eight (8) weeks.

3rd violation - The student will not be allowed to attend any school-sponsored activity for the remainder of the school year.  
(weeks are counted as calendar days)

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

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

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

For additional information refer to School Board Policy 644 on the school district Web site or in the school office.

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

**MUSICAL INSTRUMENT RENTAL FEES:** The Moorhead School Board authorizes a rental fee of \$75 per instrument for each child playing a school owned instrument. Students are also expected to sign

an agreement listing their obligations for the maintenance of the instrument or repair of any damage beyond what may be expected from normal use.

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

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

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

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

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

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

**RELEASE OF INFORMATION:** All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student.

For additional information refer to School Board Policy 504 on the school district Web site or in the school office.

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

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. For additional information refer to School Board Policy 633 on the school district Web site or in the school office.

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

For additional information refer to School Board Policy 632 on the school district Web site or in the school office.

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

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

For additional information refer to School Board Policy 712 on the school district Web site or in the school office.

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

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

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

**BUILDING CLEANLINESS:** We ask that students be respectful and responsible by doing their part to keep the building clean. Help keep the building clean by depositing unwanted paper in wastebaskets or proper recycling bins.

Students are not allowed to bring food/beverages into classrooms(excluding water with teacher permission) unless it is appropriate for a class (e.g. Family Consumer Science). Breakfast and lunch food items must be eaten in the Commons/lunchroom. Students do have the privilege of bringing food/beverages into the building. Along with this privilege comes the responsibility of properly discarding waste and cleaning any spill or mess you may make. If building cleanliness becomes an issue this privilege may be revoked. Students not properly disposing waste will face disciplinary measures.

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

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

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

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving motor vehicles to Moorhead High School may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways or in other designated areas, (e.g. staff, visitors or busing lanes). **Vehicles in violation of parking regulations will receive a warning for the 1st offense and towed at owners expense for subsequent violations.**

**Patrols, Inspections and Searches**

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

**Student Use of Motor Vehicles**

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

**Violations**

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

Students park at Moorhead High School at their own risk. Moorhead Area Public Schools is not responsible for any damage or theft that occurs to vehicles parked on school property.

Bus service is provided to all eligible students.



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

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

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

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

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

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

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

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

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

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

For additional information regarding immunizations refer to School Board Policy 530. For additional information regarding medication refer to School Board Policy 532. These can be found on the school district Web site or in the school office.

**MEDIA CENTER:** The high school media center is easily accessible to the students and staff from 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 to 4:00 p.m. on Friday.

At the high school we have a large and excellent collection of materials that serve both the academic and recreational needs and interests of our students. These include over 22,000 fiction and nonfiction books, 85 magazine subscriptions, several daily and weekly newspapers, general and specific reference materials, both in print and electronic format. Equipment, including computers and printers, a photocopy machine and scanner are also available for student use. A highly qualified staff member is available to help students find resources, assist with computer programs, and give suggestions for recreational reading.

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

Students who are unable to abide by library policy and are disrupting other students or staff will be asked to leave. Food and beverages are not allowed in this facility. The deliberate abuse of any of the materials, programs or equipment located in the library/media center will be referred to a principal for disciplinary action.

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

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

# School Calendar 2009-2010

September 8	K-12 Classes Begin
September 18 & 19	Homecoming Parade, Game, Dance
October 12	Parent Teacher conferences (5-8:30)
October 13	Parent Teacher conferences (8-11, 12-4 5-8:30) No School
October 14-16	Teacher Comp & EM—No School
November 6	End of 1st Quarter
November 26 & 27	No School
December 1	Parent Teacher conferences (5-8:30)
December 23	Winter Break Begins
January 4	Classes Resume
January 15	End of 1st Semester/2nd Quarter
January 18 & 19	Teacher Workshops—No School
February 15	President's Day Holiday
February 16	Parent Teacher conferences (5-8:30)
February 18	Parent Teacher conferences (5-8:30)
March 17-19	No School
March 26	End of 3rd Quarter
April 2	No School
April 13	Grade 9 GRAD Test of Written Comp.
April 13 & 14	MCA II Grade 10 Reading, Grade 11 Math
April 20	GRAD Writing Retest Grade 12
April 27	Parent Teacher conferences (5-8:30)
May (dates TBD)	MCA II Science Test
May 31	Memorial Day Holiday—No School
June 3	Last Day for Students
June 6	Graduation

## EMERGENCY MAKEUP DAYS

June 7, 8, 9, 10, 11

### School Calendar 2010-11

September 7	K-12 Classes Begin
October 8 & 9	Homecoming Parade, Game, Dance
October 14	Parent Teacher conferences (5-8:30)
October 18	Parent Teacher conferences (5-8:30)
October 20	P/T conferences (8-11:30) No School
October 21 & 22	Teacher Comp & EM No School
November 2	GRAD Writing Retest Grades 10-12
November 9	End of 1st Quarter
November 24, 25, & 26	No School
December 7	Parent Teacher conferences (5-8:30)
December 22	Winter Break Begins
January 3	Classes Resume
January 17	Teacher Workshops No School
January 21	End of 1st Semester/2nd Quarter
February 14	Parent Teacher conferences (5-8:30)
February 17	Parent Teacher conferences (5-8:30)
February 21 & 22	President's Day & Teacher Work, No School
March 16, 17, & 18	No School
March 30	End of 3rd Quarter
April 2	No School
April 12	Grade 9 GRAD Test of Written Comp.
April 12 & 13	MCA II Grade 10 Reading
April/May (dates TBD)	MCA II Grade 11 Math online testing
April 19	GRAD Writing Retest Grade 12
April 22	No School
April 26	Parent Teacher conferences (5-8:30)
May (dates TBD)	MCA-II Science Test
May 30	Memorial Day Holiday - No School
June 2	Last Day for Students
June 5	Graduation

### EMERGENCY MAKEUP DAYS

June 3, 6, 7, 8, 9, 10



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.10.128 R

TO: Lynne A. Kovash, Superintendent  
FROM: Wayne A. Kazmierczak, Assistant Superintendent  
DATE: June 23, 2010  
SUBJECT: 2010-2011 Annual Operating Plan

Attached please find the draft 2010-2011 Annual Operating Plan. The following information is a summary of the preliminary expenditures and revenue budgets, by fund, for fiscal year 2011:

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
General Fund (01)	7,723,655	48,878,911	49,628,790	6,973,776
Food Service (02)	459,859	2,251,733	2,145,310	566,282
Community Service (04)	135,298	1,537,400	1,493,523	179,175
Debt Service (07)	44,728,836	6,823,832	6,465,385	45,087,283

Suggested Resolution: Move to approve the 2010-2011 Annual Operating Plan which includes the preliminary budget for fiscal year 2011.

WAK:nls  
Attachments



# 2010-2011 Annual Operating Plan

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



2010-2011  
ANNUAL OPERATING PLAN  
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## SCHOOL BOARD

	Term Expiration
Kristine Thompson, Chairperson	2011
Lisa Erickson, Vice Chairperson	2013
Cindy Fagerlie, Clerk	2013
Karin Dulski, Treasurer	2011
Mike Siggerud, Director	2013
Bill Tomhave, Director	2011
Sonia Mayo Hohnadel, Director	2011

## CENTRAL OFFICE TEAM

Dr. Lynne A. Kovash, Superintendent  
Wayne Kazmierczak, Assistant Superintendent  
Ron Nielsen, Director of Human Resources  
Jill Skarvold, Director of Learner Support Services  
Dan Markert, Director of Information Systems and Instructional Support

**INDEPENDENT SCHOOL DISTRICT 152  
MOORHEAD, MINNESOTA**

**MISSION STATEMENT**

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

**THE SCHOOL ENTITY**

The district encompasses 206 square miles in Clay County. It includes all or part of 11 townships. It is 34 miles long and ranges from 3-1/2 to 9-1/2 miles wide. It is bounded on the west by the Red River. The communities of Moorhead, Georgetown, Kragnes, Sabin, and Rustad are all part of the district. The district currently employs over 800 individuals in full and part-time positions. The district owns and operates a maintenance garage, an education center, three elementary schools, a middle school, a high school and an area learning center.

**OBJECTIVES OF THE ANNUAL OPERATING PLAN**

1. To approve the 2010-2011 preliminary budget.
2. To project revenue and expenditures for a two-year period beyond the current budget.
3. To present historical information.
4. To have the above information organized in such a manner that it may be used as a tool in the district's long-range planning process.

## **I. GENERAL FUND**

### **INTRODUCTION**

The School District is anticipating 2010-2011 General Fund revenues of \$48,878,911. This reflects a decrease of approximately \$1,366,179 compared to 2009-2010. This decrease is primarily due to the American Recovery and Reinvestment Act (ARRA) funds that were received in 2009-2010. These funds are a one-time influx of revenue and are therefore not sustainable. Additionally, the use of these funds is limited to the areas of Title I and special education. Expenses for the 2010-2011 General Fund are anticipated to be \$49,628,790. This reflects an increase of \$930,189 compared to projected expenditures from 2009-2010.

The net result of the recommended General Fund budget is an unreserved deficit of \$112,405 and a reserved deficit of \$637,474 for 2010-2011. The June 30, 2011 unreserved General Fund balance is projected to be \$6,911,474, or 14.7% of expenditures. Budget assumptions will be monitored to verify accuracy as new information becomes available. A revised budget will be presented to the board in approximately January, 2011.

## REVENUE

Line #

### **Property Taxes ..... 1**

The property taxes have increased due to the levy increase in equity and transition revenue, capital outlay, and bus levy. Effective with fiscal year 2010, the district's voter-approved excess operating levy will expire resulting in a decrease in levy revenue and state equity aid.

### **Interest..... 2**

Current interest rates are still very low, and with a declining fund balance we have less to invest.

### **Tuition and Fees ..... 3**

This line item contains, reimbursement from LCSC special education, medical assistance/3<sup>rd</sup> party billing, and tuition for special education services that are not include in the calculation for special education aid/tuition.

### **Other Local Sources..... 4**

This includes the fees from participation in extra-curricular activities, the ticket sales from activity events, rent from school facilities, rent from other property, student teacher reimbursement, concessions, reimbursement from Lake Land Mental Health Day Treatment, and miscellaneous.

### **General Education Aid ..... 5**

This aid represents the State share of the basic general education revenue which includes transportation revenue.

### **Tax Credits . ..... 6**

Border City tax credit is the largest of the tax credits we receive.

### **Non Public Transportation Aid ..... 7**

We receive funding to support non-public to/from transportation, and non-public between buildings transportation. This transportation is required in order to provide equal access to services for nonpublic students.

### **Special Education Aid ..... 8**

This is partial reimbursement for expenditures in special education. The aid represents a percentage of salary and supply costs incurred by the District plus or minus the adjustment for tuition. The District also receives aid for excess special education cost.

**REVENUE (Continued)****Line #****Federal Sources..... 9**

The district receives a number of federal grants both directly and through the State of Minnesota. Title I programming is the largest and the flow-thru funding for special education is the next largest.

**Operating Capital.....11**

The formula for calculating operating capital revenue is \$73 plus \$100 multiplied by the facilities age index (1.2580 for 2010-11) multiplied by the adjusted marginal cost pupil units. In addition, districts that operate year round programs such as the RRALC are entitled to \$30 for each pupil unit attending a year round program. The aid/levy mix is the same percentage as the general education formula allowance funding.

**Lease Levy .....12**

The District is authorized under MN Statute 126C.40 to levy for the cost of leasing space for instructional purposes or for school storage. The District submits an annual application to the commissioner for approval. The total levy for a year must not exceed \$150 times the resident pupil units for the fiscal year to which the levy is attributable.

**Head Start Rent .....13**

The Clay Wilken Opportunity Council paid in advance \$150,000 of which \$50,000 was recorded into the construction fund for the construction cost of the classrooms at Probstfield Educational Center in FY03 and \$100,000 was receipted into paid up rent in FY04.

**Sale of Equipment/Property.....14**

When there is equipment/property that is no longer of use to the District it is sold at a public auction or with public notice and the receipts are deposited in the capital outlay fund. Exceptions are made when state statute dictates that proceeds must be allocated other than described.

**Health and Safety.....17-18**

To receive health and safety revenue for any fiscal year a district must submit to the commissioner an application for aid and levy. The application may be for hazardous substance removal, fire and life safety code repairs, labor and industry regulated facility and equipment violations, and health, safety, and environmental management, including indoor air quality management. The revenue received is equal to the expenditures of the approved projects (See lines 79-85). The district no longer receives state aid for Health and Safety expenditures.



## EXPENDITURES

Line #

### **Administration and Support Services..... 23-26**

These lines include all costs for general administration, instructional administration, school site administration, and administrative support services. Administrative services are defined as those provided by head administrators who are in charge of instructional or instruction-related units including the school board, superintendent, assistant superintendents, principals, and directors of instructional areas. Included are the costs of their immediate offices, including those individuals in direct support of the administrator and the administrative support positions.

### **Regular and Vocational Instruction..... 27-30**

These lines include all activities related to the teaching of students in the classroom and co-curricular activities at the kindergarten, elementary and secondary levels excluding expenditures for special education instruction.

### **Special Education Instruction ..... 31-34**

These line items include the budget for activities that provide learning experiences for students of any age who, because of certain atypical characteristics or conditions, have been identified as requiring, or who would benefit by, educational programs differentiated from those provided students in regular or vocational instruction.

### **Instructional Support Services..... 35-38**

These line items include the budget for activities for assisting the instructional staff with the content and process of providing learning experiences for students in the kindergarten through twelfth grade. It includes, but is not limited to, the organization, management and operation of libraries and media centers and the budgets for staff development.

### **Pupil Support Services..... 39-42**

Includes all services provided to students that do not qualify to be classified as instructional services. The services include counseling and guidance, health, psychological, social work, crime prevention, and others.

### **Operations and Maintenance of Buildings and Grounds ..... 43-47**

These line items include the budgets for activities related to maintaining and sustaining the utility, economic and aesthetic value of existing District owned property. For buildings, this includes custodial care and ordinary upkeep. Equipment consists of repairs and maintenance of equipment to sustain original condition of completeness and efficiency.

### **Transportation Services.....48-53**

Includes the salaries and benefits and other costs to operate the transportation department.

### **Property/Liability Insurance.....54d**

This includes insurance premiums for property and liability coverage.

## OPERATING CAPITAL EXPENDITURES

Capital expenditures consist of expenditures for acquisition, additions, or improvement of sites, building, and equipment. An item qualifies as equipment if all the following criteria are met:

- It retains its original shape and appearance with use. It has a normal useful life of at least three years.
- It is nonexpendable. That is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- It represents an investment of money (usually a unit cost range of greater than \$500), which makes it feasible and advisable to capitalize the item.
- It does not lose its identity through incorporation into a different or more complex unit or substance.

Under a property control system each item or group of like items would be separately inventoried and controlled.

### **Special Assessments .....56**

Special assessments will be based on city improvements including projects related to repaving streets, curb and gutter work, and needed improvements for city services.

### **Leases .....57**

The District currently has lease agreements with the City of Moorhead for the Sports Center and Outreach Center, LaFamiglia Limited Partnership for RRALC, Fargo Schools for the gymnastics center, and Lakes Country Service Cooperative for the YES program.

### **Telephone/Telecommunications .....58**

Expenses include equipment and the leasing of telephone lines. E-rate reimbursements received through the federal government cause this line item to fluctuate.

### **Building Discretionary Allocation .....59**

Each building is allocated capital funds to cover incidental expenses that are not part of the long-range facility plan. The allocation is \$8.50 per student based on projected enrollment.

### **Athletics .....60**

This budget is for additions and replacement of athletic equipment.

### **Textbook/Curriculum Adoption .....61**

There is a review process annually to decide the needs relative to textbook acquisitions.

### **Music .....62**

This budget is for additions and replacement of musical instruments. Musical instrument purchase and replacement will be based on recommendations from the district's music staff.

**EXPENDITURES (Continued)****Line #****Media ..... 63**

Audiovisual equipment and application software will be purchased based on the recommendation of the building technicians, media specialists, and principals with assistance from the Director of Media Services and Director of Information Systems and Instructional Support. Attention will focus on the district's integration of technology and the delivery & implementation the district's curriculum. Media/library print books and electronic resources will be purchased as recommended by building Media Specialists in collaboration with the Director of Media Services & the Director of Information Systems and Instructional Support. Specific attention will be given to the current curriculum cycle, the district's focus on technology integration and those resources needed for implementation of the district's curriculum.

**Equipment Contingency Fund ..... 64**

Equipment that must be replaced immediately for continuity of instructional programs or for equipment essential for district operations will be purchased when necessary from this budget. This budget includes the leases and maintenance plans for the district copiers.

**Technology Staffing ..... 65**

This budget is for the wage and benefit expense associated with the Director of Information Systems and Instructional Support.

**Technology Plan .....66**

The technology plan is attached. It details the annual operating costs and the planned acquisitions for the next three years.

**Building Construction and Maintenance Plan .....68**

The building construction and maintenance plan is attached. It details the projected expenditures by building. This budget is also for the replacement of lawn maintenance and snow removal equipment.

**Deferred Maintenance.....69**

This revenue is intended for repairs and maintenance of the physical plant. The district is currently using this revenue primarily for roof repairs and maintenance.

**Transportation Equipment.....70**

Used for purchase of buses.

**Health and Safety Expenditures .....72-77**

The State Commissioner of Education has approved all of the expenditures included in this category. To be considered by the Commissioner for health and safety funding the project must be for hazardous substance removal, fire and life safety code repairs, labor and industry regulated facility and equipment violations, or health, safety, and environmental management including indoor air quality management. MN Statute 123B.57 defines the health and safety program.

**MOORHEAD AREA PUBLIC SCHOOLS**  
Fiscal Year 2011 Preliminary Budget

<b>GENERAL FUND (01)</b>	<b>FY09 Actual</b>	<b>FY10 Revised June</b>	<b>FY11 Preliminary</b>	<b>FY12 Projected</b>	<b>FY13 Projected</b>	<b>FY14 Projected</b>
<b>REVENUES</b>						
Property Taxes	970,900	581,325	539,732	539,732	539,732	539,732
Local Sources	1,090,875	1,017,625	1,060,378	1,079,441	1,100,029	1,121,030
General Education Aid	34,849,771	34,888,464	34,592,384	34,727,759	34,863,759	34,999,759
Other State Aids	380,181	431,280	438,347	440,930	443,933	446,995
Special Education Aid	7,845,099	7,384,492	7,532,182	7,682,825	7,836,482	7,993,211
Federal Aids Grants	2,654,636	3,002,314	2,766,762	2,766,762	2,766,759	2,766,759
Federal Stimulus Funds (ARRA)	-	609,542	-	-	-	-
OPEB Bonds	10,503,243	-	-	-	-	-
Capital Outlay	2,091,976	1,893,299	1,875,544	1,875,567	1,875,982	1,876,406
Health & Safety	64,216	436,749	73,582	105,000	105,000	105,001
<b>TOTAL REVENUES</b>	<b>60,450,897</b>	<b>50,245,090</b>	<b>48,878,911</b>	<b>49,218,017</b>	<b>49,531,677</b>	<b>49,848,894</b>
<b>EXPENDITURES</b>						
Administration	3,688,155	3,609,809	3,881,720	3,952,480	4,040,080	4,129,780
Regular Instruction & Vocational	21,833,298	21,086,196	20,995,460	21,356,190	21,946,110	22,376,820
Special Services	11,704,161	11,220,059	11,222,160	12,087,730	12,370,990	12,661,400
Instructional Support	2,289,826	2,350,026	2,372,710	2,416,270	2,469,230	2,523,500
Pupil Support	1,410,280	1,395,607	1,419,970	1,447,410	1,480,980	1,515,400
Buildings & Grounds	3,784,997	3,450,855	3,532,350	3,639,210	3,756,310	3,878,110
Transportation	3,261,341	3,496,978	3,617,820	3,726,620	3,841,690	3,960,550
OPEB	10,289,121	-	-	-	-	-
Capital Outlay	1,962,272	1,909,071	2,481,600	2,514,310	2,372,430	2,423,305
Health & Safety	150,480	180,000	105,000	105,000	105,000	105,000
<b>TOTAL EXPENDITURES</b>	<b>60,373,931</b>	<b>48,698,601</b>	<b>49,628,790</b>	<b>51,245,220</b>	<b>52,382,820</b>	<b>53,573,865</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>						
Unreserved	33,526	1,305,511	(112,405)	(1,388,461)	(2,354,696)	(3,178,073)
Reserved	43,440	240,977	(637,474)	(638,743)	(496,448)	(546,898)
<b>ENDING FUND BALANCE</b>						
Unreserved	5,718,368	7,023,879	6,911,474	5,523,014	3,168,318	(9,754)
Reserved	458,799	699,776	62,302	(576,440)	(1,072,888)	(1,619,786)
<b>Unreserved as % of Expenditures</b>	<b>9.82%</b>	<b>15.07%</b>	<b>14.69%</b>	<b>11.36%</b>	<b>6.35%</b>	<b>-0.02%</b>
<b>FOOD SERVICE (02)</b>						
Revenues	1,852,307	2,179,823	2,251,733	2,295,603	2,340,363	2,386,013
Expenditures	1,952,629	2,074,092	2,145,310	2,209,669	2,275,959	2,344,238
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(100,322)</b>	<b>105,731</b>	<b>106,423</b>	<b>85,934</b>	<b>64,404</b>	<b>41,775</b>
<b>ENDING FUND BALANCE</b>	<b>354,128</b>	<b>459,859</b>	<b>566,282</b>	<b>652,216</b>	<b>716,620</b>	<b>758,395</b>
<b>COMMUNITY EDUCATION (04)</b>						
Revenues	1,463,346	1,497,093	1,537,400	1,568,148	1,599,511	1,631,501
Expenditures	1,338,579	1,450,022	1,493,523	1,538,328	1,584,478	1,632,013
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>124,767</b>	<b>47,071</b>	<b>43,877</b>	<b>29,820</b>	<b>15,033</b>	<b>(512)</b>
<b>ENDING FUND BALANCE</b>	<b>88,228</b>	<b>135,299</b>	<b>179,176</b>	<b>208,996</b>	<b>224,029</b>	<b>223,517</b>



**GENERAL FUND (01) TRANSPORTATION FUND (03) CAPITAL OUTLAY (05)**

LINE #	2008-2009 ACTUAL	2009-2010 REVISED JUNE	2010-2011 PRELIMINARY	2011-2012 PROJECTED	2012-2013 PROJECTED	2013-2014 PROJECTED
Formula Allowance per Pupil Unit	5,124	5,124	5,124	5,124	5,124	5,124
Enrollment (Nov. 2009 Projections)	5,346	5,396	5,349	5,353	5,389	5,396
<b>REVENUES:</b>						
<b>General Fund</b>						
1 Property Taxes	970,900	581,325	539,732	539,732	539,732	539,732
2 Interest	202,978	50,000	50,000	50,000	50,000	50,000
3 Tuition & fees	465,652	397,540	405,491	413,601	421,873	430,310
4 Other local sources	422,245	570,085	604,887	615,840	628,157	640,720
5 General ed aid	34,849,771	34,888,464	34,592,384	34,727,759	34,863,759	34,999,759
6 Tax credits/Border city aid	219,683	286,980	291,161	290,800	290,800	290,800
7 Non public trans aid other state grar	160,498	144,300	147,186	150,130	153,133	156,195
8 Special ed aid,excess aid,pr yr adj	7,845,099	7,384,492	7,532,182	7,682,825	7,836,482	7,993,211
9 Federal aids/Grants	2,654,636	3,002,314	2,766,762	2,766,762	2,766,759	2,766,759
9a Federal Stimulus Title	0	459,189	0	0	0	0
9b Federal Stimulus Title I Delq	0	20,411	0	0	0	0
9d Federal Stimulus other Sp Ed	0	129,942	0	0	0	0
9e OPEB Bonds	10,503,243	0	0	0	0	0
10 Total General Fund	58,294,705	47,915,042	46,929,785	47,237,449	47,550,694	47,867,487
<b>Operating Capital</b>						
11 Operating Capital aid	787,243	741,963	715,301	715,000	715,000	715,000
11a Operating Capital Levy	446,408	489,675	518,849	518,849	518,849	518,849
11b Operating Capital Tech Aid	337,652	0	0	0	0	0
11c Operating Capital Deferred Maint Lev	172,918	197,015	244,692	244,692	244,692	244,692
11d Operating Capital Deferred Maint Aid	99,186	81,133	71,083	71,000	71,000	71,000
11d Operating Capital Asbestos Rebate	0	0	0	0	0	0
12 Operating Capital Lease Levy	232,379	235,536	305,270	305,270	305,270	305,270
13 Head Start Rent	16,190	19,950	20,349	20,756	21,171	21,595
14a Sale of Equipment Cars&Rebates	0	128,027	0	0	0	0
16 Total Operating Capital	2,091,976	1,893,299	1,875,544	1,875,567	1,875,982	1,876,406
17 Health & Safety Levy	64,216	436,749	73,582	105,000	105,000	105,000
18 Health & safety aid	0	0	0	0	0	1
19 Total Health & Safety	64,216	436,749	73,582	105,000	105,000	105,001
20 Total Revenues	60,450,897	50,245,090	48,878,911	49,218,017	49,531,677	49,848,894
21 % CHANGE	20.7%	-16.9%	-2.7%	0.7%	0.6%	0.6%
22 \$ CHANGE	10,348,121	(10,205,807)	(1,366,179)	339,105	313,660	317,217
<b>EXPENDITURES:</b>						
23 Admin salaries	2,914,568	2,820,229	2,856,270	2,899,110	2,957,090	3,016,230
24 Admin fringe benefits	484,641	453,857	486,220	503,240	520,850	539,080
25 Admin supplies	20,890	20,761	20,760	20,760	20,760	20,760
26 Admin other	184,721	239,827	283,020	291,510	300,260	309,270
27 Instruct salaries (reg & voc)	16,361,624	15,145,922	15,513,180	15,745,880	16,060,800	16,382,020
28 Instruct fringe benefits	4,855,234	4,892,234	5,036,220	5,212,490	5,394,930	5,583,750
28a OPEB Expense Benefit Credit	(753,861)	(756,242)	(821,400)	(897,450)	(833,100)	(941,510)
28b Federal stimulus Title exp	0	456,791	0	0	0	0
28c Federal Stimulus Title Delq	0	20,411	0	0	0	0
29 Instruct supplies	458,136	384,415	384,420	384,420	384,420	384,420
30 Instruct other	912,165	942,665	970,950	1,000,080	1,030,080	1,060,980
31 Spec ed salaries	8,862,083	8,838,903	8,882,340	9,015,580	9,195,890	9,379,810
32 Spec ed fringe benefits	2,250,787	2,257,911	2,402,530	2,486,620	2,573,650	2,663,730
32a Federal stimulus Spec Ed	0	(632,437)	(632,440)	0	0	0
32b Federal stimulus Sp Ed other	0	129,942	0	0	0	0
33 Spec ed supplies	75,881	79,290	79,290	79,290	79,290	79,290
34 Spec ed others	515,410	546,450	562,840	579,730	597,120	615,030
35 Instruct support salaries	1,616,389	1,649,396	1,657,620	1,682,480	1,716,130	1,750,450
36 Instruct support fringe benefits	284,481	285,000	291,200	301,390	311,940	322,860
37 Instruct support supplies	154,116	140,260	140,260	140,260	140,260	140,260
38 Instruct support other	234,840	275,370	283,630	292,140	300,900	309,930
39 Pupil support salaries	1,092,955	1,091,861	1,084,590	1,100,860	1,122,880	1,145,340
40 Pupil support fringe benefits	259,059	262,270	293,010	303,270	313,880	324,870
41 Pupil support supplies	12,170	11,966	11,970	11,970	11,970	11,970
42 Pupil support other	46,096	29,510	30,400	31,310	32,250	33,220

LINE #	2008-2009 ACTUAL	2009-2010 REVISED JUNE	2010-2011 PRELIMINARY	2011-2012 PROJECTED	2012-2013 PROJECTED	2013-2014 PROJECTED
43 Bldgs & grounds salaries	1,198,097	1,154,956	1,170,960	1,188,520	1,212,290	1,236,540
44 Bldgs & grounds fringe benefits	202,545	216,435	179,400	185,680	192,180	198,910
45 Bldgs & grounds energy exp	1,519,814	1,260,321	1,323,340	1,389,510	1,458,990	1,531,940
46 Bldgs & grounds supplies	256,950	272,116	297,120	297,120	297,120	297,120
47 Bldgs & grounds other	481,881	433,843	446,860	460,270	474,080	488,300
48 Transportation salaries	496,678	516,489	537,090	545,150	556,050	567,170
49 Transportation benefits	75,848	76,186	81,760	84,620	87,580	90,650
50 Transportation contracted services	2,340,381	2,500,786	2,575,810	2,653,080	2,732,670	2,814,650
51 Transportation supplies	331,306	376,995	395,840	415,630	436,410	458,230
53 Transportation other	17,128	26,523	27,320	28,140	28,980	29,850
54b OPEB Expense Benefits	10,289,121	0	0	0	0	0
54c Aid Anticipation Certificate	83,335	75,135	75,140	75,140	75,140	75,140
54d Property/ Casualty Insurance/Liab	125,710	113,183	114,670	118,110	121,650	125,300
55 Total General Expenditures	58,261,179	46,609,531	47,042,190	48,625,910	49,905,390	51,045,560
56 Op cap special assessments	51,690	68,510	70,560	72,680	74,860	77,110
57 Op cap Leases	322,080	327,775	337,610	347,740	358,170	368,920
58 Op cap Telephone/telecomm	54,660	87,246	89,860	92,560	95,340	98,200
59 Op cap Bldg Discretionary	45,947	25,042	45,000	45,000	45,000	45,001
60 Op cap Athletics	9,385	11,068	11,400	11,740	12,090	12,450
61 Op cap Textbooks	156,916	200,902	206,930	213,140	219,530	226,120
62 Op cap Music	13,980	14,758	15,200	15,660	16,130	16,614
63 Op cap Media	22,342	22,767	22,770	22,770	22,770	22,770
64 Op cap Eq Contingency/copiers	103,389	139,676	143,870	148,190	152,640	157,220
65 Op cap Technology Staffing	117,067	0	0	0	0	0
66 Op cap Technology Plan	486,462	438,827	754,830	738,830	438,830	438,830
68 Op cap Bldg Const/Maint Plan	357,088	491,500	511,000	413,000	526,500	521,500
69 Op cap Deferred Maintenance	221,266	81,000	193,000	393,000	331,000	359,000
70 Op cap Transportation equipment	0	0	79,570	0	79,570	79,570
Total Operating Cap Expenditures	1,962,272	1,909,071	2,481,600	2,514,310	2,372,430	2,423,305
72 347 - Health & Safety Physical Haza	38,864	30,000	30,000	30,000	30,000	30,000
73 349 - Health & Safety Hazardous Su	2,744	15,000	15,000	15,000	15,000	15,000
74 352 - Health & Safety Enviromental I	39,341	25,000	25,000	25,000	25,000	25,000
75 358 - Health & Safety Asbestos	60	5,000	5,000	5,000	5,000	5,000
76 363 - Health & Safety Fire Safety	64,103	15,000	15,000	15,000	15,000	15,000
77 366 - Health & Safety Indoor Air Qua	5,368	90,000	15,000	15,000	15,000	15,000
78 Total Health & Safety Expenditures	150,480	180,000	105,000	105,000	105,000	105,000
79 TOTAL EXPENDITURES	60,373,931	48,698,601	49,628,790	51,245,220	52,382,820	53,573,865
80 % Change	16.1%	-19.3%	1.9%	3.3%	2.2%	2.3%
81 \$ Change	8,382,996	(11,675,330)	930,189	1,616,430	1,137,600	1,191,045
82 REV OVER EXP (EXP OVER REV)						
82a General Fund Unreserved	33,526	1,305,511	(112,405)	(1,388,461)	(2,354,696)	(3,178,073)
82b General Fund Reserved	43,440	240,977	(637,474)	(638,743)	(496,448)	(546,898)
83 BEGINNING FUND BALANCE						
84 General Fund Unreserved	5,684,842	5,718,368	7,023,879	6,911,474	5,523,014	3,168,318
85 General Fund Reserved						
85a Operating Capital	454,378	533,244	320,324	(408,507)	(969,941)	(1,451,081)
85b Health & Safety	(281,587)	(367,851)	(111,102)	(142,520)	(142,520)	(142,520)
85c Severence Pay	301,709	89,446	89,446	89,446	89,446	89,446
85d Safe Schools	(134)	(2,033)	(2,033)	(2,033)	(2,033)	(2,033)
85e Deferred Maintenance	155,155	205,993	403,141	525,916	448,608	433,300
85f Reserved for Prepaid	0	-	0	0	0	1
86 ENDING FUND BALANCE						
87 General Fund Unreserved	5,718,368	7,023,879	6,911,474	5,523,014	3,168,318	(9,754)
88 General Fund Reserved						
88a Operating Capital	533,244	320,324	(408,507)	(969,941)	(1,451,081)	(1,954,672)
88b Health & Safety	(367,851)	(111,102)	(142,520)	(142,520)	(142,520)	(142,519)
88c Severence Pay	89,446	89,446	89,446	89,446	89,446	89,446
88d Safe Schools	(2,033)	(2,033)	(2,033)	(2,033)	(2,033)	(2,033)
88e Deferred Maintenance	205,993	403,141	525,916	448,608	433,300	389,992
88f Reserved for Prepaid	-	-	-	-	-	-
88g General Fund Reserved Total	458,799	699,776	62,302	(576,440)	(1,072,888)	(1,619,786)
89 General Fund Unrsrvd (% of Exp	9.82%	15.07%	14.69%	11.36%	6.35%	-0.02%



MULTI-YEAR CAPITAL PROJECTS PLANNING DOCUMENT

	A	C	D	E	F	G	H	I	J
1									
2	<b>SENIOR HIGH</b>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
3	Gym Floor Refinish	3,000	3,000	3,000	3,000	3,500	3,500	3,500	3,500
4	Athletic field repair and maintenance								
5	Replace gymnasium sound system		10,000						
6	Folding Door - Auditorium					150,000			
7	Folding Door - Gymnasium						150,000		
8	Running track repair/maintenance (begin studying replacement)	10,000	10,000	150,000				35,000	
9	Field House floor repair (study replacement)	5,000							
10	Carpet Replacement				10,000		10,000		
11	Replace Ceiling Tile-Gym		12,000						
12	Roof maintenance/repair/replacement	51,000	101,000			114,000	150,000	402,000	13,000
13	Repaint		5,000	5,000				30,000	
14	Lunch tables	32,000							
15	Reduce points of entry, improve signage	10,000							
16	Tuckpointing						50,000		
17	Parking Lot Resurface					300,000			
18	Boiler Replacement								
19	Storage shed	25,000							
20	Window Replacement						300,000	150,000	
21	<b>TOTAL</b>	<b>\$ 136,000</b>	<b>\$ 141,000</b>	<b>\$ 158,000</b>	<b>\$ 13,000</b>	<b>\$ 567,500</b>	<b>\$ 663,500</b>	<b>\$ 620,500</b>	<b>\$ 16,500</b>
22									
23	<b>HORIZON MIDDLE SCHOOL</b>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
24	Gym Floor Refinish	3,000	3,000	3,500	3,500	3,500	3,500	3,500	3,500
25	Athletic field repair and maintenance, improve areas for PE	10,000	10,000						
26	Concrete (stone removal/replacement)			10,000	10,000				
27	Tree replacement/redesign			10,000	10,000				
28	Repaint			5,000	5,000	5,000			15,000
29	Carpet Replacement								30,000
30	Mountable curbs	6,000							
31	Sidewalk improvements/replacement (track accessibility)		5,000						20,000
32	Parking Lot Resurface							150,000	
33	Running Track Resurface							80,000	
34	<b>TOTAL</b>	<b>\$19,000</b>	<b>\$18,000</b>	<b>\$28,500</b>	<b>\$28,500</b>	<b>\$8,500</b>	<b>\$3,500</b>	<b>\$233,500</b>	<b>\$68,500</b>
35									
36	<b>ROBERT ASP ELEMENTARY</b>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
37	Gym Floor Refinish	2,000	2,000	2,000	2,000	2,500	2,500	2,500	2,500
38	Repaint		5,000	5,000	5,000				
39	Parking Lot Resurface			30,000		25,000		25,000	
40	Boiler Replacement (2) (Applied for matching ARRA funds)	37,500							
41	Door addition in EBD classroom	2,500							
42	Building entry redesign		60,000						
43	Interior office redesign	10,000							
44	Tuckpointing				35,000				
45	Playground improvements/upgrades			10,000	30,000				
46	Roof maintenance/repair/replacement			221,000	146,000	42,000	250,000		
47	<b>TOTAL</b>	<b>\$ 52,000</b>	<b>\$ 67,000</b>	<b>\$ 268,000</b>	<b>\$ 218,000</b>	<b>\$ 69,500</b>	<b>\$ 252,500</b>	<b>\$ 27,500</b>	<b>\$ 2,500</b>
48									
49	<b>ELLEN HOPKINS ELEMENTARY</b>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
50	Gym Floor Refinish	10,000	3,000	3,000	3,000	3,500	3,500	3,500	3,500
51	Track removal/redesign/end of useful life considerations				75,000				
52	Parking Lot Resurface			30,000		25,000		25,000	
53	Repaint				5,000	5,000	5,000		
54	Boiler Replacement (2) (Applied for matching ARRA funds)	37,500							
55	Building entry redesign		50,000						
56	Interior office redesign	60,000							
57	Roof maintenance/repair/replacement	142,000	231,000	110,000	213,000		7,500		
58	Playground improvements/upgrades			10,000	30,000				
59	Tuckpointing						40,000		
60	<b>TOTAL</b>	<b>\$ 249,500</b>	<b>\$ 284,000</b>	<b>\$ 153,000</b>	<b>\$ 326,000</b>	<b>\$ 33,500</b>	<b>\$ 56,000</b>	<b>\$ 28,500</b>	<b>\$ 3,500</b>
61									
62	<b>S. G. REINERTSEN ELEMENTARY</b>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
63	Repaint		5,000		5,000				15,000
64	Playground improvements/upgrades			10,000	30,000				
65	Handicapped accessible bathroom - Special Education	15,000							
66	Parking Lot Resurface					25,000			75,000
67	Exterior duct work improvement - water infiltration	25,000	25,000						
68	Sidewalks								15,000
69	Grounds maintenance (erosion)	2,500							
70	Roof maintenance/repair/replacement								104,000
71	<b>TOTAL</b>	<b>\$ 42,500</b>	<b>\$ 30,000</b>	<b>\$ 10,000</b>	<b>\$ 35,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 209,000</b>
72									
73	<b>PROBSTFIELD CENTER FOR EDUCATION</b>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
74	Lockers (painting, adding)					7,000			
75	Roof maintenance/repair/replacement		61,000				34,000		111,000
76	Window Replacement			25,000					
77	Repaint	5,000					20,000		
78	Room upgrades to accommodate Early Learning changes	15,000	5,000						
79	Carpet replacement		5,000	5,000			30,000		
80	Door replacement (#6)								
81	Parking Lot Resurface					35,000			
82	Tuckpointing Repair				35,000				
83	Playground improvements/upgrades		7,500		30,000				
84	Sidewalk repair/maintenance		2,500						15,000

MULTI-YEAR CAPITAL PROJECTS PLANNING DOCUMENT

	A	C	D	E	F	G	H	I	J
85	<b>TOTAL</b>	\$ 20,000	\$ 81,000	\$ 30,000	\$ 65,000	\$ 42,000	\$ 84,000	\$ -	\$ 126,000
86									
87	<b>RED RIVER ALTERNATIVE LEARNING CENTER</b>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
88									
89	<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90									
91	<b>MAINTENANCE BUILDING</b>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
92	Door Replacement								
93	Parking lot repair/resurfacing								
94	Building Siding			20,000					
95	Interior reconfiguration								
96	Roof maintenance/repair/replacement					36,000	21,000		
97	Replace boiler/reconfigure heating system								
98	Carpet Replacement						6,000		
99	<b>TOTAL</b>	\$ -	\$ -	\$ 20,000	\$ -	\$ 36,000	\$ 27,000	\$ -	\$ -
100									
101	<b>DISTRICTWIDE MAINTENANCE, EQUIPMENT, &amp; VEHICLES</b>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
102	Roof maintenance/repairs	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
103	Lawn care equipment and snow removal equipment		5,000		20,000			20,000	
104	Maintenance equipment	10,000	5,000	15,000			20,000		20,000
105	Maintenance vehicles						35,000		
106	<b>TOTAL</b>	\$ 35,000	\$ 35,000	\$ 40,000	\$ 45,000	\$ 25,000	\$ 80,000	\$ 45,000	\$ 45,000
107									
108	<b>UNDEDICATED CAPITAL</b>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
109	Undedicated	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
110	<b>TOTAL</b>	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
111									
112									
113	<b>BUILDING SUMMARY</b>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
114	Moorhead High School	136,000	141,000	158,000	13,000	567,500	663,500	620,500	16,500
115	Horizon Middle School	19,000	18,000	28,500	28,500	8,500	3,500	233,500	68,500
116	Robert Asp Elementary School	52,000	67,000	268,000	218,000	69,500	252,500	27,500	2,500
117	Ellen Hopkins Elementary School	249,500	284,000	153,000	326,000	33,500	56,000	28,500	3,500
118	S.G. Reinertsen Elementary School	42,500	30,000	10,000	35,000	25,000	-	-	209,000
119	Probstfield Center for Education	20,000	81,000	30,000	65,000	42,000	84,000	-	126,000
120	Red River Alternative Learning Center	-	-	-	-	-	-	-	-
121	Maintenance Building	-	-	20,000	-	36,000	27,000	-	-
122	Districtwide maintenance, equipment, and vehicles	35,000	35,000	40,000	45,000	25,000	80,000	45,000	45,000
123	Undedicated	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
124	<b>TOTAL SUMMARY</b>	\$ 704,000	\$ 806,000	\$ 857,500	\$ 880,500	\$ 957,000	\$ 1,316,500	\$ 1,105,000	\$ 621,000
125	Operating Capital	\$ 511,000	\$ 413,000	\$ 526,500	\$ 521,500	\$ 765,000	\$ 854,000	\$ 703,000	\$ 393,000
126	Deferred Maintenance	\$ 193,000	\$ 393,000	\$ 331,000	\$ 359,000	\$ 192,000	\$ 462,500	\$ 402,000	\$ 228,000
127									
128	<b>HEALTH AND SAFETY*</b>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
129	347 - Physical Hazard Control	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
130	349 - Hazardous Substance Management	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
131	352 - Environmental, Health & Safety Management	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
132	358 - Asbestos (AHERA Compliance)	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
133	363 - Fire and Life Safety	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
134	366 - Indoor Air Quality*	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
135	<b>TOTAL</b>	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000
136									
137	* Health and Safety projects will be added as needed. Levy authority to cover these projects is granted by the Minnesota Department of Education.								
138									
139	This operating capital plan is a planning document only. Projects will be considered annually as needed, and this plan will be adjusted accordingly.								

## TECHNOLOGY PLAN

Annual Operations		07/08	08/09	09/10	10/11	11/12
Infrastructure			1.03			
	WAN -- Fiber Optics Lease	24,000	24,720	24,720	24,720	24,720
	Miscellaneous Electrical Upgrades	2,200	2,266	2,266	2,266	2,266
	Cabling -- Misc. District wide	12,000	12,360	12,360	12,360	12,360
	NW Links Membership	0	0	0	0	0
		38,200	39,346	39,346	39,346	39,346
Hardware						
	Telephone System Maintenance	3,500	3,605	3,605	3,605	3,605
	Cellular Communication	3,100	3,193	3,193	3,193	3,193
		6,600	6,798	6,798	6,798	6,798
Maintenance Agreements						
	Software/Support Agreement	4,800	4,944	4,944	4,944	4,944
	Internet Bandwidth (minus E-Rate)	7,638	7,868	7,868	7,868	7,868
	Region I Software/Support Agreement	65,487	67,452	50,000	50,000	50,000
	Cisco WAN Agreements	0	0	0	0	0
		77,926	80,263	62,811	62,811	62,811
Department Operations						
	General Supplies (Subscriptions, tools, e	2,300	2,369	2,369	2,369	2,369
	Security/Clock/Paging/RF support	8,200	8,446	8,446	8,446	8,446
	CD-R's & Other Media	2,000	2,060	2,060	2,060	2,060
	Backup Archival Tapes	1,300	1,339	1,339	1,339	1,339
		13,800	14,214	14,214	14,214	14,214
Software Subscriptions						
	AntiVirus	700	721	721	721	721
	Group Calendaring/Scheduling	2,800	2,884	2,884	2,884	2,884
	SSL Certificates	700	721	721	721	721
	AppleWorks/iWorks	1,550	1,597	1,597	1,597	1,597
	Email	4,000	4,120	4,120	4,120	4,120
	Inspiration/Kidspiration	0	0	0	0	0
	FileMaker Pro Server & Client New/Upgr	0	0	0	0	0
	Web Filtering	18,000	18,540	18,540	18,540	18,540
	SENDIT membership	1,200	1,236	1,236	1,236	1,236
	Student Management Agreement	22,000	22,660	22,660	22,660	22,660
	Network operating system upgrade	4,120	4,244	4,244	4,244	4,244
		55,070	56,722	56,722	56,722	56,722
Staff Development						
	Local training classes	16,000	16,480	16,480	16,480	16,480
	Operations specialized training	9,000	9,270	9,255	9,255	9,255
	Intern Help (Salary)	8,200	8,446	8,400	8,400	8,400
		33,200	34,196	34,135	34,135	34,135
	Subtotal Operational Expenditures	224,796	231,540	214,027	214,027	214,027

# TECHNOLOGY PLAN

## chnology Acquisitions

### Infrastructure

	07/08	08/09	09/10	10/11	10/12
WAN -- Video Network/TV & Web Studio	10,000	10,300	10,300	10,300	10,300
WAN -- Expansion/Upgrade	0	0	0	300,000	300,000
LAN -- Hub/Switches New/Replacement	0	0	0	0	0
	10,000	10,300	10,300	310,300	310,300

### Hardware

Auditorium Operations(Lights/Sound)	5,000	5,150	2,500	18,500	2,500
RAM/CPU Upgrades	5,000	5,150	10,000	10,000	10,000
TV/LCD Projection System/Projection Sci	12,000	12,360	15,000	15,000	15,000
Computer Workstations	186,000	116,580	132,000	152,000	132,000
Network Printers	2,065	2,127	5,000	5,000	5,000
Peripheral Add-ons	5,000	5,150	5,000	5,000	5,000
Data Servers/upgrades	5,000	5,150	10,000	10,000	10,000
Emerging Technologies	30,000	30,900	5,000	5,000	5,000
	250,065	182,567	184,500	220,500	184,500

### Software

Student Management System Options	0	0	0	0	0
New/Curriculum Contingency	5,000	5,150	25,000	5,000	25,000
	5,000	5,150	25,000	5,000	25,000

### Staff Development

Specialized Training--New Technologies	9,000	9,270	5,000	5,000	5,001
	9,000	9,270	5,000	5,000	5,001

Subtotal Technology Acquisitions	209,048	207,287	224,800	540,800	524,801
Subtotal Operational Expenditures	159,779	231,540	214,027	214,027	214,027

<b>TOTAL TECHNOLOGY PLAN</b>	<b>368,827</b>	<b>438,827</b>	<b>438,827</b>	<b>754,827</b>	<b>738,828</b>
Transfer to Construction Tech	0	0	0	0	0
<b>Final Technology Plan</b>	<b>368,827</b>	<b>438,827</b>	<b>438,827</b>	<b>754,827</b>	<b>738,828</b>

## Microsoft Cy Pres Settlement

	2007-08
<b>General Purpose/Hardware</b>	<b>Projected</b>
	0.00
	11,720.64
	0.00
<b>Total Hardware</b>	<b>11,720.64</b>
<b>Software</b>	
	4,759.00
	3,618.00
	0.00
<b>Total Software</b>	<b>8,377.00</b>
<b>Total Cy Pres Settlement</b>	<b>20,097.64 221,453</b>

## 2010-11 Staffing Plan

Licensed Staff (FTE)	2009-10 Budget	2009-10 Actual	2010-11 Budget	Increase (Decrease)
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*Presented to the Moorhead Area School Board on March 22, 2010*

Elementary (K-5)	83	85	87	2
Middle School (6-8)	49	51.65	51.65	0
High School (9-12)	56.4	57.349	55.349	-2
Alternative Education	7.058	7.92	7.92	0
Special Education ***	107.25	105.88	105.88	0
ESL	5.528	5.3	5.3	0
Elementary Art	3	3	3	0
Elementary Music	6.8	6.33	6.33	0
Elementary Physical Education	6.5	6.33	6.33	0
Gifted and Talented	1.5	1.5	1.5	0
Administrative	10	10	10	0
Media Specialists	3	3	3	0
Counselors	10	10	10	0
School Nurses	2	2	2	0
Supervisory	6	6	6	0

Total Licensed Staff	357.036	361.259	361.259	0
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Federal Programs/Grants **	16.25	16.25	18.5	2.25
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### Non-Licensed Staff

				0
Administrative	1	1	0	-1
Supervisory	7	6	7	1
Paraprofessionals*	148	147.495	147.495	0
Non-Aligned/TCI	20.812	21.1125	21.1125	0
Clerical	39	38.025	38.025	0
Custodial	32	32	32	0

Total Non-Licensed Staff	247.812	245.6325	245.6325	0
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Federal Programs/Grants **	6.11	6.11	6.11	0
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Administrative and supervisory line items include reductions and changes during fiscal year.

\* Includes all paraprofessionals funded through tuition, special and general education.

\*\*Title I, II, V and additional grant positions The total FTE may fluctuate due to funding.

\*\*\* Includes positions filled by purchased services.

*Presented to the Moorhead Area School Board on March 22, 2010*

The following chart provides information regarding the average class sizes at each grade level. The class sizes are teachers to students. Additional staff members are not counted in the ratios. The district annual plan provides for class sizes within the following parameters:

### Student to Teacher Ratios

	04-05	05-06	06-07	07-08	08-09	09-10	10-11
Grade Level							
Elem K-3	25:1	25:1	25:1	25:1	25:1	25:1	25:1
Elem 4-5	29:1	29:1	29:1	29:1	29:1	29:1	29:1
Middle School	30:1	30:1	30:1	30:1	30:1	33:1	33:1
Senior High	30:1	30:1	30:1	30:1	30:1	36:1	36:1

Secondary staffing for elective classes will require a student enrollment of 20.

### Average Class Size

	04-05	05-06	06-07	07-08	08-09	09-10	Projected 10-11
	Average Class Size	Average Class Size	Average Class Size	Average Class Size	Average Class Size	Average Class Size	Average Class Size
Kindergarten	23	22	23	22	22	23	22
Grade 1	24	24	24	24	24	24	23
Grade 2	24	25	23	23	24	25	26
Grade 3	25	25	25	26	25	29	25
Grade 4	25	26	25	25	27	27	27
Grade 5	26	26	28	26	29	29	28
Grade 6	26	29	30	27	29	33	33
Grade 7	29	26	25	30	27	33	33
Grade 8	26	26	26	27	31	31	33
District Average K-3	24	24	24	24	24	25	24
District Average K-5	25	25	24	23	25	26	25
District Average 6-8	27	27	27	28	29	32	33

\*\*The average class size is based on Nov. 1 enrollment.



MOORHEAD AREA PUBLIC SCHOOLS COHORT PROJECTIONS

NOVEMBER 2009

November-09 Wtd. Avg. Method	ACTUAL NOV. 1 ENROLLMENT					11/2/2009	PROJECTED ENROLLMENT					Nov. 08 Proj.	Variance /b/ Actual and Projected
	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15		
Kindergarten	403	378	421	381	397	417	385	390	390	395	395	385	32
Grade 1	353	411	401	432	405	402	419	387	392	392	397	415	-13
Grade 2	357	360	414	393	428	407	409	426	393	399	399	403	4
Grade 3	351	368	359	415	398	440	430	432	450	415	421	431	9
Grade 4	388	359	380	358	417	391	446	436	438	456	421	401	-10
Grade 5	340	391	372	388	381	417	406	464	453	455	474	432	-15
Grade 6	418	353	422	374	401	397	421	410	468	457	459	394	3
Grade 7	444	419	367	423	377	405	399	423	412	471	459	406	-1
Grade 8	413	446	431	373	429	384	396	391	414	404	461	383	1
Grade 9	444	438	463	436	399	446	388	401	396	419	408	448	-2
Grade 10	487	446	430	465	445	395	427	372	384	379	401	403	-8
Grade 11	420	461	460	422	482	419	389	420	366	378	372	447	-28
Grade 12	458	422	461	447	406	476	433	402	434	378	391	471	5
Grades K-4	1852	1876	1975	1979	2045	2057	2089	2070	2063	2057	2032	2035	22
Grades K-5	2192	2267	2347	2367	2426	2474	2495	2534	2515	2512	2506	2467	7
Grades K-6	2610	2620	2769	2741	2827	2871	2916	2944	2983	2968	2965	2861	10
Grades 1-3	1061	1139	1174	1240	1231	1249	1257	1245	1235	1205	1216	1249	0
Grades 4-6	1146	1103	1174	1120	1199	1205	1273	1309	1358	1368	1354	1227	-22
Grades 5-6	758	744	794	762	782	814	827	873	920	912	933	826	-12
Grades 6-8	1275	1218	1220	1170	1207	1186	1217	1224	1294	1331	1379	1183	3
Grades 7-8	857	865	798	796	806	789	796	814	827	874	920	789	0
Grades 7-12	2666	2632	2612	2566	2538	2525	2433	2409	2406	2428	2493	2558	-33
Grades 9-12	1809	1767	1814	1770	1732	1736	1637	1595	1580	1554	1572	1769	-33
Grades K-12	5276	5252	5381	5307	5365	5396	5349	5353	5389	5396	5458	5419	-23
+/- Prior Yr	-31	-24	129	-74	58	31	-47	4	37	7	61		
% +/-	-0.58%	-0.45%	2.46%	-1.38%	1.09%	0.58%	-0.88%	0.07%	0.68%	0.13%	1.14%		



## **II. FOOD SERVICE**

### **INTRODUCTION**

This fund must be established in a district that maintains a food service program for pupils. Food service includes those activities which have as their purpose the preparation and service of milk, meals, and snacks in connection with school and community service activities.

Revenues and expenditures for Food Service activities are recorded in this fund. Eligible expenditures include application processing, meal accountability, food preparation, meal service, and kitchen custodial service.

If revenues exceed expenditures, the resultant positive fund balance may not be transferred to the General Fund. If a deficit occurs, permanent transfers should be made from the General Fund to the Food Service Fund as of the end of the fiscal year.

Prices for the 2010-11 school year will remain the same as the previous year with the exception of the adult lunch price which will increase from \$3.00 to \$3.25. Adult prices were not increased last year.

### Basic Assumptions

The number of paid, free and reduced price lunches will remain the same as 2009-10.

Prices used to develop revenue projections were as follows:

Category	2010-11 Price
Milk	.40
Breakfast	1.00
Elem Lunch	1.75
Middle S/HS Lunch	1.90
Adult Lunch	3.25

### Reimbursements

The per meal reimbursement from the state (lunch and breakfast) will remain neutral.

The per meal reimbursement for commodities will increase by .0075.

The per meal federal reimbursement (cash) for paid meals will increase by .02.

The per meal federal reimbursement (cash) for free and reduced meals will increase yearly by .08 per breakfast, .14 per lunch, and .02 for snacks.

### 2010-11 Reimbursements (2009-10 figures, will be adjusted when figures are released in July)

#### State Reimbursement:

\$ .12 All Lunch  
\$ .55 Paid Breakfast  
\$ .30 Reduced Breakfast

#### Commodities Reimbursement (Food Distribution Program):

\$ .195 each meal (lunch)

#### Federal Reimbursement:

\$ .25 Paid lunch  
\$2.28 Reduced lunch  
\$2.68 Free lunch  
\$ .26 Paid breakfast  
\$1.16 Reduced breakfast  
\$1.46 Free breakfast  
\$ .06 Paid Snack  
\$ .37 Reduced Snack  
\$ .74 Free Snack

#### K-Milk Reimbursement:

\$ .16 Milk - Federal  
\$ .20 Milk - State

## FUND BALANCE DEFINITIONS

Line #

### Miscellaneous Local Revenue ..... 2

Catered meals (lunch) to Headstart Program at Probstfield.

