



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

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**INDEPENDENT SCHOOL DISTRICT #152**

School Board Meeting

Board Room 224 - Probstfield Center for Education

2410 14th Street South

Moorhead, Minnesota

November 12, 2013

7:00 p.m.

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

**ATTENDANCE:**

Lisa Erickson \_\_\_\_\_

Cindy Fagerlie \_\_\_\_\_

Laurie Johnson \_\_\_\_\_

Scott Steffes \_\_\_\_\_

Bill Tomhave \_\_\_\_\_

Matt Valan \_\_\_\_\_

Trudy Wilmer \_\_\_\_\_

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 Red River Area Learning Center robotics team for winning first place for YouTube video and third place for team mascot at the Nov. 1-2 Bison BEST Robotics competition. Additionally, the team's engineering notebook earned them a spot in the wild card play-off round. Team members are Solen Ahmet, Evelyn Serrata, Jordan TwoHearts, Jose Zamarron, Muhamed Zuka, Moses Munoz, Anahi Serrata, Gilbert Munoz and Zoie Gartner. Team advisors are Red River ALC teachers Aura Lee Mohror and Wylie Wisnewski, and mentors are Glen Meyer and Kirk Ogden from John Deere.



- 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

**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  
(1) Approval of October 14, 2013 Special Meeting Minutes and October 14 and 28, 2013 Regular Meeting Minutes - Pages 7-16  
(2) Approval of Resolution of School Board Supporting Application to the Minnesota State High School League Foundation - Pages 17-19
- B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak  
(1) Approval of November Claims - Page 20  
(2) Acceptance of Lakes Country Perkins Consortium Funding - Pages 21-23  
(3) Acceptance of Donation - Page 24
- C. HUMAN RESOURCES MATTERS - Dehmer  
(1) Approval of Concordia University Wisconsin Field Experience Contract Agreement - Pages 25-28  
(2) Approval of Change in Contract - Page 29  
(3) Approval of Family/Medical Leaves - Page 30  
(4) Approval of Resignations - Page 31  
(5) Approval of New Employees - Page 32

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

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

- 3. ENROLLMENT PROJECTIONS: Kazmierczak**  
Pages 33-34

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4. **APPROVAL OF FACILITIES RECOMMENDATIONS:** Kazmierczak  
Pages 35-38

Suggested Resolution: Move to approve the facilities recommendations 1-9.

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

5. **APPROVAL OF POLICY:** Kovash  
Pages 39-42

Suggested Resolution: Move to approve the policy, Name and Legal Status of Moorhead Area Public Schools 101, as presented.

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

6. **APPROVAL OF POLICY:** Kovash  
Pages 43-44

Suggested Resolution: Move to approve the policy, Mission Statement 104, as presented.

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

7. **APPROVAL OF POLICY:** Kovash  
Pages 45-52

Suggested Resolution: Move to approve the policy, Open and Closed School Board Meetings 211, as presented.

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

8. **APPROVAL OF POLICY:** Kovash  
Pages 53-56

Suggested Resolution: Move to approve the policy, School Board Meeting Minutes 214, as presented.

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

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9. **APPROVAL OF POLICY**: Kovash  
Pages 57-60

Suggested Resolution: Move to approve the policy, Moorhead Area School District Committees 230, as presented.

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

10. **APPROVAL OF POLICY**: Kovash  
Pages 61-63

Suggested Resolution: Move to approve the policy, School Superintendent 310, as presented.

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

11. **APPROVAL OF POLICY**: Kovash  
Pages 64-69

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

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

12. **APPROVAL OF POLICY**: Kovash  
Pages 70-72

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

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

13. **APPROVAL OF POLICY**: Kovash  
Pages 73-85

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

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

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14. **APPROVAL OF POLICY:** Kovash

Pages 86-94

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

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

15. **SUPERINTENDENT REPORT**

16. **COMMITTEE REPORTS**

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

18. **ADJOURNMENT**

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**CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Instr and Curr Adv Com	November 14	7 a.m.	PCE
Early Childhood Family Education Advisory Com	November 14	6:30 p.m.	PCE
Horizon PTAC	November 14	6:30 p.m.	Media Center
MREA Annual Conference	November 17-19		Brainerd
Executive Finance Committee	November 18	3 p.m.	PCE
Policy Review Committee	November 18	7 p.m.	PCE
Com Educ Adv Council	November 19	7 p.m.	PCE
Superintendent's Adv Council	November 21	7 p.m.	PCE
School Board	November 25	7 p.m.	PCE
Activities Advisory Council	November 26	7 a.m.	MHS
District Technology Com	November 26	3:45 p.m.	PCE

**SPECIAL MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
OCTOBER 14, 2013  
PAGE 1**

**MEMBERS PRESENT:** Lisa Erickson, Cindy Fagerlie, Laurie Johnson, Scott Steffes, Kristine Thompson, Bill Tomhave, Matt Valan (5:38 p.m.), and Dr. Lynne A. Kovash.

**MEMBERS ABSENT:** None.

**CALL TO ORDER:** Chair Erickson called the meeting to order at 5:30 p.m. and led everyone in attendance with the Pledge of Allegiance.

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

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

**FACILITIES DISCUSSION:** Kazmierczak said the goal for the 2013-14 Moorhead Area Public Schools strategic priority for facilities is: *To provide equitable education facilities, technological tools and the infrastructure needed across the district to meet the needs of students, families and communities.*

The strategies are to use data to educate our public and celebrate our success to promote the need for facilities; investigate the operational practices of the district to determine if changes might better support students and families; and develop a short-term and long-term plan for the development and deployment of existing and new space.

Kazmierczak outlined outcomes for 2013-2014 that include:

- Design building-specific plans at Robert Asp Elementary and S.G. Reinertsen Elementary schools to address gymnasium space issues as well as other educational needs.
- Design a building-specific plan at Probstfield Center for Education to address gymnasium space issues as well as other educational needs to include consideration of the districtwide need for additional elementary classrooms beginning with the 2014-2015 school year.
- Design a building and site-specific plan at Moorhead High School that will provide for the needs of programs currently being housed in the Sports Center.
- Prepare for replacement of the Moorhead High School track and determine the feasibility of installing an artificial turf field that would provide for greater flexibility, increased access and increased equity among athletic and physical education programs.
- Consider alternatives for existing school district leased space including Red River Area Learning Center, Adult Basic Education, and programs currently housed in the Sports Center. Develop a plan based upon these considerations.

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Short-term needs for the next one to three years included discussion of elementary classroom space shortage, gymnasium space issues at S.G. Reinertsen, Robert Asp and Probstfield elementary schools, and Moorhead High School track replacement including consideration of installing an artificial turf field.

Discussion of long-term needs included potential land acquisition and new school considerations and grade configuration considerations including the feasibility of building a grade 5-6 building on the existing Horizon Middle School site and convert the district's elementary schools to a grades K-4 configuration.

A facilities recommendation will be brought to the board at the November 12, 2013 meeting.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 6:47 p.m.

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Laurie Johnson, Clerk



**REGULAR MEETING  
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INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
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**MEMBERS PRESENT:** Lisa Erickson, Cindy Fagerlie, Laurie Johnson, Scott Steffes, Trudy Wilmer, Bill Tomhave, Matt Valan, and Dr. Lynne A. Kovash.

**MEMBERS ABSENT:** None.

**CALL TO ORDER:** 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 approval of the agenda to proceed with revisions to page 27 and the Annual Report on Curriculum, Instruction and Student Achievement pages 16 and 18.

**APPROVAL OF AGENDA:** Fagerlie moved, seconded by Johnson, to approve the agenda as revised. Motion carried 7-0.

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

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

**Minutes** - Approve the September 9 and 23, 2013 Meeting Minutes as presented.

**Claims** - Approve the October Claims, subject to audit, in the amount of \$2,231,024.70.

General Fund:	\$2,023,592.14
Food Service Fund:	\$170,238.59
Community Service Fund:	\$37,193.97
TOTAL	\$2,231,024.70

The September Wire Payments, subject to audit, in the amount of \$11,466,354.22.

General Fund:	\$10,624,177.47
Post Employment Irrevocable Trust Fund:	\$67,583.00
Post Employment Benefits Debt Service Fund:	\$774,593.75
TOTAL	\$11,466,354.22

**Minnesota State Community and Technical College Internship** - Approve the Minnesota State Community and Technical College agreement beginning July 1, 2013. Moorhead Area Public Schools will serve as an internship education placement center for sign language interpreters.



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Change in Contracts

Kristi Rowekamp - LSS Teacher, S.G. Reinertsen/Probstfield Center for Education, .90 FTE to 1.0 FTE Probstfield Center for Education, effective with the 2013-2014 school year (increase in Kindergarten enrollment).

Deb Walter - LSS Teacher, S.G. Reinertsen/Probstfield Center for Education, .75 FTE to 1.0 FTE, effective with the 2013-2014 school year (increase in All-Day Kindergarten enrollment).

Shari Nelson - Bus Assistant, Transportation, 2.25 hours will be added per day for Lunchroom Supervisor, Probstfield Center for Education, effective September 20, 2013 (All-Day Kindergarten).

Sayid Abdinasir - Night Custodian, Robert Asp Elementary to Night Custodian, Ellen Hopkins Elementary, effective October 7, 2013 (replaces Jim Honek).

Judy Lewis - Media Administrative Assistant, Horizon Middle School to Administrative Assistant to Principal, B22 (3) \$16.54 per hour, 8 hours per day, Horizon Middle School, effective October 11, 2013 (replaces Shila Tobosa).

Family/Medical Leave

Carrie Arness - Teacher, Ellen Hopkins Elementary, effective approximately December 9, 2013 for approximately six weeks.

Abby Klang - Jump Start Teacher, Probstfield Center for Education, effective October 21, 2013 until approximately October 25, 2013.

Resignations

Chad Durand - Boy's Basketball Junior Varsity Coach, Moorhead High School, effective October 1, 2013.

Bonnie Lyczewski - Food and Nutrition Server, Robert Asp Elementary, effective September 18, 2013.

Early Retirement

Patricia Noon - Paraprofessional, Moorhead High School, effective November 1, 2013.

New Employees

Enas Alareef - Morning and Lunchroom Supervisor, Probstfield Center for Education, 3.25 hours per day, \$10.00 per hour, effective September 20, 2013 (All-Day Kindergarten).

Heather Keeler-Johnson - Administrative Assistant, Ellen Hopkins Elementary, A13 (3), \$15.44 per hour, 8 hours per day, effective September 23, 2013 (replaces Amanda Johnson).

Kayla Knopp - Paraprofessional, Horizon Middle School, B21 (3) \$15.58 per hour, 6.75 hours per day, effective October 3, 2013 (replaces Ryan Murfield).

Roger Kremer - Assistant Lead Night Custodian, Ellen Hopkins Elementary, A13 (5) \$16.17 per hour, 8 hours per day, effective October 7, 2013 (replaces Walter Johnson).

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Stacey Holm - Head Softball Coach, Moorhead High School, .10 (9) \$4806.00, effective with the 2013-2014 season (replaces Allison Bakke).

Jennifer Kendrick - LSS Teacher, Horizon Middle School, 1.0 FTE, BA (9) \$46,131.00, effective October 28, 2013 (replaces Julie Kummer).

Motion carried 7-0.

**PARENT AWARE DESIGNATION:** Jill Skarvold, director of learner support services, and Robin Grooters, program manager for early learning center, presented information regarding the state recognition. Moorhead Area Public Schools received notification last spring that the district preschool programs, including Jump Start and School Readiness, were designated as meeting the standards for high quality early education programs. The Jump Start and School Readiness programs were rated on having an approved instructional curriculum that is aligned with Minnesota's Early Childhood Indicators of Progress as well as having approved assessment tools to measure learning outcomes for early learners. The programs had to demonstrate that a minimum standard of professional development was provided to teachers in the areas of curriculum and assessment and that the professional development was clearly aligned with the district overall curriculum and instruction program.

The intention of the Minnesota Parent Aware Star Rating is to help parents find programs that go above and beyond childcare and other preschool programs to prepare children for school.

**APPROVAL OF PRINCIPAL DEVELOPMENT AND EVALUATION LETTER OF ASSURANCE:** Kovash said that in the 2011 special session of the Minnesota Legislature, Minn. Stat. 123B.147 was revised requiring all school districts to develop and implement a performance-based system for evaluating school principals within the school district.

Valan moved, seconded by Tomhave, to approve the Principal Development and Evaluation Letter of Assurance for Moorhead Area Public Schools. Motion carried 7-0.

**2012-13 ANNUAL REPORT ON CURRICULUM, INSTRUCTION AND STUDENT ACHIEVEMENT:** Eidsness reviewed the past year's accomplishments in student achievement. The final report includes the Adequate Yearly Progress (AYP) and Multiple Measurement Ratings (MMR) that were released Oct. 1. The report will be distributed in electronic form on the district's website, with printed copies available through the Superintendent's office. The two-page summary will be mailed to the community this month.

Tomhave moved, seconded by Johnson, to accept the 2012-2013 Annual Report on Curriculum, Instruction and Student Achievement. Motion carried 7-0.

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**SUPERINTENDENT REPORT:** Dr. Kovash reported on information she distributed to board members received at the MASA Fall Conference related to *Teens and Sleep, Sleep and Its Role in Learning, Health, and the Well-Being of Students*.

**COMMITTEE REPORTS:** Brief reports were heard related to the RRALC Family Night, Hopkins Family Fun Night, tour of former Thomas Edison Elementary School, and negotiation sessions and the Instruction and Curriculum Advisory Committee, Moorhead High School PTAC, Title I District Parent Advisory Committee, Health/Safety/Wellness Committee, Joint Powers Committee, Clay County Collaborative Governance Board of Directors, Horizon PTAC, Activities Council, Superintendent's Advisory Council, and Staff Development (Elementary) Committee meetings.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Kovash noted a board group photo session was scheduled for Oct. 28 prior to the start of the regular board meeting. Board members were reminded of the Nov. 17-19 MREA Fall Conference and announced the MSBA Leadership Conference was scheduled for Jan. 16-17, 2014.

**CLOSE PUBLIC MEETING:** Tomhave moved, seconded by Johnson, to close the public meeting at 8:19 p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies. Motion carried 7-0.

**OPEN PUBLIC MEETING:** Steffes moved, seconded by Tomhave, to open the public meeting at 8:39 p.m. Motion carried 7-0.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 8:39 p.m.

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Laurie Johnson, Clerk

**REGULAR MEETING  
BOARD OF EDUCATION  
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**MEMBERS PRESENT:** Lisa Erickson, Cindy Fagerlie, Laurie Johnson, Scott Steffes, Trudy Wilmer, Bill Tomhave, Matt Valan, and Dr. Lynne A. Kovash.

**MEMBERS ABSENT:** None.

**CALL TO ORDER:** 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 approval of the agenda to proceed with a revision to page 13.

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

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

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

Acceptance of United Way Grant - Accept the United Way grant in the amount of \$107,700 each year for calendar years 2014, 2015 and 2016. The funds will be used to expand programming in preschool education and will specifically impact the Keys to Kindergarten and Jump Start programs.

Change in Contracts

Kayla Hoherz - Bus Assistant, Transportation, additional 2.25 hours per day for Food and Nutrition Server, Robert Asp Elementary (replaces Shannon Albertson).  
Jennifer Clow - Food and Nutrition Assistant Server to Head Cook, Robert Asp Elementary, B21 (0) \$14.80 per hour, 8 hours per day, effective October 14, 2013 (replaces JoAnn Narum).  
Bobby Moore - Night Custodian, Robert Asp/Ellen Hopkins Elementary to Night Custodian, Robert Asp Elementary (replaces Sayid Abdinasir).

Other Leave

Jane Sweeney - Paraprofessional, Robert Asp Elementary, effective January 2, 2014 through April 15, 2014.

Resignations

Wayne Kazmierczak - Assistant Superintendent, Probstfield Center for Education, effective January 14, 2014.  
Darla Aagness - Lunchroom Supervisor, Ellen Hopkins Elementary, effective October 11, 2013.



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John Rasmussen - Bus Driver, Transportation, effective September 1, 2013.  
Jesse White - Paraprofessional, Adult Basic Education, effective October 23, 2013.  
Linda Ambuehl - Lunchroom Supervisor, S.G. Reinertsen Elementary, effective October 28, 2013.

New Employees

Diane Rasmussen - Bus Assistant, Transportation, 2.5 hours per day, \$12.86 per hour, effective October 14, 2013 (replaces partial Gwen Umlauf).  
Sarah Kluck - Bus Assistant, Transportation, 2.5 hours per day, \$12.86 per hour, effective October 14, 2013 (replaces partial Gwen Umlauf).

Statement of Assurance of Compliance with State and Federal Law Prohibiting Discrimination - Approve the Statement of Assurance of Compliance with State and Federal Law Prohibiting Discrimination as presented. Pursuant to Minn. Stat. 127A.42, sub. 3, each school board shall annually submit to the Commissioner of Education, a statement of compliance with state and federal laws prohibiting discrimination and provide the designated supporting information to assure that statement.

Increase 0.7 FTE in English Language Programming - Approve the increase of 0.7 FTE in English Language Programming beginning November 15, 2013. In order to provide each English Learner the recommended level of service, MAPS needs to increase English Language Teacher by 0.7 FTE for the 2013-14 school year. The recommended level of service is defined in the English Learner Plan of Service 2013-14. These recommendations were made in partnership with Minnesota Department of Education during consultation for modifying Moorhead's English Learner Plan. These modifications were mandated due to the lack of progress Moorhead Area Public Schools has made on annual measurable objective for the last four years.

Motion carried 7-0.

**OVERVIEW OF ENGLISH LANGUAGE PROGRAMMING FOR 2013-2014:** Kari Yates, Literacy and English Language Program Manager, reviewed, summarized and discussed how the English Learner Plan of Service guidelines impact the delivery model for English learner services. According to the requirements of NCLB and Title III, the school district has failed to reach the target for annual measurable objective for four or more years and therefore the Minnesota Department of Education has required the district to modify its curriculum or program and method of service. MDE has partnered with the school district to modify the district's curriculum and English Language Program of service for students. The district's goal and intention is to honor the culture and language of the student's home. The goal of the district's English Learner Program is not to replace one language with another, but instead to provide

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access to and success with the curriculum of the school by supporting development of English as an additional language.

The English Learner Plan of Service for 2013-14 identifies steps for improving the academic performance of English Learners in the schools. The following six areas will be the focus: 1) clear expectations and target goals for service delivery differentiated by language proficiency level; 2) more flexibility in scheduling to meet the immediate needs of students at the Entering (Level 1) and Beginning (Level 2) levels of English proficiency; 3) a shift from primary emphasis on supporting reading proficiency to a primary emphasis on language acquisition; 4) adoption of structured language acquisition curriculums across for each grade level band, developed specifically for English learners; 5) increased, meaningful collaboration between EL staff and classroom teachers, beginning with shared use of the "WIDA Can Do Descriptions"; and 6) share EL data with administrators and teaching staff in a meaningful manner to impact education.

**2013-14 MOORHEAD AREA PUBLIC SCHOOLS STRATEGIC PRIORITIES:** Dr.

Kovash reviewed the strategic priorities for 2013-14 as follows: 1) *21st Century Schools*: Establish a culture of learning that supports the needs of the 21st century learner and develops the whole student; 2) *School and Community*: Build comprehensive and responsive communication systems and partnerships with community stakeholders to promote and advance quality education for all learners; 3) *Facilities*: Provide equitable education facilities, technological tools and the infrastructure needed across the district to meet the needs of students, families and communities; 4) *Equitable Educational Opportunities*: Provide programs and services to eliminate race and socioeconomic indicators as predictors of student success; 5) *Mental Health/Character Development*: Create a safe, caring and welcoming environment for all students, where the unique qualities and diversity of students are recognized and respected; and 6) *Human Resources*: Provide processes for the quality, effectiveness and continuity of staff through the use of comprehensive recruitment, professional development, supervision and evaluation.

Steffes moved, seconded by Valan, to approve the 2013-14 Moorhead Area Public Schools Strategic Priorities. Motion carried 7-0.

**FIRST READING OF POLICIES:** Board members conducted a first reading of the following policies: Name and Legal Status of MAPS 101, Mission Statement 104, Open and Closed School Board Meetings 211, School Board Meeting Minutes 214, Moorhead Area School District Committees 230, School Superintendent 310, Student Surveys 505, Early Admissions 513, MAPS Graduation Policy 640, and Credit for Learning of Minnesota Graduation Standards 653.

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**APPROVAL OF TEACHERS' MASTER CONTRACT 2013-2015:** Valan moved, seconded by Johnson, to approve the Teachers' Master Contract for 2013-2015 as presented with the cost as follows:

<i>Year</i>	<i>Cost</i>	<i>Percentage Increase (Minnesota School Boards Association Costing Method)*</i>	<i>Percentage Increase (District Historical Costing Method)</i>
2013-2014	956,711	N/A	3.09%
2014-2015	1,175,118	N/A	3.68%
<b>TOTAL</b>	<b>\$2,131,829</b>	<b>4.98%</b>	<b>6.77%</b>

*\*MSBA's costing model calculates only a total two-year package percentage increase.*

Motion carried 7-0.

**SUPERINTENDENT REPORT:** Dr. Kovash confirmed Wayne Kazmierczak was resigning to take a position as Chief Financial Officer at White Bear Lake Public Schools. Kovash stated Wayne had provided leadership in a number of areas for MAPS including finance, passage of the operating levy referendum and as chief negotiator with Education Moorhead. Kovash thanked Kazmierczak for his hard work and numerous leadership qualities and noted he will be a great loss to the school district and wished him well with future opportunities.

**COMMITTEE REPORTS:** Brief reports were heard related to the Policy Review Committee and District Technology Committee meetings. Valan praised both the district and teacher negotiation teams for reaching a contract settlement. Valan said he had the opportunity to meet with legislative leadership in both the House and Senate and said Mr. Kazmierczak is well respected for his leadership abilities and could well be a future education commissioner.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Kovash reminded board members that the November 12 board meeting is scheduled on a Tuesday rather than Monday due to Veterans Day. She also reminded board members of the Nov. 17-19 MREA Fall Conference if interested in attending.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 8:21 p.m.

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Laurie Johnson, Clerk



# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.030R

TO: School Board

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

DATE: November 5, 2013

RE: Approval of Resolution of School Board Supporting Application  
to the Minnesota State High School League Foundation

The Minnesota State High School League (MSHSL) Foundation Board has determined that the number of free and reduced lunch students in grades 9-12 will be used for classification purposes. The MSHSL Foundation wants to encourage each school district to seek students whose family income may be limited and encourage them to participate in athletic and fine arts programs. Attached please find the application and resolution. The district received \$1,694 last year to offset student scholarships.

Suggested Resolution: Move to approve the Resolution of School Board Supporting Application to the Minnesota State High School League Foundation to assist, recognize, promote, and fund extra-curricular participation.

LAK:mde  
Attachment



# FORM A

## MSHSL Foundation Application for Grant for Student Participation

**Mission Statement:** Founded in 2007, the Minnesota State High School League Foundation is a nonprofit association, serving both public and private schools, created to complement the Minnesota State High School League by providing support for Minnesota's high school youth to participate in athletics and fine arts. Minnesota State High School League Foundation's goals are to promote the growth of high school students through participation in valuable extra-curricular activities.

**Awarding of Grants:** The primary goal of the Foundation will be to award grants that assist, recognize, promote, and fund extra-curricular participation by high school students in athletic and fine arts programs. These grants will be awarded based upon gender balance, school size and geographic location to the extent possible.

The Minnesota State High School League Foundation Board of Directors has determined that the number of Free and reduced lunch students in grades 9-12 will be used for classification purposes. The MSHSL Foundation wants to encourage each school to seek students whose family income may be limited and encourage them to participate in athletic and fine arts programs in each school community and to recognize the role you play in this endeavor and to assist you in your continued efforts to engage more students.

Please complete the following steps as identified in the FORM A WORKSHEET found on the reverse side of this form.

1. List the number of free/reduced lunch students identified in your schools' **October 1, 2012** report to the Department of Education.

Grade 9:	<u>149</u>
Grade 10:	<u>121</u>
Grade 11:	<u>107</u>
Grade 12:	<u>100</u>

TOTAL 477

2. Identify the total **UNDULICATED** number of free or reduced lunch students who participated in your schools' activity programs during the 2012-2013 school year.

67

**TOTAL UNDULICATED COUNT**

3. Attach an original MSHSL FOUNDATION RESOLUTION to this document and mail both items to:

MSHSL Foundation  
2100 Freeway Blvd.  
Brooklyn Center, MN 55430

OR

Email both documents to [ljohnson@mshsl.org](mailto:ljohnson@mshsl.org)

4. All documentation **MUST** be submitted by email or postmarked **NO LATER** than November 1, 2013.

Name of School: Moorhead High School Federal Tax ID # 41-6008721  
Street Address: 2300 4th Avenue South  
City, State, Zip: Moorhead, MN 56560

Dean Haugo  
Name of Person Completing this Form

Dr. Lynne A. Kovash  
Name of School Superintendent

Signature

Signature

## FORM A

### RESOLUTION OF SCHOOL BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District Moorhead School Board recognizes the value of students participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school district in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Moorhead School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk - Treasurer



# MOORHEAD

## AREA PUBLIC SCHOOLS

Office of Assistant  
Superintendent  
Memo OAS.14.032 C

TO: Dr. Lynne A. Kovash, Superintendent  
FROM: Wayne A. Kazmierczak, Assistant Superintendent  
DATE: November 5, 2013  
RE: November Claims

The November claims are as follows:

General Fund	\$1,249,144.41
Food Service Fund	\$185,063.01
Community Service Fund	\$30,054.29
TOTAL	\$1,464,261.71

The October wire payments are as follows:

General Fund	\$2,056,923.09
Post Employment Irrevocable Trust Fund	\$49,763.00
TOTAL	\$2,106,686.09

Suggested Resolution: Move to approve the November claims, subject to audit, in the amount of \$1,464,261.71 and the October wire payments, subject to audit, in the amount of \$2,106,686.09.

WAK:ajj



# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Office of Assistant  
Superintendent  
Memo OAS.14.031 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: November 5, 2013

RE: Lakes Country Perkins Consortium Funding

Moorhead Area Public Schools has been approved for funding by the Lakes Country Perkins Consortium for the following:

- Instructional materials and supplies from NASCO and the Learning Seed for the Family and Consumer Science Program at Moorhead High School valued at \$1,432.50.

Suggested Resolution: Move to accept the instructional materials and supplies valued at \$1,432.50 from the Lakes Country Perkins Consortium for the Family and Consumer Science Program at Moorhead High School.

WAK:ajj  
Attachment



# Lakes Country Service Cooperative

Jeremy Kovash, Executive Director

1001 E. Mount Faith | Fergus Falls, MN 56537

Phone: (218) 739-3273 | Fax: (218) 739-2459 | [www.lcsc.org](http://www.lcsc.org)

## MEMORANDUM

October 8, 2013

TO: Terri Puffe, Moorhead Public Schools

FROM: Troy M. Haugen, CTE Coordinator

RE: FY14 Approved RFP Request 2 of 2

This memo is to notify you that your request for instructional materials from the Lakes Country Perkins Consortium has been approved. Details regarding your approval are below.

VENDOR	QUANTITY	MATERIAL ORDERED	PER UNIT	TOTAL
NASCO	1	Reality Check Set	54.25	54.25
	1	Gallery Best Resumes	20.95	20.95
	1	Living On Your Own Set	33.75	33.75
	1	Your Checking Account	18.95	18.95
	1	Financial Literacy	34.95	34.95
	1	Focus on FACS	35.95	35.95
	1	Hi-Tech Home Ec 3.0	37.95	37.95
	10	My Plate Placemats	12.95	129.50
		<b>TOTAL</b>		<b>\$482.80</b>

These items are in the process of being purchased by the Lakes Country Perkins Consortium at Lakes Country Service Cooperative and will be shipped directly to your attention at school. **Upon receipt, you must forward a copy of the packing or delivery slip to Paula Johnson at LCSC. Please note any backordered, missing, or damaged items.** The quickest and easiest method of forwarding the packing slips to Paula is to scan and email them to her at [pjohnson@lcsc.org](mailto:pjohnson@lcsc.org).

It is important to note that Perkins IV/Career & Technical Education Act regulations require that these items are to be used only by your department and your school and any other use is a violation.

Congratulations on your award. I hope that you find this award will contribute to achievement in career & technical education for your students!

If you have any questions, please feel free to contact me at 218-739-3273 or via email at [thaugen@lcsc.org](mailto:thaugen@lcsc.org).

cc: Dr. Lynne Kovash, Superintendent  
Dave Lawrence, Principal

### Service Cooperative Board of Directors

Chairperson Dr. Rachel Grieger, New York Mills  
Warren Nelson, Ashby  
Supt. Scott Manson, Morris  
Supt. Philip Jensen, Hawley

Vice Chairperson Norman Kolstad, Underwood  
Hal Leland, City of Fergus Falls  
Douglas Huebsch, Otter Tail Power

Clerk Carol Juul, Evansville  
Dr. William Tomhave, Moorhead  
Paul Ness, Battle Lake

Treasurer Tarma Carlson, Fergus Falls  
Marc Hasbargen, Breckenridge  
Jon Karger, Pelican Rapids

### AN EQUAL OPPORTUNITY EMPLOYER

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

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





# Lakes Country Service Cooperative

Jeremy Kovash, Executive Director

1001 E. Mount Faith | Fergus Falls, MN 56537

Phone: (218) 739-3273 | Fax: (218) 739-2459 | [www.lcsc.org](http://www.lcsc.org)

## MEMORANDUM

October 8, 2013

TO: Terri Puffe, Moorhead Public Schools

FROM: Troy M. Haugen, CTE Coordinator

RE: FY14 Approved RFP Request 1 of 2

This memo is to notify you that your request for instructional materials from the Lakes Country Perkins Consortium has been approved. Details regarding your approval are below.

VENDOR	QUANTITY	MATERIAL ORDERED	PER UNIT	TOTAL
Learning Seed	1	Body Language II	99.00	99.00
	1	Successful Job Search	392.00	392.00
	1	Space Within	109.00	109.00
	1	Interior Design DVD	39.95	39.95
	1	Basics Interior Design	49.95	49.95
	1	Housing Styles	49.95	49.95
	1	Window Treatments Powerpoint	49.95	49.95
	1	Interior Design Project	79.95	79.95
		<b>TOTAL</b>		<b>949.70</b>

These items are in the process of being purchased by the Lakes Country Perkins Consortium at Lakes Country Service Cooperative and will be shipped directly to your attention at school. **Upon receipt, you must forward a copy of the packing or delivery slip to Paula Johnson at LCSC. Please note any backordered, missing, or damaged items.** The quickest and easiest method of forwarding the packing slips to Paula is to scan and email them to her at [pjohnson@lcsc.org](mailto:pjohnson@lcsc.org).

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If you have any questions, please feel free to contact me at 218-739-3273 or via email at [thaugen@lcsc.org](mailto:thaugen@lcsc.org).

cc: Dr. Lynne Kovash, Superintendent  
Dave Lawrence, Principal

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# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Office of Assistant  
Superintendent  
Memo OAS.14.029 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: November 4, 2013

RE: Donation

Moorhead Area Public Schools has received the following donation:

- Trinity Lutheran Church has donated \$1,500 to be divided equally between each of our elementary schools to be used to offset the cost of milk for selected students.

Suggested Resolution: Move to accept the donation of \$1,500 and direct administration to send a thank you.

WAK:ajj  
Attachment



# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Human Resources  
Memo HR.14.053

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *KDehmer*

DATE: November 4, 2013

RE: Concordia University Wisconsin

Attached is a Field Experience Contract Agreement with Concordia University Wisconsin for Moorhead Area Public Schools to serve as a student intern placement center. Terms of this agreement shall be for a period of five (5) years from the date of this agreement. Moorhead Area Public Schools Policy 921 supports the agreements with universities and colleges to provide field experiences for pre-service teachers.

Moorhead Area Public Schools would provide students of Concordia University Wisconsin an opportunity to work cooperatively in a teacher-learning situation with a teacher certified by the State of Minnesota.

**SUGGESTED RESOLUTION:** Move to approve the Concordia University Wisconsin agreement shall be for a period of five (5) years from the date of this agreement.

KLD:smw

Attachment



**AFFILIATION AGREEMENT BETWEEN**  
**Concordia University Wisconsin**  
**and**  
**Moorhead Area Public School District # 152**

THIS AGREEMENT is entered into on this 12<sup>th</sup> Day of November, by Concordia University Wisconsin (the "University") and Moorhead Area Public Schools ISD #152 (the "District") in order to provide field experience and student intern placements for students of said University.

**RECITALS**

WHEREAS, it is in the best interests of the University and the District to provide cooperative arrangements for student intern and field experiences for students enrolled in the University (such as for teachers, administrators, counselors, psychologists, speech language pathologists, occupational and physical therapists – see Article II) leading to certification or endorsement under WAC 181-78A-125; and WHEREAS, the District has the facilities and staff to provide said educational services;  
NOW, THEREFORE, it is agreed as follows:

**ARTICLE I**  
**ASSIGNMENTS AND COMPLIANCE WITH LAW**

Students from the University may be assigned to certificated employees employed by the District for the purpose of student internship and field experiences. The District will accept for placement only those University students who have successfully completed a Washington State Patrol and FBI criminal background check pursuant to RCW 28A.400.303, RCW 28A.410.010 and Chapter 43.43 RCW. Such clearance must be verified by the University prior to placement and must be current at all times during the field experience.

Placement of the student interns and field experience participants with District certificated staff ("cooperating educators") will be made jointly by the District designee, the appropriate school administrator, and by the University field services officer. All placements will be tentative until the student and cooperating educator have met. Students will not be placed in settings in which personal relationships or previous experiences could interfere with objective evaluation of students.

Student interns and field experience participants will comply with all applicable laws and regulations and with District and building policies and procedures. Any reasonable accommodation needed by a student intern or experience participant with a disability will be provided and/or paid for by the University.

District Designee's Name and Title: Kristin Dehmer, Director of Human Resources

University Field Services Officer Name: Gary W. Petersen, Director of Graduate Counseling

**ARTICLE II**  
**DISTRICT COOPERATING EDUCATORS AND SPECIFIC PLACEMENT AGREEMENTS**

The District agrees to allow members of its staff to provide administrative and professional supervision of student interns and field experience participants insofar as their presence affects provision of educational services and/or care of District students.

The District will provide the University with the qualifications of the cooperating educator and agrees pursuant to WAC 181-78A-264 (3)(c)(iii) that: *Cooperating educators will be fully certificated school personnel and have a minimum of three years of professional experience in the role they are supervising.*

The University and District agree that contemporaneous with or following execution of this Agreement and within the scope of its provisions, the University will develop specific placement agreements with the District to outline details of prospective individual placement requests. These placement agreements will be considered an addendum to this Agreement and will in no way supersede or supplant the provisions of this Agreement. The details of the specific placement agreement, if any, will include, but are not limited to, the following specific university information or requirements:

- ∞ Type of student placement: teacher or certificated support areas such as administrators, counselors, psychologists, speech language pathologists, physical or occupational therapists
- ∞ Type of placement needed: practicum, observation, internship
- ∞ Anticipated length and expectations of placement
- ∞ Description of the duties and responsibilities of the site supervisor and cooperating educator/administrator
- ∞ Qualifications and contact information for the University site supervisor, and
- ∞ Compensation provided to cooperating educator, if applicable.

### ARTICLE III STUDENT STATUS AND RESPONSIBILITIES

Student interns and field experience participants will have the status of learners. Any services rendered by students are incidental to the educational purpose of the student internship or field experience. Students will remain students of the University and will in no sense be considered employees of the District. The District does not and will not assume any liability under any law relating to employment, including, but not limited to workers compensation or unemployment compensation, on account of any student performing services, receiving training, or traveling pursuant to this Agreement. University students are not employees of the District and will not be entitled to any monetary or other remuneration for services performed by them at the District, nor will the District otherwise have any monetary obligation to the University or its students by virtue of this Agreement.

### ARTICLE IV INDEMNIFICATION AND INSURANCE

The University will, to the extent allowed by law, defend, indemnify, and hold harmless the District, its directors, employees, and agents from any loss, claim, or damage arising out of the negligent acts or omissions of the University, its officers, employees, agents or faculty. The University agrees to provide or ensure the existence of professional liability coverage for assigned University students and faculty and to deliver a certificate or other evidence of such coverage to the District prior to beginning any performance under this Agreement.

The District will accept placement of only students who are insured against liability for actions or inactions occurring in the internship and field experience setting. University students participating in the internship or field experience program will be covered either by a student experiential policy offered through the University, or acquired by the student through another source. The limits of such coverage shall be a minimum, \$1,000,000 per occurrence. Certificates of such coverage purchased by the student will be verified by the University prior to the commencement of the internship or field experience.

The District will, to the extent allowed by law, defend, indemnify and hold harmless, the University, its employees, and agents, from any loss, claim or damage arising out of the negligent acts or omissions of District employees or agents. The District agrees to maintain liability insurance or self-insurance for employees assigned to duties covered by this Agreement.

### ARTICLE V TERMINATION

Either party may terminate this Agreement by written notice to the other party at least thirty (30) days in advance of the beginning of any University term. Any revision or addition to this Agreement without the consent of the District will render this Agreement void. The District reserves the right to terminate the placement of any student intern or field experience participant when it is in the best interests of the District to do so, but will consult with the University field services officer before doing so.

**ARTICLE VI  
GOVERNING LAW**

This Agreement shall be interpreted, construed, and enforced in accordance with the laws of the State of Washington.

**ARTICLE VII  
TERM OF AGREEMENT**

The term of this Agreement shall be for a period of five (5) years from the date of this Agreement. This Agreement may be renewed for additional periods of five (5) years if approved by both parties in writing.

**DISTRICT:**  
**Moorhead Public School District**

\_\_\_\_\_  
School Board Chair

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

**UNIVERSITY:**  
**Concordia University Wisconsin**

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

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



# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Human Resources  
Memo HR.14.052

TO: Dr. Lynne Kovash, Superintendent

FROM: Krisitn Dehmer, Director of Human Resources *Dehmer*

DATE: November 4, 2013

RE: Change in Contract

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

Teresa Somers      Food and Nutrition Server to Assistant Head Server, S. G. Reinertsen  
Elementary, \$12.15 per hour, 2.75 hours per day, effective September 3,  
2013. (Replaces Eugene Life)

**SUGGESTED RESOLUTION:** Move to approve the Change in Contract for Teresa Somers as presented.

KLD:smw



# MOORHEAD

## AREA PUBLIC SCHOOLS

Human Resources  
Memo HR.14.050

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *KD*

DATE: November 4, 2013

RE: Family/Medical Leave

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

Katie Oster                      Teacher, Robert Asp Elementary, effective approximately December 11, 2013 for 90 days.

Rachel Lerum                      Guidance Counselor, High School, effective November 7, 2013 until December 19, 2013.

Krystal Anderson                      LSS Teacher, High School, effective November 4, 2013 for six weeks.

**SUGGESTED RESOLUTION:** Move to approve the Family/Medical Leave for Katie Oster, Rachel Lerum and Krystal Anderson pursuant to Article 28, Section 2 of the Teachers' Master Agreement as presented.

KLD:smw





# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Human Resources  
Memo HR.14.049

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *K. Dehmer*

DATE: November 4, 2013

RE: Resignations

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

Ruby Pedersen Food and Nutrition Server, Robert Asp Elementary, effective September 17, 2013.

Erin Monteith English Teacher, High School, effective December 20, 2013.

Nahir Munoz ESL Paraprofessional, High School, effective December 31, 2013.

**SUGGESTED RESOLUTION:** Move to approve the resignations of Ruby Pedersen, Erin Monteith and Nahir Munoz as presented.

KLD:smw



# MOORHEAD

## AREA PUBLIC SCHOOLS

Human Resources  
Memo HR.14-051

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *K. Dehmer*

DATE: November 4, 2013

RE: New Employees

The administration requests that approval of the following new employees subject to satisfactory completion of federal, state and school statute and requirements.

Richard Kraft	Night Custodian, Robert Asp/Ellen Hopkins Elementary, A12 (0-2) \$15.06 per hour, 8 hours per day, effective November 11, 2013. (Replaces Bobby Moore)
Mia Percy	Bus Driver, Transportation, \$13.76 per hour, 4 hours per day, effective November 4, 2013. (Replaces Kevin Manzella)
Tina Gjestvang	Registrar, High School, B22 (3) \$16.54 per hour, 8 hours per day, effective November 1, 2013. (Replaces Peggy Haugstad)
Pat Jinadasa	Network Administrator, District wide, C41 (10) \$29.94 per hour, 8 hours per day, effective November 25, 2013. (Replaces John Stadter)
Cheryl Suter	Media Administrative Assistant, Horizon Middle School, A12 (3) \$15.16 per hour, 8 hours per day, effective November 18, 2013. (Replaces Judith Lewis)
Xandra Stowman	Paraprofessional, High School, B21 (0-2) \$15.37 per hour, 6.75 hours per day, effective November 12, 2013. (Replaces Patricia Noon)

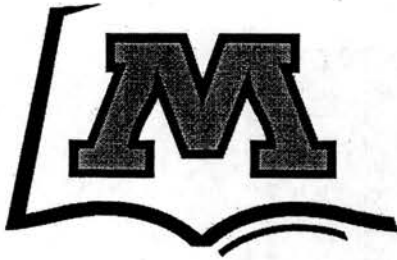
**SUGGESTED RESOLUTION:** Move to approve the employment of Richard Kraft, Mia Percy, Tina Gjestvang, Pat Jindasa, Cheryl Suter and Xandra Stowman as presented.

KLD:smw

32

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# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Office of Assistant  
Superintendent  
Memo OAS.14.033 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: November 5, 2013

RE: Enrollment Projections

Attached are the enrollment projections based on November 1, 2013 actual enrollment. These data, along with historical and projected Average Daily Membership (ADM), will be used for planning and staffing determinations in the coming months. The November 1, 2013 enrollment figure of 5,648 is 10 students below the projection of 5,658 made in November 2012. Compared to actual enrollment of 5,556 on November 1, 2012, the current year November 1 figure represents an increase of 92 students over last year.

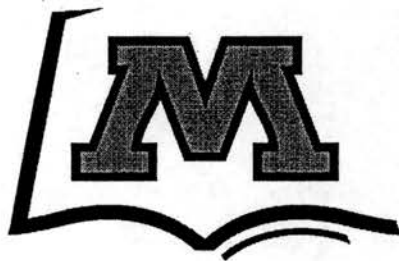
The secondary grade with the largest enrollment is 9th with 453 students; the secondary grade with the smallest enrollment is 12th with 389 students. The elementary grade with the largest enrollment is kindergarten with 494 students; the elementary grade with the smallest enrollment is 5th with 418 students.

WAK:ajj  
Attachment



**MOORHEAD AREA PUBLIC SCHOOLS**  
**NOVEMBER 2013 ENROLLMENT PROJECTIONS**  
 (Weighted Average Method)

GRADE	ACTUAL NOVEMBER 1 ENROLLMENT					11/1/13	PROJECTED ENROLLMENT						
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	November 2012 Projection for 2013-14	Variance Between Actual and Projected
Kindergarten	397	417	387	429	483	494	475	475	475	475	475	475	19
Grade 1	405	402	432	405	441	490	523	502	502	502	502	494	-4
Grade 2	428	407	421	427	413	434	496	529	509	509	509	441	-7
Grade 3	398	440	396	421	437	433	440	503	536	515	515	422	11
Grade 4	417	391	446	405	418	433	440	447	511	545	524	444	-11
Grade 5	381	417	392	444	407	418	438	445	452	517	551	421	-3
Grade 6	401	397	435	400	445	414	419	439	447	454	519	423	-9
Grade 7	377	405	420	417	402	450	430	435	456	464	471	443	7
Grade 8	429	384	413	422	438	402	446	426	431	452	459	414	-12
Grade 9	399	446	397	414	425	453	414	459	439	444	466	442	11
Grade 10	445	395	442	406	422	431	457	418	464	443	449	424	7
Grade 11	482	419	383	422	398	407	428	454	415	460	440	415	-8
Grade 12	406	476	424	383	427	389	398	419	444	406	450	401	-12
Grades K-5	2426	2474	2474	2531	2599	2702	2812	2902	2986	3064	3077	2697	5
Grades 6-8	1207	1186	1268	1239	1285	1266	1295	1300	1334	1369	1449	1280	-14
Grades 6-12	2939	2922	2914	2864	2957	2946	2993	3051	3096	3123	3254	2961	-15
Grades 9-12	1732	1736	1646	1625	1672	1680	1698	1750	1762	1754	1805	1681	-1
Grades K-12	5365	5396	5388	5395	5556	5648	5804	5952	6082	6187	6331	5658	-10
+/- Prior Year	-74	31	-8	7	161	92	156	148	129	105	143		
% +/-	-1.38%	0.58%	-0.15%	0.13%	2.98%	1.66%	2.77%	2.55%	2.17%	1.73%	2.32%		



# MOORHEAD

## AREA PUBLIC SCHOOLS

Office of Assistant  
Superintendent  
Memo OAS.14.030 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: November 5, 2013

RE: Facilities Recommendations

Attached please find a document that contains a comprehensive list of facilities related recommendations that will be presented to the School Board on Tuesday, November 12, 2013. Included here is a summary of the recommendations:

- Recommendation #1: Proceed with Robert Asp Elementary addition with construction to begin in the spring of 2014 at an estimated cost of \$2.2 million.
- Recommendation #2: Proceed with S.G. Reinertsen Elementary addition with construction to begin in the spring of 2015 at an estimated cost of between \$2.2 and \$2.5 million.
- Recommendation #3: Proceed with Probstfield Center for Education addition with construction to begin in the spring of 2014 at an estimated cost of \$4.3 million.
- Recommendation #4: Convene an ad hoc study group to analyze current facility usage at Moorhead High School to determine the feasibility of using existing space in the high school to house programs that are currently in the Sports Center.
- Recommendation #5: Replace the existing Moorhead High School track and install an artificial turf field with construction to begin in the spring of 2014 at an estimated cost of \$1.54 million.
- Recommendation #6: Explore alternatives to the district's current leased space arrangements.
- Recommendation #7: Explore the feasibility of purchasing an additional parcel of land within the next two years.
- Recommendation #8: Explore the feasibility of building a grade 5-6 building on the existing Horizon Middle School site and convert the district's elementary schools to a grades K-4 configuration.
- Recommendation #9: Create a facilities task force to develop a long-range facilities plan with consideration given to recommendations 6-8.

Additional information about these recommendations is contained within the attached document. Discussion about each recommendation will occur at Tuesday's School Board meeting.

Suggested Resolution: Move to approve the facilities recommendations 1-9.

WAK:ajj  
Attachment

# **Moorhead Area Public Schools Facilities Recommendations**

*November 12, 2013*

## **District Strategic Priorities-Facilities**

**Goal:** *To provide equitable education facilities, technological tools and the infrastructure needed across the district to meet the needs of students, families and communities.*

### **Strategies:**

1. We will use data to educate our public and celebrate our success to promote the need for facilities.
2. We will investigate the operational practices of the district to determine if changes might better support students and families.
3. We will develop a short-term and long-term plan for the development and deployment of existing and new space.

### **Outcomes for 2013-2014:**

1. Design building-specific plans at Robert Asp Elementary and S.G. Reinertsen Elementary Schools to address gymnasium space issues and other educational needs.

**Recommendation #1: Proceed with Robert Asp Elementary addition with construction to begin in the spring of 2014 at an estimated cost of \$2.2 million.**

- The total square footage of the addition will be approximately 11,000.
- The project will be paid for through the use of lease levy authority.
- Completion of this project will provide for more equity among the district's elementary schools and will address a critical shortage of physical education space at Robert Asp Elementary.

**Recommendation #2: Proceed with S.G. Reinertsen Elementary addition with construction to begin in the spring of 2015 at an estimated cost of between \$2.2 and \$2.5 million.**

- The total square footage of the addition will be approximately 11,000.
- Determination of the funding source will be made in the fall of 2014. Options include either lease levy or the use of existing school district resources.
- Completion of this project will provide for more equity among the district's elementary schools and will address a critical shortage of physical education space at S.G. Reinertsen Elementary.

2. Design a building-specific plan at Probstfield Center for Education to address gymnasium space issues and other educational needs to include consideration of the districtwide need for additional elementary classrooms beginning with the 2014-2015 school year.

**Recommendation #3: Proceed with Probstfield Center for Education addition with construction to begin in the spring of 2014 at an estimated cost of \$4.3 million.**

- The total square footage of the addition would be approximately 20,100.
- The total project cost of \$4.3 million will be broken down accordingly: \$2.9 million will be funded through the use of lease levy authority and \$1.4 million will be funded from existing school district resources.



- Eight classrooms and a gymnasium will be added to address the district's critical shortage of elementary classroom space.
- Attendance area adjustments will also likely be necessary to rebalance enrollment at the district's elementary schools. These adjustments will be done in conjunction with the building project.

3. Design a building and site-specific plan at Moorhead High School that will provide for the needs of programs currently being housed in the Sports Center.

**Recommendation #4:** Convene an ad hoc study group to analyze current facility usage at Moorhead High School to determine the feasibility of using existing space in the high school to house programs that are currently in the Sports Center.

- Details related to this recommendation will be made in the spring of 2014. Anticipated remodeling or building addition costs will be presented at that time.

4. Prepare for replacement of the Moorhead High School track and determine the feasibility of installing an artificial turf athletic field that would provide for greater flexibility, increased access and increased equity among athletic and physical education programs.

**Recommendation #5:** Replace the existing Moorhead High School track and install an artificial turf field with construction to begin in the spring of 2014 at an estimated cost of \$1.54 million.

- The total project cost will be borne by the district, less any funds raised through a capital fundraising campaign.
- Two options were considered: 1) Replace the track and redo the field using natural grass at a cost of approximately \$675,000; or 2) Replace the track and redo the field using artificial turf at a cost \$1.54 million. The difference between the two options is approximately \$865,000.
- It is recommended that the district proceed with the second option with construction beginning in the spring of 2014 with a targeted completion date of late summer or early fall 2014. A capital fundraising campaign with the intent of offsetting at least 33%, or approximately \$285,000, of the additional cost is recommended to begin immediately upon approval of this recommendation and after the development of an appropriate policy and/or procedure related to corporate and private party sponsorships.

5. Consider alternatives for existing school district leased space including Red River Area Learning Center, Adult Basic Education, and programs currently housed in the Sports Center. Develop a plan based upon these considerations.

**Recommendation #6:** Explore alternatives to the district's current leased space arrangements.

- Possible outcomes include either purchasing space that currently exists in the community, adding on to existing district facilities, leasing space that better meets the needs of the various programs or remaining with the current arrangements.

#### **Long-term Considerations:**

1. Analyze the school district's long-term facilities needs to include a discussion about the potential need for additional buildings and/or the potential acquisition of additional real estate.

**Recommendation #7: Explore the feasibility of purchasing an additional parcel of land within the next two years.**

- The district will work with City of Moorhead officials, among others, to identify an appropriate site for a school in the southern/southeastern area of the district.
- The purchase of land will position the district well to adapt to future growth patterns as the district would own parcels to the north, east and south of the district's primary population center.

**Recommendation #8: Explore the feasibility of building a grades 5-6 building on the existing Horizon Middle School site and convert the district's elementary schools to a grades K-4 configuration.**

- Any new construction will require voter approval with a vote to occur sometime in the period of 2015-2017 for a possible opening date in the fall of 2019.
- Preliminary discussions related to a grades 5-6 building at the Horizon site include a connection of the new building to the existing building through common usage areas such as a new auditorium, additional gymnasiums and a remodeled lunch room.
- Enrollment and economic trends will largely impact a final decision related to the need for a new facility. These data will be monitored closely in the coming years to make this final determination and to identify an appropriate timeline. Should the district enter a period of unprecedented enrollment growth, consideration of a grades K-4 building in addition to a grades 5-6 building may be necessary.
- An important consideration is the timing of a potential operating levy referendum should the district decide to pursue either a renewal or an increase to the existing voter-approved operating levy. The latest the district could seek a renewal would be the fall of 2017 in order to avoid allowing existing operating levy authority to expire. It is further recommended that the school board determine whether or not to utilize its authority to approve a \$300 per pupil operating levy with a decision regarding this to be made in the spring/summer of 2014.

**Recommendation #9: Create a facilities task force to develop a long-range facilities plan with consideration given to recommendations 6-8.**

- An inclusive group of stakeholders shall convene in order to study facilities-related issues and to ultimately develop recommendations that will be considered by the school board as it determines the future direction of the school district in the area of facilities.
- Among the task force's initial tasks will be consideration of recommendations 6-8 as outlined previously.

2. Review existing operational and programmatic practices and needs as part of the long-term facilities considerations.





# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.031R

TO: School Board

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

DATE: November 5, 2013

RE: Approval of Policy

Attached please find the policy, Name and Legal Status of Moorhead Area Public Schools 101.

Suggested Resolution: Move to approve the policy, Name and Legal Status of Moorhead Area Public Schools 101, as presented.

LAK:mde  
Attachment

## Name and Legal Status of Moorhead Area Public Schools

**Type:** School Board Policy  
**Section:** 100 SCHOOL DISTRICT  
**Code:** 101  
**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 clarify the legal status, boundaries and name of this Moorhead Area Public School District.

### II. GENERAL STATEMENTS ON LEGAL STATUS

~~A. It is a~~ A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide public education is a state function vested in the state legislature and delegated to local school districts.

~~AB.~~ B. The Moorhead Area Public Schools is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district was created for educational purposes.

C. The legislature has the authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.

D. The school district has only the powers conferred on it by the legislature; however, the school district's authority to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

### ~~B. Relationship to Other Entities~~ III. RELATIONSHIP TO OTHER ENTITIES

A. The Moorhead Area Public Schools is a separate legal entity.

B. It is coordinate with and not subordinate to the county(ies) in which it is situated or provides services.

C. The school district is not subservient to municipalities within its territory.

### IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

#### EA. Funds

1. The Moorhead Area Public Schools, through its School Board, has the authority to raise funds for the operation and maintenance of its schools and school property and to manage and expend such

funds as applicable to law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.

3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

#### DB. Raising Funds

1. Moorhead Area Public Schools shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.

2. The school district may issue bonds in accordance with the provisions of Minnesota Stat. Ch. 475, or other applicable law.

3. ~~And the~~ The school district has the authority to accept gifts and donations for school purposes, subject to applicable law.

#### EC. Property

1. Moorhead Area Public Schools may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.

2. The school district shall manage its property in a manner consistent of supporting the educational functions of the district.

3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.

4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

#### FD. Contracts

1. Moorhead Area Public Schools is empowered to enter into contracts in the manner provided by law.

2. The school district has the authority to enter into installment purchases and leases with an option to purchase, pursuant to Minnesota Stat. 465.71 or other applicable law.

3. The school district has the authority to make contracts with other governmental agencies and units for the purchase, lease, or other acquisition of equipment, supplies, materials, and other property, including real property.

~~G. Employment Contracts~~ 4. Moorhead Area Public Schools has the authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

## HE. Textbooks, Educational Materials and Studies

1. Moorhead Area Public Schools through its School Board and administration, has the authority to determine what textbooks, educational materials, and studies should be pursued.

2. The school district shall establish and apply the school curriculum.

## HF. Actions and Suits

Moorhead Area Public Schools has the authority to sue and to be sued.

## HHV. GENERAL STATEMENTS ON THE NAME OF THE SCHOOL DISTRICT

A. Pursuant to statute, the official name of the school district is Independent School District No. 152. However, the school district is often referred to by other informal names (Moorhead Public Schools, Moorhead Area Public Schools, Moorhead Independent School District 152, etc.). In order to avoid confusion and to encourage consistence in school district letterheads, signage, publications and other materials, the name Moorhead Area Public Schools will be used to refer to the school district.

B. In official communications and on school district ballots, the school district shall be referred to as Independent School District 152 Moorhead Area Public Schools, but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document executed in the past, present or future.

### Legal References:

Minn. Stat. 123A.55 (Classes, Number)

Minn. Const. art. 13, 1

Minn. Stat. Ch. 123B (School Districts, Powers and Duties)

Minn. Stat. 465.035 (Conveyance or Lease of Land)

Minn. Stats. 465.71; 471.345; 471.6161; 471.64 (Rights, Powers, Duties of Political Subdivisions)

Minn. Stat. Ch. 179A (Public Employment Labor Relations)

*Minnesota Association of Public Schools v. Hanson*, 287 Minn. 415, 178 N.W.2d 846 (1970)

*Independent School District No. 581 v. Mattheis*, 275 Minn. 383, 147 N.W.2d 374 (1966)

*Village of Blaine v. Independent School District No. 12*, 272 Minn. 343, 138 N.W.2d 32 (1965)

*Huffman v. School Board*, 230 Minn. 289, 41 N.W.2d 455 (1950)

*State v. Lakeside Land Co.*, 71 Minn. 283, 73 N.W.970 (1898)

### Cross References:

Moorhead School Board Policy 201: School Board Legal Status

Moorhead School Board Policy 601: Curriculum and Instruction Goals for Moorhead Area Public Schools

Moorhead School Board Policy 620: Selection of Textbooks and Instructional Materials

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

Moorhead School Board Policy 834: Public Gifts to the School District

MSBA/MASA Model Policy 101: Legal Status of the School District

MSBA/MASA Model Policy 101.1: Name of the School District

MSBA Service Manual, Chapter 3, Employee Negotiations

MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)



# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.032R

TO: School Board

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

DATE: November 5, 2013

RE: Approval of Policy

Attached please find the policy, Mission Statement 104.

Suggested Resolution: Move to approve the policy, Mission Statement 104, as presented.

LAK:mde  
Attachment



## Mission Statement

Type:	School Board Policy
Section:	100 SCHOOL DISTRICT
Code:	104
Adopted Date:	11/11/1986
Revised Date(s):	06/12/2006, 12/14/2009
Reviewed Date(s):	07/24/1990, 01/23/1995, 05/10/1999, 08/27/2001, 06/12/2006, 12/14/2009
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to establish a clear ~~statement~~ mission statement for which the Moorhead Area Public Schools exists.

### II. GENERAL STATEMENT

The Moorhead School Board believes that a mission statement is important. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The School Board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the school district the School Board governs, the purposes it serves, the constituencies it should consider and the results it intends to produce.

### III. MISSION STATEMENT

The mission of Moorhead Area Public Schools is to develop the maximum potential of every learner to thrive in a changing world.

### IV. REVIEW

The School Board will review the school district's mission every two years, or when members of the board change. The School Board will conduct a comprehensive review of the school district's mission, including beliefs and values of the community, every five to seven years.

#### Legal References:

Minn. Stat. 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)

Minn. Rule Parts 3501.0010-3501.0180

Minn. Rule Parts 3501.0200-3501.0270

#### Cross Reference:

Moorhead School Board Policy 103: Philosophy of Education of Moorhead Area Public Schools  
MSBA/MASA Model Policy 104: School District Mission Statement



# **MOORHEAD**

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## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.033R

TO: School Board

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

DATE: November 5, 2013

RE: Approval of Policy

Attached please find the policy, Open and Closed School Board Meetings 211.

Suggested Resolution: Move to approve the policy, Open and Closed School Board Meetings 211, as presented.

LAK:mde  
Attachment

## Open and Closed School Board Meetings

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	211
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 guidelines to assure the rights of the public to be present at School Board meetings, while also protecting the individual's right to privacy under law, and to close meetings when the public interest so requires as recognized by law.

### II. GENERAL STATEMENT

~~A. The School Board of the Moorhead Area Public Schools will conduct its business under a presumption of openness in the belief that openness produces better programs, more efficiency in administration of programs and an organization more responsive to public interest and less susceptible to private interest.~~ The School Board shall conduct its business in an open manner. At the same time, the School Board recognizes and respects the privacy rights of individuals as provided by law. There are certain ~~expectations~~ exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing ~~the a~~ meeting of the School Board.

B. Except as otherwise expressly provided by statute, all meetings of the School Board, including executive sessions and work sessions, shall be open to the public.

C. Meetings will be closed only when expressly authorized by law.

### III. DEFINITION

"Meeting" means a gathering of at least a quorum of the School Board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the School Board. The term does not include a chance or social gathering.

### IV. OPEN MEETINGS AND NOTIFICATION PROCEDURES

#### A. ~~Types of~~ Meetings:

##### 1. Regular Meetings

At the first regular meeting in July, the School Board will adopt a schedule of regular meetings of the School Board for the following fiscal year. The schedule will be kept on file in the Superintendent's

office. If the School Board decides to hold a regular meeting at a place and time different from the one stated in the schedule, a notice ~~like that~~ for a special meeting will be given. School Board agendas are posted on the district ~~W~~website at [www.moorhead.k12.mn.us/schools.org](http://www.moorhead.k12.mn.us/schools.org) prior to meetings. Members of the press or interested persons may file a request at the ~~district~~ Superintendent's office for notification and copies of the agenda of regular and special meetings. Requests for such notices will expire June 30 and require refiling each year.

## 2. Special Meetings

A written notice of the time, date, place and purpose of meeting will be posted at least three (3) days prior to the date of the meeting at the ~~Probstfield Center for Education~~ school district administration office. The notice will also be mailed to those who have requested notification of the district's meetings, including the official newspaper of the district, three days prior to the date of the meeting. The School Board's actions at the special meeting are limited to those topics included in the notice.

## 3. Emergency Meetings

An emergency meeting is a special meeting called because of circumstances that, in the judgment of the School Board, require immediate consideration. Notice of the emergency meeting shall be given by telephone, e-mail or any other method used to notify the members of the School Board. Posted or published notice of an emergency meeting shall not be required, however the Board Secretary will make good faith efforts to provide notice of the emergency meeting to each news medium that has requested notification and given a telephone and/or fax number. The information will include the subject of the meeting. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

## 4. Recessed or Continued Meetings

If a meeting is recessed or is a continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mail notice is necessary.

## 5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

## 56. Actual Notice

If a person receives actual notice of a meeting of the School Board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person regardless of the method of receipt of notice.

## 7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. 13D.021.

## B. Votes

The votes of School Board members shall be recorded in the School Board minutes and available to



the public during normal business hours at the Superintendent's office.

#### C. Agenda and Written Materials

1. In any open meeting, a copy of the agenda and any printed materials relating to the agenda items prepared or distributed by the School Board or its employees and distributed to or available to all School Board members shall be available at the meeting for inspection by the public while the School Board considers the subject matter.

2. This does not apply to materials not classified by law as public, or materials relating to agenda items of a closed meeting.

#### D. Data

1. Meetings may not be closed merely because the data to be discussed is not public data.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the School Board's authority and is reasonably necessary to conduct the business or agenda item before the School Board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting regardless of form, shall be public.

### V. CLOSED MEETING PROCEDURES

#### A. Labor Negotiations Strategy

1. The School Board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider labor negotiations strategies or developments, or discussion and review of labor negotiation proposals.

2. The time and place of the closed meeting will be announced at the public meeting. The proceedings shall be electronically recorded, and the recording preserved for two years after the contract discussed at the meeting is signed. The recording shall be available to the public only after all labor contracts are signed by the School Board for the current budget period. A written roll of School Board members and other's present at the closed meeting shall be available to the public after the closed meeting.

#### B. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the School Board and its employees or their respective representatives are public meetings. These meetings may be closed only by the except when otherwise provided by the Commissioner of the Bureau of Mediation Services (BMS). A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public. The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

#### C. Preliminary Consideration of Charges

The School Board shall close one or more meetings for preliminary consideration of allegations or



charges against an individual subject to its authority. If the School Board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

#### D. Performance Evaluations

The School Board may close a meeting to evaluate the performance of an individual who is subject to its authority. The School Board shall identify the individual to be evaluated prior to closing a meeting and at its next open meeting shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

#### E. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the School Board needs advice about the level of general legal advice, i.e. regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant policy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

#### F. Dismissal Hearing

1. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.

2. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the ~~pupil~~ student, parent/guardian requests an open hearing.

3. To the extent a teacher or student dismissal hearing is held before the School Board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

#### G. Coaches; Opportunity to Respond

a1. If the School Board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.

b2. If the coach requests the reasons for the nonrenewal, the School Board must give the coach the reasons in writing within 10 days of receiving the request.

e3. On the request of the coach, the School Board must provide the coach with a reasonable

opportunity to respond to the reasons at a School Board meeting.

d4. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.

e5. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

#### H. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

1. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults; ~~and~~

2. active investigative data collected or created by a law enforcement agency; ~~or~~

3. educational data, health data, medical data, welfare data, or mental health data that are not public data; or

4. an individual's personal medical records.

5. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

#### I. Purchase and Sale of Property

a1. The School Board may close a meeting:

(1)a. to determine the asking price for real or personal property to be sold by the school district.

(2)b. to review confidential or nonpublic appraisal data; and

(3)c. to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

b2. Before closing the meeting, the School Board must identify on the record the particular real or personal property that is the subject of the closed meeting.

e3. The closed meeting must be electronically recorded at the expense of the school district. The recording must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the School Board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the recording. A list of School Board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

d4. An agreement reached that is based on an offer considered at a closed meeting is contingent on its

approval by the School Board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

#### J. Security Matters

a1. The School Board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

b2. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.

e3. Before closing a meeting, the School Board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.

d4. The closed meeting must be electronically recorded at the expense of the school district and the recording must be preserved for at least four years.

#### K. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

#### L. Procedures for Closing a Meeting

The School Board shall provide notice of a closed meeting just as for an open meeting. A School Board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the School Board shall state for the record the specific authority permitting the meeting to be closed and describe the subject to be discussed.

#### Legal References:

Minn. Stat. Ch. 12 (Emergency Management)

Minn. Stat. 121A.40-121A.575 (Pupil Fair Dismissal Act)

Minn. Stat. 122A.40 Subd. 14 (Teacher Discharge Hearing)

Minn. Stat. 121A.47 Subd. 5 (Student Dismissal Hearing)

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. 179A.14, Subd. 3 (Labor Negotiations)

Minnesota Statute, Ch. 13D (Open Meeting Law)

Minn. Stat. 122A.33, Subd. 3 (Coaches; Opportunity to Respond)

Minn. Rules Part 5510.2810 (Bureau of Mediation Services)

Department of Administration, Advisory Opinion No. 04-004 (February 3, 2004)

*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)

*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)

*The Free Press v. County of Blue Earth*, 677 N.W.2d 71 (Minn. App. 2004)

*Prior Lake American v. Mader*, 642 N.W.2d 7429 (Minn. 2002)

*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App.

1993)

*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)

*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)

*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)

Dept. of Admin. Advisory Op. No. 12-004 (March 9, 2012)

Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)

Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)

Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)

Cross References:

Moorhead School Board Policy 210: School Board Meeting Rules of Order

Moorhead School Board Policy 212: School Board Public Hearings

Moorhead School Board Policy 214: School Board Meeting Minutes

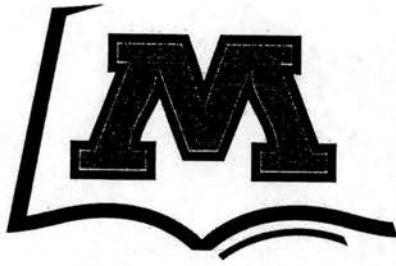
Moorhead School Board Policy 414: Employee Public and Private Personnel Data

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

MSBA/MASA Model Policy 205: Open Meetings and Closed Meetings

MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)






# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.034R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent 

DATE: November 5, 2013

RE: Approval of Policy

Attached please find the policy, School Board Meeting Minutes 214.

Suggested Resolution: Move to approve the policy, School Board Meeting Minutes 214, as presented.

LAK:mde  
Attachment



## School Board Meeting Minutes

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	214
Adopted Date:	8/27/2001
Revised Date(s):	10/10/2005, 12/14/2009
Reviewed Date(s):	10/10/2005, 12/14/2009
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the School Board of the Moorhead Area Public Schools and publication of its official proceedings.

### II. GENERAL STATEMENT

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

### III. MAINTENANCE OF MINUTES AND RECORDS

A. The Clerk shall keep and maintain permanent records of the School Board, including records of the minutes of School Board meetings and other required records of the School Board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded and maintained on file in the Superintendent's office and available for inspection by members of the public during regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a School Board meeting shall be approved or modified by the School Board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

#### B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter should be separately recorded.

2. Recordings of closed meetings shall be preserved by the school district for the following time periods:

a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.

- c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
  - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
  - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or as governed by applicable law, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
  - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
  - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3 above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
- a. The date of the closed meeting;
  - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of property, educational data, etc.); and
  - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3 above.

#### IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The School Board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceeding occurred.

B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. It shall include the date, time, place, type of meeting, and names of School Board members in attendance. It will include the substance of all official actions taken by the School Board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the School Board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the School Board, the proceedings to be published will reflect that fact.

C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the School Board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

**Legal References:**

Minn. Stat. 123B.09 Subd.10 (Publishing Proceedings)

Minn. Stat. 123B.14, Subd. 7 (Record of Meetings)

Minn. Stat. 331A.01 (Definition)

Minn. Stat. 331A.05, Subd. 8 (Notice Regarding Published Summaries)

Minn. Stat. 331A.08, Subd. 3 (Publication of Proceedings)

Minn. Stat. 13D.01, Subds. 4-6 (Open Meeting Law)

Op. Atty. Gen 161-a-20, December 17, 1970

*Ketterer v. Independent School District No. 1*, 248 Minn. 212, 79 N.W. 2d 428 (1956)

**Cross References:**

Moorhead School Board Policy 210: School Board Meeting Rules of Order

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

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

MSBA/MASA Model Policy 204: School Board Meeting Minutes



# **MOORHEAD**

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## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.035R

TO: School Board

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

DATE: November 5, 2013

RE: Approval of Policy

Attached please find the policy, Moorhead Area School District Committees 230.

Suggested Resolution: Move to approve the policy, Moorhead Area School District Committees 230, as presented.

LAK:mde  
Attachment



## Moorhead Area School District Committees

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	230
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 for the structure and operation of committees of the School Board of Moorhead Area Public Schools and Moorhead Area Public Schools.

### II. GENERAL STATEMENT

A. It is the policy of the School Board to designate district committees, School Board committees, ad hoc committees, task forces, etc. when it is determined that a committee meeting process facilitates the mission of the school district, completion of a required task and/or is mandated by law.