### Purchased Services ..... 14

Costs include supervision, administrative services, repairs and maintenance, printing/publications, travel/professional development, consulting fees, operation ; maintenance.

### Food Costs (USDA Commodities) ..... 15

Based on the number of reimbursable student meals (lunch only) that were served the previous school year.

### Fund Balance Projections ..... 24

Use of Food Service funds to pay for capital outlay expenditures will decrease the fund balance. Funding for capital outlay is received only from paid meal revenue (no contribution is received from free or reduced price meals). Decreases in the fund balance will result in a price increase.

**DEPENDENT SCHOOL DISTRICT #152**  
**FOOD SERVICE FUND (02)**

ie #

	2008-09 ACTUAL	2009-10 REVISED	2010-11 PROJECTED	2011-12 PROJECTED	2012-2013 PROJECTED	2013-2014 PROJECTED
<b>REVENUES:</b>				1.02	1.02	1.02
Other local and county sources:						
1 Interest	15,219	1,000	1,000	1,020	1,040	1,060
2 Miscellaneous local revenues	1,134	400	400	410	420	430
3 Subtotal other sources	16,353	1,400	1,400	1,430	1,460	1,490
State sources:						
4 Lunch/Breakfast program aid	113,970	143,780	146,660	149,590	152,580	155,630
Federal sources:						
5 Lunch program aid	702,445	811,900	828,140	844,700	861,590	878,820
6 Food distribution program	121,725	107,920	110,080	112,280	114,530	116,820
6a Summer Food Program		28,920	57,833	57,833	57,833	57,833
7 Subtotal federal sources	824,170	948,740	996,053	1,014,813	1,033,953	1,053,473
8 Sale of food	897,814	1,085,903	1,107,620	1,129,770	1,152,370	1,175,420
10 TOTAL REVENUES	1,852,308	2,179,823	2,251,733	2,295,603	2,340,363	2,386,013
11 % CHANGE	-0.71%	17.68%	3.30%	1.95%	1.95%	1.95%
12 \$ CHANGE	(13,319)	327,515	71,910	43,870	44,760	45,650
<b>EXPENDITURES:</b>				1.03	1.03	1.03
Pupil support services:						
12 Salaries and wages	455,256	436,700	445,500	458,865	472,631	486,810
13 Employee benefits	77,302	73,930	76,744	79,046	81,418	83,860
14 Purchased services	314,326	311,347	317,580	327,107	336,921	347,028
15 Food costs-USDA commodities	95,883	93,780	95,650	98,520	101,475	104,519
16 Food costs, milk and supplies	981,385	1,086,000	1,107,720	1,140,952	1,175,180	1,210,436
17 Equipment/Construction	5,056	25,150	25,653	26,423	27,215	28,032
18 Other expenditures	23,421	18,265	18,630	19,189	19,765	20,358
18a Summer Food Program		28,920	57,833	59,568	61,355	63,196
19 TOTAL EXPENDITURES	1,952,629	2,074,092	2,145,310	2,209,669	2,275,959	2,344,238
20 % CHANGE	0.89%	6.22%	3.43%	3.00%	3.00%	3.00%
21 \$ CHANGE	17,204	121,463	71,218	64,359	66,290	68,279
22 REV OVER EXP (EXP OVER REV)	(100,321)	105,731	106,423	85,934	64,404	41,775
23 BEGINNING FUND BALANCE	454,449	354,128	459,859	566,282	652,215	716,619
24 ENDING FUND BALANCE	\$354,128	\$459,859	\$566,282	\$652,215	\$716,619	\$758,394
25 Fund Balance as a % of Expenditures	18.14%	22.17%	26.40%	29.52%	31.49%	32.35%



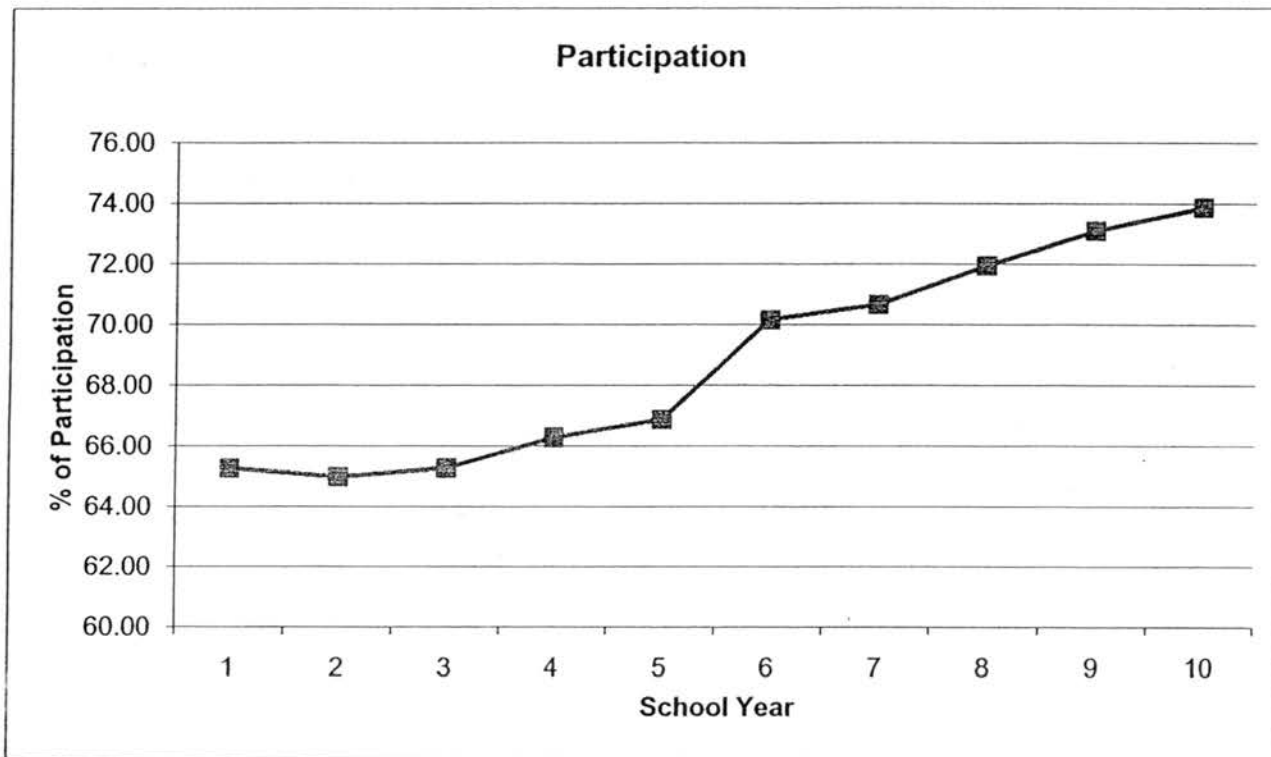
# ANALYSIS OF PARTICIPATION (REIMBURSABLE MEALS)

MONTH	ADP	ADA	HS	MS	ASP	HOP	RE	TOTAL
2006-07								
SEPTEMBER	3275		27.6	96.5	93.6	93.8	95.0	71
OCTOBER	3274		27.2	93.7	97.1	98.2	96.5	71.7
NOVEMBER	3285		27.0	93.7	95.6	95.8	97.5	71.5
DECEMBER	3237		26.7	92.7	95.4	95.3	96.9	71.1
JANUARY	3214		26.9	93.7	95.1	93.6	95.0	70.9
FEBRUARY	3173		28.2	92.1	93.5	92.1	92.7	70.2
MARCH	3211		28.9	91.6	95.1	94.9	95.4	71.4
APRIL	3221		26.1	93.3	97.1	97.4	97.0	72.7
MAY	3005		24.1	89.8	86.9	89.4	90.9	67.1
TOTAL	3206							70.66
2007-08								
SEPTEMBER	3329		28.7	95.8	96.0	94.8	95.9	72.3
OCTOBER	3349		30.6	94.7	97.2	94.7	98.2	73.4
NOVEMBER	3317		30.4	93.8	94.6	93.3	98.0	72.7
DECEMBER	3304		30.2	94.0	96.3	92.7	97.9	72.9
JANUARY	3315		30.2	95.1	96.5	94.7	97.7	73.6
FEBRUARY	3203		28.5	92.0	94.3	92.7	94.7	71.2
MARCH	3229		28.4	92.4	93.7	93.3	97.0	71.8
APRIL	3265		27.4	93.6	97.0	94.3	97.7	72.5
MAY/JUNE	3062		25.2	90.9	87.1	88.3	90.2	67.9
TOTAL	3259							71.94
2008-09								
SEPTEMBER	3395		28.0	95.5	95.1	91.7	95.3	72.2
OCTOBER	3408		30.6	95.4	95.0	93.0	96.9	73.5
NOVEMBER	3400		29.9	96.4	95.7	94.1	97.0	73.9
DECEMBER	3381		30.5	96.0	95.2	93.1	96.3	73.8
JANUARY	3355		30.9	94.2	94.6	93.1	95.7	73.5
FEBRUARY	3379		32.4	94.8	94.6	92.5	94.6	74.1
MARCH	3255		28.3	88.6	93.2	94.1	94.4	71.4
APRIL	3438		31.5	95.9	97.0	96.0	97.6	75.5
MAY/JUNE	3183		28.3	92.5	86.4	88.7	89.6	70.0
Total	3355							73.10
2009-10								
SEPTEMBER	3569	4949	33.3	99.9	85.7	84.5	86.5	77.98
OCTOBER	3452	5044	34.3	88.7	80.2	77.9	82.1	72.64
NOVEMBER	3551	5049	34.2	94.7	81.5	80.6	82.7	74.74
DECEMBER	3590	5073	35	94.7	82.6	81.2	82.5	75.20
JANUARY	3582	5055	33.9	95.5	86.2	80.4	81.9	75.58
FEBRUARY	3563	5046	35.6	94.5	82.9	79.2	82.2	74.88
MARCH	3515	5011	33.8	95.4	81.7	79	82.2	74.42
APRIL	3378	5062	31.8	81.2	82.6	80	82.4	71.60
MAY	3211	5052	32.5	78.5	78.1	76.7	73	67.76
Total	3490							73.87

FORMULA    ADP= ALL MEALS DIVIDED BY # OF DAYS IN MONTH  
               ADA = TOTAL ADA OF ALL SCHOOLS  
               HS/MS/ASP/HOP/RE= TOTAL LUNCHES DIVIDED BY # OF DAYS DIVIDED BY ADA OF THAT SCHOOL

Fiscal Year	% Participation
-------------	-----------------

01	65.27
02	64.98
03	65.28
04	66.28
05	66.88
06	70.16
07	70.66
08	71.94
09	73.10
10	73.87



## **IV. COMMUNITY EDUCATION**

### **INTRODUCTION**

The district census is currently at 40,831. The Early Childhood census fluctuates based on data collected on new births, adoptions (as available) and moves into and out of the district.

The formulas for General Community Education decreased in 04-05, as did ECFE and School Readiness. Some of the money was restored in 06-07. Efforts are made to increase revenue from donations, tuition, sponsorships, fees, and grants.

## REVENUE

Line #

### **General Community Education .....1**

Levies are certified in December of each year for the forthcoming school year. Community Education funds are categorical funds, meaning they cannot be transferred from one fund to another.

General Community Education revenue is based on district population. Our population for fiscal year 2009 was 39,225. In 09-10 the population is projected to be 40,085. For 2009-2010, the multiplier per capita is \$5.42.

The 2001 legislature approved an additional levy to provide for youth enrichment activities outside of school hours. Moorhead receives \$31,067 in the general Community Education fund.

### **Fees ..... 2**

Since local and state funding probably will decrease, we need to look at income from fees to help maintain present programs. By adding programs such as K+ and summer athletic camps, we have been successful at increasing fees.

### **Choices ..... 4**

Disabled adult funding is based on a grant from the state and local levy authority. There has been no increase since 1990-91. Fees collected help to offset class and activity costs. A state grant, local levy, and program fees support the program. In 2009-10 these offerings will be included in our regular catalog.

### **Adult Basic Education ..... 5**

The State and Federal grants are applied for annually. ABE is the only program in Community Education that receives Federal funds. In recent years we have written and received grant opportunities, as well we have sub-contracted with other groups. Enrollment in ABE continues to grow at a rapid rate.

### **Interest ..... 6**

The projected decrease in our Fund Balance will result in less interest income.

### **Early Childhood Family Education ..... 7**

The ECFE state grant and local levy are based on the number of children in the district age 0-4. The population high was 2323 in 1994-95. The count in November 2008 was 1985. The per capita funding in 2005 was \$96. The formula increased to \$112 for the 2006-2007 school year and has been at \$120 for the past three years.

**REVENUE (Continued)****Line #****Kindergarten Readiness ..... 8**

Kindergarten Readiness receives funding from the Minnesota Department of Education based on the amount of dollars allocated by the state and the number of programs that apply for funds. The local funding formula is based on population and K-12 free/reduced lunch numbers. According to Greg Sogaard, Program Finance - Education Finance at the Minnesota Department of Education, "School Readiness aid entitlement numbers are ALWAYS an ESTIMATE until final payments are made to school districts." The program will be supplemented with grant dollars when possible.

**K+ ..... 9**

In 2009-2010, we added the K+ offering for parents who wanted to have their kindergarteners enrolled in an educational opportunity for the entire school day. For that school year, all revenue was generated from parent fees and childcare assistance from Clay County. In future years, we anticipate additional funding from a levy for the cost of serving students with disabilities in programs beyond the regular school day.

**Other ..... 10**

This category includes early childhood screening, non-public school funds and grants. We are to receive between \$30-\$50 from the Department of Education for each preschooler who is screened. Revenues are based on actual expenditures, as this is a reimbursable program. Non-public student count includes St. Joseph's, Park Christian, and home-schooled students. Although grants are used to supplement our programs, they cannot be anticipated and are difficult to rely on for future funding.



## EXPENDITURES

Line #

### **General Community Education ..... 14**

These expenses are for the administration and support services for general community education programs. Community Education and district marketing costs programs are included. Expenses for Service Learning, after-school enrichment, summer camps and adult enrichment are included

### **Choices ..... 15**

All expenses related to programs for adults with disabilities and programs that assist adults in their participation in regular community offerings are included.

### **Adult Basic Education ..... 17**

All costs related to the operation of the Adult Basic Education program including licensed teachers, paraprofessionals, administration, rent, and support services. This line also includes costs related to technology and rent.

### **Early Childhood Family Education ..... 18**

All costs related to the Early Childhood Family Education program including licensed teachers, paraprofessionals, and rent. Administrative and support services are shared with the Kindergarten Readiness programs.

### **Kindergarten Readiness ..... 19**

All of the costs related to assisting children ages 3 1/2 to 5 to enter Kindergarten with the skills necessary for success are included. These costs include licensed teachers, paraprofessionals and rent. Administrative and support services are shared with the ECFE program.

### **K+ ..... 20**

In 2009-2010, we added the K+ offering for parents who wanted to have their kindergarteners enrolled in an educational opportunity for the entire school day. All instructional expenditures related to that program are included.

### **Other ..... 21**

Expenses related to actual costs incurred to fulfill grant and non-public school agreements. Early Childhood Screening is also included.

**DEPENDENT SCHOOL DISTRICT #152**  
**COMMUNITY EDUCATION (04)**

IE #	2008-09 ACTUAL	2009-10 Projected	2010-11 Projected	2011-12 Projected	2012-13 Projected	2013-14 Projected
				1.02	1.02	1.02
<b>REVENUES:</b>						
1 Gen Com Ed	359,682	212,594	217,261	221,606	226,038	230,559
2 Fees	178,400	188,200	195,803	199,719	203,713	207,788
Youth Development/Service	0	80,292	71,521	72,951	74,410	75,899
1 Choices	25,426	26,000	26,000	26,520	27,050	27,591
Choices Fees	874	1,000	1,500	1,530	1,561	1,592
3 ABE	386,980	400,850	403,867	411,944	420,183	428,587
3 Interest	368	500	520	530	541	552
4 ECFE	244,144	241,376	239,204	243,988	248,868	253,845
ECFE Fees	19,118	20,000	22,000	22,440	22,889	23,347
3 Kindergarten Readiness	64,279	61,860	60,381	61,589	62,820	64,077
School Readiness Fees	15,692	15,500	15,500	15,810	16,126	16,449
K+ Levy for Disabled Childr	0	0	20,000	20,400	20,808	21,224
K+ Fees	0	185,936	189,655	193,448	197,317	201,263
1 Other	168,383	62,985	74,188	75,672	77,185	78,729
<b>TOTAL REVENUES</b>	<b>1,463,346</b>	<b>1,497,093</b>	<b>1,537,400</b>	<b>1,568,148</b>	<b>1,599,511</b>	<b>1,631,501</b>
% CHANGE	-1.72%	2.31%	2.69%	2.00%	2.00%	2.00%
\$ CHANGE	(25,630)	33,747	40,307	30,748	31,363	31,990
<b>EXPENDITURES:</b>						
				1.03	1.03	1.03
General Com Ed	401,341	383,854	397,229	409,145	421,420	434,062
a Youth Development/Youth	0	74,238	71,521	73,667	75,877	78,153
Choices	23,631	26,000	26,000	26,780	27,583	28,411
ABE	383,482	400,850	403,867	415,983	428,463	441,316
ECFE	248,139	240,205	239,204	246,380	253,772	261,385
Kindergarten Readiness	68,993	62,677	60,381	62,192	64,058	65,980
a K+	0	185,936	189,655	195,345	201,205	207,241
Other	212,993	76,262	74,188	76,414	78,706	81,067
<b>TOTAL EXPENDITURES</b>	<b>1,338,579</b>	<b>1,450,022</b>	<b>1,493,523</b>	<b>1,538,328</b>	<b>1,584,478</b>	<b>1,632,013</b>
% CHANGE	-10.30%	8.33%	3.00%	3.00%	3.00%	3.00%
\$ CHANGE	(153,627)	111,443	43,501	44,806	46,150	47,534
<b>REV OVER EXP (EXP C</b>	<b>124,767</b>	<b>47,071</b>	<b>43,877</b>	<b>29,819</b>	<b>15,032</b>	<b>(512)</b>
<b>BEGINNING FUND BAL</b>	<b>(36,540)</b>	<b>88,227</b>	<b>135,298</b>	<b>179,175</b>	<b>208,994</b>	<b>224,027</b>
<b>ENDING FUND BALANC</b>	<b>88,227</b>	<b>135,298</b>	<b>179,175</b>	<b>208,994</b>	<b>224,027</b>	<b>223,515</b>
<b>As a % of Expenditures</b>	<b>6.59%</b>	<b>9.33%</b>	<b>12.00%</b>	<b>13.59%</b>	<b>14.14%</b>	<b>13.70%</b>

## **VII. DEBT SERVICE FUND**

### **INTRODUCTION**

The Debt Service fund is used to show revenues and expenditures for a school district's outstanding bonded indebtedness, whether for building construction or operating capital, and whether for initial or refunding bonds.

When a bond issue is sold, the school board must levy a direct general tax upon the property of the district for the payment of principal and interest on such bonds as due. The revenue from such tax must be separately accounted for in a Debt Service Fund (M.S. 475.61).

When an excess is accumulated in a Debt Service Fund due to interest earnings, lower than anticipated tax delinquency, or excess building funds, the levy for debt redemption may be reduced in whole or in a part as dictated by fund balances and debt retirement requirements. Where there are accumulations in the fund as the process of debt repayment nears an end, the accumulations should be used to reduce debt levies. Where there is any balance left in the Debt Service Fund after all obligations have been discharged, such balance shall be permanently transferred to the General Fund, with an equal levy reduction (M.S. 475.61).

There can be no borrowing from the Debt Service Fund. Any cash balance or investment in a Debt Service Fund is held in trust for the bondholders, and must not be used to support cash deficits in other funds (M.S. 123B.78, Subd. 4).

Due to the successful passage of a \$64 million bond referendum on March 12, 2002, the debt service fund has had a substantial increase.

**REVENUES Line #**

**Local Property Tax Levy ..... 1**

This is determined by the bond payment schedule. The District must levy 105% of the annual debt service requirement.

**Interest Income ..... 4**

Interest rates appear to be static in the short term.

**State Sources ..... 5-8**

Aid received for the replacement of local taxes.

**EXPENDITURES LINE #**

**Principal on bonds ..... 10**

As required by bond payment schedule.

**Interest on bonds ..... 11**

As required by bond payment schedule.

DEPENDENT SCHOOL DISTRICT #152  
ST SERVICE FUND (Fund 07)

E #	2008-2009 Actual	2009-2010 Revised	2010-2011 Adopted	2011-2012 PROJECTED	2012-2013 PROJECTED	2013-2014 PROJECTED
<b>REVENUES:</b>						
1 Local property tax levy	5,056,157	6,348,825	6,303,675	6,311,286	6,311,286	6,311,286
2 OPEB Bonds Levy		365,277	520,157	495,387	495,387	495,387
Other local sources:						
3 Proceeds of refunding bonds	0	0	0	0	0	0
4 Interest income	1,637,729	0	0	0	0	0
1.1 Sale of Townsite						
1.2 Interest from Bonds						
State sources:						
5 HACA (Homestead credit)	528,572	487,214	included in levy	included in levy	included in levy	included in levy
6 Border city aid	585,250	623,083	included in levy	included in levy	included in levy	included in levy
7 Other appropriations			included in levy	included in levy	included in levy	included in levy
8 State aid / Equalization Aid	138,915	0	0	0	0	0
	1,252,737	1,110,297	0	0	0	0
9 Total revenues	7,946,623	7,824,399	6,823,832	6,806,673	6,806,673	6,806,673
<b>EXPENDITURES:</b>						
0 Principal on bonds	3,215,000	3,380,000	3,500,000	3,675,000	3,675,000	3,675,000
1 Interest on bonds	4,470,788	2,666,500	2,503,500	2,334,749	2,334,749	2,334,749
a OPEB Bond			460,985	495,387	495,387	495,387
2 Other debt service	427	853	900	900	900	900
3 Total expenditures	7,686,215	6,047,353	6,465,385	6,506,036	6,506,036	6,506,036
4 Revenues over (under) expenc	260,409	1,777,046	358,447	300,637	300,637	300,637
Other Financing Sources						
i Sale of refunding bonds						
a Payment to refunded bond						
Bond Premium						
Total other financing sources						
BEGINNING FUND BALANCE	42,691,381	42,951,790	44,728,836	45,087,283	45,387,920	45,688,557
ENDING FUND BALANCE	\$42,951,790	\$44,728,836	\$45,087,283	\$45,387,920	\$45,688,557	\$45,989,194

S-MQ-BOS  
19 July 2010

**INDEPENDENT SCHOOL DISTRICT #152**

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

July 19, 2010  
12:30 p.m.

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

**ATTENDANCE:**

Karin Dulski _____	Mike Siggerud _____
Lisa Erickson _____	Kristine Thompson _____
Cindy Fagerlie _____	Bill Tomhave _____
Sonia Mayo Hohnadel _____	Dr. Lynne A. Kovash _____

**AGENDA**

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Lynne A. Kovash, Superintendent
- C. Approval of Meeting Agenda

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

- D. Matters Presented by Citizens/Other Communications (Non-Agenda Items)  
(Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.)

2. **SCHOOL DISTRICT AND SCHOOL BOARD PRIORITIES:** Kovash

Pages

- A. School Board Standards



**SCHOOL BOARD AGENDA - July 19, 2010**  
**PAGE 2**

- B. Committees
- C. Administrative Team Members
- D. Review Mission, Vision and Strategic Priorities
- E. Referendum/Fiscal Planning

3. **ADJOURNMENT**

**SCHOOL BOARD AGENDA - July 19, 2010**

**PAGE 3**

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Candidate Filing Period for General Election	August 3-17		
School Board	August 9	7 pm	PCE
School Board	August 23	7 pm	PCE
New Teacher Orientation	August 30		
Labor Day (No School)	September 6		
K-12 Classes Begin	September 7		

S-NA-BOS  
19 July 2010

## INDEPENDENT SCHOOL DISTRICT #152

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

July 19, 2010

7:00 p.m.

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

### ATTENDANCE:

Karin Dulski _____	Mike Siggerud _____
Lisa Erickson _____	Kristine Thompson _____
Cindy Fagerlie _____	Bill Tomhave _____
Sonia Mayo Hohnadel _____	Dr. Lynne A. Kovash _____

### AGENDA

#### 1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Lynne A. Kovash, Superintendent
- C. Approval of Meeting Agenda

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

- D. "We Are Proud"

**We Are Proud** of Lisa Erickson, School Board vice chair, for being inducted into the Northern Sun Intercollegiate Conference 2010 Hall of Fame on July 14 in St. Cloud. A two-time Minnesota State High School League Champion in the 100 and 200 meter dash, Erickson joined Minnesota State University Moorhead's women's track and field team in the second season of the program's existence. Upon her graduation, she held records in four individual events, was on four of the relay record-setting teams, and had led the team to six Minn-Kota Conference Championships.

**We Are Proud** of the Moorhead High boys and girls track team members who qualified for state. They are Macauley Spandl, Michael Golling, Wes Anderson, Gabe Wright, Glen Ellingson, Chelsea Klemetson, Kristin Drechsel and Ashley Heinze. Individual place winners were Macauley Spandl, first place in pole vault,

## SCHOOL BOARD AGENDA - July 19, 2010

### PAGE 2

Wes Anderson, 12th place in long jump, Glen Ellingson, 15th place in 3,200 meters and 16th place in 1,600 meters, Chelsea Klemetson, third place in high jump, Ashley Heinze, 13th place in 400 meters, and Kristin Drechsel, 17th place in discus. The boys and girls track coaches are Jon Moe, Justin Gall, Tom Dooher, Jeremy Blake, John Gallagher and Dennis Nelson.

- E. Matters Presented by Citizens/Other Communications (Non-Agenda Items)  
(Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.)

## 2. ORGANIZATION OF THE SCHOOL BOARD: Thompson

### A. MEETING DATE, TIME AND LOCATION

Suggested Resolution: Move to set the regular meetings of the School Board for 7:00 p.m. in the Probstfield Center for Education Board Room 224 on the second and fourth Monday of each month with the following exceptions: Monday, December 13 (one meeting in December) and the annual organizational meeting Monday, July 18 (one meeting in July).

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

### B. SCHOOL BOARD COMPENSATION

Page 7

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

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

### C. COMMITTEE APPOINTMENTS

Pages 8-13

Suggested Resolution: Move to approve the committee appointments for the 2010-2011 school year.

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

## **SCHOOL BOARD AGENDA - July 19, 2010**

### **PAGE 3**

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

All items on the Consent Agenda are considered to be routine, and have been made available to the School 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 School 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, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

##### **A. SUPERINTENDENT MATTERS - Kovash**

- (1) Approval of Official Newspaper Designation - Page 14
- (2) Approval of Legal Services - Page 15
- (3) Approval of 2010-2011 Minnesota School Boards Association Membership - Pages 16-18
- (4) Approval of 2010-2011 National School Boards Association Membership - Pages 19-20
- (5) Approval of 2010-2011 Chamber of Commerce of Fargo Moorhead Membership - Pages 21-22
- (6) Approval of 2010-2011 Minnesota Rural Education Association Membership - Pages 23-24
- (7) Approval of June 14 and 28, 2010 Meeting Minutes - Pages 25-33

##### **B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak**

- (1) Approval of July Claims - Page 34
- (2) Approval of Resolution for Membership in the Minnesota State High School League - Pages 35-37
- (3) Approval of Resolution for Investment of Excess Funds for 2010-2011 - Pages 38-39
- (4) Approval of Authorize Staff to Initiate Financial Transactions for 2010-2011 - Pages 40-42
- (5) Approval of Official Depositories for 2010-2011 - Page 43
- (6) Approval of Resolution Authorizing Payment of Goods and Services for the 2010-2011 School Year - Pages 44-45
- (7) Approval of Resolution for Collection of NSF Checks and Leases for 2010-2011 - Pages 46-47
- (8) Approval of School Leaders Errors and Omissions Insurance Deductible - Page 48
- (9) Approval of Resolution Authorizing Sale of Aid Anticipation Certificates - Pages 49-52
- (10) Approval of Increase to Meal Prices - Page 53
- (11) Approval of Attachment 10 Health and Safety Program Revenue Application - Pages 54-56
- (12) Approval of West Central Regional Juvenile Center Clerical Contract Renewal - Pages 57-60

## SCHOOL BOARD AGENDA - July 19, 2010

### PAGE 4

#### C. HUMAN RESOURCES MATTERS - Hiedeman

- (1) Approval of Change in Contracts - Page 61
- (2) Approval of Resignations - Page 62
- (3) Approval of New Employees - Page 63

#### D. LEARNER SUPPORT SERVICES MATTERS - Skarvold

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

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

Comments \_\_\_\_\_

#### 4. **FIRST READING OF POLICIES:** Kovash

Pages 64-76

The School Board will conduct a first reading of the following policies: School Board Legal Status 201, School Board Meeting Agendas 213, School Board Policy Development, Adoption, Implementation, and Review 221, and Grievance Procedures for Equal Opportunity 402.

#### 5. **CLOSE PUBLIC MEETING:** Thompson

Suggested Resolution: Move to close the public meeting at \_\_\_\_\_ p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies.

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

Comments \_\_\_\_\_

#### 6. **OPEN PUBLIC MEETING:** Thompson

Suggested Resolution: Move to open the public meeting at \_\_\_\_\_ p.m.

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

Comments \_\_\_\_\_

#### 7. **APPROVAL OF NON-ALIGNED MASTER AGREEMENT 2010-2012:** Kazmierczak

Page 77

Suggested Resolution: Move to approve the Non-Aligned Master Agreement for 2010-2012 as presented.

<u>Year</u>	<u>Cost</u>	<u>Percentage Increase</u>
2010-11	\$13,670	2.05%
2011-12	\$17,175	2.52%
Total	\$30,845	4.57%



**SCHOOL BOARD AGENDA - July 19, 2010**  
**PAGE 5**

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

8. **APPROVAL OF PRINCIPALS' MASTER AGREEMENT 2010-2012:** Kazmierczak  
Page 78

Suggested Resolution: Move to approve the Principals' Master Agreement for 2010-2012  
as presented.

<u>Year</u>	<u>Cost</u>	<u>Percentage Increase</u>
2010-11	\$32,464	3.07%
2011-12	\$13,034	1.20%
Total	\$45,498	4.27%

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

9. **APPROVAL OF SUPERVISORS' MASTER AGREEMENT 2010-2012:** Kazmierczak  
Page 79

Suggested Resolution: Move to approve the Supervisors' Master Agreement for 2010-2012  
as presented.

<u>Year</u>	<u>Cost</u>	<u>Percentage Increase</u>
2010-11	\$15,043	2.35%
2011-12	\$15,559	2.11%
Total	\$30,602	4.46%

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

10. **COMMITTEE REPORTS**

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

12. **ADJOURNMENT**

# SCHOOL BOARD AGENDA - July 19, 2010

PAGE 6

## CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Candidate Filing Period for General Election	August 3-17		
School Board	August 9	7 pm	PCE
School Board	August 23	7 pm	PCE
New Teacher Orientation	August 30		
Labor Day (No School)	September 6		
K-12 Classes Begin	September 7		



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.11.007R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 7, 2010

SUBJECT: School Board Compensation

The following are previous rates related to School Board compensation:

2000	\$550 monthly per School Board member
2001	\$550
2002	\$550
2003	\$550
2004	\$550
2005	\$550
2006	\$700
2007	\$700
2008	\$700
2009	\$700
2010	\$700

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

LAK:mde



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.10.008R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 8, 2010

SUBJECT: 2010-2011 Committee Appointments

Attached is a copy of the 2009-2010 Committee Assignments. Please note changes indicated by an underline or strikethrough are for the 2010-2011 school year. Please review this document prior to the School Board meeting to expedite desired assignments for 2010-2011. School Board Chair, Kris Thompson, has requested that you be prepared to express your interests and volunteer for service on the various committees.

Suggested Resolution: Move to approve the committee appointments for the 2010-2011 school year.

LAK:mde  
Attachment

## COMMITTEES OF MOORHEAD AREA PUBLIC SCHOOLS

(including community involvement areas)

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

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

<u>COMMITTEE NAME/PURPOSE</u>	<u>DEPT/NAME RESPONSIBLE</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<u>2009-2010 BOARD LIAISON</u>
<u>Activities Council</u> - reviews and recommends extra- and co-curricular activity/academic policies and is knowledgeable of Minnesota High School League activities.	Assistant Superintendent <del>Kazmierczak</del> <u>Kovash</u> Hulbert	4th Tu/mo; 7 am; MHS Conf. Rm; 9/29, 10/27, 11/24, 1/26/10, 3/30 and 4/27	Erickson/Dulski
<u>Community Education Advisory Council</u> - evaluates and recommends programs that meet the community's needs.	Assistant Superintendent Kazmierczak Winterfeldt	Five times a year: 9/22, 11/17, 2/9, 3/16 and 6/15; 6:30 pm; Probstfield	Erickson/Hohnadel
<u>Citizen Finance Advisory Committee</u> - focuses on long-range school district financial planning.	Assistant Superintendent Kazmierczak	Four times a year.	Thompson/Dulski
<u>Human Rights Committee</u> - monitors textbook selection and works with human resources on the direction of multi-cultural, gender fair, and disability sensitive issues.	Superintendent Kovash	This committee will be combined with ICAC for the 2010-11 school year.	
<u>Instruction &amp; Curriculum Advisory Committee (ICAC)</u> - plans, evaluates and reports on district curriculum and assessment. (Two-year term)	Superintendent <u>Dir of School</u> <del>Kovash</del> <u>Improvement and</u> <u>Accountability</u> <u>Eidsness</u>	2nd Th/mo; 7-9 am; Probstfield 9/10, 10/8, 11/12, 12/10, 1/14/10, 2/11, 3/11, 4/8, and 5/13	Thompson/Fagerlie
<u>Safe and Healthy Learners Committee</u> - reviews and recommends policies and activities related to student and staff prevention, postvention and crisis issues involving chemical use, violence, grieving, and other related issues.	Dir of Learner Support Services Skarvold	4th Mo/mo; 3-4 pm; Probstfield Four times a year: 9/21, 11/23, 2/22/10 and 4/19 (excluding Sept and April)	Fagerlie/Erickson

<u>COMMITTEE NAME/PURPOSE</u>	<u>DEPT/NAME RESPONSIBLE</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<sup>2007-2010</sup> <u>BOARD LIAISON</u>
<u>Long Range/Strategic Planning Committee</u> - carries out strategic planning, evaluating and reporting of the Strategic Plan.	Superintendent Kovash	1st Th/mo; 3:45 pm; Probstfield Four times a year: 10/1, 1/7/10, 3/4 and 5/6	Siggerud/Tomhave
<u>Policy Review Committee</u> - reviews current policies and makes recommendation of new policies.	Superintendent Kovash	3rd Mo/mo.; 7-8:30 pm; Probstfield Four time a year: 9/21, 11/16, 2/1/10, and 5/17 (excluding February)	Siggerud/Tomhave

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

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

<u>COMMITTEE NAME/PURPOSE</u>	<u>DEPT/NAME RESPONSIBLE</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<sup>2009-2010</sup> <u>BOARD LIAISON</u>
<u>Calendar Committee</u> - develops and recommends fiscal-year district calendar.	Superintendent Kovash	January - March as needed.	Not Required
<u>Continuing Education Committee</u> - administers the process for certificate renewal of licensed staff.	Human Resources <del>Nielsen</del> <u>Hiedeman</u>	1st Tu/mo; 6:45 am and 3:30 pm Village Inn and Probstfield (Alternate) (Oct-May)	Thompson
<u>Early Childhood Advisory Committee</u> - advises and provides support in the operation of the Early Childhood Family Education and Kindergarten Readiness and School Readiness Programs and screening.	Dir of Learner Support Services Skarvold Winterfeldt/Bushaw	2nd Th/mo; 6:30-8 pm; Probstfield; Four times a year: 9/10, 11/12, 1/7/10, and 3/11 (excluding January)	Hohnadel
<u>Health/Safety/Wellness Committee</u> - identifies and addresses safety issues related to students, staff and visitors.	Human Resources Prop Serv & Transportation <del>Nielsen</del> <u>Hiedeman</u> /Bacon	<del>2nd Th/mo; 9:30 am; Probstfield</del> <u>TBD</u>	Erickson/Thompson
<u>Indian Education Parent Committee</u> - reviews grants obtained, provides input on how monies are disbursed, yearly financial report, and HSC report.	Dir of Learner Support Services Skarvold King/Norquay	1st Wed/mo; 5 pm; Probstfield	Fagerlie
<u>Legislative Committee</u> - develops recommendations for district's legislative program.	Superintendent Kovash	Year around, as needed	Erickson/ Thompson



<u>COMMITTEE NAME/PURPOSE</u>	<u>DEPT/NAME RESPONSIBLE</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<u>BOARD LIAISON</u>
<u>IN State High School League</u> - supervision and regulation of League sponsored athletic and fine arts activities.	<del>Assistant-Superintendent</del> <del>Kazmierczak</del> Kovash		Siggerud
<u>Negotiations</u> - serves as liaison to other Board members during the negotiation process.	Superintendent Kovash	Year around, as needed Probstfield	Thompson/ Erickson Siggerud, Alt
<u>Sabbatical Leave Committee</u> - receives, reviews and recommends sabbatical leaves for certified staff.	Human Resources <del>Nielsen</del> Hiedeman	February - April as needed. Probstfield	Fagerlie
<u>Staff Development Committee</u> - promotes professional and personal growth opportunities for all staff of ISD #152.	<del>Assistant-Superintendent</del> <del>Kazmierczak</del> Dir of School Improvement and Accountability Eidsness	Four times a year: 10/5, 12/8, 2/1/10, and 4/6; 3:30-4:30 p.m.; Probstfield	Thompson/ Erickson
<u>Special Educ Parent Advisory Committee</u> - provides a communications network between parents and the special education department of the school district.	Dir of Learner Support Services Skarvold	Four times a year: 10/27, 1/20/10, 3/25, and 5/4; 12-1 pm; Probstfield	Hohnadel
<u>Superintendent's Advisory Council (SAC)</u> - provides opportunity for building PTACs to communicate and share ideas between themselves and with the superintendent.	Superintendent Kovash	<del>Four times a year: 10/8, 12/17, 2/18/10, and 4/15; 7-8:30 p.m.; Probstfield</del> TBD	Members Rotate
<u>Technology Committee</u> - assists in developing the long-range goals of implementing new technologies and maintaining current technologies throughout the district.	Assistant Superintendent Kazmierczak Markert	4th Tu/mo; 3:45 pm; Probstfield	Siggerud
<u>Title I Parent Advisory Committee</u> - assists in reviewing Title I and other federal programs.	Dir of Learner Support Services Skarvold/ <del>King</del> Eidsness	10/20, 2/23/10 and 5/25; 5:30-7 pm; Probstfield	Dulski

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

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

<u>COMMITTEE NAME/PURPOSE</u>	<u>DEPT/NAME RESPONSIBLE</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<sup>2007-2010</sup> <u>BOARD LIAISON</u>
<u>Clay County Joint Powers Collaborative Governance Board</u> - works in partnership with families and communities to enhance opportunities to improve child health and development, reduce barriers to adequate school performance, improve family functioning, enhance self esteem, and develop general employment skills.	Clay County Dawn Tommerdahl	Meets twice annually (Fall and Spring)	Thompson Alt. Erickson
<u>Interagency Early Intervention Committee (EIC)</u> - oversees the interagency provision of services to children identified with disabilities age birth to kindergarten entry.	<del>Jennifer Butze</del> <u>Skarvold</u> <del>Sarah King</del> <u>Grooters</u>	3rd Wed/mo; 12 pm; Family Service Center, Room 2	Dulski
<u>Joint Powers Committee</u> - share resources for special projects and cooperatively make recommendations to local boards and councils.	(Rotates between school districts & cities of Mhd & Dilworth, Clay County & Mhd Township)	1st Th/mo; 7 am; City of Dilworth through January 2010.	Tomhave/ Siggerud

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

<u>SCHOOL BUILDING</u>	<u>PTAC PRESIDENT/PHONE #</u>	<u>MEETING-DATE/TIME/LOCATION</u>	<sup>2009-2010</sup> <u>BOARD LIAISON</u>
Allen Hopkins School	Carla Houle 233-2698 Home; Carla.Houle@meritcare.com  Jennie Korsmo 287-5212 Home; jennie.korsmo@fargodiocese.org	2nd Tuesday/month; 6:30-8 pm; Media Center; 9/14, 10/6, 11/10, 12/8, 1/12/10, 2/9, 3/8, 4/13, and 5/11	Hohnadel
Robert Asp School	Holly Stall 287-3852 hstall@moorhead.k12.mn.us	1st Monday/month; 6:30 pm; Media Center; 9/14, 10/5, 11/2, 12/7, 1/4/10, 2/1, 3/1, 4/5, and 5/3	Thompson
.G. Reinertsen School	Roni Maynard 429-4003 roni81@hotmail.com	<del>1st Monday</del> 2nd Tuesday/month; 6:30 pm; Media Center; 9/21, 10/5, 11/2, 1/4/10, 2/1, 3/1, 4/5, and 5/3	Tomhave
Horizon Middle School	Renate Marquette 233-1292	1st <del>Thursday</del> Tuesday/month; 6:30 pm; Media Center; 9/10, 10/1, 11/5, 12/3, 1/7, 2/4, 3/4, 4/1, and 5/6	Dulski

**SCHOOL BUILDING**

Moorhead High School

Red River Area Learning

**PTAC PRESIDENT/PHONE #**Linda Granberg  
701/212-3980  
[soccermomgran@aol.com](mailto:soccermomgran@aol.com)

TBD

**MEETING-DATE/TIME/LOCATION**1st Monday/month; 7 pm; Counselors'  
Conf Room; 9/8, 10/5, 11/2, 12/7, 1/4,  
2/1, 3/1, 4/5, and 5/3

TBD

**2009-2010  
BOARD LIAISON**

Siggerud

Fagerlie



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.11.001C

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 7, 2010

SUBJECT: Official Newspaper Designation

Administration recommends *The Forum* be designated as the school district's official newspaper for the 2010-2011 school year.

Suggested Resolution: Move to designate *The Forum* as the school district's official newspaper for the 2010-2011 school year.

LAK:mde



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.11.002C

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 7, 2010

SUBJECT: Legal Services

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

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

LAK:mde



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.11.003C

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 7, 2010

SUBJECT: 2010-2011 MSBA Membership

The 2010-2011 membership fee to the Minnesota School Boards Association (MSBA) will be \$9,319 (including the policy services renewal). Attached is information related to membership benefits.

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

1999-00 = \$5,623  
2000-01 = \$5,772  
2001-02 = \$5,934  
2002-03 = \$6,153  
2003-04 = \$6,309  
2004-05 = \$7,049  
2005-06 = \$7,660  
2006-07 = \$8,019  
2007-08 = \$8,467  
2008-09 = \$8,845  
2009-10 = \$9,015

Suggested Resolution: Move to approve the 2010-2011 Minnesota School Boards Association membership in the amount of \$9,319.

LAK:mde  
Attachments



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

Tel: 507.934.2450  
MN: 800.324.4459

Fax: 507.931.1515  
www.mnmsba.org

## MINNESOTA SCHOOL BOARDS ASSOCIATION



### OFFICERS AND DIRECTORS

**PRESIDENT**  
Jackie Magnuson  
Rosemount-Apple Valley-Eagan

**PRESIDENT-ELECT**  
Kent Thiesse  
Crystal Wellcome Memorial

**DIRECTOR DISTRICT 1**  
Kathy Green  
Austin

**DIRECTOR DISTRICT 2**  
Jodi Sapp  
Mankato Area

**DIRECTOR DISTRICT 3**  
Daniel Zimansky  
Tracy Area

**DIRECTOR DISTRICT 4**  
Carol Bomben  
Eden Prairie

**DIRECTOR DISTRICT 5**  
Marilynn Forsberg  
Spring Lake Park

**DIRECTOR DISTRICT 6**  
Kevin Donovan  
Mahtomedi

**DIRECTOR DISTRICT 7**  
Roz Peterson  
Lakeville Area

**DIRECTOR DISTRICT 8**  
Elona Street-Stewart  
St. Paul

**DIRECTOR DISTRICT 9**  
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Nancy Dashner  
Frazee-Vergas

**DIRECTOR DISTRICT 11**  
Walter Hautala  
Mesabi East

**DIRECTOR DISTRICT 12**  
Gary Lee  
Fertile-Beltrami

**EXECUTIVE DIRECTOR**  
Bob Meeks  
St. Peter

**MSBA's Mission:**  
support, promote, and  
enhance the work of  
public school boards  
and public education.

July 1, 2010

JUL 2 2010

Dear Superintendent:

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

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

Your dues invoice is included with this letter. Dues are the stabilizing support for any association. Without the strong support of membership through the payment of dues, MSBA can neither maintain nor expand the menu of programs and services needed and enjoyed by our members.

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

- Free on-call assistance on matters ranging from the open meeting law to personnel issues to NCLB implementation to elections. Checking with MSBA first may save significantly on attorneys' fees.
- Lobbying at the state and federal levels coupled with daily Capitol updates during the legislative session.
- Negotiations training and master agreement analysis.
- Access to insurance products and services offered through MSBA Insurance Trust-endorsed insurers and their agents.
- Access to Policy Services (if a subscriber) and customized policy audits.
- Free access to the Public Education Employee Relations Network (PEERNet) which provides employee salary, benefits, and leave data as well as Master Agreement language and grievance arbitration decisions.
- Free registration to the annual Leadership Conference for the entire district leadership team.
- Free "toolkits," such as the School Board Recognition Week program.
- Free electronic news clipping service from the state's daily and weekly newspapers.
- Power-Card — a highly secured procurement card program available for the direct purchase of goods and services, which greatly increases the efficiency of the purchasing process and has the potential to generate rebates to your district.

(over)

- Reduced-cost board training, including seminars, workshops, and customized inservice training brought to your board room. Online training through our Learn@Lunch program is also available for your convenience.
- Access to money-saving cash management and borrowing programs, including but not limited to, the Minnesota School District Liquid Asset Fund Plus, the Minnesota Tax and Aid Anticipation Borrowing Program, and the Lease Purchase Program.
- Access to BoardBook Web-based paperless meetings.
- Free electronic and print postings for administrative job vacancies.
- Free access to an electronic, downloadable MSBA calendar listing important dates for elections and education-related events.
- Free subscriptions to MSBA publications, including the following: *Boardcaster*, *Journal* magazine, *Capitol Compass* (electronic), and *Management Services Newsletter* (electronic).
- Newly elected board members receive MSBA's *Service Manual*, a comprehensive resource of education-related laws and regulations at a minimal cost. This manual will be sent to them on a CD.
- MSBA Online, the Association website that provides round-the-clock access to information and services.
- Access to MSBA-endorsed PaySchools, an electronic payment processing system that enables districts to receive school-related fees from parents via electronic check, credit, or debit card.
- Access to MSBA Playground Compliance Program (MPCP) with the National Playground Compliance Group, LLC.

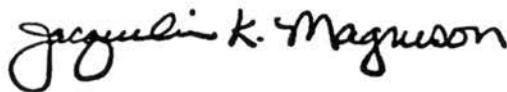
Subscribers to Policy Services will also find their renewal notice on the same invoice. Policy revisions keep your district in compliance with current law. You can access and download all model policies from the MSBA website 24 hours a day, seven days a week. Also, our policy consultants are here to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

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

Sincerely,



Bob Meeks  
Executive Director



Jacqueline Magnuson (Rosemount-Apple Valley-Eagan)  
MSBA President

Enc.



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.11.004C

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 7, 2010

SUBJECT: 2010-2011 NSBA Membership

Please find attached information related to the 2010-2011 membership to the National School Board Association (NSBA). The 2010-2011 NSBA National Affiliate membership fee will be \$4,425.

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

2007-08 = \$3,700  
2008-09 = \$4,000  
2009-10 = \$4,250

Suggested Resolution: Move to approve the 2010-2011 membership renewal fee to the National School Board Association (NSBA) National Affiliate in the amount of \$4,425.

LAK:mde  
Attachment

March, 2010



*Excellence and Equity in  
Public Education through  
School Board Leadership*

Dear Colleague:

The effects of the recession, the initiatives of a new Presidential Administration ... these and other factors are having a significant impact on school districts. Now more than ever, school boards need a strong organization at the federal level to promote public education and secure essential resources. Your support is critical. In these challenging times, the National School Boards Association is actively working on your behalf in Washington, D.C. Without your support, our influence is weakened.

Every dollar of your annual NSBA National Affiliate fee provides a return to your district through tangible benefits and influence on the federal decisions that impact your district. As you process the enclosed renewal invoice, I hope you'll keep in mind the important benefits your district receives every day as a National Affiliate:

- Up-to-date information on NSBA's advocacy efforts on Race to the Top, NCLB/ESEA reauthorization, e-Rate and other federal regulations and mandates;
- Analysis of cases working their way through the federal courts that could impact the way your district operates;
- An exciting new school grants program and resources that can help make special programs come to life;
- Access to sample school board policies on everything from cyberbullying to student searches;
- Discounts on professional development opportunities and publications like the WebChannel NA monthly webinar series.
- Special programming at NSBA's Annual Conference tailored to National Affiliate interests, and this year we will be hosting a **TED<sup>x</sup>** session, a truly exciting opportunity!

If you like review the benefits you currently receive through the National Affiliate program please go to the National Affiliate website at: [www.nsba.org](http://www.nsba.org) or contact me.

We understand that finances are tight for school districts nationwide, so in addition to advocating on your behalf, we are working to manage expenses and efficiencies across all NSBA activities. And I'm happy to report that, even in these difficult times, your colleagues nationwide continue to renew their National Affiliate participation at greater than a 90% rate.

Thank you for your district's ongoing participation as an NSBA National Affiliate. Your voice is needed more now than ever.

Gene Broderson,  
Director, National Affiliate Services  
(703) 838 - 6746



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.11.005C

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 7, 2010

SUBJECT: 2010-2011 Chamber of Commerce of Fargo Moorhead Membership

Please find attached information related to the 2010-2011 membership to the Chamber of Commerce of Fargo Moorhead. The 2010-2011 membership fee will be \$1,495.

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

2007-08 = \$1,400

2008-09 = \$1,450

2009-10 = \$1,450

Suggested Resolution: Move to approve the 2010-2011 membership renewal fee to the Chamber of Commerce of Fargo Moorhead in the amount of \$1,495.

LAK:mde  
Attachment

CHAMBER



May 13, 2010

MAY 13 2010

Fargo Moorhead

Lynne Kovash  
Moorhead Area Public Schools  
2410 14 St S  
Moorhead, MN 56560-

Chamber of Commerce  
of Fargo Moorhead

Dear Lynne:

(202 First Avenue North,  
Moorhead)

P.O. Box 2443

Fargo, ND

58108-2443

218.233.1100

Fax 218.233.1200

[www.fmchamber.com](http://www.fmchamber.com)

[info@fmchamber.com](mailto:info@fmchamber.com)

Thank you for your support of your Chamber of Commerce of Fargo Moorhead during the past year. The Chamber is committed to ensuring the strength of our business community and helping its members stay fiscally healthy.

Chamber membership provides you varied opportunities to connect with potential clients and customers through referrals, networking events and affordable marketing opportunities. Take advantage of the Chamber's targeted and qualified audience to enhance your business-to-business marketing efforts.

As you scrutinize your bottom line, a new benefit included in your membership is additional exposure through an online Virtual Market Place. Please look at the marketplace on our website [www.fmchamber.com](http://www.fmchamber.com) and call us to get started in setting up your own expo. In addition discounts may be available thru group health insurance, business and personal insurances (Auto Owners and AAA) and an Employee Assistance Program. Also visit our Member Specials page to find money-saving deals available to you by other Chamber members.

As a member, you are advised of legislative action and informational events affecting your business. When you don't have the time, the Chamber is speaking on your behalf to ensure our lawmakers are aware of the needs of our business community.

Your Chamber staff is here to help you maximize your membership investment. As you renew your membership, contact us to make sure your Chamber is working for you.

Enclosed is your membership renewal invoice. Your continuing investment ensures access to our broad array of products, programs and services and helps to strengthen our work of unifying and advancing business and community interests in our region.

Sincerely,

James Parsons  
Vice President Finance & Operations





Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.11.006C

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

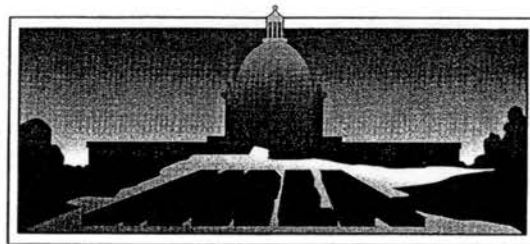
DATE: July 7, 2010

SUBJECT: 2010-2011 MREA Membership

The 2010-2011 membership fee to the Minnesota Rural Education Association (MREA) will be \$2,400. Attached is information related to membership benefits. There has been no increase to this annual membership fee from last year.

Suggested Resolution: Move to approve the 2010-2011 Minnesota Rural Education Association (MREA) membership in the amount of \$2,400.

LAK:mde  
Attachment



JUN 9 - 2010

*"Making Real Education Advances"*

Moorhead Public Schools  
2410 14th Street S.  
Moorhead MN 56560-0000

Dear MREA Member,

Membership in MREA gives your district a voice at the legislature when you can't be there yourself. MREA staff has daily contact with legislative leaders and decision makers, influencing legislation from the **rural** perspective. With school board members, administrators, teachers and community members on the board of directors, MREA focuses on what is best for **rural** students -- equity of funding and equal opportunities.

MREA represented 150 district and agency members during the 2010 legislative session. MREA is the only advocate exclusively for **rural** districts. We focus our energy on issues brought forth by our member districts. Some of the issues we worked on were:

- Payback of K-12 payment shift
- Fought to prevent cuts to K-12 Education
- Debt Service Equalization appropriation increase to avoid proration of funds
- TRA Pension Fund Stability
- Successful in making state borrowing authority from districts permissive instead of mandatory when the state has a cash flow problem AND increased the fund balance threshold from which the state can borrow
- Fought to eliminate the maintenance of effort mandate for counselors
- Fought off cuts to telecom equity access aid
- Pushed for School Improvement Grant changes
- Advocated rural perspective on funding reform initiatives such as the New Minnesota Miracle
- Advocated for charter school facility funding reform
- Fought for continued funding flexibility for staff development & operating capital programs

We hope you will renew your membership with MREA this coming year. This will be a critical year for schools at the legislature.

Sincerely,

Lee Warne

Executive Director

24

MINNESOTA RURAL EDUCATION ASSOCIATION

P.O. Box 155, Brandon, MN 56315-0155 • 320.767.6574 • Fax: 888.884.7032 • Email: [mea@mrea.org](mailto:mea@mrea.org)

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
JUNE 14, 2010  
PAGE 1**

**MEMBERS PRESENT:** Karin Dulski, Lisa Erickson, Cindy Fagerlie, Sonia Mayo Hohnadel, and Dr. Lynne A. Kovash.

**MEMBERS ABSENT:** Mike Siggerud, Kristine Thompson and Bill Tomhave.

**CALL TO ORDER:** Vice Chair Erickson called the meeting to order at 7:01 p.m. and led everyone in attendance with the Pledge of Allegiance.

**PREVIEW OF AGENDA:** Superintendent Kovash recommended the agenda proceed with revisions to pages 34 and 132 as presented.

**APPROVAL OF AGENDA:** Fagerlie moved, seconded by Dulski, to approve the agenda as revised. Motion carried 4-0.

**MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:** LaRae Mikkelsen, 435 Clearview Court; Emily Haagensen, 1702 32nd Street South; Maddy Timm, 1211 23rd Avenue South; Shontel Smith, 611 77th Avenue NW; Carol Bishop, 1023 11th Street South; and Angela Schulz, 223 8th Avenue South expressed their appreciation of the Horizon Middle School theater program and noted the importance of the arts in education.