B. A School Board committee will be formed by School Board resolution which shall outline the duties and purpose of the committee.

C. All committees of the Moorhead Area Public Schools are advisory in nature to the School Board and have only such authority as specified by the School Board. (When appropriate, they need to clarify in any dealings with the public that their powers are only advisory to the School Board.)

D. The School Board retains the right to limit, create, or abolish any district committee, subcommittee, ad hoc committee, School Board committee, or task force as it deems appropriate.

E. The School Board will receive reports or recommendations from a committee for consideration. The School Board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.

EF. All district committees, subcommittees, ad hoc committees, School Board committees, task forces, etc. must be in compliance with the Minnesota Open Meeting Laws, designate a secretary to record the minutes, must act only within the guidelines and mission for which it is established, and take action based on majority vote or consensus.

### III. DISTRICT COMMITTEES

A. District-Wide Standing Committees - The School Board has determined certain district-wide standing committees facilitate the operation of the School Board and the school district. These committees have a specific purpose established by law or by the School Board; most involve parents, students, and/or members of the community to comprise a cross section of various stake holders within the district, include school staff and an administrator/supervisor; have defined terms; set



meetings dates to be included in the school calendar; and give a presentation to the School Board or file a year-end report with the Superintendent.

Standing Committee agendas and minutes are disseminated to all School Board members. Two School Board members are appointed to each of the district's Standing Committees at the first regular School Board meeting in July. The following Standing Committees may include, but are not limited to:

1. Activities ~~Council~~ Advisory ~~Committee~~ Council
2. Community Education Advisory Council
3. Safe and Healthy Learners Committee
4. ~~Human Rights Committee~~
5. Instruction and Curriculum Advisory Committee (ICAC)
6. ~~Long Range/Strategic Planning Committee~~
7. Policy Review Committee

B. Administrative Committees - These committees are recognized by the School Board and serve in an advisory capacity to the School Board and administration. They serve a specific area, program, or segment of the district; involve members of the staff and others as needed; may or may not include an appointed School Board member designee or liaison; review the purpose/task for the establishment of the committee; record and communicate minutes to appropriate people; may meet for a specific purpose until a task is completed; and/or complete a written report of activities for the Superintendent when task is completed.

The School Board appoints, as needed, members of the School Board to the following Administrative Committees at the first School Board meeting in July. The following Administrative Committees may include, but are not limited to:

1. Calendar Committee
2. Continuing Education Committee
3. Early Childhood Family Education Advisory ~~Council~~ Committee
4. Health/Safety/Wellness Committee
5. Indian Education/~~JOM~~ Parent Committee
6. Legislative Committee
7. Minnesota State High School League
8. Sabbatical Leave Committee
9. Staff Development Committee
10. Superintendent Advisory Committee (SAC)
11. Technology Committee
12. Title I District Parent Advisory Committee

C. 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. Term lengths are established by the community committees.

Representatives are appointed by the School Board. Their responsibilities are to serve as a representative of the school district either in a voting or non-voting capacity; and to communicate committee information to the School Board and appropriate persons. The following Community Committee groups may include, but are not limited to:

1. Clay County Joint Powers Committee

2. Clay County Joint Powers Collaborative Committee (CCJPC) Governance Board
3. ~~Interagency Early Intervention Committee (IEIC)~~

D. Parent Teacher Advisory Committees - School buildings housing student instructional programs shall have a Parent-Teacher Advisory Committee (PTAC). This building committee is a volunteer group comprised of the principal, teachers, counselors, and parents of students attending that school who are committed to supporting and promoting educational programs, staff and students.

School Board members will be appointed to attend the PTAC meetings as adopt-a-school liaisons at the first regular School Board meeting in July.

PTACs are requested to have a representative to serve on the district's Instruction and Curriculum Advisory Committee (ICAC), ~~Long Range/Strategic Planning Committee~~, and the Superintendent's Advisory Committee (SAC).

#### IV. SCHOOL BOARD COMMITTEES

The School Board may appoint at the first regular meeting in July or as needed the following School Board committees, subcommittees, ad-hoc committees, task forces, etc. The following School Board committees may include, but are not limited to:

1. Negotiations Committee
2. MSBA Legislative Liaison
3. ~~School Board Goals Subcommittees~~

#### Legal Reference:

Minn. Stat. Ch. 13D (Open Meeting Law)

#### Cross References:

Moorhead School Board Policy 101: Name and Legal Status of Moorhead Area Public Schools

Moorhead School Board Policy 231: Instruction and Curriculum Advisory Committee

Moorhead School Board Policy 233: Policy Review Committee

Moorhead School Board Policy 234: Safe and Healthy Learners Committee

~~Moorhead School Board Policy 235: Human Rights Committee~~

Moorhead School Board Policy 236: Activities Council Advisory ~~Committee~~ Council

Moorhead School Board Policy 237: Community Education Advisory Council

MSBA/MASA Model Policy 230: School Board Committees

MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)



# **MOORHEAD**

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## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.036R

TO: School Board

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

DATE: November 5, 2013

RE: Approval of Policy

Attached please find the policy, School Superintendent 310.

Suggested Resolution: Move to approve the policy, School Superintendent 310, as presented.

LAK:mde  
Attachment

## School Superintendent

Type:	School Board Policy
Section:	300 ADMINISTRATION
Code:	310
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 recognize the importance of the role of the Superintendent and the overall responsibility of that position within the school district specifically and the community at large. ~~An employment contract, a position description, and the use of an approved instrument to evaluate performance will be used.~~

### II. GENERAL STATEMENT

A. The School Board of the Moorhead Area Public Schools shall employ a Superintendent who shall serve as an ex-officio nonvoting member of the School Board and as chief executive officer of the school district.

B. The Superintendent's contract shall be used to formalize the employment relationship and to identify and clarify all conditions of employment with the Superintendent.

C. The specific duties for which the Superintendent is accountable shall be set forth in a position description for the Superintendent and shall be measured by a performance appraisal instrument approved by the School Board in consultation with the Superintendent. The School Board shall use the instrument to periodically evaluate the performance of the Superintendent. The results of the evaluation will be placed in the Superintendent's personnel file and confirmation the evaluation has been completed announced at a School Board meeting.

### III. QUALIFICATIONS AND SELECTION

A. The School Board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Department of Education and qualifications established in the job description for the Superintendent position. State and federal equal employment and non-discrimination requirements shall be observed throughout the recruitment and selection process.

B. The School Board shall consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

C. A process for recruitment, screening, and interviewing of candidates shall be developed by the School Board.

D. The School Board shall provide the contract for the Superintendent and specifically identify all



conditions of employment mutually agreed upon with the Superintendent. In so doing, the School Board shall observe all requirements of state and federal law and School Board policy.

#### IV. GENERAL RESPONSIBILITIES

A. The Superintendent is responsible for the management of the schools district facilities and programs, the administration of all school district policies, and is directly accountable to the School Board.

B. The Superintendent shall annually evaluate each building administrator assigned responsibility for supervising a school building in the district.

C. The Superintendent may delegate authority responsibilities to other school district personnel, but shall continue to be responsible accountable for actions taken under such delegation.

D. Where responsibilities are not specifically prescribed, nor School Board policy applicable, the Superintendent shall use personal and professional judgment subject to review by the School Board.

#### Legal Reference:

Minnesota, Statute, 123B.143 (Superintendent)

#### Cross References:

Moorhead School Board Policy 202: School Board Officers

Moorhead School Board Policy 216: Out-of-State Travel by School Board Members

Moorhead School Board Policy 221: School Board Policy Development, Adoption, Implementation, and Review

Moorhead School Board Policy 301: School District Administration

Moorhead School Board Policy 311: Superintendent Contract, Duties and Evaluation

Moorhead School Board Policy 540: Student Activities

Moorhead School Board Policy 544: Activities Fundraising

Moorhead School Board Policy 630: Organization of School Calendar and School Day

Moorhead School Board Policy 641: Student Promotion, Retention, Acceleration and Program Design

Moorhead School Board Policy 810: Establishment, Adoption and Modification of the School District's Financial Annual Operating Plan

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

Moorhead School Board Policy 833: Disposition of Obsolete Equipment and Material

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

Moorhead School Board Policy 907: Rewards

MSBA/MASA Model Policy 302: Superintendent

MSBA Service Manual, Chapter 3, Superintendent of Schools






# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.037R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent 

DATE: November 5, 2013

RE: Approval of Policy

Attached please find the policy, Student Surveys 505.

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

LAK:mde  
Attachment

## Student Surveys

Type:	School Board Policy
Section:	500 STUDENTS
Code:	505
Adopted Date:	3/8/2004
Revised Date(s):	02/11/2008
Reviewed Date(s):	02/11/2008
Attached Files:	No Documents Found.

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### I. PURPOSE

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

### II. GENERAL STATEMENT

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

### III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously ~~and in an indiscernible fashion~~. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student returning a survey will be maintained.
- B. The Superintendent or designee may choose not to approve any survey for reasons to include seeking probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin. The survey must meet recognized professional standards.
- C. Surveys containing questions pertaining to the student's or the student's parent's(s)/guardian's(s') personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent(s)/guardians(s) of the student is notified in writing that such survey is to be administered and the parent(s)/guardian(s) of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent/guardian for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government

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

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

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

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

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

1. The following guidelines are to be adopted in consultation with parent(s)/guardian(s):
  - a. The right of a parent/guardian to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's/guardian's request for reasonable access to such survey within a reasonable period of time after the request is received.

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

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

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

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

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

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

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

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

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

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

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

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

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

(f) student recognition programs.

(3) The right of a parent/guardian to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent/guardian for



reasonable access to such an instrument within a reasonable period of time after the request is received.

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

a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

b. The notice will provide parents/guardians with an opportunity to opt out of participation in the following activities:

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

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

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

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

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

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

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

#### Legal References:

Minnesota Statute, Ch. 13 (Minnesota Government Data Practices Act)

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

20 U.S.C. 1232h (Protection of Pupil Rights)

34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)

Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)

Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

#### Cross References:

Moorhead School Board Policy 501: Equal Educational Opportunity



Moorhead School Board Policy 502: Student Disability Nondiscrimination

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

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

MSBA/MASA Model Policy 520 (Student Surveys)



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.038R

TO: School Board

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

DATE: November 5, 2013

RE: Approval of Policy

Attached please find the policy, Early Admissions 513.

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

LAK:mde  
Attachment

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Accent on Excellence

An equal opportunity employer

## Early Admissions

**Type:** School Board Policy  
**Section:** 500 STUDENTS  
**Code:** 513  
**Adopted Date:** 4/8/1980  
**Revised Date(s):** 05/11/2009, 12/10/2012  
**Reviewed Date(s):** 01/26/1991, 12/16/1996, 02/12/2001, 07/05/2001, 01/24/2005, 05/11/2009, 12/10/2012  
**Attached Files:** No Documents Found.

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### I. PURPOSE

The purpose of this policy is to provide guidelines for early admission to the school district of a student who has not met the established age requirements.

### II. GENERAL STATEMENT

Statute specifies that a child must be five years of age on or before September 1 before commencing kindergarten and six years of age on or before September 1 before beginning first grade. The Moorhead Area Public Schools recognize that there may be occasions when it is appropriate to admit a child to school prior to the regular entrance age of five years old.

The administration ~~is authorized to~~ has developed procedures (Administrative Procedure 513.1) that will provide for early admission of students with ~~consideration given to their cognitive abilities, academic abilities, language skills, motor development, social and emotional maturity;~~ a comprehensive evaluation in cognitive, social and emotional developmental domains to help determine the child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parent report and teacher observations of the child's knowledge, skills and abilities. The early admission policy must be made available to parents in an accessible format and is subject to review by the commissioner of education.

Although chronological age is probably the best single factor used to determine eligibility for admission, some younger children may be ready earlier for kindergarten or first grade. Consequently, this policy makes it possible for exceptional children to be considered for early admission if they turn five years old during September 1 -- December 1.

Children may be considered for early entrance to kindergarten/grade one according to the following procedures:

A. The child must be five years old between September 1 -- December 1 of the year in which kindergarten entrance is required or the child must be six years old between September 1 -- December 1 of the year in which grade one entrance is required. A copy of the child's birth certificate is required.

B. Parents/guardians must complete an application (Administrative Procedure 513.1) requesting early admission at least 90 days before the start of the school year.

C. The process must be completed before school starts. Included in the application will be a developmental checklist and questionnaire which must be filled out by the parent/guardian prior to the meeting with the building administrator and teacher.

D. Parents/guardians shall request a meeting with the building administrator and teacher to review the application and developmental information. A review of the entrance criteria will take place at this time.

E. The building administrator and teacher may also obtain additional information as needed (e.g. observations, notes from day care provider, preschool record review).

F. The parent/guardian, building administrator and teacher will meet when the necessary information has been gathered and review the results. If the recommendation of this team is that the child is not a viable candidate for early admissions, then the application process will be terminated. If the team determines that the child may be an appropriate candidate for early admissions, a meeting will be scheduled to develop an assessment plan with appropriate school personnel (e.g. school psychologist, occupational therapist, speech/language clinician). A parent/guardian may be required to pay for the cost of the testing.

G. Following the completion of this assessment, a conference will be held with the assessment team, building administrator, gifted and talented coordinator and teacher to discuss the results and make a final recommendation for early entrance.

H. The Superintendent will make the final determination regarding early admission of a student into Moorhead Area Public Schools. The decision of the Superintendent is final.

Legal References:

Minn. Stat. 120A.20 (Admission to Public School)

Minn. Stat. 124D.02, Subd. 1 (Kindergarten Instruction)



# **MOORHEAD**

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## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.039R

TO: School Board

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

DATE: November 5, 2013

RE: Approval of Policy

Attached please find the policy, Moorhead Area Public Schools Graduation Policy 640.

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

**Type:** School Board Policy  
**Section:** 600 EDUCATION PROGRAMS  
**Code:** 640  
**Adopted Date:** 7/30/1985  
**Revised Date(s):** 02/11/2008, 06/14/2010  
**Reviewed Date(s):** 04/01/1990, 04/14/1994, 06/08/1998, 05/09/2005, 04/10/2006, 02/11/2008, 06/14/2010  
**Attached Files:** 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 entering grade 9 in the 2012-13 school year and earlier must ~~pass the Minnesota Comprehensive Assessments Second Edition (MCA-Hs)/Graduation Required Assessment for Diploma (GRAD)~~ satisfactorily complete all credit requirements, all state and local academic standards and successfully pass graduation examinations 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.

For students entering grade 9 in the 2013-2014 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards on a nationally normed college entrance exam. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

### III. DEFINITIONS

A. "Academic standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, career and technical education, or world languages.

A. B. "Course credit" is equivalent to "Credit" means 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. ~~C.~~ "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. ~~D.~~ "Individualized Education Program," or "IEP," means a written statement developed for a student eligible by law for special education and services.

F. ~~E.~~ "Limited English Proficient" or "~~LEP~~" "EL" students means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

F. "GRAD" means the graduation-required assessment for diploma that measures the reading, writing, and mathematics proficiency of high school students.

#### IV. TEST ADMINISTRATOR

The ~~Assistant Superintendent~~ Director of School Improvement and Accountability 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 GRADUATION ASSESSMENT REQUIREMENTS

A. ~~All students must satisfactorily complete, as determined by the school district, the MCA-Hs/GRAD. Refer to Administrative Procedure 640.1.~~

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. 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.~~

A. Students enrolled in grade 8 through the 2009-2010 school year are eligible to be assessed under:

1. the graduation-required assessment for diploma (GRAD) in reading, mathematics, or writing under Minn. Stat. 120B.30, Subd. 1(c)(1) and (2) and Subd. 1(d) (2012) as follows:

a. for reading and mathematics:

i. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the Minnesota comprehensive assessments in grade 10 for reading and grade 11 for mathematics or achieving a passing score as determined through a standard setting process on the GRAD in grade 10 for reading and grade 11 for mathematics or subsequent retests;

ii. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in reading and the mathematics test for English language learners or the GRAD equivalent of those assessments for students designated as English language learners;

iii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an individualized education program (IEP) or Section 504 (504) plan;

iv. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the state-identified alternate assessment or assessments in grade 10 for reading and grade 11 for mathematics for students with an IEP; or

v. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP; and

b. for writing:

i. achieving a passing score on the GRAD;



ii. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in writing for students designated as English language learners;

iii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan; or

iv. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP.

c. Students enrolled in grade 8 in any school year from the 2005-2006 school year to the 2009-2010 school year who do not pass the mathematics GRAD under Section V.A.1. are eligible to receive a high school diploma if they:

i. complete with a passing score or grade all state and local coursework and credits required for graduation by the school board granting the students their diploma;

ii. participate in district-prescribed academic remediation in mathematics; and

iii. fully participate in at least two retests of the mathematics GRAD test or until they pass the mathematics GRAD test, whichever comes first.

2. the WorkKeys job skills assessment;

3. the Compass college placement test;

4. the ACT assessment for college admission;

5. a nationally recognized armed services vocational aptitude test; or

6. the school district may also substitute a score from the Accuplacer (comprehensive) or the Scholastic Aptitude Test (SAT) to satisfy the requirements of this paragraph.

B. Students enrolled in grade 8 in the 2010-2011 or 2011-2012 school year are eligible to be assessed under:

1. the GRAD in reading, mathematics, or writing under Minn. Stat. 120B.30, Subd. 1(c)(1) and (2) (2012) as follows:

a. for reading and mathematics:

i. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the Minnesota comprehensive assessments in grade 10 for reading and grade 11 for mathematics or achieving a passing score as determined through a standard setting process on the GRAD in grade 10 for reading and grade 11 for mathematics or subsequent retests;

ii. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in reading and the mathematics test for English language learners or the GRAD equivalent of those assessments for students designated as English language learners;

iii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan;

iv. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the state-identified alternate assessment or assessments in grade 10 for reading and grade 11 for mathematics for students with an IEP; or

v. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP; and

b. for writing:

i. achieving a passing score on the GRAD;

ii. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in writing for students designated as English language learners;

iii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan; or

iv. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP.

2. the WorkKeys job skills assessment;

3. the Compass college placement test;

4. the ACT assessment for college admission;

5. a nationally recognized armed services vocational aptitude test; or

6. the school district may also substitute a score from the Accuplacer (comprehensive) or the Scholastic Aptitude Test (SAT) to satisfy the requirements of this paragraph.

C. For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. demonstrate understanding of required academic standards on a nationally normed college entrance exam;

2. achievement and career and college readiness tests in mathematics, reading, and writing. The tests must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation. In addition, the tests must ensure that the foundational knowledge and skills for students' successful performance in postsecondary employment or education and articulated series of possible targeted interventions are clearly identified and satisfy Minnesota's postsecondary admission requirements. To the extent available, the tests should:

a. monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and



b. based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and

3. consistent with this paragraph and Minn. Stat. 120B.125, age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.

4. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

5. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.

6. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college must be actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.

D. Students enrolled in grade 8 through the 2011-2012 school year who have not yet demonstrated proficiency on the Minnesota comprehensive assessments, the GRAD, or the basic skills testing requirements prior to high school graduation may satisfy state high school graduation requirements for assessments in reading, mathematics, and writing by taking:

1. the GRAD in reading, mathematics, or writing Minn. Stat. 120B.30, Subd. 1(c)(1) and (2) (2012) as follows:

a. for reading and mathematics:

i. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the Minnesota comprehensive assessments in grade 10 for reading and grade 11 for mathematics or achieving a passing score as determined through a standard setting process on the GRAD in grade 10 for reading and grade 11 for mathematics or subsequent retests;

ii. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in reading and the mathematics test for English language learners or the GRAD equivalent of those assessments for students designated as English language learners;

iii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan;

iv. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the state-identified alternate assessment or assessments in grade 10 for reading and grade 11 for mathematics for students with an IEP; or

v. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP; and

b. for writing:

i. achieving a passing score on the GRAD;

ii. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in writing for students designated as English language learners;

iii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan; or

iv. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP.

2. the WorkKeys job skills assessment;

3. the Compass college placement test, a nationally recognized armed services vocation aptitude test; or

4. the ACT assessment for college admission.

## VI. GRADUATION CREDIT REQUIREMENTS

A. Students beginning 9<sup>th</sup> grade in the 2011-2012 and 2012-13 school years must successfully complete, as determined by the school district, the following high school level 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.

3. Three credits of science, including at least: (a) one credit in biology; (b) one chemistry or physics credit or a career and technical education credit that meets standards underlying the chemistry, physics, or biology credit or a combination of those standards approved by the school district; and (c) meeting biology standards under Section VI.A.3.(b) does not meet the biology requirement under Section VI.A.3.(a);

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. One credit Moorhead Area Public School District Standards, Fitness

7. .5 credit Moorhead Area Public School District Standards, Wellness

8. At least .5 credit 9th grade Explore Class (maximum one credit)

9. A minimum of 9.5 elective credits.

#### 10. Credit equivalencies

- a. A 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. An agriculture science credit may fulfill a credit requirement other than the specified science credit in biology under Section VI.A.3.
- c. A career and technical education credit may fulfill a mathematics or arts credit requirement or a science requirement other than the specified science credit in biology under Section VI.A.2., VI.A.3., or VI.A.5.

B. Students beginning 9<sup>th</sup> grade in the 2013-2014 school year and later must successfully complete the following high school level credits for graduation:

- 1. Four credits of language arts sufficient to satisfy all of the academic standards in English language arts;
  - 2. Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
  - 3. An algebra I credit by the end of 8<sup>th</sup> grade sufficient to satisfy all of the 8<sup>th</sup> grade standards in mathematics;
  - 4. Three credits of science, including at least one credit of chemistry or physics, and one elective credit of science. The combination of credits under this clause must be sufficient to satisfy:
    - a. all of the academic standards in either chemistry or physics and
    - b. all other academic standards in science;
  - 5. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
  - 6. One credit of the arts sufficient to satisfy all of the state or local academic standards in the arts; and
  - 7. One credit Moorhead Area Public School District Standards, Fitness
  - 8. .5 credit Moorhead Area Public School District Standards, Wellness
  - 9. At least .5 credit 9th grade Explore Class (maximum one credit)
  - 10. A minimum of 9.5 elective credits.
- #### 11. Credit equivalencies
- a. A one-half credit of economics taught in an agriculture education or business department may fulfill a one-half credit in social studies under Section VI.B.5. if the credit is sufficient to satisfy all of the academic standards in economics.
  - b. An agriculture science or career and technical education credit may fulfill the elective science



credit requirement other than the specified science credit under Section VI.B.4. if the course meets academic standards in science as approved by the school district. An agriculture science or career and technical education credit may fulfill the credit in chemistry or physics or the elective science credit required under Section VI.B.4. if:

i. the credit meets the chemistry, physics, or biology academic standards or a combination of these academic standards as approved by the school district; and

ii. the student satisfies either all of the chemistry academic standards, all of the physics academic standards, or all of the applicable elective science standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Section VI.B.4.

c. A career and technical education credit may fulfill a mathematics or arts credit requirement under Section VI.B.2. or Section VI.B.6.

d. An agriculture education teacher is not required to meet the requirements of Minn. Rules Part 3505.1150, Subpart 1, Item B (2012), to meet the credit equivalency requirements of Section VI.B.8.b.

## VII. GRADUATION STANDARDS REQUIREMENTS

A. All students must demonstrate their understanding of the following academic standards on a nationally normed college entrance exam:

1. Moorhead Area Public School District Standards, Health and Physical Education (K-12);

2. Moorhead Area Public School District Standards, Vocational and Technical Education (K-12); and

3. Moorhead Area Public School District, World Languages (K-12).

B. Academic standards in health, world languages, and vocational and technical education will be reviewed on a periodic basis as a part of the curriculum review cycle.

C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):

1. Minnesota Academic Standards, Language Arts K-12;

2. Minnesota Academic Standards, Mathematics K-12;

3. Minnesota Academic Standards, Science K-12;

4. Minnesota Academic Standards, Social Studies K-12; and

5. Minnesota Academic Standards, Arts K-12.

D. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

## 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.~~

## VIII. 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 or 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.

## VHIX. TRANSFER STUDENTS:

~~Students must attend Moorhead Area Public Schools for one semester immediately before they plan to graduate.~~ Students must attend Moorhead Area Public Schools for one semester immediately before graduation to be considered for special honors. 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:

Minn. Stat. 120B.02 (Educational Expectations for Minnesota's Students)



Minn. Stat. 120B.018 (Definitions)

Minn. Stat. 120B.07 (Early Graduation)

Minn. Stat. 120B.11 (School District Process)

Minn. Stat. 120B.021 (Required Academic Standards)

Minn. Stat. 120B.023 (Benchmarks)

Minn. Stat. 120B.024 (Graduation Requirements; Course Credits)

Minn. Stat. 120B.30 (Statewide Testing and Reporting System)

Minn. Stat. 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)

Minn. Stat. 120B.128 (Educational Planning and Assessment System (EPAS) Program)

~~Minn. Rule Parts 3501.0010 to 3501.0180 (Rules Relating to Graduation Standards--Mathematics and Reading)~~

~~Minn. Rule Parts 3501.0200 to 3501.0290 (Rules Relating to Graduation Standards--Written Composition)~~

~~Minn. Rules Parts 3501.0505-3501.0745 (K-12 Standards)~~

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Part 3505.1150, Subpart 1, Item B (2012) (Awarding Science, Mathematics, or Arts Credits through Career and Technical Education)

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 660: Moorhead Area Public School State Mandated Testing Plan and Procedure

Moorhead School Board Policy 601: Curriculum and Instruction Goals of Moorhead Area Public Schools

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: GRAD Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Accommodations and LEP Students

MSBA/MASA Model Policy 613: Graduation Requirements



# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.040R

TO: School Board

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

DATE: November 5, 2013

RE: Approval of Policy

Attached please find the policy, Credit for Learning of Minnesota Graduation Standards 653.

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, 06/14/2010
Reviewed Date(s):	06/14/2004, 05/09/2005, 05/12/2008, 06/14/2010
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Postsecondary 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 postsecondary 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. for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, and online courses and programs.

### III. DEFINITIONS

A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).

B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.

C. "Commissioner" means the Commissioner of MDE.

D. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.

E. "Eligible institution" means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by the North Central Association of Colleges and Schools, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

F. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.

G. "Online learning" is a form of digital learning delivered by an approved online learning provider.

H. "Online learning provider" is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.

### 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 will be advised of the opportunities available to complete further requirements and electives as part of the registration process.~~

### IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

#### A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.

2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least five (5) credits towards graduation from the Moorhead Area Public School District.

#### B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.

a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.

b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least five (5) credits towards graduation from the Moorhead Area Public School District.



c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the Moorhead Area Public School District's high school graduation requirements but is comparable to elective credits offered by the Moorhead Area Public School District for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.

d. If no comparable course is offered by the Moorhead Area Public School District for which high school graduation credit would be provided, no credit will be provided to the student.

2. Students transferring from a non-accredited, nonpublic school shall receive credit from the Moorhead Area Public School District upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.

a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.

b. Where the Moorhead Area Public School District determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).

c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the Moorhead Area Public School District's high school graduation requirements but is comparable to elective credits offered by the Moorhead Area Public School District for graduation, the student may be provided elective credit applied toward graduation requirements.

d. If no comparable course is offered by the Moorhead Area Public School District for which local high school graduation credit would be provided, no credit will be provided to the student.

e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

## VI. POST-SECONDARY ENROLLMENT CREDIT

A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the content standards adopted by the Moorhead Area Public 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 that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

1. Course credit will be considered by the Moorhead Area Public School District only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the

grade and credit awarded.

2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit per course. Fewer post-secondary credits may be prorated.

3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the Moorhead Area Public School District for graduation, the Moorhead Area Public School District may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

5. If no comparable course is offered by the Moorhead Area Public School District for which high school graduation credit would be provided, the Superintendent will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.

6. When secondary credit is granted for post-secondary credits taken by a student, the Moorhead Area Public School District will record those credits on the student's transcript as credits earned at a post-secondary institution.

C. A list of the courses or programs meeting the necessary requirements may be obtained from the Moorhead Area Public School District.

## VII. CREDIT FROM ONLINE LEARNING COURSES

A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.

C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the Moorhead Area Public School District's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section V.A. above.

## VIII. ADVANCED ACADEMIC CREDIT

A. The Moorhead Area Public School District will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.

B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the Moorhead Area Public School District.

C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the Moorhead Area Public School District for graduation, the Moorhead Area Public School District may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

E. If no comparable course is offered by the Moorhead Area Public School District for which high school graduation credit would be provided, the Superintendent will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

#### IX. PROCESS FOR AWARDING CREDIT

A. The building administrator will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building administrator will notify students in writing of the decision as to how credits and grades will be awarded.

B. A student or the student's parent/guardian may seek reconsideration of the decision by the building administrator as to credits and/or grades awarded upon request of a student or the student's parent/guardian if the request is made in writing to the Superintendent within five school days of the date of the building administrator's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.

C. The decision of the Superintendent as to the award of credits or grades shall be a final decision by the Moorhead Area Public School District and shall not be appealable by the student or student's parent/guardian except as set forth in Section IX.D. below.

D. If a student disputes the number of credits granted by the Moorhead Area Public School District for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the Moorhead Area Public School District's decision to the Commissioner. The decision of the Commissioner shall be final.

E. At any time during the process, the building administrator or Superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

#### 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.~~

#### ~~VX. CREDIT BY ASSESSMENT~~

~~A. The Moorhead Area Public 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. 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.~~

~~3. 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 postsecondary enrollment options course or program or an appropriately accredited online 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 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 postsecondary enrollment options course or program or an appropriately accredited online 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:

Minn. Stat. 120B.02 (Educational Expectations for Minnesota's Students)

Minn. Stat. 120B.021 (Required Academic Standards)

Minn. Stat. 120B.11 (School District Process)

Minn. Stat. 124D.09 (Postsecondary Enrollment Options Act)

Minn. Stat. 124D.095 (Online Learning Option)

Minn. Stat. 120B.14 (Advanced Academic Credit)

Minn. Stat. 123B.02 (General Powers of Independent School Districts)

Minn. Stat. 123B.445 (Nonpublic Education Council)

Minn. Stat. 124D.03, Subd. 9 (Enrollment Options Program)

Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)

Minn. Rules Parts 3501.0200 - 3501.0290 (Rules Relating to Graduation Standards - Written Composition)

~~Minn. Rule Parts 3501.0505 - 3501.0745 (K-12 Standards)~~

Minn. Rules Parts 3501.0505-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)

### 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 610: Online Learning Options

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: GRAD Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Accommodations and LEP Students

Moorhead School Board Policy 660: Moorhead Area Public Schools State Mandated Testing Plan and Procedure

MSBA/MASA Model Policy 653: Credit for Learning

S-M9-BOS  
25-NOV-2013

**INDEPENDENT SCHOOL DISTRICT #152**  
School Board Meeting  
Board Room 224 - Probstfield Center for Education  
2410 14th Street South  
Moorhead, Minnesota

November 25, 2013  
7:00 p.m.

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

**ATTENDANCE:**

Lisa Erickson _____	Bill Tomhave _____
Cindy Fagerlie _____	Matt Valan _____
Laurie Johnson _____	Trudy Wilmer _____
Scott Steffes _____	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 Moorhead High School student Connor Neill for being named a semifinalist in the National Merit Scholarship Program. Approximately 16,000 semifinalists were recognized this year. The nationwide pool of semifinalists represents less than one percent of U.S. high school seniors. More than 1.5 million juniors entered the 2014 National Merit Program by taking the 2012 Preliminary SAT/National Merit Scholarship Qualifying Test.

Semifinalists have an opportunity to continue in the competition for more than 8,000 National Merit Scholarships that will be offered next spring. To continue, semifinalists must fulfill several requirements and advance to finalist standing.

**We Are Proud** of the Red River Area Learning Center robotics team for winning first place for YouTube video and third place for team mascot at the Nov. 1-2 Bison BEST Robotics competition. Additionally, the team's engineering notebook earned them a spot in the wild card play-off round. Team members are Solen Ahmet, Evelyn Serrata, Jordan TwoHearts, Jose Zamarron, Muhamed Zuka, Moses Munoz, Anahi Serrata, Gilbert Munoz and Zoie Gartner. Team advisors are Red River ALC teachers Aura Lee Mohror and Wylie Wisnewski, and mentors are Glen Meyer and Kirk Ogden from John Deere.

**We Are Proud** of Horizon Middle School and Moorhead High School students who earned VIP status at We Day on Oct. 8 in the Twin Cities for their work on a service project last spring. In May 2013, Sayra Rice's English Learner students at Horizon held a Free the Children fundraiser that raised \$1,597.65. The students presented to staff, made morning announcements and showed videos at lunch.

Students who participated in the fundraiser were Edina Mustafic, Ayaanle Banade, Nick Beganovic, Nasuf Sadrija, Zahra Mustafa, Zabdi Tovar, Lydia Shaia, Mustafa Mustafa, Ibrahim Abdullah, Destinee Alaniz, Marc Alaniz, Dunya Ali, Hivi Brifki, Maria Charette, Kevin Lam, Tiba Mozan, Jimmy Tran, Allison Ybarra, Dzevahira Dzemailji, Carlos Perez and Sali Kakos.

We Day is an initiative of Free The Children, an international charity and educational partner that educates, engages and empowers youth to become agents of change. We Day is an educational event tied to the yearlong We Act program. Participants commit to completing one local action and one global action.

- 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
- F. Acceptance of School Board Member Resignation - Lisa Erickson, Chair

**Suggested Resolution:** Move to accept the resignation of Trudy Wilmer, School Board Director, effective immediately, and therefore declare a vacancy on the School Board.

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

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) Acceptance of Donation - Page 6

C. HUMAN RESOURCES MATTERS - Dehmer

(1) Approval of University of Jamestown Physical Therapy Program Agreement - Pages 7-11

(2) Approval of Family/Medical Leaves - Page 12

(3) Approval of Resignations - Page 13

(4) Approval of Change in Contract - Page 14

(5) Approval of New Employees - Page 15

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

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

Comments \_\_\_\_\_

3. **ADMINISTRATIVE CABINET BANDING AND GRADING STUDY**: Dehmer  
Pages 16-18

Suggested Resolution: Move to approve the Administrative Cabinet Banding and Grading Recommendation effective January 1, 2014 as presented.

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

Comments \_\_\_\_\_

4. **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) ADOPTION**:  
Kazmierczak  
Pages 19-20



**SCHOOL BOARD AGENDA - November 25, 2013**

**PAGE 4**

Suggested Resolution: Move to approve the resolution adopting NIMS as the official standard by which Moorhead Area Public Schools conducts all emergency and incident management.

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

5. **WORLD'S BEST WORKFORCE**: Kovash  
Pages 21-24
6. **FIRST READING OF POLICIES**: Kovash  
Pages 25-43
7. **SUPERINTENDENT REPORT**
8. **COMMITTEE REPORTS**
9. **OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD**
10. **ADJOURNMENT**

**SCHOOL BOARD AGENDA - November 25, 2013****PAGE 5****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Activities Advisory Council	November 26	7 a.m.	MHS
MHS PTAC	December 2	6:30 p.m.	Conf Rm
Continuing Education Com	December 3	4 p.m.	PCE
Asp PTAC	December 3	6:30 p.m.	Media Center
Joint Powers Committee	December 5	7 a.m.	Dilworth
School Board	December 9	7 p.m.	PCE
Staff Development Committee:	December 10		
Secondary		7 a.m.	MHS
Elementary		3:15 p.m.	PCE
Hopkins PTAC	December 10	6:30 p.m.	Media Center
Reinertsen PTAC	December 10	6:30 p.m.	Media Center
Spec Educ Parent Adv Com	December 11	12 noon	PCE
Instr and Curr Advisory Com	December 12	7 a.m.	PCE
Health/Safety/Wellness Com	December 12	9:30 a.m.	PCE
Horizon PTAC	December 12	6:30 p.m.	Media Center
Policy Review Committee	December 16	7 p.m.	PCE
RRALC Family Night	December 16	5:30 p.m.	RRALC
Citizen Finance Advisory Com	December 19	5:30 p.m.	PCE



# MOORHEAD

## AREA PUBLIC SCHOOLS

Office of Assistant  
Superintendent  
Memo OAS.14.034 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: November 19, 2013

RE: Donation

Moorhead Area Public Schools has received the following donation:

- David and Shannon Gelbart have donated a Juzek Double Bass and case to the Moorhead High School Orchestra valued at approximately \$9,000.

Suggested Resolution: Move to accept the included donation and direct administration to send a thank you.

WAK:ajj



# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Human Resources  
Memo HR.14.058

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *K Dehmer*

DATE: November 19, 2013

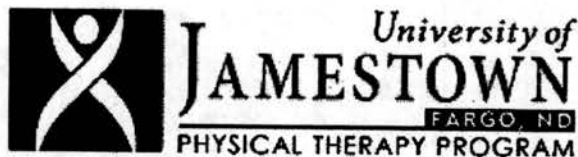
RE: University of Jamestown

Attached is an Internship Contract Agreement with University of Jamestown Physical Therapy Program for Moorhead Area Public Schools to serve as an clinical experience education placement center for Physical Therapy. Terms of this agreement begin November 25, 2013. Moorhead Area Public Schools Policy 921 supports the agreements with universities and colleges to provide field experiences for pre-service teachers.

Moorhead Area Public Schools would provide students of University of Jamestown Physical Therapy Program an opportunity to work cooperatively in a teacher-learning situation with a teacher certified by the State of Minnesota.

**SUGGESTED RESOLUTION:** Move to approve the University of Jamestown Physical Therapy Program agreement beginning November 25, 2013.





**AGREEMENT BETWEEN  
COOPERATING AGENCY and UNIVERSITY OF JAMESTOWN**

- I. Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the University of Jamestown, Physical Therapy Program, City of Fargo, Cass County, North Dakota, hereafter referred to as "UNIVERSITY" and

Moorhead Public Schools #152      Moorhead      Minnesota  
(AGENCY)                                      (City)                                      (State)

hereafter called the "COOPERATING AGENCY."

- A. UNIVERSITY operates a qualified Physical Therapy Program, hereafter called "PROGRAM", in Fargo, Cass County, North Dakota;
- B. UNIVERSITY, as part of its physical therapy curriculum, requires students to obtain clinical experience;
- C. COOPERATING AGENCY can provide clinical areas for selected student learning's;
- D. Parties wish to establish a cooperative relationship and outline the responsibilities of the parties as they contribute to the learning of the students of physical therapy.
- II. In consideration of the above recitals, the terms and covenants of this agreement, and other valuable consideration, the receipt of which is acknowledged, the parties agree as follows:
- A. The UNIVERSITY agrees:
1. To provide the classroom and clinical instruction, and to assume responsibility for the students throughout the entire program.
  2. To arrange the clinical instruction schedules through mutual consultation with the COOPERATING AGENCY.
  3. To submit the clinical instruction schedule to the COOPERATING AGENCY prior to its effective date with the following information included:
    - a. The clinical areas desired for use in the clinical instruction and supervision of students.
    - b. The hours when students will be in the areas.
    - c. The number of students to be in each area.
    - d. Necessary changes in the submitted schedule may be made by mutual agreement of the PROGRAM and COOPERATING AGENCY as soon as possible prior to the time the altered schedule is to become effective.
  4. To provide for continuous planning with the COOPERATING AGENCY, indicating the learning experiences desired for students.
  5. To provide criteria for preceptor selection and guidelines for preceptor responsibilities for physical therapy students to the COOPERATING AGENCY.
  6. To all times be cognizant of and fully abide by whatever policies of COOPERATING AGENCY apply.
  7. That the PROGRAM shall require that all affiliating students have:
    - a. received immunizations for measles, mumps, and rubella or if born after 01/02/57 have proof of a rubella immunization or titer and rubeola immunizations or 2 titers.
    - b. received negative results on a Mantoux (or chest x-ray) within the past 12 months.
    - c. received a Hepatitis B vaccination or signed an Exposure Release Form.
    - d. received a Chicken Pox (Herpes Varicella/Zoster) vaccination, or a positive titer, or signed a statement of having had Chicken Pox.
    - e. passed criminal and Office of Inspector General exclusion checks.

- f. received seasonal influenza vaccination according to CDC guidelines for health care workers
  8. The UNIVERSITY acknowledges that certain information it and its students will acquire from the COOPERATING AGENCY is of a special and unique character and constitutes Confidential Information. For purposes of this AGREEMENT, Confidential Information means all patient information and any information, not generally known about the business or not readily ascertainable by proper means by others. Having acknowledged the foregoing, the UNIVERSITY agrees to and shall use best efforts to ensure that students (a) exercise the same degree of care and protection (but no less than a reasonable degree of care and protection) with respect to the COOPERATING AGENCY'S Confidential Information as the UNIVERSITY exercises with respect to its own Confidential Information; and (b) not, directly or indirectly, disclose, copy, transfer or allow access to any Confidential Information of the COOPERATING AGENCY. The UNIVERSITY warrants that the PROGRAM will educate the students on the students' responsibility to maintain confidentiality.
  9. To carry professional liability insurance with limits of not less than the amount of \$1,000,000 per loss and \$3,000,000 aggregate on all faculty members of the Physical Therapy Program and students enrolled in physical therapy clinical courses at UNIVERSITY participating under this Agreement. If requested, the UNIVERSITY shall furnish COOPERATING AGENCY certificate(s) evidencing said insurance prior to the effective date of this Agreement.
  10. That the COOPERATING AGENCY shall not be called upon to assume the charge of the settlement or defense of any claim made or suit brought or pending instituted against the UNIVERSITY, but COOPERATING AGENCY shall have the right and shall be given the opportunity to associate the UNIVERSITY in the defense and control of any claim, suit or proceeding relative to an occurrence where the claim or suit involves, or appears reasonably likely to involve, the COOPERATING AGENCY, in which event the UNIVERSITY shall cooperate in all things in the defense of such claim, suit or proceeding.
  11. That the instructors of the PROGRAM shall be responsible for the selection of desired learning experiences in collaboration with COOPERATING AGENCY staff.
  12. To observe the following student personnel policies:
    - a. Students shall be required to wear neat and appropriate clothing or uniforms in accordance with COOPERATING AGENCY policies.
    - b. The PROGRAM will notify the COOPERATING AGENCY of student absences as early as possible prior to the scheduled clinical experience period.
    - c. Absences other than for illness may be granted only by a faculty member of the UNIVERSITY PROGRAM.
  13. To not discriminate as to race, color, creed, sex, or age.
- B. The COOPERATING AGENCY agrees:
1. To make clinical areas and learning experiences available for student learning as mutually agreed upon between the Physical Therapy Program and the COOPERATING AGENCY.
  2. To collaborate with the PROGRAM in selecting/approving physical therapist clinical instructors based on identified criteria.
  3. That the schedule for instructing students in the clinical areas shall be determined by the PROGRAM'S faculty in consultation with administration personnel and with consideration for other cooperating educational programs.
  4. To accept the enrolled students of the UNIVERSITY in support of the practice of nondiscrimination regarding race, sex, creed, or age.
  5. To contribute toward promoting an atmosphere conducive to learning and the success of the educational undertaking.
  6. To provide facilities for conferences and storage of personal items for students during periods of clinical learning experiences.
  7. To maintain ultimate responsibility for the care delivered to all patients.

8. To provide current information relative to COOPERATING AGENCY'S policies and procedures.
9. To provide an orientation to the UNIVERSITY physical therapy students.
10. Not to depend on student rotations when meeting the staffing needs of the COOPERATING AGENCY.
11. That there will be no exchange of monies relating to this education endeavor.
12. To carry professional liability insurance with limits of not less than the amount of \$1,000,000 per loss and \$3,000,000 aggregate on all faculty members of the Physical Therapy Program and students enrolled in physical therapy clinical courses at UNIVERSITY participating under this Agreement. If requested, the Cooperating Agency shall furnish the University certificate(s) evidencing said insurance prior to the effective date of this Agreement.
13. That the UNIVERSITY shall not be called upon to assume the charge of the settlement or defense of any claim made or suit brought or pending instituted against the COOPERATING AGENCY, but the UNIVERSITY shall have the right and shall be given the opportunity to associate the COOPERATING AGENCY in the defense and control of any claim, suit or proceeding relative to an occurrence where the claim or suit involves, or appears reasonably likely to involve, the UNIVERSITY, in which event the COOPERATING AGENCY shall cooperate in all things in the defense of such claim, suit or proceeding.

- C. The UNIVERSITY and the COOPERATING AGENCY agree:  
UNIVERSITY reserves the right and discretion to withdraw those students whose work or conduct may have a detrimental effect on the PROGRAM, or whose progress and achievement, in the opinion of the PROGRAM, do not justify their continuance in the program.

COOPERATING AGENCY reserves the right to prohibit a student from clinical experience at the COOPERATING AGENCY whose conduct may have a detrimental effect on patients or who does not adhere to the rules and regulations of the COOPERATING AGENCY including all rules and regulations that are hereinafter adopted by the COOPERATING AGENCY. The UNIVERSITY shall be entitled to review and respond to written objections provided by COOPERATING AGENCY to a student prior to the requested withdrawal of said student.

The contracting parties shall review the student program and contract annually. In the event the contract is modified, such modification shall be set forth in writing signed by each of the parties hereto and shall be attached to and become a part of this Agreement.

This contract shall continue in perpetuity until either party withdraw from the Agreement by giving notice in writing one year in advance of the termination date.

In the event that COOPERATING AGENCY should be sold or the active control or management of COOPERATING AGENCY should pass into hands other than those of its present officers, or in the event that it should be adjudged insolvent, bankrupt, or have a receiver or trustee of its property appointed. The UNIVERSITY shall have the option of canceling this agreement immediately by serving written notice of such cancellation on COOPERATING AGENCY.

In the event of any default by COOPERATING AGENCY, UNIVERSITY may terminate this agreement at any time on not less than 30 days written notice of such default, provided that COOPERATING AGENCY does not cure such default during such 30 day period.

The failure of either party to this agreement to insist upon the performance of any of the terms and conditions of this agreement, or the waiver of any breach of any of the terms and conditions of this agreement, shall not be construed as thereafter waiving any such terms and conditions, all of which shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

The Parties do not intend this Agreement to create any third party beneficiaries.



Any modification of this agreement or additional obligation assumed by either party in connection with this agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.

This AGREEMENT is executed in an original and one or more counterparts, any of which may be deemed an original AGREEMENT.

This AGREEMENT is hereby acknowledged and made effective as of this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

For: Moorhead Public Schools #152 For: UNIVERSITY OF JAMESTOWN

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Polly Peterson, Vice President for Institutional  
Advancement and Business Affairs

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

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

Effective July 31, 2013, Jamestown College PT Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program may matriculate students in technical/professional courses and that the program is progressing toward accreditation. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

Reviewed 11-07-13

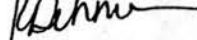


# MOORHEAD

## AREA PUBLIC SCHOOLS

Human Resources  
Memo HR.14.054

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources 

DATE: November 19, 2013

RE: Family/Medical Leave

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

Tamara Krupich	Paraprofessional, High School, effective October 14, 2013 for an undetermined amount of time.
Ayako Dooher	Paraprofessional, Ellen Hopkins Elementary, effective December 4, 2013 for the remainder of the school year.
Scott Peterson	Teacher, Horizon Middle School, effective November 5, 2013 for undetermined amount of time.
Michelle Sailer	Teacher, Horizon Middle School, effective December 4, 2013 for approximately six to eight weeks.

**SUGGESTED RESOLUTION:** Move to approve the Family/Medical Leave for Tamara Krupich and Ayako Dooher pursuant to Article VIII, Section 3 of the Paraprofessional Master Agreement and Scott Peterson and Michelle Sailer pursuant to Article 38, Section 2 of the Teachers' Master Agreement as presented.





# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Human Resources  
Memo HR.14.055

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *Dehmer*

DATE: November 19, 2013

RE: Resignations

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

Katherine Shanku      Food and Nutrition Computer Operator, S. G. Reinertsen Elementary,  
effective November 15, 2013.

Kacie Schulz      Teacher, Horizon Middle School, effective November 30, 2013.

**SUGGESTED RESOLUTION:** Move to approve the resignation of Katherine Shanku and Kacie Schulz as presented.



# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Human Resources  
Memo HR.14.056

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *K. Dehmer*

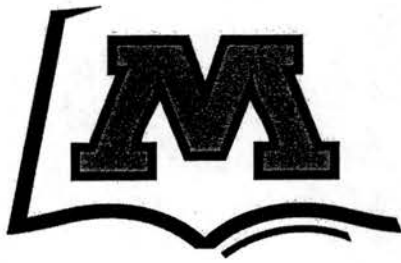
DATE: November 19, 2013

RE: Change in Contract

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

Rose Husel Food and Nutrition server, to Assistant Head Cook, Ellen Hopkins Elementary, A11  
(1) \$13.62 per hour, 4 hours per day, effective November 7, 2013. (New position due to addition of all day Kindergarten)

**SUGGESTED RESOLUTION:** Move to approve the change in contract for Rose Husel as presented.



# MOORHEAD

## AREA PUBLIC SCHOOLS

Human Resources  
Memo HR.14.057

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *KDehmer*

DATE: November 19, 2013

RE: New Employees

The administration requests the approval of the following new employees subject to satisfactory completion of federal, state and school statute and requirements.

Vicki Anderson      Bus Assistant, Transportation, 2 hours per day, 3 days per week, \$12.86 per hour, effective November 15, 2013. (Replaces Malory Highness)

Erik Lien      Assistant Basketball Coach, High School, .080 (0) \$3000.00 effective November 11, 2013. (Replaces Chad Durand)

Miranda Wells      Lunchroom Supervisor, Ellen Hopkins Elementary, 2.5 hours per day \$10.00 per hour, effective November 8, 2013. (Replaces Darla Aagenes)

**SUGGESTED RESOLUTION:** Move to approve the employment of Vicki Anderson, Erik Lien and Miranda Wells as presented.



# MOORHEAD

## AREA PUBLIC SCHOOLS

Human Resources  
Memo HR.14.059

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: November 19, 2013

RE: Administrative Cabinet Banding and Grading Study

The following information includes the recommended changes to the banding and grading of the positions within the Administrative Cabinet group. The contracts involved in this banding and grading study included Non-Aligned, Principals, Supervisors, Administrators, and the Superintendent. The comparable worth committee worked with Ms. Kathleen Murphy of Murphy's Consulting, who has extensive experience working with school districts to complete job evaluation and compensation review.

The committee was trained utilizing the Decision-Band Method of job evaluation. School districts are required to determine comparable work value through job evaluation, and to determine pay equity as required under the Local Government Pay Equity Act of 1984. All job descriptions in this group have been reviewed and updated in order to complete the job evaluation process. The completion of this project will move the district forward in revising all current job descriptions, and banding and grading all positions in accordance with the Decision-Band Method. This project has been identified in the 2013-2014 District Strategic Priorities, and the initial timeline for completion is two years.

The committee recommends that all positions in this study with an identified increased band and grade based on job evaluation be adjusted as of January 1, 2014. It is further recommended, based on past practice, that positions requiring a decrease in band and grade will be adjusted upon resignation or retirement of the employee currently holding the position.

Based on a January 1, 2014 adjustment date, the total cost of this adjustment based on Annual Salary will be \$41,570.

**SUGGESTED RESOLUTION:** Move to approve the Administrative Cabinet Banding and Grading Recommendation effective January 1, 2014 as presented.

## Job Evaluation: Recommended adjustments based on the Decision-Band Method

JOB TITLE	Current Band/Grade	Adjusted Band/Grade*	Movement
Superintendent	E-92	F-11-2	None
Assistant Superintendent	E-82	F-10-2	None
Executive Director of Human Resources	D-71	D-71	None
Executive Director of Learner Support Services	D-64	D-64	None
Executive Director of Information Systems & Instructional Support	D-63	D-64	Up
Executive Director of School Improvement & Accountability	D-64	D-64	None
High School Principal	D-72	D-72	None
Middle School Principal	D-71	D-71	None
Elementary School Principal	D-63	D-71	Up
Director of Alternative Programs	C-52	D-63	Up
Director of Early Learning Programs	C-52	D-63	Up
Activities Director	D-62	D-62	None
Director of Community Education	D-63	D-62	Down
Assistant Principal Middle and High School	D-62	D-62	None
Assistant Principal Elementary	D-61	D-61	None
Adult Basic Education Coordinator	C-52	C-52	None
Media and Information Program Manager	D-61	C-52	Down
Director of Food Service	C-43	C-51	Up
Director of Property Services and Transportation	C-44	C-51	Up
Learner Support Services Program Manager	C-52	C-51	Down
Literacy and EL Program Manager	C-52	C-51	Down
Accountant	C-43	C-51	Up
Teacher	--	--	None
Communications Coordinator	C-41	C-43	Up
Operations Coordinator	C-43	C-43	None

## Cost of adjustment for the 2013-2014 salaries based on survey results

JOB TITLE	Current Salary Jan 1 - June 30 2014	Adj. Salary Jan 1 - June 30, 2014	Adjustment Cost
Executive Director of Information Systems & Instructional Support	\$53,997	\$56,857	\$2,860
Elementary School Principal-SGR	\$62,906	\$67,285	\$4,379
Elementary School Principal-HOP	\$42,809	\$45,502	\$2,693
Elementary School Principal-ASP	\$55,714	\$59,588	\$3,874
Director of Alternative Programs	\$45,026	\$53,997	\$8,971
Director of Early Learning Programs	\$38,527	\$45,647	\$7,120
Director of Food Service	\$29,951	\$32,508	\$2,557
Director of Property Services and Transportation	\$38,993	\$41,111	\$2,118
Accountant	\$37,546	\$41,111	\$3,565
Communications Coordinator	\$35,152	\$38,584	\$3,432
Cost of additional salary based on January 1 adjustment date			\$41,569



## Decision Band Method

The underlying concept of the Decision-Band Method is that a value of a job to an organization is directly related to the decision-making requirements. This provides the most logical basis for evaluation and comparing jobs because of the following reasons:

1. The value of a job should reflect the job's importance in the organization.
2. The importance of a job is directly related to its responsibility for decision making.
3. Decision-making is common to all jobs.

<b>Band</b> Decisions made by the position	<b>Grade</b> Responsibility for coordinating others	<b>Sub-Grade</b> Remaining differences between the positions
(F) Policy Making (E) Programming (D) Interpretive (C) Process (B) Operational (A) Defined	<ul style="list-style-type: none"> <li>Does the position determine the "ends" towards the "means"?</li> <li>Are those coordinated in the same "band"?</li> </ul>	<ul style="list-style-type: none"> <li><b>Primary Criteria</b> <ul style="list-style-type: none"> <li>Working Conditions</li> <li>Complexity and diversity of tasks</li> <li>Number of highest banded tasks</li> <li>Percent of time on highest banded tasks</li> </ul> </li> <li><b>Secondary Criteria</b> <ul style="list-style-type: none"> <li>Essential skills and knowledge</li> <li>Time pressure</li> <li>Need for alertness</li> <li>Need for care and precision</li> </ul> </li> </ul>

<b>Band</b>	<b>Grade</b>	<b>Sub-Grade</b>
<i>Defined</i> Job duties are well established by others and decisions are mainly limited to sequence.	A	1 4-3-2-1
<i>Operational</i> There is only one acceptable process to accomplish the objective or task, and decisions are limited to when to accomplish the task.	B	2 4-3-2-1
		3 2-1
<i>Process</i> Position has a choice of many processes, techniques or routines that have been gained through experience or training; subject to rules and constraints of higher bands/supervisors.	C	4 4-3-2-1
		5 3-2-1
<i>Interpretive</i> Position makes decisions about best use of resources, is required to interpret objectives, and under new/unique circumstances, make decisions about rules, guidelines or processes that are carried out.	D	6 3-2-1
		7 2-1
<i>Programming</i> Decisions are made about the planning of major functions, developing and achieving program goals, and are concerned with formulating or adjusting programs and allocating resources.	E	8 3-2-1
		9 2-1
<i>Policy Making</i> Decisions are made about strategic goals and organizational policies; consideration is made for all major dimensions or departments when making decisions.	F	10 3-2-1
		11 2-1




# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Office of Assistant  
Superintendent  
Memo OAS.14.035 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent 

DATE: November 19, 2013

RE: National Incident Management System (NIMS) Adoption

Attached please find a resolution related to the district's adoption of the National Incident Management System (NIMS) as the standard for incident management at Moorhead Area Public Schools. Dan Bacon, Director of Property Services and Transportation, and Chad Stangeland, Emergency Manager with the City of Moorhead, will be in attendance at the November 25, 2013 School Board Meeting to provide a history of NIMS as it relates to the district's incident management efforts.

Moorhead Area Public Schools is committed to the safety and security of all students and staff. The district has worked very closely with other government entities to help ensure a safe and secure environment. As a natural progression of this work, the NIMS principles provide a systematic and proactive approach for agencies of all types to work seamlessly in an effort to prevent, protect against, respond to, recover from and mitigate the effects of incidents regardless of cause, size, location or complexity.

Adoption of the NIMS standard is an important step as the revision of the district's crisis management policy is underway. Additionally, school districts represented by the Cass Clay Unified School Response (CCUSR) structure will be working towards the NIMS standard.

Suggested Resolution: Move to approve the resolution adopting NIMS as the official standard by which Moorhead Area Public Schools conducts all emergency and incident management.

WAK:ajj  
Attachment

## **RESOLUTION**

### **For the adoption of the National Incident Management System (NIMS) as the standard for incident management at Moorhead Area Public Schools**

**WHEREAS**, Moorhead Area Public Schools is committed to the safety and security of all students and staff, and to the continued cooperation with other government entities in regards to critical incident management and response, and

**WHEREAS**, The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**WHEREAS**, NIMS uses a core set of concepts, principles, procedures, processes, standards, and terminology that may all be integrated with school emergency management practices. The collective use of NIMS across all local incident response agencies, including K-12 schools and higher education institutions (HEIs), and disciplines creates a common operating picture, promoting mutual goals and responsibilities, and ultimately, more efficient and effective response services. Furthermore, in the event of a large-scale incident crossing multiple jurisdictions and disciplines, NIMS unites all response teams across all of the participating jurisdictions and facilitates effective and appropriate assistance from outlying communities when needed based on the size and complexity of the incident.

**WHEREAS**, the NIMS system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

**WHEREAS**, Homeland Security Presidential Directive 5 (HSPD5) issued in February, 2003 mandated the use of NIMS and the Incident Command System (ICS) by all general government including public schools, and linked employment of the NIMS model to the ability to receive certain federal grants, and

**WHEREAS**, Employment of the organizational, communications, decision making, and documentation concepts set forth in NIMS allows responders from multiple agencies and jurisdictions to function as one during a disaster, and

**WHEREAS**, conformance to NIMS principles eases the process of obtaining federal disaster relief funds and assistance,

**NOW, THEREFORE**, be it resolved that the Moorhead Area Public Schools School Board adopts the National Incident Management System (NIMS) as the official standard by which the Moorhead Area Public School District shall conduct all emergency and incident management.

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Lisa Erickson, Chair

Date

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Laurie Johnson, Clerk

Date



# **MOORHEAD**

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## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.046R

TO: School Board

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

DATE: November 19, 2013

RE: World's Best Workforce

Attached is the legislation regarding the World's Best Workforce. Our district has included many of the requirements in the annual report and with our school improvement process.

A presentation and discussion will be a part of the November 25 board meeting.

LAK:mde  
Attachment



**120B.11 SCHOOL DISTRICT PROCESS FOR REVIEWING CURRICULUM, INSTRUCTION, AND STUDENT ACHIEVEMENT; STRIVING FOR THE WORLD'S BEST WORKFORCE.**

Subdivision 1. **Definitions.** For the purposes of this section and section 120B.10, the following terms have the meanings given them.

(a) "Instruction" means methods of providing learning experiences that enable a student to meet state and district academic standards and graduation requirements.

(b) "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge and skills and career and college readiness.

(c) "World's best workforce" means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

Subd. 1a. **Performance measures.** Measures to determine school district and school site progress in striving to create the world's best workforce must include at least:

- (1) student performance on the National Association of Education Progress;
- (2) the size of the academic achievement gap by student subgroup;
- (3) student performance on the Minnesota Comprehensive Assessments;
- (4) high school graduation rates; and
- (5) career and college readiness under section 120B.30, subdivision 1.

Subd. 2. **Adopting plans and budgets.** A school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce and includes:

- (1) clearly defined district and school site goals and benchmarks for instruction and student achievement for all student subgroups identified in section 120B.35, subdivision 3, paragraph (b), clause (2);
- (2) a process for assessing and evaluating each student's progress toward meeting state and local academic standards and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;
- (3) a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, school principal evaluations under section 123B.147, subdivision 3, and teacher evaluations under section 122A.40, subdivision 8, or 122A.41, subdivision 5;
- (4) strategies for improving instruction, curriculum, and student achievement;
- (5) education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and



(6) an annual budget for continuing to implement the district plan.

Subd. 3. **District advisory committee.** Each school board shall establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards, consistent with subdivision 2. A district advisory committee, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include teachers, parents, support staff, students, and other community residents. The district may establish site teams as subcommittees of the district advisory committee under subdivision 4. The district advisory committee shall recommend to the school board rigorous academic standards, student achievement goals and measures consistent with subdivision 1a and sections 120B.022, subdivision 1, paragraphs (b) and (c), and 120B.35, district assessments, and program evaluations. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.

Subd. 4. **Site team.** A school may establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, and student achievement at the school site, consistent with subdivision 2. The team advises the board and the advisory committee about developing the annual budget and revising an instruction and curriculum improvement plan that aligns curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

Subd. 5. **Report.** Consistent with requirements for school performance reports under section 120B.36, subdivision 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the district Web site. The school board shall hold an annual public meeting to review, and revise where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction, and to review district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the commissioner in the form and manner the commissioner determines.

Subd. 6. [Repealed by amendment, 2013 c 116 art 2 s 6]

Subd. 7. **Periodic report.** Each school district shall periodically survey affected constituencies about their connection to and level of satisfaction with school. The district shall include the results of this evaluation in the summary report required under subdivision 5.

Subd. 8. [Repealed by amendment, 2013 c 116 art 2 s 6]

Subd. 9. **Annual evaluation.** (a) The commissioner must identify effective strategies, practices, and use of resources by districts and school sites in striving for the world's best workforce. The commissioner must assist districts and sites throughout the state in implementing these effective strategies, practices, and use of resources.

(b) The commissioner must identify those districts in any consecutive three-year period not making sufficient progress toward improving teaching and learning and striving for the world's best workforce. The commissioner, in collaboration with the identified district, may require the district to use up to two percent of its basic general education revenue per fiscal year during the proximate three school years to implement commissioner-specified strategies and practices, consistent with paragraph (a), to improve and accelerate its progress in realizing its goals under

this section. In implementing this section, the commissioner must consider districts' budget constraints and legal obligations.

**History:** 1996 c 412 art 7 s 4; 1Sp1997 c 4 art 5 s 12; 1998 c 397 art 6 s 124; art 11 s 3; 2000 c 254 s 2; 2003 c 130 s 12; 1Sp2005 c 5 art 2 s 6-11; 2006 c 263 art 7 s 1; 2009 c 96 art 2 s 6; 2013 c 116 art 2 s 6



# **MOORHEAD**

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## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.045R

TO: School Board

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

DATE: November 19, 2013

RE: First Reading of Policies

The board will conduct a first reading of the following policies: Tuition Fees 512, Home Schooled Students 608, Safety and Security Technology 712, District Fiscal Management 801, Credit Card Usage and Electronic Funds Transfer 805, Reimbursement for Travel, Professional Meetings and Conferences 824, Rental of District Musical Instruments 831, Visitors to Moorhead Area Public School Buildings and Sites 905, and Rewards 907.

LAK:mde  
Attachments

## **Tuition Fees**

**Type:** School Board Policy  
**Section:** 500 STUDENTS  
**Code:** 512  
**Adopted Date:** 9/13/1988  
**Revised Date(s):** 05/11/2009, 04/26/2010  
**Reviewed Date(s):** 08/13/1991, 07/06/1993, 08/28/1995, 08/26/1996, 07/28/1997, 08/10/1998, 07/19/1999, 06/26/2000, 11/10/2003, 09/26/2005, 06/12/2006, 08/27/2007, 05/11/2009, 04/26/2010

### **Attached Files:**

No Documents Found.

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## **I. PURPOSE**

The purpose of this policy is to ~~annually~~ set fees annually for out-of-state students to attend Moorhead Area Public Schools.

## **II. GENERAL STATEMENT**

Tuition fees for full-time students are based on the basic general education formula allowance and pupil weighting as identified in Minnesota, Statute, 126C.10 and outlined in Administrative Procedure 512.1: Tuitions Fees.

### **Legal References:**

Minn. Stat. 124D.04 (Options for Enrolling in Adjoining States)  
Minn. Stat. 126C.10 (General Education Revenue)

### **Cross Reference:**

Moorhead School Board Policy 511: Enrollment of Nonresident Students

## Home Schooled Students

Type:	School Board Policy
Section:	600 EDUCATION PROGRAMS
Code:	608
Adopted Date:	2/11/2002
Revised Date(s):	04/10/2006, 04/26/2010
Reviewed Date(s):	04/10/2006, 04/26/2010
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents/guardians who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

### II. GENERAL STATEMENT

The Minnesota Compulsory Attendance Law (Minnesota, Statute, 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that their child acquires knowledge and skills that are essential for effective citizenship (Minnesota, Statute, 120A.22, Subd. 1).

### III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district in which they reside ~~in~~ must provide instruction and meet requirements specified in Minnesota, Statute, 120A.22.

### IV. IMMUNIZATION

As required in statute, the parent/guardian of a home-schooled child shall submit statements on the child's immunizations as required by law to the Superintendent in the district in which the child resides by October 1st of ~~each school year~~ the first year of home schooling in Minnesota and the grade 7 year (Minnesota, Statute, 121A.15, Subd. 8).

### V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, Moorhead Area Public Schools will provide textbooks, individualized instructional materials and standardized tests and loan or provide them for use by a home schooled child. The district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minnesota, Statutes, 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

### VI. PUPIL SUPPORT SERVICES



Upon formal request as required by law, ~~Moorhead Area Public Schools~~ the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minnesota, Statute, 123B.44 and Minnesota, Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minnesota, Statute, 123B.40-123B.48 for any of these purposes.

## VII. SHARED-TIME PROGRAMS

A. A home-schooled child who is a resident of the school district may enroll in classes in the district as a shared-time ~~pupil~~ student on the same basis as other nonpublic school students. The provision of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.

B. The school district may limit enrollment of shared-time ~~pupils~~ students in such classes based on capacity of a program, class, grade level, or school building. The Moorhead School Board and administration retain sole discretion and control over scheduling of all classes and assignment of shared-time ~~pupils~~ students in classes.

## VIII. EXTRACURRICULAR ACTIVITIES

Resident ~~pupils~~ students who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students (Minnesota, Statutes, 123B.36, Subd. 1 and 123B.49, Subd. 4). Home schooled students are expected to meet Moorhead and Minnesota High School League Eligibility Rules, Moorhead's Student Code of Ethics, and are required to pay activity fees at the same level as students enrolled in Moorhead Area Public Schools.

## IX. OPTIONAL COOPERATIVE ARRANGEMENTS

### A. Activities

1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the School Board.

a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.

b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.

c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.

2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the School Board to participate in the activity and the payment of any activity fees associated with the activity. ~~However h~~Home school students may not be charged higher activity fees than other public school students. ~~An a~~Approval shall be granted at the discretion of the School Board.

#### B. Transportation Services

1. The school district may provide nonpublic, nonregular transportation services to a home-schooled child.
2. The School Board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

#### Legal References:

Minn. Stat. 120A.22 (Compulsory Instruction)  
Minn. Stat. 120A.24 (Reporting)  
Minn. Stat. 120A.26 (Enforcement and Prosecution)  
Minn. Stat. 121A.15 (Health Standards; Immunizations; School Children)  
Minn. Stat. 123B.36 (School Boards May Require Fees)  
~~Minn. Stat. 123B.40 (Declaration of Policy)~~  
Minn. Stat. 123B.41 (Definitions)  
Minn. Stat. 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)  
Minn. Stat. 123B.43 (Use of Individualized Instructional Materials)  
Minn. Stat. 123B.44 (Provision of Pupil Support Services)  
~~Minn. Stat. 123B.45 (Payments for Contractual Obligations)~~  
~~Minn. Stat. 123B.46 (Administrative Costs)~~  
~~Minn. Stat. 123B.47 (Notice to Districts: Proration)~~  
~~Minn. Stat. 123B.48 (Limit on District Obligations)~~  
Minn. Stat. 123B.49 (Cocurricular and Extracurricular Activities)  
Minn. Stat. 123B.86 (Equal Treatment - Transportation)  
Minn. Stat. 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. 124D.03 (Enrollment Options Program)  
Minnesota, Rules Ch. 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

#### Cross References:

Moorhead School Board Policy 511: Enrollment of Nonresident Students  
Moorhead School Board Policy 530: Student Immunization Requirements  
Moorhead School Board Policy 541: Student Activity Eligibility  
Moorhead School Board Policy 640: Moorhead Area Public Schools Graduation Policy

MSBA/MASA Model Policy 611: Home Schooling

## Safety and Security Technology

Type:	School Board Policy
Section:	700 NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES
Code:	712
Adopted Date:	8/14/1995
Revised Date(s):	04/12/2004, 06/13/2011
Reviewed Date(s):	02/14/2000, 04/12/2004, 06/13/2011
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to regulate safety and security technology.

### II. GENERAL STATEMENT

~~The purpose for using s~~Safety and security technology is used to enhance the safety and security of students and staff in school buildings, school buses; and other property utilized by Moorhead Area Public Schools is to enhance the safety and security of pupils and staff . Various forms of technology may be utilized to deter misbehavior, promote security and safety, and serve as evidence if needed for disciplinary action or criminal proceedings. The purchase and utilization of safety and security technology will occur only after review and approval by the Moorhead School Board. Please refer to Administrative Procedure 712.1: Safety and Security Procedures.

### III. VIDEO SURVEILLANCE CAMERAS

#### A. Placement in School Buildings and Grounds

1. School district buildings and grounds may be equipped with video cameras. Signs will be placed at entrances to buildings where video cameras are installed notifying all persons that their conversation or actions may be recorded.
2. Video surveillance may occur in any school district building or any owned or leased school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the sSuperintendent.