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

**Minutes** - Approve the May 10 and 24, 2010 meeting minutes as presented.

**Claims** - Approve the June Claims, subject to audit, in the amount of \$652,025.63.

General Fund:	\$505,329.76
Food Fund:	\$120,771.26
Community Service Fund:	\$25,493.36
Debt Service Fund:	\$431.25
TOTAL	\$652,025.63

**Lakes Country Service Cooperative Membership** - Approve the Lakes Country Service Cooperative School District Membership Agreement FY 2011 as presented. The total cost of the membership is \$12,929.

**Revised Census Numbers** - Accept the change in census figure from 40,085 to 40,831 indicated by State of Minnesota demographic information.

**Family/Medical Leave**

Angela Braunagel - 7<sup>th</sup> Grade Science Teacher, Horizon Middle School, effective September 6,

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
JUNE 14, 2010  
PAGE 2**

2010 for approximately eight weeks.

Early Retirement

Patricia Frahm - Paraprofessional, Moorhead High School, effective June 4, 2010.

Change in Contracts

Lindsey Weaver - Physical Education Teacher, .33 FTE at S.G. Reinertsen to .567 FTE at S.G. Reinertsen and Robert Asp, BA (1) \$18,699.66, effective August 31, 2010.

Amy Zanotti - LD Teacher, Moorhead High School to Data Analyst, Probstfield Center for Education, effective August 31, 2010 (replaces Cheri Gess).

Nancy Vigen - LD Teacher/Facilitator, Ellen Hopkins Elementary/District to Facilitator, Districtwide, 1.00 FTE, effective August 31, 2010 (replaces Robin Grooters).

Resignations

Valerie Stevenson - Occupational Therapist, Ellen Hopkins Elementary, effective June 4, 2010.

Ryan Lyson - Math Teacher, Moorhead High School, effective June 4, 2010.

Justin McKenzie - Language Arts Teacher, Horizon Middle School, effective June 4, 2010.

Brad Mackowick - Industrial Technology Teacher, Moorhead High School, effective June 4, 2010.

Jennifer Rogness - 1<sup>st</sup> Grade Teacher, S.G. Reinertsen, effective June 4, 2010.

New Employees

Chauncy Hendershot - Social Science Teacher, Moorhead High School, .75 FTE, BA (2) \$25,591.50, effective August 31, 2010 (replaces Charlie Fisher).

Danielle Hillebrand - Vision Teacher, District wide, .50 FTE, MA (7) and ECSE Teacher, .50 FTE, MA (7) \$47,122, effective August 31, 2010 (replaces .50 Rachel Lerum FTE from Moorhead High School and .50 contracted time with Fergus Falls).

Katie Jo Johnson - Spanish Teacher, Moorhead High School, 1.00 FTE, BA+10 (2) \$35,624.00, effective August 31, 2010 (replaces Brittney Rehm).

Julie Joyce-Smith - Community Education Secretary, 12 months, 8 hours per day, B21 (3) \$14.68 per hour, effective June 7, 2010 (replaces Nicole Such).

Jessica Rome - Guidance Counselor, S.G. Reinertsen, 1.00 FTE, MA (3) \$41,510, effective August 31, 2010 (replaces Lisa Karch for 1 year leave).

Jacob Seuntjens - Literacy Intervention & Behavior Intervention Teacher, S.G. Reinertsen, 1.00 FTE, BA+30 (3) \$39,948.00, effective August 31, 2010 (replaces Orella Olson).

Sarah Wothe - 4<sup>th</sup> Grade Teacher, S.G. Reinertsen, 1.00 FTE, BA (0) \$31,823.00, effective August 31, 2010 (new position).

Meagan Blake - DCD Teacher, Moorhead High School, 1.00 FTE, MA (3) \$41,510.00, effective August 31, 2010 (replaces Sandy Matthew).

Ann Hiedeman - Human Resource Director, Probstfield Center for Education, 1.00 FTE, D64 (5) \$87,913.00, effective July 1, 2010 (replaces Ron Nielsen).

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
JUNE 14, 2010  
PAGE 3**

Motion carried 4-0.

**APPROVAL OF SCHOOL DISTRICT INSURANCE PACKAGE:** Tom Quam, Bremer Insurance, provided a summary of quoted premiums and changes in the insurance package.

Fagerlie moved, seconded by Dulski, to approve the insurance package in the amount of \$300,954.77 from Riverport Insurance Company effective July 1, 2010 through June 30, 2011 as provided and presented by Mr. Tom Quam of Bremer Insurance. Motion carried 4-0.

**APPROVAL OF CONFIDENTIAL SECRETARY MASTER AGREEMENT 2010-2012:**  
Hohnadel moved, seconded by Fagerlie, to approve the Confidential Secretary Master Agreement for 2010-2012 as presented with the cost as follows:

<u>Year</u>	<u>Cost</u>	<u>Percentage Increase</u>
2010-11	\$ 6,459.00	2.44
2011-12	\$ 6,134.00	2.26
Total	\$12,593.00	4.70

Motion carried 4-0.

**APPROVAL OF DIETARY AND FOOD SERVICE EMPLOYMENT AGREEMENT:**  
Hohnadel moved, seconded by Fagerlie, to approve the Dietary and Food Service Employment Agreement for 2009-2011 as presented with the cost as follows:

<u>Year</u>	<u>Cost</u>	<u>Percentage Increase</u>
2009-10	\$4,485.00	2.28
2010-11	\$4,563.00	2.27
Total	\$9,048.00	4.55

Motion carried 4-0.

**APPROVAL OF POLICY:** Dulski moved, seconded by Hohnadel, to approve the policy, Out-of-State Travel by School Board Members 216, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Fagerlie moved, seconded by Dulski, to approve the policy, School Board Policy Development, Adoption, Implementation, and Review 221, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Hohnadel moved, seconded Fagerlie, to approve the policy, Policies Incorporated by Reference for Employees/Personnel 499, as presented. Motion carried 4-0.

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
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**APPROVAL OF POLICY:** Dulski moved, seconded by Hohnadel, to approve the policy, Student Parental, Family and Marital Status Nondiscrimination 503, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Dulski moved, seconded by Fagerlie, to approve the policy, School District Student Attendance 515, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Fagerlie moved, seconded by Dulski, to approve the policy, Student Immunization Requirements 530, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Dulski moved, seconded by Hohnadel, to approve the policy, Mandated Reporting of Child Neglect or Physical or Sexual Abuse 534, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Hohnadel moved, seconded by Fagerlie, to approve the policy, Maltreatment of Vulnerable Adults 535, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Dulski moved, seconded by Hohnadel, to approve the policy, Student Activity Eligibility 541, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Fagerlie moved, seconded by Dulski, to approve the policy, Student Discipline 551, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Hohnadel moved, seconded by Fagerlie, to approve the policy, Policies Incorporated by Reference for Students 599, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Dulski moved, seconded by Hohnadel, to approve the policy, Curriculum and Instruction Goals of Moorhead Area Public Schools 601, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Fagerlie moved, seconded by Hohnadel, to approve the policy, Extended School Year for Students with Individualized Education Programs 604, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Dulski moved, seconded by Fagerlie, to approve the policy, Selection of Textbooks and Instructional Materials 620, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Fagerlie moved, seconded by Hohnadel, to approve the policy, Moorhead Area Public Schools Graduation Policy 640, as presented. Motion carried 4-0.



**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
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**APPROVAL OF POLICY:** Dulski moved, seconded by Fagerlie, to approve the policy, School District System Accountability 650, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Hohnadel moved, seconded by Fagerlie, to approve the policy, Credit for Learning of Minnesota Graduation Standards 653, as presented. Motion carried 4-0.

**APPROVAL OF POLICY:** Dulski moved, seconded by Hohnadel, to approve the policy, Basic Skills Testing, Accommodations, Modifications, and Exemptions for Individualized Education Programs (IEPs), Section 504 Accommodations and Limited English Proficiency (LEP) Students 656, as presented. Motion carried 4-0.

**APPROVAL OF ELEMENTARY CALENDAR CHANGE PROPOSAL:** Hohnadel moved, seconded by Fagerlie, to approve the elementary calendar change proposal to allow for weekly professional development meetings as presented. Motion carried 4-0.

**COMMITTEE REPORTS:** Brief reports were heard regarding the Moorhead High School and Adult Basic Education GED graduations.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Erickson reminded board members to contact Michelle with their travel plans related to the August 5-6 MSBA Summer Seminar 2010.

**CLOSE PUBLIC MEETING:** Hohnadel moved, seconded by Dulski, to close the public meeting at 8:27 p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies. Motion carried 4-0.

**OPEN PUBLIC MEETING:** Fagerlie moved, seconded by Hohnadel, to open the public meeting at 9:37 p.m. Motion carried 4-0.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 9:37 p.m.

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Cindy Fagerlie, Clerk

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

**MEMBERS PRESENT:** Karin Dulski, Lisa Erickson, Cindy Fagerlie, Sonia Mayo Hohnadel, Kristine Thompson, Bill Tomhave, and Dr. Lynne A. Kovash.

**MEMBERS ABSENT:** Mike Siggerud.

**CALL TO ORDER:** Chair Thompson called the meeting to order at 7:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

**PREVIEW OF AGENDA:** Superintendent Kovash recommended the agenda proceed with revisions to pages 10, 31 and the Annual Operating Plan page 9.

**APPROVAL OF AGENDA:** Erickson moved, seconded by Tomhave, to approve the agenda as revised. Motion carried 6-0.

**WE ARE PROUD:**

**We Are Proud** of Assistant Superintendent Wayne Kazmierczak for completing the Minnesota Association of School Business Officials Certification Program. The program includes the MASBO Institute, 11 three-hour certification courses and additional elective credits. Kazmierczak was recognized at the MASBO annual conference in May.

**We Are Proud** of Dave Lawrence, assistant principal at Moorhead High School, for being named Western Division Assistant Principal of the Year for 2009-10 by the Minnesota Association of Secondary School Principals. Lawrence was recognized by MASSP in June.

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

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

**Dairy and Bakery Bids** - Accept the dairy bid received from Cass Clay Creamery and the bakery bid received from Pan O Gold Baking Company.

**Resignations**

Angela Swenson - Secretary, Ellen Hopkins Elementary, effective June 15, 2010.

Mary Beth Pilon - Counselor, Moorhead High School, effective June 15, 2010.

Callie Urness - Occupational Therapist, Moorhead High School, effective June 4, 2010.

Ansley Cameron - Music Teacher, S.G. Reinertsen Elementary, effective June 16, 2010.

Nancy Bock - Paraprofessional, EIS, effective June 25, 2010.

**New Employees**

**30** Stephanie Manesis - Adult Basic Education Paraprofessional. Probstfield Center for Education,

**REGULAR MEETING  
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14 hours per week, 38 weeks per year, B21 (0-2) \$14.05 per hour, effective June 17, 2010 (replaces Kim Westendorf).

Craig Fahrendorf - Math Teacher, Horizon Middle School, 1.00 FTE, BA+30 (7) \$45,323.00, effective August 31, 2010 (replaces Sara Solhjem).

Clare Kazmierczak - ESL Teacher, S.G. Reinertsen Elementary, .50 FTE MA (7) \$23,561.00, effective August 31, 2010 (replaces Elizabeth Luhman).

Keenan Spiess - Physical Education Teacher, Horizon Middle School, .5834 FTE BA (5) \$21,930.01, effective August 31, 2010 (replaces Greg Salvevold).

Lakeland Mental Health Center Purchase of Service Renewal Agreement - Approve the July 1, 2010 to December 31, 2010 renewal agreement with Lakeland Mental Health Services and Clay County Social Services to continue mental health services to students and their families as part of the Clay County Outreach Treatment Program not to exceed the amount of \$120,276.

UND Occupational Therapy Student Agreement - Approve the agreement with the University of North Dakota for the 2010-2011 school year for students in the field of occupational therapy.

2010-11 Elementary and Secondary Education Act (ESEA) Consolidation Grant Applications - Approve the 2010-2011 Elementary and Secondary Education Act (ESEA) and American Recovery and Reinvestment Act (ARRA) applications as presented. The applications include preliminary allocations for fiscal year 2011 Title programming.

Motion carried 6-0.

**APPROVAL OF PART-TIME AND SUBSTITUTE PAY SCHEDULE CHANGE:** Hohnadel moved, seconded by Dulski, to approve the pay schedule as presented. Motion carried 6-0; Thompson abstaining.

**APPROVAL OF RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVITS OF CANDIDACY:** Erickson moved, seconded by Tomhave, to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy. Motion carried 6-0.

**APPROVAL OF ADMINISTRATORS' MASTER AGREEMENT 2010-2012:** Fagerlie moved, seconded by Hohnadel, to approve the Administrators' Master Agreement for 2010-2012 as presented with no step increase and \$2,500 added each year to the salary schedule. The percentage increase for 2010-11 is 2.29 percent and 2011-12 is 2.26 percent for a total 4.34 percent. Motion carried 6-0.

**SCHOOL BOARD WORK SESSION:** Dulski moved, seconded by Hohnadel, to approve Monday, July 19, 2010 at 12:30 p.m. to conduct a School Board work session to discuss school district and board priorities. Motion carried 6-0.

**REGULAR MEETING  
BOARD OF EDUCATION  
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**APPROVAL OF MOORHEAD HIGH SCHOOL STUDENT HANDBOOK:** Assistant Principal Dave Lawrence reviewed the student handbook with the board. Additional revisions were recommended related to adding PaySchool and Destination Imagination information.

Erickson moved, seconded by Tomhave, to approve the 2010-2011 Moorhead High School Student Handbook as revised. Motion carried 6-0.

**APPROVAL OF 2010-2011 ANNUAL OPERATING PLAN:** Kazmierczak reviewed the draft 2010-2011 Annual Operating Plan that included a summary of the preliminary expenditures and revenue budgets, by fund, for fiscal year 2011 as follows:

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
Fund 01				
General	\$7,723,655	\$48,878,911	\$49,628,790	\$6,973,776
Fund 02				
Food Service	\$459,859	\$2,251,733	\$2,145,310	\$566,282
Fund 04				
Community Service	\$135,298	\$1,537,400	\$1,493,523	\$179,175
Fund 07				
Debt Service	\$44,728,836	\$6,823,832	\$6,465,385	\$45,087,283

The school district is anticipating 2010-2011 General Fund revenues of \$48,878,911. This reflects a decrease of approximately \$1,366,179 compared to 2009-2010. This decrease is primarily due to the American Recovery and Reinvestment Act (ARRA) funds that were received in 2009-2010. These funds are a one-time influx of revenue and are therefore not sustainable. Additionally, the use of these funds is limited to the areas of Title I and special education. Expenses for the 2010-2011 General Fund are anticipated to be \$49,628,790. This reflects an increase of \$930,189 compared to projected expenditures from 2009-2010.

The net result of the recommended General Fund budget is an unreserved deficit of \$112,405 and a reserved deficit of \$637,474 for 2010-2011. The June 30, 2011 unreserved General Fund balance is projected to be \$6,911,474, or 14.7% of expenditures. Budget assumptions will be monitored to verify accuracy as new information becomes available. A revised budget will be presented to the board in approximately January, 2011.

Hohnadel moved, seconded by Tomhave, to approve the 2010-2011 Annual Operating Plan which includes the preliminary budget for fiscal year 2011. Motion carried 6-0.

**32 COMMITTEE REPORTS:** Brief reports were heard regarding the Community Education Advisory Council and Executive Finance Committee meetings.

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
JUNE 28, 2010  
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**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Chair Thompson reminded board members to contact Michelle with their travel plans related to the August 5-6 MSBA Summer Seminar 2010. Kovash recognized Ron Nielsen for attending his last board meeting due to retirement from the district. Kovash stated he truly would be missed and appreciated his wisdom and guidance over the past 10 years. Nielsen thanked the district for his 10 years of education experience. Thompson noted Nielsen leaves the district a better organization.

**CLOSE PUBLIC MEETING:** Tomhave moved, seconded by Erickson, to close the public meeting at 8:28 p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies. Motion carried 6-0.

The meeting recessed at 8:29 p.m.; the Chair reconvened the meeting at 8:34 p.m.

**OPEN PUBLIC MEETING:** Erickson moved, seconded by Hohnadel, to open the public meeting at 8:50 p.m. Motion carried 6-0.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 8:50 p.m.

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Cindy Fagerlie, Clerk



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.003 C

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Wayne A. Kazmierczak, Assistant Superintendent  
DATE: July 13, 2010  
SUBJECT: July Claims

The July claims are as follows:

General Fund	\$1,043,869.54
Food Fund	\$63,240.43
Community Service Fund	\$28,127.17
TOTAL	\$1,135,237.14

Suggested Resolution: Move to approve the July claims, subject to audit, in the amount of \$1,135,237.14.

WAK:nls






Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.001 C

TO: Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent 

DATE: July 13, 2010

SUBJECT: Resolution for Membership in the Minnesota State High School League

Attached please find the 2010-2011 Resolution for Membership in the Minnesota State High School League (MSHSL). This is an annual approval item that affirms the following:

1. That the School Board delegates the control, supervision and regulation of MSHSL-sponsored athletic and fine arts activities to the MSHSL;
2. That the School Board adopts the Constitution, Bylaws and Rules and Regulations of the MSHSL; and,
3. That the administration for and the responsibility for supervising the activities are assigned to the School District's official school representative.

Suggested Resolution: Move to approve the 2010-11 Resolution for Membership in the Minnesota State High School League.

WAK:nls  
Attachment

*The Minnesota State High School League provides educational opportunities for students through interscholastic athletic and fine arts programs and provides leadership and support for member schools.*



Member of the National Federation of State High School Associations

April 2010

APR 13 2010

Dear Superintendent:

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

**Please return one copy to the Minnesota State High School League and retain one copy for the school files. The deadline for returning the resolution form is September 1, 2010. If the form is not received by the above date, a \$250 late fee will be assessed. No school is eligible to compete in post-season tournaments unless the Resolution for Membership is on file in the League office.**

Formal approval by the governing board of your school district or school must be made prior to August 1, 2010, to enable the League office to certify your continuation or new membership in the League. If your Designated School Board Representative has changed from the fall, please make that change in the MSHSL website database.

A billing for services, rule books and other supplies will be mailed to schools in mid-August as has been the accepted procedure in the past. This billing, which includes a \$100 service fee, will be based on the information your school submits to the League office regarding the activities you will sponsor during the 2010-2011 school year.

Please be reminded of the following:

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

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

I would suggest that you place this resolution on your agenda as soon as possible and certainly not later than a June or July board meeting in order to avoid last-minute efforts late in the summer which may create problems for your board and administrative staff to meet the September 1, 2010 deadline.

Sincerely,

David V. Stead  
Executive Director

DVS/lmj  
Enclosures

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

**2010-2011 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

**RESOLVED**, that the Governing Board of School District Number 0152, County of Clay, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

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

Moorhead High School

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

1. \_\_\_\_\_ Make new application for membership in the Minnesota State High School League;  
School Enrollment (9-12): \_\_\_\_\_  
OR;  
☒ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

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

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

Signed: \_\_\_\_\_  
Clerk/Secretary - Local Governing Board

Signed: \_\_\_\_\_  
Superintendent or Head of School

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

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

District Office Address, City, Zip: 2410 14th St. S. Moorhead, MN 56560

School Superintendent's Phone: 218-284-3330

School Superintendent's Email: IKovash@moorhead.k12.mn.us

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**RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2010**  
Retain one copy for the school files.



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.007 C

TO: Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent 

DATE: July 13, 2010

SUBJECT: Resolution for Investment of Excess Funds for 2010-2011

Attached please find the resolution giving authority and responsibility to invest funds which are not currently needed in accordance with Minnesota Statute 118A.04.

Suggested Resolution: Move to approve the resolution for investment of excess funds giving authority and responsibility to the Assistant Superintendent or designee in accordance with Minnesota Statute 118A.04 for the 2010-2011 school year.

WAK:nls  
Attachment

RESOLUTION TO  
AUTHORIZE PROCEDURES FOR THE INVESTMENT OF EXCESS FUNDS

The Assistant Superintendent, or designee, is hereby vested with the authority and responsibility to invest funds, which are not currently needed in accordance with Minnesota Statute 118A.04 for the 2010-2011 school year.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.008 C

TO: Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent *W. Kazmierczak*

DATE: July 13, 2010

SUBJECT: Authorize Staff to Initiate Financial Transactions for 2010-2011

Please find attached letters to Mr. Jamey Pesek of Wells Fargo Bank and Mr. Hal Wentzel of Bremer Bank indicating the names of district personnel who have authority to make transactions on the listed accounts.

Suggested Resolution: Move to authorize the listed district personnel to make transactions on the listed accounts for the 2010-2011 school year.

WAK:nls  
Attachments





## Moorhead Area Public Schools Independent School District 152

Probstfield Center for Education • 2410 14th St. S. • Moorhead, Minnesota 56560  
Fax: (218) 284-3333 • [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)

Superintendent of Schools: (218) 284-3330  
Assistant Superintendent: (218) 284-3370 • Human Resources: (218) 284-3350

July 13, 2010

Mr. Jamey Pesek  
Wells Fargo Bank  
PO Box 340  
Moorhead, MN 56560

Dear Mr. Pesek:

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

Authority to make phone transfers:	Denice Sinner Wayne Kazmierczak	Minda Sadlowski Lynne Kovash
Authority to make stop payments:	Denice Sinner Wayne Kazmierczak	Minda Sadlowski Lynne Kovash
Authority to obtain account information:	Denice Sinner Wayne Kazmierczak Kristine Thompson	Minda Sadlowski Lynne Kovash Karin Dulski

The authority extends to the following district account:      10110 901204  
   14138 12538

Thank you.

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Kristine Thompson, School Board Chair

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Cindy Fagerlie, School Board Clerk

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Karin Dulski, School Board Treasurer



## Moorhead Area Public Schools Independent School District 152

Probstfield Center for Education • 2410 14th St. S. • Moorhead, Minnesota 56560

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

Superintendent of Schools: (218) 284-3330

Assistant Superintendent: (218) 284-3370 • Human Resources: (218) 284-3350

July 13, 2010

Mr. Hal Wentzel  
Bremer Bank, N.A.  
3131 Frontage Road  
Moorhead, MN 56560

Dear Mr. Wentzel:

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

Authority to make phone transfers:	Denice Sinner Wayne Kazmierczak	Linda Rundquist Lynne Kovash
Authority to make stop payments:	Denice Sinner Wayne Kazmierczak	Linda Rundquist Lynne Kovash
Authority to obtain account information:	Denice Sinner Wayne Kazmierczak Kristine Thompson	Linda Rundquist Lynne Kovash Karin Dulski

The authority extends to the following district account: 05119684

Thank you.

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Kristine Thompson, School Board Chair

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Cindy Fagerlie, School Board Clerk

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Karin Dulski, School Board Treasurer



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.009 C

TO: Lynne A. Kovash, Superintendent  
FROM: Wayne A. Kazmierczak, Assistant Superintendent  
DATE: July 13, 2010  
SUBJECT: Official Depositories for 2010-2011

The following investment brokers and depositories are recommended for approval:

Wells Fargo Bank, Bremer Bank, State Bank & Trust, State Bank of Hawley, US Bank, Gate City Bank, Bank of the West, Northwestern, Minnesota School District Liquid Asset Fund Plus.

Bonds are handled by US Bank & Trust Corporations within Wells Fargo Bank-Minneapolis.

Suggested Resolution: Move to designate the 2010-2011 School District official depositories as presented.


WAK:nls



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.005 C

TO: Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent 

DATE: July 13, 2010

SUBJECT: Resolution Authorizing Payment of Goods and Services  
for the 2010-2011 School Year

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

Suggested Resolution: Move to approve the resolution to authorize the Assistant Superintendent to make payment for goods and services in advance of School Board approval for the 2010-2011 school year consistent with Minnesota Statutes 123B.11, 123B.02 and 471.38.

WAK:nls  
Attachment

RESOLUTION TO AUTHORIZE PAYMENT OF GOODS AND SERVICES  
IN ADVANCE OF SCHOOL BOARD APPROVAL  
FOR THE 2010-2011 SCHOOL YEAR

BE IT HEREBY RESOLVED, for the 2010-2011 school year, consistent with Minnesota Statutes 123B.11, 123B.02 and 471.38, the Assistant Superintendent, or designee, are hereby vested with the authority to make the following payments in advance of School Board approval when necessary.

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

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.004 C

TO: Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent *W. Kazmierczak*

DATE: July 13, 2010

SUBJECT: Resolution for Collection of NSF Checks and Leases for 2010-2011

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

Suggested Resolution: Move to approve the resolution for collection of NSF checks and leases giving authority and responsibility to the Assistant Superintendent for the 2010-2011 school year.

WAK:nls  
Attachment

RESOLUTION TO AUTHORIZE  
COLLECTION OF NSF CHECKS AND LEASES

The Assistant Superintendent, or designee, is hereby vested with the authority and responsibility to collect NSF checks and leases for the 2010-2011 school year.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date





Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.006 C

TO: Lynne A. Kovash, Superintendent  
FROM: Wayne A. Kazmierczak, Assistant Superintendent *W. Kazmierczak*  
DATE: July 13, 2010  
SUBJECT: School Leaders Errors & Omissions Insurance Deductible

Please find below a resolution that places the burden of the deductible for our current Errors & Omissions Insurance on the Moorhead Area Public School District.

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


WAK:nls



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.011 C

TO: Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent 

DATE: July 13, 2010

SUBJECT: Resolution Authorizing Sale of Aid Anticipation Certificates

Current cash flow and fund balance projections necessitate the district to engage in short-term borrowing authorized by Minnesota Statutes, Sections 126C.50 through 126C.56. For fiscal years 2009, 2010 and 2011, the district has borrowed a cumulative total of \$13 million in order to meet monthly financial obligations. The need for continued cash flow borrowing is primarily attributed to state aid payment shifts that the Minnesota Legislature continues to rely on to address Minnesota's ongoing financial crisis. The normal aid payment schedule is 90/10, which means that 90% of a district's state aid is received in the current fiscal year, and 10% is received in the next fiscal year. For fiscal year 2011, however, the aid payment shift is 70/30, which is even worse than the 73/27 shift enacted for fiscal year 2010. The district will be borrowing \$5 million for fiscal year 2011; approval of this resolution allows the district to proceed with the required steps necessary to finalize the sale of the aid anticipation certificates. Additionally, the district may have to borrow additional funds in June 2011 in order to meet its financial obligations during the last month of the fiscal year.

At the August 9, 2010 board meeting, a representative from Ehlers & Associates, Inc. will be in attendance to explain the background behind the certificates, the proposals that are received, and to go over the results. At the same meeting, a resolution will go before the board awarding the sale of the aid anticipation certificates.

Suggested Resolution: Move to approve the resolution providing for the sale of general obligation aid anticipation certificates of indebtedness, Series 2010A; and covenanting and obligating the district to be bound by and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee the payment of the principal and interest on these certificates.

WAK:nls  
Attachments

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 152, State of Minnesota, was duly held on July 19, 2010 at 7:00 p.m.

MEMBERS PRESENT:

MEMBERS ABSENT:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION AID  
ANTICIPATION CERTIFICATES OF INDEBTEDNESS, SERIES 2010A; AND  
COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE  
THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE  
THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THESE CERTIFICATES**

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

**1. Certificate Authorization.** The School Board has determined that it is necessary and desirable for the District to sell and issue its General Obligation Aid Anticipation Certificates of Indebtedness, Series 2010A in the total aggregate principal amount of \$5,000,000 for the purpose of meeting current expenditures of the District.

**2. Sale.** The District has retained Ehlers & Associates, Inc. (Ehlers) in Roseville, Minnesota, as its independent financial advisor for the Certificates. Ehlers is authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9). If the issuance of the Certificates is approved, the Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Certificates.

**3. Official Statement; Negotiation of Sale.** Ehlers is authorized to prepare and distribute an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

**4. Minnesota School District Credit Enhancement Program.** (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Certificates and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Certificates when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the certificates is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Certificates or if, on the day two (2) business days prior to the date a payment is due on the Certificates, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Certificates of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Finance and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

The motion for 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 the resolution, having received the affirmative votes of two-thirds of the members, was declared duly passed and adopted.

STATE OF MINNESOTA            )  
  ) ss.  
COUNTY OF CLAY             )

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

WITNESS MY HAND officially as such recording officer this \_\_\_\_ day of \_\_\_\_\_, 2010.


\_\_\_\_\_  
School District Clerk



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.010 C

TO: Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent 

DATE: July 13, 2010

SUBJECT: Approval of Increase to Meal Prices

At the June 28, 2010 board meeting it was discussed that milk, breakfast and lunch prices for 2010-2011 would remain unchanged from the 2009-2010 rates with the exception of adult lunch prices moving from \$3.00 to \$3.25. The increase from 2008-2009 to 2009-2010 stabilized the Food Services Fund and a budget surplus is projected for the recently completed 2009-2010 fiscal year. The following table contains the recommended prices for fiscal year 2011:

Category	2009-2010 Price	2010-2011 Price	Increase
Milk	.40	.40	.00
Breakfast	1.00	1.00	.00
Lunch – Elementary	1.75	1.75	.00
Lunch – Secondary	1.90	1.90	.00
Lunch – Adult	3.00	3.25	.25

As was discussed in July of 2009, Moorhead Area Pubic Schools' prices compare favorably to other regional districts and this is still the case. In looking forward to July 2011, it is highly likely that increases will be recommended leading into the 2011-2012 school year.

Suggested Resolution: Move to increase the price of adult lunch to \$3.25.

WAK:nls



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.012 C

TO: Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent *W. Kazmierczak*

DATE: July 13, 2010

SUBJECT: Approval of Attachment 10 Health and Safety Program Revenue Application

Attached please find the document titled Attachment 10 Health and Safety Program Revenue Application. Attachment 10 must be approved annually by the School Board as part of the Minnesota Department of Education's (MDE) Health and Safety Program and replaces Attachment 99 that was used in previous years.

School District personnel, Melissa Mattson with Lakes Country Service Cooperative (LCSC), and Jane Eastes with LCSC in her role as a MDE Health and Safety Management Assistant have collaborated to update Attachment 10 to ensure that Moorhead Area Public Schools is up to date with applicable state and federal requirements. Upon approval, Attachment 10 will be submitted to the MDE.

Suggested Resolution: Move to approve Attachment 10 Health and Safety Program Revenue Application in accordance with the requirements of the Minnesota Department of Education's Health and Safety Program.

WAK:nls  
Attachment



HEALTH AND SAFETY PROGRAM REVENUE APPLICATION

In accordance with Minnesota Statutes section 123B.57 Subd. 1(a) the intent of this document is to satisfy the requirement for districts to submit their health and safety program application including hazardous substance removal, fire and life safety code repairs, Labor and Industry-regulated facility and equipment violations, and health, safety, and environmental management, including indoor air quality management.

This completed form with attached school board approved minutes and Management Assistance Physical Hazard/Building Walkthrough report shall be provided to your regional management assistant professional for submittal to the Minnesota Department of Education before July 23, 2010.

**District Name and Number:** Moorhead Area Public Schools (ISD #152)

**Health and Safety Coordinator Name and Contact Information:** Dan Bacon (218) 284-1411

**Signature of Board Chairman**

**Date**

**Accident Investigation (View 29 CFR 1904.32)**

Is the annual summary of injuries and illnesses recorded on the OSHA 300 posted from February 1 until April 30 of the following year? **Yes**

What is your 2009 Worker's Compensation Experience Modification Rate? **1.05**

What is your district's most common injury? **Slips and falls**

Describe your procedure for accident investigation and implementing corrective action. **Injured party is asked to complete an incident report form and submit that to his or her direct supervisor or the Department of Human Resources. District personnel then take the necessary steps to mitigate the hazard when appropriate.**

**Bloodborne Pathogens (View 29 CFR 1910.1030)**

Name of Exposure Control Plan Coordinator: **Melissa Jacobson/Christy Elias**

**Asbestos (View 40 CFR Part 763 Subpart E)**

Name of AHERA Designated Person: **Dan Bacon**

Do you have current AHERA three-year and six-month inspection records on file? **Yes**

**Bleachers (View Minn. Stat. § 326B.112)**

How many sets of bleachers (55 inches above grade and higher) are in your district? **Five**

Have all of your bleachers received the five-year certification? **Yes**

**Chemical Hygiene (View 29 CFR 1910.1450)**

Name of Chemical Hygiene Plan Coordinator: **Jana Kasper**

**Fire and Life Safety (View Minn. Stat. § 121A.037)**

Are you conducting a minimum of one tornado, five fire and five lock-down drills within a school year per building? **Yes**

**Indoor Air Quality (View US EPA Tools for Schools Program)**

Name of IAQ Coordinator and Certification Number: **Dan Bacon #12215**

Date of last IAQ Building Walkthrough: **10/16/2009**

Date of last Ventilation and Maintenance Checklist: **10/16/2009**

**Machine Guarding (View 29 CFR 1910.212)**

Name of Contact Person and Certification Number: **Craig Hanson through July 2010. The district is hiring a replacement and the replacement will be certified in October.**

**Management Assistance**

Do you contract with Management Assistance? **Yes**

Name of Management Assistance Professional: **Jane Eastes, Region 4**

**Mercury (View Minn. Stat. § 121A.33)**

As of December 31, 2009, are you purchasing, storing or using elemental mercury or an instrument of measurement containing mercury for any purpose? (This does not apply to thermostats for heating, ventilation, and air conditioning in the school.) **No**

**Safety Committee (View Minn. Stat. § 182.676)**


Are you conducting a minimum of four quarterly safety committee meetings per school year? **Yes**



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.002 C

TO: Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent 

DATE: July 13, 2010

SUBJECT: West Central Regional Juvenile Center Clerical Contract.Renewal

Attached is a renewal contract for clerical services for the School Program at the West Central Regional Juvenile Center for the 2010-2011 school year. The cost breakdown is as follows:

Salary	\$37,739.52
FICA	\$2,339.85
Medicare	\$547.22
PERA	\$2,641.77
Insurance Benefits	\$8,928.00
 TOTAL	 \$52,196.36

The School District's share is one-half or \$26,098.18 billed in quarterly amounts of \$6,524.55.

Suggested Resolution: Move to approve the West Central Regional Juvenile Center Clerical Contract for the 2010-2011 school year.

WAK:nls  
Attachment

West Central Regional Juvenile Center

BARRY STEEN, Director

Office Telephone: (218) 299-5150

Fax: (218) 299-7533



Janaury 6, 2010

Mr. Wayne Kazmierczak  
Assistant Superintendent, Teaching/Learning  
Moorhead Public Schools  
Probstfield Center for Education  
2410 14<sup>th</sup> St. So.  
Moorhead, MN 56560

Dear Mr. Kazmierczak:

Enclosed please find two copies of the contract for Clerical Services for the School Program at the West Central Regional Juvenile Center for the 2010 – 2011 school year. (July 1, 2010 – June 30th of 2011).

There is a signature line on the contract for the School Board Chairperson. Feel free to add signature lines as needed for administrative purposes. We would like a copy of the signed agreement sent back to the Juvenile Center.

As we have done previously, we will bill the school district for one-half of the cost of the school clerical staff person. The cost break down is as follows:

Salary -	\$37,739.52
FICA -	\$2,339.85
Medicare -	\$547.22
PERA -	\$2,641.77
Insurance Benefits -	\$8,928.00
	<hr/>
	\$52,196.36

The School District's share is one-half or \$26,098.18. Quarterly billing will be in the amount of \$6,524.55. If you are in agreement with the terms of this contract, please sign both copies and return one to me. Also if anyone should have any questions or are in need of further information, please let me know. Thank you very much.

Sincerely,

A handwritten signature in black ink, appearing to be 'Barry Steen', with a long horizontal flourish extending to the right.

Barry Steen, Director  
West Central Regional Juvenile Center

Cc: Jill Skarvold  
Deb Pender

BS/th

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

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

The contract period of this agreement will be effective July 1, 2010 through June 30, 2011. District #152's financial share for this service for the designated contract period will be \$26,098.18. The West Central Regional Juvenile Center will bill Independent School District #152 on a quarterly basis in the amount of \$6,524.55

It is understood and agreed that if either party chooses to withdraw from this contract, it will give at least a sixty (60) day written notice to the other party. Otherwise this agreement will remain in effect from July 1, 2010 through June 30, 2011.

  
\_\_\_\_\_  
Barry Steen, Director  
West Central Regional Juvenile Center

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

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

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

cc: Jill Skarvold  
Deb Pender



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.11.003

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ann Hiedeman, Director of Human Resources  
DATE: July 13, 2010  
RE: Change in Contract

The administration requests approval of Change in Contract for the following person:

Jan Wegge-Schlick	Paraprofessional, Ellen Hopkins Elementary, .50 FTE to 1.00 FTE effective August 31, 2010. (replaces Long Term Substitute)
Connie Coyle	Language Facilitator, .5 FTE at Horizon Middle School to 1.00 FTE at High School, effective August 31, 2010. (replaces contracted time)
Monnie Soderberg	Building Secretary, Ellen Hopkins Elementary to Principal Secretary, Ellen Hopkins Elementary. B22 (3) \$15.16 per hour, 8 hours per day, 216 days per year, effective August 1, 2010. (Replaces Angela Swenson)
Rachel Lerum	LD teacher .50 FTE, High School, to 1.00 FTE Secondary Counselor, High School, effective August 31, 2010. (Replaces Mary Beth Pilon)

**SUGGESTED RESOLUTION:** Move to approve the Change in Contract for Jan Wegge-Schlick, Connie Coyle, Monnie Soderberg and Rachel Lerum as presented.





Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.11.001

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ann Hiedeman, Director of Human Resources  
DATE: July 13, 2010  
RE: Resignation

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

Leah Tvedt	Food and Nutrition Server, Robert Asp Elementary, effective June 3, 2010.
Sharon Kitsmiller	Food and Nutrition Server, Ellen Hopkins Elementary, effective June 3, 2010.
Rebecca Maki	Food and Nutrition Server, Ellen Hopkins Elementary, effective June 3, 2010.
Craig Hanson	Lead Custodian, High School, effective July 9, 2010.
Andrew Larson	Night Custodian, High School, effective July 12, 2010.
Darlene Werth	Food and Nutrition Computer Operator, Horizon Middle School, effective June 3, 2010.
Chris Haufschild	Database and Systems Architect, Probstfield Center for Education, effective July 28, 2010.

**SUGGESTED RESOLUTION:** Move to approve the resignation of Leah Tvedt, Sharon Kiltzmiller, Rebecca Maki, Craig Hanson, Andrew Larson, Darlene Werth and Chris Haufschild as presented.



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.11.002

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ann Hiedeman, Director of Human Resources  
DATE: July 12, 2010  
RE: New Employees

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

Kayla Sprenger	Speech/Language Pathologist, District, MA (0) \$37,304.00, 1.00 FTE, effective August 31, 2010. (Replaces Jane Fuchs)
Jeremy Larson	Assistant Principal, Horizon Middle School, D62 (5) \$71,499.96, effective August 2, 2010. (Replaces Matt Naugle on Sabbatical Leave)
Kirsten Johnson	1 <sup>st</sup> Grade Teacher, S. G. Reinertsen Elementary, BA+10 (5) \$39,270.00, 1.00 FTE, effective August 31, 2010. (Replaces Jennifer Rogness)

**SUGGESTED RESOLUTION:** Move to approve the employment of Kayla Sprenger, Jeremy Larson and Kirsten Johnson as presented.



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.11.010R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 13, 2010

SUBJECT: First Reading of Policies

Attached please find the policies, School Board Legal Status 201, School Board Meeting Agendas 213, School Board Policy Development, Adoption, Implementation, and Review 221, and Grievance Procedures for Equal Opportunity 402, for your review.

LAK:mde  
Attachments

## School Board Legal Status

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	201
Adopted Date:	8/27/2001
Revised Date(s):	10/10/2005, 10/12/2009
Reviewed Date(s):	10/10/2005, 10/12/2009
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to define the authority, duties and powers of the Moorhead School Board in carrying out the school district's mission.

### II. GENERAL STATEMENT

A. The School Board is the governing body of the Moorhead Area Public Schools. As such, the School Board has the responsibility for the care, management, and control over public schools in the school district. Generally, elected members of the School Board have binding authority only when acting as a School Board legally in session, except where specific authority is provided to School Board members or officers individually. Generally, the School Board is not bound by any action or statement on the part of an individual School Board member unless the action is specifically directed or authorized by the School Board.

### III. DEFINITION

A. "School Board" means the governing body of the school district.

### IV. SCHOOL BOARD'S ORGANIZATION, MEMBERSHIP, POWERS AND DUTIES

A. The membership of the School Board consists of seven elected directors. The term of office is four years. Regular elections are conducted every two (even-ending) years. A School Board vacancy shall be filled by School Board appointment at a regular or special meeting, entered by resolution in the minutes and shall continue until the next regular district election. All elections to fill vacancies shall be for the unexpired term. If less than two years remain in the unexpired term, the appointed person shall serve the remainder of the unexpired term.

The Superintendent serves as an ex-officio member of the School Board. The majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the School Board.

B. The School Board has powers and duties as specified by statute. The School Board's authority includes implied powers in addition to specific powers granted by the legislature. The School Board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character. The School Board shall superintend and manage the schools of the district; adopt rules for the organization, government and instruction; prescribe textbooks and course of study; and make and authorize contracts. The School Board shall have the general charge

of the business of the school district, its facilities, property and of the interest of the schools. The School Board, among other duties shall perform the following in accordance with applicable law:

1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
2. conduct the business of the schools and pay indebtedness and proper expenses;
3. ~~make and authorize contracts;~~
4. employ and contract with necessary qualified teachers and discharge the same for cause;
5. ~~manage the schools; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts;~~
64. provide services to promote the health of its ~~pupils~~ students;
75. provide school buildings and erect needed buildings;
86. purchase, sell and exchange school district property and equipment as deemed necessary by the School Board for school purposes;
97. provide for payment of claims against the school district and prosecute and defend actions by or against the school district, in all proper cases;
108. employ and discharge necessary employees and contract for other services;
119. provide for transportation of pupils to and from schools as governed by statute; and
120. procure insurance against liability of the school district, its officers and employees.

C. The School Board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, and extended year and extended day programs;
2. furnish school lunches for ~~pupils~~ students and others on such terms as the School Board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose;

and

8. perform other acts as the School Board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References:

Minn. Stat. 123A.22 (Cooperative Centers for ~~Vocational Education~~)

Minn. Stat. 123B.02 (General Powers of ~~Independent School Districts~~)

Minn. Stat. 123B.09 (~~Boards of Independent School Districts~~ School Board Powers)

Minn. Stat. 123B.14 (~~Officers of Independent School Districts~~ Officers)

Minn. Stat. 123B.23 (Liability Insurance; ~~Officers and Employees~~)

Minn. Stat. 123B.49 (Cocurricular and Extracurricular Activities; Insurance)

Minn. Stat. 123B.51 (Schoolhouses and Sites; ~~Uses~~ Access for ~~School and Nonschool Purposes~~; ~~Closings~~ Noncurricular Purposes)

Minn. Stat. 123B.85 (Definitions)

*Jensen v. Indep. Consol. Sch. Dist. No. 85*, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References:

Moorhead School Board Policy 101: Name and Legal Status of Moorhead Area Public Schools

Moorhead School Board Policy 202: School Board Officers

## School Board Meeting Agendas

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	213
Adopted Date:	8/27/2001
Revised Date(s):	10/10/2005, 10/12/2009
Reviewed Date(s):	10/10/2005, 10/12/2009
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the School Board of the Moorhead Area Public Schools meeting agenda and to ensure that the School Board can accomplish its business as efficiently and expeditiously as possible.

### II. GENERAL STATEMENT

~~It is the~~ The policy of the Moorhead School Board is that the School Board meetings shall be conducted in a manner to allow the School Board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon. In order for a more efficient administration of School Board meetings, the School Board may use a consent agenda for the passage of non-controversial items or items of a similar nature.

### III. PROCEDURES

A. It shall be the responsibility of the School Board Chair and/or Vice-Chair and Superintendent to develop, prepare and arrange the order of items for the tentative School Board meeting agenda for each School Board meeting.

B. Persons wishing to place an item on the agenda must make a request to the School Board Chair or Superintendent in a timely manner. The Chair and Superintendent shall determine whether to place the matter on the tentative agenda.

C. The tentative agenda and supporting documents shall be sent to School Board members three (3) days prior to a regular scheduled School Board meeting.

D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the School Board meeting shall include a description of the matter.

E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the School Board or its employees and a) distributed at the meeting to all members of the governing body; b) distributed before the meeting to all members; or c) available in the meeting room for inspection by the public while the School Board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.



#### IV. CONSENT AGENDAS

A. The Superintendent, in consultation with the School Board Chair and/or Vice-Chair, may place items on the consent agenda. By using a consent agenda the School Board has consented to the consideration of certain items as a group under one motion. When a consent agenda is used, an appropriate amount of discussion time will be allowed to review any item upon request.

B. Consent items are those which usually do not require discussion or explanation prior to School Board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, approval of the previous minutes, approval of bills, approval of grants, resignations, etc.

C. All items on the consent agenda are considered to be routine, and have been made available to the School 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 School Board member or citizen so requests, in which event that item will be removed from the agenda and considered under separate resolution. To the extent possible, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

D. Consent agenda items are approved en masse by one vote of the School Board. The consent agenda items are recorded separately in the minutes.

##### Legal References:

Minn. Stat. 123B.09, Subd. 7 (School Board Powers)

Minn. Stat. 13D.01, Subd. 6 (Open Meeting Law)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

##### Cross References:

Moorhead School Board Policy 201: School Board Legal Status

Moorhead School Board Policy 210: School Board Meeting Rules of Order

Moorhead School Board Policy 212: School Board Public Hearings

Moorhead School Board Policy 213: School Board Meeting Agendas

Moorhead School Board Policy 214: School Board Meeting Minutes

## **School Board Policy Development, Adoption, Implementation, and Review**

**Type:** School Board Policy  
**Section:** 200 SCHOOL BOARD  
**Code:** 221  
**Adopted Date:** 8/27/2001  
**Revised Date(s):** 05/11/2009, 06/14/2010  
**Reviewed Date(s):** 10/27/2003, 05/09/2005, 04/09/2007, 11/26/2007, 05/11/2009, 06/14/2010

**Attached Files:** No Documents Found.

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### **I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the Moorhead School Board to provide guidance on the ongoing structured review of policy and to clarify the responsibility of the school administration for implementation of Moorhead School Board policy.

### **II. GENERAL STATEMENT**

A. Formal guidelines are necessary to ensure our school community and the Moorhead Area Public School system respond to its mission and operate in an effective, efficient and consistent manner. Therefore, a set of written policy statements shall be maintained and modified as needed. These policies define the desire and intent of the Moorhead School Board and are to be in a format which is sufficiently explicit to guide administrative action.

B. It shall be the responsibility of the Moorhead Area Public Schools Superintendent to implement School Board policy and to recommend additions or modifications as needed. The administration is authorized to develop guidelines and procedures to implement School Board policies. These guidelines and procedures shall not be inconsistent with said policies. These written procedures shall be reviewed along with the School Board policies they are intended to implement.

C. Employee and student handbooks shall be subject to an annual review and approval by the Moorhead School Board. Building administrators and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the Superintendent/designee to assure compliance with School Board policy before presenting to the School Board for approval.

### **III. DEVELOPMENT**

A. The Moorhead School Board has the jurisdiction to legislate policy for the Moorhead Area Public Schools with the force and effect of law. School Board policy provides the general direction as to what the School Board wishes to accomplish while delegating implementation of the policy to administration.

B. The School Board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and procedures by the administration. The School Board shall determine the effectiveness of the policies by evaluating periodic reports

from the administration.

C. Policies may be proposed by a School Board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the Superintendent for review prior to possible placement on the School Board agenda.

#### IV. ADOPTION

A. Moorhead School Board will give notice of proposed policy changes or adoption of new policies by placing the item on the agenda for discussion at two School Board meetings. The policy changes shall be reviewed by the school district's Policy Review Committee if possible before placing them on the School Board agenda. Proposals will be distributed and School Board and public comment will be allowed at both meetings prior to final School Board action.

B. The final action taken to adopt proposed new policies or revised policies shall be by simple majority vote of the School Board subsequent to the second meeting. The policy will become effective on the date the policy is adopted or a date stated in the motion, whichever is later.

C. In case of an emergency or due to legislative, legal or state department required modifications or time lines in which the School Board has no control, a new or modified policy may be adopted by a majority vote of a quorum of the School Board. A statement regarding the need for immediate adoption of the policy shall be included in the minutes. The School Board has the discretion to determine what constitutes an emergency situation.

D. If an educational policy is modified because of a legal change over which the School Board has no control, the modified policy may be approved at one meeting at the discretion of the School Board.

#### V. IMPLEMENTATION

A. It shall be the responsibility of the Superintendent to implement Moorhead School Board policies and to develop administrative guidelines and procedures to provide greater specificity and consistency in the process of implementation. These guidelines and procedures, including employee and student handbooks, shall be subject to annual review and approval of the School Board.

B. A paper copy of the policy manual will be kept and maintained by the Superintendent. Moorhead School Board members, employees and the public will be able to access the policy manual at the school district's Web site ([www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)). It shall be the responsibility of the Superintendent, School Board secretary, individual School Board members, and others designated by administration to keep the policy manuals current.

C. The School Board shall review policies at least once every four years. In addition, the School Board shall review the following policies annually: Family and Medical Leave 422, Policies Incorporated by Reference for Employees/Personnel 499, Mandated Reporting of Child Neglect or Physical or Sexual Abuse 534, Maltreatment of Vulnerable Adults 535, Student Discipline 551, Prohibition of Harassment and Violence 570, Prohibiting Intimidation and Bullying 578, Policies Incorporated by Reference for Students 599, School District System Accountability 650, Student Transportation Safety 721, and Moorhead Area Public Schools Electronic Network Acceptable Use and Safety 731.

D. When there is no Moorhead School Board policy in existence to provide guidance on a matter, the Superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the Superintendent shall advise the School Board of the need for a policy and present a recommended policy to the School Board for approval.

## VI. POLICY REVIEW

A. Moorhead School Board policies will be reviewed at least once every four years. Administrative procedures supporting those policies will be reviewed by the administration at the same time. The Moorhead Policy Review Committee when possible will review and make recommendations to current policy as they come forward for periodic review. Their recommendations will be brought forward to the School Board by the Superintendent.

### Legal References:

Minn. Stat. 123B.02 Subd. 1 (School District Powers)

Minn. Stat. 123B.09 Subd. 1 (School Board Powers)

### Cross References:

Moorhead School Board Policy 201: School Board Legal Status

Moorhead School Board Policy 233: Policy Review Committee

Moorhead School Board Policy 310: School Superintendent

## **Grievance Procedures for Equal Opportunity**

<b>Type:</b>	School Board Policy
<b>Section:</b>	400 EMPLOYEE/PERSONNEL
<b>Code:</b>	402
<b>Adopted Date:</b>	12/13/1983
<b>Revised Date(s):</b>	01/08/2007
<b>Reviewed Date(s):</b>	05/17/1988, 04/26/1994, 02/08/1999, 11/10/2003, 01/08/2007
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

The Moorhead Area Public Schools provides opportunity for students, parents, guardians of students, or school district employees to grieve matters pertaining to discriminatory practices. Where grievance procedures are established through master contracts/agreements with employee organizations, either this or the employee organization's procedure may be implemented to resolve the problem.

This procedure addresses itself to discriminatory acts or policies regarding race, color, national origin, creed, religion, sex, sexual orientation, marital status, age, limited English proficiency, and status with regard to public assistance or disability. This procedure may be used as a complaint against an individual or the school district for alleged discriminatory acts in violation of state or federal statutes or school district policy. Nothing provided herein shall abridge or limit the right of any individual to seek enforcement of state and/or federal laws, or to be represented by counsel.

### **II. GENERAL STATEMENT OF POLICY**

#### **Section 1: Definition**

**Grievance:** A complaint about an alleged violation, misinterpretation, or inequitable application of state and/or federal laws and regulations or school district policy and procedures affecting equality in the educational program and/or employment practices.

**Grievant:** Any student, parent or guardian of a student, or employee of the school district who believe(s) that in the past ten (10) days there is, or has been, a violation, misinterpretation or inequitable application of state and/or federal laws and regulations or school district policy and procedures affecting equality in the educational program and/or employment practices.

**Respondent:** Person, persons, or group named in grievance who allegedly discriminated.

**Supervisor:** Any administrator, i.e. Superintendent, Building Administrator, Assistant Principal, Assistant Superintendent, Human Resources Director, members of the Supervisor's bargaining unit, or Moorhead School Board.

**Days:** "Days" shall mean all weekdays, excluding Saturday, Sunday and days designated as holidays by state law.



## Section 2: Waiver of Steps and Time Limits

The number of days indicated shall be the absolute maximum for initiating such a grievance. Postmarks or dates or initialed receipts shall serve for counting days to comply with this grievance procedure. Communications must be transmitted through U.S. certified mail or hand delivered and witnessed. The parties, by mutual written agreement, may waive any step and extend any time limit in the grievance procedure. If the grievant does not meet the time limits, the grievance will be considered forfeited. If the respondent/supervisor does not respond within the time limits, the grievant may proceed to the next step immediately.

## Section 3: Withdrawal

A grievance may be withdrawn by the grievant at any step.

## Section 4: Procedure

The grievant should first make an attempt to resolve the complaint through open discussion with the respondent and/or respondent's immediate supervisor, building supervisor, or his/her designee. The discussion must take place within a twenty (20) day period from the time that the alleged incident of discussion occurs. The informal complaint shall include the following information: (1) nature of the grievance; (2) facts, including dates, places, persons, and actions; and, (3) relief requested. If the grievance is not resolved in or with the Human Resources Department the informal discussion stage, the grievant may file a formal oral or written complaint (see Administrative Procedure 402.1: Discrimination Complaint Form) with the immediate supervisor of the respondent within twenty-five (25) days from the date of the event giving rise to the complaint.

The formal complaint shall include the following information: (1) nature of the grievance; (2) facts including dates, places, persons, and actions; and, (3) relief requested. The formal written grievance shall be certified mailed or hand delivered and witnessed to the immediate supervisor of the respondent or the Human Resources Department who will determine whether the grievance is filed at the correct level. The grievant will be notified if the placement is not appropriate. If filed at the appropriate step, the supervisor will have five (5) days to respond, during which time the supervisor and the Human Resources Director shall have held a conference with interested parties before the response will be sent to the next step.

If the grievant is not satisfied with the response of the previous step, an appeal may be filed with the Superintendent within a period of five (5) days following the supervisor's/Human Resources Director's response. The Superintendent will respond in the same manner as any other supervisor, and will render a decision and mail by certified mail or hand deliver with witness the response within the five (5) day period. A copy of the response will be sent to the district's Human Resources Director and, if applicable, to the School Board.

If the grievant is not satisfied with the response of the Superintendent, an appeal may be filed with the School Board within a five (5) day period following the Superintendent's response. The School Board will have the following options to consider the matter: 1) within 14 days, appoint an independent hearing officer; 2) within 14 days, appoint a subcommittee of the School Board to hear the grievance; or, 3) within 14 days, take the grievance to the full School Board to be considered at the next regularly scheduled School Board meeting unless the School Board is next scheduled to meet within seven (7) days of receipt of the grievance appeal.

The School Board decision shall be rendered within five (5) days of the hearing of the grievance. A copy of the response shall be sent to the Superintendent and to the district's Human Resources Director.

Nothing in this grievance procedure shall preclude the grievant from filing a complaint with any or all of the following agencies at any time:

MN Department of Human Rights  
Army Corps of Engineers Centre  
190 East 5th Street, Suite 704  
St. Paul, MN 55101  
1-800-657-3704

U.S. Equal Employment Opportunity Commission  
1801 L Street NW  
Washington, D.C. 20507  
(202) 663-4900

Equal Employment Opportunity Commission (Regional Office)  
Reuss Federal Plaza  
310 W. Wisconsin Avenue  
Suite 800  
Milwaukee, WI 53203-2292  
1-800-669-4000

Equal Employment Opportunity Commission  
330 2nd Avenue South, Suite 430  
Minneapolis, MN 55401-2224

612/335-4040

### III. REPRISAL

The Moorhead Area Public Schools will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, marital status, age, limited English proficiency, and status with regard to public assistance or disability, toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### Legal References:

Minnesota Statute 363 (Minnesota Human Rights Act)  
29 U.S.C. 621 et. seq. (Age Discrimination in Employment Act)  
29 U.S.C. 2615 (Family and Medical Leave Act)  
38 U.S.C. 4301 et. seq. (Vietnam Era Veterans Readjustment Assistance Act)  
38 U.S.C. 4211 et. seq. (Veterans Reemployment Rights Act)  
42 U.S.C. 2000e et. seq. (Title VII of the Civil Rights Act)



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 102: State and Federal Law Prohibiting Discrimination

Moorhead School Board Policy 401: Equal Employment Opportunity Statement

Moorhead School Board Policy 404: Employment Disability Nondiscrimination

Moorhead School Board Policy 410: Employment of Faculty and Staff

Moorhead School Board Policy 411: Veteran's Preference Hiring

Moorhead School Board Policy 570: Prohibition of Harassment and Violence



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.015 R

TO: Lynne A. Kovash, Superintendent  
FROM: Wayne A. Kazmierczak, Assistant Superintendent  
DATE: July 13, 2010  
SUBJECT: Non-Aligned Master Agreement 2010-2012

A new two-year contract was successfully negotiated with Non-Aligned for the period of July 1, 2010 through June 30, 2012.