#### B. Placement in School Buses

~~1. Each and every s~~School buses owned, leased, contracted and/or operated by the school district shall may be equipped with a fully enclosed box or placement and operation of a video camera and audio recording equipment and conspicuously placed signs notifying riders that their conversations or actions may be recorded.

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

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

#### C. Use and Retention of Video Recordings

1. Recordings will be viewed under the following conditions:

a. a complaint or report from a student, staff members, parent/guardian, bus driver, or other citizen arising out of suspected personal misconduct;

b. at the request of a school administrator or law enforcement agency;

c. periodic review at the discretion of the ~~school principals~~ building administrators, transportation director, or other designees of the Superintendent.

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

3. Video recordings or copies of video recordings used as evidence in school policy or safety violations will be retained by the school district until conclusion of any disciplinary proceeding in which the video recording is used as evidence and will be kept as set forth in the school district's ~~R~~records and ~~R~~retention ~~S~~schedule.

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

#### IV. OTHER SAFETY AND SECURITY TECHNOLOGY

##### A. Placement

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

##### B. Use

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

##### C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, and the rules



and/or regulations promulgated thereunder.

2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

**Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. 121A.585 (Notice of Recording Device)

Minn. Stat. 138.17 (Government Records; Administration)

Minn. Stat.. 609.746 (Interference with Privacy)

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

34 C.F.R. Secs. 99.1-99.67 (Family Educational Rights and Privacy)

**Cross References:**

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

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 574: Search of Student Lockers, Desks, Personal Possessions, and Student's Person

Moorhead School Board Policy 721: Student Transportation Safety



## District Fiscal Management

Type:	School Board Policy
Section:	800 BUILDINGS AND SITES
Code:	801
Adopted Date:	8/27/2001
Revised Date(s):	12/12/2005, 04/26/2010
Reviewed Date(s):	12/12/2005, 04/26/2010
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to provide guidelines that establish effective, accurate and secure fiscal management of school district monies and properties.

### II. GENERAL STATEMENT

A. Accounting - In accordance with Minnesota statute, Moorhead Area Public Schools will comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

B. Fund Transfers - Unless otherwise authorized pursuant to Minnesota, Statute, 123B.80, as amended or any other law, fund transfers shall be made in compliance to UFARS and permanent fund transfers shall only be made in compliance with Minnesota, Statute, 123B.79, as amended. Moorhead School Board approval of personnel with fund transfer authorization will be reviewed annually or more often as needed.

C. Budget - The School Board will adopt and revise as needed, with recommendations from the Superintendent and/or designee, an annual budget based on anticipated revenue and expenditures for the district's fiscal year (July 1 - June 30).

D. Audit - The School Board will provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. The school district shall also provide for publication of the financial information specified in Minnesota, Statute, 123B.10.

E. Policies and Procedures - The School Board with recommendations from the Superintendent and/or designee will establish policies and procedures as needed for establishment and adoption of the district's budget(s), sources of taxable/non-taxable revenue, purchasing and delivery, payroll, payment of vendors and contractors, cash management, investment, and all other areas of fiscal management as needed (refer to Administrative Procedure 801.1: Fiscal Management Goals).

F. Taxation Hearing - The School Board in compliance with Minnesota, Statute, 275.065 will discuss the levy and budget of the current fiscal year at a regularly scheduled School Board meeting and allow the public to speak. This meeting may not be held before 6:00 p.m.

G. Bond or Operating Referendum - The School Board shall comply with all regulations and time lines established by Minnesota statute and the Minnesota Department of Education when considering

a bond or operating referendum vote by the public.

Legal References:

Minn. Stat. 123B.02 (General Powers of Independent School Districts)

Minn. Stat. 123B.09 (Boards of Independent School Districts)

Minn. Stat. 123B.10 (Publication of Financial Information)

Minn. Stat. 123B.14, Subd. 7 (Clerk Records)

Minn. Stat. 123B.75 (Revenue; Reporting)

Minn. Stat. 123B.76 (Expenditures; Reporting)

Minn. Stat. 123B.77 (Accounting, Budgeting and Reporting Requirement)

Minn. Stat. 123B.78 (Cash Flow, School District Revenues, Borrowing for Current Operating Costs; Capital Expenditure Deficits)

Minn. Stat. 123B.79 (Permanent Fund Transfers)

Minn. Stat. 123B.80 (Exceptions for Permanent Fund Transfers)

Minn. Stat. 275.065 (Proposed Property Taxes; Notice)

Cross References:

Moorhead School Board Policy 212: School Board Public Hearings

Moorhead School Board Policy 810: Establishment, Adoption and Modification of District's Financial Operating Plan

## Credit Card Usage and Electronic Funds Transfer

Type: School Board Policy  
Section: 800 BUILDINGS AND SITES  
Code: 805  
Adopted Date: 3/8/2010  
Revised Date(s):  
Reviewed Date(s):  
Attached Files: No Documents Found.

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### I. PURPOSE

The purpose of this policy is to ~~control the use of credit cards and to~~ ensure the proper usage of credit cards and electronic funds transfers.

### II. GENERAL STATEMENT

~~To ensure that the usage of e~~Credit cards and electronic funds transfer are only to be done so used in accordance with current industry standards and follow recommendations made by the district's auditors and the Office of the State Auditor.

### III. DEFINITIONS

Electronic Funds Transfers - Any transfer of funds that is initiated by electronic means.

### IV. CREDIT CARD USAGE

A. Purchases made with a credit card must be consistent with state law and the Office of the State Auditor.

B. The Moorhead School Board shall authorize the Superintendent to ~~annually~~ identify annually the employees and officers who are authorized to make purchases on behalf of the ~~district~~ Moorhead Area Public Schools.

C. Credit card charges shall be limited to \$2,500 per transaction. Any employee who desires to use a credit card to make a purchase greater than this amount must seek approval from the Superintendent or the Superintendent's designee.

D. The authority to use credit cards does not authorize the creation of a new form of debt for the district; credit cards are to be considered another form of authorized payment. Credit card charges shall be paid off on a monthly basis.

E. Purchases shall be limited to small purchases that are incurred in the regular course of business and for business travel expenses incurred by authorized credit card users. Travel expenses shall include meals, lodging, conference registration, transportation, and parking.

F. All receipts and other supporting documents must be turned in to the district's business office in a timely manner for review, authorization and documentation. Itemized receipts are required for substantiation of credit card usage.

G. The purchase of non-business related and/or personal items and services is prohibited. If the district does not authorize the credit card purchase, the officer or employee who made the purchase becomes personally liable for the amount of purchase.

H. The purchase of alcoholic beverages and tobacco is prohibited.

#### V. ELECTRONIC FUNDS TRANSFER

A. The School Board shall authorize the Superintendent to ~~annually~~ delegate annually authority to make electronic funds transfers.

B. The School Board shall approve the opening and closing of accounts.

C. The School Board shall annually authorize the Superintendent or designee to invest in passbook savings, money-market savings, certificates of deposit, Minnesota School District Liquid Asset Fund, and other legal investments as recommended for school district funds as needed for the operation of school district business.

D. The district shall require any disbursing bank to keep a certified copy of the delegation of authority.

E. The disbursing bank and the school district must identify the initiator of each electronic transfer.

F. Prior to any electronic funds transfer, the initiator shall document the request and obtain approval for each transaction from the Superintendent or designee.

G. Written confirmation of each electronic funds transfer shall be available within one business day of each transaction.

H. A list of all electronic funds transfers shall be submitted to the School Board at the next regular board meeting following the transfer.

#### Cross Reference:

Minnesota Office of the State Auditor Statement of Position on Credit Card Use and Policies, ~~July 2008~~ March 2011

## Reimbursement for Travel, Professional Meetings and Conferences

**Type:** School Board Policy  
**Section:** 800 BUILDINGS AND SITES  
**Code:** 824  
**Adopted Date:** 6/24/1986  
**Revised Date(s):** 02/09/2009, 04/26/2010  
**Reviewed Date(s):** 01/14/1992, 06/23/1997, 07/05/2001, 04/11/2005, 01/14/2008, 02/09/2009, 04/26/2010  
**Attached Files:** No Documents Found.

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### I. PURPOSE

The purpose of this policy is to establish reimbursement guidelines for travel related to professional meetings and conferences.

### II. GENERAL STATEMENT

Moorhead Area Public Schools pays for approved travel, professional meeting and conference expenses subject to district travel policies, budget allocations, negotiated labor agreements and individual contracts (refer to Administrative Procedure 824.1: Payment to Employees for Travel Time (Travel Request and Reimbursement Form)). Prior approval must be obtained by submission of the ~~"District #152 Professional Development/Travel Request"~~ Travel Request and Reimbursement Form to the appropriate supervisor. Reimbursement requests must be submitted within 60 days of the event per IRS regulations.

### III. EXPENSES REIMBURSED BY THE DISTRICT

#### A. Registration:

Registration materials must be submitted to the requester's supervisor for approval prior to registration. Approved registration fees are reimbursed in full upon submission of a receipt.

#### B. Transportation:

**School District-Owned Vehicles:** School district vehicles or rental vehicles from the district's approved vendor are to be used for trips within distances deemed appropriate by supervisors.

**Private Automobiles:** When a school district or rental vehicle is not available individuals are reimbursed for the use of private automobiles at the IRS approved rate. If commercial air service is available, the mileage reimbursement may not exceed the cost of round trip air fare, based on the lowest fare available at the time planning is initiated. When a school district vehicle or approved rental vehicle is available, the private vehicle reimbursement rate is 50 percent of the IRS approved rate unless otherwise specified in a negotiated labor agreement or a separate employee contract.

**Commercial Airlines:** Air travel arrangements are to be made by each individual. Reimbursement will be made for coach air fare only. Itemized receipts must be submitted along with a completed Travel



## Request and Reimbursement Form.

Rental Cars: Upon proper approval, ~~The~~ full cost of a rental vehicle, including ~~gas fuel~~ and insurance, ~~is will be~~ paid by the school district ~~when its use is deemed necessary by the immediate supervisor~~. Shuttle, limousine or taxi expenses are included as reimbursible expenses as approved. ~~Attach receipts to the expense report form.~~ Itemized receipts must be submitted along with a completed Travel Request and Reimbursement Form.

Parking: Parking fees at airports, hotels and conference sites ~~are will be~~ paid by the school district. ~~Attach receipts to the expense report form.~~ Itemized receipts must be submitted along with a completed Travel Request and Reimbursement Form.

Refer to Administrative Procedures 722.1 and 722.2.

### C. Lodging:

Actual lodging expenses, including applicable taxes, ~~are will be~~ paid by the school district. Incidental lodging expenses ~~that are to be paid by the employee~~. These include but are not limited to personal telephone calls, in-room movies and laundry ~~are paid by the employee~~. ~~Attach receipts to the expense report form.~~ Itemized receipts must be submitted along with a completed Travel Request and Reimbursement form. Lodging expenses in the Moorhead area are ~~reimbursed~~ reimbursable only when supervising students as part of an approved activity.

### D. Meals:

Meals, including gratuities, are reimbursed ~~on the following schedule~~ accordingly:

Breakfast - Up to \$5.00 (Travel begins prior to 7:00 a.m. or ends after 7:00 a.m.)

Lunch - Up to \$8.00 (Travel begins prior to 12:00 noon or ends after 12:00 noon)

Dinner - Up to \$15.00 (Travel begins prior to 6:00 p.m. or ends after 6:00 p.m.)

~~When meals are missed, a~~ Allowances for meals may be combined. For ~~instance~~ example, if breakfast and lunch are missed, up to \$28.00 is available for dinner. ~~Attach receipts to Administrative Procedure 824.1 District #152 Professional Development/Travel Request form.~~ Itemized receipts are required. Itemized receipts must be submitted with a completed Travel Request and Reimbursement Form. Care should be taken not to submit meal expenses for times when meals are included with the conference registration. In rare cases, the meeting location necessitates minimum meal expenses in excess of the allowable limits. Reimbursement of excessive meal expenses must be approved by the Superintendent or designee. ~~Neither a~~ Alcoholic beverages nor or other personal expenditures ~~for personal use~~ are not subject to reimbursement.

### E. Paid travel time:

Paid travel time for out-of-state conferences/meetings shall be limited to the dates of the conference/meeting plus one day before and one day after the conference/meeting upon supervisor approval.

## IV. ADVANCE TRAVEL EXPENSE PAYMENTS

Advance travel expense monies may be obtained upon submission of Administrative Procedure 824.1 District #152 Professional Development/Travel Request ~~a~~ Travel Request and Reimbursement fForm.

## V. VOLUNTEER TRAVEL REIMBURSEMENT

Volunteers who travel on school district business will have their expenses reimbursed in the same manner as staff or Moorhead School Board members. The administrator in charge of arranging the volunteer's travel ensures reimbursement forms, including receipts, are properly submitted for payment.

This policy will be reviewed ~~yearly~~ annually.

### Legal References:

Minn. Stat. 471.665 (Mileage Allowances)

Minn. Op. Atty. Gen. 1035 (August 23, 1999) (Retreat Expenses)

Minn. Op. Atty. Gen. 1611b-12 (August 4, 1997) (Transportation Expenses)

Minn. Op. Atty. Gen. 161B-12 (January 24, 1989) (Operating Expenses of Car)

Minn. Stat. 15.435 (Airline Travel Credit)

### Cross References:

Moorhead School Board Policy 216: Out-of-State Travel by School Board Members

Moorhead School Board Policy 722: School District Owned Vehicle Reservation

## Rental of District Musical Instruments

**Type:** School Board Policy  
**Section:** 800 BUILDINGS AND SITES  
**Code:** 831  
**Adopted Date:** 7/1/1981  
**Revised Date(s):** 04/10/2006, 04/26/2010  
**Reviewed Date(s):** 07/01/1988, 07/25/1994, 04/10/1995, 12/13/1999, 05/13/2002, 04/10/2006, 04/26/2010  
**Attached Files:** No Documents Found.

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### I. PURPOSE

The purpose of this policy is to provide guidelines for the rental of Moorhead Area Public Schools owned musical instruments.

### II. GENERAL STATEMENT

A. The Moorhead School Board authorizes an instrument rental fee each semester for each child playing a school district-owned instrument.

B. The 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 administrator using the Free or Reduced-Price ~~School~~ Meals criteria.

2. ~~In situations where~~ A fee will not be required of students who provide their own musical instruments and are asked to switch to a school district-owned instrument to obtain a balance in instrumentation; ~~no fee will be requested.~~

3. ~~No s~~Students will not be denied the right to participate in music because of ~~any or all of the above~~ the inability to pay a rental fee.

### C. Instrument Rental Agreement Form

Please refer to Administrative Procedure 831.1; ~~for the i~~Instrument ~~r~~Rental ~~a~~Agreement ~~f~~Form.

Cross Reference:

Moorhead School Board Policy 542: Student Activity Fees

## **Visitors to Moorhead Area Public School Buildings and Sites**

<b>Type:</b>	School Board Policy
<b>Section:</b>	900 SCHOOL DISTRICT - COMMUNITY RELATIONS
<b>Code:</b>	905
<b>Adopted Date:</b>	5/10/1994
<b>Revised Date(s):</b>	12/12/2005, 04/26/2010
<b>Reviewed Date(s):</b>	05/10/1994, 06/08/1998, 06/10/2002, 12/12/2005, 04/26/2010
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the Moorhead School Board on visitors to school buildings and other school property.

### **II. GENERAL STATEMENT**

A. The School Board encourages interest on the part of parents and community members in school programs and student activities. The School Board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

B. The School Board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

### **III. REGISTRATION OF VISITORS**

In accordance with City Ordinance 4-4-18:

During such time as regularly scheduled classes are in session, no person shall enter or remain in any public elementary or secondary school building within the City of Moorhead without registering in the main office of said school provided, however, this section shall not apply to members of the School Board of the Moorhead Area Public Schools, faculty and employees of the Moorhead Area Public Schools and students enrolled in that school.

Reasonable notification of the requirements of this section shall be conspicuously posted at the entrance to every public elementary and secondary school within the City of Moorhead, and no complaint for a violation of this section shall issue unless such notice is given.

### **IV. VISITOR LIMITATIONS**

A. All visitors of school district buildings during the school day shall be requested to wear an appropriate form of identification when on school premises. 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)~~ they do 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.

B. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the building administrator or a person designated by the building administrator in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

C. Visitors are authorized to park vehicles on school property at times and in locations authorized by school officials. When unauthorized vehicles are parked on school property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or

2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school property.

#### V. EMPLOYEE RESPONSIBILITY TO REPORT STRANGERS AND SUSPICIOUS PERSONS

All employees in the school district are to report strangers and suspicious persons observed on school grounds and sites to the building administrator or appropriate supervisor.

#### Legal References:

Minn. Stat. 123B.02 (General Powers of Independent School Districts)

Minn. Stat. 609.605, Subd. 4 (Trespasses on School Property)

Moorhead City Ordinance 4-4-18 (Registration in Public Schools)

Minn. Stat. 128C.08 (Assaulting a Sports Official Prohibited)

#### Cross Reference:

MSBA/MASA Model Policy 903: Visitors to School District Buildings and Sites



## **Rewards**

<b>Type:</b>	School Board Policy
<b>Section:</b>	900 SCHOOL DISTRICT - COMMUNITY RELATIONS
<b>Code:</b>	907
<b>Adopted Date:</b>	4/10/2006
<b>Revised Date(s):</b>	04/26/2010
<b>Reviewed Date(s):</b>	04/26/2010
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

The purpose of this policy is to authorize the Moorhead School Board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or School Board members as a result of their affiliation with the Moorhead Area Public Schools, or against school district property.

### **II. GENERAL STATEMENT**

The School Board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, School Board members, or school district property. The School Board also believes that the fact that the School Board may offer a reward may have a deterrent effect on the commission of such crimes.

### **III. APPROVAL OF OFFERING OF REWARDS**

The School Board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

### **IV. ESTABLISHMENT OF PROCEDURES**

The Superintendent shall be responsible for directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of a person who committed or conspired to commit the crime for which the reward was offered.

Legal Reference:  
Minn. Stat. 123B.02, Subd. 22 (Reward)

Cross Reference:  
MSBA/MASA Model Policy 907: Rewards

S- mg-PuS  
9 Dec 2013

**INDEPENDENT SCHOOL DISTRICT #152**

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

December 9, 2013

7:00 p.m.

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

**ATTENDANCE:**

Lisa Erickson _____	Bill Tomhave _____
Cindy Fagerlie _____	Matt Valan _____
Laurie Johnson _____	Vacant _____
Scott Steffes _____	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 Recognition

**We Are Proud** of the Moorhead High School volleyball team for advancing to the state tournament after winning the section title for the first time since 2010. The Spuds beat Alexandria to win the Minnesota Class 3A, Section 8 championship on Nov. 1. The volleyball team placed sixth at the state tournament Nov. 7-9 at Xcel Energy Center in St. Paul.

Team members are Bailey Lund, Amber Gunkel, CeCe Borgen, April Johnson, Emily Uglem, Maddie Swanson, Emily Tollefson, Brianna Carney, Olivia Ostlie, Bailee Gulseth, Alyssa LaFlamme, Britta Hanson, Kayla Dalquist, Kenna Taylor and Brooke Tonsfeldt. Head coach is Char Lien, assistant coaches are Amy Bjerke,

Carrie Karch and Darrin Olmscheid, and student managers are Britta Holland and Caleigh Fullmer.

**E. Superintendent's Spud Award**

The Superintendent's Spud Award is presented to kindergarten teachers Su Botner and Deb Dawson, S.G. Reinertsen/Probstfield Elementary, Colleen Geffe-Dahle, Robert Asp Elementary, and Megan Hilleren, Ellen Hopkins Elementary, for their distinguished service and leadership. This team of teachers has provided leadership over the summer and this fall in planning and implementing the district's all-day kindergarten program.

**F. 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.

**A. SUPERINTENDENT MATTERS - Kovash**

(1) Approval of November 12 and 25, 2013 Meeting Minutes - Pages 9-18

**B. ASSISTANT SUPERINTENDENT MATTERS - Kazmierczak**

(1) Approval of December Claims - Page 19

**C. HUMAN RESOURCES MATTERS - Dehmer**

(1) Approval of Bismarck State College Internship Contract Agreement - Pages 20-21

(2) Approval of Other Leave - Page 22

(3) Approval of Change in Contract - Page 23

(4) Approval of Family/Medical Leaves - Page 24

(5) Approval of Resignation - Page 25

(6) Approval of Part-Time and Substitute Pay Schedule Revisions - Pages 26-27

**SCHOOL BOARD AGENDA - December 9, 2013**

**PAGE 3**

(7) Approval of Sabbatical Leave Request - Page 28

**D. LEARNER SUPPORT SERVICES - Skarvold**

(1) Approval of American Indian Education Transmittal of Resolution Renewal -  
Pages 29-43

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

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

3. **FISCAL YEAR 2013 AUDIT REPORT:** Kazmierczak  
Page 44

Suggested Resolution: Move to accept the fiscal year 2013 school district audit report as presented by Brian Stavenger, Eide Bailly LLP.

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

4. **APPROVAL OF RESOLUTION PROVIDING FOR THE SALE OF GENERAL  
OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2014A:**  
Kazmierczak  
Pages 45-57

Suggested Resolution: Move to approve the resolution providing for the sale of general obligation school building refunding bonds, series 2014A; 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 bonds.

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

5. **CERTIFICATION OF FINAL 2013 PAYABLE 2014 PROPERTY TAX LEVY:**  
Kazmierczak  
Pages 58-60

Suggested Resolution: Move to approve the certification of the final 2013 Payable 2014 Property Tax Levy in the amount of \$13,502,121.94.

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

**SCHOOL BOARD AGENDA - December 9, 2013**

**PAGE 4**

6. **APPROVAL OF REVIEW AND COMMENT DOCUMENT:** Kazmierczak  
Pages 61-81

Suggested Resolution: Move to approve the review and comment document as presented.

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

7. **APPROVAL OF POLICY:** Kovash  
Pages 82-83

Suggested Resolution: Move to approve the policy, Tuition Fees 512, as presented.

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

8. **APPROVAL OF POLICY:** Kovash  
Pages 84-87

Suggested Resolution: Move to approve the policy, Home Schooled Students 608, as presented.

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

9. **APPROVAL OF POLICY:** Kovash  
Pages 88-91

Suggested Resolution: Move to approve the policy, Safety and Security Technology 712, as presented.

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

10. **APPROVAL OF POLICY:** Kovash  
Pages 92-94

Suggested Resolution: Move to approve the policy, District Fiscal Management 801, as presented.

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



**SCHOOL BOARD AGENDA - December 9, 2013**

**PAGE 5**

**11. APPROVAL OF POLICY: Kovash**

Pages 95-97

Suggested Resolution: Move to approve the policy, Credit Card Usage and Electronic Funds Transfer 805, as presented.

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

**12. APPROVAL OF POLICY: Kovash**

Pages 98-101

Suggested Resolution: Move to approve the policy, Reimbursement for Travel, Professional Meetings and Conferences 824, as presented.

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

**13. APPROVAL OF POLICY: Kovash**

Pages 102-103

Suggested Resolution: Move to approve the policy, Rental of District Musical Instruments 831, as presented.

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

**14. APPROVAL OF POLICY: Kovash**

Pages 104-106

Suggested Resolution: Move to approve the policy, Visitors to Moorhead Area Public Schools Buildings and Sites 905, as presented.

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

**15. APPROVAL OF POLICY: Kovash**

Pages 107-108

Suggested Resolution: Move to approve the policy, Rewards 907, as presented.

**SCHOOL BOARD AGENDA - December 9, 2013**  
**PAGE 6**

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

16. **PROCESS FOR SELECTION OF SCHOOL BOARD VACANCY:** Erickson

17. **SCHEDULE SPECIAL SCHOOL BOARD MEETING:** Kovash  
Page 109

Suggested Resolution: Move to approve Monday, December 16, 2013 at 6:30 p.m. to conduct a Special School Board meeting to take action related to filling the School Board vacancy.

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

18. **SUPERINTENDENT REPORT**

19. **COMMITTEE REPORTS**

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

21. **CLOSE PUBLIC MEETING:** Erickson

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 \_\_\_\_\_

22. **OPEN PUBLIC MEETING:** Erickson

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

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

23. **2013-2015 DIETARY AND FOOD SERVICE MASTER AGREEMENT:** Dehmer  
Page 110

Suggested Resolution: Move to approve the Dietary and Food Service Master Agreement for 2013-2015 as presented with the cost as follows:

**SCHOOL BOARD AGENDA - December 9, 2013****PAGE 7**

Year	Cost	Percentage Increase
2013-2014	\$9,047	3.47%
2014-2015	\$8,893	3.30%
TOTAL	\$17,940	6.77%

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

24. **2013-2014 BUS DRIVER AND BUS ASSISTANT MASTER AGREEMENT:** Dehmer  
Page 111

Suggested Resolution: Move to approve the Bus Driver and Bus Assistants Master Agreement for 2013-1014 as presented with the cost as follows:

Year	Cost	Percentage Increase
2013-2014	\$14,869.74	3.44%
TOTAL	\$14,869.74	3.44%

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

25. **ADJOURNMENT**

**CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Hopkins PTAC	December 10	6:30 p.m.	Media Center
Reinertsen PTAC	December 10	6:30 p.m.	Media Center
Spec Educ Parent Adv Com	December 11	12 noon	PCE
Instr and Curr Advisory Com	December 12	7 a.m.	PCE
Health/Safety/Wellness Com	December 12	9:30 a.m.	PCE
Horizon PTAC	December 12	6:30 p.m.	Media Center
Policy Review Committee	December 16	7 p.m.	PCE
RRALC Family Night	December 16	5:30 p.m.	RRALC
Staff Development Committee:	December 17		
Secondary		7 a.m.	MHS
Elementary		3:15 p.m.	PCE
Citizen Finance Advisory Com	December 19	5:30 p.m.	PCE

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
NOVEMBER 12, 2013  
PAGE 1**

**MEMBERS PRESENT:** Lisa Erickson, Cindy Fagerlie, Laurie Johnson (7:08 p.m.), Scott Steffes, Trudy Wilmer, Bill Tomhave, Matt Valan, and Dr. Lynne A. Kovash.

**MEMBERS ABSENT:** None.

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

**APPOINTMENT OF CLERK:** Chair Erickson appointed Cindy Fagerlie to serve as clerk until Laurie Johnson arrived at the meeting. Motion carried 6-0.

**PREVIEW OF AGENDA:** Superintendent Kovash recommended approval of the agenda to proceed with a revision to page 1.

**APPROVAL OF AGENDA:** Fagerlie moved, seconded by Tomhave, to approve the agenda as revised. Motion carried 6-0.

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

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

**Minutes** - Approve the October 14, 2013 Special Meeting Minutes and October 14 and 28, 2013 Regular Meeting Minutes as presented.

**Resolution of School Board Supporting Application to the Minnesota State High School League Foundation** - Approve the Resolution of School Board Supporting Application to the Minnesota State High School League Foundation to assist, recognize, promote and fund extra-curricular participation.

**Claims** - Approve the November Claims, subject to audit, in the amount of \$1,464,261.71.

General Fund:	\$1,249,144.41
Food Service Fund:	\$185,063.01
Community Service Fund:	\$30,054.29
TOTAL	\$1,464,261.71

The October Wire Payments, subject to audit, in the amount of \$2,106,686.09.



**REGULAR MEETING  
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General Fund:	\$2,056,923.09
Post Employment Irrevocable Trust Fund:	\$49,763.00
TOTAL	\$2,106,686.09

Lakes Country Perkins Consortium Funding - Accept the instructional materials and supplies valued at \$1,432.50 from Lakes Country Perkins Consortium for the Family and Consumer Science Program at Moorhead High School.

Donation - Accept the donation of \$1,500 and direct administration to send a thank you. Trinity Lutheran Church donated funds to be used at the elementary schools to offset the cost of milk for selected students.

Concordia University Wisconsin Field Experience Contract - Approve the Concordia University Wisconsin agreement for a period of five (5) years from the date of this agreement. Moorhead Schools will serve as a student intern placement center.

Change in Contract

Teresa Somers - Food and Nutrition Server to Assistant Head Server, S.G. Reinertsen Elementary, \$12.15 per hour, 2.75 hours per day, effective September 3, 2013 (replaces Eugene Life).

Family/Medical Leaves

Katie Oster - Teacher, Robert Asp Elementary, effective approximately December 11, 2013 for 90 days.

Rachel Lerum - Guidance Counselor, Moorhead High School, effective November 7, 2013 until December 19, 2013.

Krystal Anderson - LSS Teacher, Moorhead High School, effective November 4, 2013 for six weeks.

Resignations

Ruby Pedersen - Food and Nutrition Server, Robert Asp Elementary, effective September 17, 2013.

Erin Monteith - English Teacher, Moorhead High School, effective December 20, 2013.

Nahir Munoz - ESL Paraprofessional, Moorhead High School, effective December 31, 2013.

New Employees

Richard Kraft - Night Custodian, Robert Asp/Ellen Hopkins Elementary, A12 (0-2) \$15.06 per hour, 8 hours per day, effective November 11, 2013 (replaces Bobby Moore).

Mia Percy - Bus Driver, Transportation, \$13.76 per hour, 4 hours per day, effective November 4, 2013 (replaces Kevin Manzella).

Tina Gjestvang - Registrar, Moorhead High School, B22 (3) \$16.54 per hour, 8 hours per day, effective November 1, 2013 (replaces Peggy Haugstad).

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Pat Jinadasa - Network Administrator, District wide, C41 (10) \$29.94 per hour, 8 hours per day, effective November 25, 2013 (replaces John Stadter).

Cheryl Suter - Media Administrative Assistant, Horizon Middle School, A12 (3) \$15.16 per hour, 8 hours per day, effective November 18, 2013 (replaces Judith Lewis).

Xandra Stowman - Paraprofessional, Moorhead High School, B21 (0-2) \$15.37 per hour, 6.75 hours per day, effective November 12, 2013 (replaces Patricia Noon).

Motion carried 6-0.

**ENROLLMENT PROJECTIONS:** Kazmierczak provided enrollment projections based on November 1, 2013 actual enrollment. These data, along with historical and projected Average Daily Membership (ADM), will be used for planning and staffing determinations in the coming months. The November 1, 2013 enrollment figure of 5,648 is 10 students below the projection of 5,658 made in November 2012. Compared to actual enrollment of 5,556 on November 1, 2012, the current year November 1 figure represents an increase of 92 students over last year.

The secondary grade with the largest enrollment is 9th grade with 453 students; the secondary grade with the smallest enrollment is 12th with 389 students. The elementary grade with the largest enrollment is kindergarten with 494 students; the elementary grade with the smallest enrollment is 5th with 418 students.

Johnson arrived at the meeting at 7:08 p.m. and resumed duties as clerk.

**APPROVAL OF FACILITIES RECOMMENDATIONS:** Kazmierczak presented information on the following nine (9) facilities recommendations:

1. Proceed with Robert Asp Elementary addition with construction to begin in the spring of 2014 at an estimated cost of \$2.2 million.
2. Proceed with S.G. Reinertsen Elementary addition with construction to begin in the spring of 2015 at an estimated cost of between \$2.2 and \$2.5 million.
3. Proceed with Probstfield Center for Education addition with construction to begin in the spring of 2014 at an estimated cost of \$4.3 million.
4. Convene an ad hoc study group to analyze current facility usage at Moorhead High School to determine the feasibility of using existing space in the high school to house programs that are currently in the Sports Center.
5. Replace the existing Moorhead High School track and install an artificial turf field with construction to begin in the spring of 2014 at an estimated cost of \$1.54 million.
6. Explore alternatives to the district's current leased space arrangements.
7. Explore the feasibility of purchasing an additional parcel of land within the next two years.

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8. Explore the feasibility of building a grade 5-6 building on the existing Horizon Middle School site and convert the district's elementary schools to a grades K-4 configuration.
9. Create a facilities task force to develop a long-range facilities plan with consideration given to recommendations 6-8.

Sue Husel, resident, noted concerns related to air flow at Horizon Middle School.

Tomhave moved, seconded by Fagerlie, to approve the facilities recommendations 1-9. Motion carried 7-0.

**APPROVAL OF POLICY:** Fagerlie moved, seconded by Johnson, to approve the policy, Name and Legal Status of Moorhead Area Public Schools 101, as presented. Motion carried 7-0.

**APPROVAL OF POLICY:** Wilmer moved, seconded by Johnson, to approve the policy, Mission Statement 104, as presented. Motion carried 7-0.

**APPROVAL OF POLICY:** Tomhave moved, seconded by Fagerlie, to approve the policy, Open and Closed School Board Meetings 211, as presented. Motion carried 7-0.

**APPROVAL OF POLICY:** Wilmer moved, seconded by Johnson to approve the policy, School Board Meeting Minutes 214, as presented. Motion carried 7-0.

**APPROVAL OF POLICY:** Steffes moved, seconded by Tomhave, to approve the policy, Moorhead Area School District Committees 230, as presented. Motion carried 7-0.

**APPROVAL OF POLICY:** Valan moved, seconded by Steffes, to approve the policy, School Superintendent 310, as presented. Motion carried 7-0.

**APPROVAL OF POLICY:** Wilmer moved, seconded by Fagerlie, to approve the policy, Student Surveys 505, as presented. Motion carried 7-0.

**APPROVAL OF POLICY:** Johnson moved, seconded by Steffes, to approve the policy, Early Admissions 513, as presented. Motion carried 7-0.

**APPROVAL OF POLICY:** Tomhave moved, seconded by Fagerlie, to approve the policy, Moorhead Area Public Schools Graduation Policy 640, as presented. Motion carried 7-0.

**APPROVAL OF POLICY:** Valan moved, seconded by Johnson, to approve the policy, Credit for Learning of Minnesota Graduation Standards 653, as presented. Motion carried 7-0.

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**SUPERINTENDENT REPORT:** Dr. Kovash played the Red River Area Learning Center students' YouTube video that placed first at the Bison BEST Robotics competition. Kovash announced the application to present on School Board learning walks at the MSBA Leadership Conference was approved.

**COMMITTEE REPORTS:** Brief reports were heard related to the Joint Powers Committee, District Technology Committee, Special Education Parent Advisory Committee, MHS PTAC, RRALC Family Night, Safe and Healthy Learners Committee meetings and the orchestra "Cookie" concert.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** None.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 9:40 p.m.

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Laurie Johnson, Clerk

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
NOVEMBER 25, 2013  
PAGE 1**

**MEMBERS PRESENT:** Lisa Erickson, Cindy Fagerlie, Laurie Johnson, Scott Steffes, Trudy Wilmer, Bill Tomhave, Matt Valan, and Dr. Lynne A. Kovash.

**MEMBERS ABSENT:** None.

**CALL TO ORDER:** 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 approval of the agenda to proceed with a revision to page 12.

**APPROVAL OF AGENDA:** Fagerlie moved, seconded by Johnson, to approve the agenda as revised. Motion carried 7-0.

**WE ARE PROUD:**

**We Are Proud** of Moorhead High School student Connor Neill for being named a semifinalist in the National Merit Scholarship Program. Approximately 16,000 semifinalists were recognized this year. The nationwide pool of semifinalists represents less than one percent of U.S. high school seniors. More than 1.5 million juniors entered the 2014 National Merit Program by taking the 2012 Preliminary SAT/National Merit Scholarship Qualifying Test.

Semifinalists have an opportunity to continue in the competition for more than 8,000 National Merit Scholarships that will be offered next spring. To continue, semifinalists must fulfill several requirements and advance to finalist standing.

**We Are Proud** of the Red River Area Learning Center robotics team for winning first place for YouTube video and third place for team mascot at the Nov. 1-2 Bison BEST Robotics competition. Additionally, the team's engineering notebook earned them a spot in the wild card play-off round.

Team members are Solen Ahmet, Evelyn Serrata, Jordan TwoHearts, Jose Zamarron, Muhamed Zuka, Moses Munoz, Anahi Serrata, Gilbert Munoz and Zoie Gartner. Team advisors are Red River ALC teachers Aura Lee Mohror and Wylie Wisnewski, and mentors are Glen Meyer and Kirk Ogden from John Deere.

**We Are Proud** of Horizon Middle School and Moorhead High School students who earned VIP status at We Day on Oct. 8 in the Twin Cities for their work on a service project last spring. In May 2013, Sayra Rice's English Learner students at Horizon held a Free the Children fundraiser that raised \$1,597.65. The students presented to staff, made morning announcements and showed videos at lunch.



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Students who participated in the fundraiser were Edina Mustafic, Ayaanle Banade, Nick Beganovic, Nasuf Sadrija, Zahra Mustafa, Zabdi Tovar, Lydia Shaia, Mustafa Mustafa, Ibrahim Abdullah, Destinee Alaniz, Marc Alaniz, Dunya Ali, Hivi Brifki, Maria Charette, Kevin Lam, Tiba Mozan, Jimmy Tran, Allison Ybarra, Dzevahira Dzemailji, Carlos Perez and Sali Kakos.

We Day is an initiative of Free The Children, an international charity and educational partner that educates, engages and empowers youth to become agents of change. We Day is an educational event tied to the yearlong We Act program. Participants commit to completing one local action and one global action.

**MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:** Natalie Smith Carlson, 117 7th Avenue South, addressed the board regarding violence in the schools.

**ACCEPTANCE OF SCHOOL BOARD MEMBER RESIGNATION:** Chair Erickson announced Wilmer, who took a position with Eide Bailly, is unable to continue to serve on the board because of professional standards that require accounting firms to be independent of the firm's audit clients and free of conflict of interest. Eide Bailly serves as the district's auditor. The board will discuss how to fill the vacancy at the Dec. 9 meeting.

Tomhave moved, seconded by Steffes, to accept the resignation of Trudy Wilmer, School Board Director, effective immediately, and therefore declare a vacancy on the School Board. Motion carried 6-0.

Wilmer noted she appreciated working with the board and administration.

Wilmer left the meeting at 7:15 p.m.

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

Donation - Accept the included donation and direct administration to send a thank you. David and Shannon Gelbart donated a Juzek Double Bass and case to the Moorhead High School Orchestra valued at approximately \$9,000.

University of Jamestown Physical Therapy Program Agreement - Approve the University of Jamestown Physical Therapy Program Agreement beginning November 25, 2013. Moorhead Area Public Schools will serve as a clinical experience education placement center for physical therapy.

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Family/Medical Leaves

Tamara Krupich - Paraprofessional, Moorhead High School, effective October 14, 2013 for an undetermined amount of time.

Ayako Dooher - Paraprofessional, Ellen Hopkins Elementary, effective December 4, 2013 for the remainder of the school year.

Scott Peterson - Teacher, Horizon Middle School, effective November 5, 2013 for undetermined amount of time.

Michelle Sailer - Teacher, S.G. Reinertsen Elementary, effective December 4, 2013 for approximately six to eight weeks.

Resignations

Katherine Shanku - Food and Nutrition Computer Operator, S.G. Reinertsen Elementary, effective November 15, 2013.

Kacie Schulz - Teacher, Horizon Middle School, effective November 30, 2013.

Change in Contract

Rose Husel - Food and Nutrition server to Assistant Head Cook, Ellen Hopkins Elementary, A11 (1) \$13.62 per hour, 4 hours per day, effective November 7, 2013 (new position due to addition of All-Day Kindergarten).

New Employees

Vicki Anderson - Bus Assistant, Transportation, 2 hours per day, 3 days per week, \$12.86 per hour, effective November 15, 2013 (replaces Malory Highness).

Erik Lien - Assistant Basketball Coach, Moorhead High School, .080 (0) \$3000.00 effective November 11, 2013 (replaces Chad Durand).

Miranda Wells - Lunchroom Supervisor, Ellen Hopkins Elementary, 2.5 hours per day \$10.00 per hour, effective November 8, 2013 (replaces Darla Aagenes).

Motion carried 6-0.

**ADMINISTRATIVE CABINET BANDING AND GRADING STUDY:** Dehmer provided information regarding the recommended changes to the banding and grading of positions within the Administrative Cabinet group. The contracts involved with this banding and grading study include Non-Aligned, Principals, Supervisors, Administration and Superintendent. The comparable worth committee worked with Kathleen Murphy of Murphy's Consulting. Murphy has extensive experience working with school districts to complete job evaluation and compensation reviews.

The committee was trained utilizing the Decision-Band Method of job evaluation. School districts are required to determine comparable work value through job evaluation, and to determine pay equity as required under the Local Government Pay Equity Act of 1984. All job descriptions in this group have been reviewed and updated in order to complete the job

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evaluation process. The completion of this project will move the district forward in revising all current job descriptions and banding and grading of all positions in accordance with the Decision-Band Method. This project is identified in the 2013-2014 District Strategic Priorities and the initial timeline for completion is two years.

The committee recommends that all positions in this study with an identified increased band and grade based on job evaluation be adjusted as of January 1, 2014. It was further recommended, based on past practice, that positions requiring a decrease in band and grade will be adjusted upon resignation or retirement of the employee currently holding the position.

Based on a January 1, 2014 adjustment date, the total cost of this adjustment based on Annual Salary will be \$41,570.

Fagerlie moved, seconded by Johnson, to approve the Administrative Cabinet Banding and Grading Recommendation effective January 1, 2014 as presented. Motion carried 6-0.

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) ADOPTION:** Dan Bacon, Director of Property Services and Transportation, Lynn Day, Technology Projects Coordinator and Chad Stangeland, Emergency Manager with the City of Moorhead, provided the history of NIMS as it relates to the district's incident management efforts. NIMS principles provide a systemic and proactive approach for agencies of all types to work seamlessly in an effort to prevent, protect against, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location or complexity.

Adoption of the NIMS standard is an important step as the revision of the district's crisis management policy is underway. Additionally, school districts represented by the Cass Clay Unified School Response (CCUSR) structure will be moving toward the NIMS standard.

Steffes moved, seconded by Johnson, to approve the resolution adopting NIMS as the official standard by which Moorhead Area Public Schools conducts all emergency and incident management. Motion carried 6-0.

**WORLD'S BEST WORKFORCE:** Kovash presented information related to the World's Best Workforce legislation passed by the Minnesota legislature last spring. Districts must develop World's Best Workforce plans with the goals of having all students meet school readiness goals, having all third grade students achieve grade-level literacy, closing the academic achievement gap between all subgroups (ethnic, special education, poverty), having all students graduate from high school, and having all students attain college and career preparedness.

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School boards must establish an advisory committee that ensures community engagement in the development and review of the plan, reflects the diversity of the district and its school sites and makes recommendations to the board regarding rigorous academic standards and student achievement goals and measures. Responsibilities of the district's existing Instruction and Curriculum Advisory Committee will be updated to meet this requirement.

The legislation requires school districts to annually publish a report on district plan results, which will be similar to the existing annual report, and to periodically survey constituencies about their connection to schools and level of satisfaction. The School Board must hold an annual public meeting and submit an electronic summary of the annual report to the Minnesota Commissioner of Education.

The Minnesota Department of Education will be assisting districts in identifying and implementing effective strategies and practices and identifying districts in any three-year period not making sufficient progress toward improving teaching and learning. Identified districts may be required to set aside revenue to implement targeted strategies and practices.

**FIRST READING OF POLICIES:** The board conducted a first reading of the following policies: Tuition Fees 512, Home Schooled Students 608, Safety and Security Technology 712, District Fiscal Management 801, Credit Card Usage and Electronic Funds Transfer 805, Reimbursement for Travel, Professional Meetings and Conferences 824, Rental of District Musical Instruments 831, Visitors to Moorhead Area Public School Buildings and Sites 905, and Rewards 907.

**SUPERINTENDENT REPORT:** Dr. Kovash reminded board members the LCSC Board of Directors election ballots were due prior to Dec. 3. Kovash requested board members to contact Michelle with travel plans related to the MSBA Leadership Conference in January.

**COMMITTEE REPORTS:** Brief reports were heard related to the Instruction and Curriculum Advisory Committee, Policy Review Committee, Superintendent's Advisory Council, District Technology Committee, Horizon PTAC, Executive Finance Committee, and Community Education Advisory Council meetings and the MHS play "Jesus Christ Superstar."

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** None.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 8:14 p.m.

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Laurie Johnson, Clerk



# MOORHEAD

## AREA PUBLIC SCHOOLS

Office of Assistant  
Superintendent  
Memo OAS.14.036 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: December 2, 2013

RE: December Claims

The December claims are as follows:

General Fund	\$1,314,264.56
Food Service Fund	\$145,935.57
Community Service Fund	\$15,037.57
TOTAL	\$1,475,237.70

The November wire payments are as follows:

General Fund	\$1,460,729.35
Post Employment Irrevocable Trust Fund	\$49,629.00
TOTAL	\$1,510,358.35

Suggested Resolution: Move to approve the December claims, subject to audit, in the amount of \$1,475,237.70 and the November wire payments, subject to audit, in the amount of \$1,510,358.35.

WAK:ajj





# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Human Resources  
Memo HR.14.062

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources

DATE: December 3, 2013

RE: Bismarck State College

Attached is an Internship Contract Agreement with Bismarck State College for Moorhead Area Public Schools to serve as an clinical experience education placement. Terms of this agreement begin January 13, 2014 to May 16, 2014. Moorhead Area Public Schools Policy 921 supports the agreements with universities and colleges to provide field experiences for pre-service teachers.

Moorhead Area Public Schools would provide students of Bismarck State College an opportunity to work cooperatively in a teacher-learning situation with a teacher certified by the State of Minnesota.

**SUGGESTED RESOLUTION:** Move to approve the Bismarck State College agreement beginning January 13, 2014.

20



**Cooperative/Internship Program**  
Work Agreement

*Vickie Volk---Coordinator*  
Vickie.Volk@bismarckstate.edu  
Phone: 224-5505

The agreement is to define the conditions under which Mahri Schumacher is to receive cooperative education training. It will serve as a guide to all cooperating parties: student, school, and employer.

The school will provide the student with opportunities for training in the basic skills of the occupations and technical information related to it. The school will try to parallel the course of study with the job experience.

The student agrees to perform diligently the work experiences assigned by the employer according to the company policies and regulations as apply to regular employees. The student further agrees to report to work punctually, regularly, and will notify the employer or supervisor if she/he is unable to be present.

The employer agrees to give the student a variety of duties that correlate with the course of study she/he is pursuing. The employer will assign some member of the organization who will have a continuing responsibility for the training and supervision of the student, or she/he will assume this responsibility her/himself. As a beginning wage, the student will be compensated at \$ 0 an hour. Progress and advancement made by the student will be evaluated and discussed by the employer and coordinator throughout the year. A formal evaluation will be submitted at the end of each semester.

It is further agreed that should this working agreement become unsatisfactory for any part, it can be dissolved by notifying the coordinator and allowing him/her sufficient time to make the arrangements for termination.

Training will cover the period from 1-13-14 to 5-16-14  
Ellen Hopkins Elementary

Employer Moorehead Area Schools

Supervisor Diana Johnson

Address: 2020 11th St. South

Phone No. 218-284-4331

Moorehead, MN 56560

Email: dianajohnson@mooreheadschools.org

\_\_\_\_\_  
Coordinator, Bismarck State College

Diana Johnson  
\_\_\_\_\_  
Supervisor

Bismarck State College operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 which provide that:

"No person in the United States shall, on the basis of sex, race color or national origin, be excluded from participation in; be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance; and prohibit discrimination on the basis of handicap against existing employers, students, and applicants for employment and admission."



# MOORHEAD

## AREA PUBLIC SCHOOLS

Human Resources  
Memo HR.14.063

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *Dehmer*

DATE: December 3, 2013

RE: Other Leave

The administration requests approval of an Other Leave of Absence for the following people:

Erik Hest Paraprofessional, High School, effective December 2, 2013 until February 4, 2014.

Jeremy Larson Assistant Principal, Horizon Middle School, effective January 1, 2014 thru June 30, 2014.

**SUGGESTED RESOLUTION:** Move to approve the Other Leave of Absence for Erik Hest pursuant to Article VII, Section 8 of the Paraprofessional Master Agreement and pursuant to Article XII, Section 9, of the Principals' Master Agreement.



# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Human Resources  
Memo HR.14.066

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *KDehmer*

DATE: December 3, 2013

RE: Change in Contract

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

Jeremy Larson      Assistant Principal, Horizon Middle School to Interim Assistant  
Superintendent, Probstfield Center for Education, E82 (0-2) \$53,418.90,  
effective January 1, 2014 thru June 30, 2014. (Replaces Wayne Kazmierczak)

**SUGGESTED RESOLUTION:** Move to approve the change in contract for Jeremy Larson as presented.



# MOORHEAD

## AREA PUBLIC SCHOOLS

Human Resources  
Memo HR.14.061

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *K. Dehmer*

DATE: December 3, 2013

RE: Family/Medical Leave

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

Michelle Hanson Early Childhood Special Education Teacher, EIS, effective approximately, April 14, 2014 until May 30, 2014.

Emily Yule Early Childhood Special Education Teacher, EIS, effective approximately, January 17, 2014 until June 14, 2014.

Chelsey Gauer Physical Therapist, EIS, effective approximately, March 28, 2014 until June 5, 2014.

Amy Jensen Jump Start Teacher, Probstfield Center for Education, effective approximately, April 19, 2014 until June 5, 2014.

**SUGGESTED RESOLUTION:** Move to approve the Family/Medical Leave for Michelle Hanson, Emily Yule, Chelsey Gauer and Amy Jensen pursuant to Article 38, Section 2 of the Teachers' Master agreement as presented.





# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Human Resources  
Memo HR.14.060

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *KDhmer*

DATE: December 3, 2013

RE: Resignation

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

Jim MacFarlane      Assistant Golf Coach, High School, effective November 20, 2013.

**SUGGESTED RESOLUTION:** Move to approve the resignation of Jim MacFarlane as presented.



# MOORHEAD

## AREA PUBLIC SCHOOLS

Human Resources  
Memo HR.14.064

TO: Dr. Lynne Kovash, Superintendent  
FROM: Kristin Dehmer, Director of Human Resources *KDehmer*  
DATE: December 3, 2013  
RE: Part-time and Substitute Pay Schedule revision

Attached is a copy of the Part-time Substitute pay Schedule for 2013-2014. This pay schedule covers district employees who are not part of a contract or association. Revisions are being made due to settlement of Teachers' Master Agreement.

Updated salary for the following:	<u>12-13</u>	<u>13-14</u>
Licensed Teacher 0-2years+	25.96	26.56
Licensed Teacher 2-3 years+	26.50	27.10
Licensed Teacher 3+ years or more+	26.98	27.58
Drivers Education Teacher is being removed		
Increase in Part-time (snow removal)	15.00	20.00

**SUGGESTED RESOLUTION:** Move to approved the Part-time and Substitute Pay Schedule revision as presented.

**PART TIME AND SUBSTITUTE PAY SCHEDULE  
2013-2014**

<b>ADULT/COMMUNITY ED</b>	<u>2012-2013</u>	<u>+ 2013-2014</u>
Licensed Teacher 0-2years+	25.96	26.56
Licensed Teacher 2-3 years+	26.50	27.10
Licensed Teacher 3+ years or more+	26.98	27.58
Program Assistant/Classroom Aide	7.47	7.47
Evening Sec/part-time clerical and paraprofessional	10.00	10.00
Helper	7.25	7.25
Kid Source	7.25	7.25
Summer Program Student Coach (1-2 years)	8.00	8.00
Summer Program Student Coach (3+ years)	10.00	10.00
Community Education Teacher	16.52	17.02
<b>SUBSTITUTE TEACHERS</b>		
Day 1-10 Consecutive same classroom	95.00	100.00
Day 11-30 Consecutive same classroom	118.00	123.00
Day 31 and over Consecutive same classroom	184.83*	189.97*
(This pay is not retroactive)		
Long Term Substitutes 31+ Consecutive same classroom	184.83	189.97
*Starting daily rate if the position is known to be 31 days or longer		
Substitute Bonus: After 25 full-time days any classroom	100.00	100.00
*Long Term Substitutes are not eligible for the bonus.		
<b>LICENSED TUTORS - TEACHERS</b>	24.71	24.71
<b>ASSISTANT SERVERS - FOOD SERVICE</b>		
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
<b>NOON HOUR SUPERVISORS/FOOD SERVICE WORKERS/SUBS</b>		
Part-time (non-contract) (start)	10.00	10.00
After 2 years	10.30	10.30
After 5 years	10.60	10.60
After 10 years	10.90	10.90
<b>INTERPRETERS</b>		
Part-time (non-contract)	23.53	23.53
<b>COTAS</b>		
Part-time (non-contract)	17.58	17.58
<b>SECRETARIES</b>		
Part-time (non-contract)	10.00	10.25
<b>PARAPROFESSIONALS (TEACHERS ASSISTANTS)</b>		
Part-time (non-contract)	10.00	10.25
Substitute	10.00	10.25
<b>CUSTODIANS</b>		
Part-time (non-contract)	10.00	10.25
Part-time (snow removal)	15.00	20.00
<b>TECHNOLOGY SUPPORT</b>		
Event Technology Support	20.00	20.00
<b>STUDENT GENERAL HELP</b>		
	7.25	7.25
<b>*CURRICULUM WRITING</b>		
	27.34	27.34
<b>*EXCEL/TARGETED SERVICES</b>		
Summer School (newly hired staff after 7-1-07)	27.34	27.34



# MOORHEAD

## AREA PUBLIC SCHOOLS

Human Resources  
Memo HR.14.065

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *KDehmer*

DATE: December 3, 2013

RE: Sabbatical Leave Request

The Sabbatical Leave Committee, at a meeting held on December 2, 2013, moved to recommend sabbatical leave for the following individual:

Carla Smith	Minnesota State University Moorhead Leadership Program	10 weeks
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Annually by contract, \$30,000 is allocated for Sabbatical Leaves for Teachers. Teachers are paid 66.7% of their regular contract. Sabbatical leave costs are calculated using the following next cost computation: The teacher's sabbatical leave salary, plus replacement teacher's salary, plus fringes for both, minus teacher's salary and fringes if not on sabbatical.

Monies available for 2013-2014 \$195,764

Name	Cost of Leave
Carla Smith	\$6,856.00

**SUGGESTED RESOLUTION:** Move to approve the sabbatical leave as presented.




# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Learner Support  
Services  
Memo LSS.14.004

TO: Lynne Kovash, Superintendent

FROM: Jill Skarvold, Director of Learner Support Services 

DATE: December 1, 2013

RE: American Indian Education Transmittal of Resolution Renewal

Attached is the American Indian Education Transmittal of Resolution renewal form. Moorhead Area Public Schools has ten or more American Indian children enrolled in the district and therefore required to submit the Parent committee Roster, the Parent Committee Resolution and the Transmittal of Resolution form to the Minnesota Department of Education by December 15, 2013.

**SUGGESTED RESOLUTION:** Move to approve the American Indian Education Transmittal of Resolution for submission to the Minnesota Department of Education by December 15, 2013.

JS:ds  
Attachment





Office of Indian Education  
Transmittal of Resolution and Parent Committee Roster

Identification Information		
School District Name	Moorhead Area Public Schools	District Type/No. 0152
Name of person completing form Donna Norquay	Title American Indian Home/School Liaison	Telephone 218-284-7323

Resolution/Parent Committee Information
<p><b>Check all applicable items and attach the requested information:</b></p> <p><input type="checkbox"/> This district does not have 10 or more American Indian students enrolled, therefore no Parent Committee has been established, and no resolution/recommendations are attached (sign below and return the form to the Office of Indian Education).</p> <p><input type="checkbox"/> Resolution is attached:</p> <p>    Date resolution passed by Parent Committee: <u>December 2, 2013</u></p> <p>    Date resolution presented to Local School Board: <u>December 9, 2013</u></p> <p>    The attached resolution is a resolution of (check one): <input checked="" type="checkbox"/> Concurrence <input type="checkbox"/> Non-concurrence</p> <p>    Recommendations are (check one): <input type="checkbox"/> Included <input type="checkbox"/> Not included</p> <p><input type="checkbox"/> Resolution is NOT attached. If not attached, explain:</p> <p><input type="checkbox"/> School Board Response is NOT attached. If not attached, explain:</p> <p><input type="checkbox"/> A Parent Committee has NOT been established. If checked, please explain why not, including discussion of any steps that have been taken to establish a parent committee:</p> <p>The district requests that the Office of Indian Education provide assistance in the following area(s):</p> <p><input type="checkbox"/> Parent Committee Training</p> <p><input type="checkbox"/> Staff Development on American Indian history and culture</p> <p><input type="checkbox"/> Other (explain):</p>

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

Signature – Superintendent of School District/Authorized Representative

Date signed

### Parent Committee Membership Roster

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

Name of Committee Member	Area of Representation	American Indian?	
		Yes	No
Delores Gabbard	Parent	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Betty McCloud	Parent	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Michael Gabbard	Parent	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Linda Chasing Bear	Parent	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Shawn Charbonneau	Parent	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Darlene Fox	Parent	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Donna Norquay	Home/School Liaison	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Jill Skarvold	District	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Cindy Fagerlie	School Board Member	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
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		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**GENERAL INFORMATION AND INSTRUCTIONS:** Minnesota Statutes, section 124D.78 Subdivision 1 (previously 126.51.a) School Boards and American Indian schools must provide for the maximum involvement of children enrolled in education programs, programs of elementary and secondary grades, special education programs, and support services. Accordingly, the board of a school district in which there are **10 or more American Indian children enrolled** and each American Indian school must establish a parent committee. If a committee whose membership consists of a majority of parents of American Indian children has been or is established according to federal, tribal or other state law, that committee may serve as the committee required by this section and is subject to, at least, the requirements of this subdivision and subdivision 2.

The **PARENT COMMITTEE** must be composed of parents of children eligible to be enrolled in American Indian education programs, secondary students eligible to be served; American Indian language and culture education teachers and aides; American Indian teachers; counselors; adult American Indian people enrolled in educational programs; and representatives from community groups. The number of parents of American Indian and non-American Indian children shall reflect approximately the proportion of children of those groups in the programs. The parent committee must develop its recommendations in consultation with the curriculum advisory committee required by Section 120B.11, subdivision 3. This committee must afford parents the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian Education and the educational needs of the American Indian children enrolled in the school or program. The committee must also address the need for adult education programs for American Indian people in the community. The board or American Indian school must ensure that programs are planned, operated and evaluated with the involvement of and in consultation with parents of children served by the programs.

**RESOLUTION** of concurrence, prior to **January 1**, the board of American Indian school must submit to the department a copy of a resolution adopted by the parent committee. The copy must be signed by the chair of the committee and must state whether the committee concurs with the educational programs for American Indian children offered by the school board or American Indian school. ***If the committee does not concur with the educational programs, the reasons for non-concurrence and recommendations shall be submitted with the resolution. By resolution, the board must respond, in cases on non-concurrence, to each recommendation made by the committee and state its reasons for not implementing the recommendation.***

In order to comply with Minnesota Statutes, section 124D.78, please complete 1) Transmittal Form, 2) Parent Roster, 3) Parent Committee Resolution and supporting documents, as applicable, by **December 15<sup>th</sup>** of each school year and mail to:

Minnesota Department of Education  
Office of Indian Education  
1500 Highway 36 West  
Roseville, MN 55113

If assistance is needed in completion of these forms, please call (651) 582-8862.

## 2013-14 PARENT COMMITTEE RESOLUTION

WHEREAS, the Moorhead Independent School District # 0152 provides an opportunity for all of its citizens to participate in district program communities, and

WHEREAS, the Indian Education Parent Committee of the Moorhead Independent School District # 0152 is the duly elected and established Parent Committee comprised of parents of children eligible to be enrolled in American Indian programs, secondary students, representatives from community groups, school administrators, and

WHEREAS, the Parent Committee's current responsibilities are addressed in adopted by-laws and apply to programs specifically designed for American Indian learners implemented through Indian Education Program, and

WHEREAS, the Parent Committees responsibilities have been expanded to include involvement in and advisement of all educational programs, programs for elementary and secondary grades, special education programs and support services, and

WHEREAS, the Indian Education Parent Committee of Moorhead Independent School District did meet on 12-9-13 to review, recommend and approve this Resolution, and

WHEREAS, the Parent Committee has found most of the District's educational programs to be adequate in meeting the needs of American Indian students.

THEREFORE BE IT RESOLVED, the Parent Committee of Moorhead Public Schools does concur that the district's programs meet American Indian student needs.

In favor of Resolution 6

Not in favor of Resolution\* \_\_\_\_\_

Name

Chairperson

Indian Education Parent Committee

Betty Moore Vice Chair

Date

12/2/13

*\*If the committee does not concur with the Resolution, the reasons for the non-concurrence and recommendations shall be submitted with this Resolution. By resolution, the Board must respond, to each recommendation made by the committee and state its reasons for not implementing the recommendation. (Minn. Stat. § 124D.78, Subd.1)*

## Moorhead Indian Education Resolution 2013-2014

November 1, 2013

Recommendations for Concurrence	Who's Responsible	Timeline	Resources Needed	Progress
<b>1. Staff Development/Curriculum Integration</b>				
✓Continue to explore funding sources to purchase additional American Indian curricular materials.	Principals, Superintendent (Lynne Kovash), Media Specialists (Gay Galles), Indian Education Staff (Donna Norquay, Jill Skarvold), Director of School Improvement and Accountability (Missy Eidsness)	Ongoing	<ul style="list-style-type: none"> <li>-Funding</li> <li>-Coordination with department and library/media selection specialists</li> <li>-List of needed materials.</li> </ul>	<ul style="list-style-type: none"> <li>-Creation of an American Indian web page on District Haiku to provide American Indian curricular information/resources to staff.</li> <li>-Library purchases of books for students with American Indian content.</li> <li>-Success for the Future grant funding for materials purchase.</li> <li>-Ojibway Language cd's and dictionaries purchased for Ojibway Language classes.</li> </ul>



# Moorhead Indian Education Resolution 2013-2014

November 2013

Recommendations for Concurrence	Who's Responsible	Timeline	Resources Needed	Progress
✓Continue to offer American Indian cultural training for staff and integration of cultural materials into curriculums.	Principals, Superintendent (Lynne Kovash), Media Specialists (Gay Galles), Indian Education Staff (Donna Norquay, Jill Skarvold), Director of School Improvement and Accountability (Missy Eidsness)	Ongoing	-funding -determination of needed and appropriate trainings	-Continued American Indian Cultural staff development at appropriate professional development sessions. -Continued cultural curriculum integration into all subject areas. -Use of the District Haiku to deliver timely American Indian curriculum information to staff. -First Nations Journey Conference -Curriculum integration meetings with staff/departments during PLC times.
2. Special Education/Alternative Programs				

## Moorhead Indian Education Resolution 2013-2014

November 11, 2013

Recommendations for Concurrence	Who's Responsible	Timeline	Resources Needed	Progress
✓Continue to carefully monitor the potential of overrepresentation of American Indian students being referred for Special Education and Alternative Programs.	Learner Support Services Director (Jill Skarvold), Alternative Education Director (Deb Pender), Principals, Indian Education Staff (Donna Norquay, Jill Skarvold)	Ongoing	-Monitoring of yearly student counts and AYP data using District DARS and MDE data -Progress monitoring data/educational interventions -Staff development on reducing bias.	-Continued emphasis on careful consideration of exclusionary factors in Special Education assessment and referral process. -Ongoing staff development regarding reducing bias in Special Education assessment. -Academic interventions and supports have reduced the number of referrals with exclusionary factors. -Continued implementation of PLC's and SIOP model to improve student academic success.
✓The percentage of American Indian students being placed in alternative school classes needs to continue to be monitored. Procedures for determining transfer in and out of alternative programs need to be consistent while also taking into account individual student needs.	Learner Support Services Director (Jill Skarvold), Alternative Education Director (Deb Pender), Principals, Indian Education Staff (Donna Norquay, Jill Skarvold)	Yearly	-Child study facilitator support & principal support -Staff Development on Reducing Bias -Progress monitoring of data/educational interventions	-Child study teams are carefully reviewing and considering exclusionary factors. -Teachers/parents continue to contact Indian Education Staff before assessments begin. -Indian Education staff has been included on Students' support teams. -Indian Education staff continues to be involved in Learner Support Services programs. - The addition of American Indian tutors frees up more time for Indian Education Liaison to attend more student problem solving or Child Study meetings.

# Moorhead Indian Education Resolution 2013-2014

November 11, 2013

Recommendations for Concurrence	Who's Responsible	Timeline	Resources Needed	Progress
✓Other types of academic interventions and research based practices need to continue to be put into place to support student success within the general educational setting and to provide a continuum of services within general education and special education	Learner Support Services Director (Jill Skarvold), Alternative Education Director (Deb Pender), Principals, Indian Education Staff (Donna Norquay, Jill Skarvold), Director of School Improvement and Accountability (Missy Eidsness)	Ongoing	<ul style="list-style-type: none"> <li>-Funding for research based interventions.</li> <li>-Funding for professional development</li> <li>-Monitoring data of student progress of those receiving interventions.</li> <li>-Progress monitoring of data/educational interventions</li> </ul>	<ul style="list-style-type: none"> <li>-Hiring of 3 tutors for American Indian students: 1 PT at the High School, 1 FT at the Middle School, 1 FT at the Alternative School, 2 FT during summer school through the Success for the Future funds</li> <li>-Providing transportation through Success for the Future funds.</li> <li>-Specialized staff development for tutors is ongoing and includes American Indian cultural awareness training, MIEA and JOM workshops.</li> <li>-Continued implementation of PLC's and SIOP model</li> <li>-Increased student achievement at elementary grade levels on benchmarks for American Indian students.</li> <li>-AVID Training for targeted Personnel at Horizon Middle School. 3 Teachers for 6th, 7th and 8th grades; 3 tutors, the Indian Education Coordinator.</li> </ul>

## Moorhead Indian Education Resolution 2013-2014

November 11, 2013

Recommendations for Concurrence	Who's Responsible	Timeline	Resources Needed	Progress
<b>3. Collaboration: School, Community, Organizations</b>				
✓Continued collaboration with school and community organizations.	Indian Education Staff (Donna Norquay, Jill Skarvold) School and Community Program Directors	Quarterly and ongoing as needed	<ul style="list-style-type: none"> <li>-Materials for parents, technology assistance, computer access/training for parents</li> <li>-Conversations with available organizations on possible ways to collaborate.</li> <li>-Search out new presenters.</li> </ul>	<ul style="list-style-type: none"> <li>-Cultural Diversity computer classes offered for parents.</li> <li>-Library Literacy Nights at elementary schools to allow parents/ students access to computers and to check out library resources.</li> <li>-Information on area American Indian related events at the colleges and other area organizations sent to staff and American Indian Parents.</li> <li>-American Indian related community education classes offered.</li> <li>-Ojibway Language class continues and a Dakota Language class added in December 2013.</li> <li>-Continued collaboration with Fargo/West Fargo Indian Education Programs to offer joint events/trainings with Moorhead Area Public Schools. Discussion on including wider collaboration including other nearby districts.</li> <li>-Field trips to colleges/ community events.</li> <li>-Collaboration with the Native American Center.</li> </ul>

# Moorhead Indian Education Resolution 2013-2014

November 1, 2013

Recommendations for Concurrence	Who's Responsible	Timeline	Resources Needed	Progress
<b>4. Curricular &amp; Extra Curricular</b>				
✓Regular review and discussion of proportions of American Indian students in co-curricular and extracurricular activities.	Co-curricular and extracurricular Activities Director, Indian Education Staff (Donna Norquay, Jill Skarvold),	Yearly and Ongoing	-Department and Administration support. -Technical support for data collection.	-Discussions with staff and American Indian parents on issues and possible program offerings. A Culture Club and Ojibwe Language class continues with the addition of a Dakota Language class beginning in December, 2013. -A Native American Girl Scout group has been started. -There is planning for a drum singing class.
✓Promotion, recruitment & support for American Indian student participation.	Principals, Activities Director, Indian Education Staff (Donna Norquay, Jill Skarvold), American Indian Parent Committee	Ongoing, and particularly before new activities begin	-Power School information on students' activity enrollment -Activities flyers, activity dates, timelines, and specifications, Newsletters, flyers or other media as needed. -Indian Education Haiku page.	-Improving data collection processes. -Funding for field trips to White Earth Career Fair, Area College Pow-Wow, Graduation Celebration through STFT grant.
✓Search for funding/scholarship support for fees and creative solutions to transportation issues.	Indian Education Staff (Donna Norquay, Jill Skarvold), Transportation Director (Dan Bacon)	Yearly meeting & ongoing as needed	-Resources for barriers such as fees and access to transportation.	-Staff referral of students to Metro Youth Partnership for activity scholarships continues but funding is limited. -PTAC support of students unable to participate due to financial difficulty continues but is limited.



## Moorhead Indian Education Resolution 2013-2014

November 1, 2013

Recommendations for Concurrence	Who's Responsible	Timeline	Resources Needed	Progress
✓Activity options for students who don't start out in activities in elementary school and/or who move into the District from other districts; Offer greater variety of activities, and culturally related activities.	Activity Director, Indian Education Parent Committee, Indian Education Staff (Donna Norquay, Jill Skarvold), Community Education Director (Lauri Winterfeldt)	Yearly meeting & ongoing as needed	Continued collaboration with other groups to offer American Indian related activities. Updating list of community members willing to teach & share talents.	<ul style="list-style-type: none"> <li>-Several American Indian culturally related Community Education classes offered for students.</li> <li>-Winter Gathering in cooperation with Fargo Indian Education and Daughters of the Earth.</li> <li>-Culture Club and Ojibwe language classes continue with the addition of a Dakota language class in December, 2013.</li> <li>-Planning for a drumming group has started. Participation in school parade with other similar events being planned.</li> <li>-Native American Girl Scout group has been started.</li> </ul>

# Moorhead Indian Education Resolution 2013-2014

November 1, 2013

Recommendations for Concurrence	Who's Responsible	Timeline	Resources Needed	Progress
<b>5. Curriculum Evaluation</b>				
✓American Indian Education Committee representation on each specific subject area Curriculum Review Committee.	Curriculum Review Committees, Indian Education Staff (Donna Norquay, Jill Skarvold), Director of School Improvement and Accountability (Missy Eidsness)	Follow curriculum review cycle and as needed.	-Curricular materials review information and results forwarded to American Indian Parent Committee and Indian Education Coordinator. -Access to curriculum being reviewed and in use.	-Continued Indian Education representation on the ICAC Committee. -Appropriate and ongoing staff development relating to American Indian Culture and Reducing Bias. -Information sent to staff on techniques for evaluating and considering American Indian related curricular materials. -Addition of a Haiku page to help teachers access American Indian related information & curriculum. -Inclusion of American Indian representative on the Social Studies curriculum review.