Language changes to the new contract were made to the following Articles of the contract:

1. Article II. Basic Salary Schedule
2. Article III. Insurance
3. Article IV. Leave Provisions and Vacations

The two-year contract includes no step increase.

Year	Cost	Percentage Increase
2010-2011	\$13,670	2.05%
2011-2012	\$17,175	2.52%
Total	\$30,845	4.57%

Suggested Resolution: Move to approve the Non-Aligned Master Agreement for 2010-2012 as presented.

Year	Cost	Percentage Increase
2010-2011	\$13,670	2.05%
2011-2012	\$17,175	2.52%
Total	\$30,845	4.57%

WAK:nls



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.013 R

TO: Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent *WAK*

DATE: July 13, 2010

SUBJECT: Principals' Master Agreement 2010-2012

A new two-year contract was successfully negotiated with Moorhead Principals for the period of July 1, 2010 through June 30, 2012.

Language changes to the new contract were made to the following Articles of the contract:

1. Article IX. Salaries, Section 1 and Section 4
2. Article X. Insurance, Section 1
3. Article XII. Leaves of Absence, Section 3
4. Article XV. Severance Pay/Deferred Compensation

The two-year contract includes no step increase.

Year	Cost	Percentage Increase
2010-2011	\$32,464	3.07%
2011-2012	\$13,034	1.20%
Total	\$45,498	4.27%

Suggested Resolution: Move to approve the Principals' Master Agreement for 2010-2012 as presented.

Year	Cost	Percentage Increase
2010-2011	\$32,464	3.07%
2011-2012	\$13,034	1.20%
Total	\$45,498	4.27%

WAK:nls



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.014 R

TO: Lynne A. Kovash, Superintendent  
FROM: Wayne A. Kazmierczak, Assistant Superintendent  
DATE: July 13, 2010  
SUBJECT: Supervisors' Master Agreement 2010-2012

A new two-year contract was successfully negotiated with Moorhead Supervisors for the period of July 1, 2010 through June 30, 2012.

Language changes to the new contract were made to the following Articles of the contract:

- |                  |                       |
|------------------|-----------------------|
| 1. Article II.   | Recognition           |
| 2. Article VI.   | Basic Salary Schedule |
| 3. Article VII.  | Insurance             |
| 4. Article VIII. | Leaves of Absence     |

The two-year contract includes no step increase.

Year	Cost	Percentage Increase
2010-2011	\$15,043	2.35%
2011-2012	\$15,559	2.11%
Total	\$30,602	4.46%

Suggested Resolution: Move to approve the Supervisors' Master Agreement for 2010-2012 as presented.

Year	Cost	Percentage Increase
2010-2011	\$15,043	2.35%
2011-2012	\$15,559	2.11%
Total	\$30,602	4.46%

WAK:nls

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**INDEPENDENT SCHOOL DISTRICT #152**

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

August 9, 2010

7:00 p.m.

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

**ATTENDANCE:**

Karin Dulski _____	Mike Siggerud _____
Lisa Erickson _____	Kristine Thompson _____
Cindy Fagerlie _____	Bill Tomhave _____
Sonia Mayo Hohnadel _____	Dr. Lynne A. Kovash _____

**AGENDA**

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Lynne A. Kovash, Superintendent
- C. Approval of Meeting Agenda

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

- D. Matters Presented by Citizens/Other Communications (Non-Agenda Items)  
(Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.)

2. **CONSENT AGENDA**

All items on the Consent Agenda are considered to be routine, and have been made available to the School 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 School 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, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

S-M-A-BOS  
~~18~~ 2010  
9 Aug.

**SCHOOL BOARD AGENDA - August 9, 2010**

**PAGE 2**

- A. SUPERINTENDENT MATTERS - Kovash
  - (1) Approval of June 28, 2010 Revised Meeting Minutes, July 19, 2010 Special Meeting Minutes and July 19, 2010 Meeting Minutes - Pages 6-18
- B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak
  - (1) Approval of August Claims - Page 19
- C. HUMAN RESOURCES MATTERS - Hiedeman
  - (1) Approval of Family/Medical Leave - Page 20
  - (2) Approval of Early Retirement - Page 21
  - (3) Approval of Leave of Absence - Page 22
  - (4) Approval of Change in Contract - Page 23
  - (5) Approval of Resignations - Page 24
  - (6) Approval of New Employees - Page 25
- D. LEARNER SUPPORT SERVICES MATTERS - Skarvold

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

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

3. **APPROVAL OF RESOLUTION AWARDING SALE OF AID ANTICIPATION**

**CERTIFICATES:** Kazmierczak

Pages 26-51

Suggested Resolution: Move to approve the Resolution Relating to \$5,000,000 General Obligation Aid Anticipation Certificates of Indebtedness, Series 2010A; Authorizing the Issuance, Awarding the Sale and Establishing the Terms Thereof.

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

4. **APPROVAL OF RESOLUTION TO INCREASE GENERAL EDUCATION REVENUE AND CALL AN ELECTION:** Kazmierczak

Pages 52-58

Suggested Resolution: Move to approve the Resolution Relating to Increasing the General Education Revenue of the School District and Calling an Election Thereon.

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

**SCHOOL BOARD AGENDA - August 9, 2010**

**PAGE 3**

5. **FIRST READING OF POLICY:** Kazmierczak

Pages 59-62

The School Board will conduct a first reading of the policy, Student Transportation Eligibility Guidelines 720.

6. **APPROVAL OF POLICY:** Kovash

Pages 63-66

Suggested Resolution: Move to approve the policy, School Board Legal Status 201, as presented.

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

7. **APPROVAL OF POLICY:** Kovash

Page 67-69

Suggested Resolution: Move to approve the policy, School Board Meeting Agendas 213, as presented.

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

8. **APPROVAL OF POLICY:** Kovash

Pages 70-73

Suggested Resolution: Move to approve the policy, School Board Policy Development, Adoption, Implementation, and Review 221, as presented.

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

9. **APPROVAL OF POLICY:** Kovash

Page 74-78

Suggested Resolution: Move to approve the policy, Grievance Procedures for Equal Opportunity 402, as presented.

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

10. **SCHOOL BOARD SPECIAL MEETING:** Kovash

Page 79



**SCHOOL BOARD AGENDA - August 9, 2010**

**PAGE 4**

Suggested Resolution: Move to approve Thursday, August 19, 2010 at 6:00 p.m. to conduct a School Board special meeting to accommodate election requirements.

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

11. **APPROVAL OF MOORHEAD ELEMENTARY SCHOOLS PARENT AND STUDENT HANDBOOK:** Kovash  
Page 80

Suggested Resolution: Move to approve the 2010-2011 Moorhead Elementary Schools Parent and Student Handbook as presented.

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

12. **APPROVAL OF HORIZON MIDDLE SCHOOL STUDENT HANDBOOK:** Kovash  
Page 81

Suggested Resolution: Move to approve the 2010-2011 Horizon Middle School Student Handbook as presented.

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

13. **COMMITTEE REPORTS**

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

15. **ADJOURNMENT**

# SCHOOL BOARD AGENDA - August 9, 2010

PAGE 5

## CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Special School Board	August 19	6 pm	PCE
School Board	August 23	7 pm	PCE
New Teacher Luncheon	August 30	11:30 am	PCE
All Staff Breakfast and Assembly	September 1	8 am	MHS
Labor Day (No School)	September 6		
K-12 Classes Begin	September 7		

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
JUNE 28, 2010 - REVISED  
PAGE 1**

**MEMBERS PRESENT:** Karin Dulski, Lisa Erickson, Cindy Fagerlie, Sonia Mayo Hohnadel, Kristine Thompson, Bill Tomhave, and Dr. Lynne A. Kovash.

**MEMBERS ABSENT:** Mike Siggerud.

**CALL TO ORDER:** Chair Thompson called the meeting to order at 7:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

**PREVIEW OF AGENDA:** Superintendent Kovash recommended the agenda proceed with revisions to pages 10, 31 and the Annual Operating Plan page 9.

**APPROVAL OF AGENDA:** Erickson moved, seconded by Tomhave, to approve the agenda as revised. Motion carried 6-0.

**WE ARE PROUD:**

**We Are Proud** of Assistant Superintendent Wayne Kazmierczak for completing the Minnesota Association of School Business Officials Certification Program. The program includes the MASBO Institute, 11 three-hour certification courses and additional elective credits. Kazmierczak was recognized at the MASBO annual conference in May.

**We Are Proud** of Dave Lawrence, assistant principal at Moorhead High School, for being named Western Division Assistant Principal of the Year for 2009-10 by the Minnesota Association of Secondary School Principals. Lawrence was recognized by MASSP in June.

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

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

**Dairy and Bakery Bids** - Accept the dairy bid received from Cass Clay Creamery and the bakery bid received from Pan O Gold Baking Company.

**Resignations**

Angela Swenson - Secretary, Ellen Hopkins Elementary, effective June 15, 2010.

Mary Beth Pilon - Counselor, Moorhead High School, effective June 15, 2010.

Callie Urness - Occupational Therapist, Moorhead High School, effective June 4, 2010.

Ansley Cameron - Music Teacher, S.G. Reinertsen Elementary, effective June 16, 2010.

Nancy Bock - Paraprofessional, EIS, effective June 25, 2010.

**New Employees**

Stephanie Manesis - Adult Basic Education Paraprofessional. Probstfield Center for Education,

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
JUNE 28, 2010 - REVISED  
PAGE 2**

14 hours per week, 38 weeks per year, B21 (0-2) \$14.05 per hour, effective June 17, 2010 (replaces Kim Westendorf).

Craig Fahrendorf - Math Teacher, Horizon Middle School, 1.00 FTE, BA+30 (7) \$45,323.00, effective August 31, 2010 (replaces Sara Solhjem).

Clare Kazmierczak - ESL Teacher, S.G. Reinertsen Elementary, .50 FTE MA (7) \$23,561.00, effective August 31, 2010 (replaces Elizabeth Luhman).

Keenan Spiess - Physical Education Teacher, Horizon Middle School, .5834 FTE BA (5) \$21,930.01, effective August 31, 2010 (replaces Greg Salvevold).

Lakeland Mental Health Center Purchase of Service Renewal Agreement - Approve the July 1, 2010 to December 31, 2010 renewal agreement with Lakeland Mental Health Services and Clay County Social Services to continue mental health services to students and their families as part of the Clay County Outreach Treatment Program not to exceed the amount of \$120,276.

UND Occupational Therapy Student Agreement - Approve the agreement with the University of North Dakota for the 2010-2011 school year for students in the field of occupational therapy.

2010-11 Elementary and Secondary Education Act (ESEA) Consolidation Grant Applications - Approve the 2010-2011 Elementary and Secondary Education Act (ESEA) and American Recovery and Reinvestment Act (ARRA) applications as presented. The applications include preliminary allocations for fiscal year 2011 Title programming.

Motion carried 6-0.

**APPROVAL OF PART-TIME AND SUBSTITUTE PAY SCHEDULE CHANGE:** Hohnadel moved, seconded by Dulski, to approve the pay schedule as presented. Motion carried 6-0; Thompson abstaining.

**APPROVAL OF RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVITS OF CANDIDACY:** Erickson moved, seconded by Tomhave, to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy. Motion carried 6-0.

**APPROVAL OF ADMINISTRATORS' MASTER AGREEMENT 2010-2012:** Fagerlie moved, seconded by Hohnadel, to approve the Administrators' Master Agreement for 2010-2012 as presented with no step increase and \$2,500 added each year to the salary schedule. The percentage increase for 2010-11 is 2.30 percent and 2011-12 is 2.04 percent for a total 4.34 percent. Motion carried 6-0.

**SCHOOL BOARD WORK SESSION:** Dulski moved, seconded by Hohnadel, to approve Monday, July 19, 2010 at 12:30 p.m. to conduct a School Board work session to discuss school district and board priorities. Motion carried 6-0.

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
JUNE 28, 2010 - REVISED  
PAGE 3**

**APPROVAL OF MOORHEAD HIGH SCHOOL STUDENT HANDBOOK:** Assistant Principal Dave Lawrence reviewed the student handbook with the board. Additional revisions were recommended related to adding PaySchool and Destination Imagination information.

Erickson moved, seconded by Tomhave, to approve the 2010-2011 Moorhead High School Student Handbook as revised. Motion carried 6-0.

**APPROVAL OF 2010-2011 ANNUAL OPERATING PLAN:** Kazmierczak reviewed the draft 2010-2011 Annual Operating Plan that included a summary of the preliminary expenditures and revenue budgets, by fund, for fiscal year 2011 as follows:

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
Fund 01				
General	\$7,723,655	\$48,878,911	\$49,628,790	\$6,973,776
Fund 02				
Food Service	\$459,859	\$2,251,733	\$2,145,310	\$566,282
Fund 04				
Community Service	\$135,298	\$1,537,400	\$1,493,523	\$179,175
Fund 07				
Debt Service	\$44,728,836	\$6,823,832	\$6,465,385	\$45,087,283

The school district is anticipating 2010-2011 General Fund revenues of \$48,878,911. This reflects a decrease of approximately \$1,366,179 compared to 2009-2010. This decrease is primarily due to the American Recovery and Reinvestment Act (ARRA) funds that were received in 2009-2010. These funds are a one-time influx of revenue and are therefore not sustainable. Additionally, the use of these funds is limited to the areas of Title I and special education. Expenses for the 2010-2011 General Fund are anticipated to be \$49,628,790. This reflects an increase of \$930,189 compared to projected expenditures from 2009-2010.

The net result of the recommended General Fund budget is an unreserved deficit of \$112,405 and a reserved deficit of \$637,474 for 2010-2011. The June 30, 2011 unreserved General Fund balance is projected to be \$6,911,474, or 14.7% of expenditures. Budget assumptions will be monitored to verify accuracy as new information becomes available. A revised budget will be presented to the board in approximately January, 2011.

Hohnadel moved, seconded by Tomhave, to approve the 2010-2011 Annual Operating Plan which includes the preliminary budget for fiscal year 2011. Motion carried 6-0.

**COMMITTEE REPORTS:** Brief reports were heard regarding the Community Education Advisory Council and Executive Finance Committee meetings.

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
JUNE 28, 2010 - REVISED  
PAGE 4**

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Chair Thompson reminded board members to contact Michelle with their travel plans related to the August 5-6 MSBA Summer Seminar 2010. Kovash recognized Ron Nielsen for attending his last board meeting due to retirement from the district. Kovash stated he truly would be missed and appreciated his wisdom and guidance over the past 10 years. Nielsen thanked the district for his 10 years of education experience. Thompson noted Nielsen leaves the district a better organization.

**CLOSE PUBLIC MEETING:** Tomhave moved, seconded by Erickson, to close the public meeting at 8:28 p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies. Motion carried 6-0.

The meeting recessed at 8:29 p.m.; the Chair reconvened the meeting at 8:34 p.m.

**OPEN PUBLIC MEETING:** Erickson moved, seconded by Hohnadel, to open the public meeting at 8:50 p.m. Motion carried 6-0.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 8:50 p.m.

---

Cindy Fagerlie, Clerk



**SPECIAL MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
JULY 19, 2010  
PAGE 1**

**MEMBERS PRESENT:** Karin Dulski, Lisa Erickson, Cindy Fagerlie, Sonia Mayo Hohnadel, Mike Siggerud, Kristine Thompson, and Dr. Lynne A. Kovash.

**MEMBERS ABSENT:** Bill Tomhave.

**CALL TO ORDER:** Chair Thompson called the meeting to order at 12:32 p.m. and led everyone in attendance with the Pledge of Allegiance.

**PREVIEW OF AGENDA:** Superintendent Kovash recommended the agenda proceed with a revision to page 63.

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

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

**SCHOOL DISTRICT AND SCHOOL BOARD PRIORITIES:**

School Board Standards - Kovash and board members discussed MSBA's School Board Standards - A Framework for Good Governance. This framework may be used as an evaluation tool for the school board and will be further discussed at a later date.

Committees - Board members discussed each committee's purpose, focusing mainly on the Human Rights and the Long Range/Strategic Planning Committees and whether or not to include the Human Rights Committee with the Instruction and Curriculum Advisory Committee (ICAC) and continue the Long Range/Strategic Planning Committee. It was recommended that the Human Rights Committee continue to be included with ICAC, and continuation of the Long Range/Strategic Planning Committee will be discussed at a later date. Board members reviewed and determined committee assignments for the 2010-2011 school year.

Administrative Team Members - Kovash reviewed the new administrative team organizational structure and introduced the new Director of Human Resources, Ann Hiedeman, and Director of School Improvement and Accountability, Missy Eidsness. Central office team members introduced themselves and identified their roles in the district.

The meeting recessed at 2:02 p.m. and reconvened at 2:12 p.m.

Review Mission, Vision and Strategic Priorities - Kovash led discussion regarding the expectations for schools now, the correlates of effective schools, aligned versus random acts of improvement to meet school goals and measures, and fundamental assumptions. Discussions continued regarding the type of schools and district that is desired, related to the current mission,



**SPECIAL MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
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vision, core values and strategic plan for the district. The strategic plan will be updated from information gathered at community listening sessions, the quality indicators and high school professional learning community surveys, and staff data retreat, taking into consideration the superintendent goals and the proposed district performance report. Strategic, tactical and operational roles were reviewed as they related to implementing a strategic plan.

The meeting recessed at 3:24 p.m. and reconvened at 3:35 p.m.

Referendum/Fiscal Planning - Assistant Superintendent Wayne Kazmierczak reviewed information related to the district operating levy priorities; summary of impact of referendum options for levy year 2011, fiscal year 11-12, which included estimated referendum revenue and impact on property taxes; operating levy referendum scenarios; area district comparisons related to voter-approved operating levy authority, FY 2011; comparably sized districts with voter-approved operating levy authority, FY 2011; and education revenue per student (ADM) statewide compared to Moorhead including referendum constant dollars, FY 2003-2011. Board members discussed going back to voters this fall to request an \$850-per-pupil operating levy that does not include an inflationary increase. Administration will present specific wording for placing an operating levy referendum on the November 2 ballot at the August 9 meeting.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 5:00 p.m.

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Cindy Fagerlie, Clerk

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

**MEMBERS PRESENT:** Karin Dulski, Lisa Erickson (7:01 p.m.), Cindy Fagerlie, Sonia Mayo Hohnadel, Mike Siggerud, Kristine Thompson, and Dr. Lynne A. Kovash.

**MEMBERS ABSENT:** Bill Tomhave.

**CALL TO ORDER:** Chair Thompson called the meeting to order at 7:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

**PREVIEW OF AGENDA:** Superintendent Kovash recommended the agenda proceed with a revision to page 63.

**APPROVAL OF AGENDA:** Hohnadel moved, seconded by Fagerlie, to approve the agenda as revised. Motion carried 6-0.

**WE ARE PROUD:**

**We Are Proud** of Lisa Erickson, School Board vice chair, for being inducted into the Northern Sun Intercollegiate Conference 2010 Hall of Fame on July 14 in St. Cloud. A two-time Minnesota State High School League Champion in the 100 and 200 meter dash, Erickson joined Minnesota State University Moorhead's women's track and field team in the second season of the program's existence. Upon her graduation, she held records in four individual events, was on four of the relay record-setting teams, and had led the team to six Minn-Kota Conference Championships.

**We Are Proud** of the Moorhead High boys and girls track team members who qualified for state. They are Macauley Spandl, Michael Golling, Wes Anderson, Gabe Wright, Glen Ellingson, Chelsea Klemetson, Kristin Drechsel and Ashley Heinze. Individual place winners were Macauley Spandl, first place in pole vault, Wes Anderson, 12th place in long jump, Glen Ellingson, 15th place in 3,200 meters and 16th place in 1,600 meters, Chelsea Klemetson, third place in high jump, Ashley Heinze, 13th place in 400 meters, and Kristin Drechsel, 17th place in discus. The boys and girls track coaches are Jon Moe, Justin Gall, Tom Dooher, Jeremy Blake, John Gallagher and Dennis Nelson.

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

**ORGANIZATION OF THE SCHOOL BOARD:**

**Meeting Date, Time and Location** - Dulski moved, seconded by Erickson, to set the regular meetings of the School Board for 7:00 p.m. in the Probstfield Center for Education Board Room 224 on the second and fourth Monday of each month with the following exceptions: Monday, December 13 (one meeting in December) and the annual organizational meeting Monday, July 18 (one meeting in July). Motion carried 6-0.

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School Board Compensation - Hohnadel moved, seconded by Erickson, to set the School Board member compensation rate at \$700 per month. Motion carried 6-0.

Committee Assignments - Hohnadel moved, seconded by Dulski, to approve the committee appointments for the 2010-2011 school year as determined at the July 19 Special School Board Work Session:

DISTRICT-WIDE STANDING COMMITTEES:

Dulski and Erickson - Activities Council  
Erickson and Dulski - Community Education Advisory Council  
Thompson and Dulski - Citizen Finance Advisory Committee  
Hohnadel and Fagerlie - Instruction and Curriculum Advisory Committee (ICAC)  
Fagerlie and Erickson - Safe and Healthy Learners Committee  
Siggerud and Tomhave - Long Range/Strategic Planning Committee  
Tomhave and Siggerud - Policy Review Committee

ADMINISTRATIVE COMMITTEES:

Not Required - Calendar Committee  
Thompson - Continuing Education Committee  
Fagerlie - Early Childhood Advisory Committee  
Erickson and Thompson - Health/Safety/Wellness Committee  
Fagerlie - Indian Education Parent Committee  
Erickson and Thompson - Legislative Committee  
Siggerud - Minnesota State High School League  
Thompson and Erickson (Siggerud Alternate) - Negotiations Committee  
Fagerlie - Sabbatical Leave Committee  
Erickson and Siggerud - Staff Development Committee  
Hohnadel - Special Education Parent Advisory Committee (not required)  
Members Rotate - Superintendent's Advisory Council  
Siggerud - Technology Committee  
Dulski - Title I Parent Advisory Committee

COMMUNITY COMMITTEES:

Thompson (Erickson Alternate) - Clay County Joint Powers Collaborative Board Governance Board  
Dulski and Siggerud - Interagency Early Intervention Committee (IEIC)  
Siggerud and Tomhave - Clay County Joint Powers Committee

ADOPT-A-SCHOOL:

**13** Fagerlie - Ellen Hopkins  
Hohnadel - Robert Asp

**REGULAR MEETING  
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Tomhave - S.G. Reinertsen  
Thompson - Horizon Middle  
Siggerud - Moorhead High  
Dulski and Erickson - Red River Area Learning Center

Motion carried 6-0.

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

Newspaper Designation - Designate *The Forum* as the school district's official newspaper for the 2010-2011 school year.

Legal Services - Approve obtaining legal assistance services on a time and material basis.

Minnesota School Boards Association Membership - Approve the 2010-2011 Minnesota School Boards Association membership in the amount of \$9,319.

National School Boards Association Membership - Approve the 2010-2011 membership renewal fee to the National School Boards Association (NSBA) National Affiliate in the amount of \$4,425.

Chamber of Commerce of Fargo Moorhead Membership - Approve the 2010-2011 membership renewal fee to the Chamber of Commerce of Fargo Moorhead in the amount of \$1,495.

Minnesota Rural Education Association Membership - Approve the 2010-2011 Minnesota Rural Education Association Membership in the amount of \$2,400.

Minutes - Approve the June 14 and 28, 2010 meeting minutes as presented.

Claims - Approve the July Claims, subject to audit, in the amount of \$1,135,237.14.

General Fund:	\$1,043,869.54
Food Fund:	\$63,240.43
Community Service Fund:	\$28,127.17
TOTAL	\$1,135,237.14

Resolution for Minnesota State High School League Membership - Approve the 2010-11 Resolution for Membership in the Minnesota State High School League.

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Resolution for Investment of Excess Funds - Approve the resolution for investment of excess funds giving authority and responsibility to the Assistant Superintendent or designee in accordance with Minnesota Statute 118A.04 for the 2010-2011 school year.

Authorize Staff to Initiate Financial Transactions - Authorize the listed district personnel to make transactions on the listed accounts for the 2010-2011 school year.

Official Depositories - Designate the 2010-2011 school district official depositories: Wells Fargo Bank, Bremer Bank, State Bank & Trust, State Bank of Hawley, US Bank, Gate City Bank, Bank of the West, Northwestern, Minnesota School District Liquid Asset Fund Plus.

Resolution Authorizing Payment of Goods and Services - Approve the resolution to authorize the Assistant Superintendent to make payment for goods and services in advance of School Board approval for the 2010-2011 school year consistent with Minnesota Statutes 123B.11, 123B.02 and 471.38.

Resolution for Collection of NSF Checks and Leases - Approve the resolution for collection of NSF checks and leases giving authority and responsibility to the Assistant Superintendent for the 2010-2011 school year.

School Leaders Errors and Omissions Insurance Deductible - Approve that the Moorhead Area Public School District pay the deductible for any employee or School Board member who is protected by the school district's current Leaders Errors & Omissions Insurance.

Resolution Authorizing Sale of Aid Anticipation Certificates - Approve the resolution providing for the sale of general obligation aid anticipation certificates of indebtedness, Series 2010A; and covenanting and obligating the district to be bound by and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee the payment of the principal and interest on these certificates. The district is engaging in short-term borrowing in the amount of \$5 million for fiscal year 2011 that is primarily attributed to state aid payment shifts.

Meal Prices - Approve to increase the price of adult lunch to \$3.25.

Attachment 10 Health and Safety Program Revenue Application - Approve Attachment 10 Health and Safety Program Revenue Application in accordance with the requirements of the Minnesota Department of Education's Health and Safety Program.

West Central Regional Juvenile Center Clerical Contract Renewal - Approve the West Central Regional Juvenile Center Clerical Contract for the 2010-2011 school year. The district share is one-half or \$26,098.



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Change in Contracts

Jan Wegge-Schlick - Paraprofessional, Ellen Hopkins Elementary, .50 FTE to 1.00 FTE effective August 31, 2010 (replaces long-term substitute).

Connie Coyle - Language Facilitator, .5 FTE at Horizon Middle School to 1.00 FTE at Moorhead High School, effective August 31, 2010 (replaces contracted time).

Monnie Soderberg - Building Secretary, Ellen Hopkins Elementary to Principal Secretary, Ellen Hopkins Elementary. B22 (3) \$15.16 per hour, 8 hours per day, 216 days per year, effective August 1, 2010 (replaces Angela Swenson).

Rachel Lerum - LD teacher .50 FTE, Ellen Hopkins Elementary, to 1.00 FTE Secondary Counselor, Moorhead High School, effective August 31, 2010 (replaces Mary Beth Pilon).

Resignations

Leah Tvedt - Food and Nutrition Server, Robert Asp Elementary, effective June 3, 2010.

Sharon Kitsmiller - Food and Nutrition Server, Ellen Hopkins Elementary, effective June 3, 2010.

Rebecca Maki - Food and Nutrition Server, Ellen Hopkins Elementary, effective June 3, 2010.

Craig Hanson - Lead Custodian, Moorhead High School, effective July 9, 2010.

Andrew Larson - Night Custodian, Moorhead High School, effective July 12, 2010.

Darlene Werth - Food and Nutrition Computer Operator, Horizon Middle School, effective June 3, 2010.

Chris Haufschild - Database and Systems Architect, Probstfield Center for Education, effective July 28, 2010.

New Employees

Kayla Sprenger - Speech/Language Pathologist, District, MA (0) \$37,304.00, 1.00 FTE, effective August 31, 2010 (replaces Jane Fuchs).

Jeremy Larson - Assistant Principal, Horizon Middle School, D62 (5) \$71,499.96, effective August 2, 2010 (replaces Matt Naugle on Sabbatical Leave).

Kirsten Johnson - 1<sup>st</sup> Grade Teacher, S.G. Reinertsen Elementary, BA+10 (5) \$39,270.00, 1.00 FTE, effective August 31, 2010 (replaces Jennifer Rogness).

Judy Wollin - DCD Teacher, High School (pending acceptance of resignation from Greenbush Board of Education), MA (10) \$51,340.00, 1.00 FTE, effective August 31, 2010 (replaces Katie Bormann).

Motion carried 6-0.

**FIRST READING OF POLICIES:** The School Board conducted a first reading of the following policies: School Board Legal Status 201, School Board Meeting Agendas 213, School Board Policy Development, Adoption, Implementation, and Review 221, and Grievance Procedures for Equal Opportunity 402.

**REGULAR MEETING  
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**CLOSE PUBLIC MEETING:** Fagerlie moved, seconded by Hohnadel, to close the public meeting at 7:14 p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies. Motion carried 6-0.

**OPEN PUBLIC MEETING:** Hohnadel moved, seconded by Erickson, to open the public meeting at 8:47 p.m. Motion carried 6-0.

**APPROVAL OF NON-ALIGNED MASTER AGREEMENT 2010-2012:** Fagerlie moved, seconded by Erickson, to approve the Non-Aligned Master Agreement for 2010-2012 as presented.

<u>Year</u>	<u>Cost</u>	<u>Percentage Increase</u>
2010-11	\$13,670	2.05%
2011-12	\$17,175	2.52%
Total	\$30,845	4.57%

Motion carried 6-0.

**APPROVAL OF PRINCIPALS' MASTER AGREEMENT 2010-2012:** Siggerud moved, seconded by Hohnadel, to approve the Principals' Master Agreement for 2010-2012 as presented.

<u>Year</u>	<u>Cost</u>	<u>Percentage Increase</u>
2010-11	\$32,464	3.07%
2011-12	\$13,034	1.20%
Total	\$45,498	4.27%

Motion carried 6-0.

**APPROVAL OF SUPERVISORS' MASTER AGREEMENT 2010-2012:** Hohnadel moved, seconded by Siggerud, to approve the Supervisors' Master Agreement for 2010-2012 as presented.

<u>Year</u>	<u>Cost</u>	<u>Percentage Increase</u>
2010-11	\$15,043	2.35%
2011-12	\$15,559	2.11%
Total	\$30,602	4.46%

Motion carried 6-0.

**COMMITTEE REPORTS:** None.

**17 OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Chair Thompson reminded board members to contact Michelle with their travel plans related to the August 5-6



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MSBA Summer Seminar 2010. Kovash noted the back-to-school All Staff Breakfast and Assembly were scheduled for September 1.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 8:57 p.m.

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Cindy Fagerlie, Clerk



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.017 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: August 3, 2010

SUBJECT: August Claims

The August claims are as follows:

General Fund	\$1,032,583.21
Food Fund	\$12,125.34
Community Service Fund	\$15,416.09
TOTAL	\$1,060,124.64

Suggested Resolution: Move to approve the August claims, subject to audit, in the amount of \$1,060,124.64.

WAK:nls



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.11.009

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ann Hiedeman, Director of Human Resources  
DATE: August 2, 2010  
SUBJECT: Family/Medical Leave

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

Monica Peterson	Math Teacher, High School, effective July 16, 2010 through October 4, 2010.
Catherine Johnson	Elementary Teacher, S. G. Reinertsen Elementary, effective July 23, 2010 until January 2, 2011.

**SUGGESTED RESOLUTION:** Move to approve the request for Family/Medical Leave for Monica Peterson and Catherine Johnson pursuant to Article 39, Section 1 of the Teachers' Master Agreement.



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.11.008

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ann Hiedeman, Director of Human Resources  
DATE: August 2, 2010  
SUBJECT: Early Retirement

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

Charlene Parker Paraprofessional, High School, effective August 20, 2010.

**SUGGESTED RESOLUTION:** Move to approve the Early Retirement of Charlene Parker as presented:

AH/smw



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.11.010

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ann Hiedeman, Director of Human Resources  
DATE: August 2, 2010  
SUBJECT: Leave of Absence

The Administration requests the approval of a one-year Leave of Absence for the following person:

Paula Frazee-Sperling      Elementary Teacher, Ellen Hopkins Elementary, effective for the  
2010-2011 school year.

**SUGGESTED RESOLUTION:** Move to approve the one-year Leave of Absence for Paula Frazee-Sperling as presented.



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.11.013

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ann Hiedeman, Director of Human Resources  
DATE: August 2, 2010  
SUBJECT: Change in Contract

The administration requests approval of Change in Contract for the following person:

Kim Melander      LSS Teacher, Red River Area Learning Center/Detention to .50 Title/.50  
LSS Teacher, Hopkins Elementary, effective August 31, 2010. (Replaces  
Elizabeth Luhman & Nancy Vigen)

**SUGGESTED RESOLUTION:** Move to approve the Change in Contract for Kim Melander as presented.



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.11.012

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ann Hiedeman, Director of Human Resources  
DATE: August 2, 2010  
SUBJECT: Resignations

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

Lori Woods	Elementary Teacher, S. G. Reinertsen Elementary, effective July 26, 2010.
Penny Yackley	Paraprofessional, High School, effective July 20, 2010.
Janine Davis	Paraprofessional, Hopkins, effective August 3, 2010.
Zikiri Ahmed	Lunchroom Supervisor, Horizon Middle School, effective June 3, 2010.
AnnMarie Sepeda	Lunchroom Supervisor, Horizon Middle School, effective June 3, 2010.
Britta Dwyer	Home/ School Liaison, Red River Area Learning Center, effective August 4, 2010.

**SUGGESTED RESOLUTION:** Move to approve the resignation of Lori Woods, Penny Yackley, Janine Davis, Zikiri Ahmed, AnnMarie Sepeda and Britta Dwyer as presented.






Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.11.011

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Ann Hiedeman, Director of Human Resources 

DATE: August 2, 2010

SUBJECT: New Employees

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

Katie Oster	Learner Support Services Teacher, Robert Asp Elementary, BA+20 (1), \$35,839.00, 1.00 FTE, effective August 31, 2010. (Replaces Katie Oster-variance)
Brian Olmanson	Math Teacher, High School, BA (0) \$31,823.00, 1.00 FTE, effective August 31, 2010. (Replaces Ryan Lyson)
Laura Eglund	Elementary Secretary, Ellen Hopkins Elementary, A13 (3) \$14.24 per hour, 8 hours per day, 206 days per year, effective August 10, 2010. (Replaces Monnie Soderberg)
Judy Werner	Learner Support Services Teacher, S. G. Reinertsen Elementary, MA (6) 45,729.00, 1.00 FTE, effective August 31, 2010.


**SUGGESTED RESOLUTION:** Move to approve the employment of Katie Oster, Brian Olmanson, Laura Eglund and Judy Werner as presented.



Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.018 R

TO: Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent 

DATE: August 3, 2010

SUBJECT: Resolution Awarding Sale of Aid Anticipation Certificates

At the July 19, 2010 board meeting, the School Board completed the first step required to engage in short-term borrowing authorized by Minnesota Statutes, Sections 126C.50 through 126C.56. At the August 9, 2010 board meeting, Joel Sutter from Ehlers & Associates, Inc. will be in attendance to explain the background behind aid anticipation certificates, the proposals that were received, and go over the results. The board will be asked to approve the attached resolution that will award the sale of the aid anticipation certificates.

Suggested Resolution: Move to approve the Resolution Relating to \$5,000,000 General Obligation Aid Anticipation Certificates of Indebtedness, Series 2010A; Authorizing the Issuance, Awarding the Sale and Establishing the Terms Thereof.

WAK:nls  
Attachment

CERTIFICATION OF MINUTES RELATING  
TO  
\$5,000,000 GENERAL OBLIGATION AID ANTICIPATION  
CERTIFICATES OF INDEBTEDNESS, SERIES 2010A

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

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held on August 9, 2010 at 7:00 o'clock p.m. in the District.

MEMBERS PRESENT: ,

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION RELATING TO \$5,000,000 GENERAL OBLIGATION  
AID ANTICIPATION CERTIFICATES OF INDEBTEDNESS, SERIES 2010A;  
AUTHORIZING THE ISSUANCE, AWARDING THE SALE  
AND ESTABLISHING THE TERMS THEREOF**

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

WITNESS my hand officially as such recording officer this \_\_\_\_ day of August, 2010.

\_\_\_\_\_  
School District Clerk

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

HELD: AUGUST 9, 2010

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 152, State of Minnesota, was duly held on August 9, 2010, at 7:00 o'clock p.m.

It was reported that \_\_\_\_\_ proposals for the purchase of the \$5,000,000 General Obligation Aid Anticipation Certificates of Indebtedness, Series 2010A of the District had been received prior to 10:00 o'clock a.m., Central Time, pursuant to the Terms of Proposal contained in the Official Statement; that the proposals had been opened, read and tabulated; and that the best proposal of each proposal maker was determined to be as follows:

SEE ATTACHED

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO \$5,000,000 GENERAL OBLIGATION AID  
ANTICIPATION CERTIFICATES OF INDEBTEDNESS, SERIES 2010A  
AUTHORIZING THE ISSUANCE, AWARDED THE SALE  
AND ESTABLISHING THE TERMS THEREOF**

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

**Section 1. Authorization and Sale.**

**1.01 Authorization.** This Board hereby determines it to be necessary and desirable for Independent School District No. 152 (the "District") to issue its General Obligation Aid Anticipation Certificates of Indebtedness, Series 2010A, in the total aggregate principal amount of \$5,000,000 (the "Certificates") for the purpose of providing funds to meet current expenditures of the District. In accordance with Minnesota Statutes, the District is authorized, in anticipation of the receipt of state aids for schools and federal aids to be distributed by or through the Minnesota Department of Education, to issue certificates of indebtedness in an aggregate principal amount of not to exceed seventy-five percent (75%) of the aids receivable by the District in the school year in which borrowed (2010-2011, as estimated and certified by the Commissioner of Education of the State of Minnesota; provided that such Certificates may not be issued in a total principal amount in excess of the District's available amount computed in accordance with Section 148 of the Internal Revenue Code of 1986, as amended (the "Code").

**1.02 Issuance Authority.** This Board does hereby find, determine and declare that the total amount of general aids receivable by this District for the school year commencing July 1, 2010 and ending June 30, 2011 is not less than \$\_\_\_\_\_ and 75% of said sum is \$\_\_\_\_\_. This Board also finds, determines and declares that the excess of its working capital expenditures over its available amounts, computed in accordance with the Code, is \$8,961,883. Thus, the District is authorized to issue its General Obligation Aid Anticipation Certificates of Indebtedness, Series 2010A in the amount of \$5,000,000 within the limitations contained in Minnesota Statutes, Sections 126C.50 to 126C.56 inclusive, 475.56, and Section 148 of the Code.

**1.03 Sale.** In accordance with Minnesota Statutes, Section 126C.56, subdivision 2, the District is authorized to issue the Certificates herein authorized without advertisement for bids and by receipt of proposals solicited privately or by direct negotiation. The Board has received and considered all proposals presented in conformity with the Terms of Proposal contained in the Official Statement, the terms of which are ratified and confirmed in all respects. The most favorable of such proposals is ascertained to be that of \_\_\_\_\_ (the "Purchaser"), to purchase the Certificates at a price of \$\_\_\_\_\_, plus interest accrued to settlement, with interest payable at

maturity at the rate of \_\_\_\_\_% per annum, and upon the further terms and conditions set forth in said Terms of Proposal and this resolution. Said proposal is hereby accepted and the sale of the Certificates is hereby awarded to said Purchaser.

**1.04 Execution of Proposals.** The Chair and Clerk are authorized and directed to endorse an acceptance on both copies of the most favorable proposal and to send one copy to the Purchaser. The Treasurer is directed to retain the good faith check of the Purchaser pending delivery of the Certificates and payment therefor.

**1.05 Compliance with Law.** All acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed precedent to the issuance of the Certificates having been done, having happened and having been performed in regular and due form, time and manner as required by law, it is necessary for this Board to establish the form and terms of the Certificates, to provide for the security thereof, and to provide for the issuance of the Certificates forthwith.

**1.06 Minnesota School District Credit Enhancement Program.** (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Certificates and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Certificates when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Certificates is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Certificates or if, on the day two (2) business days prior to the date a payment is due on the Certificates, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Certificates of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section.

## **Section 2. Certificate Terms; Registration; Execution and Delivery.**

**2.01 Designation; Original Issue Date; Maturity; Interest Rate; Denominations; Payment.** The \$5,000,000 principal amount of the Certificates sold on this date shall be designated General Obligation Aid Anticipation Certificates of Indebtedness, Series 2010A, shall be prepared forthwith under the supervision of the Clerk, shall bear a date of original issue of August 26, 2010, shall be issued forthwith on or after such date using a global book-entry system, shall be numbered R-1 upward, shall be in the



denomination of \$5,000 each or any integral multiple thereof, shall mature on September 26, 2011 without option of prior payment, and shall bear interest from date of issue until paid at the annual rate above stated. The Certificates shall be issuable only in fully registered form. The interest thereon and the principal amount thereof shall be payable by the Registrar as described herein.

**2.02 Payment Dates.** Principal and interest on the Global Certificate shall be paid as provided in the first paragraph thereof, and principal and interest on any Replacement Certificate shall be paid at maturity by check or draft mailed to the person in whose name the Certificate is registered (the "Holder") on the registration books of the District maintained by the Registrar and at the address appearing thereon at the close of business on September 11, 2011. The term "Holder" shall also include those lawfully entitled to take actions on behalf of the beneficial owners of the Certificates for purposes of any consent or approvals given by Holders.

If the date for payment of the principal or interest on the Certificates shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the City of New York, New York, or the city where the principal office of the Registrar is located are authorized by law or executive order to close, then the date for such payment shall be the next succeeding day which is not a Saturday, Sunday, legal holiday or a day on which such banking institutions are authorized to close, and payment on such date shall have the same force and effect as if made on the nominal date of payment.

### **2.03 Use of Global Book-Entry System.**

(a) **Description of System.** In order to issue obligations in "global book-entry form", the obligations are issued in certificated form in large denominations, are registered on the books of the issuer in the name of a depository or its nominee, and are immobilized and held in safekeeping by the depository. The depository, as part of the computerized National Securities Clearance and Settlement System (the "National System"), registers transfers of ownership interests in the obligations by making computerized book entries on its own books and distributing payments on the obligations to its participants shown on its books as the owners of such interests. These participants, which include financial institutions for whom the depository effects book-entry transfers of securities deposited and immobilized with the depository, and other banks, brokers and dealers participating in the National System will do likewise if not the beneficial owners of the obligations.

(b) **Designation of Depository; Approval of Blanket Issuer Letter of Representations.** Depository Trust Company ("DTC") of New York, New York, a Securities and Exchange Commission designated depository, a limited purpose New York trust company, a member of the Federal Reserve System, and a "clearing corporation" within the meaning of the New York Uniform Commercial Code, is hereby designated as the depository (the "Depository") with respect to the Certificates issued hereunder in global book-entry form. There has been submitted to this Board a form of letter of representations (the "Blanket Issuer Letter of Representations") between the District and the Depository



setting forth various matters relating to the Depository and its role with respect to the Certificates. This Blanket Issuer Letter of Representations is hereby approved. The Chair or the Clerk is hereby authorized and directed to execute the Blanket Issuer Letter of Representations in substantially the form attached hereto as EXHIBIT A, if such a letter of representations has not already been executed, with only such variations therein as may be required to complete the Blanket Issuer Letter of Representations, or which are not, in the opinion of Bond Counsel, materially adverse to the interests of the District. Execution of the Blanket Issuer Letter of Representations by such official shall be conclusive evidence as to the necessity and propriety of such changes and their approval by Bond Counsel. So long as DTC is the Depository or it or its nominee is the Holder of any Global Certificate, the District shall comply with the provisions of the Blanket Issuer Letter of Representations, as it may be amended or supplemented by the District from time to time with the agreement or consent of DTC.

(c) **Global Certificate.** Upon their original issuance, the Certificates will be issued in the form of a single Global Certificate which shall represent the aggregate principal amount of the Certificates due on the maturity date (the "Global Certificate"). The Global Certificate will be originally issued and fully registered as to principal and interest in the name of Cede & Co., as nominee of DTC. The Global Certificate will be deposited with the Depository by the Purchaser and will be immobilized as further provided herein. No beneficial owners of interest in the Certificates will receive certificates representing their respective interests in the Certificates except as provided below in clause (e) of this Paragraph 2.03. Except as so provided, during the term of the Certificates, beneficial ownership (and subsequent transfers of beneficial ownership) of interests in the Global Certificate will be reflected by book entries made on the records of the Depository and its participants and other banks, brokers, and dealers participating in the National System. The Depository's book entries of beneficial ownership interest are authorized to be in integral increments of \$5,000, but not smaller increments, despite the larger authorized denomination of the Global Certificate. Payment of principal of and interest on the Global Certificate will be made to the Registrar as paying agent, and in turn by the Registrar to the Depository or its nominee as registered owner of the Global Certificate. The Depository, according to the laws and rules governing it, will receive and forward such payments on behalf of the beneficial owners of the Global Certificate.

Payment of principal of and interest on the Global Certificate may in the District's discretion be made by such other method of transferring funds as may be requested by the Holder of the Global Certificate.

(d) **Immobilization of Global Certificates by the Depository.** Pursuant to the request of the Purchaser to the Depository, immediately upon the original delivery of the Certificates the Purchaser will deposit the Global Certificate representing all of the Certificates with the Depository. The Global Certificate shall be in typewritten form or otherwise as acceptable to the Depository, shall be registered in the name of the Depository or its nominee and shall be held immobilized from circulation at the offices of the Depository on behalf of the Purchaser and subsequent Holders. The Depository or its nominee will be

the sole Holder of record of the Global Certificate and no investor or other party purchasing, selling or otherwise transferring ownership of interests in any Certificate is to receive, hold or deliver any other global certificates so long as the Depository holds the Global Certificate immobilized from circulation, except as provided below in clause (e) of this Paragraph 2.03.

**(e) Transfer or Exchange of the Global Certificate; Substitute Depository; Replacement Certificates.**

The Global Certificate evidencing the Certificates may not, after its original delivery, be transferred or exchanged except:

(i) Upon registration of transfer of ownership of the Global Certificate, as provided in Paragraph 2.04 of this resolution;

(ii) To any successor of the Depository (or its nominee) or any substitute depository (a "Substitute Depository") designated pursuant to subclause (iii) of this clause (e); provided that any successor of the Depository or any Substitute Depository must be both a "clearing corporation" as defined in the Minnesota Uniform Commercial Code, Minnesota Statutes, Section 336.8-102, and a qualified and registered "clearing agency" as provided in Section 17A of the Securities Exchange Act of 1934, as amended;

(iii) To a Substitute Depository designated by and acceptable to the District upon (a) the determination by the Depository that the Certificates shall no longer be eligible for its depository services or (b) a determination by the District that the Depository is no longer able to carry out its functions; provided that any Substitute Depository must be qualified to act as such, as provided in subclause (ii) of this clause (e); or

(iv) In the event that (a) the Depository shall resign or discontinue its services for the Certificates or be declared no longer able to carry out its functions and the District is unable to locate a Substitute Depository within two (2) months following the resignation or discontinuance or determination of noneligibility, or (b) the District determines in its sole discretion that (1) the continuation of the book-entry system described herein might adversely affect the interests of the beneficial owners of the Certificates, or (2) it is in the best interests of the beneficial owners of the Certificates that they be able to obtain certificated Certificates, then the District shall direct Bond Counsel to prepare the form of Replacement Certificates and shall notify the Holders of its determination and of the availability of Replacement Certificates to Holders. The District, the Registrar and the Depository shall cooperate in providing Replacement Certificates to Holders requesting the same and the registration, transfer and exchange of such Certificates shall thereafter be conducted as provided in Paragraph 2.04 of this resolution.

In the event of the designation of a Substitute Depository as authorized by this clause (e), the Registrar, upon presentation of the Global Certificate, shall register its transfer to the Substitute Depository, and the Substitute Depository shall be treated as the Depository for all purposes and functions under this resolution. The Blanket Issuer Letter of Representations

shall not apply to the Substitute Depository unless the District and the Substitute Depository so agree, and the execution of a similar agreement is hereby authorized.

**2.04 Registration; Transfer; Exchange.** The District shall appoint, and shall maintain a certificate registrar, transfer agent and paying agent (the "Registrar"). The effect of registration and the rights and duties of the District and the Registrar with respect thereto shall be as follows:

(a) **Register.** The District will cause to be kept at the principal office of the Registrar a certificate register in which, subject to such reasonable regulations as the Registrar may prescribe, the Registrar shall provide for the registration of ownership of Certificates and the registration of transfers and exchanges of Certificates entitled to be registered, transferred or exchanged as herein provided. The certificate register shall contain a record of every Certificate at any time authenticated hereunder, together with the name and address of the Holder thereof, the date of authentication, the date of transfer or payment and such other matters as are appropriate for the certificate register in the estimation of the Registrar.

(b) **Transfer of Certificates.** A Global Certificate shall be registered in the name of the payee on the books of the District by presenting the Global Certificate for registration to the Registrar, whose representative will endorse his or her name and note the date of registration opposite the name of the payee in the Certificate of Registration on the Global Certificate. After its original delivery, a Global Certificate shall be immobilized from circulation and transfer except as provided in Paragraph 2.03(e) of this Resolution. A Global Certificate authorized for transfer may be transferred by delivery with an assignment duly executed by the Holder or the Holder's legal representative, and the District and Registrar may treat the Holder as the person exclusively entitled to exercise all the rights and powers of an owner until a Global Certificate is presented with such assignment for registration of transfer, accompanied by assurance of the nature provided by law that the assignment is genuine and effective, and until such transfer is registered on said books and noted thereon by the Registrar, all subject to the terms and conditions provided in this resolution and to reasonable regulations of the District contained in any agreement with, or notice to, the Registrar.

Upon surrender for transfer of any Certificate at the principal office of the Registrar, the District shall execute (if necessary), and the Registrar shall authenticate, date (in the space designated Date of Registration) and deliver, in the name of the designated transferee or transferees, one or more new Certificates of any authorized denomination or denominations of a like aggregate principal amount, having the same stated maturity and interest rate, as requested by the transferor; provided, however, that no Certificate may be registered in blank or in the name of "bearer" or similar designation.

Transfer of a Certificate may be made on the District's books by the registered owner in person or by the registered owner's attorney duly authorized in writing. Every Certificate presented or surrendered for transfer or exchange shall be duly endorsed or be accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof, with signature guaranteed, or by the registered owner's attorney duly authorized in writing, and shall include written instructions as to the details of the transfer of the Certificate.

All Certificates delivered in exchange for or upon transfer of Certificates shall be valid general obligations of the District evidencing the same debt, shall be entitled to the same benefits under this resolution as the Certificates surrendered for such exchange or transfer, and shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Certificates.

Transfer of the Global Certificate or Replacement Certificates may, at the direction and expense of the District, be subject to other restrictions if required to qualify the Global Certificate or Replacement Certificates as being in "registered form" within the meaning of Section 149(a) of the Internal Revenue code of 1986, as amended.

**(c) Exchange of Certificates.** The Global Certificate may not be exchanged for fully registered Certificates of smaller denominations unless Replacement Certificates are then available. At the option of the Holder of a Replacement Certificate, Replacement Certificates may be exchanged for other Replacement Certificates of any authorized denomination or denominations of a like aggregate principal amount and stated maturity, upon surrender of the Replacement Certificates to be exchanged at the principal office of the Registrar. Whenever any Replacement Certificates are so surrendered by the registered owner for exchange, the District shall execute (if necessary), and the Registrar shall authenticate, date (in the space designated Date of Registration) and deliver one or more new Replacement Certificates of a like aggregate principal amount, as requested by the registered owner or the owner's attorney in writing.

**(d) Cancellation.** All Certificates surrendered upon any transfer or exchange shall be promptly cancelled by the Registrar and, thereafter, be disposed of as directed by the District.

**(e) Improper or Unauthorized Transfer or Exchange.** When any Certificate is presented to the Registrar for transfer or exchange, the Registrar may refuse to transfer or exchange the same until it is satisfied that the endorsement on such Certificate or separate instrument of transfer is valid and genuine and that the requested transfer or exchange is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers or exchanges which it, in its judgment, deems improper or unauthorized.



(f) **Persons Deemed Owners.** The District and the Registrar may treat the person in whose name any Certificate is at any time registered in the certificate register as the absolute owner of such Certificate, whether or not such Certificate shall be overdue, for the purpose of receiving payment of, or on account of, the principal of and interest on such Certificate and for all other purposes, and all such payments so made to any such registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability upon such Certificate to the extent of the sum or sums so paid.

For purposes of all actions, consents and other matters affecting Holders of Certificates issued under this resolution as from time to time supplemented, other than payments and purchases, the District may (but shall not be obligated to) treat as the Holder of a Certificate the beneficial owner of the Certificate instead of the person in whose name the Certificate is registered. For that purpose, the District may ascertain the identity of the beneficial owner of the Certificate by such means as the Registrar in his or her sole discretion deems appropriate, including but not limited to a certificate from the Depository or other person in whose name the Certificate is registered identifying such beneficial owner.

(g) **Taxes, Fees and Charges.** The Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of any Certificate and any legal or unusual costs regarding transfers and lost Certificates.

(h) **Mutilated, Lost, Stolen or Destroyed Certificates.** In case any Certificate shall become mutilated or be destroyed, stolen or lost, the Registrar shall deliver a new Certificate of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Certificate or in lieu of and in substitution for any such Certificate, destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Certificate destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that such Certificate was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the District and the Registrar shall be named as obligees. All Certificates so surrendered to the Registrar shall be cancelled by it and evidence of such cancellation shall be given to the District. If the mutilated, destroyed, stolen or lost Certificate has already matured, it shall not be necessary to issue a new Certificate prior to payment.

**2.05 Appointment of Registrar.** Bond Trust Services Corporation in Roseville, Minnesota, is appointed to act as the certificate registrar and transfer agent (the "Registrar") and shall do so until a successor Registrar is duly appointed, all pursuant to a contract the District and Registrar shall execute which is consistent herewith and which the Chair and Clerk are hereby authorized to execute and deliver. A successor Registrar shall be a bank or

trust company eligible for designation as a bond registrar pursuant to Minnesota Statutes, Chapter 475. The terms of the appointment of the successor Registrar and its duties may be specified in a contract between the District and such successor Registrar that is consistent herewith and that the Chair and Clerk are hereby authorized to execute and deliver. The Registrar, which may act through an agent, shall also serve as paying agent until and unless a successor paying agent is duly appointed. The Registrar shall pay principal and interest on the Certificates to the registered Holders of the Certificates in the manner set forth in this resolution. The District agrees to pay the reasonable and customary charges for the services of such Registrar.

**2.06 Execution of Certificates.** The Certificates shall be executed on behalf of the District by the manual signatures of the Chair and Clerk of the School Board; provided, however that both of such signatures may be printed facsimiles, in which event the Bonds shall also be executed manually by the authenticating agent as provided in Minnesota Statutes, Section 475.55. In the event of disability or resignation or other absence of either such officer, the Certificates may be signed by the manual or facsimile signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature or facsimile of whose signature shall appear on the Certificates shall cease to be such officer before the delivery of the Certificates, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if that officer had remained in office until delivery. If the District has adopted a corporate seal, it shall be omitted on the Certificates as permitted by law.