# Moorhead Indian Education Resolution 2013-2014

November 4, 2013

Recommendations for Concurrence	Who's Responsible	Timeline	Resources Needed	Progress
<b>6. Middle School &amp; Secondary Education</b>				
✓Secondary Administration, Middle School Administration, Alternative School Administration, Staff, and Indian Education Representative(s) need to meet to discuss issues and solutions.	Middle School, Secondary & Alternative School Administrators and counselors, Indian Education Staff (Donna Norquay, Jill Skarvold)	Biannually		<ul style="list-style-type: none"> <li>-Discussions continue.</li> <li>-Hiring of 3 tutors for American Indian students: 1 PT at the High School, 1 PT at the Middle School, 1PT at the Alternative School, and 2 PT during summer school through Success for the Future funding.</li> <li>-Training for tutors is ongoing and includes American Indian cultural awareness training.</li> <li>-New this year is the implementation of the AVID Program at Horizon School.</li> </ul>
✓Strengthen connections with local and tribal colleges to expand, promote, and encourage post secondary options for American Indian Students.	Superintendent (Lynne Kovash), Middle School, Secondary & Alternative School Administrators, Indian Education Staff (Donna Norquay, Jill Skarvold)	Annually		<ul style="list-style-type: none"> <li>-American Indian High school and Alternative school students attended a White Earth sponsored career fair with funding provided through the Success for the Future grant.</li> <li>-Area College Pow-Wow</li> <li>-Graduation Celebration</li> </ul>

# Moorhead Indian Education Resolution 2013-2014

November 1, 2013

Recommendations for Concurrence	Who's Responsible	Timeline	Resources Needed	Progress
✓Coordinate services between area High School, Alternative School, and YES program, including prereferral and entrance procedures.	Indian Education Staff (Donna Norquay, Jill Skarvold), Superintendent (Lynne Kovash), Secondary, Middle & Alternative School Administrators, YES Coordinator	Annually	Outreach and collaborative meetings.	-After school homework club and Ojibway Language classes were added through funds from SFTF grant. -Discussion continues to ensure support for students.
<b>7. Community Education</b>				
✓Continued recruitment efforts for American Indian presenters/teachers in Community Education offerings.	Community Education Director (Lauri Winterfeldt), Indian Education Staff (Donna Norquay, Jill Skarvold), American Indian Parent Committee	Yearly meeting and ongoing communications	Continued networking and recruitment efforts	-Regular communication between Indian Ed. & Community Ed. Directors & Staff concerning program planning and offerings. -Possible new classes are being discussed. -Renewed recruiting efforts for teachers for classes.
Additional efforts to increase the number of families accessing Community Education & Early Childhood Family Education classes.	Community Education Director (Lauri Winterfeldt), Indian Education Staff (Donna Norquay, Jill Skarvold), American Indian Parent Committee	Yearly meeting and ongoing communications	Active promotion and recruitment activities.	-Discussion and collaboration continue.



# MOORHEAD

## AREA PUBLIC SCHOOLS

Office of Assistant  
Superintendent  
Memo OAS.14.037 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent

DATE: December 2, 2013

RE: Fiscal Year 2013 Audit Report

At the December 9, 2013 School Board meeting, Brian Stavenger of Eide Bailly LLP will present the district's audit report for the fiscal year ending June 30, 2013. Attached please find an executive summary that will be the basis for Mr. Stavenger's presentation.

Suggested Resolution: Move to accept the fiscal year 2013 school district audit report as presented by Brian Stavenger, Eide Bailly LLP.

WAK:ajj  
Attachment





Executive Summary  
June 30, 2013

**Moorhead Area Public Schools  
Independent School District No. 152**

### **Purpose of the Executive Summary**

The District receives audited financial statements each year, however the document is long and readers may find it difficult to read and understand. In an effort to help facilitate understanding we have put together an executive summary containing summarized information from the audited financial statements, as well as graphs and ratios. We believe the School Board, management, and citizens of the District will have a clearer picture of the financial condition of the District by reading this summary. This is not a required report and we offer no opinion on the executive summary.

We hope this executive summary encourages discussion of the District's financial condition and to:

- Alert the School Board and management to financial condition trends, both favorable and unfavorable.
- Put the District's financial condition in perspective by compiling data for several years.

We obtained the idea of an executive summary format based on a review of the Comprehensive Annual Financial Report (CAFR) of the City of Sioux Falls, South Dakota, done by the Internal Audit department of the City in May 2009.

### **Audit Opinion**

The District received a "clean" audit opinion. What does that really mean? The audit opinion is a brief report that appears with the financial statements. A clean audit opinion is more precisely referred to as an unmodified opinion. An *unmodified opinion* means that the financial statements have been prepared using accounting principles generally accepted in the United States of America (GAAP), do not contain material misstatements, and are fairly presented.

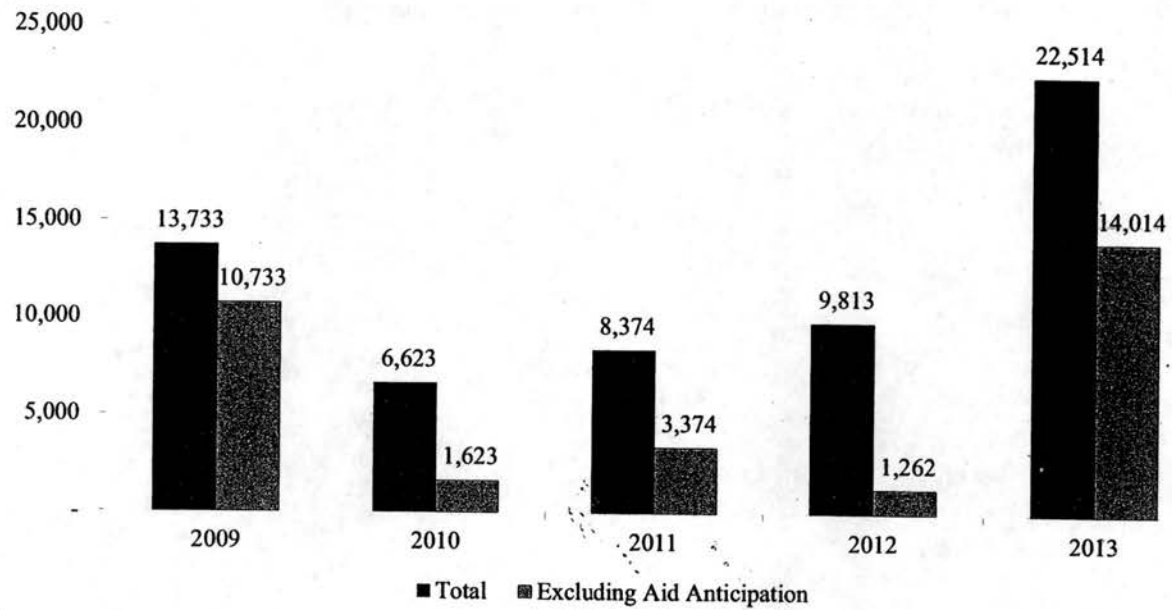
Some readers of financial statements with an unmodified (clean) audit opinion believe that the auditors are signifying that the organization has a financial clean bill of health. They may believe the auditors are indicating that there is no fraud, that the organization is using its resources effectively and efficiently, and that the organization is in compliance with all laws and regulations. The auditor's report (audit opinion) on a financial statement audit is merely the auditor's professional opinion, based on audit work, on whether the financial statements were prepared in accordance with GAAP and are free from material misstatement.

### **Audit of Federal Funds**

All non-Federal entities that expend \$500,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act. A single audit is intended to provide a cost-effective audit in that one audit is conducted in lieu of multiple audits of individual programs. During 2013, the District expended approximately \$4,546,000 in Federal awards.

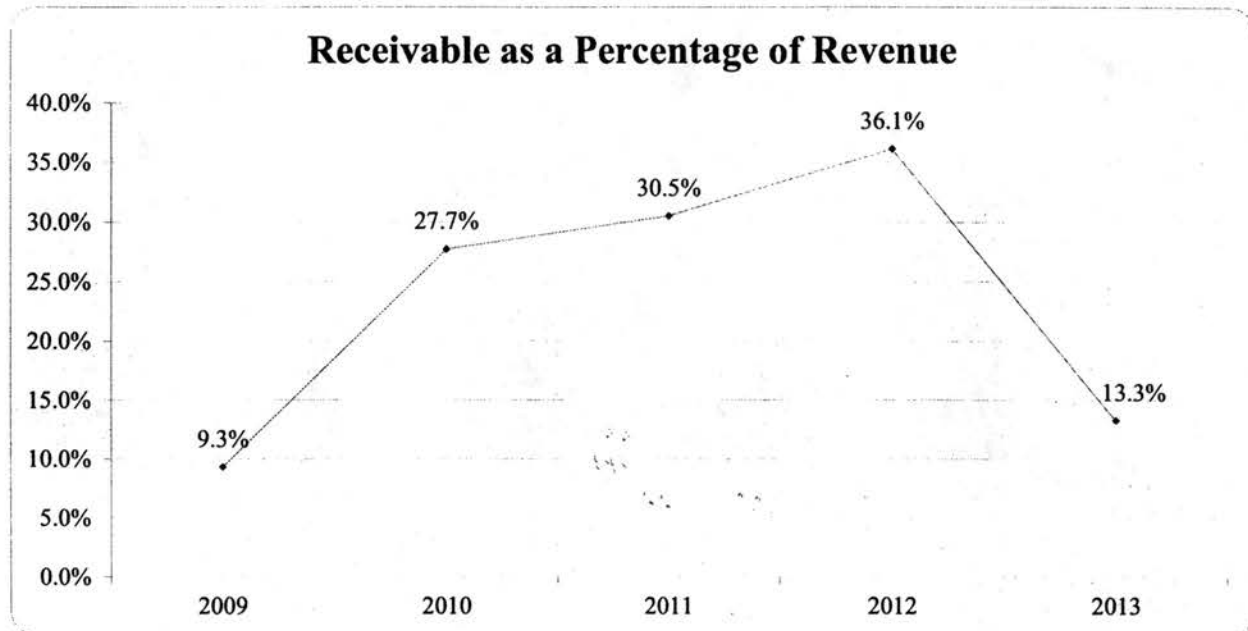
The District received an unmodified opinion on compliance for the major federal award programs report.

Independent School District No. 152  
Cash and Investments (In Thousands)  
June 30, 2009 through June 30, 2013



Independent School District No. 152  
General Education Aid  
Years Ended June 30, 2009 through June 30, 2013

Below is an analysis of the general education aid receivable and revenue for the past five years.



General Education Aid			
Year	Receivable	Revenue	Receivable as a % of Rev
6/30/09	3,335,134	35,791,088	9.3%
6/30/10	8,979,563	32,430,924	27.7%
6/30/11	10,885,880	35,673,234	30.5%
6/30/12	13,491,608	37,371,259	36.1%
6/30/13	5,163,650	38,756,919	13.3%

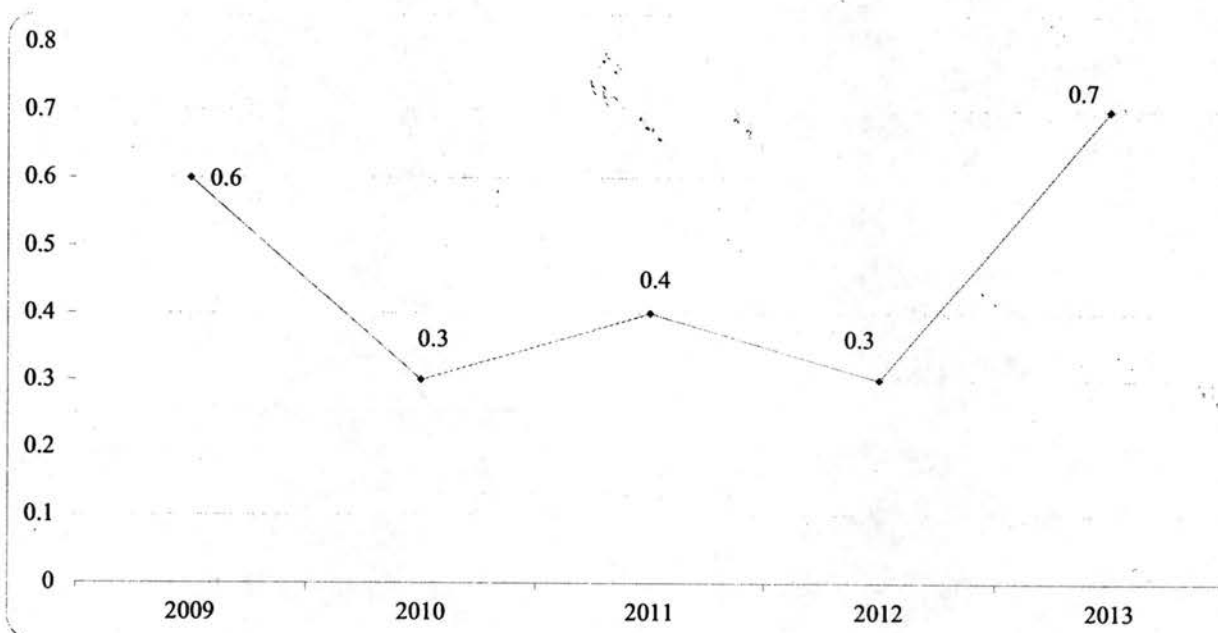
In fiscal year 2009 approximately 90% of general education aid payments were made in the current fiscal year, with the remaining 10% being paid in the subsequent fiscal year. For FY10 that ratio was 73-27, for FY11 that ratio changed to 70-30, for FY12 it was 64-36, and For FY13 it was 86-14. For FY14 it will be 90-10.

Liquidity refers to an organization's ability to pay short-term financial obligations. Liquidity involves determining the level of cash on hand and in the bank and other assets that can be easily converted to cash. This cash position is compared to accounts payable and other current liabilities as well as that portion of long-term liabilities that are due within one year.

The formula for calculating the liquidity ratio is:

$$\frac{\text{Cash and cash equivalents}}{\text{Accounts payable and other current liabilities} + \text{Long-term liabilities due within one year}}$$

A lower ratio of this indicator indicates a declining ability to pay short-term debt.



Liquidity is a controversial financial indicator according to many analysts. Because the ratio can change daily according to receipt of cash, any analysis of the liquidity ratio must be done at the same time of the year for a meaningful comparison.<sup>1</sup> This comparison was done with the year-end cash and liability position.

<sup>1</sup> *Evaluating Financial Condition: a Handbook for Local Governments*, page 71

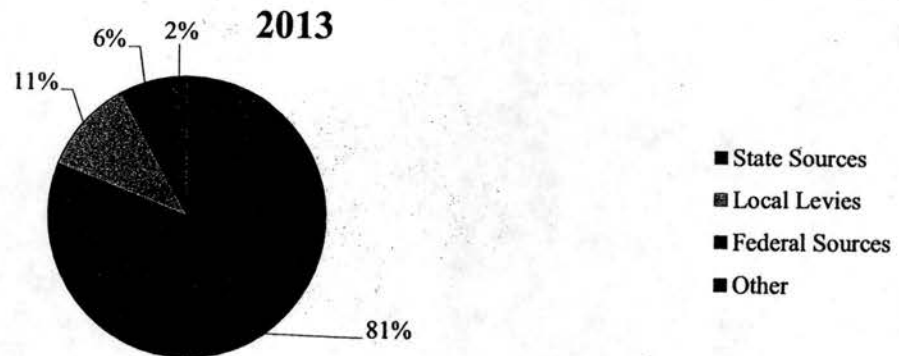
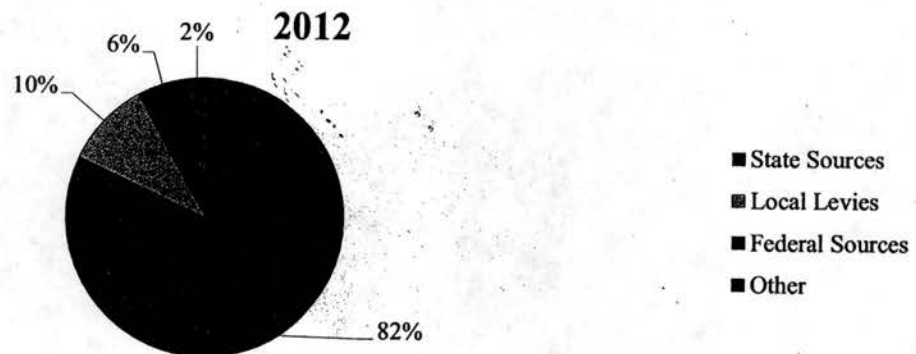
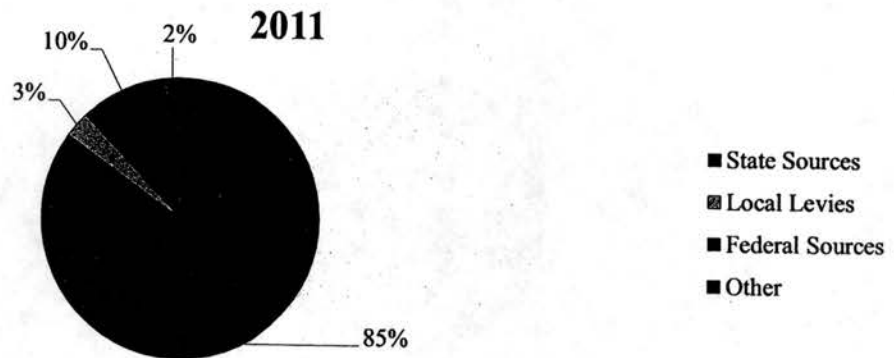


Independent School District No. 152  
Revenues, Expenditures, and Changes in Fund Balances  
Budget to Actual – General Fund  
Year Ended June 30, 2013

	Original Budget	Final Budget	Actual	Variance With Final Budget
<b>Revenues</b>				
State sources	\$ 46,264,560	\$ 46,959,590	\$ 47,929,912	\$ 970,322
Local levies	6,551,420	6,551,420	6,633,607	82,187
Federal sources	3,003,660	2,989,360	3,498,653	509,293
Other	904,370	766,050	1,074,293	308,243
	<u>56,724,010</u>	<u>57,266,420</u>	<u>59,136,465</u>	<u>1,870,045</u>
				<b>3.3%</b>
				<b>Positive</b>
<b>Expenditures</b>				
Regular instruction	23,235,975	23,527,240	24,435,594	(908,354)
Administration and district support services	3,551,688	3,597,213	3,444,089	153,124
Special education instruction	13,481,357	13,656,492	13,958,361	(301,869)
Instructional and pupil support services	8,627,840	8,813,054	8,202,598	610,456
Sites and buildings **	5,453,370	5,837,550	5,686,340	151,210
Other	757,664	821,424	861,964	(40,540)
	<u>55,107,894</u>	<u>56,252,973</u>	<u>56,588,946</u>	<u>(335,973)</u>
				<b>-0.6%</b>
				<b>Negative</b>
Revenues over Expenditures	1,616,116	1,013,447	2,547,519	1,534,072
Other Financing Sources **				
Sale of equipment	-	-	5,957	5,957
Net Change in Fund Balance	<u>\$ 1,616,116</u>	<u>\$ 1,013,447</u>	<u>2,553,476</u>	<u>\$ 1,540,029</u>
Fund Balance, Beginning of Year			<u>10,609,214</u>	
Fund Balance, End of Year			<u>\$ 13,162,690</u>	

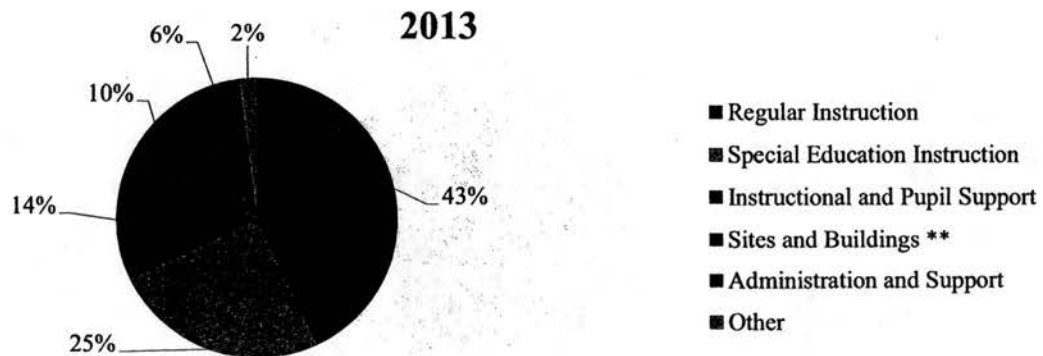
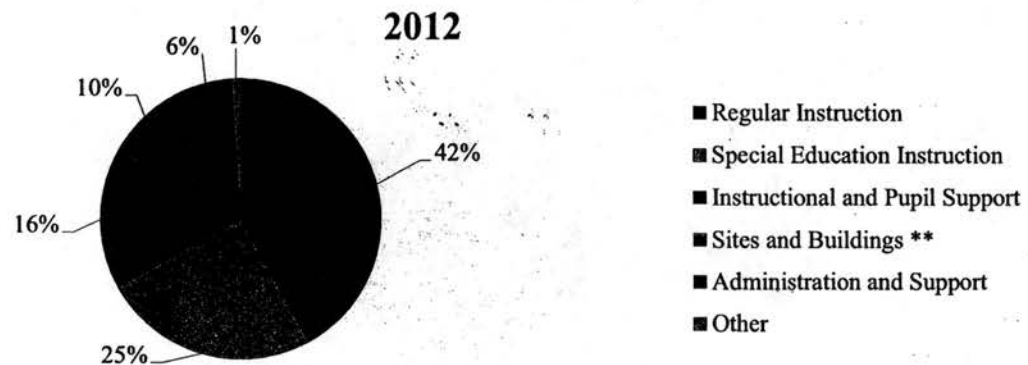
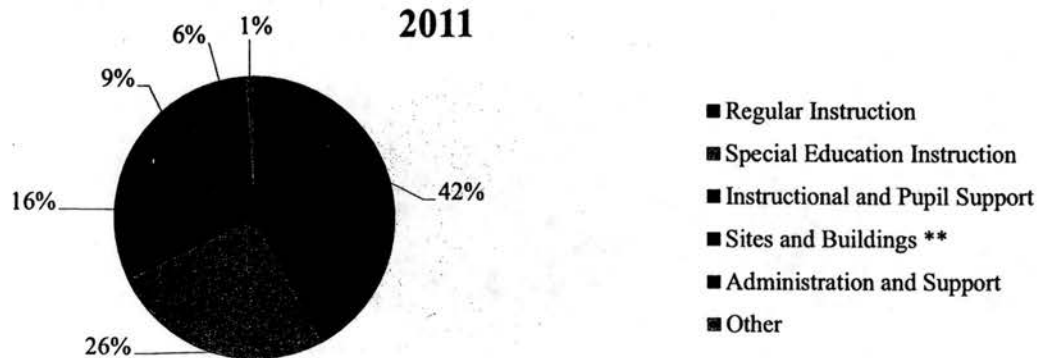
\*\* The expenditures for sites and buildings and total for other financing sources do not agree to the financial statements by \$34,547. This amount represents a non-cash transaction to record the capital lease entered into during the year ended June 30, 2013 and was removed from this budgetary analysis. The transaction has a net effect of zero and was not considered during the budget process because of the non-cash nature.

Independent School District No. 152  
General Fund Revenues by Source  
Years Ended June 30, 2011 through June 30, 2013



	2011	2012	2013
State sources	\$ 44,079,362	\$ 45,625,029	\$ 47,929,912
Local levies	1,868,783	5,827,247	6,633,607
Federal sources	5,166,857	3,249,082	3,498,653
Other	851,092	1,036,004	1,074,293
Total	\$ 51,966,094	\$ 55,737,362	\$ 59,136,465

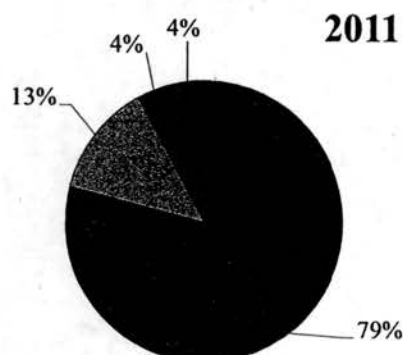
Independent School District No. 152  
General Fund Expenditures by Program  
Years Ended June 30, 2011 through June 30, 2013



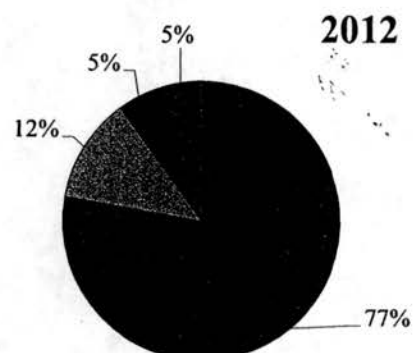
	2011	2012	2013
Regular instruction	\$ 21,457,908	\$ 22,299,868	\$ 24,435,594
Special education instruction	12,964,783	13,314,714	13,958,361
Instructional and pupil support	7,897,734	8,435,946	8,202,598
Sites and buildings **	4,673,336	5,550,885	5,686,340
Administration and support	3,127,105	3,101,418	3,444,089
Other	682,902	767,663	861,964
Total	\$ 50,803,768	\$ 53,470,494	\$ 56,588,946

\*\* See page 5 for explanation

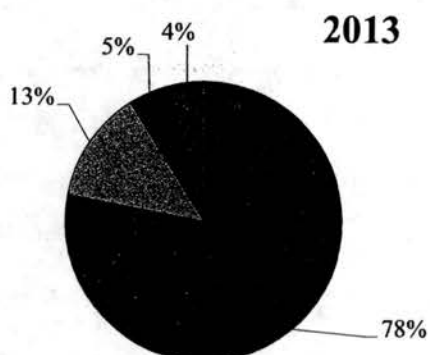
Independent School District No. 152  
General Fund Expenditures by Object  
Years Ended June 30, 2011 through June 30, 2013



- Salaries and Benefits
- Purchased Services
- Capital Expenditures\*\*
- Supplies and Maintenance
- Other



- Salaries and Benefits
- Purchased Services
- Capital Expenditures\*\*
- Supplies and Maintenance
- Other



- Salaries and Benefits
- Purchased Services
- Capital Expenditures\*\*
- Supplies and Maintenance
- Other

	2011	2012	2013
Salaries and benefits	\$ 40,157,718	\$ 41,280,084	\$ 44,054,777
Purchased services	6,354,456	6,634,521	7,080,216
Capital expenditures **	1,977,579	2,779,270	2,813,778
Supplies and maintenance	2,062,461	2,535,009	2,408,672
Other	251,554	241,610	231,503
Total	\$ 50,803,768	\$ 53,470,494	\$ 56,588,946

\*\* See page 5 for explanation

Independent School District No. 152  
Changes in Fund Balances – General Fund  
Year Ended June 30, 2013

	Fund Balance (Deficit) Beginning of Year	Net Change in Fund Balance	Fund Balance (Deficit) End of Year
Nonspendable	\$ 64,472	\$ 123,904	\$ 188,376
Restricted for deferred maintenance	636,482	206,827	843,309
Restricted for health and safety	(283,336)	(40,144)	(323,480)
Restricted for operating capital	201,329	(12,278)	189,051
Restricted for safe schools	24,972	105,485	130,457
Committed for severance obligation	1,980,550	(375,700)	1,604,850
Assigned for technology acquisition and upgrades	900,000	(500,000)	400,000
Assigned for health insurance and affordable care act	-	500,000	500,000
Assigned for capital projects	-	2,000,000	2,000,000
Assigned for all-day kindergarten	-	1,187,500	1,187,500
Unassigned	7,084,745	(642,118)	6,442,627
	<u>\$ 10,609,214</u>	<u>\$ 2,553,476</u>	<u>\$ 13,162,690</u>



Independent School District No. 152  
Changes in Fund Balances – General Fund  
Year Ended June 30, 2013

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The General Fund is used to account for all revenue and expenditures of the school district not accounted for elsewhere. It is used to account for educational activities, district instructional and student support programs, expenditures for the superintendent, district administration, normal operations and maintenance, pupil transportation, capital expenditures, and legal school district expenditures not specifically designated to be accounted for in any other fund.

Fund balance is the cumulative difference between fund assets and fund liabilities. Fund balance is further divided into nonspendable, restricted, committed, assigned, and unassigned categories. Nonspendable fund balance represents amounts that cannot be spent because they are not in spendable form, such as inventory and prepaid expenses. Restricted fund balance is legally restricted and cannot be appropriated for other spending. Committed fund balance is intended for a specific activity and imposed by formal action of the school board but is not legally restricted. Assigned fund balance is also intended for a specific activity by school board designated individuals, but is also not legally restricted. Unassigned fund balance can be thought of as reserves or a "rainy day" fund.

A positive fund balance:

- Contributes to a favorable bond rating
- Produces investment income
- Provides a source of working capital to meet cash flow needs
- Offers a cushion for unexpected expenditures or revenue shortfalls

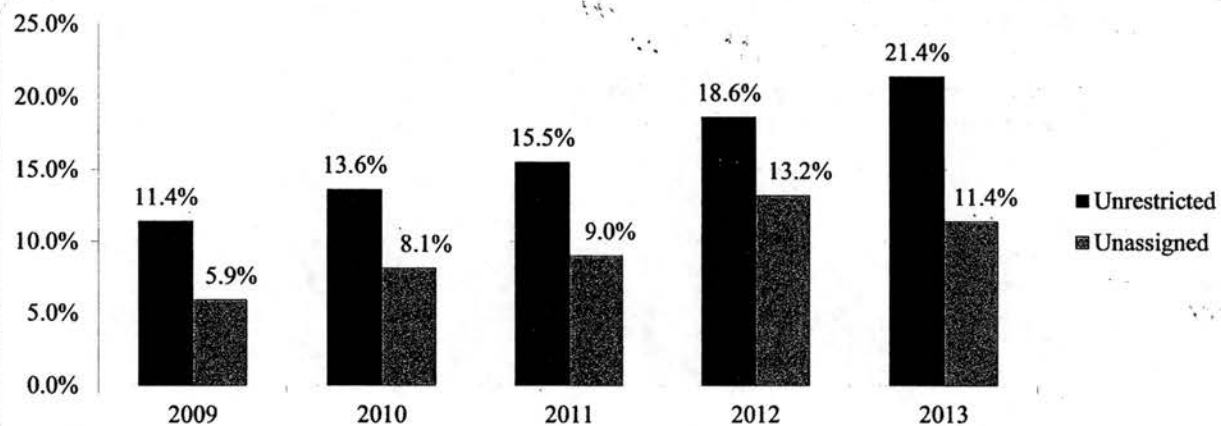
Independent School District No. 152  
Changes in Fund Balances – General Fund (Continued)  
Year Ended June 30, 2013

The Government Finance Officers Association (GFOA) recommends, at a minimum, that governments maintain unrestricted fund balance in their general fund of no less than two months (16.67 percent) of regular general fund operating expenditures.<sup>2</sup>

The State of Minnesota Office of the State Auditor (OSA) recommends that at year-end local governments maintain an unrestricted fund balance in their general fund and special revenue funds of approximately 35 to 50 percent of fund operating revenues or no less than five months of operating expenditures. Minnesota school districts experience a more reliable flow of cash to fund operations therefore, a recommended unrestricted fund balance for school districts may be less than the amounts recommended for other local governments.<sup>3</sup>

The School Board will endeavor to maintain a minimum unassigned General Fund balance of at least 25% of the district's General Fund operating budget, and not to fall below 17%.<sup>4</sup>

The District's unrestricted fund balance (committed, assigned, and unassigned) and unassigned fund balance as a percentage of expenditures in the General Fund for the last five years is as follows:



Fund Balance as of June 30,

	2009	2010	2011	2012	2013
Unrestricted	\$ 5,718,368	\$ 6,651,515	\$ 7,885,326	\$ 9,965,295	\$ 12,134,977
Unassigned	2,959,700	3,925,138	4,580,326	7,084,745	6,442,627

The following are some fund balance amounts for various benchmarking levels:

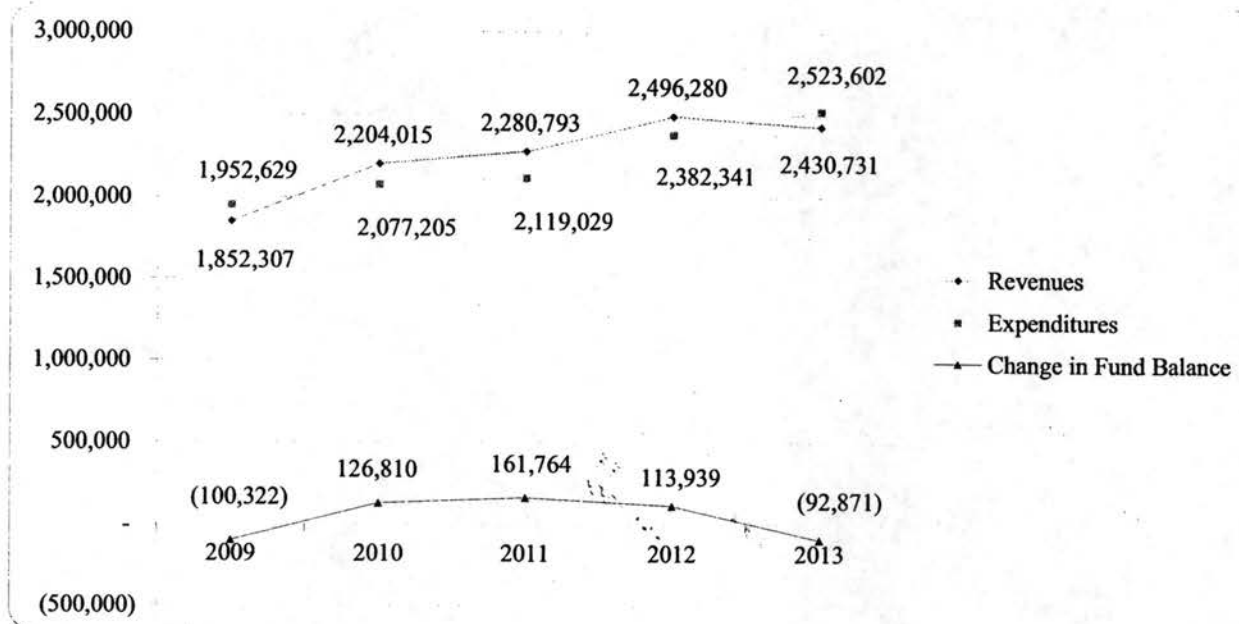
Where would you like to be?	
1 month of expenditures (8%)	\$ 4,715,746
2 months of expenditures (17%)	9,431,491
3 months of expenditures (25%)	14,147,237
4 months of expenditures (33%)	18,862,982
5 months of expenditures (42%)	23,578,728
6 months of expenditures (50%)	28,294,473

<sup>2</sup> *Appropriate Level of Unreserved Fund Balance in the General Fund*, GFOA Best Practice, 2009

<sup>3</sup> *Statement of Position, Fund Balance for Local Governments*, OSA recommended practice, 2012

<sup>4</sup> *ISD No. 152 Fund Balances Policy*, approved June 27, 2011

Independent School District No. 152  
Revenues, Expenditures, and Changes in Fund Balances  
Food Service Fund  
Years Ended June 30, 2009 through June 30, 2013

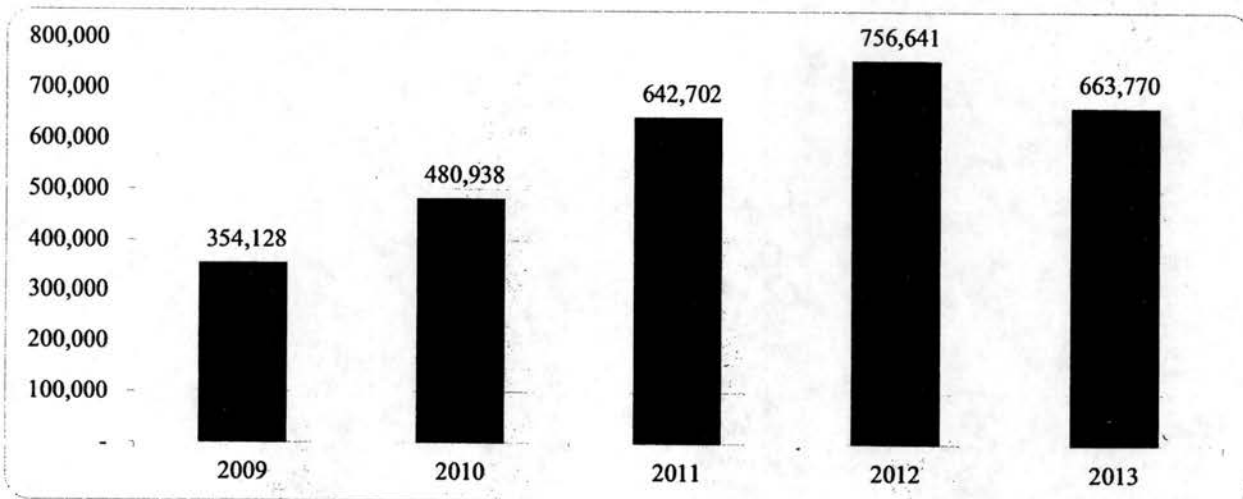


**Revenues** consist of food sales, federal and state aid, and other miscellaneous revenues.

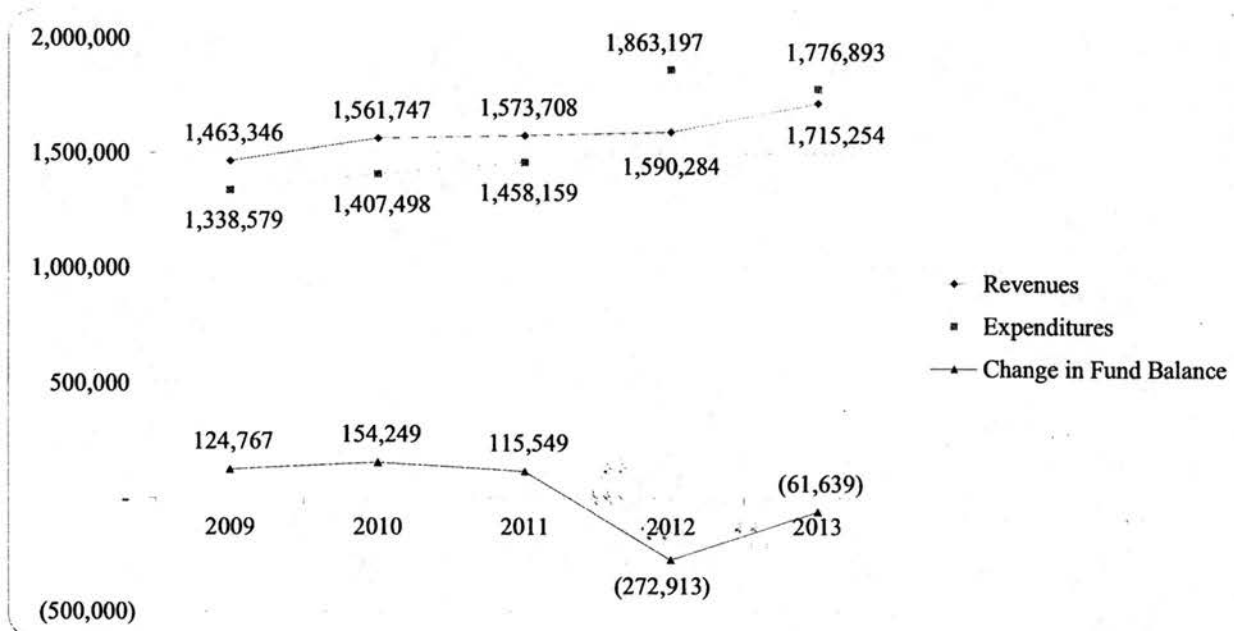
**Expenditures** consist of food costs and supplies, salaries and benefits, and other miscellaneous expenditures.