**2.07 Authentication; Date of Registration.** No Certificate shall be valid or obligatory for any purpose or be entitled to any security or benefit under this resolution unless and until a Certificate of Authentication on such Certificate, substantially in the form set forth in the form of Global Certificate, shall have been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of Authentication on different Certificates need not be signed by the same person. The Registrar shall authenticate each Certificate by execution of the Certificate of Authentication on the Certificate and shall date each Certificate in the space provided as of the date on which the Certificate is registered. For purposes of delivering the original Certificates (the Global Certificate) to the Purchaser, the Registrar shall insert as the date of registration the date of original issue specified in Paragraph 2.01 of this resolution; and the executed Certificate of Authentication on any Certificate shall be conclusive evidence that it has been authenticated and delivered under this resolution. When the Global Certificate has been prepared, executed and authenticated, the Clerk shall deliver the same to the Purchaser thereof upon payment of the purchase price. The Purchaser shall not be obligated to see to the proper application of said moneys.

**2.08 Form of Certificates.**

The Certificates to be issued hereunder shall be in the form of a Global Certificate unless and until Replacement Certificates are made available as provided herein.

**A. Global Certificate.** The Global Certificate to be issued hereunder, together with the Registrar's Certificate of Authentication, the form of Assignment, and the registration information thereon, shall be in substantially the form set forth in EXHIBIT B hereto, which exhibit is incorporated herein by reference as though fully specified in this paragraph, and may be typewritten rather than printed.

**B. Replacement Certificates.** If the District has notified Holders that Replacement Certificates have been made available as provided in Paragraph 2.03(e) of this resolution, then for every Certificate thereafter transferred or exchanged the Registrar shall deliver a Certificate in the form of a Replacement Certificate rather than a Global Certificate. The Replacement Certificates, together with the Bond Registrar's Certificate of Authentication, the form of Assignment and the registration information thereto, shall be in substantially the form specified at that time by Bond Counsel.

**Section 3. 2010 Certificate of Indebtedness Sinking Fund.** The proceeds of the Certificates shall be disbursed solely for the purposes for which the aids in anticipation of which said Certificates were issued are receivable. The Purchaser, however, shall not be obliged to see to the proper application of said moneys. Any premium and accrued interest received upon delivery of the Certificates shall be used to pay the interest on the Certificates and shall be held in a separate fund hereby created and designated "2010 Aid Anticipation Certificate of Indebtedness Sinking Fund." Any amount paid by the Purchaser in excess of \$5,000,000 shall also be deposited in said Sinking Fund. The moneys in said Sinking Fund shall be used solely to pay the principal and interest of the General Obligation Aid Anticipation Certificates of Indebtedness, 2010A of the District.

**Section 4. Payment of Principal and Interest.** Said Certificates and the interest thereon in the amount of \$\_\_\_\_\_ will be paid by the District from the receipt of the aids which will become available and will be deposited in said Sinking Fund for said purpose on or before the date of maturity of said Certificates, together with such other school funds as become available for said purpose. All of the taxable property within the limits of the District is subject to the levy of an ad valorem tax without limit as to rate or amount to pay the Certificates of this issue and the interest thereon. The full faith and credit of the District is hereby pledged for the payment of principal and interest on said Certificates.

**Section 5. Registration of Certificates.** The Clerk is hereby authorized and directed to file a certified copy of this resolution with the County Auditors of each county in which the District is located in whole or in part, and to obtain from each said County Auditor a certificate that the Certificates have been duly entered upon said Auditor's bond register.

**Section 6. Authentication of Transcript.** The officers of the District and each said County Auditor is hereby authorized and requested to furnish to the Purchaser and to the attorneys approving the legality of the issuance of the Certificates, certified copies of all resolutions of the District relating thereto, and such certificates and affidavits as to other matters appearing in their official records or otherwise known to them as may be reasonably required to evidence the legality and marketability of the Certificates, and all such certified



copies, certificates and affidavits, including any heretofore furnished, shall be deemed to constitute representations and recitals of the District as to the correctness of all statements contained therein.

**Section 7. Exemption from Rebate Requirements.** For purposes of compliance with the requirements of Section 148(f)(4)(D) of the Code relating to the exemption for certain small governmental units from the rebate requirements of the Code, the Board hereby determines and declares that:

- (a) the District is a governmental unit with general taxing powers;
- (b) the Certificates are not "private activity bonds" as defined in Section 141 of the Code (Private Activity Bonds);
- (c) ninety-five percent of the net proceeds of the Certificates are to be used for the local governmental purposes of the District; and
- (d) either (i) the aggregate face amount of all tax-exempt obligations (other than Private Activity Bonds) issued by the District in calendar year 2010 is not reasonably expected to exceed \$5,000,000 or (ii) the aggregate face amount of all tax-exempt obligations (other than Private Activity Bonds) issued by the District in calendar year 2010 is not reasonably expected to exceed \$15,000,000; and no more than \$5,000,000 of said tax-exempt obligations will be used to finance expenditures other than expenditures financing the construction of public school facilities.

**Section 8. Designation as Qualified Tax-Exempt Obligations.** The Board hereby determines and declares that the District does not reasonably anticipate the issuance in calendar year 2010 of tax-exempt obligations in an aggregate principal amount greater than \$30,000,000 (exclusive of Private Activity Bonds). The Board hereby specifically designates the Certificates "qualified tax-exempt obligations" within the meaning of Section 265 of the Code relating to the deduction permitted financial institutions for interest expenses allocable to the Certificates.

**Section 9. Covenant to Continue Tax Exemption.** The District covenants and agrees with the Holders from time to time of the Certificates that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Certificates to become subject to taxation under the Code, and the Treasury Regulations promulgated thereunder, or any other applicable federal tax law or regulation; and that it will take, or cause its officers, employees or agents to take, all affirmative actions within its powers that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations and to comply with such additional legislative and administrative requirements as may be imposed by law.

**Section 10. Arbitrage Certification.** The Chair and the Clerk, being the officers of the District charged with the responsibility of issuing the Certificates pursuant to this resolution, are hereby authorized and directed to execute and deliver to the Purchaser an arbitrage certification in order to satisfy the provisions of Section 148 of the Code and the regulations promulgated thereunder.

**Section 11. Official Statement.** The Official Statement relating to the Certificates, on file with the Clerk and presented to this meeting, is hereby approved and deemed final, and the furnishing thereof to prospective purchasers of the Certificates is hereby ratified and confirmed, insofar as the same relates to the Certificates and the sale thereof.

**Section 12. Information Reporting.** For purposes of compliance with the provisions of Section 149(e) of the Code, the District shall submit to the Secretary of the Treasury, not later than the 15th day of the second calendar month after the close of the calendar quarter in which the Certificate is issued, a statement concerning the Certificate issue which meets the requirements of Section 149(e)(2).

**Section 13. Continuing Disclosure.**

**13.01 Limited Exemption from Rule.** The Securities and Exchange Commission (the "SEC") has promulgated amendments to Rule 15c2-12 under the Securities Exchange Act of 1934 (17 C.F.R. § 240.15c2-12) which govern the obligations of certain Participating Underwriters to require that issuers of municipal securities enter into agreements for the benefit of the Certificate Owners to provide continuing disclosure with respect to the Certificates. This Board hereby finds, determines and declares that the Certificates are exempt from the application of paragraph (b)(5) of the Rule by reason of the exemption granted in paragraph (d)(3) thereof. The exemption from the Rule for the Certificates is conditioned upon the District agreeing to provide certain continuing disclosure as hereinafter provided.

**13.02 Purpose and Beneficiaries.** To provide for the public availability of certain information relating to the Certificates and the security therefor and to permit Participating Underwriters of the Certificates to comply with the Rule, which will enhance the marketability of the Certificates, the District hereby makes the covenants and agreements contained in this Section 13 of this resolution for the benefit of the Owners (as hereinafter defined) from time to time of the Outstanding Certificates.

**13.03 Definitions.** Unless otherwise defined in this Section 13, the following capitalized terms shall have the following meanings:

"Dissemination Agent" shall mean the District, or any successor Dissemination Agent which has been designated in writing by the District and which has filed with the District a written acceptance of such designation.

"EMMA" shall mean the Electronic Municipal Market Access system: [www.emma.msrb.org](http://www.emma.msrb.org), established by the MSRB and which contains a component that includes a continuing disclosure service for the receipt and public availability of continuing disclosure documents and related information to be submitted by issuers, obligated persons, and their agents pursuant to continuing disclosure undertakings entered into consistent with the Rule.

"Listed Events" shall mean any of the events listed in Paragraph 13.04 of this Section 13.

"MSRB" shall mean the Municipal Securities Rulemaking Board.

"Owner" shall mean, in respect of a Certificate, the registered owner or owners thereof appearing in the certificate register maintained by the Registrar or any beneficial owner thereof, if such owner provides to the Registrar evidence of such beneficial ownership in form and substance reasonably satisfactory to the Registrar.

"Participating Underwriter" shall mean any of the original underwriters of the Certificates required to comply with the Rule in connection with offering of the Bonds.

"Rule" shall mean Rule 15c2-12 adopted by the Securities and Exchange Commission (the "SEC") under the Securities Exchange Act of 1934, as the same may be amended from time to time, and including written interpretations thereof by the SEC.

#### **13.04 Reporting of Significant Events.**

(a) This Paragraph shall govern the giving of notices of the occurrence of any of the following events, with respect to the Certificates, if material:

1. Principal and interest payment delinquencies;
2. Non-payment related defaults;
3. Unscheduled draws on debt service reserves reflecting financial difficulties;
4. Unscheduled draws on credit enhancements reflecting financial difficulties;
5. Substitution of credit or liquidity providers, or their failure to perform;
6. Adverse tax opinions or events affecting the tax-exempt status of the security;
7. Modifications to rights of security holders;
8. Bond calls;

9. Defeasances;

10. Release, substitution, or sale of property securing repayment of the securities;

11. Rating changes.

(b) Whenever a material Listed Event occurs, the District shall as soon as possible file a notice of such occurrence with the MSRB.

**13.05 Termination of Reporting Obligation.** The District's obligations under this Section shall terminate upon the legal defeasance or payment in full of all the Certificates.

**13.06 Dissemination Agent.** The District may, from time to time, appoint or engage a Dissemination Agent to assist it in carrying out its obligations under this Section 13, including but not limited to its duties under Paragraph 13.04 hereof, and may discharge any such Agent, with or without appointing a successor Dissemination Agent.

**13.07 Amendment; Waiver.** Notwithstanding any other provision of this Section 13, the District may amend this Section 13, and any provision of this Section 13 may be waived, if such amendment or waiver is supported by an opinion of counsel expert in federal securities laws, to the effect that such amendment or waiver would not, in and of itself, cause the undertakings herein to violate the Rule if such amendment or waiver had been effective on the date hereof but taking into account any subsequent change in or official interpretation of the Rule.

**13.08 Additional Information.** Nothing in this Section 13 shall be deemed to prevent the District from disseminating any other information, using the means of dissemination set forth in this Section 13 or any other means of communication, or including any other information in any notice of occurrence of a Listed Event, in addition to that which is required by this Section 13. If the District chooses to include any information in any notice of occurrence of a Listed Event in addition to that which is specifically required by this Section 13, the District shall have no obligation under this Section 13 to update such information or include it in any future notice of occurrence of a Listed Event.

**13.09 Default.** In the event of a failure of the District to comply with any provision of this Section 13, any Owner may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this Section 13. A default under this Section 13 shall not be deemed an Event of Default under this Resolution or with respect to the Certificates, and the sole remedy under this Section 13 in the event of any failure of the District to comply with this Section 13 shall be an action to compel performance.

**13.10 Duties, Immunities and Liabilities of Dissemination Agent.** The Dissemination Agent shall have only such duties as are specifically set forth in this Section 13, and the District agrees, to the extent permitted by law, to indemnify and save the

Dissemination Agent, its officers, directors, employees and agents, harmless against any loss, expense and liabilities which it may incur arising out of or in the exercise or performance of its powers and duties hereunder, including the costs and expenses (including attorneys fees) of defending against any claim of liability, but excluding liabilities due to the Dissemination Agent's negligence or willful misconduct. The obligations of the District under this Section shall survive resignation or removal of the Dissemination Agent and payment of the Certificates.

**13.11 Beneficiaries.** This Section 13 shall inure solely to the benefit of the District, the Dissemination Agent, the Participating Underwriters and Owners from time to time of the Certificates or the Beneficial Owners, if different, and shall create no rights in any other person or entity.

**13.12 Reserved Rights.** The District reserves the right to discontinue providing any information required under the Rule if a final determination should be made by a court of competent jurisdiction that the Rule is invalid or otherwise unlawful or to modify the covenants and agreements contained in this Section 13 if the District determines that such modification is required by the Rule, or by a court of competent jurisdiction.

**Section 14. Payment of Issuance Expenses.** The District authorizes the Purchaser to forward the amount of Certificate proceeds allocable to the payment of issuance expenses to U.S. Trust Company, Minneapolis, Minnesota, on the closing date for further distribution as directed by the District's financial advisor, Ehlers & Associates, Inc.

**Section 15. Nonbook-Entry Option.** Notwithstanding any contrary provision of this resolution, if the Purchaser specified on the proposal form that the Certificates are not to be issued in global book-entry form, they shall then be issued as a single Certificate in the denomination of the entire principal amount of the issue in registered form in the name of the Purchaser. Replacement Certificates shall not be available.

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, having received the affirmative votes of two-thirds of the members, was declared duly passed and adopted.



**INSERT EXHIBIT A**

**EXHIBIT B**

**(FORM OF GLOBAL CERTIFICATE)**

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
CLAY COUNTY  
INDEPENDENT SCHOOL DISTRICT NO. 152  
(MOORHEAD AREA PUBLIC SCHOOLS)

R-1

\$5,000,000

GENERAL OBLIGATION AID ANTICIPATION  
CERTIFICATE OF INDEBTEDNESS, SERIES 2010A

<u>INTEREST</u> <u>RATE</u>	<u>MATURITY</u> <u>DATE</u>	<u>DATE OF</u> <u>ORIGINAL ISSUE</u>	<u>CUSIP</u>
_____%	SEPTEMBER 26, 2011	AUGUST 26, 2010	

REGISTERED OWNER: CEDE & CO., AS NOMINEE OF THE DEPOSITORY TRUST  
COMPANY, NEW YORK, NEW YORK

PRINCIPAL AMOUNT: FIVE MILLION AND NO/100 DOLLARS

**KNOW ALL PERSONS BY THESE PRESENTS** that Independent School District No. 152 (Moorhead Area Public Schools), State of Minnesota, a duly organized and existing independent school district whose administrative offices are located in Moorhead, Minnesota (the "School District"), certifies that it is indebted and for value received hereby promises to pay to the registered owner specified above or on the Certificate of Registration attached hereto, or registered assigns, without option of prior payment, the principal amount specified above, on the maturity date specified above, with interest thereon from the date hereof at the annual rate specified above, payable at maturity to the person in whose name this Certificate of Indebtedness is registered at the close of business on September 11, 2011 (whether or not a business day). The interest hereon and the principal hereof are payable in lawful money of the United States of America by wire transfer (or other agreed means of payment), in same day funds or its equivalent no later than 12:00 noon (New York, New York time) on the maturity date specified above, upon presentation and surrender hereof at the principal office of Bond Trust Services Corporation in Roseville, Minnesota, acting as certificate registrar, transfer agent and paying agent (the "Registrar"), or the Registrar's designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the School District have been and are hereby irrevocably pledged.



**Date of Payment Not Business Day.** If the date for payment of the principal or interest on this Certificate of Indebtedness shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the City of New York, New York, or the city where the principal office of the Registrar is located are authorized by law or executive order to close, then the date for such payment shall be the next succeeding day which is not a Saturday, Sunday, legal holiday or a day on which such banking institutions are authorized to close, and payment on such date shall have the same force and effect as if made on the nominal date of payment.

**Issuance; Purpose.** This Certificate of Indebtedness is one of an issue in the aggregate principal amount of \$5,000,000. It is issued, pursuant to a resolution duly adopted by the School Board of the School District on August 9, 2010 (the "Resolution"), for the purpose of anticipating receipt of state aid for schools and federal aids to be distributed by or through the Minnesota State Department of Education and are issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota thereunto enabling, including Minnesota Statutes, Sections 126C.50 through 126C.56.

**Minnesota School District Credit Enhancement Program.** The School District has covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, Section 126C.55 and to use the provisions of that statute to guarantee the payment of the principal and interest on the Certificates when due.

**Denominations; Exchange; Resolution.** The Certificates of Indebtedness are issuable originally only as a single Global Certificate in the denomination of the entire principal amount of the issue. The Global Certificate is not exchangeable for fully registered Certificates of Indebtedness of smaller denominations unless Replacement Certificates are then available. Replacement Certificates, if made available as provided below, are issuable solely as fully registered Replacement Certificates in the denominations of \$5,000 and integral multiples thereof and are exchangeable for fully registered Replacement Certificates of other denominations in equal aggregate principal amounts and in authorized denominations at the principal office of the Registrar, but only in the manner and subject to the limitations provided in the Resolution. Reference is hereby made to the Resolution for a description of the rights and duties of the Registrar. Copies of the Resolution are on file in the principal office of the Registrar.

**Replacement Certificates.** Replacement Certificates may be issued by the School District in the event that:

(a) the Depository shall resign or discontinue its services for the Certificates of Indebtedness or be declared no longer able to carry out its functions and the School District is unable to locate a Substitute Depository within two (2) months following the resignation or discontinuance or determination of noneligibility; or

(b) the School District determines in its sole discretion that (1) the continuation of the book-entry system described in the Resolution, which precludes the issuance of certificates of indebtedness (other than the Global Certificate) to any Holder other than the Depository (or its nominee), might adversely affect the interest of the beneficial owners of the Certificates of Indebtedness; or (2) it is in the best interest of the beneficial owners of the Certificates of Indebtedness that they be able to obtain certificated Certificates of Indebtedness.

**Transfer.** This Global Certificate shall be registered in the name of the payee on the books of the School District by presenting it for registration to the Registrar, whose representative will endorse his or her name and note the date of registration opposite the name of the payee in the Certificate of Registration attached hereto. After its original delivery, this Global Certificate shall be immobilized from circulation and transfer except as specifically provided in the Resolution. Thereafter, if authorized for transfer, this Global Certificate may be transferred by delivery with an assignment duly executed by the Holder or the Holder's legal representative, and the School District and Registrar may treat the Holder as the person exclusively entitled to exercise all the rights and powers of an owner until this Global Certificate is presented with such assignment for registration of transfer, accompanied by assurance of the nature provided by law that the assignment is genuine and effective, and until such transfer is registered on said books and noted hereon by the Registrar, all subject to the terms and conditions provided in the Resolution and to reasonable regulations of the School District contained in any agreement with, or notice to, the Registrar. Transfer of this Global Certificate may, at the direction and expense of the School District, be subject to certain other restrictions if required to qualify this Global Certificate as being in "registered form" within the meaning of Section 149(a) of the Internal Revenue Code of 1986, as amended.

**Fees Upon Transfer or Loss.** The Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Global Certificate and any legal or unusual costs regarding transfers and lost Certificates of Indebtedness.

**Treatment of Registered Owner.** The School District and the Registrar may treat the person in whose name this Global Certificate is registered as the absolute owner hereof, for the purpose of receiving payment as herein provided and for all other purposes, whether or not this Certificate of Indebtedness is overdue, and neither the School District nor the Registrar shall be affected by any notice to the contrary.

**Authentication.** This Global Certificate shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon shall have been executed by the Registrar by the manual signature of one of its authorized representatives.

**Qualified Tax-Exempt Obligations.** The School District has designated the Certificates of Indebtedness as "Qualified Tax-Exempt Obligations" for the purposes of Section 265(b) (3) of the Internal Revenue Code of 1986, as amended, relating to the deduction permitted financial institutions for interest expenses allocable to the Certificates of Indebtedness.

**IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED** that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed precedent to and in the issuance of this Certificate of Indebtedness, in order to make it a valid and binding general obligation of the School District enforceable in accordance with its terms, have been done, have happened and have been performed in regular and due form, time and manner as required by law; and that the issuance of this Certificate of Indebtedness does not cause the indebtedness of the School District to exceed any constitutional or statutory limitation of indebtedness.

**IN WITNESS WHEREOF,** Independent School District No. 152 (Moorhead Area Public Schools), State of Minnesota, by its School Board, has caused this Certificate of Indebtedness to be executed in its behalf by the facsimile signatures of the Chair and Clerk, the School District having no seal or said seal having been intentionally omitted as provided by law.

Date of Registration:

August 26, 2010

Registrable by:

BOND TRUST SERVICES CORPORATION  
ROSEVILLE, MINNESOTA

REGISTRAR'S CERTIFICATE  
OF AUTHENTICATION

This Certificate is one of the  
Certificates described in the  
within mentioned Resolution

Payable at:

BOND TRUST SERVICES CORPORATION  
ROSEVILLE, MINNESOTA

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

BOND TRUST SERVICES CORPORATION /s/ (Facsimile)

Registrar

Chair

By

Authorized Signature

/s/ (Facsimile)

Clerk

## CERTIFICATE OF REGISTRATION

The transfer of ownership of the principal amount of the attached Certificate of Indebtedness may be made only by the registered owner or the registered owner's legal representative last noted below:

<u>Date of Registration</u>	<u>Registered Owner</u>	<u>Signature of Registrar</u>
<u>August 26, 2010</u>	Cede & Co. P.O. Box 222 Bowling Green Station <u>New York, NY 10274</u>	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Certificate of Indebtedness, shall be construed as though they were written out in full according to applicable laws or regulations:

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TEN COM	--	as tenants in common	UTMA _____ Custodian _____ (Cust) (Minor)
TEN ENT	--	as tenants by entireties	Under Uniform Transfers to Minors
JT TEN	--	as joint tenants with right of survivorship and not as tenants in common	Act _____ (State)

Additional abbreviations may also be used, though not in the above list.

## ASSIGNMENT

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_ the within Certificate of Indebtedness and all rights thereunder, and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer the said Certificate of Indebtedness on the books kept for registration of the within Certificate of Indebtedness, with full power of substitution in the premises.

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

NOTICE: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Certificate of Indebtedness in every particular, without alteration or enlargement or any change whatever.

Signature Guaranteed:

\_\_\_\_\_  
Signature(s) must be guaranteed by a national bank or trust company or by a brokerage firm having a membership in one of the major stock exchanges or any other "Eligible Guarantor Institution" as defined in 17 CFR 240 Ad-15(a)(2).

The Registrar will not effect transfer of this Certificate of Indebtedness unless the information concerning the assignee requested below is provided.

\_\_\_\_\_  
Name and Address: \_\_\_\_\_

\_\_\_\_\_  
(Include information for all joint owners if the Certificate of Indebtedness is held by joint account)

Please insert Social Security or  
other Tax Identification Number  
of Transferee






Assistant Superintendent  
**Moorhead Area Public Schools**

Memo OAS.11.016 R

TO: Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent 

DATE: August 3, 2010

SUBJECT: Resolution to Increase General Education Revenue and Call an Election

Attached please find the Resolution Relating to Increasing the General Education Revenue of the School District and Calling an Election Thereon. The proposed referendum revenue authorization of \$850 per resident marginal cost pupil unit would be applicable for seven (7) years.

Suggested Resolution: Move to approve the Resolution Relating to Increasing the General Education Revenue of the School District and Calling an Election Thereon.

WAK:nls  
Attachment

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 152 (Moorhead Area Public Schools), State of Minnesota, was held in said school district on August 9, 2010, at \_\_\_\_\_ o'clock p.m.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution  
and moved its adoption:

**RESOLUTION RELATING TO INCREASING  
THE GENERAL EDUCATION REVENUE OF THE SCHOOL DISTRICT  
AND CALLING AN ELECTION THEREON**

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

1. The Board hereby determines and declares that it is necessary and expedient for the school district to increase its general education revenue by \$850 per resident marginal cost pupil unit. As provided by law, the ballot question must abbreviate the term "per resident marginal cost pupil unit" as "per pupil." The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately .17906% of the referendum market value of the school district for taxes payable in 2011, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for seven (7) years unless otherwise revoked or reduced as provided by law. The question on the approval of this referendum revenue authorization shall be School District Ballot Question 1 on the school district ballot at the special election held to approve said authorization. The title to School District Ballot Question 1 shall reflect the Board's present intention that the revenue from this new authorization will be used to avoid future budget cuts.

2. The question of increasing the general education revenue of the school district shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held in conjunction with the state general election on Tuesday, November 2, 2010.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and the polling places for this special election are those polling places and precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as those for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education at least seventy-four (74) days before the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election.

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

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

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

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

The clerk is hereby authorized and directed to cause a notice of the election to be mailed by first class mail to each taxpayer in the school district at least fifteen (15) but no more than thirty (30) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Education and to the county auditor of each county in which the school district is located in whole or in part at least fifteen (15) days prior to the day of the election.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with state, city, township and county election authorities conducting the state general and other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

5. The clerk is further authorized and directed to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:


# SPECIAL ELECTION BALLOT

## INDEPENDENT SCHOOL DISTRICT NO. 152 (MOORHEAD AREA PUBLIC SCHOOLS)

NOVEMBER 2, 2010

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### INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this: 

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To vote for a question, fill in the oval next to the word "YES" for that question.  
To vote against a question, fill in the oval next to the word "NO" for that question.

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### SCHOOL DISTRICT BALLOT QUESTION 1 APPROVAL OF ADDITIONAL REVENUE TO AVOID FURTHER BUDGET CUTS

The board of Independent School District No. 152 (Moorhead Area Public Schools) has proposed to increase its general education revenue by \$850 per pupil. The proposed referendum revenue authorization would be applicable for seven years unless otherwise revoked or reduced as provided by law.

☐

YES

Shall the increase in the revenue proposed by the board of Independent School District No. 152 be approved?

☐

NO

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

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In precincts using an optical scan voting system, the ballots must be printed in black ink on white colored material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. The individuals designated as judges for the state general election shall act as election judges for this special election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed by the school board between the third and the tenth day following the election.

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



STATE OF MINNESOTA   )  
                                  )SS  
COUNTY OF CLAY       )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 152 (Moorhead Area Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of a special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this \_\_\_\_\_ day of August, 2010.

\_\_\_\_\_  
Clerk



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.11.011R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: August 2, 2010

SUBJECT: First Reading of Policy

Attached please find the policy, Student Transportation Eligibility Guidelines 720, for your review.

LAK:mde  
Attachment

## Student Transportation Eligibility Guidelines

**Type:** School Board Policy  
**Section:** 700 NON-INSTRUCTIONAL  
**Code:** 720  
**Adopted Date:** 10/31/1981  
**Revised Date(s):** 06/11/2007  
**Reviewed Date(s):** 04/25/1989, 01/14/1992, 05/11/1998, 01/27/2003, 10/10/2005, 06/11/2007

**Attached Files:**

No Documents Found.

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### I. PURPOSE

The purpose of this policy is to provide eligibility guidelines for transportation of Moorhead Area Public School students.

### II. GENERAL STATEMENT

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

A. Kindergarten through grade 12 students, who reside one (1) mile or more from the building to which the school district assigns the student;

B. Students who must cross or use an area identified as being an extraordinary traffic hazard to and from school (refer to eligibility guidelines);

C. Kindergarten students who live .5 mile or more from the building to which they are assigned will receive noon transportation services. ~~m~~Morning and afternoon service will follow the same guidelines as other elementary students. Students may be assigned to either morning or afternoon kindergarten as class sizes dictate.

### III. ELIGIBILITY GUIDELINES

A. The following will be used as guidelines for reviewing and developing school bus transportation for the Moorhead Area Public Schools. (Refer to Administrative Policy 720.1.)

Recommended maximum walking distances to bus stops:

Grade Level Distance to Stop

K - 5 .15 mile (1-2 blocks)

6 - 8 .3 mile (4-5 blocks)

9 - 12 .5 mile (6-7 blocks)

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

B. Regular school day transportation services will be provided within the normal walk zone (one (1) mile walking distance) of a specific school if it is determined that a hazardous crossing or walking area exists. The following are determined to be hazardous crossing or walking areas:

1. Robert Asp Elementary School:

\*1st Avenue North - This is a high volume traffic area and is a primary vehicle access to Minnesota Highway 10.

2. Park Christian School:

\*1st Avenue North - Same rationale as for transportation to Robert Asp Elementary.

\*Highway 75 - This is a state highway which does not have appropriate sidewalks or crossing signals.

3. Ellen Hopkins Elementary School:

\*8th Street South - This state highway does have walk/do not walk signals; however, this is a very busy and hazardous crossing for students in K-5 grades.

\*12th Avenue South from 8th Street South to 20th Street South.

4. S.G. Reinertsen Elementary School:

\*8th Street South/Highway 75 South.

5. St. Joseph School:

\*8th Street South.

\*Main Avenue South.

6. Horizon Middle School:

\*None.

7. Moorhead High School:

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

8. Any areas as determined by the Superintendent as hazardous where new development is occurring.

C. Hazardous Areas Near Schools - Student or adult crossing guards will be identified by the Director of Transportation in consultation with the building administrator.

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

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

F. Authorized Riders - Moorhead Area Public Schools' bus drivers will only accept passengers assigned to the route. Students who will be attending parties, non-school classes or meetings, etc.

will not be accepted as passengers on school routes. Building administrators may provide temporary authorization to students for emergencies if space is available on the school bus.

**Legal Reference:**

Minnesota Statute 123B.88 (Independent School Districts; Transportation)

**Cross Reference:**

Moorhead School Board Policy 721: Student Transportation Safety

Moorhead School Board Policy 514: Students in Homeless Situations



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.11.015R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: August 3, 2010

SUBJECT: Approval of Policy

Attached please find the policy, School Board Legal Status 201, for your review.

Suggested Resolution: Move to approve the policy, School Board Legal Status 201, as presented.

LAK:mde  
Attachment



## School Board Legal Status

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	201
Adopted Date:	8/27/2001
Revised Date(s):	10/10/2005, 10/12/2009
Reviewed Date(s):	10/10/2005, 10/12/2009
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to define the authority, duties and powers of the Moorhead School Board in carrying out the school district's mission.

### II. GENERAL STATEMENT

A. The School Board is the governing body of the Moorhead Area Public Schools. As such, the School Board has the responsibility for the care, management, and control over public schools in the school district. Generally, elected members of the School Board have binding authority only when acting as a School Board legally in session, except where specific authority is provided to School Board members or officers individually. Generally, the School Board is not bound by any action or statement on the part of an individual School Board member unless the action is specifically directed or authorized by the School Board.

### III. DEFINITION

A. "School Board" means the governing body of the school district.

### IV. SCHOOL BOARD'S ORGANIZATION, MEMBERSHIP, POWERS AND DUTIES

A. The membership of the School Board consists of seven elected directors. The term of office is four years. Regular elections are conducted every two (even-ending) years. A School Board vacancy shall be filled by School Board appointment at a regular or special meeting, entered by resolution in the minutes and shall continue until the next regular district election. All elections to fill vacancies shall be for the unexpired term. If less than two years remain in the unexpired term, the appointed person shall serve the remainder of the unexpired term.

The Superintendent serves as an ex-officio member of the School Board. The majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the School Board.

B. The School Board has powers and duties as specified by statute. The School Board's authority includes implied powers in addition to specific powers granted by the legislature. The School Board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character. The School Board shall superintend and manage the schools of the district; adopt rules for the organization, government and instruction; prescribe textbooks and course of study; and make and authorize contracts. The School Board shall have the general charge

of the business of the school district, its facilities, property and of the interest of the schools. The School Board, among other duties shall perform the following in accordance with applicable law:

1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
2. conduct the business of the schools and pay indebtedness and proper expenses;
3. ~~make and authorize contracts;~~
4. employ and contract with necessary qualified teachers and discharge the same for cause;
5. ~~manage the schools; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts;~~
64. provide services to promote the health of its ~~pupils~~ students;
75. provide school buildings and erect needed buildings;
86. purchase, sell and exchange school district property and equipment as deemed necessary by the School Board for school purposes;
97. provide for payment of claims against the school district and prosecute and defend actions by or against the school district, in all proper cases;
108. employ and discharge necessary employees and contract for other services;
119. provide for transportation of pupils to and from schools as governed by statute; and
120. procure insurance against liability of the school district, its officers and employees.

C. The School Board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, and extended year and extended day programs;
2. furnish school lunches for ~~pupils~~ students and others on such terms as the School Board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose;

and

8. perform other acts as the School Board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References:

Minn. Stat. 123A.22 (Cooperative Centers for ~~Vocational Education~~)

Minn. Stat. 123B.02 (General Powers of ~~Independent School Districts~~)

Minn. Stat. 123B.09 (~~Boards of Independent School Districts~~ School Board Powers)

Minn. Stat. 123B.14 (~~Officers of Independent School Districts~~ Officers)

Minn. Stat. 123B.23 (Liability Insurance; ~~Officers and Employees~~)

Minn. Stat. 123B.49 (Cocurricular and Extracurricular Activities; Insurance)

Minn. Stat. 123B.51 (Schoolhouses and Sites; ~~Uses~~ Access for ~~School and Nonschool Purposes;~~  
~~Closings~~ Noncurricular Purposes)

Minn. Stat. 123B.85 (Definitions)

*Jensen v. Indep. Consol. Sch. Dist. No. 85*, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References:

Moorhead School Board Policy 101: Name and Legal Status of Moorhead Area Public Schools

Moorhead School Board Policy 202: School Board Officers



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.11.016R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: August 3, 2010

SUBJECT: Approval of Policy

Attached please find the policy, School Board Meeting Agendas 213, for your review.

Suggested Resolution: Move to approve the policy, School Board Meeting Agendas 213, as presented.

LAK:mde  
Attachment

## School Board Meeting Agendas

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	213
Adopted Date:	8/27/2001
Revised Date(s):	10/10/2005, 10/12/2009
Reviewed Date(s):	10/10/2005, 10/12/2009
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the School Board of the Moorhead Area Public Schools meeting agenda and to ensure that the School Board can accomplish its business as efficiently and expeditiously as possible.

### II. GENERAL STATEMENT

~~It is the~~ The policy of the Moorhead School Board is that the School Board meetings shall be conducted in a manner to allow the School Board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon. In order for a more efficient administration of School Board meetings, the School Board may use a consent agenda for the passage of non-controversial items or items of a similar nature.

### III. PROCEDURES

- A. It shall be the responsibility of the School Board Chair and/or Vice-Chair and Superintendent to develop, prepare and arrange the order of items for the tentative School Board meeting agenda for each School Board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the School Board Chair or Superintendent in a timely manner. The Chair and Superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to School Board members three (3) days prior to a regular scheduled School Board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the School Board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the School Board or its employees and a) distributed at the meeting to all members of the governing body; b) distributed before the meeting to all members; or c) available in the meeting room for inspection by the public while the School Board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

#### IV. CONSENT AGENDAS

A. The Superintendent, in consultation with the School Board Chair and/or Vice-Chair, may place items on the consent agenda. By using a consent agenda the School Board has consented to the consideration of certain items as a group under one motion. When a consent agenda is used, an appropriate amount of discussion time will be allowed to review any item upon request.

B. Consent items are those which usually do not require discussion or explanation prior to School Board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, approval of the previous minutes, approval of bills, approval of grants, resignations, etc.

C. All items on the consent agenda are considered to be routine, and have been made available to the School 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 School Board member or citizen so requests, in which event that item will be removed from the agenda and considered under separate resolution. To the extent possible, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

D. Consent agenda items are approved en masse by one vote of the School Board. The consent agenda items are recorded separately in the minutes.

##### Legal References:

Minn. Stat. 123B.09, Subd. 7 (School Board Powers)

Minn. Stat. 13D.01, Subd. 6 (Open Meeting Law)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

##### Cross References:

Moorhead School Board Policy 201: School Board Legal Status

Moorhead School Board Policy 210: School Board Meeting Rules of Order

Moorhead School Board Policy 212: School Board Public Hearings

Moorhead School Board Policy 213: School Board Meeting Agendas

Moorhead School Board Policy 214: School Board Meeting Minutes





Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.11.017R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: August 3, 2010

SUBJECT: Approval of Policy

Attached please find the policy, School Board Policy Development, Adoption, Implementation, and Review 221, for your review.

Suggested Resolution: Move to approve the policy, School Board Policy Development, Adoption, Implementation, and Review 221, as presented.

LAK:mde  
Attachment

## **School Board Policy Development, Adoption, Implementation, and Review**

**Type:** School Board Policy  
**Section:** 200 SCHOOL BOARD  
**Code:** 221  
**Adopted Date:** 8/27/2001  
**Revised Date(s):** 05/11/2009, 06/14/2010  
**Reviewed Date(s):** 10/27/2003, 05/09/2005, 04/09/2007, 11/26/2007, 05/11/2009, 06/14/2010

**Attached Files:** No Documents Found.

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### **I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the Moorhead School Board to provide guidance on the ongoing structured review of policy and to clarify the responsibility of the school administration for implementation of Moorhead School Board policy.

### **II. GENERAL STATEMENT**

A. Formal guidelines are necessary to ensure our school community and the Moorhead Area Public School system respond to its mission and operate in an effective, efficient and consistent manner. Therefore, a set of written policy statements shall be maintained and modified as needed. These policies define the desire and intent of the Moorhead School Board and are to be in a format which is sufficiently explicit to guide administrative action.

B. It shall be the responsibility of the Moorhead Area Public Schools Superintendent to implement School Board policy and to recommend additions or modifications as needed. The administration is authorized to develop guidelines and procedures to implement School Board policies. These guidelines and procedures shall not be inconsistent with said policies. These written procedures shall be reviewed along with the School Board policies they are intended to implement.

C. Employee and student handbooks shall be subject to an annual review and approval by the Moorhead School Board. Building administrators and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the Superintendent/designee to assure compliance with School Board policy before presenting to the School Board for approval.

### **III. DEVELOPMENT**

A. The Moorhead School Board has the jurisdiction to legislate policy for the Moorhead Area Public Schools with the force and effect of law. School Board policy provides the general direction as to what the School Board wishes to accomplish while delegating implementation of the policy to administration.

B. The School Board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and procedures by the administration. The School Board shall determine the effectiveness of the policies by evaluating periodic reports

from the administration.

C. Policies may be proposed by a School Board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the Superintendent for review prior to possible placement on the School Board agenda.

#### IV. ADOPTION

A. Moorhead School Board will give notice of proposed policy changes or adoption of new policies by placing the item on the agenda for discussion at two School Board meetings. The policy changes shall be reviewed by the school district's Policy Review Committee if possible before placing them on the School Board agenda. Proposals will be distributed and School Board and public comment will be allowed at both meetings prior to final School Board action.

B. The final action taken to adopt proposed new policies or revised policies shall be by simple majority vote of the School Board subsequent to the second meeting. The policy will become effective on the date the policy is adopted or a date stated in the motion, whichever is later.

C. In case of an emergency or due to legislative, legal or state department required modifications or time lines in which the School Board has no control, a new or modified policy may be adopted by a majority vote of a quorum of the School Board. A statement regarding the need for immediate adoption of the policy shall be included in the minutes. The School Board has the discretion to determine what constitutes an emergency situation.

D. If an educational policy is modified because of a legal change over which the School Board has no control, the modified policy may be approved at one meeting at the discretion of the School Board.

#### V. IMPLEMENTATION

A. It shall be the responsibility of the Superintendent to implement Moorhead School Board policies and to develop administrative guidelines and procedures to provide greater specificity and consistency in the process of implementation. These guidelines and procedures, including employee and student handbooks, shall be subject to annual review and approval of the School Board.

B. A paper copy of the policy manual will be kept and maintained by the Superintendent. Moorhead School Board members, employees and the public will be able to access the policy manual at the school district's Web site ([www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)). It shall be the responsibility of the Superintendent, School Board secretary, individual School Board members, and others designated by administration to keep the policy manuals current.

C. The School Board shall review policies at least once every four years. In addition, the School Board shall review the following policies annually: Family and Medical Leave 422, Policies Incorporated by Reference for Employees/Personnel 499, Mandated Reporting of Child Neglect or Physical or Sexual Abuse 534, Maltreatment of Vulnerable Adults 535, Student Discipline 551, Prohibition of Harassment and Violence 570, Prohibiting Intimidation and Bullying 578, Policies Incorporated by Reference for Students 599, School District System Accountability 650, Student Transportation Safety 721, and Moorhead Area Public Schools Electronic Network Acceptable Use and Safety 731.

D. When there is no Moorhead School Board policy in existence to provide guidance on a matter, the Superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the Superintendent shall advise the School Board of the need for a policy and present a recommended policy to the School Board for approval.

## VI. POLICY REVIEW

A. Moorhead School Board policies will be reviewed at least once every four years. Administrative procedures supporting those policies will be reviewed by the administration at the same time. The Moorhead Policy Review Committee when possible will review and make recommendations to current policy as they come forward for periodic review. Their recommendations will be brought forward to the School Board by the Superintendent.

### Legal References:

Minn. Stat. 123B.02 Subd. 1 (School District Powers)

Minn. Stat. 123B.09 Subd. 1 (School Board Powers)

### Cross References:

Moorhead School Board Policy 201: School Board Legal Status

Moorhead School Board Policy 233: Policy Review Committee


Moorhead School Board Policy 310: School Superintendent



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.11.018R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent 

DATE: August 3, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Grievance Procedures for Equal Opportunity 402, for your review.

Suggested Resolution: Move to approve the policy, Grievance Procedures for Equal Opportunity 402, as presented.

LAK:mde  
Attachment

## **Grievance Procedures for Equal Opportunity**

<b>Type:</b>	School Board Policy
<b>Section:</b>	400 EMPLOYEE/PERSONNEL
<b>Code:</b>	402
<b>Adopted Date:</b>	12/13/1983
<b>Revised Date(s):</b>	01/08/2007
<b>Reviewed Date(s):</b>	05/17/1988, 04/26/1994, 02/08/1999, 11/10/2003, 01/08/2007
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

The Moorhead Area Public Schools provides opportunity for students, parents, guardians of students, or school district employees to grieve matters pertaining to discriminatory practices. Where grievance procedures are established through master contracts/agreements with employee organizations, either this or the employee organization's procedure may be implemented to resolve the problem.

This procedure addresses itself to discriminatory acts or policies regarding race, color, national origin, creed, religion, sex, sexual orientation, marital status, age, limited English proficiency, and status with regard to public assistance or disability. This procedure may be used as a complaint against an individual or the school district for alleged discriminatory acts in violation of state or federal statutes or school district policy. Nothing provided herein shall abridge or limit the right of any individual to seek enforcement of state and/or federal laws, or to be represented by counsel.

### **II. GENERAL STATEMENT OF POLICY**

#### **Section 1: Definition**

**Grievance:** A complaint about an alleged violation, misinterpretation, or inequitable application of state and/or federal laws and regulations or school district policy and procedures affecting equality in the educational program and/or employment practices.

**Grievant:** Any student, parent or guardian of a student, or employee of the school district who believe(s) that in the past ten (10) days there is, or has been, a violation, misinterpretation or inequitable application of state and/or federal laws and regulations or school district policy and procedures affecting equality in the educational program and/or employment practices.

**Respondent:** Person, persons, or group named in grievance who allegedly discriminated.

**Supervisor:** Any administrator, i.e. Superintendent, Building Administrator, Assistant Principal, Assistant Superintendent, Human Resources Director, members of the Supervisor's bargaining unit, or Moorhead School Board.

**Days:** "Days" shall mean all weekdays, excluding Saturday, Sunday and days designated as holidays by state law.



## Section 2: Waiver of Steps and Time Limits

The number of days indicated shall be the absolute maximum for initiating such a grievance. Postmarks or dates or initialed receipts shall serve for counting days to comply with this grievance procedure. Communications must be transmitted through U.S. certified mail or hand delivered and witnessed. The parties, by mutual written agreement, may waive any step and extend any time limit in the grievance procedure. If the grievant does not meet the time limits, the grievance will be considered forfeited. If the respondent/supervisor does not respond within the time limits, the grievant may proceed to the next step immediately.

## Section 3: Withdrawal

A grievance may be withdrawn by the grievant at any step.

## Section 4: Procedure

The grievant should first make an attempt to resolve the complaint through open discussion with the respondent and/or respondent's immediate supervisor, building supervisor, or his/her designee. The discussion must take place within a twenty (20) day period from the time that the alleged incident of discussion occurs. The informal complaint shall include the following information: (1) nature of the grievance; (2) facts, including dates, places, persons, and actions; and, (3) relief requested. If the grievance is not resolved in or with the Human Resources Department the informal discussion stage, the grievant may file a formal oral or written complaint (see Administrative Procedure 402.1: Discrimination Complaint Form) with the immediate supervisor of the respondent within twenty-five (25) days from the date of the event giving rise to the complaint.

The formal complaint shall include the following information: (1) nature of the grievance; (2) facts including dates, places, persons, and actions; and, (3) relief requested. The formal written grievance shall be certified mailed or hand delivered and witnessed to the immediate supervisor of the respondent or the Human Resources Department who will determine whether the grievance is filed at the correct level. The grievant will be notified if the placement is not appropriate. If filed at the appropriate step, the supervisor will have five (5) days to respond, during which time the supervisor and the Human Resources Director shall have held a conference with interested parties before the response will be sent to the next step.

If the grievant is not satisfied with the response of the previous step, an appeal may be filed with the Superintendent within a period of five (5) days following the supervisor's/Human Resources Director's response. The Superintendent will respond in the same manner as any other supervisor, and will render a decision and mail by certified mail or hand deliver with witness the response within the five (5) day period. A copy of the response will be sent to the district's Human Resources Director and, if applicable, to the School Board.

If the grievant is not satisfied with the response of the Superintendent, an appeal may be filed with the School Board within a five (5) day period following the Superintendent's response. The School Board will have the following options to consider the matter: 1) within 14 days, appoint an independent hearing officer; 2) within 14 days, appoint a subcommittee of the School Board to hear the grievance; or, 3) within 14 days, take the grievance to the full School Board to be considered at the next regularly scheduled School Board meeting unless the School Board is next scheduled to meet within seven (7) days of receipt of the grievance appeal.



The School Board decision shall be rendered within five (5) days of the hearing of the grievance. A copy of the response shall be sent to the Superintendent and to the district's Human Resources Director.

Nothing in this grievance procedure shall preclude the grievant from filing a complaint with any or all of the following agencies at any time:

MN Department of Human Rights  
Army Corps of Engineers Centre  
190 East 5th Street, Suite 704  
St. Paul, MN 55101  
1-800-657-3704

U.S. Equal Employment Opportunity Commission  
1801 L Street NW  
Washington, D.C. 20507  
(202) 663-4900

Equal Employment Opportunity Commission (Regional Office)  
Reuss Federal Plaza  
310 W. Wisconsin Avenue  
Suite 800  
Milwaukee, WI 53203-2292  
1-800-669-4000

Equal Employment Opportunity Commission  
330 2nd Avenue South, Suite 430  
Minneapolis, MN 55401-2224

612/335-4040

### III. REPRISAL

The Moorhead Area Public Schools will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, marital status, age, limited English proficiency, and status with regard to public assistance or disability, toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### Legal References:

Minnesota Statute 363 (Minnesota Human Rights Act)  
29 U.S.C. 621 et. seq. (Age Discrimination in Employment Act)  
29 U.S.C. 2615 (Family and Medical Leave Act)  
38 U.S.C. 4301 et. seq. (Vietnam Era Veterans Readjustment Assistance Act)  
38 U.S.C. 4211 et. seq. (Veterans Reemployment Rights Act)  
42 U.S.C. 2000e et. seq. (Title VII of the Civil Rights Act)

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 102: State and Federal Law Prohibiting Discrimination

Moorhead School Board Policy 401: Equal Employment Opportunity Statement

Moorhead School Board Policy 404: Employment Disability Nondiscrimination

Moorhead School Board Policy 410: Employment of Faculty and Staff

Moorhead School Board Policy 411: Veteran's Preference Hiring


Moorhead School Board Policy 570: Prohibition of Harassment and Violence



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.11.014R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent 

DATE: August 3, 2010

SUBJECT: Special School Board Meeting

Due to the election timeline for the upcoming November 2 general election, a special school board meeting is necessary to meet the following election requirements:

- o The last day to file for the November general election is Tuesday, August 17.
- o The last day to file affidavits of withdrawal of candidacy is Thursday, August 19 (5:00 p.m. deadline).
- o The last day to adopt the resolution calling the general election is Friday, August 20.
- o The last day to notify the county auditor of the school district general election is Friday, August 20.

The next regularly scheduled board meeting is August 23.

The recommended special school board meeting date is Thursday, August 19 at 6:00 p.m.

Suggested Resolution: Move to approve Thursday, August 19, 2010 at 6:00 p.m. to conduct a special school board meeting to accommodate election requirements.

LAK:mde




Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.11.012R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent 

DATE: August 3, 2010

SUBJECT: Moorhead Elementary Schools Parent and Student Handbook

Attached is the 2010-2011 Moorhead Elementary Schools Parent and Student Handbook. According to School Board Policy 221, the handbook is to be presented to the School Board for an annual review.

Changes made to the handbook have been highlighted in a lined-out version. A completed copy of the handbook will be available on the district's Web site at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us).

Suggested Resolution: Move to approve the 2010-2011 Moorhead Elementary Schools Parent and Student Handbook as presented.

LAK:mde  
Attachment

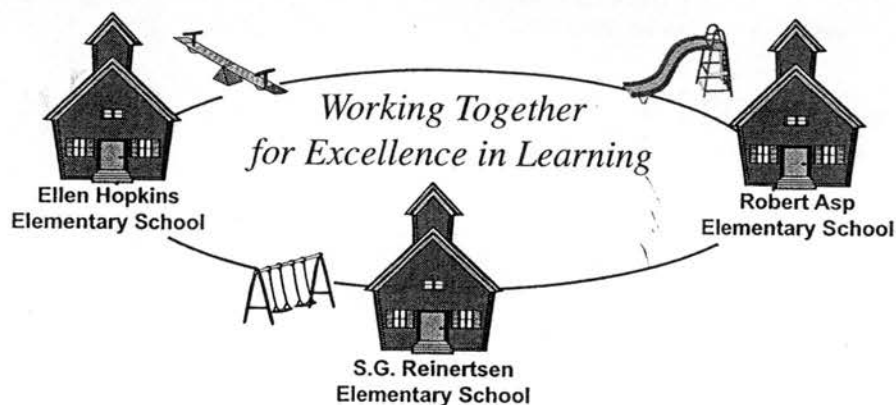
# Moorhead Elementary Schools Parent & Student Handbook 2010-11



*Working together for excellence in learning*

Ellen Hopkins Elementary School  
Robert Asp Elementary School  
S.G. Reinertsen Elementary School

*The mission of the Moorhead Area Public Schools is to develop  
the maximum potential of every learner to thrive in a changing world.*



## Elementary School Phone Numbers

Important phone numbers are listed below for each of the Moorhead elementary schools. A complete directory is also available on the district's Web site at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us).

### Ellen Hopkins Elementary School

**2020 11th St. S. .... 284-4300**  
 Mary Jo Schmid, Principal .....4330  
 Monnie Soderberg, Secretary .....4301  
 Secretary .....4302  
 Health Office .....4310  
 Library Media Center .....4334  
 Fax .....4333

### Robert Asp Elementary School

**910 11th St. N. .... 284-6300**  
 Kevin Kopperud, Principal .....6330  
 Winifred Evensen, Secretary .....6301  
 Kathy Enkers, Secretary .....6302  
 Health Office .....6310  
 Library Media Center .....6334  
 Fax .....6333

### S.G. Reinertsen Elementary School

**1201 40th Ave. S. .... 284-5300**  
 Anne Moyano, Principal .....5330  
 Heather Hedlund, Secretary .....5302  
 Kathy Martinez, Secretary .....5301  
 Health Office .....5310  
 Library Media Center .....5334  
 Fax .....5333

## Daily Schedule

### Grades 1-5

Classes Begin 8:20 a.m.  
 Lunch Periods Staggered, between  
 10:50 a.m. and 1:05 p.m.  
 Dismissal 2:50 p.m.

### Kindergarten

Morning 8:20-10:50 a.m.  
 Afternoon 12:20-2:50 p.m.

### School Year Office Hours

7 a.m.-4 p.m. Monday-Friday

**This document can be made available  
 in an alternate format such as large print or  
 audio cassette. Call 284-3330 to make a request.**

If you do not read English and would like help in your own language, please call 284-3330.

Si usted no lee en inglés y le gustaría que le ayudaran en su propio idioma, por favor llame al 284-3330.

Kính ban không biết đọc tiếng Anh và muốn giúp đỡ  
 trong ngôn ngữ của bạn, xin gọi số 284-3330.

هاتكو تير بئىنگىزىد نوزاى ، غىنىنى ، شو تەتقىت  
 284-3330. ھاىكارىك ب زامان خو ، ھىتىيە تەتقىتقا ئى نىزەت كىمى:

ရုံးကမ်းကနေ မြန်မာစာကို  
 အကူအညီ လိုအပ်ပါက  
 ၂၈၄-၃၃၃၀ နံပါတ်ကို  
 ၂၈၄-၃၃၃၀.

如果你不懂英语，并希望寻求帮助，  
 帮助，请拨打电话 284-3330。

**Visit [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us) for more information.**

*This handbook may be changed or amended during the school year. Contact the principal or visit our website at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us) for more information.*



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## ***Welcome Moorhead Elementary Students and Families***

Welcome to the new school year! We are eager to work with the students and families at our Moorhead elementary schools to provide an exciting, challenging and rewarding school year.

We invite you to become an active member of our educational community. We believe that supportive parents/guardians who work in partnership with us at school are important to our students' success. We invite, and we value, your involvement. We are committed to making your child's first years in school full of positive and enriching experiences. You are always welcome at school, and we are excited about having a great year working with you.

The success of a community depends upon the collaborative efforts of all its members. Here's to a great year of working together toward our common goal — the best possible school year for our students!

### **Arrival Time and Morning Routine**

We ask that children who do not ride a bus arrive no earlier than 8 a.m. unless they will be eating breakfast at school. Since there is no playground supervisor prior to 8 a.m., the school does not assume the responsibility of accidents that occur during unsupervised periods. Breakfast is served from 7:45 a.m. to 8:10 a.m.

### **Procedure for Dropping Off Children**

Parents dropping off children at the beginning of the day should use the parking lot. Please exercise caution when letting your child out of the car. Never allow children to run across the street or between buses or cars.

### **Procedure for Picking Up Children**

When picking up children during the day, please park in the designated visitor lot and enter the building through the main entrance. All other doors are locked from the outside during the school day. To take a child out of class during the day, parents/guardians must come to the office and sign out their child. We do not permit students to wait outside their classroom.

Children will not be permitted to leave school with anyone other than their parents and/or legal guardians unless we have written authorization from you. Please send your child's teacher a written note in advance, notifying him/her when your child will be picked up and by whom.

### **School Safety Procedures and Locked Doors**

Visitors are asked to enter the main entrance doors and register at the office before going to any other part of the building or classrooms. The main entrance doors by the office are unlocked during building hours 7 a.m. to 4 p.m. and for after-school programming.

To secure the building during the school day, all other doors will be locked. Locked doors are inconvenient at times, but student and staff safety is important and worth some inconvenience. The school staff know the procedures for safety in the event of a lockdown or evacuation situation. Locked doors are a proactive step we take to decrease the likelihood of a dangerous incident at school.

## **Absences and Tardies**

We believe:

- \* students with regular attendance achieve better academically in school;
- \* students with regular attendance are better adjusted to school;
- \* learning that is lost due to absence can never be adequately replaced;
- \* students with regular attendance have an understanding of the purpose and direction of their education.

### ***Types of Absences***

***Excused Absences:*** The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. A student has the right and obligation to make up any work missed with full credit. The student will be required to make arrangements with the teacher to make up any school work missed and receive a grade. A teacher may require additional assignments to compensate for any loss of class discussion and information. In the case of a prolonged (three or more days) excused absence, the teacher and student should mutually agree upon a deadline for completion of makeup work.

The State of Minnesota recognizes the following reasons for absence: illness, serious illness in the student's immediate family, a death in the student's immediate family or of a close friend or relative, medical, dental or orthodontic treatment or counseling appointment, court appearances, religious instruction not to exceed three hours in any week, or inclement weather. To be considered an excused absence, the student's parents/guardians may be asked to verify, in writing, the reason for the student's absence from school. Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance (e.g., legal appointments, religious activities, travel, family vacations, state tournaments and school activities). We encourage parents/guardians to hold these requests for absence to a minimum. A doctor's statement may be required after three or more consecutive absences or excessive periodic absences due to illness.

Parents/guardians must call the school each day before 9 a.m. when a student will not be attending, ~~or~~ submit the student's absence through PowerSchool, or send a note to school accounting for each day missed when the student returns to school. If you leave a message, please specify your child's name, teacher and the reason for the absence. If the parent/guardian does not notify the school within two days of the student's return to school, the absences will remain unexcused.

***Unexcused Absences:*** Students who miss or are required to miss for reasons not acceptable to school officials may be required to report for detention and make-up work after school. Parents/guardians should not request permission for absence for personal convenience reasons (e.g. baby-sitting, running errands). An unexcused absence indicates the student is absent without the consent of the parent/guardian. Students who miss school for reasons not acceptable to school officials will be subject to consequences determined by the building principal or administrator.

***Truancy:*** A student who misses the whole day or part of the day without the consent of either the school or parent/guardian is considered truant. A Family Advocate is available to assist parents/guardians who are having difficulty getting a student to school. Through the Family Advocate, the Moorhead Area Public Schools offers early intervention for attendance problems. If the interventions are not successful, a report of suspected parental neglect may be filed.

Every effort should be made to have your child at school on time. Tardiness is unfair to the child who misses



instruction. It also interrupts the classroom for other children. Children should be in their classrooms by 8:15 a.m. Students who arrive at school after 8:20 a.m. for any reason, must come to the office for a tardy slip before going to class.

Refer to School Board Policy 515 on the school district's website or in the school office.

### **Reporting Absences**

Please report all absences either through PowerSchool, by calling the school or by sending a signed note. Please call or send a signed note to report all absences. When calling, speak to the secretary or leave a message stating your child's name, the teacher's name and the reason for the absence. This report call allows us to inform the teacher so that plans can be modified in the classroom. It also keeps us current on the childhood illnesses which may be affecting our students.

### **If You Move**

Please notify the school office if you have a new address or phone number. Stop by the school office and sign a Release of Records form if your child will be leaving and attending a school outside of the Moorhead School District. Refer to School Board Policy 517 on the school district's website or in the school office.

### **New Students**

New students are a welcome addition to our school. Please register in the school office. The student will start attending class the next school day following their registration provided their registration occurs before noon.

### **Breakfast, Lunch, Milk**

A nutritious lunch and breakfast will be served every day. School breakfast is available beginning at 7:45 a.m. and costs \$1. Students have a thirty-minute lunch period. Lunch periods are staggered beginning at 10:50 a.m. Lunch costs \$1.75 and includes milk. Students eligible for free or reduced lunch are also eligible for free breakfast. More information about free and reduced meals is available in the school office.

We use a computerized lunch program. As the student passes through the lunch line, the student enters his or her student number. The computer keeps a record of when each child paid, how much, and when each child ate breakfast or lunch or purchased milk.

Students must prepay for meals and milk. Money is deposited into each child's account at the school office. We ask parents/guardians to deposit enough money for a week (or more) of meals. Students may put money in their account before school or during their noon hour. Parents may also use PaySchools, an online payment processing system, to pay for school meals online. See page 26 for more information.

The cashier will let students know when their cash account is low and will give them a stamp on their hand to serve as a reminder that they need to deposit money in their account at the office. If a student owes \$10 or more to food services, the student will not be allowed to purchase a lunch until the debt is paid. (A sandwich / milk lunch will be provided, however.) It is a parent/student responsibility to make sure that students have money in their account.

Students may have milk as a morning snack. There are no free or reduced arrangements for morning milk. Parents/guardians will receive a permission form for morning milk and only those children who return the form may receive morning milk. Milk charges are taken from the breakfast/lunch account. Milk is also available to children who choose to eat cold lunch at noon. It is sold for \$.40.

**Lunch Invitation**

Parents/guardians are welcome to eat lunch with their children. Come to the office and pay for your lunch when you arrive. Please join us!

**Recess**

Students in grades 1-5 will have a fifteen minute recess during the school day which will be scheduled by the teacher. Please do not request that your child be kept indoors for recess unless his/her physician feels it would be detrimental for the child to be out. In most cases, if a child is well enough to attend school, he or she should be allowed to go outdoors. Fresh air and activity increase alertness for class work. A written excuse should be provided to the teacher each day a child is to stay in from recess.

**ACADEMIC AND ACTIVITY PROGRAMS****Art**

Students in grades 1-5 receive instruction from a certified art teacher. The art teacher also arranges a field trip to a local art museum. In addition to the sessions with art teachers, students will have art experiences with their classroom teachers.

**Curriculum Review**

Parents/guardians have the right to review the curriculum and to determine which instruction will be provided by parents/guardians rather than teachers. For more information, please contact a principal, building administrator or a counselor regarding School Board Policy 620.

**Elementary Guidance (Counseling)**

Our elementary guidance and counseling program offers classroom guidance instruction, small group experiences and short-term individual counseling. An elementary counselor is at school full time. Students can make an appointment to see a counselor and parents/guardians or teachers can recommend or request an appointment for a child.

The Elementary Guidance/Counseling Program has two major components: preventive guidance and individual counseling. Preventive guidance involves classroom instruction which helps children in the areas of self-esteem, alcohol and drug awareness, decision making, problem solving, and social interaction. Individual counseling is designed to help parents, students and teachers with issues that may surface at some point during normal development. These include achievement, alcohol, behavior, death, divorce, fears / phobias, illness, siblings, etc.

Please feel free to contact the counselor's office with any concerns, questions or comments. All inquiries are strictly confidential.

**Field Trips**

Visits to various places in our community and in other communities enhance our educational program. Field trips are held in correlation with the curriculum for a particular grade level. Trips are always well supervised, but we do ask that you sign the "field trip permission" line on the registration form. Your child's teacher will

notify you when parent volunteers are needed to assist on field trips. If you have a question about a field trip, feel free to call the classroom teacher.

### **Homebound Instruction**

Students who are absent for 10 consecutive days are eligible for homebound or hospital bound instruction with written authorization from a physician. All requests for homebound instruction are to be directed to the Department of Learner Support Services at 284-3710 and can be initiated before the timelines are in effect.

### **Homework**

Students are assigned homework, although the amount assigned depends on the availability of study time in school, individual work rate, grade level, and teacher. Parent support is important, especially for projects that may require collecting materials. Parents/guardians can also help find a quiet, less distracting place to do school work and can help their child review for tests, practice math facts, and cooperatively participate in parent-child activities the teacher may send home. For some assignments, your child's teacher will want the students to work independently to encourage responsibility and independent work habits. Contact your child's teacher if you have questions about homework.

### **Kinder Plus (K+)**

Kinder Plus (K+) is an extended-day program for kindergarten students offered through Moorhead Community Education. The program is an all-day option that includes the traditional half-day kindergarten curriculum with another half day of enrichment activities with licensed Community Education staff. A licensed teacher will engage children in enrichment activities and provide opportunities in language, math and social development.

The enrichment half of the day is fee-based. K+ is designed to broaden, enrich and complement Moorhead Area Public Schools' regular half-day kindergarten program. K+ is ideal for children who are ready for a longer day in a learning environment and is an alternative to traditional childcare.

Classrooms are at Ellen Hopkins and Robert Asp Elementary. Students in the S.G. Reinertsen Elementary attendance area will attend kindergarten and K+ at Probstfield Center for Education. ~~The schedule at Probstfield will be modified slightly to provide time for transportation to and from Reinertsen.~~

Call Moorhead Community Education at 218-284-3400 or visit <https://communityed.moorhead.k12.mn.us> for more information.

### **Library Media Center**

Students make extensive use of the library at school. Library books support and extend school learning. Our students make regular trips to the library with their classmates but are free to check out and return books as needed. The library is open before and after school for student use.

We encourage students to check out and use library books at home as well. Parents/guardians, teachers and the media center staff are in a partnership to encourage children to read, research and access information. We encourage you to share and discuss the books brought home and find time to read daily.

You and your child should decide where their library and school materials will be stored while they are in your home. It is the responsibility of the student to take care of materials checked out and see they are returned promptly. If materials are lost or destroyed, a fee will be charged for replacement.



## **Minnesota Academic Standards**

Academic standards in language arts, math, science and social studies have been adopted for K-12 students in Minnesota. The Moorhead School District developed standards in the areas of health and physical education, world languages and the arts.

Students will be tested yearly in grades 3-8 and in high school on the state standards. Each standard will be specific as to what students should know or be able to do within a particular subject area. The curriculum in the Moorhead schools reflects the emphasis of the state standards. For further testing information, see the testing section on page 9.

## **Music**

Music instruction is provided for grades 1-5. Our music program is designed to encourage music skills and music appreciation through many musical experiences. Music class activities include singing, listening, appreciation, movement, learning and performing music fundamentals on a variety of instruments and performance opportunities. The Moorhead Area Public Schools' sequential music curriculum gives students a step-by-step opportunity to learn music skills that provides the foundation for band, orchestra, and choir in their later school years.

## **Orchestra**

Students in fifth grade are eligible to participate in the school orchestra program. Individual and/or small group lessons will be provided one time per week. Students may purchase their own instrument or rent a school-owned instrument. Fee requirements may be waived under certain circumstances. For more information, please contact the orchestra instructor regarding School Board Policy 831.

## **Physical Education**

Physical education instruction is provided for grades 1-5. Emphasis is placed upon physical fitness, skill development and the creation of a learning environment in which all students experience success and growth based upon their own levels of ability. Students are required to wear gym shoes for both indoor and outdoor physical education class. They may not wear hard soled shoes or only socks because of the risk of injury. Shoes must fasten with velcro or shoelaces. Slip on, zip-up shoes, shoes with wheels, and shoes with raised heels are dangerous in school. During the spring and fall, students may need a jacket or sweatshirt to wear outdoors. When selecting clothing for school, please remember that children are physically active every day.

Articles like pens, pencils, necklaces, etc., are to be left in the classroom. It is also recommended that the children with long hair bind it with a rubber band or tie it up during physical education class.

Please send a written note to the physical education teacher if your child is unable to participate in class. In most cases, if a child is well enough to attend school he or she should be allowed to participate in physical education.

## **School Safety Patrol**

School patrol assists children in crossing streets on their way to and from school. Fourth and fifth grade boys and girls are selected to serve on the patrol. These students must obey school regulations to stay on the patrol. The school safety patrol program needs the full cooperation of our students and their parents/guardians. Please encourage your children to respect the patrol. Parents/guardians set a good example by not allowing their children to cross the street anywhere except at the street corners.

Students who disobey the safety patrol will have their names turned in to their classroom teacher. The school patrol is on duty 15 minutes before school starts and 15 minutes after school is dismissed.

### **Spanish Immersion Program**

The Spanish Immersion Program at Ellen Hopkins Elementary School provides students the opportunity to become fluent in Spanish as well as English. All children in the district who are entering kindergarten in the fall are eligible to register for the program. Parents/guardians choose to enroll their children in the program. Limited space is available in grades K, 1 and 2.

The Spanish Immersion students work in multiage classes. Multiage educational practices are grounded in a philosophy that every child can learn at his or her own pace and that learning is a continuum rather than a series of steps. The curriculum goals of the immersion program are the same as the goals for all elementary schools in the Moorhead Area Public Schools. The students will learn the same subject content that other students learn in the elementary school setting. The difference is that the classes are taught in Spanish. Students take the same standardized tests as other students.

For more information, contact Mary Jo Schmid, Ellen Hopkins Elementary principal, at [mjschmid@moorhead.k12.mn.us](mailto:mjschmid@moorhead.k12.mn.us) or (218) 284-4330.

### **Testing**

Measures of Academic Progress (MAP) are a series of tests that measure a student's general knowledge in reading and mathematics. The tests are given to students in grades 2, 3, 4 and 5 in the fall and the spring. The test results provide a measurement of development of academic skills and are shared with parents/guardians. The results are used to analyze a student's progress and to consider carefully the learning experiences that student might need. The test results are used to supplement, not replace, teacher judgment. The information from tests is used in conjunction with everything else we know about a student.

Third, fourth and fifth grade students take the Minnesota Comprehensive Assessments in the late spring. The tests evaluate learning in reading and math and are based on the Minnesota Academic Standards. The scores are used to see how children are progressing and to evaluate our school's instructional program. Student attendance on testing days is very important. No Child Left Behind, the federal education law, requires that districts have a 95 percent participation rate for these tests. Absent students will be tested on a test make-up day. Students' results are mailed directly to the parent or guardians.

## **POLICIES**

### **Activity Travel**

Students and their coaches participating in athletic and/or academic activities at the state and national levels should refer to School Board Policy 543 on the website or in the school office.

### **Bullying/Intimidation**

An act of bullying/intimidation, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying/intimidation but also to students who, by their indirect behavior, support another student's act of bullying/intimidation. This policy also applies to any student whose conduct at any time or in

any place constitutes bullying/intimidation that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. If a student has been bullied or knows of other students being bullied or intimidated, the student should contact an adult staff member for help. Refer to School Board Policy 578 on the school district website or in the school office.

### **Child Abuse and Neglect**

It is the policy of the Moorhead Area Public Schools to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It is the policy of Moorhead Area Public Schools to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse; and, to make the school community safe for children by promoting responsible child care in all settings. In all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clay County Social Services or the proper city or county law enforcement agency.

It shall be a violation of school district policy for any school personnel to fail to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years. Refer to School Board Policy 534 on the website or in the school office.

### **Crisis Management**

Each elementary school has a crisis management plan to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school. In addition, each elementary school has a student assistance team made up of staff from the school. The team provides support to students and staff who are experiencing significant life stresses. The team attempts to meet social and emotional needs of students so that they can obtain maximum benefits from their educational program. Refer to School Board Policies 710 and 553 on the website or in the school office.

### **Drug-Free and Weapon-Free Zones**

The area around each elementary school is a drug-free and weapon-free zone. Anyone caught possessing or selling drugs or anyone caught possessing, using or recklessly handling a dangerous weapon may be subject to increased penalties as defined in state and federal law. Refer to School Board Policies 572 and 576 on the website or in the school office.

### **Emergency Drills**

At school, we prepare for emergencies by practicing fire drills, lockdown drills and a tornado drill during the school year. Fire drills are held during the school year to instruct children as to the signals used, exits, and proper evacuation procedures in case of fire. We hold a tornado drill in conjunction with the state tornado drill. When the tornado signal is given, each teacher takes his/her class to an assigned area in the school.

The safety and security of all the students of Moorhead Area Public Schools is a main focus for our schools. Our schools have plans in place for crisis situations. Training and practice are essential so staff and students know what to do in different crisis situations.

Emergency drills are conducted so we can:

- practice the skills involved with evacuation or securing of the school,
- test, evaluate and refine the emergency response plan, and

- provide training for our staff to learn how to respond decisively and constructively to unexpected situations.

Refer to School Board Policy 711 on the website or in the school office.

## Harassment and Violence

### *Moorhead Area Public School District 152 Policy Against ~~Religious, Racial, Sexual Orientation, National Origin, and Sexual Harassment and Violence~~ Harassment and Violence Related to Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation and Age*

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



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

### **Hazing Prohibition - Policy 571**

#### **I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the Moorhead Area Public Schools and are prohibited at all times.

#### **II. GENERAL STATEMENT OF POLICY**

A. No student, teacher, administrator, coach/advisor, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.

B. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing.

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

D. This policy applies to behavior that occurs on or off school property and during and after school hours.

E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, coach/advisor, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

#### **III. DEFINITIONS**

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

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building administrator is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

C. Teachers, administrators, coaches/advisors, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building administrator immediately.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

#### V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

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

#### VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### VII. DISSEMINATION OF POLICY



This policy shall appear in each school's student handbook and in each school's building and staff handbooks. The building administrator is responsible for developing a process for annually reviewing the handbook with students and staff.

### **School District Electronic Network Acceptable Use and Safety**

The district policy addressing issues related to use of the electronic network can be read in full on the district website or obtained at a school office. The Electronic Network Acceptable Use and Safety policy addresses: network conduct, disciplinary actions for improper use, user notification, parents' responsibility, filter, publication of materials on the network, information contact/third party supplied information, limited expectation of privacy, and limitation of school district liability. Refer to School Board Policy 731 on the website or in the school office.

### **Search of Student Lockers, Desks, Personal Possessions, and Student's Person - Policy 574**

#### **I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the Moorhead Area Public Schools' policies against contraband.

#### **II. GENERAL STATEMENT**

A. Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. The policy above for school lockers also applies equally to student's desks or personal possessions as defined herein. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

#### **C. Desks**

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at anytime, without notice, without student consent, and without a search warrant.

#### **D. Personal Possessions and Student's Person**

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

E. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

### III. DEFINITIONS

A. "Contraband" means any unauthorized item, possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-a-likes," alcoholic beverages, controlled substances and "look-a-likes," overdue books, and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### IV. PROCEDURES

A. School officials may inspect lockers and desks for any reason at any time, without notices, without student consent and without a search warrant.

B. School officials may, in their discretion, employ the use of trained dogs for the purpose of conducting a general sniff search of student lockers and desks. If a dog alerts to a locker or desk, school officials will determine, based on the information available to them from the dog's trainer, whether the dog's alert gives rise to reasonable suspicion that contraband will be found. If it is determined that reasonable suspicion exists, an internal search of the locker or desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.

C. School officials may, upon a finding of individualized reasonable suspicion supported by articulable facts, employ the use of trained dogs for the purpose of conducting a sniff search of an employee's desk. If a dog alerts to the desk, school officials will determine, based on the information available to them from the dog's trainer, whether the dog's alert gives rise to reasonable suspicion, then an internal search of the desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.

D. School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.

E. As soon as practicable after a search pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by policy or school officials.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. A search of a person shall be conducted in privacy by a school official of the same sex. An adult witness of

the same sex shall be present as an observer during the search.

H. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

#### V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, or cause educational disruption, etc.

#### VI. SEIZURE OF CONTRABAND

If a search yields contraband, school offices will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

#### VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include restitution (to include the cost of damaged school property), suspension, exclusion or expulsion, and the student may, when appropriate, be referred to legal authorities.

#### **Tobacco-Free Environment**

Smoking and the use of tobacco products shall be prohibited on all school district property, including district-owned and contracted vehicles. Possession by an elementary, middle or high school student of any type of tobacco product while on district property shall be considered a violation of the tobacco-free environment policy. This prohibition includes all school district property and all off campus school district-sponsored events.

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or other person who is found to have violated this policy. Signs will be placed at the entrance to each school district building stating that it is a tobacco-free environment.

The Moorhead Area Public Schools will be proactive in tobacco-free help programs. Student help programs will be provided for students as outlined in Moorhead School Board Policy 553 Crisis Intervention and Student Support. Any violations of the tobacco-free environment policy by students shall be referred to the appropriate building administrator. Students who violate provisions of the policy shall be subject to the building student discipline procedures.

Refer to School Board Policy 573 on the website or in the school office.

#### **Weather Related and Emergency School Closings**

Occasionally the Superintendent of Schools will announce an emergency school early dismissal, late start or cancellation of school due to extreme heat, cold, snow, ice or other emergencies. As soon as the decision to close schools is made, an announcement will be made on all local radio and television stations and posted on the district's website at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us). If you hear no announcement concerning Moorhead Area Public Schools, you should assume that school is open and that a regular schedule is being followed. We do not close early as often as many of our neighboring rural school districts. In the event schools are closed due to severe weather conditions, all after-school activities will be canceled.

Please do not call the school to find out whether school is being canceled. Our phone lines are very limited and we need to be able to make outgoing calls in an emergency situation. Please listen to radio or television and plan ahead so that your child knows what to do in case school closes early. If your family has any unusual circumstances that might cause difficulty in case of a school closing, let us know when your child registers for school.

Although it is important to have an emergency plan, we rarely close school early. It is difficult for the school district to contact enough bus drivers and most importantly, too many children would arrive to a locked home or would have no supervision at home.

### **Wellness**

The school environment will promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity. Foods and beverages made available by the Moorhead Area Public Schools (including school stores, vending machines and a la carte cafeteria items) will meet or exceed current USDA Dietary Guidelines for Americans in accordance with nutrition and portion size standards.

Moorhead Area Public Schools recognizes that parents/guardians have a primary and fundamental role in promoting and protecting their children's health and well-being. The district will support parents' efforts to provide a healthy diet and daily physical activity for their children. Parents/guardians are encouraged to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. The Moorhead Area Public Schools will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

Refer to School Board Policy 536 and Administrative Procedure 536.1 on the website or in the school office.

## **DISCIPLINE PLAN**

All children are expected to be courteous and respectful to each other and to members of the staff. They are expected to conduct themselves in such a manner that they will not disrupt the instructional program or interfere with others. Any type of fighting, harassing or threatening others is unacceptable behavior. If a serious problem occurs, parents/guardians will be asked to assist us in correcting the situation. If we feel it is not serious enough to warrant a formal conference, parents/guardians will be sent a note or will be called. Successful learning is contingent upon the self-discipline of each student as well as group discipline which supports a positive learning climate.

Please read the Moorhead Area Public Schools Discipline Policy Handbook, which each student receives the first day of school. The handbook outlines district policies that pertain to all students.

### **Discipline at School**

Moorhead Area Public Schools believe that discipline is a subject that can be "taught," just as we teach reading and writing and math, and that children learn best when they are actively engaged and invested in constructing their own understandings. The goals of our classroom and school-wide approaches to discipline are to:

- establish a calm, orderly and safe environment for learning;
- foster an appreciation for the role of rules in school;



- help children develop self-control and self-discipline;
- teach children to be responsible, contributing members of a democratic community; and
- promote respectful, kind and healthy teacher-student and student-student interactions.

Teachers are guided by School Board Policy 551 Student Discipline. The policy specifies teacher responsibilities for student discipline, including the following:

- To encourage students to develop self-discipline and respect for authority.
- To treat students with dignity.
- To recognize individual differences among students.
- To prepare a written plan for discipline that meets his/her needs and confer with the principal or building administrator regarding the acceptability of the plan. These rules shall be posted in the classroom and given to students.
- To inform parents/guardians through standardized notification of student deficiency.

The school board policy also specifies the responsibilities of all other school personnel to the goal of maintaining a school climate conducive to learning. They are:

- To maintain discipline according to all rules and regulations as outlined in the discipline policy and building handbook.
- To communicate or confer with teachers or administrators regarding discipline problems.
- To deal with students in a firm, fair, and consistent fashion.

Teachers will create classroom rules with their students during the opening days of school.

If a teacher decides to involve the principal or building administrator in a disciplinary situation, or if the principal becomes involved as the result of a situation in one of the common areas of the school, the procedure will be:

The principal will consult with the student's teacher if possible before deciding upon a course of action. One exception is acts of physical aggression on the playground, where students will normally be assigned to spend one or more days of their recess time off the playground.

After-school detention is a consequence that may be assigned by a teacher or by the principal in consultation with the teacher. In cases of after-school detention, the classroom teacher or principal will contact the parent/guardian. In-school suspension is an option but it is a major and complex consequence assigned by the principal only. In cases of in-school suspension the principal will contact the parent/guardian. In-school suspension will most often be the consequence for gross disrespect, fighting or serious injury to another person.

At the elementary level our goal is to have a positive atmosphere for learning. Our school discipline plan is intended to help children learn and practice appropriate behavior in common areas of the school. The common areas of the school are the hallways, bus lines, playground, lunchroom, bathrooms, library media center and assembly. Each teacher also has a classroom discipline plan.

Our general expectations for children in all common areas of the school are to:

- |                   |                                       |
|-------------------|---------------------------------------|
| follow directions | respect people                        |
| respect property  | keep hands, feet, and objects to self |

In addition, each area has some specific expectations. For each area our expectations are:

#### Lunchroom

use quiet voices and proper table manners  
stay in seats until excused

#### Bus lines

stay behind the white lines on the sidewalk  
stay in line while waiting and while loading  
the bus

#### Playground

play in designated play areas  
refrain from throwing snowballs and rocks  
refrain from fighting

#### Hallways

use quiet voices  
walk

#### Assemblies

use quiet voices  
show courtesy to presenters  
sit in assigned place  
remain in the gym for the entire program

If you have any questions about the school-wide discipline plan or individual classroom plans, feel free to contact a classroom teacher or the principal or building administrator.

#### **School Bus Service, Safety and Responsibility**

School bus transportation is provided to any student who lives within their attendance area and who lives one mile or more from the school. Kindergarten students who live .5 mile or more from the school they are assigned will receive noon transportation. Information concerning bus routes is mailed to families prior to the start of school or may be obtained by checking the district website or calling the school district transportation office at 284-1410. Please contact the transportation office if you have questions about bus schedules or if your address changes. Students may not ride another child's bus to go to a party or to play together after school.

Riding a school bus is a privilege, not a right. A student's bus riding privileges may be taken away if a student violates rules for appropriate conduct while on the bus or while at the bus stop. All school rules are in effect on the bus and at the bus stop.

If the school bus and bus stop rules are broken, the school district's discipline procedures will be followed. Consequences are progressive and may include suspension of riding privileges. Depending on the nature of the offense, suspension or expulsion from school may also result. Records of school bus and school bus stop misconduct will be retained in the same manner as other student discipline records.

For a first offense, students are given a warning. For the second, a three school day suspension from riding the bus and a conference (meeting or phone) with parents/guardians is the penalty. For the third offense, the penalty is a five school day suspension from riding the bus and a meeting or phone conference with parents/guardians. The fourth offense merits a 10 day riding suspension from riding the bus and a meeting with parents/guardians. Further offenses are individually considered. Students may be suspended for longer periods of time including the remainder of the school year. When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense. For any significant bus conduct incident, a bus conduct report is sent to the student's principal and to the student's parents/guardians.

At the beginning of each school year, time is spent in the classroom and on the bus helping children learn bus safety, appropriate behavior and bus rules for riding the bus and waiting at bus stops. Staff are on duty after school until all buses are loaded. Student behavior in the bus lines is monitored. Please help your child



understand and use appropriate bus behavior. If you have concerns about bus conduct policies, please contact our transportation supervisor, Dan Bacon, at 284-1411.

Refer to School Board Policy 720 and 721 on the website or in the school office.

### **Student Dress and Appearance**

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

Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather (i.e., winter coats and boots in the winter).
2. Clothing that does not create a health or safety hazard (i.e., shoes with wheels).
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

1. "Short shorts," skimpy tank tops, tops that expose the midriff, exposed undergarments and other clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Moorhead School Board Policy 570.

When a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications. If students should wear an article of clothing that is inappropriate, they will be asked to wear something else or to turn the article of clothing inside-out and will be advised not to wear the clothing to school again. Parents/guardians may be notified. Head coverings and hats are not allowed to be worn in the building except with the approval of the building principal.

Refer to School Board Policy 577 on the school district website or in the school office.

## **MEETING UNIQUE NEEDS**

### **English as a Second Language (ESL)**

We provide small group and individual instruction in speaking, reading, and writing English for our students whose first or primary language is not English. The ESL program assists limited English proficient students in the acquisition of English proficiency and content area skills necessary for successful participation in the mainstream curriculum. The ESL program provides specialized instruction in the oral communication and literacy skills of English. Listening comprehension, pronunciation, functional usage, vocabulary, grammar, reading, writing, spelling, and nonverbal language are all included in the program.

### **Health Services**

Our health office is staffed during school hours by a full-time health technician trained in first aid and CPR. A licensed school nurse is scheduled to be in the health office several hours per week and is on call at all times in

cases of serious injury or illness at school. Children's health strongly affects school attendance and performance. The school nurse is available to help parents/guardians with any health concerns. The health office also manages immunization and health records, the administration of medication at school, hearing and vision screening, and specialized health procedures which must be done at school. Communication and cooperation between school personnel and parents/guardians is essential in understanding and meeting our children's health.

*Immunizations:* Minnesota State Law, M.S. 123.70 mandates that every student must show proof of full immunization, or supply the school with a notarized exemption form in order to attend school in Minnesota. To be fully immunized, your child should have:

- 5 - D.P.T. (Diphtheria, Pertussis, and Tetanus) immunizations
- 4 - Polio immunizations
- 1 - MMR (Mumps, Measles and Rubella) received after 1 year of age
- 3 - HBV (Hepatitis B)
- 1 - Varicella (Chicken Pox) or history of disease (a second shot is required for kindergarten students beginning Fall 2009)

The immunization dates (month, day, and year) are entered on the History and Physical Examination form, signed by the doctor or clinic where they were given, and are due the first day of school. Transferring students have 30 days to provide the school with immunization and health records. The Clay County Public Health Clinic, located at 715 11th St. N. offers immunizations throughout the week. Please call 299-7777 for an appointment.

*Illness and Injury at School:* If your child becomes ill while in school, school personnel will need to be able to contact you. Please complete emergency information on the school registration form, including doctor, hospital preference and alternate persons to call in case of an emergency. In an emergency the school nurse or other school personnel will see that your child gets treatment as specified by you on the registration form. We will not release ill students to go home without a parent/guardian contact and arrangements made for release of the student into the care of the parent/guardian or approved others.

*Illness at home:* Watch your child for symptoms of illness and keep him or her home if necessary. Please contact the school or health office if your child is staying home because of illness. Let us know if he or she has a contagious illness such as chicken pox, strep throat, H1N1 flu virus (swine flu) or infestations such as head lice or scabies. Children must stay home until symptom free or until they have written permission from their physician to return to school. Students should also have a normal temperature for 24 hours prior to returning to school after an illness.

Prompt reporting enables us to contain contagion and prevent reinfestation. You will be informed in writing if head lice has been found in your student's classroom. Please follow up by checking your child for evidence of lice or nits at least once a week for the next three weeks. Students may return to school after completion of special treatment for infestation.

*Medication:* No medication will be administered by school personnel without written authorization from the parents/guardians and signed doctor's orders. All medicine must be in the original bottle, labeled with the child's name, name of medication, and dosage to be given. If at all possible, medication should be given at

home. Medication request forms are available in the health office. Please let the health office know if your child is taking medication at home.

*Hearing and vision:* We conduct hearing and vision screening for our students and keep a record of the results. You will be contacted if your child doesn't pass the screening.

Refer to School Board Policies 530 and 532 on the website or in the school office.

### **Special Education Services**

The Moorhead Area Public Schools offer a variety of programs and services for children with disabilities. Disability areas include speech and language, learning disabilities, emotional/behavior disorders, hearing, vision, mental, physical, and health impairments and others. We have staff licensed to work with children in these areas as well as a school psychologist, social worker, occupational and physical therapists, and an adaptive physical education teacher. A team made up of staff and a student's parents/guardians determine the need for the program of special services. Children receive a comprehensive assessment, or evaluation, of their strengths and weaknesses before services begin. Information from parents/guardians is an important part of the process. We follow the due process procedures set by state and federal laws.

If you suspect that your child may have a disability that is interfering with school performance, a call or conference with the classroom teacher is the best place to start.

### **Supplemental Teaching and Enrichment Program (STEP)**

STEP refers to an array of programs and activities for children needing enrichment outside of that provided in the classroom.

*Junior Great Books* is a reading program for first through fifth grade children interested in more challenging literature. It is led by trained parent volunteers.

*Destination ImagiNation* is a creative problem-solving experience. Parent volunteers will be trained to lead a DI group. Destination ImagiNation groups meet after school or on weekends.

Programs for third grade (Explore) and for fourth and fifth grade (Discover) are intended for students with multi-intelligences and abilities. Several types of information are considered in selection of children. We recognize that no program will meet the needs or be a good match for all talented children and attempt to provide a variety of academic challenges and enrichments. Advanced math is available for students in grade 5. Students will be considered through a review of assessment and classroom performance information.

You will find that many writing, research, and project assignments in the classroom, as well as special events such as the Inventor's Fair and class performances, offer all children open-ended opportunities for advanced instruction and performance. We encourage our students to take advantage of many enrichment opportunities in the community.

### **Other Supplemental Programs**

At the elementary level we also offer programs that provide extra help and instruction in reading, writing, and math. These include Reading Recovery, Early Literacy Groups and Title I support at Hopkins and Asp. The

America Reads program provides MSUM and Concordia College education majors to assist students with reading. We have tutors to assist students in the area of reading through the Minnesota Reading Corps. We use an after school Targeted Services program called EXCEL to give students extra help in reading, writing and math. We also use parent, community, and college student volunteers to assist our students.

Students who are performing below their grade level and are recommended by their teacher will be considered for these programs. If you think your child needs reading or math help or have questions about any of these programs, contact his or her classroom teacher. If you wish to volunteer, contact a teacher or principal.

## **PARENTS AND TEACHERS IN PARTNERSHIP**

### **Addressing Concerns**

When parents/guardians have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. If you do not receive satisfaction from that person, then contact the building principal or administrator for assistance. If the matter is still unresolved, then contact the superintendent of schools. You may be asked by the superintendent to state the concern in writing and summarize the action taken to date. Should that fail, an appeal may be filed with the School Board through the Superintendent's Office.

### **Conferences and Progress Reports**

Parent-teacher conferences are held each fall and midyear. Parents/guardians sign up for conference times when they attend Back-to-School Night and the fall Parent-Teacher Conferences. At the fall conference you can expect to review and discuss the expectations for academic learning and personal development at your child's grade level, student progress, and any concerns or questions you or the teacher have. During the midyear conference, student progress on the grade level expectations will be discussed. The conferences are brief and do not replace regular contact with your child's teacher. If you need to conference with a teacher at other times or have a question or concern, feel free to contact him or her.

Our students receive two written progress reports each year. They are sent home in January and on the last day of school.

### **Family Involvement**

Many benefits result from a strong partnership between home and school. Family involvement in a student's education is a factor in student achievement. Informed and involved families become supporters of the school. Family involvement is a critical link to student achievement, to achieving a high quality education and to a safe, disciplined learning environment.

Our elementary schools encourage family involvement. There are opportunities for parents/guardians to become involved both at home and at school. We make a special effort to reach out to parents whose language, culture, or family conditions make it difficult for them to participate in their child's education.

Our teachers use various channels of communication to keep families informed of their child's progress in school. Teachers encourage open communication between the family and the school.

We offer many opportunities for parents/guardians to volunteer at school. Some opportunities are offered by the school staff and some by PTAC. Please watch the newsletters and other fliers that are sent home for specific information about how to volunteer. Many of the opportunities are short term and some can be done at home, so



we hope to accommodate the schedules of parent volunteers. All volunteers must sign in at the office and wear a volunteer name tag. Parents/guardians are also needed to serve on school district committees. These opportunities are described in the school district calendar sent to Moorhead Area Public Schools families in August.

Refer to School Board Policy 901 on the website or in the school office.

### **Messages and Phone Calls**

If you wish to deliver something to your child during the school day, please come to the office, and we will either handle the delivery for you or help you find your child quickly.

Taking phone calls at school is usually not convenient for a student. Although we understand that students sometimes must receive telephone messages during the school day, we appreciate our parents keeping message-delivering to a minimum. Students may not use cell phones during the school day.

### **Parent Teacher Advisory Council (PTAC)**

We have a very active Parent Teacher Advisory Council made up of staff representatives, parents, and the principal. PTAC serves to increase communication between parents/guardians and the school, support parent involvement, increase awareness of the school by parents and the community, aid in securing funds for equipment and activities that support education and the school environment, and assist at school functions. Any parent or staff member is welcome to contact PTAC officers or attend PTAC meetings. Meetings are announced in the newsletter and on the outdoor school sign.

### **Parents Right to Know (Title I)**

School districts are required to notify parents/guardians of all children in all Title I schools (Robert Asp and Ellen Hopkins Elementary) at the beginning of each year, that parents/guardians have the right to request and receive timely information on the professional qualifications of the student's classroom teachers. This requirement applies to all parents/guardians of the children in the school — whether or not the students receive Title I services.

When the parent/guardian requests information on their child's classroom teacher's professional qualifications, Moorhead Area Public Schools must respond in a timely manner to the requested information and, at a minimum, report the following:

- a. Whether or not the teacher has met Minnesota's licensing requirements for the grade level(s) and core academic subject(s) he or she teaches;
- b. Whether or not the teacher is teaching under a variance status;
- c. The education level and subject area of the teacher's college degree major and any graduate degree or certificate held;
- d. Whether the child is provided services by paraprofessionals, and if so, their qualifications.

Robert Asp and Hopkins Elementary shall provide to each parent/guardian:

- a. Information on the level of achievement of the parent's child on the state academic assessments.
- b. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

This information provided to parents/guardians shall be in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand.

Refer to School Board Policy 607 on the website or in the school office.

### **PowerSchool**

PowerSchool, the district's student management system, provides information about your student's attendance and lunch account balance. Parents/guardians are provided usernames and passwords to access information about their child. Usernames and passwords have not changed. You do not need new password information if you have it from previous years. Parents/guardians who do not have a username and password may get those in the school office. Parents/guardians must bring a photo ID with them.

### **Visitors to the Building / Visiting Classrooms**

Parents/guardians are always welcome to visit school, but please try to arrange your visit at a convenient time for both your child's teacher and yourself. Your child's teacher can provide you with a time that will be most beneficial to you. All visitors must sign in at the office and wear a visitor name tag. We have learned from experience that it is best to limit classroom visits to 30-45 minutes. The classroom teacher will not always have the opportunity to talk with you for any length of time during a visit because his/her first responsibility is to the children.

Please do not invite children who are visiting your home to attend school with your child.

Refer to School Board Policy 905 on the website or in the school office.

## **OTHER INFORMATION**

### **Bicycles**

Children who are competent bicycle riders and know the rules of the road may ride bicycles to school. We recommend limiting this privilege to fourth and fifth grade students. The school area is very challenging for bike riders due to the large number of cars, buses, and pedestrians. Students are required to park their bikes in a bike rack and are strongly encouraged to lock their bikes. Students are also strongly encouraged to wear helmets when biking.

### **District Calendar**

A school district calendar is mailed to all families before the start of the school year. The calendar provides information about the school district, important phone numbers, and dates of events. Please ask for one at the school office if you do not receive one in the mail.

### **District website**

The Moorhead Area Public Schools' website at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us) provides information about the school district, school announcements, phone numbers, dates of events, and access to media center resources, PowerSchool and PaySchools.

### **Gift Giving**

Gifts from students to staff are discouraged. A note from a student to express gratitude and appreciation to a staff member is welcome and appropriate. Individuals interested in making a gift to the school are encouraged to talk to the principal.



### **Insurance**

Student insurance is designed primarily to offer low cost accident and dental policies to the students who don't have coverage under any individual family plan. The School Board approves the sale of the student accidental and/or dental insurance for the convenience of students and parents. Enrollment forms are distributed to students on the first day of school in the fall.

### **Lost and Found**

Each year many articles of clothing and other items are lost. Please encourage your child to inquire about and to look for these articles around their classroom, locker and gym. They should also check the lost and found box. If your child is unsuccessful in finding their missing items, then perhaps a family member should check the box as well. If your child's articles of clothing are marked in some way, it will be much easier to identify and claim them. Unclaimed clothing is donated to charity throughout the year. Lost glasses, keys and jewelry are kept in the school office.

### **Parent/Guardian Information**

Typically, the school will mail information to the address where the student resides. If a noncustodial parent, shared-custody parent, or other entitled individual wishes to receive school mailings and other school information, that person should call the office to make arrangements.

### **Parking**

Each school has a designated area for visitor parking and for student drop-off and pick-up. These areas are designed for student safety. The bus loading areas may not be used for parking or student drop-off and pick-up.

### **Party Invitations**

We prefer that students do not hand out invitations to parties at school. Please consider mailing invitations or delivering them to homes.

### **Patriotic Exercises**

In all classroom buildings K-12, the Pledge of Allegiance to the flag of the United States of America will be recited at least one or more times each week. Any student who, for reasons of conscience, does not wish to salute the flag or say the Pledge of Allegiance, will be excused from the exercises. Refer to School Board Policy 633 on the website or in the school office.

### **PaySchools**

Moorhead Area Public Schools offers an online payment processing system, PaySchools, to let parents make school-related payments online via e-check or credit card at their convenience, 24 hours a day, seven days a week. Parents access PaySchools through the district's website and pay for school-related fees and products online, either by e-check, or Mastercard, Visa or Discover cards, or online PayPal account. Parents will immediately receive e-mail receipts confirming their purchases.

Items that may be purchased online include lunch, breakfast and milk payments, high school and middle school activity participation fees, high school season athletic tickets, and elementary community supply fees, activity fees, calculators and student planners.

PaySchools uses "Secure Sockets Layer" (SSL) to encrypt and protect transaction information. Neither PaySchools nor Moorhead Area Public Schools store personal bank or credit card information to ensure privacy.

and security for users. Access PaySchools at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us). Additional information about using PaySchools is available online.

### **Personal Electronic Devices (PEDs)**

Students should not bring articles such as personal listening devices, electronic games, video players, music players and other electronic equipment to school. Cell phones may not be used during the school day for phone calls or text messaging. The school district shall not be liable for the loss, damage, or misuse of any electronic or other valuable item brought to school. Electronic devices may not be attached to the school network with a wired or wireless connection. Any device that has the capability to take photographs or record video or audio shall not be used in restrooms or any other area where privacy is assumed.

Personal electronic devices also are governed by other district policies (e.g., harassment, copyright, acceptable use). Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

Student conference and confiscation of items may be used if students do not follow this policy. Refer to School Board Policy 551 on the website or in the school office.

### **Pesticide Applications**

Weeds on school grounds are sprayed during the first two weeks in June and the last two weeks in August. The building is checked on a quarterly basis by a licensed exterminator. Pests are monitored and controlled by use of glue traps and mechanical devices. Parents/guardians are given the opportunity to request notification prior to pesticide applications made on days other than those specified above. The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

### **Pets in School**

Family pets are not allowed on school grounds or classrooms in Moorhead's K-5 schools. The factors that led to this position include unpredictable animal behavior, allergies, asthma, and diseases such as rabies. Photos or videotapes of pets are an acceptable method of sharing a pet. Animals used in therapy or service situations may be allowed in schools.

### **Treats**

Moorhead Area Public Schools enforces the Minnesota Health Department recommendation that all student treats be purchased commercially. Parents/guardians are encouraged to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

### **PUBLIC NOTICE: Protection and Privacy of Student Records – Policy 504**

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

1. Parents and eligible students are hereby informed that they have the following rights:

- a. That parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected.
  - b. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. Such a request must be in writing, shall identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed and dated by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent.
  - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the School Board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;
  - e. That the school district forwards education records on a request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
  - f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C 1232g, and the rules promulgated thereunder. Said complaint should be directed to:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605.
  - g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records.
  - h. That copies of the school district's policy regarding the protection and privacy of school records are located in the Superintendent's Office or the district's website ([www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)).
2. Independent School District No. 152 has adopted a School Board policy in order to comply with state and federal laws regarding education records. The policy does the following:
- a. It classifies records as public, private or confidential.
  - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
  - c. It establishes procedures and regulations to allow parents or students to request the amendment of student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
  - d. It establishes procedures and regulations for access to and disclosure of education records.

e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

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

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

"Directory information" includes the following information relating to a student: the student's name; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

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

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

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

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

5. Pursuant to applicable law, Independent School District No. 152 hereby gives notice to parents of secondary students and eligible students of their rights regarding release of information to military recruiting officers. The school district must release, without parent or student consent, the names, addresses, and home telephone numbers of secondary students to military recruiting officers within 60 days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD A PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY (BUILDING ADMINISTRATOR) BY SEPTEMBER 1 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) STUDENT'S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH IS NOT TO BE RELEASED TO MILITARY RECRUITERS.
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITERS.

NOTICE: Refusal to release the above information to military recruiting officers alone does not affect the school district's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Protection and Privacy of Pupil Records Policy also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA  
August 2010



## 2010-2011 Elementary Calendar

### August 2010

- 25 EIS-12 Para Prof. Development Day
- 31 Staff Professional Development (a.m.) /  
Teacher Work Day (p.m.)

### September

- 1-3 Professional Development
- 2 Back-to-School Night (Elementary Schools)
- 6 Labor Day
- 7 K-12 Classes Begin
- 15 After School Teacher Prof. Dev. (Asp, Hop)
- 22 Staff Prof. Development Before/After School
- 29 After School Teacher Prof. Dev. (Asp, Hop, SGR)
- 29-Oct. 19 Fall NWEA MAP Testing

### October

- 6, 27 Staff Prof. Development Before/After School
- 13 After School Teacher Prof. Dev. (Asp, Hop, SGR)
- 14, 18 K-12 Parent/Teacher Conferences (5-8:30 p.m.)
- 18, 19 Kindergarten Parent/Teacher Conferences (day)
- 20 **No Classes K-12** / K-12 Parent/Teacher Conferences  
(8-11:30 a.m.) / K-8 Parent/Teacher Conferences  
(12:30-4 p.m.)
- 21-22 **No School** / Education Minnesota (EM)

### November

- 3, 17 Staff Prof. Development Before/After School
- 9 End of 1st Quarter (MHS)
- 10 After School Tch. Prof. Dev. (Asp, Hop, SGR)
- 24 **K-12 No School** / Teacher Comp.
- 25-26 **No School**

### December

- 1, 15 Staff Prof. Development Before/After School
- 8 After School Teacher Prof. Dev. (Asp, Hop, SGR)
- 22 Winter Break Begins / Teacher Comp Day

### January 2011

- 3 K-12 Classes Resume
- 3-14 Winter NWEA MAP Testing
- 12, 26 Staff Prof. Development Before/After School
- 17 **No Classes K-12** / Prof. Development (morning) and  
Comp afternoon (SGR) / Comp Day (Asp, Hop) /  
Martin Luther King Jr. Day
- 19 After School Teacher Prof. Dev. (Asp, Hop, SGR)
- 21 End of 2nd Quarter/Semester (MHS)
- 24-Feb. 4 Winter NWEA MAP Testing

### February

- 2, 16 After School Teacher Prof. Dev. (Asp, Hop, SGR)
- 9 Staff Prof. Development Before/After School
- 21 **No School** / Presidents' Day
- 22 **No Classes K-12** / Comp Day (elementary)

### March

- 2, 23 Staff Prof. Development Before/After School
- 7-15 Testing Window for ELL Tests
- 9 After School Teacher Prof. Dev. (Asp, Hop)
- 14, 15 Kindergarten P/T Conferences (day)
- 14, 15 K-8 Parent/Teacher Conferences (5-8:30 p.m.)
- 16 **No Classes K-12** / EIS-12 Para Prof. Development  
Day / Grades K-8 P/T Conferences (8-11:30 a.m.)  
/ K-5 P/T Conferences (12:30-4 p.m.)
- 17-18 **No School** / Teacher Comp.
- 21-25 Testing Window for ELL Tests
- 28-April 29 MTAS Reading and Math Testing Window
- 28-May 20 Grades 3-8 MCA Mathematics Online  
Testing Window
- 28-May 20 MCA and MTAS Science Testing Window  
(Gr. 5, 8, MHS)
- 30 End of 3rd Quarter (MHS)
- 30 After School Teacher Prof. Dev. (Asp, Hop, SGR)

### April

- 6, 20 Staff Prof. Development Before/After School
- 12, 14 Reading MCA Gr. 3-8
- 13 After School Teacher Prof. Dev. (Asp, Hop)
- 22 No School
- 27 After School Teacher Prof. Dev. (Asp, Hop, SGR)

### May

- 2-27 Spring NWEA MAP Testing
- 4, 11 After School Teacher Prof. Dev. (Asp, Hop)
- 18, 25 After School Teacher Prof. Dev. (Asp, Hop, SGR)
- 30 **No School** / Memorial Day

### June

- 2 Last Day for K-12 Students
- 3 Last Day for K-12 Staff / Teacher Work Day  
(elementary)

### Possible Emergency Make-up Days

June 3, 6, 7, 8, 9, 10

*This calendar includes a built-in make-up day. If it is unused, the end date of the school year will be adjusted accordingly.*

*For more events at specific schools or in the district, please see the district calendar or view the calendar information online at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us).*




Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.11.013R

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TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent 

DATE: August 3, 2010

SUBJECT: Horizon Middle School Student Handbook

Attached is the 2010-2011 Horizon Middle School Student Handbook. According to Moorhead School Board Policy 221, the handbook is to be presented to the School Board for an annual review.

The changes made to the handbook have been highlighted in a lined-out version. A completed copy of the handbook will be available on the district's Web site at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us).

Suggested Resolution: Move to approve the 2010-2011 Horizon Middle School Student Handbook as presented.

LAK:mde  
Attachment



# **HORIZON MIDDLE SCHOOL**

Moorhead Area Public Schools



## ***2010-2011 Student Handbook***



# HORIZON MIDDLE SCHOOL



3601 12 Avenue South, Moorhead, MN 56560  
Office Phone (218) 284-7300

Welcome to Horizon Middle School!

The mission statement of the district is to **develop the maximum potential of every learner to thrive in a changing world.** The goal of Horizon Middle School is to support this mission and make it a reality. As you walk through the doors of Horizon Middle School, you will experience enhanced educational programming and numerous activity options. You will have the advantage of learning and working in a state-of-the-art facility that was designed to accommodate small learning communities of core classes, exploratory classes and activity areas.

Horizon Middle School began an initiative called Positive Behavioral Interventions and Supports (PBIS) during the 2007-2008 school year. The goal of PBIS is create and sustain school environments that are positive, safe, and respectful for adults and students. The premise is to change environments to better meet the needs of the students and adults. The goal is NOT to change individuals but to create environments that allow individuals to be successful academically and socially. PBIS establishes a common language and vision for all individuals in the school. The PBIS system provides strategies to students that allow them to display appropriate behaviors while at school and at home. It is a data driven initiative that will help us redesign and support teaching and learning environments that are effective, efficient, relevant, and durable.

Parent Teacher Advisory Council (PTAC) is a wonderful way to get involved in the school. Meetings are the first ~~Thursday-Tuesday~~ of every month at 6:30 p.m.

PowerSchool is a resource for parents/guardians that allows them to access their child's grades, attendance, and lunch account balance through their telephones or home computers. Please contact our Counseling Office at Extension 7312 to obtain an authorization code.

Noteworthy points of interest:

- 1) Cell phones, iPods and MP3 players are not allowed to be used during the school day. Text messaging is not allowed as phones are not to be used at all from 7:45 a.m.-2:15 p.m. iPods may be allowed in the weight room with teacher permission.
- 2) We will not disrupt teachers while teaching so phone messages will be left with the secretary and then passed along to your child.
- 3) Parents/guardians will be called on discipline issues and may be asked to come to school for a conference. If the issue is major a suspension will result and the parent/guardian must come and pick the child up from school (page 4).
- 4) Inquire about lost and found items at the main office.
- 5) Grading and homework guidelines were developed building wide. See page 9 for the principles and expectations.
- 6) Call the Attendance Line (284-7303) as soon as possible in the morning or night before if your child will not be in school or submit absences in PowerSchool.
- 7) Horizon will be a No Gum Zone. ~~Gum will not be allowed in the building as decided by the Building Leadership Team (May 2009).~~
- 8) If your child is absent for more than ~~15~~ 12 days due to illness a doctor's note will be required.
- 9) No school on the following days: ~~September 7, October 13, 14, 15, and 16, November 26 and 27, December 23 January 4, January 18 and 19, February 15 and 27, March 17-19, April 2, and May 31~~  
September 6, October 20-22, November 24-26, December 22-31, January 17, February 21-22, March 16-18, April 22 and May 30.
- 10) Parent Teacher conferences: October 12 and 13 (5-8:30 p.m.), October 13 and 14 (8-11 a.m., 12-4 p.m. and 5-8:30 p.m.), March 15 and 16 (5-8:30 p.m.), March 17 (8-11 a.m. and 12-4 p.m.) October 14 and 18 (5-8:30 p.m.), October 20 (8-11:30 a.m., 12:30-4 p.m.), March 14 and 15 (5-8:30 p.m.), March 16 (8-11:30 a.m.).

If we can be of assistance feel free to call us at:  
School Office 284-7300.

Lori Lockhart, Principal 284-7330

~~Matt Naugle~~ Jeremy Larson, Assistant Principal 284-7331  
Counseling Office 284-7312

Janel Simonson (Counselor) 284-7313

Shari Bye Gustafson (Counselor) 284-7314

This document can be made available in an alternate format such as large print or audio cassette. Call 284-3310 to make a request.

If you do not read English and would like help in your own language, please call 284-3310.

Si usted no lee en inglés y le gustaría que le ayudaran en su propio idioma, por favor llame al 284-3310.

Si usted desea obtener este documento en un formato alternativo como impresión grande o cinta de audio, llame al 284-3310.  
Si usted no lee en inglés y desea ayuda en su propio idioma, por favor llame al 284-3310.

如果 您 需要 这个 文档 的 替代 格式 如 大字 打印 或 音频 磁带， 请 拨打 284-3310 提出 请求。  
如果您 不 会 说 英语 且 需要 帮助， 请 拨打 284-3310。

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### **ACCELERATED CLASSES**

Based on test scores and teacher recommendation, students are selected for accelerated classes. Students must maintain a grade of A or B in an accelerated class to continue membership in the class. Students who were not placed in an accelerated class at the beginning of the school year, but who demonstrate marked gains at any point during the school year, may be invited to move to an accelerated class. Consultation with parents is an important part of any proposed schedule change.

### **ACCIDENTS**

All school-related accidents, whether they involve students or visitors and whether they occur during or outside of school hours, must be reported to the school nurse or health assistant immediately.

### **APPEARANCE**

Horizon Middle School's (HMS) guidelines regarding dress are simple; clothing must be clean and appropriate. Clothing must not cause a disruption to the educational program. Students may not wear clothing that advertises alcohol, cigarettes, or other controlled substances or that has inappropriate wording or graphics. If students should wear an article of clothing that is inappropriate, they will be asked to wear something else or to turn the article of clothing inside-out and will be advised not to wear the clothing to school again. Students may not wear chains, caps or jackets in school. Bare midriffs, tops with spaghetti straps, all see-through fabrics, and bandanas are examples of attire that are not suitable for school. Shorts and skirts must be of length that when the student's arms are fully extended at their sides, the length is at least as long as the student's fingertips. Underwear cannot be visible; this includes boxer shorts. Teachers and administrators also may refer students to parent(s)/guardian(s) when clothing or grooming is questioned.

Students may not wear head coverings during the school day unless approved by the principal. Exemptions will be made for medical and religious reasons.

For additional information, please refer to School Board Policy 577 on the district website or in the school office.

### **ASSEMBLIES**

At all times, student behavior should be courteous. Unacceptable conduct includes whistling, uncalled-for clapping, and any type of disruptive or distracting behavior during an assembly program.

Students who have caused a disruption at an assembly may be excused from attending further assembly programs within the school year.

### **ATTENDANCE**

We believe that students who have regular attendance achieve more at school and are better adjusted to school. Learning that is lost due to absences can never be adequately replaced. Regular, sound attendance habits require the cooperation of students, parent(s)/guardian(s), and educators.

### **EXCUSED ABSENCES**

HMS complies with Minnesota State Statute in requiring that all students of middle school age attend school regularly when school is in session. The state of Minnesota recognizes the following reasons for excused absences: personal illness and/or medical, dental, or orthodontic treatment, death in the student's immediate family or of a close friend or relative, serious illness in the student's immediate family, court appearances occasioned by family or personal action, religious instructions not to exceed three hours in any week, physical emergency conditions (such as fire, flood, storm, etc.), official school field trip or other school-sponsored outing, or removal of a student pursuant to a suspension. Parents/guardians must notify the school by phone at 284-7303 by 10 a.m. on the day of the absence to report the reason for the absence. When you call the attendance line, 284-7303, you will hear a voice message. Please leave your child's name, grade, and reason for absence. Please call in each day that your child is absent due to illness. Physician verification may be requested for excused absences if personal illness goes beyond three consecutive days or twelve or more cumulative days absences due to an illness.

Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance (e.g. legal appointments, travel family vacations, state tournaments and school activities). We encourage parent(s)/guardian(s) to hold these requests for absence to a minimum. Students are responsible for completing coursework as if they were in attendance.

All work must be turned in before students participate in such an activity unless the teacher has made other arrangements. If a test is given on the day that students return to class, they are expected to take the exam. As in all cases of absence, students are responsible to obtain and complete make-up work.

Parent(s)/Guardian(s) may be asked to verify in writing the reason for a student's absence from school. School work missed because of an excused absence must be made up within two days from the date of the student's return to school. This applies to school work assigned during the time period the student was absent from school. Any previously assigned work is due on the day of the student's

return. The student will be required to make arrangements with the teacher to make up any school work missed and receive a grade. A teacher may require additional assignments to compensate for any loss of class discussion and information.

#### ***EXTENDED EXCUSED ABSENCE***

A request for extended excused absence includes educational trips or competitions where students are accompanied by a parent(s)/guardian(s) or coaches. In order to offer the best educational experience for students, parent(s)/guardian(s) are asked to refrain from scheduling family vacations, etc., during the school year. In cases of extended excused absence, a parent or guardian should call the school or send a signed note to indicate the date(s) of the future absence, along with the reason for the absence. The students must then secure an advance make-up slip from the office. It is the students' responsibility to circulate the slip to teachers, who will give the assignments for the day(s) of the absence. Unless a teacher has indicated otherwise, all work must be made up before the student leaves on the extended excused absence.

#### ***LEAVING AND RETURNING TO SCHOOL DURING THE SCHOOL DAY***

If students must leave school during the day for any reason, they must report to the office before leaving and/or upon returning. If a student is to be picked up from school, parent(s)/guardian(s) must call the school, send a signed note, or call for their children to receive an out-of-building pass. Students returning from an appointment during the school day must check into the office before returning to class. By presenting an appointment card, students will be given an admit-to-class pass.

Horizon Middle School students have a closed lunch period. During the lunch period, students will be released only to their own parent(s)/guardian(s); parent(s)/guardian(s) are asked to come to the office and to meet their child there.

#### ***UNEXCUSED ABSENCES***

Parents must call the school each day that a student will not be attending or send a note to school accounting for each day missed when the student returns to school. If the parent(s)/guardian(s) does not notify the school within two days of the student's return to school, the absence will remain unexcused. Unexcused absences are all absences which can be avoided or delayed and those for which prior arrangements have not been made. Common unexcused absences include missing the bus, oversleeping, baby-sitting, hair appointments, visiting friends, skipping class, working at home, and leaving school ill without checking out with the school nurse.

For additional information on attendance policies, please refer to School Board Policy 515 on the district website or in the school office.

#### ***BULLYING***

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

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the appropriate school district officials (teachers, administrators, coaches/advisors and other employees). A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.

For additional information, please refer to School Board Policy 578 on the school district website or in the school office.

#### ***BUILDING CLEANLINESS***

Our community has provided us with a beautiful school building. We ask that students be respectful and responsible by doing their part to keep the building clean. Students are not allowed to bring food/beverages into classrooms without teacher permission. Breakfast and lunch food items must be eaten in the cafetorium. Students must discard waste and clean any spills or messes. Students who do not properly dispose of waste will face disciplinary measures.

#### ***BUS PROCEDURES/CONDUCT***

Safe and efficient transportation of students to and from school, on field trips, and to school-sponsored events is necessary to the educational process at HMS. Student cooperation is needed so that bus drivers can devote their entire attention to driving. Students are to remain seated, to refrain from loud talking, and to accept direction from bus drivers. Violations of bus conduct rules and/or failure to accept direction from a bus driver may result in suspension of bus riding privileges.

Students must ride the bus to which they've been assigned. In cases of emergency when a parent(s)/guardian(s) needs a



student to ride a different bus than the assigned bus, written notification to the office must be presented. The final authority on ridership in these cases are individual bus drivers to make the determination if space is available. For additional information, please refer to School Board Policies 720-721 on the district website or in the school office.

### **CELL PHONES**

Students may not turn on or use their cell phones during the school day. If a student uses a cell phone, it will be confiscated.

- 1st offense – return to student at the end of the day
- 2nd offense – parent/guardian must pick up the phone
- 3rd offense – administration has the right to hold the phone

### **COMMUNICATION ASSISTANCE**

If a parent(s)/guardian(s) needs accommodations to communicate with school staff or in any way participate in their child's education, please contact the school office to request accommodations such as TDD, interpreters, assistive listening device kits, etc.

### **COMPUTER INFORMATION**

The past few years have seen a dramatic change in the way technology helps students relate to the world. Access to the Internet is an opportunity that HMS offers to its students. Bringing the Internet into the classroom provides new resources and opportunities to the educational experience.

Because we realize that there are no present technical solutions which can completely guarantee that students will be restricted from unwanted Internet material, the staff at HMS will make every effort to educate the students in the proper use of the system and will appropriately deal with any misuses or abuses. Should any student violate any of the provisions of the district and HMS Acceptable Use policy, his or her account may be terminated, future access may be denied, and disciplinary actions may be taken in accordance with school district policy. In addition, all users are held responsible for understanding that the inappropriate use of the communication system may be in violation of state, federal, and local laws. Violation can lead to investigation and prosecution by law enforcement agencies.

Parents/guardians who do not wish to allow their children access to the Internet, or any other electronic communication services at school, should indicate this desire by contacting a principal.

For additional information, please refer to School Board Policy 731 on the district website or in the school office.

### **CONCERNS**

When parent(s)/guardian(s) have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. If they do not receive satisfaction from that person, they should then contact the building principal for assistance. If the matter is still unresolved, they are advised to contact the superintendent of schools. They may be asked to state the concern in writing and to summarize the action taken to date. Should that fail, an appeal may be filed with the school board through the superintendent's office.

### **CONFERENCES**

Parent/guardian conferences are scheduled twice during the school year; the school calendar indicates specific dates. Parents and guardians will have the opportunity to meet with their child's team teachers and also with exploratory teachers.

At any time, parents and guardians are encouraged to call or e-mail individual teachers with questions or concerns. A staff directory is available on the district website and in the school office.

For additional information, please refer to the "Parent(s)/Guardian(s) Involvement" section of this handbook.

### **COPYRIGHT POLICIES**

Students are reminded that indiscriminate copying of print and online material is illegal.

For additional information, please refer to School Board Policies 730 and 731 on the district website or in the school office.

### **COUNSELING AND GUIDANCE SERVICES**

We wish to assist young people in developing inner resources and social skills to help with emotional growth and responsible decision making. Young people must be involved in relationships with other people to acquire attitudes, values, roles, competencies, and ways of viewing the world that are shared by family, peers, and community. The Horizon Middle School counseling program is designed to help young people with their social, emotional, mental, and academic concerns.

#### **COUNSELING SERVICES OFFERED**

Consultation – Counselors consult with parent(s)/guardian(s), educators, administrators, and community agencies regarding strategies to help students. Our main focus is to be an advocate for the students.

Personal Counseling – Counseling is provided on a small group and/or individual basis for students expressing



difficulties dealing with relationships, personal concerns or normal developmental tasks. Personal counseling assists students in identifying problems, causes, alternatives, and possible consequences so that appropriate action is taken.

**Crisis Counseling** – Counseling and support are provided to students and their families facing emergency situations. Such counseling is normally short term in nature. When necessary, appropriate referral sources are used.

**Group Counseling** – Group counseling is done based on student interest. Groups include but are not limited to: new student, friendship, family change, studies skills, grief, concerned persons.

**Career Counseling** – Counselors meet with students individually to discuss academics as well as future goals.

**Referral** – Counselors use referral sources to deal with crisis such as suicide, violence, abuse, terminal illness, drug and alcohol use, and other long-term issues.

**Testing** – The counselors coordinate the use of the MAP tests and the Minnesota Comprehensive Assessments (grades six through eight).

### **CURRICULUM REVIEW**

Parents/guardians have the right to review the curriculum and to determine which instruction will be provided by the parent(s)/guardian(s). If you wish to review particular curricular areas, please call a principal.

For further information, please refer to School Board Policies 620 and 620.2 on the district website or in the school office.

### **DETENTION**

Students who have failed to follow the rules of the school will be assigned detention. You will receive information from your child's team teachers regarding the team's detention policies. School detention is held after school, during lunch, and/or on Saturdays. Students are given 24 hours to make arrangements for transportation. Students who have been assigned detention must arrive on time, have study materials or a book to read, and work silently. Students will spend detention time studying and/or performing service projects in the building. If students do not have transportation home from detention, parent(s)/guardian(s) should contact a principal to discuss an alternate plan.

Students who are given several detentions may be referred to a student assistance team to explore reasons for

detentions. Students who accumulate detentions may be excluded from optional school functions.

### **DISCIPLINE GUIDELINES**

#### **STATEMENT OF PHILOSOPHY**

It is the position of the School Board of District 152 and the administrators and staff at the middle school that learning can best take place in an environment which is orderly, safe and stimulating, and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect among students, school personnel, and community members. To achieve this philosophy, these basic principles are applied:

- A. The main purpose of schooling is learning, and learning requires a safe and orderly environment. Student disruptive behavior will not be allowed to interrupt the learning of other students.
- B. Students are fully capable of making choices about their behavior and are responsible for their behavior. Should a student choose to misbehave, the student has made that choice knowing there are consequences for misbehavior.

#### **VIOLATIONS AGAINST PERSONS AND MINIMUM CORRECTIVE ACTIONS**

Minimum corrective actions for specified violations are described below. In addition, the school retains the right to use any and all of the corrective actions in Policy 551, including detention, removal from class, in school suspension, out of school suspension, and restorative justice as fitting in a particular disciplinary situation.

- I. **ASSAULT - IN POSSESSION OF WEAPON:** A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon.
  - Parent(s)/Guardian(s) notification
  - Immediate out-of-school suspension
  - Confiscation of weapon
  - Immediate notification of police
  - Recommendation to the Superintendent for expulsion for a period of time not to exceed one year.

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

2. **ASSAULT - THREAT:** A threat of bodily harm or death against another person, without material physical contact.
    - Parent(s)/Guardian(s) conference
    - Suspension
  3. **BULLYING:** "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance.
    - Student conference
    - Parent(s)/Guardian(s) notification
  4. **DIRECT ATTACK ON ANOTHER PERSON:** Defined as attacking another person carried out by violent means, for example, by hitting or knocking to the ground.
    - Parent(s)/Guardian(s) conference
    - Suspension
    - Recommendation to the Superintendent for expulsion for a period of time not to exceed one year.
    - Notification of police.
  5. **DIRECT ATTACK WITH A WEAPON:**
    - Parent(s)/Guardian(s) notification
    - Immediate out-of-school suspension
    - Confiscation of weapon
    - Immediate notification of police
    - Recommendation to the Superintendent for expulsion for a period of time not to exceed one year.
  6. **DISRESPECTFUL LANGUAGE:** Disrespectful language directed toward another person.
    - Student conference
  7. **DISRUPTIVE BEHAVIOR IN THE CLASSROOM:**

"Disruptive Behavior" is defined as:

    - A. Willful conduct that significantly disrupts the right of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
    - B. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school; and
    - C. Willful violation of any rule of conduct specified in the Discipline Handbook adopted by the School Board.
    - Removal from class
    - Parent(s)/Guardian(s)/Teacher conference prior to return
    - Detention
  8. **FIGHTING:** Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving, or scuffling."
    - Parent(s)/Guardian(s) conference
    - Suspension
  9. **HARASSMENT:** Harassment is participating in or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals. Harassment, whether willful or otherwise, includes offensive behavior relating to gender, religion, culture, disability, race, sexual orientation, and/or age.
    - Student conference
    - Detention
    - Notification of parents or guardians
    - Notification of Title IX officer in cases of repeated sexual harassment.
  10. **HAZING:** This means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.
    - Parent(s)/Guardian(s) conference
    - Suspension
  11. **INTERFERENCE/OBSTRUCTION:** "Interference" or "obstruction" means any action taken to attempt to prevent a staff member from exercising his or her legally assigned duties.
    - Parent(s)/Guardian(s) conference
    - Suspension
  12. **POSSESSION OF A WEAPON:** "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.
    - Parent(s)/Guardian(s) notification
    - Immediate out-of-school suspension
    - Confiscation of weapon
    - Immediate notification of police
    - Recommendation to the Superintendent for expulsion for a period of time not to exceed one year.
- (A) Definition: A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing

stars; explosives; fireworks, mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

(B) No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

(C) No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

13. **VERBAL ABUSE:** Verbal assaults, or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people.
- Parent(s)/Guardian(s) conference
  - Suspension

#### **VIOLATIONS AGAINST PROPERTY AND MINIMUM CORRECTIVE ACTIONS**

Minimum corrective actions for specified violations are described below. In addition, the school retains the right to use any and all of the above-described corrective actions including restorative measures as fitting in a particular disciplinary situation.

1. **ARSON:** This is the intentional destruction or damage to any school building or property by means of fire or explosive.
  - Immediate notification of legal authorities
  - Suspension
  - Parent(s)/Guardian(s) conference
2. **FALSE FIRE ALARMS:**
  - Immediate notification of legal authorities
  - Suspension
  - Parent(s)/Guardian(s) conference
3. **ROBBERY OR EXTORTION:** This refers to the obtaining of property from another person where his or her consent was induced by a use of force.

- Notification of legal authorities
- Suspension
- Parent(s)/Guardian(s) conference

4. **THEFT: PERSONAL PROPERTY:** This means the unauthorized taking of and/or the unauthorized possession of the property of another person.

- Notification of legal authorities
- Suspension
- Restitution
- Parent(s)/Guardian(s) conference

5. **THEFT OR UNAUTHORIZED POSSESSION OF SCHOOL PROPERTY:** This refers to the unauthorized taking of and/or the unauthorized possession of school property.

- Notification of legal authorities
- Suspension
- Restitution
- Parent(s)/Guardian(s) conference

6. **UNAUTHORIZED USE OF SCHOOL PROPERTY: FOR NON-SCHOOL ACTIVITIES**

- Notification of legal authorities
- Parent(s)/Guardian(s) conference

7. **WILLFUL DAMAGE OF SCHOOL PROPERTY OR OF THE PROPERTY OF OTHERS:** "Willful damage" is the intentional cutting, defacing, or damage of any property, real or personal belonging to the school district, or to any individual within the school setting.

- Notification of legal authorities
- Suspension
- Restitution
- Parent(s)/Guardian(s) conference

#### **OTHER VIOLATIONS AND MINIMUM CORRECTIVE ACTIONS**

Minimum corrective actions for specified violations are described below. In addition, administration retains the right to use any and all of the corrective actions as described in Section V as fitting in a particular disciplinary situation.

1. **ALCOHOL:** This refers to the possession, use, or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities.
  - Notification of legal authorities
  - Suspension
  - Referral to Student Assistance Program
  - Parent(s)/Guardian(s) conference
  - Suspension from attending school-related activities as detailed below.

In addition, any student possessing, using or being under the influence of any alcoholic product while at a school-sponsored activity:

- 1st violation - The student will not be allowed to attend any school-sponsored activity for six weeks.
- 2nd violation - The student will not be allowed to attend any school-sponsored activity for eight weeks.
- 3rd violation - The student will not be allowed to attend any school-sponsored activity for the remainder of the school year.

Note: A week is counted as a calendar week.

## 2. DANGEROUS DRUGS/CONTROLLED

**SUBSTANCES:** This refers to the possession, sale, distribution, or use of any controlled substances as defined in Minnesota Statute 152.02 while on the school grounds or at school sponsored events.

- Notification of legal authorities
- Suspension
- Referral to Student Assistance Program
- Parent(s)/Guardian(s) conference

In addition, any student possessing, using or being under the influence of any controlled substance while at a school-sponsored activity:

- 1st violation - The student will not be allowed to attend any school-sponsored activity for six weeks.
- 2nd violation - The student will not be allowed to attend any school-sponsored activity for eight weeks.
- 3rd violation - The student will not be allowed to attend any school-sponsored activity for the remainder of the school year.

Note: A week is counted as a calendar week.

## 3. DISORDERLY CONDUCT: "Disorderly Conduct"

refers to engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

- Student conference
- Parent(s)/Guardian(s) conference

## 4. GAMBLING: "Gambling" is defined as the playing of a game of chance for stakes.

- Student conference
- Parent(s)/Guardian(s) conference

## 5. TOBACCO - POSSESSION: Possession of any tobacco product by a student while on the school grounds or at school-sponsored events.

- Referral to legal authorities
- Parent(s)/Guardian(s) conference

## 6. TOBACCO - USE: This is defined as the use of any type of tobacco product, chewing, holding a lighted tobacco

product, or exhaling smoke from the mouth or nose on school property or at school-sponsored activities.

- Referral to legal authorities
- Parent(s)/Guardian(s) conference

## VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURE AND MINIMUM CORRECTIVE ACTIONS

Minimum corrective actions for specified violations are described below. In addition, the school retains the right to use any and all of the above-described corrective actions as fitting in a particular disciplinary situation.

### 1. CHRONIC AND UNEXCUSED ABSENTEEISM

- Parent(s)/Guardian(s)/Student Conference
- Detention

### 2. CONTINUAL WILLFUL DISOBEDIENCE: "Continual Willful Disobedience" means repeated refusal to follow school rules and regulations after conference resulting from the first violation.

- Suspension
- Parent(s)/Guardian(s) conference

### 3. DANGEROUS AND NUISANCE ARTICLES: A

"Dangerous or Nuisance Article" is any article that, in the opinion of the school staff, may create danger, disturbance, or may interfere with the normal conduct of the school. These devices may include but are not limited to: water guns, beepers, electronic games, and laser lights.

- Confiscation
- Student conference

### 4. DEFIANCE OF AUTHORITY: This is defined as willful refusal to follow the legal direction/order given by a staff member.

- Suspension
- Parent(s)/Guardian(s) conference

### 5. ELECTRONIC NETWORK ACCEPTABLE USE: This applies to the use and access to the school district computer system and safe use of the Internet, including electronic communications. The use of this resource is a privilege and not a right. The district may suspend or revoke a student's access to the electronic resources network if district policies or procedures have been violated.

- Parent(s)/Guardian(s) conference

### 6. LEAVING THE SCHOOL GROUNDS: This applies to leaving the school grounds during school hours without the proper clearance.

- Student conference



- Detention

#### 7. MISBEHAVIOR ON SCHOOL BUS

1st offense — Warning

2nd offense — 5 day suspension from riding the bus/  
conference (meeting/phone) with parents.

3rd offense — 10 day suspension from riding the bus/  
conference (meeting/phone) with parents.

4th offense — 20 day suspension from riding the bus/  
meeting with parents.

5th offense — Suspended from riding the bus for the  
remainder of the school year.

\* Note: When a student goes 60 calendar days without a  
report, the student's consequences may start over at the first  
offense.

#### 8. PERSONAL ELECTRONIC DEVICES (PEDs):

Personal electronic devices include all electronic  
communication and entertainment devices that can be  
used by an individual that includes phones, camera,  
music players, calculators, electronic games, video  
players, computers, and personal digital assistants.

a) The district shall not be liable for the loss, damage or  
misuse of any electronic device brought to school.

b) PEDs may not be attached to the school network with  
a wired or wireless connection.

c) Any PED that has the capability to take photographs  
or record video or audio shall not be used in restrooms,  
locker rooms or any other area that privacy is assumed.

d) PEDs may be used in designated areas during school  
hours. The building administration will determine the  
designated common areas. Those areas will be indicated  
by signage and outlined in the school handbook.

e) PEDs may only be used in the classroom with teacher  
approval.

f) PEDs are also governed by other district policies (e.g.  
harassment, copyright, acceptable use).

- Student conference

- Confiscation

9. RECORD AND IDENTIFICATION FORGERY: This  
category includes falsifying signatures or data as well as  
refusal to give proper identification when requested to  
do so by a staff member.

- Parent(s)/Guardian(s) conference

- Detention

#### 10. SEVERE MISBEHAVIOR OR CONTINUED DISORDERLY CONDUCT ON SCHOOL BUS:

- Denial of transportation on school bus according to  
district policy

11. STUDENT ATTIRE: This refers to student attire or  
personal grooming which creates a danger to health or

safety or creates a disruption to the educational  
process, including clothing which bears a message  
which is lewd, vulgar, or obscene, apparel promoting  
products or activities that are illegal for use by minors,  
or clothing containing objectionable emblems, signs,  
words, objects, or pictures communicating a message  
that is racist, sexist, or otherwise derogatory to a  
protected minority group or which connotes gang  
membership.

- Student conference

12. TRESPASSING: This refers to persons physically  
present on a school campus or at a school activity after  
being requested to leave by the building administrator  
or other person lawfully responsible for the control of  
said premises.

- Warning

- Referral to legal authorities

- Parent(s)/Guardian(s) conference

13. WILLFUL DISOBEDIENCE: "Willful Disobedience"  
is defined as any refusal to follow published school  
rules and regulations.

- Student conference

Students may be disciplined for off campus conduct which  
disrupts, interferes, or otherwise affects the environment,  
activities or operation of the school.

Rules that apply to students during the school day also  
apply to field trips, school activities, bus stops, and district  
approved transportation.

Teachers and principals may use reasonable force to  
restrain or correct a student only when necessary to prevent  
the child from injuring him or herself, others, or property or  
to prevent bodily harm to another.

In addition to these guidelines, HMS may use restitution,  
community service, behavior instruction, student/parent or  
guardian information session, or other alternative strategies  
to improve student behavior.

For further information, please refer to School Board  
Policy 551 on the school district website or in the school  
office.

#### **DISCIPLINE HANDBOOK**

All students receive and review the Moorhead Area Public  
Schools Discipline Handbook at the start of each school  
year. Students are responsible to know its contents.

In addition to the district handbook, building policies are  
included in this handbook. New entries may be made

throughout the year by posting them in the daily announcements, which will be read to students and posted on the Horizon Middle School website.

For additional information, please refer to School Board Policy 551 on the district website or in the school office.

#### **DRUG AND WEAPON FREE ZONES**

The area around Horizon Middle School is a drug and weapon free zone. Anyone caught possessing or selling drugs or anyone caught possessing, using, or recklessly handling a dangerous weapon may be subject to increased penalties as defined in state and federal law.

For additional information, please refer to School Board Policies 572 and 576 on the district website or in the school office.

#### **FAILED CLASSES**

Students who fail trimester classes are expected to attend opportunities for credit make up; opportunities may be offered after school, on Saturdays, and/or during the summer to make up core class credits.

#### **FAMILY INVOLVEMENT**

Families are encouraged to attend school events. Volunteers are needed to help in classrooms, chaperone field trips, operate concessions, supervise activities, etc. If you are interested in helping, please complete a volunteer form that is available in our office.

All parent(s)/guardian(s) are encouraged to attend Horizon PTAC meetings which are held the first ~~Tuesday~~ Thursday of each month (provided school is in session that day) at 6:30 p.m. in the media center. For additional information, please refer to School Board Policy 901 on the district website or in the school office.

#### **FIELD TRIPS**

Students may have opportunities to participate in field trips. In addition to parental/guardian permission slips, teacher requirements for participation in field trips may include, but are not limited to, completed homework assignments and acceptable behavior in class. While on field trips, students are expected to observe all school rules.

#### **FIRE, LOCKDOWN, AND TORNADO DRILLS**

Fire, lockdown, and tornado drills are held at irregular intervals throughout the school year. In drills or in a real emergency situation, remember to:

1. Observe directions given by staff.
2. Walk quickly and quietly to the designated area.

#### **FOOD AND BEVERAGES**

Students may not receive pizza deliveries, birthday cakes, etc., during the school day. Fast food is not allowed to be brought in or supplied by a parent/guardian. Soda, gatorade and other beverages are not allowed during the school day.

#### **GANG ACTIVITY**

Moorhead Schools recognizes that the harm done by the presence and activities of gangs in our school exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activity also creates an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. As a result, any dress, hand signs, or gestures proclaiming gang membership and/or affiliation or that may be interpreted as such are prohibited. For additional information, please refer to School Board Policy 577 on the district website or in the school office.

#### **GRADING SYSTEM AND REPORT CARDS**

HMS uses the traditional A-F grading scale. A grade of I, or incomplete, is given when students have not been able to complete assignments due to illness, emergency, or a prearranged absence. If the incomplete work is not made up within two weeks after the end of the trimester, the I grade changes to an F. It is the student's responsibility to communicate with teachers and to complete and turn in late work.

Shortly after the end of each trimester, student report cards will be distributed. Parents/guardians are encouraged to use PowerSchool to obtain grade and attendance information about their child's progress at school. PowerSchool access codes are available in the school office.

Students who fail trimester classes are expected to attend opportunities for credit makeup; opportunities may be offered after school, on Saturdays, and/or during the summer to make up core class credits.

#### **GUM**

Horizon will not allow gum. It was a building wide decision to move to a gum-free facility in 2009-2010, for the 09-2010 school year.

#### **HANDBOOK**

This handbook may be changed or amended during the school year. Contact the principal or visit our website at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us) for more information. All students and parents are responsible for the content of this handbook. School Board policies to further explain and



clarify any and all school policy can be retrieved at <http://www.moorhead.k12.mn.us/district/schoolboard/policies/>.

### **HARASSMENT AND VIOLENCE POLICY**

Everyone at Moorhead Area Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent ~~religious, racial, sexual orientation, national origin, or sexual harassment and violence of any kind~~ harassment and violence related to race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to ~~religion, race, sexual orientation, national origin, sex or gender~~ race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age:

1. name calling, joking or rumors
2. pulling on clothing
3. graffiti
4. notes or cartoons
5. unwelcome touching of a person or clothing
6. offensive or graphic posters or book covers; or
7. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If you believe you have been the victim of any type of harassment, you should report it to any school district official. This report may be oral or you may also make a written report. It should be given to a teacher, counselor, the building administrator or the Human Rights Officer (Director of Human Resources). Your right to privacy will be respected as much as possible.

The school district will investigate all reports of ~~religious, racial, sexual orientation, national origin, or sexual harassment or violence~~ harassment or violence related to race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age, and the school district will take all appropriate actions based on your report. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported a concern.

This is summary of the school district policy against ~~religious, racial, sexual orientation, national origin, and sexual harassment and violence~~ harassment and violence related to race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age. For additional

information, refer to School Board Policy 570 on the school district website or in the school office.

### **HAZING**

No student, teacher, administrator, coach/advisor, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing. A parent(s)/guardian(s) permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, coach/advisor, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

### **DEFINITIONS**

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

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

federal law or of school district policies or regulations.

"Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **REPORTING PROCEDURE**

1. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
2. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
3. Teachers, administrators, coaches/advisors, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
4. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

#### **SCHOOL DISTRICT ACTION**

1. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
2. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
3. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

#### **REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### **HEALTH SERVICES**

A health assistant is on duty each day from 7:30 a.m. until 2:30 p.m. A licensed school nurse staffs the health office on a part-time basis and is on call in case of emergencies. All accidents must be reported to the health office immediately. Parents/guardians of students with special health conditions must notify the school nurse at the beginning of each school year. Staff will be advised of special health conditions affecting their students. Each year, all parent(s)/guardian(s) are asked to complete a student health update form, which gives information regarding home and work phone numbers, a listing of physician and hospital preferences, and the name of a person who will be contacted when parent(s)/guardian(s) are unavailable in an emergency situation.

The school does not provide aspirin or other medication for students. If students need prescription medication dispensed during school hours, parent(s)/guardian(s) must provide the health office with a physician's written order, written parental/guardian authorization, and a properly labeled container with specific directions about how and when the medication is to be administered in school.

Students who become ill during the school day should secure from their teacher a pass to the health office. If it is necessary for students to go home because of illness, a school official will contact parent(s)/guardian(s) to provide transportation home. Students should remain at home if they have a contagious illness or a temperature of 100 degrees or higher. Students should have a normal temperature for 24 hours prior to returning to school after an illness.

Vision and hearing screening is done for all seventh graders and by request for students in grades 6 or 8. Scoliosis screening to detect abnormal curvature of the spine is done for all seventh grade girls and eighth grade boys.

Certain immunizations or a signed exemption form are required by state statute. Failure to provide written verification of required immunization or an exemption form will result in a student not being able to attend school

until this is received by the health office. Minnesota law requires all students who enter the seventh grade to have a total of two MMR (measles, mumps, rubella) vaccines, a series of three Hepatitis B vaccinations, and two varicella vaccination (or history of chickenpox disease). A tetanus/diphtheria (Td) booster given after age eleven will be required of all students in grades 7-12.

For additional information regarding immunizations, please refer to School Board Policy 530 on the district website or in the school office. For additional information regarding medication, please refer to School Board Policy 532.

### **HOMECOMING**

HMS students will not be released to attend high school homecoming activities during the school day.

### **HOMEBOUND INSTRUCTION**

Students who are absent for ten consecutive days are eligible for housebound instruction. In order to receive in-home tutoring, a physician's authorization is necessary. Requests for homebound instruction should be directed to Learner Support Services at 284-3710.

### **HOMEWORK AND GRADING PRINCIPLES**

A task force was formed in January 2009 to review the current grading principles and use of homework. Teachers, students, parents and administrators were involved in the process. The following principles were created for building wide guidance (grades 6-8). The principles will assist us as a staff to follow common expectations that will result in more equity and clarity as it pertains to our building's practices. Here are the agreed upon principles all staff are required to follow:

- 1) Homework is necessary and expected to be completed.
- 2) Homework should be relevant and tied to a learning target. Connections between homework and the learning targets are discussed.
- 3) Students are provided feedback through teacher comments, examples, activities, reinforcement, and discussion.
- 4) The final class grade is comprised of a balance between homework and assessments. Assessments are weighed more than homework and make up the majority of the final grade.

### **LAW ENFORCEMENT IN SCHOOL**

A full-time school resource officer is a member of the HMS staff. Also, HMS has extended a standing invitation to any Moorhead police officer to visit our school.

Our school resource officer may be invited to participate in student conferences regarding individual student conduct. Should an official police investigation take place, parent(s)/guardian(s) will be contacted before questioning occurs.

### **LEARNER SUPPORT SERVICES**

Learner Support Services provides educational services designed to meet a variety of student needs. Learner Support Services encompass special education, accelerated education (STEP), and English language learners (ELL) services. Students served through Learner Support Services have met the required criteria for services and have an educational plan which is written by a team to address the student's needs.

Students can be referred for Learner Support Services by their parent(s)/guardian(s) or school personnel. If parent(s)/guardian(s) feel that their child may have unique learning needs, they should contact a guidance counselor or their child's teacher.

### **LIABILITY FOR LOST OR STOLEN ARTICLES**

Students are reminded not to bring valuable articles to school and to be sure that all belongings in hall and gym lockers are secured. The school is not responsible for any lost or stolen articles of personal property.

### **LOCKERS**

Each student is assigned a locker. The school does not provide locker security, and students are advised to purchase a combination or key lock. Students are required to provide the office with an extra key or the combination. If a student occupies a locker other than the one assigned, a school employee will remove the lock from the locker and all items inside it; the student may claim any possessions in the office.

Locker maintenance concerns must be reported to a secretary in the office; lockers will be repaired by custodians as soon as possible. If something is missing from a locker, students should notify a counselor or principal.

Under no circumstances are students to share lockers or to share their locker combinations or keys with others. Students should not keep valuable items in their lockers.

Students are responsible for the appearance of their lockers. Lockers should be clean and free of graffiti. When students are attaching pictures, posters, or mirrors to the inside of their lockers, they must use Poster Tac or a similar product; no tape or glue may be used.

### **LOCKER SEARCH**

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any



reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

The policy above for school lockers also applies equally to student's desks or personal possessions as defined herein. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

#### DEFINITIONS

1. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-a-likes," alcoholic beverages, controlled substances and "look-a-likes," overdue books, and other materials belonging to the school district, and stolen property.
2. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.
3. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff members, a student's suspicious behavior, a student's age and past history or record of conduct, or other reliable sources of information.
4. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

#### PROCEDURES

- A. School officials may inspect lockers and desks at any time they believe inspection would be in the best interest of the school, the staff, or the student body. Student lockers, desks and personal possessions may be randomly searched throughout the school year without notice, without student consent and without a search warrant.
- B. School officials may, in their discretion, employ the use of trained dogs for the purpose of conducting a general sniff search of student lockers and desks. If a dog alerts to a locker or desk, school officials will determine, based on the information available to them from the dog's trainer, whether the dog's alert gives rise to reasonable suspicion that contraband will be found. If it is determined that reasonable suspicion exists an internal search of the locker or desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.
- C. School officials may, upon a finding of individualized reasonable suspicion supported by articulable facts, employ the use of trained dogs for the purpose of conducting a sniff search of an employee's desk. If a dog alerts to the desk, school officials will determine, based on the information available to them from the dog's trainer, whether the dog's alert gives rise to reasonable suspicion exists an internal search of the desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.
- D. School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.
- E. As soon as practicable after a search pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by policy or school officials.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A search of a person shall be conducted in privacy by a school official of the same sex. An adult witness of the same sex shall be present as an observer during the search.
- H. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

#### DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pinups and posters which may constitute sexual harassment, or cause educational disruption, etc.

#### **SEIZURE OF CONTRABAND**

If a search yields contraband, school offices will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

#### **VIOLATIONS**

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

For further information, please refer to School Board Policy 574 on the district website or in the school office.

#### **LOST AND FOUND**

Articles other than P.E. clothing that are found in and around the school should be turned into the office, where owners may claim their property. After several announcements are made to the effect that students should claim items, the items left are donated to charity. The lost and found area is in the main office and may be accessed during regular office hours. Students are asked to label all clothing clearly and permanently with first and last names, so that proper identification can be made on lost items.

#### **LUNCH AND BREAKFAST**

To encourage good nutrition, a well-balanced lunch is offered for \$1.90. All lunches include milk. In addition, milk is sold for \$.40. Breakfast is available from 7:20-7:40 a.m. and is \$1.00.

Students may deposit money into their meal accounts in the school office or parents may make payments online through PaySchools. To access their lunch accounts, students will punch in their student number.

Parents/guardians may take their own children out to lunch if they call for the students in the office at the beginning of the lunch period. Under no circumstances will anyone other than the student's own parent(s)/guardian(s) (or teacher, in the case of a field trip) be allowed to take any student from the building during the lunch hour.

Students may not receive pizza deliveries, birthday cakes, etc., during the school day. Fast food is not allowed to be brought in or supplied by a parent/guardian.

While in the lunchroom, students are expected to cooperate by:

1. Knowing their student number.
2. Being orderly in the serving line.
3. Being courteous, cooperative, and respectful to food servers and lunchroom supervisors.
4. Remain seated except to dump their tray.
5. Not removing food from the cafeteria.
6. Leaving the table and floor clean.
7. Depositing all lunch refuse in wastebaskets.

Failure to follow these rules will result in consequences ranging from eating in an assigned seat to receiving out-of-school suspension.

If you have questions about the lunch program, please call the food and nutrition service director at 284-3324 or the food and nutrition service secretary at 284-2327.

#### **LUNCH SELECTIONS**

Horizon Middle School offers several lunch options each day — hot lunch, pizza, Subs-Your-Way and an Ala Carte line. The Subs-Your-Way line offers eight made to order sandwich or wrap choices daily. ~~Each day students are able to select their lunch option in the morning. How much of each menu item to prepare is based on what students choose each morning.~~ The hot lunch line has a different menu option each day as posted on the Horizon website at <https://www.moorhead.k12.mn.us/schools/hzn/>. The Ala Carte line provides supplemental offerings ranging from a fruit cups to corn dogs. This line is not intended to be a replacement for a lunch line, simply an addition.

There have been instances when students either do not sign up for a lunch choice or change their minds and take a different lunch choice than what they had indicated earlier in the day. When this happens, other students are not able to get their first choice for lunch. This does not mean that the cafeteria has run out of food. In these instances, the cafeteria may be out of the students' first entree choice, but students may select one of the other entree choices. Students are reminded to be considerate by signing up for their lunch each day and taking the menu item they originally chose.

#### **MAKE-UP WORK**

Regardless of the type of absence, students are responsible for obtaining and completing make-up work.

#### **MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT**

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

Moorhead Area Public Schools to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse; and, to make the school community safe for children by promoting responsible child care in all settings. In all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clay County Social Services.

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

Refer to School Board Policy 534 on the website or in the school office.

#### **MEDIA CENTER SERVICES**

The HMS media center is open from 7 a.m. until 3:30 p.m.; licensed personnel are on duty from 7:15 a.m. through 2:45 p.m. Students are encouraged to use the media center as much as possible. The media center is accessed by students in a number of ways. Coursework will include visits to the center for research and for supplemental assignments. Research skills are taught in various classes and are followed by assignments.

Students are responsible for all material used or checked out to them. If materials are lost, damaged, or destroyed, students are expected to pay replacement costs.

#### **MESSAGES**

Out of respect to our teachers and their need to teach we will not interrupt the instruction in the classroom with phone calls. Please leave your message with the building secretary, and it will get to your child.

#### **NEWSLETTER**

A newsletter, which contains important school-related information, will be sent home with students. The newsletter is also available on the district website.

#### **NUISANCE ITEMS**

Nuisance items are not allowed at school because of the disruption to our learning environment. A list of nuisance items includes but is not limited to: laser lights, stink bombs, and water pistols. All such items will be confiscated.

#### **OFFICE HOURS**

The HMS office is open Monday through Friday from

6:30 a.m. to 3:30 p.m. Teachers are available from 7:15 a.m. through 2:45 p.m. Students should not be in the building before 7:30 a.m. or after 2:30 p.m. unless they are participating in an activity, receiving help from a teacher, using the media center, or serving detention.

#### **ONLINE LEARNING OPPORTUNITIES**

Please contact our Counseling Office at 284-7312.

#### **PARENT/GUARDIAN INFORMATION**

Typically, the school will mail information to the address where the student resides. If a noncustodial parent, shared-custody parent, or other entitled individual wishes to receive school mailings, that person should call the counseling office at 284-7312 to make arrangements.

#### **PARENT-TEACHER ADVISORY COMMITTEE (P.T.A.C.)**

The mission of the Parent-Teacher Advisory Committee of HMS is to give parent(s)/guardian(s) the opportunity to be involved in their children's education. The committee seeks parental/guardian input on issues and concerns, plans ways to provide special parent(s)/guardian(s) meetings to address these issues and concerns, publicizes the meetings, and provides program evaluations. The P.T.A.C. membership, consisting of parent(s)/guardian(s) and school personnel, meets each month. Any parent(s)/guardian(s) is welcome to attend our P.T.A.C. meetings, which are held the first Thursday-Tuesday of each month, provided that there is school that day, at 6:30 p.m. in the media center.

#### **PASS LOG SYSTEM**

Pass logs are needed for going to the restroom, library, or locker. Teachers may use emergency passes when the need arises. Students who need to meet with a teacher, counselor, or principal must have their pass logs signed by that person before they will be excused.

This pass system is designed to develop student responsibility and is not intended to keep students from going where they need or want to be.

#### **PATRIOTIC EXERCISES**

Each school day will begin with the pledge of allegiance. Any student who, for reasons of conscience does not wish to salute the flag or recite the Pledge of Allegiance will be excused from the exercise.

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



For further information, please refer to School Board Policy 633 on the district website or in the school office.

### **PAYSCHOOLS**

Moorhead Area Public Schools offers an online payment processing system, PaySchools, to let parents make school-related payments online via e-check or credit card at their convenience, 24 hours a day, seven days a week. Parents access PaySchools through the district's Web site and pay for school-related fees and products online, either by e-check, Mastercard, Visa or Discover cards, or online PayPal account. Parents will immediately receive e-mail receipts confirming their purchases.

Items that may be purchased online include lunch, breakfast and milk payments, middle school activity participation fees and high school season athletic tickets.

PaySchools uses "Secure Sockets Layer" (SSL) to encrypt and protect transaction information. Neither PaySchools nor Moorhead Area Public Schools store personal bank or credit card information to ensure privacy and security for users.

Access PaySchools at [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us).

### **PERSONAL ELECTRONIC DEVICES (PEDs)**

Personal electronic devices include all electronic communication and entertainment devices that can be used by an individual and includes phones, cameras, music players, calculators, electronic games, video players, computers, and personal digital assistants.

Students should bring personal electronic devices to school. They are only allowed if a teacher has requested the use of the devices. Cell phones may be used after 2:15 p.m. At no time should cell phones be seen or heard during the school day. Should a student have a cell phone that is visible during the day, the cell phone will be confiscated. If a student persists in exhibiting or using a cell phone during the school day, the phone will be returned only to a parent(s) or guardian(s). See page 3.

Music players may be used in the weight room with teacher permission.

Electronic games should not be brought to school and will be confiscated if students are using them during the school day.

### **PHYSICAL EDUCATION**

Physical education at HMS is co-educational and stresses fitness, flexibility, rhythms, aerobics, and team sports. Students are expected to wear appropriate clothing for

physical education classes. They may not participate in P.E. class in the same clothing that they wear during the rest of the school day. The recommended P.E. uniform consists of black shorts, white T-shirt, gym shoes, a sweatshirt, and sweatpants. Inappropriate clothing for P.E. includes but is not limited to: cut-off shorts, tank tops, and bare midriff shirts. Showers are available and recommended; students must provide their own towels. All students are assigned a P.E. locker in a locker room. It is highly recommended that a student provide his/her own combination lock. Key locks are not recommended since keys can be lost, stolen, or accidentally locked in the locker. The combination must be recorded with the P.E. teacher so that the teacher can give out the correct combination if the student has forgotten theirs. Vandalism and/or theft will be handled accordingly by district policy regarding physical education equipment.

Students are able to make up physical education classes in two ways. One is by attending the weight room in our building for 30 minutes for each class period missed. The second way is through participation in an organized school or community activity that involves physical activity over a period of time, is regularly scheduled, is supervised by a coach or program director, and is open to any student; 30 minutes of an activity must be documented for each class period missed. Verification of make-up time is the responsibility of the student. Long term absences will be handled on an individual basis (vacations, illnesses, injuries, etc.)

Students who must be excused from physical education for more than five periods of class must give the health assistant a written doctor's statement describing the reason for non-participation and the expected date that the student may resume normal activities. In these cases, the teacher will likely find an alternative assignment for students. To be excused from P.E. for fewer than five class periods, the students must provide the health assistant with a signed request from a parent(s)/guardian(s). In these cases, the student will be expected to make up time as outlined above. It's the students' responsibility to adhere to the doctor's/parent's/guardian's recommendations regarding class participation for medical concerns.

### **POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORT**

PBIS is a school-wide program that is data driven and focuses on the school environment. Data is collected and monitored on an on-going basis to identify areas of need. These areas can be both academic or behavioral in nature. Interventions and strategies are put in place to help alleviate problematic areas so the focus can remain on student achievement and student success.

### **POSITIVE INCENTIVE PROGRAM**

The Positive Incentive Program Committee seeks to provide rewards and incentives to promote and recognize academic achievement at HMS. Academic credit cards, and Breakfasts of Champions are parts of this committee's work.

Academic credit cards are issued to students who have grade point averages above 3.0 and also to students who have raised their grade point averages by 0.2 percent over the previous quarter. Card holders benefit from discounts and gifts from several participating area businesses.

Throughout the year, teachers are asked to select students who excel in various areas to be honored at our Breakfasts of Champions.

### **POWER SCHOOL**

PowerSchool allows parents and guardians to access their child's grades, attendance, and lunch account balance through their telephones or home computers. To access PowerSchool, parents and guardians need an authorization code, which is available in the school counseling office; you will be asked to show a picture ID before codes are given.

In the school office, instruction sheets provide information about how to access data. Also, at the first PTAC meeting of the school year, a workshop will be held that demonstrates access methods.

### **PROGRESS REPORTS**

Progress reports are given to advise parent(s)/guardian(s) of student academic progress. The reports are sent home throughout the school year and communicate praise or concern. All D and F progress reports will be mailed home midway through each trimester. If parent(s)/guardian(s) receive a progress report and have questions, they are encouraged to contact teachers.

Parents/guardians are encouraged to use PowerSchool to receive current grade and attendance information.

### **PUBLIC INFORMATION/DATA PRIVACY POLICY**

The following student information is considered public and may be disclosed unless the school principal is notified in writing that the information is considered private:

- Name
- Date and Place of Birth
- Participation in Activities
- Height and Weight of Team Members
- Dates of Attendance
- Degree and Awards
- Most Recent Previous School

In compliance with state law, anyone who requests data must first meet with a school administrator to discuss the use of the information and will incur any costs associated with obtaining the information. A public notice outlining this policy will be distributed by each building principal. For additional information, please refer to School Board Policies 303 and 504 on the district website or in the school office.

### **REGISTRATION AND REQUIRED CLASSES**

In late winter, students register for the following year's classes. Students are urged to examine future plans as well as individual interests and abilities when they choose courses.

### **RENTAL OF MUSICAL INSTRUMENTS**

The Moorhead School Board authorizes a rental fee of \$75 per instrument each semester for each child playing a school owned instrument. Students are also expected to sign an agreement listing their obligations for the maintenance of the instrument or repair of any damage beyond what may be expected from normal use.

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

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

For additional information about rental and for the rental agreement, please refer to School Board Policy 831 and 831.1 on the school district website or in the school office.

### **REPORT CARDS**

Report cards will be distributed at the conclusion of each trimester. First and second trimester report cards are distributed to students. Third trimester report cards may be printed from PowerSchool or picked up in the office during the weeks following school dismissal. If a report card can not be picked up, please call the office to have the report card mailed out.

### **RESPONSE TO INTERVENTION TEAM (RtI)**

Horizon staff meet often as a support team/problem-solving team who respond to students when they are not succeeding academically or behaviorally. RtI involves ongoing evaluations of the degree that students (a) master academic material in response to effective instruction and (b) demonstrate appropriate, prosocial behavior in response

to effective classroom management. When students are not progressing or "responding," academically or behaviorally, to effective instructional conditions, RtI includes a functional assessment/problem-solving process to determine the reason(s) for the lack of success, and the implementation of strategic and intensive interventions to help those students progress and be successful.

### ***SCHEDULE CHANGES***

In general, students are not allowed to drop courses. Parents/guardians who are concerned about their child's schedule are invited to contact a principal or counselor to discuss their concerns.

### ***SCHOOL DISTRICT CRISIS MANAGEMENT POLICY***

Teachers and support staff have established, learned and practiced emergency procedures. In times of emergency, it is imperative that students fully cooperate with school and emergency staff.

For additional information, please refer to School Board Policy 710 on the district website or in the school office.

### ***SCHOOL DISTRICT INFORMATION NETWORK USE POLICY***

Each fall, students receive training on acceptable use of district technology. Students also receive information about Internet safety. Students who use technology inappropriately will lose the privilege of using district computers.

For further information, please refer to School District Policy 731 on the district website or in the school office.

### ***START (STUDENTS TALKING ABOUT REAL THINGS)***

Every student will begin the day with a twenty-minute START period. During this time, students will hear school announcements. Activities which promote study skills, citizenship, scholastic achievement, leadership, and awareness of current news events are planned for this time. In their school supplies, students should have a notebook reserved for START activities.

### ***STORM AND EMERGENCY SCHOOL CLOSURE***

Unless there are extreme weather conditions or emergency situations, schools in Moorhead will be in session as scheduled. When HMS or the district as a whole is closed or closing, announcements will be made over local radio and television stations. In this situation, parent(s)/guardian(s) may call for their children at school by coming to the office.

On the student registration form, parent(s)/guardian(s) of rural students are asked to submit the name of an urban Moorhead resident who will provide emergency housing for their child when rural buses are not running due to storm conditions.

For additional information, please refer to School Board Policy 711 on the district website or in the school office.

### ***STUDENT TRANSPORTATION SAFETY POLICY***

All students are taught bus rules and regulations regarding student conduct and school bus safety. The district's "Pupil Transportation Safety Policy" brochure is included in each student's back-to-school materials.

### ***SUMMER SCHOOL***

Students who are not making expected academic progress may be referred to HMS or the Red River Area Learning Center to make up coursework that they have failed during the regular school year or to improve academic skills.

### ***SAFETY AND SECURITY TECHNOLOGY***

Safety and security technology has been installed in public areas of the building and on the grounds. For additional information, please refer to School Board Policy 712 on the district website or in the school office.

### ***SUSPENSIONS***

#### ***IN-SCHOOL SUSPENSION (ISS)***

Students may be placed in in-school suspension for disciplinary reasons or for a cooling-off period. Students who are placed in ISS must report to the ISS room on time, have books and other study materials with them, and take direction from the ISS supervisor. Students will receive assignments and take tests in the ISS room. Should a student choose not to follow the rules or refuse to accept direction from the supervisor, the student will be removed from school. A student assistance team will review instances of recurrent in-school suspensions to determine causes of behavior that result in ISS assignments.

#### ***OUT-OF-SCHOOL SUSPENSION (OSS)***

Students will be placed in out-of-school suspension in compliance with the district discipline policy and this handbook. When students are assigned out-of-school suspension, they are not to be in HMS, on the HMS school grounds, or in the buildings or on the grounds of any other school in the district during the time of the suspension.

Students are expected to make up all coursework. Parents/guardians may request to pick up their child's assignments; twenty-four hours notice is needed to communicate the need and for teachers to compile homework assignments.



### **TARDIES**

Students who arrive at school after 7:45 a.m. must report to the office before proceeding to their class. If a parent(s)/guardian(s) has called to report an excused tardy (for illness, appointments, or emergencies) or comes into the office with the child to report such a reason, the student will be given a pass and will proceed to class. If the nature of the tardy is unexcused (for skipping, missing the bus, oversleeping, etc.), the student will be assigned one period of detention on the fourth such offense and on each subsequent offense. If a student reports to the office more than one period (including START as a period) late, and the absence is unexcused, two periods of detention for each period missed will be assigned.

### **TELEPHONE**

There are two free telephones for students to use. Students must dial "9" to access an outside line.

### **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. In order to locate misplaced books more easily, students should write their name, grade, and school on the book label. Students will be required to pay for lost or damaged school-owned textbooks.

### **THEFT**

Moorhead Area Public Schools do not have insurance for stolen items. Thefts can be kept to a minimum if students:

1. Keep their lockers locked.
2. Do not share lockers.
3. Do not share their locker combinations with others.
4. Do not bring items of significant value to school.
5. Immediately report any theft to the office.

To assist in the return of stolen property, students are asked to clearly and permanently label all clothing and other belongings with their first and last names. Anyone responsible for theft will be referred to the Moorhead police and will be subject to treatment as outlined in the district discipline policy.

### **TOBACCO-FREE ENVIRONMENT**

Smoking and the use of tobacco products shall be prohibited on all school district property, including district-owned and contracted vehicles.

Usage of any tobacco product by any person at any time while on district property shall be considered a violation of the Tobacco-Free Environment Policy. Possession by an elementary, middle or high school student of any type of tobacco product while on district property shall be

considered a violation of the tobacco-free environment policy. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off campus school district-sponsored events except for lighting tobacco by an adult as a part of a traditional Indian spiritual or cultural ceremony (Minnesota Statute 144.4165).

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or other person who is found to have violated this policy.

Signs will be placed at the entrance to each school district building stating that it is a tobacco-free environment.

The success of this tobacco-free environment policy will depend on the thoughtfulness, consideration and cooperation of students, staff and citizens. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Although any individual may report observed violations, school district employees shall be expected to report all observed violations in accordance with the procedures listed below.

The Moorhead Public Schools will be proactive in tobacco-free help programs. A list of several resources will be made available for the convenience and preference of the employee.

Student help programs will be provided for students as outlined in Moorhead School Board Policy 553 Crisis Intervention and Student Support.

Any violations of the tobacco-free environment policy by students shall be referred to the appropriate building administrator. Students who violate provisions of the policy shall be subject to the building student discipline procedures.

Notification will be provided indicating that Moorhead Area Public Schools are a tobacco-free environment. This policy shall appear in the student handbook. The school district will develop a method of discussing this policy with students and employees.

For further information, please refer to School Board Policy 573 on the district website or in the school office.

### **TRANSFERS**

Students who are leaving HMS to transfer to another school should obtain a form from the counseling office. All textbooks must be returned to teachers; teachers will sign off on the form with a check to indicate that books have

been returned and will also indicate the grade earned. The completed form must then be returned to the counseling office.

For additional information, please refer to School Board Policy 517 on the district website or in the school office.

### **TRUANCY**

HMS complies with Minnesota State Statute by reporting to Clay County officials any student who has been absent from school without an excuse for one or more periods on seven different days within a single school year.

For additional information, please refer to School Board Policy 515 on the district website or in the school office.

### **USE OF PESTICIDES**

Weeds will be sprayed the first two weeks of June and the last two weeks of August. Buildings will be checked on a quarterly basis by a licensed exterminator. We will monitor and control pests by the use of glue traps and mechanical devices. Should the use of a pesticide become apparent, we will notify those parent(s)/guardian(s) who request. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete the "Request for Pesticide Notification" form, which you can get in our school office, and return it to the principal's office.

The long-term health effects on children from the application of such pesticides or the class or chemicals to which they belong may not be fully understood.

### **VANDALISM**

The construction and maintenance of our school buildings and equipment are provided at great cost to taxpayers. Students who destroy or vandalize school property are required to pay for any loss or damage. If students willfully damage or destroy school property, the Moorhead police will be notified. If students should accidentally damage something, they should report it to their teacher or the office immediately.

### **VISITORS**

City ordinances and state statute require that all visitors display a visitor's permit. Parents/guardians are always welcome. However, because of teacher schedules, please call for an appointment if you wish to meet with a particular teacher.

Please note that during the school day, only the east and south doors will allow entrance to the building.

Students wishing to bring a guest to school must obtain approval from an administrator at least one day in advance of the visit; the visit is limited to no more than one-half day. Students in the Fargo, West Fargo, and DGF systems area are excluded from visiting. Visiting students must be in grades six through eight. Visiting students may not go on field trips. Visiting students will not be allowed during the last five days of the school year.

For additional information, please refer to School Board Policy 905 on the district website or in the school office.

Please observe the parking directions as indicated on the diagram you received during orientation sessions.

### **WEDNESDAY READING PERIOD**

Religious released time is observed Wednesday mornings from October through April. During that time, the Wednesday schedule extends START time by ten minutes.

### **WELLNESS POLICY**

The Moorhead Area Public Schools will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte (snack) lines, vending machines, fundraising events, concession stands, and student stores. School staff will not use food or beverage choices that do not meet nutritional standards as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education program or behavior intervention plan) and will not withhold food or beverages as punishment (see Administrative Procedure 536.1.) The Moorhead Area Public Schools encourages parent(s)/guardian(s) to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. Parents and guardians have a primary and active role in promoting and protecting their child's health and well-being. Parents/guardians are encouraged to participate with their children in physical activities beyond the school day.

## **SCHOOL ACTIVITIES**

### **PURPOSE OF THE ACTIVITIES PROGRAM**

The goals of HMS's activities program are to allow students to explore their interests and abilities, to improve their skills, and to learn the importance of teamwork and sportsmanship. In order to achieve these goals for students, the HMS staff is committed to providing a well-balanced activities program that is available to all students. It is our hope that students participate in as many activities as they have the interest, time, and energy to pursue. All students who participate in activities are reminded that to

participate, they must be making progress in their academic coursework. Another expectation for student participants is that their conduct be becoming to them and to Horizon Middle School. If a student's behavior is inappropriate, the student will be notified by a coach, by an advisor, or by the activities director that he/she is excluded from practice or competition for a specified period of time, for the season, or for the year.

Particular behaviors that could result in exclusion from activities include but are not limited to: theft, inappropriate language, unsportsmanlike conduct, insubordination (which means not accepting direction from school personnel such as coaches, hall supervisors, bus drivers, practicum students, etc.), misuse of equipment, reckless behavior, and/or not adhering to rules as presented by school personnel or in written communication.

### **INJURIES**

Students must report all injuries immediately to their coach/advisor. If the student receives medical attention, the student must provide the trainer with a physician's signed verification that the student is able to participate in athletics. The verification forms are available from the trainer or your physician. Students who do not provide such verification are not allowed to participate until the form is received.

### **INSURANCE**

The school does not assume liability for any injuries that occur while students are participating in activities. It is recommended that parent(s)/guardian(s) secure adequate coverage for their children. Each fall, the school distributes a flier for a private carrier that insures school children; participation is optional.

### **LIABILITY**

The school does not assume liability for any injuries that occur while students are participating in activities. In order to take part in any school activity, students and parent(s)/guardian(s) are required to sign acknowledgment of risk and/or eligibility statements. By signing these documents, parent(s)/guardian(s) and students assume liability for any injury, or even death, that may occur as a result of student participation in activities.

## **ATHLETIC ACTIVITIES**

Athletic activities at HMS are scheduled into four blocks. First block activities are football, girls' volleyball, cross country running, girls' swimming, and girls' diving. Second block activities are girls' basketball, boys' wrestling, boys' swimming, and boys' diving. Boys' basketball and

gymnastics occupy the third block. In the fourth block, golf, tennis, and track are offered.

### **INTRAMURAL ACTIVITIES**

Sixth grade intramural activities will be scheduled if student interest is demonstrated and if adult supervision can be secured.

### **IMPORTANT NOTICE!**

**All students participating in extracurricular athletics must have on record a physical examination performed by a licensed medical professional before a student can begin practice. Physical examinations need to be done every three years.**

All students are required to return a Horizon Middle School Eligibility Statement form, an Acknowledgment of Risk form, and a health history form. All forms must be in before a student is issued equipment and may participate. These forms must be signed by the student and his/her parent or guardian.

A \$65 activity fee is charged for each middle school activity listed as a Tier 1 activity, and a \$25 fee for Tier 2 activities. There is a \$150 maximum total student activity fee for each participant during a school year. Activity fees for families will be capped at \$750. Activity fees for families that qualify for free or reduced-price lunches will be capped at \$375. In case of financial difficulty, the parent(s)/guardian(s) should contact the activity director at 284-7331 to determine that the fee can be waived. Fees are not refunded after the third week. For some activities, students are asked to purchase their own uniforms. For more information regarding activity fees, please refer to School Board Policy 542.

HMS belongs to the FM Middle School League. Member schools are West Fargo Middle School, Carl Ben Eielson Middle School, Ben Franklin Middle School, Discovery Middle School, Sullivan Middle School, and Dilworth/Glyndon/Felton. Although most contests are held in the metro area, occasionally teams may be required to travel a greater distance. Most transportation to other schools or sites for practices is provided by the school.

Transportation to and from games is provided by our school district. Students are expected to ride player buses to and from contests. If a student's parent(s)/guardian(s) attend a contest and wish to take their child home, they must personally inform their child's coach. No notes are accepted. Players are allowed to ride home with their own parent(s)/guardian(s) only; coaches will not authorize students to ride home with friends or other relatives. For



additional information regarding transportation, please refer to School Board Policy 543.

The philosophy of HMS athletics emphasizes participation. All students who attend regularly and whose behavior is appropriate will play in athletic competitions. We do not, however, guarantee equal playing time to all individuals. At the beginning of each season, organizational meetings are held. All meetings are announced on the daily announcements.

Practices for fall sports begin before the start of school. With this exception, HMS teams do not compete in the summer or during any school vacations.

Basically, there are two practice sessions for indoor sports at the middle school: from 2:30 to 4 p.m. and from 4 to 5:30 p.m. Football and track practices begin right after school. The schedules for other outdoor sports will vary. Practices for some sports are scheduled at the Moorhead Sports Center, Moorhead High School, local parks, and local golf courses; these practices are scheduled when facilities are free and are announced at the beginning of each season.

No after school activities will occur on the last school day before vacations.

Games are normally held on weekday afternoons; there will be occasional evening, Saturday, and school day contests. At the beginning of the season, each participating student receives a game schedule along with coaches' names and phone numbers. If students are unable to attend practice or competition, they must validate the absence with their coach.

Students must advise their coaches of any illnesses or previous injuries that may impact participation.

Meritcare Health Systems provides a certified athletic trainer to our school. The trainer is usually available Monday through Friday from 2:15 p.m. until all home activities are concluded. The trainer assists with conditioning and manages emergencies. Students and parent(s)/guardian(s) are invited to consult with our trainer about conditioning, exercise, diet, and sports injuries.

When students must miss school because of participation, they must have work made up before they leave. Students must be in school for at least one-half day on the day of a practice or activity in order to participate. When activities are terminated due to poor weather, students are expected to be in attendance for the remainder of the school day.

All teams have coaches; coaches may be assisted by practicum students and other volunteers.

### **ATTENDANCE**

Students are expected to be in school on the day of a contest, play, concert or event as well as the following day. Violations may result in a forfeiture of practice on the succeeding day, loss of the right to appear in a public performance or meet and/or an unexcused absence.

### **ELIGIBILITY**

Eligibility for participation may be limited by academic standing, disciplinary matters, or enrollment status. If you have any questions about eligibility for participation in any aspect of the educational program contact the principal. For additional information regarding eligibility, please refer to School Board Policy 541.

### **BOYS' BASKETBALL – THIRD BLOCK**

There are four seventh and four eighth grade boys' basketball teams. Each team will practice as one unit. During competitions, however, each team is divided into two sub-teams. Based on readiness, cooperation, talent, and attendance, players are assigned to sub-teams by their coaches. On contest days, one sub-team will play the F-M League schedule; the other sub-team will play games with other Moorhead teams and/or other schools. All students will play in a League game at least once during the season. Movement between the sub-teams will be determined by coaches; consideration will be given to attendance, skill level, and improvement. Practices are held in the middle school gyms and may be before or after school. After the initial practice time, games are scheduled one or two times per week. It has been the custom to have a tournament at the high school near the end of the season. **Tier 1**

### **BOYS' SWIMMING AND DIVING – SECOND BLOCK**

HMS students practice and compete with high school athletes. Practices are at the high school pool daily from 3:30 p.m. to 5:30 p.m. Competition suits are provided. Swimming and diving will begin in late November. **High School Fee \$150**

### **CROSS COUNTRY RUNNING – FIRST BLOCK**

There is one HMS cross country team. Practices are held after school and last approximately one hour. Middle school students run 1.6 miles in meets, which are held throughout the season. Uniforms are provided by the school. **Tier 1**

### **FOOTBALL – FIRST BLOCK**

There are two seventh and two eighth grade football teams. Practices are held daily at the middle school field. All teams practice for approximately one and one half hours.

After the initial practice period, games are held once a week. If students do not receive adequate game time during F-M League contests, coaches may schedule inter-squad or intra-squad games in lieu of practices.

Students purchase their own jerseys at approximately \$18. Students are placed on either a gray or black team in their seventh grade year; they will remain on that team in eighth grade, so that they may use the same jersey. If a student has an older sibling or friend who already has a jersey, and the student wishes to use that uniform as well, the student should let a coach know, so the student can be placed on the matching team. Protective and safety equipment and game pants are school issue; students will be charged only if they have damaged equipment beyond usual wear and tear. Students must purchase and wear mouth guards.

#### **Tier 1**

#### ***GIRLS' BASKETBALL – SECOND BLOCK***

There are three seventh and three eighth grade girls' basketball teams. Each team will practice as one unit. During competitions, however, each team is divided into two sub-teams. Based on readiness, cooperation, talent, and attendance, players are assigned to sub-teams by their coaches. On contest days, one sub-team will play the F-M League schedule; the other sub-team will play games with other Moorhead teams and/or other schools. All students will play in a League game at least once during the season. Movement between the sub-teams will be determined by coaches. Games are scheduled once or twice per week.

#### **Tier 1**

#### ***GIRLS' SWIMMING AND DIVING – FIRST BLOCK***

HMS students practice and compete with high school athletes. Practices are at the high school pool daily from 3:30 p.m. to 5:30 p.m. **High School Fee \$150**

#### ***GOLF – FOURTH BLOCK***

Boys' and girls' golf competitors practice together but compete separately. Indoor practices may be held at the Moorhead Sports Center before or after school, and outdoor practices are after school at local golf courses. Transportation is provided to and from the middle school for both practices and meets. Students must have their own set of golf clubs to participate. No uniforms are required. Golf meets are held during the school day. Most meets are held in town; competitions in places such as Detroit Lakes are scheduled also. Meets are scheduled according to weather conditions. **Tier 1**

#### ***GYMNASTICS – THIRD BLOCK***

HMS students practice and compete with high school athletes. **High School Fee \$150**

#### ***HIGH SCHOOL TEAMS***

Occasionally, middle school students may, because of interest or ability, be invited to participate on high school athletic teams. The petitioning procedure in such cases is that the high school coach write a letter and confer with the high school activities director. If both are in agreement that high school competition is in the best interest of the student, the high school activities director then approaches the HMS activities director and principal. If everyone is still in agreement that the move would be a positive one, the coach will approach the student's parent(s)/guardian(s). If the parent(s)/guardian(s) confirms the school's decision, the student is then approached with the matter. The letter or petition is signed; then the HMS student becomes a member of the high school team. Students and/or parent(s)/guardian(s) may express an interest in the process to a coach. For information about lettering, please refer to School Board Policy 545.

#### ***TENNIS – FOURTH BLOCK***

Girls' tennis and boys' tennis are offered to seventh and eighth graders. Indoor practices may occur at HMS before and after school. Outdoor practices are held at MSUM, Concordia College and Moorhead High School after school and evenings. Transportation to and from the parks is provided; students and their parent(s)/guardian(s) are responsible for transportation for practices at the senior high. Students provide their rackets; the school supplies tennis balls. No uniforms are required. **Tier 1**

Girls' tennis participants are divided into beginning and intermediate groups. Each group is likely to be a mixed group, containing both seventh and eighth graders. Students practice through the season for tournaments, which are held in the parks during a school day in May. Ribbons are awarded to tournament winners. **Tier 1**

#### ***TRACK AND FIELD – FOURTH BLOCK***

Girls' and boys' track and field practices and meets are held on the same days and times. Practices are held on the HMS track, weather permitting. Indoor practices may be called before and after school in the middle school gym. During competitions, athletes will compete against others of the same grade and gender.

After an initial practice period, an indoor evening meet is held at the Bison Sports Arena on the NDSU campus. Outdoor meets are held after school, with the exception of an all-city, all-day meet at NDSU that concludes the season. Ribbons are awarded to event winners of the all-city outdoor meet. **Tier 1**

### ***VOLLEYBALL – FIRST BLOCK***

Practices are held at HMS after school. After the initial practice period, games are scheduled once or twice a week.

There are actually two teams within each volleyball team. Participants are ability-grouped; attendance and progress may cause students to move from one team to the other.

**Tier 1**

### ***WEIGHT ROOM***

Our weight room is open during first and fourth blocks on Mondays and Thursdays from 2:30 to 4 p.m. During second and third blocks, the weight room is open Monday through Thursday from 2:30 to 4 p.m. A weight room supervisor is on duty to assist with safety concerns and individual programs. The weight room at the high school is also available for middle school students to use. In general, weekdays from 3:30 to 5 p.m. are scheduled for student use. **No Fee**

### ***WRESTLING – SECOND BLOCK***

HMS has one wrestling team, which is composed of seventh and eighth graders. Wrestling practices are held HMS. After the practice period, meets are scheduled. Wrestling uniforms are provided by the school. Students must purchase and wear mouth guards. **Tier 1**

## ***ACADEMIC AND OTHER ACTIVITIES***

### ***DESTINATION IMAGINATION***

Destination ImagiNation is a program that promotes problem solving, creativity and teamwork. Teams of five to seven students solve two types of Challenges within the program year. The Central Team Challenge involves structural, technical or theatrical oriented skills and takes several months to solve. Instant Challenges stimulate the team's ability to think quickly and creatively with only minutes to prepare solutions. All Moorhead teams compete at the regional competition at Horizon. The top team in each problem, at each level, advances to the state competition in Minneapolis in April. State winners compete at the Global Finals in May. There is no charge to participate, but each team requires an adult team manager. **Tier 2**

### ***GEOGRAPHY BEE***

The National Geographic Society's National Geography Bee is held each year beginning in December and involves over 5 million students nationwide. The bee consists of three levels of competition: school, state, and national. All students at HMS compete in the preliminary round which is conducted in all social studies classes. From this competition, a school champion is determined. The school

level winner then must complete a written examination to qualify for the state competition with only the top 100 scorers moving on to the bee in St. Paul. The winner of the state competition advances to the national competition, which is held at the headquarters of the National Geographic Society in Washington, D.C. The winner there receives a \$25,000 scholarship. There is no charge to participate. **No Fee**

### ***HONOR CHOIR***

A selected group of students will be invited to become Honors Choir members; singing and dancing skills are the primary determiners for selection. The group will practice before and/or after school and will perform at school and community events. Students may be asked to provide concert attire. **Tier 2**

### ***HONOR BAND***

Honor Band is open to all band students at the middle school. Auditions are held in the fall and rehearsals take place after school in the band room. See Mrs. Pesola for more information. **Tier 2**

### ***JAZZ BAND***

Jazz Band is open to students in seventh and eighth grade. Auditions are held in the fall and rehearsals take place after school. **Tier 2**

### ***SCHOOL NEWSPAPER***

Students plan, write, edit, lay out, print, and fold our school newspaper. The newspaper is produced periodically throughout the school year. **No Fee**

### ***KNOWLEDGE BOWL***

The Knowledge Bowl Team practices twice a week after school and participates in three regional meets each fall. During the meets, teams of students compete in both written and oral rounds by answering questions related to all areas of learning. Questions test students' recall, problem solving, and critical thinking skills. The middle school Knowledge Bowl season ends after Thanksgiving. **Tier 2**

### ***KNOWLEDGE MASTER***

There are two Knowledge Master Open competitions each year, one in December and one in April. Each competition consists of 200 challenging questions that require higher-level thinking skills and cover 14 curriculum areas. The contests run on school computers to allow all schools the opportunity to compete in a large academic event without the expense of traveling to a central site. Scores are based on a combination of speed and accuracy. The HMS Team competes with more than 900 teams nationwide in this competition. **No Fee**



### **LINKING UP**

Linking Up is a mentorship program that is sponsored jointly by Concordia College, Metro Youth Partnership, and Horizon Middle School. Students are matched with mentors; once per week through most of the school year, mentors and students engage in activities here at school and in the community. Students are referred to the program through the counseling office. **No Fee**

### **MATHCOUNTS**

Mathcounts is a national competition sponsored by the Society of Engineers. Math teachers receive a sample problem kit, which is used in algebra and pre-algebra classes. After these "warm-ups," students are tested. These test scores, plus grades, are used to choose the top four students plus two alternates; these students are named to the Mathcounts team. This team moves on to chapter competition at Minnesota State University Moorhead. The top two chapter teams compete at state level, and the four individuals who earn top scores there move on to national competition. National winners receive scholarships. **Tier 2**

### **PLAY**

Each winter, the middle school, with support from community education, produces a play or review. All students are invited to try out for the production, and volunteers are needed to assist with props, makeup, programs, and other tasks. Most practices are held here at HMS; the play will be presented at the high school, and several practices near the production date will also be held at Moorhead High. **Tier 2**

### **SCIENCE OLYMPIAD**

HMS students who enjoy science have the opportunity to join the Science Olympiad Team. The team meets after school two or three times each week to work on the fifteen activities that have been chosen for the year. These activities may include building a car, plane or bridge, identifying fossils, performing experiments, or developing competencies in other areas. The team competes in the Regional Tournament at MSUM in February and the State Tournament at the University of St. Thomas in St. Paul in March. The top Minnesota team advances to the national competition. **Tier 2**

### **SPELLING BEE**

In January, all HMS English students take a spelling test. The top twenty sixth, seventh, and eighth grade spellers then compete in a spelling bee at HMS. The top six spellers from each grade advance to district competition. The top three spellers at the district level then participate in the regional competition; winners there advance to state and national contests. HMS students have competed at the state level. **No Fee**

### **STUDENT COUNCIL**

Each fall, sixth, seventh, and eighth grade students are selected as Student Council representatives. Student Council members meet throughout the school year; they are involved in decisions that impact students here at HMS and also are active in fundraising to benefit the school and the community. In the past, Student Council has conducted daffodil sales to benefit the Cancer Society, organized a dance and donated its proceeds to the F-M Food Pantry, and purchased weight room equipment for our building. **No Fee**

### **TRI-COLLEGE MATH**

The Tri-College Math contest is held each year on a rotating basis at NDSU, MSUM, and Concordia. Each school may enter four teams. A team consists of eight members, not more than four of whom are in the ninth grade and at least one of whom is in the seventh grade. Students are chosen by teachers based on classroom achievement, Mathcounts testing, and the student's previous Tri-College Math Contest scores. Team members participate in the individual and in the team competitions. **No Fee**

### **PUBLIC NOTICE**

Independent School District No. 152 gives notice to parent(s)/guardian(s) of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents/guardians and eligible students are hereby informed that they have the following rights:
  - a. That the parent(s)/guardian(s) or eligible student has a right to inspect and review the student's educational records. A parent(s)/guardian(s) or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent(s)/guardian(s) or eligible student will be notified of the time and place where the records may be inspected.
  - b. That the parent(s)/guardian(s) or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent(s)/guardian(s) or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. Such a request must be in writing; shall identify the item the parent(s)/guardian(s) or eligible student believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student; shall state the reason for this belief; and shall specify the correction the parent(s)/guardian(s) or eligible student wishes the school district to make. The request shall be signed and dated by the parent(s)/guardian(s) or eligible student. If the school district decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the school district will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
  - c. That the parent(s)/guardian(s) or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent. One exception which permits disclosure without consent is disclosure to school

officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility, and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare.

- d. That the parent(s)/guardian(s) or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. 1232g, and the rules promulgated thereunder. Said complaint should be directed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, DC 20202-4605

- e. That the parent(s)/guardian(s) or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of student records.
  - f. That copies of the school district's policy regarding the protection and privacy of school records are located in the Superintendent's Office.
2. Independent School District No. 152 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
    - a. It classifies records as public, private or confidential.
    - b. It establishes procedures and regulations to permit parent(s)/guardian(s) or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
    - c. It establishes procedures and regulations to allow parent(s)/guardian(s) or students to request the amendment of student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
    - d. It establishes procedures and regulations for access to and disclosure of education records.
    - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written

consent of the parent(s)/guardian(s) or student when required prior to disclosure.

3. Copies of the school board policy and accompanying procedures and regulations are available to parent(s)/guardian(s) and students upon request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. 152 gives notice to parent(s)/guardian(s) of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information." "Directory information" includes the following information relating to a student: the student's name; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.
  - a. The information listed above shall be public information which the school district may disclose from the education records of the student.
  - b. Should the parent(s)/guardian(s) of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's/guardian's or eligible student's prior written consent except to school officials as provided under federal law.
  - c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent(s)/guardian(s) or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:

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

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA  
DATED: AUGUST 2000

## Year at a Glance

### August 2009

- 17 — Season begins for Girls' Swimming and Diving, (MHS)
- 19-20 — Registration for students new to the district, 7 a.m. - 2 p.m., Counseling Office
- 24 — Season begins for Cross Country, Football, and Volleyball
- 25-26 — Grades 6,7,& 8: Stop in between 7 a.m. - 3 p.m. Pick up schedules and other back to school materials. Have photo taken.

### September 2009

- 1 — Back To School Night (House meetings are in the gyms.)
- Grade 6\*
- House meeting 4:00-4:30 p.m.
- Classroom visitation 4:30-5:00 p.m.
- Principals present to grades 6 and 7, 5-5:30 p.m.
- Grade 7\*

- Principals present to grades 6 and 7, 5-5:30 p.m.
- House meeting 5:30-6:00 p.m.
- Classroom visitation 6:00-6:30 p.m.
- Grade 8\*
- Principals present to grade 8, 6:30-7 p.m.
- House meeting 7:00-7:30 p.m.
- Classroom visitation 7:30-8:00 p.m.
- 10 — PTAC meeting, 7 p.m., Media Center
- 17 — Orchestra Registration for Grade 5, 6-8 p.m., Horizon Cafetorium
- 18 — Orchestra in Homecoming Parade

### October 2009

- 1 — PTAC meeting, 7 p.m., Media Center
- 5 — All City Band Concert,
- 7 p.m., MHS gym

- 12 — Grade 7 & 8 Orchestra at MSUM Festival
- Conferences, 5:30-8:30 p.m.
- 13 — Conferences, 8:11 a.m.
- 12:4 p.m.
- 5:30-8:30 p.m.
- 14-16 — No School —
- 19-20 — Vision and hearing screening
- 22 — Grade 5 & 6 Orchestra Concert at NDSU,
- 7:30 p.m.
- 26 — Season begins for Girls' Basketball
- 27 — Grade 7 and 8 Orchestra Concert at Horizon,
- 7:30 p.m.

#### November 2009

- 2 — Season begins for Wrestling
- 2-3 — Vision and hearing rescreening
- 5 — PTAC meeting, 7 p.m., Media Center
- 16 — Season begins for Gymnastics (MHS)
- 24 — Grade 7 Band Concert, 6:30 p.m., cafeteria
- Grade 8 Band Concert,
- 8 p.m., cafeteria
- 30 — Season begins for Boys' Swimming and Diving (MHS)

#### December 2009

- 2 — End of 1st Trimester
- 3 — PTAC meeting, 7 p.m., Media Center
- 8 — Grade 6 Choir Concert at Horizon, 7:30 p.m.
- 10 — Grade 7 Choir Concert, 6:30 p.m., cafeteria
- Grade 8 Choir Concert,
- 8 p.m., cafeteria
- 21 — Grade 6 Orchestra at Nursing Home, 4 p.m.
- Grade 7 & 8 Orchestra Concert, 7:30 p.m., cafeteria

#### January 2010

- 5 — Season begins for Boys' Basketball
- 7 — PTAC meeting, 7 p.m., Media Center
- 26 — Grade 6 Band Concert, 7:30 p.m., cafeteria

#### February 2010

- 1,2, — Registration at Moorhead
- or 4 — High for 8th graders,
- 6 p.m., New Commons
- 3,4,5 — Grade 7 Courage Retreat
- 4 — PTAC meeting, 7 p.m., Media Center
- 8 — Grade 8 Band, Choir, and Orchestra "Valentine's Concert", 7:30 p.m., cafeteria

- 23 — Grade 7 Band Concert,
- 7:30 p.m., cafeteria
- 25-27 — Horizon Play 7:00 p.m.
- 28 — Horizon Play 2:00 p.m.

#### March 2010

- 4 — PTAC meeting, 7 p.m., Media Center
- Grade 6 Choir Concert,
- 7:30 p.m., cafeteria
- 5 — End of 2nd Trimester
- 11 — Grade 5 & 7 Orchestra Concert at MHS, 6:30 p.m.
- Grade 6 & 8 Orchestra Concert at MHS, 8 p.m.
- 15 — Season begins for Track and Field, Boy's Tennis, Girls' Tennis, Boys' Golf, and Girls' Golf
- Conferences, 5:30-8:30 p.m.
- 16 — Conferences, 5:30-8:30 p.m.
- 17 — Conferences, 8:11 a.m.
- 12:4 p.m.

#### April 2010

- 1 — PTAC meeting, 7 p.m., Media Center
- 6 — Grade 5 Band Rally & Instrument Selection Night 5-9 p.m.

#### May 2010

- 4 — Grade 6 Choir Concert, 7:30 p.m., cafeteria
- 6 — PTAC meeting, 7 p.m., Media Center
- Grade 7 Choir Concert, 6:30 p.m., cafeteria
- Grade 8 Choir Concert,
- 8 p.m., cafeteria
- 17 — All City Orchestra Concert, MHS Gym, 7:30 p.m.
- 20 — Grade 6 Band Concert, 6:30 p.m. Grade 7 Band,
- 8 p.m., cafeteria
- 24 — Grade 8 Band, 7:30 p.m., cafeteria

#### June 2010

- 1 — Grade 6, 7, & 8 Orchestra Concert at MHS, 7:30 p.m.

#### Possible Snow Make-Up Days

—— June 7, 8, 9, 10, 11

This calendar includes one built-in make-up day. If this day is unused, the end date of the school year will be adjusted.

## Year at a Glance

#### August 2010

- 16 — Season begins for Girls' Swimming and Diving, (MHS)
- 19 — Registration for students new to the district, 7 a.m.-2 p.m., Counseling Office
- 23 — Season begins for Cross Country, Football, and Volleyball
- 24-25 — Grades 6, 7 & 8: Stop in between 7 a.m.-3 p.m. Pick up schedules and other back-to-school materials. Have photo taken.
- 31 — Back-To-School Night (House meetings are in the gyms.)
- Grade 6 •
- House meeting 4-4:30 p.m.
- Classroom visitation 4:30-5 p.m.
- Principals present to grades 6 and 7, 5-5:30 p.m.
- Grade 7 •
- Principals present to grades 6 and 7, 5-5:30 p.m.

- House meeting 5:30-6 p.m.
- Classroom visitation 6-6:30 p.m.
- Grade 8 •
- Principals present to grade 8, 6:30-7 p.m.
- House meeting 7-7:30 p.m.
- Classroom visitation 7:30-8 p.m.

#### September 2010

- 7 — PTAC meeting, 6:30 p.m., Media Center
- 16 — Orchestra Registration for Grade 5, 6-8 p.m., Horizon Cafetorium

#### October 2010

- 5 — PTAC meeting, 6:30 p.m., Media Center



- 8 Orchestra in Homecoming Parade
- 14 Conferences, 5-8:30 p.m.
- 15 Vision and hearing screening
- 18 Vision and hearing screening
- 18 Conferences, 5-8:30 p.m.
- 20 Conferences, 8-11:30 a.m., 12:30-4 p.m.
- 25 Season begins for Girls' Basketball
- 26 Grade 5 & 6 Orchestra Concert, 7:30 p.m.
- 28 Grade 7 and 8 Orchestra Concert at Horizon, 7:30 p.m.
- 28-29 Vision and hearing rescreening

#### **November 2010**

- 1 PTAC meeting, 6:30 p.m., Media Center
- 4 Season begins for Wrestling
- 15 Season begins for Gymnastics (MHS)
- 16 Grade 7 Band Concert, 6:30 p.m., cafetorium
- Grade 8 Band Concert, 8 p.m., cafetorium
- 29 Season begins for Boys' Swimming and Diving (MHS)
- 30 Grade 6 Choir Concert at Horizon, 6:30 p.m.
- Grade 7 Choir Concert, 8:00 p.m., cafetorium

#### **December 2010**

- 2 Grade 8 Choir Concert, 7:30 p.m., cafetorium
- 3 End of 1st Trimester
- 7 PTAC meeting, 6:30 p.m., Media Center
- 9 Grade 6 Band Concert, 6:30 p.m., cafetorium
- 20 Grade 6 Orchestra at Nursing Home, 4 p.m.
- Grade 7 & 8 Orchestra Concert, 7:15 p.m., cafetorium

#### **January 2011**

- 4 Season begins for Boys' Basketball
- PTAC meeting, 6:30 p.m., Media Center
- 31 Registration at Moorhead High
- for 8th graders, 6 p.m., New Commons

#### **February 2011**

- 1 PTAC meeting, 6:30 p.m., Media Center
- 1, 3 Registration at Moorhead High
- for 8th graders, 6 p.m., New Commons
- 9-11 Grade 7 Courage Retreat
- 15 Grade 8 Band, Choir, and Orchestra Valentine's Concert,
- 7:30 p.m., cafetorium
- 24 Grade 6 Choir Concert, 6:30 p.m., cafetorium
- Grade 7 Choir Concert, 8 p.m., cafetorium

#### **March 2011**

- 1 PTAC meeting, 6:30 p.m., Media Center
- 3-5 Horizon Play, 7 p.m. MHS
- 6 Horizon Play, 2 p.m. MHS
- 7 Grade 6 Band Concert, 6:30 p.m., cafetorium
- Grade 7 Band Concert, 8 p.m., cafetorium
- 8 End of 2nd Trimester
- 10 Grade 5, 6 & 7 Orchestra Concert at MHS, 6:30 p.m.
- Grade 6 & 8 Orchestra Concert at MHS, 8 p.m.
- 14 Conferences, 5-8:30 p.m.
- 15 Conferences, 5-8:30 p.m.
- 16 Conferences, 8-11:30 a.m.
- 22 Season begins for Track and Field, Boy's Tennis, Girls' Tennis, Boys' Golf, and Girls' Golf
- 29 Grade 5 Band Instrument Fitting & Selection Night,
- 5-9 p.m.

#### **April 2011**

- 5 PTAC meeting, 6:30 p.m., Media Center
- 11 All City Band Concert, 7:30 p.m., MHS Gym
- 12, 14 Minnesota Comprehensive Assessments
- 19 Grade 5 Band Instrument Display Night, 7-9 p.m.

#### **May 2011**

- 3 PTAC meeting, 6:30 p.m., Media Center
- 10 Grade 6 Band Concert, 6:30 p.m.
- 10 Grade 7 Band Concert, 8 p.m., cafetorium
- 12 Grade 8 Band Concert, 7:30 p.m., cafetorium
- 16 All City Orchestra Concert, MHS Gym, 7:30 p.m.
- 17 Grade 6 Choir Concert, 6:30 p.m., cafetorium
- 17 Grade 7 Choir Concert, 8:00 p.m., cafetorium
- 19 Grade 8 Choir Concert, 7:30 p.m., cafetorium
- 31 Grade 6, 7 & 8 Orchestra Concert at MHS, 7 p.m.

#### **June 2011**

- 2 Last day of school

#### **Possible Emergency Make-Up Days**

June 3, 6, 7, 8, 9, 10

*This calendar includes one built-in make-up day. If this day is unused, the end date of the school year will be adjusted.*

S-MG-BOS  
19 Aug 2010

**INDEPENDENT SCHOOL DISTRICT #152**  
School Board Special Meeting  
Board Room 224 - Probstfield Center for Education  
2410 14th Street South  
Moorhead, Minnesota

August 19, 2010  
6:00 p.m.

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

**ATTENDANCE:**

Karin Dulski _____	Mike Siggerud _____
Lisa Erickson _____	Kristine Thompson _____
Cindy Fagerlie _____	Bill Tomhave _____
Sonia Mayo Hohnadel _____	Dr. Lynne A. Kovash _____

**AGENDA**

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Lynne A. Kovash, Superintendent
- C. Approval of Meeting Agenda

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

- D. Matters Presented by Citizens/Other Communications (Non-Agenda Items)  
(Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.)

2. **APPROVAL OF RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION:** Kovash

Pages 4-7

**SCHOOL BOARD AGENDA - August 19, 2010**  
**PAGE 2**

Suggested Resolution: Move to approve the Resolution Relating to the Election of School Board Members and Calling the School District General Election.

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

3. **APPROVAL OF RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY**: Kovash  
Pages 8-10

Suggested Resolution: Move to approve the Resolution Calling Special Election to Fill School Board Vacancy.

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

4. **ADJOURNMENT**

## SCHOOL BOARD AGENDA - August 19, 2010

PAGE 3

### CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
School Board	August 23	7 pm	PCE
New Teacher Luncheon	August 30	11:30 am	PCE
All Staff Breakfast and Assembly	September 1	8 am	MHS
Labor Day (No School)	September 6		
K-12 Classes Begin	September 7		



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.11.019R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: August 10, 2010

SUBJECT: Election Resolution

Attached please find the Resolution relating to the Election of School Board Members and Calling the School District General Election. Please note an updated attachment will be distributed at the August 19 Special School Board meeting.

Suggested Resolution: Move to approve the Resolution relating to the Election of School Board Members and Calling the School District General Election.

LAK:mde  
Attachment

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

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

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 2nd day of November, 2010.

3. Pursuant to Minnesota Statutes, Section 205A.11, precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

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

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.



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

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

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.


#### GENERAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD AREA PUBLIC SCHOOLS

NOVEMBER 2, 2010

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#### INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s), like this: 

---

SCHOOL BOARD MEMBER  
VOTE FOR UP TO THREE

---

 CANDIDATE U

☐ CANDIDATE V  
☐ CANDIDATE W  
☐ CANDIDATE X  
☐ \_\_\_\_\_  
Write-in, if any  
☐ \_\_\_\_\_  
Write-in, if any  
☐ \_\_\_\_\_  
Write-in, if any

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Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

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

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.11.020R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: August 10, 2010

SUBJECT: Election Resolution

Attached please find the Resolution Calling Special Election to Fill School Board Vacancy. Please note an updated attachment will be distributed at the August 19 Special School Board meeting.

Suggested Resolution: Move to approve the Resolution Calling Special Election to Fill School Board Vacancy.

LAK:mde  
Attachment

## RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2013; and

WHEREAS, the vacancy has occurred before the first day to file affidavits of candidacy for the next school district general election and more than two years remain in the unexpired term;

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

1. The clerk shall accept affidavits of candidacy for this office during the same filing period as applicable to the school district general election.
2. It is necessary to hold a special election to elect an individual to fill the vacancy in the term of School Board Member expiring the first Monday in January, 2013.
3. The special election shall be held in conjunction with the November 2, 2010 school district general election and the polling places, precincts served, hours of voting, and election judges shall be the same as at the general election.
4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall include the date of said election and the office to be voted on at said special election. The clerk may combine this notice with the notice of the general election.

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

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

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

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

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

The notices to be posted and published may be combined with the Notice of General Election.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the general election ballot under the separate heading "SPECIAL ELECTION FOR SCHOOL BOARD MEMBER TO FILL VACANCY IN TERM EXPIRING JANUARY 7, 2013.


6. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.

7. The ballot shall be in substantially the following form:

SPECIAL ELECTION  
FOR SCHOOL BOARD MEMBER TO FILL VACANCY  
IN TERM EXPIRING JANUARY 7, 2013

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INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s), like this: 

---

VOTE FOR ONE

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☐ CANDIDATE A

☐ CANDIDATE B

☐ \_\_\_\_\_  
Write-in, if any

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S-M-A-BOS  
23 Aug 2010

**INDEPENDENT SCHOOL DISTRICT #152**  
School Board Meeting  
Board Room 224 - Probstfield Center for Education  
2410 14th Street South  
Moorhead, Minnesota

August 23, 2010

7:00 p.m.

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

**ATTENDANCE:**

Karin Dulski _____	Mike Siggerud _____
Lisa Erickson _____	Kristine Thompson _____
Cindy Fagerlie _____	Bill Tomhave _____
Sonia Mayo Hohnadel _____	Dr. Lynne A. Kovash _____

**AGENDA**

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Lynne A. Kovash, Superintendent
- C. Approval of Meeting Agenda

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

- D. "We Are Proud"

**We Are Proud** of the Moorhead High School boys golf team for placing fourth in the 2010 state golf tournament. Team members are Logan Arnold, Bryant Buckellew, Logan Ness, Micah Megorden, Tyler Rustad and Ben Welle. Head coach is Eric Tollefson and the assistant coach is Kay Peterson.

- E. Matters Presented by Citizens/Other Communications (Non-Agenda Items)  
(Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the



## SCHOOL BOARD AGENDA - August 23, 2010

### PAGE 2

sign-up form, which outlines the public input process, and submit it to the School Board secretary.)

#### 2. **CONSENT AGENDA**

All items on the Consent Agenda are considered to be routine, and have been made available to the School 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 School 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, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

- A. SUPERINTENDENT MATTERS - Kovash
- B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak
- C. HUMAN RESOURCES MATTERS - Hiedeman
  - (1) Approval of Change in Contracts - Page 5
  - (2) Approval of Resignations - Page 6
  - (3) Approval of Early Retirement - Page 7
  - (4) Approval of New Employees - Page 8
- D. LEARNER SUPPORT SERVICES MATTERS - Skarvold

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

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

- 3. **KINDER PLUS (K+) PROGRAM UPDATE:** Kovash  
Page 9
- 4. **ACT TEST RESULTS:** Kovash  
Pages 10-12
- 5. **ADEQUATE YEARLY PROGRESS (AYP) AND MINNESOTA COMPREHENSIVE ASSESSMENTS (MCA-ID) REPORTS:** Kovash  
Pages 13-14
- 6. **APPROVAL OF POLICY:** Kovash  
Pages 15-18

**SCHOOL BOARD AGENDA - August 23, 2010**

**PAGE 3**

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

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

7. **COMMITTEE REPORTS**

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

9. **ADJOURNMENT**

**SCHOOL BOARD AGENDA - August 23, 2010****PAGE 4****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
New Teacher Luncheon	August 30	11:30 am	PCE
All Staff Breakfast and Assembly	September 1	8 am	MHS
Joint Powers Committee	September 2	7 am	PCE
Labor Day (No School)	September 6		
K-12 Classes Begin	September 7		
Horizon PTAC	September 7	6:30 pm	Media Center
Indian Educ Parent Com	September 8	5 pm	PCE
Instr and Curr Advisory Com	September 9	7 am	PCE
Early Childhood Adv Com	September 9	6:30 pm	PCE
Asp PTAC	September 13	6:30 pm	Media Center
MHS PTAC	September 13	7 pm	Conf Rm
School Board	September 13	7 pm	PCE
Hopkins PTAC	September 14	6:30 pm	Media Center
Reinertsen PTAC	September 14	6:30 pm	Media Center
Community Ed Adv Council	September 14	7 pm	PCE
Interagency Early Interv Com	September 15	12 pm	FSC
Horizon Community Listening Session	September 16	7 pm	Media Center
MHS Community Listening Session	September 20	7 pm	Media Center
Hopkins Community Listening Session	September 21	7 pm	Media Center
Safe & Healthy Learners Com	September 21	3 pm	PCE
Title 1 District Parent Adv Com	September 21	5:30 pm	PCE
Reinertsen Community Listening Session	September 23	7 pm	Media Center
School Board	September 27	7 pm	PCE
Technology Committee	September 28	3:45 pm	PCE
PCE Community Listening Session	September 28	7 pm	PCE
Asp Community Listening Session	September 30	7 pm	Media Center



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.11.015

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ann Hiedeman, Director of Human Resources  
DATE: August 18, 2010  
SUBJECT: Change in Contract

The administration requests approval of Change in Contract for the following people:

Lisa Schmidt	Paraprofessional, 1.00 FTE, High School, to Paraprofessional, 1.00 FTE, Robert Asp Elementary, effective August 31, 2010. (Replaces Penny Gunderson)
Tammy Keenan	Paraprofessional, 1.00 FTE, High School to Paraprofessional, 1.00 FTE, Robert Asp Elementary, effective August 31, 2010. (Replaces Penny Yackley)
Susan Murphy	Paraprofessional, .5 FTE, Horizon Middle School to Paraprofessional, 1.00 FTE Horizon Middle School. (Replaces .5 of Char Parker)
Jeff McMaines	Delivery Custodian, District Wide A13 (9) \$15.62 per hour to Lead Custodian, High School B32 (3) \$18.48 per hour, effective August 24, 2010. (Replaces Craig Hanson)

**SUGGESTED RESOLUTION:** Move to approve the Change in Contract for Lisa Schmidt, Tammy Keenan, Susan Murphy and Jeff McMaines as presented.

AH/smw



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.11.016

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ann Hiedeman, Director of Human Resources  
DATE: August 18, 2010  
SUBJECT: Resignations

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

Lisa Kasson-Bauer	Early Riser Family Advocate, S. G. Reinertsen Elementary, effective August 3, 2010.
RaeAnn Kaczmariski	Paraprofessional, S. G. Reinertsen Elementary, effective August 5, 2010.
Brent Butenhoff	Night Custodian, High School, effective August 27, 2010.
Bobbie Slaughter	Lunchroom Supervisor/School Patrol, S. G. Reinertsen Elementary, effective August 11, 2010.
MariBeth Plankers	Speech/Language Pathologist, High School, effective August 2, 2010.
Marilyn Knutson	Night Custodian, Robert Asp Elementary, effective August 27, 2010.
Renee Holm-Betz	Food and Nutrition Server, S. G. Reinertsen Elementary, effective August 18, 2010.

**SUGGESTED RESOLUTION:** Move to approve the resignation of Lisa Kasson-Bauer, RaeAnn Kaczmariski, Brent Butenhoff, Bobbie Slaughter, MariBeth Plankers, Marilyn Knutson and Renee Holm-Betz as presented.

AH/smw



Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.11.018

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Ann Hiedeman, Director of Human Resources  
DATE: August 18, 2010  
SUBJECT: Early Retirement

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

Mary Bonemeyer                      Food Service Director, Probstfield Center for Education, effective  
August 18, 2010.

**SUGGESTED RESOLUTION:** Move to approve the Early Retirement of Mary Bonemeyer as presented.

AH/smw





Department of Human Resources  
**Moorhead Area Public Schools**

Memo HR.11.017

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Ann Hiedeman, Director of Human Resources *ah*

DATE: August 18, 2010

SUBJECT: New Employees

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

Daniel Dooher	Language Arts Teacher, Horizon Middle School, BA (0) \$31,823.00, 1.00 FTE, effective August 31, 2010. (Replaces Justin McKenzie)
Dustin Gramstad	Music Teacher, S. G. Reinertsen Elementary and Robert Asp Elementary, BA (2) \$19,347.18, .567 FTE, effective August 31, 2010. (Replaces Ansley Cameron)
Patricia Camarillo	Paraprofessional, EIS, B21 (0-2) \$14.05 per hour, 6.25 hours per day, 180 days, effective August 24, 2010. (Replaces Nancy Bock)
Sara Larson	Occupational Therapist, Ellen Hopkins Elementary, 1.00 FTE, BA (4) \$36,434.00, effective August 31, 2010. (Replaces .80 Valerie Stevenson and .20 Callie Urness)
Judy Werner	Learner Support Services Teacher, S. G. Reinertsen Elementary, MA (6) \$45,729.00, 1.00 FTE, effective August 31, 2010. (Replaces .50 Kristi Ammerman and .50 Kristi Rowekamp)
Gina Swenson	Paraprofessional, Robert Asp Elementary, B21 (0-2) \$14.05 per hour, 6.5 hours per day, 186 days per year, effective August 31, 2010. (Replaces Deb Forsberg)

**SUGGESTED RESOLUTION:** Move to approve the employment of Daniel Dooher, Dustin Gramstad, Patricia Camarillo, Sara Larson, Judy Werner and Gina Swenson as presented.

AH/smw



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.11.023R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: August 17, 2010

SUBJECT: Kinder Plus (K+) Program Update

The 2010-2011 school year will begin on September 7. This year all S.G. Reinertsen Elementary School kindergarten students will be attending Probstfield Center for Education. Probstfield Center will be a busy place with six kindergarten sections and the K+ program. All programming is in place for students. K+ also will be offered at Ellen Hopkins and Robert Asp Elementary Schools.

Lauri Winterfeldt will provide an update regarding the K+ program for the 2010-2011 school year.

LAK:mde



Superintendent of Schools  
**Moorhead Area Public Schools**

Memo S.11.021R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: August 17, 2010

SUBJECT: ACT Test Results

Attached is a five-year report for Moorhead School District ACT tests. The average scores on the ACT College Entrance Exam decreased slightly for 2010 Moorhead Area Public Schools graduates. The average score remained at 22.1, .8 below the Minnesota state average. The scale for ACT scores is 0-36. The percentage of Moorhead students taking the exam was 66% in 2009 and 71% in 2010 using end-of-year student enrollment data.

Minnesota led the nation in average ACT scores for five consecutive years. The average ACT score for 2010 high school graduates nationally was 21.0.

The ACT is a curriculum-based achievement test designed to measure skills and knowledge deemed important for college success.

LAK:mde  
Attachment

# ACT<sup>®</sup>

College Readiness Letter for  
MOORHEAD IND SCHOOL DIST 152

July 22, 2010  
Code: 247140

SUPERINTENDENT  
MOORHEAD IND SCHOOL DIST 152  
2410 14TH ST S  
MOORHEAD, MN 56560

AUG 12 2010



011062110

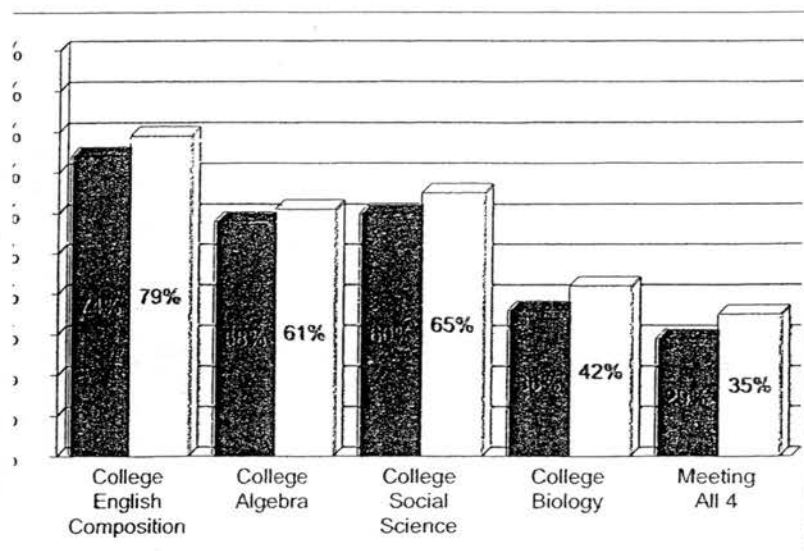
Report reflects the achievement of your graduates on the ACT over time and an indication of the extent to which they are prepared for college-level work. The ACT consists of curriculum-based tests of educational achievement in English, mathematics, reading, and science designed to measure the skills needed for success in first-year college coursework. Table 1 shows the five-year trend of your ACT-tested graduates. In this table you can determine:

Changes in the number and percentage of participants  
Score changes in subject areas and the ACT composite  
How your graduates compare with state averages

Table 1: Five Year Trends - Average ACT Scores

Year	Total Tested		English		Mathematics		Reading		Science		Composite	
	District	State	District	State	District	State	District	State	District	State	District	State
6	246	41,650	20.6	21.6	22.5	22.1	22.3	22.6	22.0	22.3	22.0	22.3
7	287	43,534	21.8	21.8	23.9	22.5	23.4	22.8	23.0	22.5	23.2	22.5
8	289	44,863	21.3	21.9	23.8	22.6	23.0	23.0	22.8	22.5	22.9	22.6
9	251	43,642	21.4	22.0	23.6	22.7	23.0	23.1	23.1	22.6	22.9	22.7
0	283	44,323	21.0	22.3	22.6	22.9	22.3	23.2	22.1	22.8	22.1	22.9

## 1. Percent of ACT-Tested Students Ready for College-Level Coursework



### Are Your Students Ready for College?

While students will pursue a variety of paths after high school, all students should be prepared for college and work. Through collaborative research with postsecondary institutions nationwide, ACT has established the following as college readiness benchmark scores for designated college courses:

- \* English Composition: 18 on ACT English Test
- \* Algebra: 22 on ACT Mathematics Test
- \* Social Science: 21 on ACT Reading Test
- \* Biology: 24 on ACT Science Test

■ Your District  
■ State

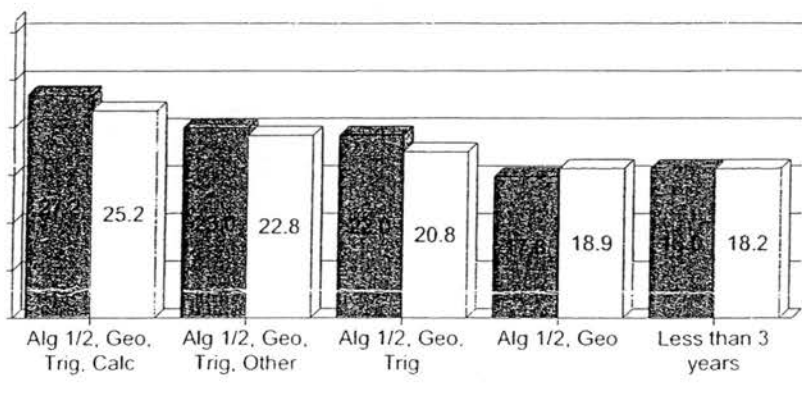
Each benchmark score is the minimum score needed on an ACT subject-area test to indicate a 50% chance of obtaining a B or higher or about a 75% chance of obtaining a C or higher in the corresponding credit-bearing college courses.

A High School College Readiness Letter has been sent to the Principal of each high school with at least one ACT-tested graduate.

## College Readiness Letter for MOORHEAD IND SCHOOL DIST 152

Research has shown that it is the rigor of coursework - rather than simply the number of core courses - that has the greatest impact on ACT performance and college readiness. Figures 2 and 3 report the value added by increasingly rigorous coursework in mathematics and science respectively.

Figure 2. Average ACT Mathematics Scores by Course Sequence

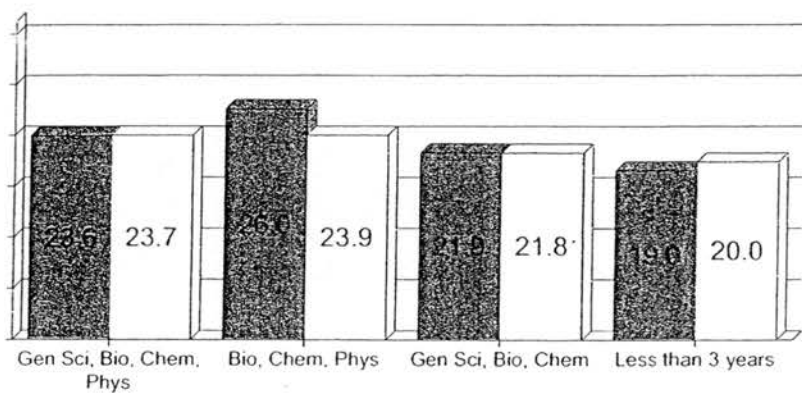


### Value Added by Mathematics Courses

Students who take a minimum of Algebra 1, Algebra 2, and Geometry typically achieve higher ACT Mathematics scores than students who take less than three years of mathematics. In addition, students who take more advanced mathematics courses substantially increase their ACT Mathematics score.

■ Your District  
□ State

Figure 3. Average ACT Science Scores by Course Sequence



### Value Added by Science Courses

Students taking Biology and Chemistry in combination with Physics typically achieve higher ACT Science scores than students taking less than three years of science courses.

■ Your District  
□ State

In order to ensure that all students are ready for college and work, an overview of vital action steps is provided.

### College Readiness for All: An Action Plan for Schools and Districts

- Create a Common Focus.** Establish collaborative partnerships with local and state postsecondary institutions to come to a shared understanding of what students need to know for college and workplace readiness. Use ACT's College Readiness Standards and the ACT as a common language to define readiness.
- Establish High Expectations for All.** Create a school culture that identifies and communicates the need for all students to meet or exceed College Readiness Benchmark Scores.
- Require a Rigorous Curriculum.** Review and evaluate the rigor and alignment of courses offered and required in your school in English, mathematics, and science to ensure that the foundational skills leading to readiness for college-level work are taught, reaffirmed, and articulated across courses.
- Provide Student Counseling.** Engage all students in early college and career awareness, help them to set high aspirations, and ensure that they plan a rigorous high school coursework program.
- Measure and Evaluate Progress.** Monitor and measure every student's progress early and often using college readiness assessments like EXPLORE, PLAN and the ACT. Make timely interventions with those students who are not making adequate progress in meeting college readiness standards.

Learn more about these recommended action steps and ACT programs that will help improve college readiness for your students. Contact your ACT Regional Director at 847-634-2560 or email [midwest.region@act.org](mailto:midwest.region@act.org).



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.11.022R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: August 17, 2010

SUBJECT: Adequate Yearly Progress (AYP) and Minnesota  
Comprehensive Assessments (MCA-II) Reports

The Adequate Yearly Progress (AYP) report was released on August 10, 2009. Missy Eidsness will present information at the August 23 meeting regarding the AYP and MCA-II results for the district.

Attached is a copy of the parent/guardian letter that is sent regarding the AYP update of the results for the school district.

LAK:mde  
Attachment





# Moorhead Area Public Schools

## Independent School District 152

Probstfield Center for Education • 2410 14th St. S. • Moorhead, Minnesota 56560  
Fax: (218) 284-3333 • [www.moorhead.k12.mn.us](http://www.moorhead.k12.mn.us)

Superintendent of Schools: (218) 284-3330  
Assistant Superintendent: (218) 284-3370 • Human Resources: (218) 284-3350

August 20, 2010

Dear Parents or Guardian:

The federal No Child Left Behind (NCLB) Act requires that all schools in the nation make Adequate Yearly Progress (AYP) toward achieving the goal of all students being proficient in reading and math. Moorhead Area Public Schools has been designated as a district in continuing to need improvement due to not making AYP for three years.

Not making AYP for a district is determined by looking at the results of academic achievement measures in reading/ language arts and mathematics, student participation rates in these assessments for nine groups and subgroups, graduation rates, and for elementary and middle schools, the attendance rates. Moorhead Area Public Schools did not make adequate yearly progress in the area of math for the following student groups: All students, American Indian and Special Education. In the area of reading, Moorhead Area Public Schools did not make adequate yearly progress for the following student groups: Black, English Language Learners, Free and Reduced-Price Lunch, Hispanic and Special Education.

The following table provides the district MCA-II, attendance and graduation results for groups of students:

Student Group	Math Yes or No	Reading Yes or No	Attendance Yes or No	Graduation Rate Yes or No
All students	No	Yes	Yes	Yes
American Indian	No	Yes		
Asian	Yes	Yes		
Black	Yes	No		
English Language Learners	Yes	No		
Free and Reduced-Price Lunch	Yes	No		
Hispanic	Yes	No		
Special Education	No	No		
White	Yes	Yes		

A district improvement team will be analyzing all available assessment information to pinpoint strengths and challenges that will be addressed through professional development and a review of the curriculum.

We encourage you to be involved in improving the quality of education at our school district by participating on the district improvement team, talking with your child's teacher about how you can support your child's education or contacting the school district for more information.

Sincerely,

Dr. Lynne A. Kovash  
Superintendent

**This document can be made available in an alternate format such as large print or audio cassette. Call 284-3330 to make a request.**

If you do not read English and would like help in your own language, please call 284-3330.

Si usted no lee en inglés y le gustaría que le ayudaran en su propio idioma, por favor llame al 284-3330.

ကျေးဇူးတင်စွာ ဖတ်ရှုပါ။  
ကျွန်ုပ်တို့၏ အကူအညီအတွက်  
ကျွန်ုပ်တို့၏ ဝန်ဆောင်မှုကို ၂၈၄-၃၃၃၀ ခေါ်ဆိုပါ။

ကျွန်ုပ်တို့၏ အကူအညီအတွက်  
ကျွန်ုပ်တို့၏ ဝန်ဆောင်မှုကို ၂၈၄-၃၃၃၀ ခေါ်ဆိုပါ။  
284-3330.

284-3330.



Superintendent of Schools  
**Moorhead Area Public Schools**

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Memo S.11.024R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: August 17, 2010

SUBJECT: Approval of Policy

Attached please find the policy, Student Transportation Eligibility Guidelines 720, for your review.

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

LAK:mde  
Attachment

## Student Transportation Eligibility Guidelines

**Type:** School Board Policy  
**Section:** 700 NON-INSTRUCTIONAL  
**Code:** 720  
**Adopted Date:** 10/31/1981  
**Revised Date(s):** 06/11/2007  
**Reviewed Date(s):** 04/25/1989, 01/14/1992, 05/11/1998, 01/27/2003, 10/10/2005, 06/11/2007

**Attached Files:**

No Documents Found.

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### I. PURPOSE

The purpose of this policy is to provide eligibility guidelines for transportation of Moorhead Area Public School students.

### II. GENERAL STATEMENT

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

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

### III. ELIGIBILITY GUIDELINES

- A. The following will be used as guidelines for reviewing and developing school bus transportation for the Moorhead Area Public Schools. (Refer to Administrative Policy 720.1.)

Recommended maximum walking distances to bus stops:

Grade Level Distance to Stop

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

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

B. Regular school day transportation services will be provided within the normal walk zone (one (1) mile walking distance) of a specific school if it is determined that a hazardous crossing or walking area exists. The following are determined to be hazardous crossing or walking areas:

1. Robert Asp Elementary School:

\*Q 1st Avenue North - This is a high volume traffic area and is a primary vehicle access to Minnesota Hwyighway 10.

2. Park Christian School:

\*Q 1st Avenue North - Same rationale as for transportation to Robert Asp Elementary.

\*Q Hwyighway 75 - This is a state highway which does not have appropriate sidewalks or crossing signals.

3. Ellen Hopkins Elementary School:

\*Q 8th Street South - This state highway does have walk/do not walk signals; however, this is a very busy and hazardous crossing for students in K-5 grades.

o 12th Avenue South from 8th Street South to 20th Street South.

4. S.G. Reinertsen Elementary School:

\*Q 8th Street South/Highway 75 South.

5. St. Joseph School:

\*Q 8th Street South.

\*Q Main Avenue South.

6. Horizon Middle School:

\*Q None.

7. Moorhead High School:

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

8. Any areas as determined by the Superintendent as hazardous where new development is occurring.

C. Hazardous Areas Near Schools - Student or adult crossing guards will be identified by the Director of Transportation in consultation with the building administrator.

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

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

F. Authorized Riders - Moorhead Area Public Schools' bus drivers will only accept passengers assigned to the route. Students who will be attending parties, non-school classes or meetings, etc.

will not be accepted as passengers on school routes. Building administrators may provide temporary authorization to students for emergencies if space is available on the school bus.

**Legal Reference:**

Minnesota Statute 123B.88 (Independent School Districts; Transportation)

**Cross Reference:**

Moorhead School Board Policy 721: Student Transportation Safety

Moorhead School Board Policy 514: Students in Homeless Situations