**Change in Fund Balance** is the difference between revenues and expenditures.

The graph below represents the fund's total ending fund balance as of June 30<sup>th</sup> for the following years:



Independent School District No. 152  
Revenues, Expenditures, and Changes in Fund Balances  
Community Service Fund  
Years Ended June 30, 2009 through June 30, 2013

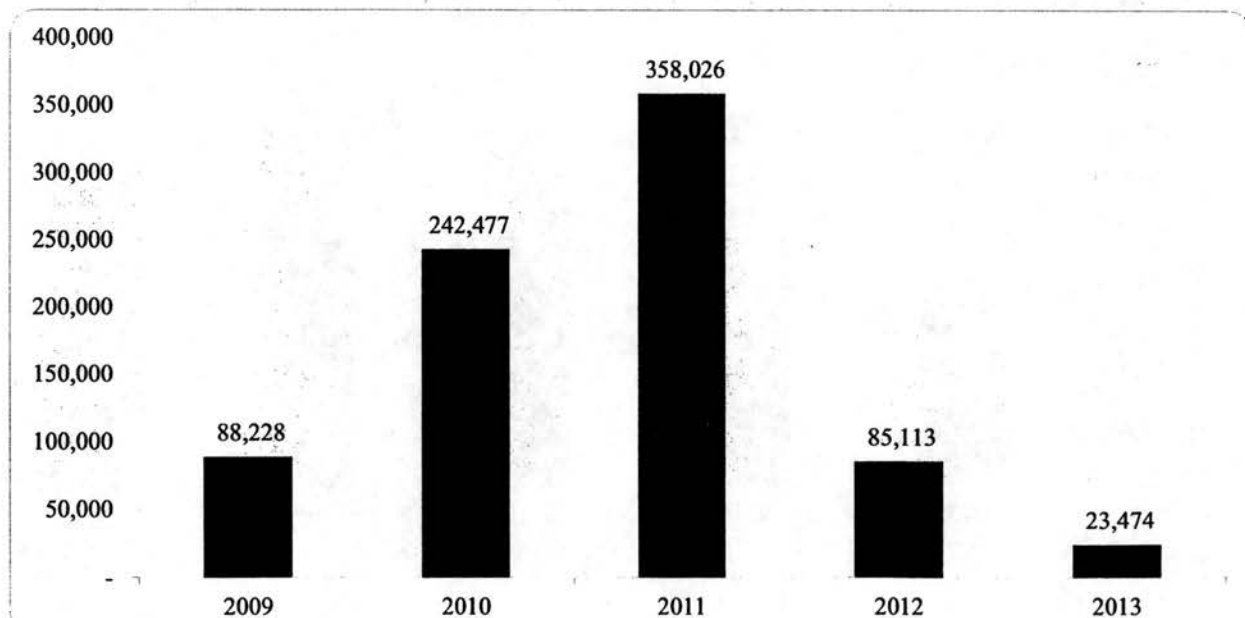


**Revenues** consist of tuition and fees, federal and state aid, and local levies.

**Expenditures** consist of salaries and benefits, purchased services, and other miscellaneous expenditures.

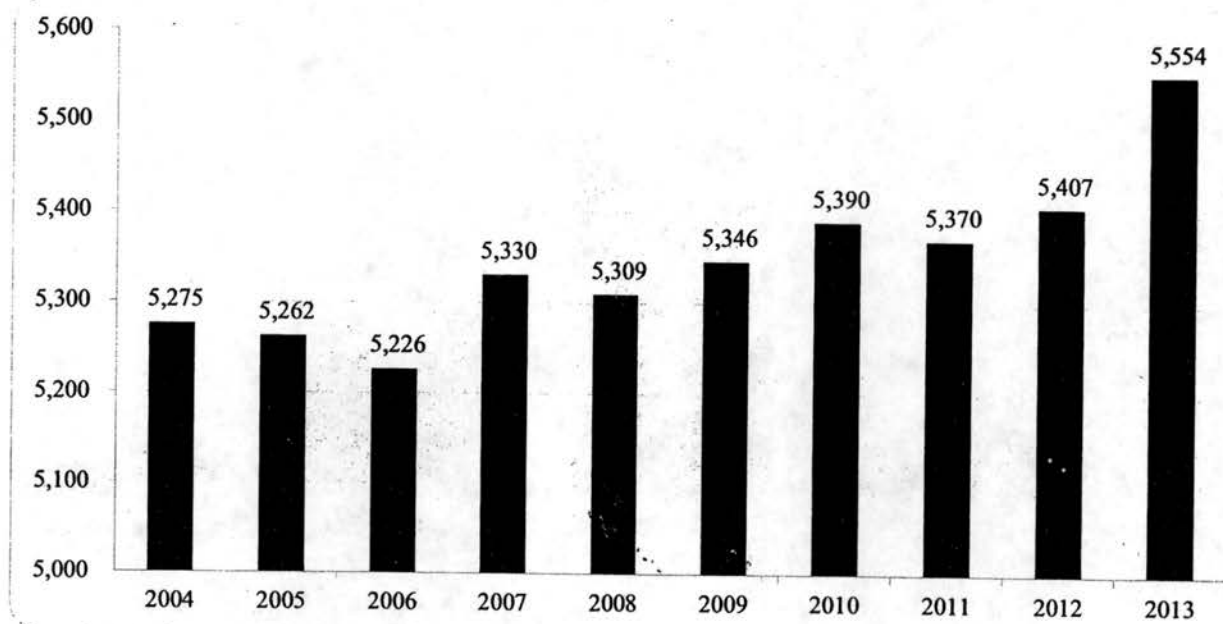
**Change in Fund Balance** is the difference between revenues and expenditures.

The graph below represents the fund's total ending fund balance as of June 30<sup>th</sup> for the following years:



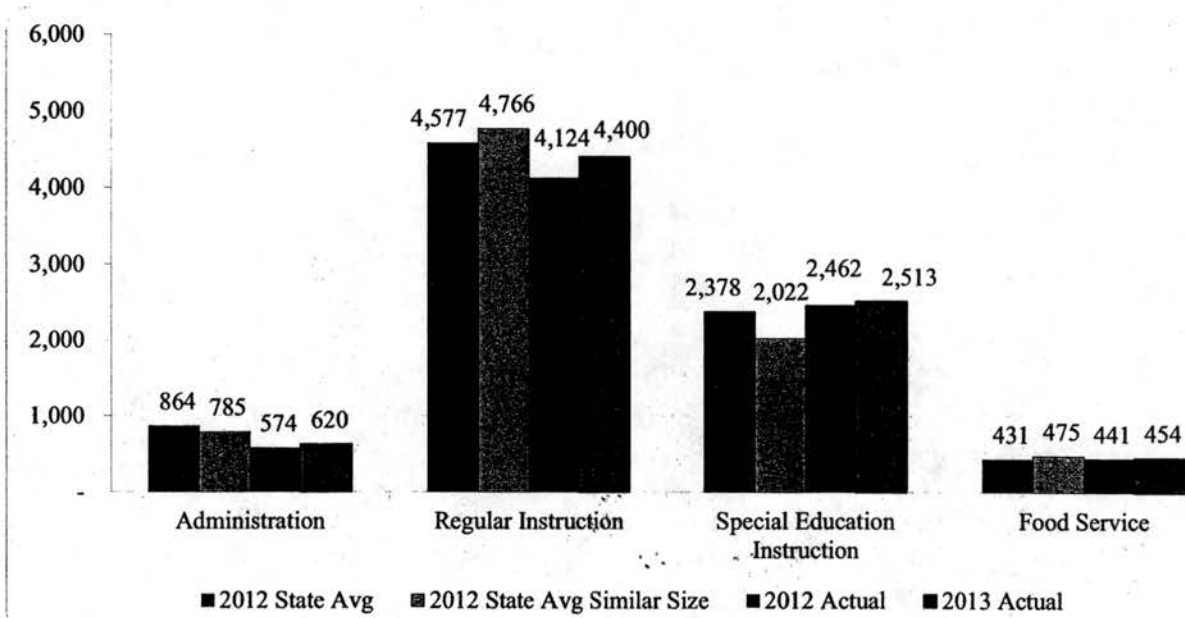
Independent School District No. 152  
Average Daily Membership  
2004 through 2013

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Independent School District No. 152  
Cost per ADM Served  
June 30, 2013



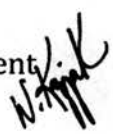


# MOORHEAD

## AREA PUBLIC SCHOOLS

Office of Assistant  
Superintendent  
Memo OAS.14.041 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent 

DATE: December 3, 2013

RE: Approval of Resolution Providing for the Sale of General Obligation School Building Refunding Bonds, Series 2014A

Attached please find a resolution and a pre-sale report related to the issuance of general obligation school building refunding bonds. The proposed issue will finance a current refunding of the 2015 through 2022 maturities of the \$42,080,000 General Obligation School Building Refunding Bonds, Series 2005, dated March 1, 2005. The debt service will be paid from the annual debt service tax levy. The estimated reduction in interest expense from the refunding is \$3,042,000 resulting in reduced debt payments of over \$434,000 per year from 2016 through 2022. Interest rates on the existing bonds are 4.00% to 4.25%. The district's financial advisor, Ehlers and Associates, estimates that based on current market conditions, the new bonds will have rates between 0.55% and 2.80%.

Suggested Resolution: Move to approve the resolution providing for the sale of general obligation school building refunding bonds, series 2014A; 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 bonds.

WAK:ajj  
Attachments

**EXTRACT OF MINUTES OF A MEETING  
OF THE 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, State of Minnesota, was duly held on December 9, 2013 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 SCHOOL  
BUILDING REFUNDING BONDS, SERIES 2014A; 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 BONDS**

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

**1. Bond Authorization.** The School Board has determined that it is necessary and expedient to issue \$35,235,000 General Obligation School Building Refunding Bonds, Series 2014A.

**2. Sale.** The District has retained Ehlers & Associates, Inc. (Ehlers) in Roseville, Minnesota, as its independent financial advisor for the Bonds. Ehlers is authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9). If the issuance of the Bonds is approved, the School Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds.

**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 "Bonds" and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds 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 Bonds 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 Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, 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 Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and 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. 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 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 resolution, 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 December, 2013.

\_\_\_\_\_  
School District Clerk





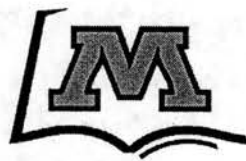
**EHLERS**  
LEADERS IN PUBLIC FINANCE

December 9, 2013

## Pre-Sale Report

Independent School District No. 152  
(Moorhead Area Public Schools), Minnesota

\$35,235,000 General Obligation School Building Refunding  
Bonds, Series 2014A



**MOORHEAD**  
AREA PUBLIC SCHOOLS

### Prepared by:

Joel Sutter  
Senior Financial Advisor/Principal

Gary Olsen  
Senior Financial Advisor/Vice President

Greg Crowe  
Financial Advisor



1-800-552-1171 | [www.ehlers-inc.com](http://www.ehlers-inc.com)

## Executive Summary of Proposed Debt

Proposed Issue:	\$35,235,000 General Obligation School Building Refunding Bonds, Series 2014A
Authority:	The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475 and Section 475.67. The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged.
Purposes:	<p>The proposed issue will finance a current refunding of the 2015 through 2022 maturities of the \$42,080,000 General Obligation School Building Refunding Bonds, Series 2005, dated March 1, 2005. The debt service will be paid from the annual debt service tax levy.</p> <p>Interest rates on the existing bonds are 4.00% to 4.25% (see page 6). Ehlers estimates that based on current market conditions, the new bonds will have rates between 0.55% and 2.80% (see page 7).</p> <p>The refunding is expected to reduce interest expense by approximately \$3,042,000 over fiscal years 2015 through 2022 (see page 8). The Net Present Value Benefit of the refunding is estimated to be approximately \$2,731,000, or 7.189% of the refunded debt service. This will result in a reduction in property tax levies for taxes payable in 2015 through 2021.</p> <p>Actual results will be determined based on market conditions on the day of sale.</p> <p>This refunding is considered to be a Current Refunding as the obligations being refunded are callable (pre-payable) within 90 days of the date of issue of the new Bonds.</p>
Term/Call Feature:	<p>The Bonds are being issued for an 8 year, 2 month term, matching the term of the existing bonds. Principal on the Bonds will be due on April 1 in the years 2015 through 2022. Interest is payable every six months beginning October 1, 2014.</p> <p>The Bonds are being offered without option of prior redemption.</p>
Bank Qualification:	Because the District is issuing more than \$10,000,000 in tax-exempt obligations during the calendar year, the District will be not able to designate the Bonds as "bank qualified" obligations.
State Credit Enhancement:	<p>By resolution the District will covenant and obligate itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.</p> <p>To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.</p>



Rating:	<p>Under current bond ratings, the state credit enhancement would result in a Moody's "Aa2" rating.</p> <p>Most of the District's existing bond issues were rated by Moody's Investors Service. The current ratings on those issues are "Aa2" (credit-enhanced rating) and "Aa3" (underlying rating). Ehlers recommends that the district request a new rating on the bonds from Moody's.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the District's bond rating in the event that the bond rating of the insurer is higher than that of the District.</p>
Method of Sale/Placement:	<p>In order to obtain the lowest interest cost to the District, we will solicit competitive bids for purchase of the Bonds from underwriting firms across the country.</p> <p>We have included an allowance for discount bidding equal to 0.6% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce the borrowing amount.</p>
Review of Existing Debt:	<p>We have reviewed all outstanding indebtedness for the District and find that, other than the 2005 Bonds, there are no other refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the District's outstanding debt and will alert you to any future refunding opportunities.</p>
Continuing Disclosure:	<p>The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain "material events," to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.</p>
Arbitrage Monitoring:	<p>Because the Bonds are tax-exempt securities, the District must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Nonarbitrage Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.</p>



**Risk Factors:**

The purpose of this issue is to reduce future debt service payments and tax levies by refunding the callable maturities of the 2005 Bonds. Because the proposed Bonds will not be callable, there will not be an opportunity to refund them again in the future. This refunding is being undertaken based in part on an assumption that market conditions warrant the refunding at this time.



## Proposed Debt Issuance Schedule

Pre-Sale Review by School Board	December 9, 2013
Distribute Official Statement:	Week of January 2, 2014
Conference with Rating Agency:	Week of January 6, 2014
School Board Meeting to Award Sale of the Bonds:	January 13, 2014
Estimated Closing Date:	February 5, 2014

### Attachments

Sources and Uses of Funds (Estimates)

Prior Debt Service (Actual Amounts for Existing Bonds)

Debt Service Schedule (Estimated Amounts for New Bonds)

Estimated Debt Service Savings Comparison

Resolution Providing for the Sale of Bonds and Obligating the District to use the State Credit Enhancement Program (provided separately)

### Ehlers Contacts

Financial Advisors:	Joel Sutter	(651) 697-8514
	Gary Olsen	(651) 697-8513
	Greg Crowe	(651) 697-8522
Disclosure Coordinator:	Pia Troy	(651) 697-8556
Bond Sale Coordinator:	Alicia Baldwin	(651) 697-8523
Financial Analyst:	Brian Shannon	(651) 697-8515

The Official Statement for this financing will be mailed to the School Board at their home address or e-mailed for review prior to the sale date.





## Independent School District No. 152 (Moorhead, MN)

\$35,235,000 G.O. School Building Refunding Bonds, Series 2014

Proposed Current Refunding of

\$42,080,000 G.O. School Building Refunding Bonds, Series 2005

### Sources & Uses

Dated 02/05/2014 | Delivered 02/05/2014

#### Sources Of Funds

Par Amount of Bonds	\$35,235,000.00
<b>Total Sources</b>	<b>\$35,235,000.00</b>

#### Uses Of Funds

Total Underwriter's Discount (0.600%)	211,410.00
Costs of Issuance	103,198.00
Deposit to Current Refunding Fund	34,920,000.00
Rounding Amount	392.00
<b>Total Uses</b>	<b>\$35,235,000.00</b>



## Independent School District No. 152 (Moorhead, MN)

\$42,080,000 G.O. School Building Refunding Bonds, Series 2005

### Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
04/01/2014	-	-	-	-	-
10/01/2014	-	-	710,631.25	710,631.25	-
04/01/2015	3,805,000.00	4.000%	710,631.25	4,515,631.25	5,226,262.50
10/01/2015	-	-	634,531.25	634,531.25	-
04/01/2016	3,925,000.00	4.000%	634,531.25	4,559,531.25	5,194,062.50
10/01/2016	-	-	556,031.25	556,031.25	-
04/01/2017	4,090,000.00	4.000%	556,031.25	4,646,031.25	5,202,062.50
10/01/2017	-	-	474,231.25	474,231.25	-
04/01/2018	4,250,000.00	4.000%	474,231.25	4,724,231.25	5,198,462.50
10/01/2018	-	-	389,231.25	389,231.25	-
04/01/2019	4,455,000.00	4.000%	389,231.25	4,844,231.25	5,233,462.50
10/01/2019	-	-	300,131.25	300,131.25	-
04/01/2020	4,610,000.00	4.000%	300,131.25	4,910,131.25	5,210,262.50
10/01/2020	-	-	207,931.25	207,931.25	-
04/01/2021	4,795,000.00	4.250%	207,931.25	5,002,931.25	5,210,862.50
10/01/2021	-	-	106,037.50	106,037.50	-
04/01/2022	4,990,000.00	4.250%	106,037.50	5,096,037.50	5,202,075.00
<b>Total</b>	<b>\$34,920,000.00</b>	<b>-</b>	<b>\$6,757,512.50</b>	<b>\$41,677,512.50</b>	<b>-</b>

### Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	2/05/2014
Average Life	4.862 Years
Average Coupon	3.9802285%
Weighted Average Maturity (Par Basis)	4.862 Years

### Refunding Bond Information

Refunding Dated Date	2/05/2014
Refunding Delivery Date	2/05/2014

## Independent School District No. 152 (Moorhead, MN)

\$35,235,000 G.O. School Building Refunding Bonds, Series 2014

Proposed Current Refunding of

\$42,080,000 G.O. School Building Refunding Bonds, Series 2005

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/05/2014	-	-	-	-	-
10/01/2014	-	-	386,125.50	386,125.50	-
04/01/2015	4,545,000.00	0.550%	294,502.50	4,839,502.50	5,225,628.00
10/01/2015	-	-	282,003.75	282,003.75	-
04/01/2016	4,195,000.00	0.800%	282,003.75	4,477,003.75	4,759,007.50
10/01/2016	-	-	265,223.75	265,223.75	-
04/01/2017	4,235,000.00	1.100%	265,223.75	4,500,223.75	4,765,447.50
10/01/2017	-	-	241,931.25	241,931.25	-
04/01/2018	4,280,000.00	1.400%	241,931.25	4,521,931.25	4,763,862.50
10/01/2018	-	-	211,971.25	211,971.25	-
04/01/2019	4,375,000.00	1.850%	211,971.25	4,586,971.25	4,798,942.50
10/01/2019	-	-	171,502.50	171,502.50	-
04/01/2020	4,435,000.00	2.200%	171,502.50	4,606,502.50	4,778,005.00
10/01/2020	-	-	122,717.50	122,717.50	-
04/01/2021	4,530,000.00	2.550%	122,717.50	4,652,717.50	4,775,435.00
10/01/2021	-	-	64,960.00	64,960.00	-
04/01/2022	4,640,000.00	2.800%	64,960.00	4,704,960.00	4,769,920.00
<b>Total</b>	<b>\$35,235,000.00</b>	<b>-</b>	<b>\$3,401,248.00</b>	<b>\$38,636,248.00</b>	<b>-</b>

### Yield Statistics

Bond Year Dollars	\$165,556.00
Average Life	4.699 Years
Average Coupon	2.0544396%
Net Interest Cost (NIC)	2.1821366%
True Interest Cost (TIC)	2.1762260%
Bond Yield for Arbitrage Purposes	2.0405058%
All Inclusive Cost (AIC)	2.2428878%

### IRS Form 8038

Net Interest Cost	2.0544396%
Weighted Average Maturity	4.699 Years

## Independent School District No. 152 (Moorhead, MN)

\$35,235,000 G.O. School Building Refunding Bonds, Series 2014

Proposed Current Refunding of

\$42,080,000 G.O. School Building Refunding Bonds, Series 2005

### Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
04/01/2014	-	(392.00)	-	392.00
04/01/2015	5,225,628.00	5,225,628.00	5,226,262.50	634.50
04/01/2016	4,759,007.50	4,759,007.50	5,194,062.50	435,055.00
04/01/2017	4,765,447.50	4,765,447.50	5,202,062.50	436,615.00
04/01/2018	4,763,862.50	4,763,862.50	5,198,462.50	434,600.00
04/01/2019	4,798,942.50	4,798,942.50	5,233,462.50	434,520.00
04/01/2020	4,778,005.00	4,778,005.00	5,210,262.50	432,257.50
04/01/2021	4,775,435.00	4,775,435.00	5,210,862.50	435,427.50
04/01/2022	4,769,920.00	4,769,920.00	5,202,075.00	432,155.00
<b>Total</b>	<b>\$38,636,248.00</b>	<b>\$38,635,856.00</b>	<b>\$41,677,512.50</b>	<b>\$3,041,656.50</b>

### PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	2,730,881.09
Net PV Cashflow Savings @ 2.243%(AIC).....	2,730,881.09
Contingency or Rounding Amount.....	392.00
Net Present Value Benefit	\$2,731,273.09
Net PV Benefit / \$37,992,121.64 PV Refunded Debt Service	7.189%
Net PV Benefit / \$34,920,000 Refunded Principal...	7.822%
Net PV Benefit / \$35,235,000 Refunding Principal..	7.752%

### Refunding Bond Information

Refunding Dated Date	2/05/2014
Refunding Delivery Date	2/05/2014





# MOORHEAD

## AREA PUBLIC SCHOOLS

Office of Assistant  
Superintendent  
Memo OAS.14.039 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent *WAK*

DATE: December 3, 2013

RE: Certification of Final 2013 Payable 2014 Property Tax Levy

School districts are no longer required to hold a separate Truth in Taxation hearing or continuation hearing. Districts are required to discuss the levy and the current year's budget at a regularly scheduled board meeting and allow the public to speak; this will occur at the upcoming meeting on December 9, 2013 at 7:00 p.m. The final levy certification will be adopted at the same board meeting.

The School Board approved the preliminary tax levy on September 23, 2013. The next step in the levy certification process requires the School Board to certify the district's final 2013 Payable 2014 Property Tax Levy by December 29, 2013. Attached please find the Levy Limitation and Certification Report provided by the Minnesota Department of Education. The amount that will be levied for each of the categories and the total levy are listed below:

General - RMV Voter Jobz Exempt	2,890,453.36
General - RMV Other Jobz Exempt	1,709,461.36
General - NTC Other Jobz Exempt	1,715,174.96
Community Service - Other Jobz Exempt	455,013.97
General Debt Service - Voter Jobz Nonexempt	5,183,173.87
OPEB/Pension - Other Jobz Nonexempt	1,548,844.42
Total Levy	<u>\$13,502,121.94</u>

Also attached please find a list of 96 properties that qualify for the two-year economic development property tax abatement that was approved by the School Board on September 10, 2012. Of the 96 properties listed, 87 are newly constructed residential structures and 9 are remodeled existing homes and apartments. Pursuant to Minnesota Statute 469.1813, Subd. 5a, a governing body of the political subdivision may approve an abatement only after holding a public hearing on the abatement. The school district will satisfy this requirement by providing this public notice and the opportunity for comment at the December 9, 2013 School Board meeting. Annually for the three-year period of the abatement, the abated amount will be included in the approved final levy figures as presented for final certification. The total estimated abatement for the 2013 assessment is \$51,533.

Suggested Resolution: Move to approve the certification of the final 2013 Payable 2014 Property Tax Levy in the amount of \$13,502,121.94.

WAK:ajj  
Attachments

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Minnesota Department of Education  
Levy Limitation and Certification Report  
2013 Payable 2014

District Number-Type: 0152-01  
District Name: MOORHEAD PUBLIC SCHOOL DISTRICT  
Home County: CLAY

Date Printed: 12/3/13  
Limits Updated: 11/26/13  
Certified Submitted: 12/3/13

	LIMIT	PROPOSED	CERTIFIED
<b>SUBTOTALS BY LEVY CATEGORY</b>			
GENERAL - RMV VOTER - JOBZ EXEMPT	2,890,453.36	2,890,453.36	2,890,453.36
GENERAL - RMV OTHER - JOBZ EXEMPT	1,709,461.36	1,709,461.36	1,709,461.36
GENERAL - NTC VOTER - JOBZ EXEMPT	0.00	0.00	0.00
GENERAL - NTC OTHER - JOBZ EXEMPT	1,715,174.96	1,715,174.96	1,715,174.96
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	455,013.97	455,013.97	455,013.97
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	5,183,173.87	5,183,173.87	5,183,173.87
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	1,548,844.42	1,548,844.42	1,548,844.42
<b>SUBTOTALS BY FUND</b>			
GENERAL FUND	6,315,089.68	6,315,089.68	6,315,089.68
COMMUNITY SERVICES FUND	455,013.97	455,013.97	455,013.97
GENERAL DEBT SERVICE FUND	5,183,173.87	5,183,173.87	5,183,173.87
OPEB/PENSION DEBT SERVICE FUND	1,548,844.42	1,548,844.42	1,548,844.42
<b>SUBTOTALS BY TAX BASE</b>			
REFERENDUM MARKET VALUE	4,599,914.72	4,599,914.72	4,599,914.72
NET TAX CAPACITY	8,902,207.22	8,902,207.22	8,902,207.22
<b>SUBTOTALS BY TRUTH IN TAXATION CATEGORY</b>			
VOTER APPROVED	8,073,627.23	8,073,627.23	8,073,627.23
OTHER	5,428,494.71	5,428,494.71	5,428,494.71
<b>TOTAL LEVY</b>			
TOTAL LEVY	13,502,121.94	13,502,121.94	13,502,121.94

The school district must submit the completed original of this form to the home county auditor by December 29, 2013. A duplicate form must be submitted to Minnesota Department of Education, Program Finance Division, 1500 Highway 36 West, Roseville, MN 55113, by January 7, 2014.

The certified levy listed above is the levy voted by the school board for taxes payable in 2014.

Signature of School Board Clerk

\_\_\_\_\_

Date of Certification

\_\_\_\_\_

# **ECONOMIC DEVELOPMENT PROPERTY TAX ABATEMENT QUALIFIED PROPERTIES**

Num.	Property Address	Parcel #	Num.	Property Address	Parcel #
1	4526 5 ST S	58.006.0270	49	924/926/928 33RD ST S	58.460.9015
2	4428 ALLYSON CT	58.009.0140	50	3417 25 ST S	58.587.1100
3	4318 39 ST S	58.233.0060	51	4001 9 ST S	58.608.0010
4	3841 43 AVE S	58.233.0250	52	4003 9 ST S	58.608.0015
5	3811 11 AVE S	58.261.0220	53	4005 9 ST S	58.608.0020
6	3813 11 AVE S	58.261.0230	54	4007 9 ST S	58.608.0025
7	663 HAMPTON DR E	58.276.0890	55	4009 9 ST S	58.608.0030
8	675 HAMPTON DR E	58.276.0920	56	4011 9 ST S	58.608.0035
9	617 WESTMINSTER DR	58.277.0390	57	4013 9 ST S	58.608.0040
10	4838 6TH ST S	58.277.0500	58	4015 9 ST S	58.608.0045
11	650 WESTMINSTER DR	58.277.0720	59	4017 9 ST S	58.608.0050
12	3664 22 AVE S	58.337.0760	60	929 41ST AVE S	58.608.0200
13	3847 21 AVE S	58.338.0270	61	4017 10TH ST S	58.608.0420
14	2218 41 ST S	58.348.0330	62	4002 10 ST S	58.608.0470
15	2222 42ND ST S	58.348.0510	63	4567 PRAIRIE DR	58.613.0060
16	3713 15 ST S	58.357.0020	64	4575 PRAIRIE DR	58.613.0070
17	3819 15 ST S	58.357.0050	65	4583 PRAIRIE DR	58.613.0080
18	3827 15TH ST S	58.357.0060	66	4591 PRAIRIE DR	58.613.0090
19	1509 JOHNSON DR	58.357.0100	67	1419 46TH AVE S	58.613.0110
20	1549 JOHNSON DR	58.357.0150	68	1467 46TH AVE S	58.613.0170
21	1591 JOHNSON DR	58.357.0210	69	4592 MEADOWS LANE	58.613.0180
22	3642 15TH ST S	58.357.0250	70	4584 MEADOWS LANE	58.613.0190
23	1585 36TH AVE S	58.357.0390	71	4576 MEADOWS LN	58.613.0200
24	1540 JOHNSON DR	58.357.0560	72	4568 MEADOWS LN	58.613.0210
25	3818 15 ST S	58.357.0620	73	4560 MEADOWS LN	58.613.0220
26	3531 15TH ST S	58.357.0660	74	3006 41ST AVE S	58.728.0110
27	3533 15TH ST S	58.357.0665	75	3021 41ST AVE CT S	58.728.0170
28	3547 15TH ST S	58.357.0680	76	3037 41ST AVE CT S	58.728.0200
29	3549 15TH ST S	58.357.0685	77	3045 41ST AVE CT S	58.728.0210
30	3611 15TH ST S	58.357.0700	78	1489 41ST AVE S	58.750.0320
31	3613 15TH ST S	58.357.0705	79	1551 41 AVE S	58.750.0400
32	3627 15TH ST S	58.357.0720	80	4232 19TH ST S	58.750.0890
33	3629 15TH ST S	58.357.0725	81	4240 19TH ST S	58.750.0900
34	3643 15TH ST S	58.357.0740	82	3001 30 ST S	58.808.0010
35	3645 15TH ST S	58.357.0745	83	3007 30 ST S	58.808.0020
36	1581 34 AVE S	58.359.0470	84	3124 32 AVE S	58.808.0570
37	1583 34 AVE S	58.359.0480	85	2801 35 ST S	58.809.0430
38	1552 35TH AVE S	58.359.0630	86	2820 35 ST S	58.809.0690
39	1550 35TH AVE S	58.359.0640	87	2812 35 ST S	58.809.0710
40	1544 35TH AVE S	58.359.0650	88	1019 11TH ST N	58.055.0260
41	1542 35TH AVE S	58.359.0660	89	2410 RIVER DR N	58.172.0220
42	1528 35TH AVE S	58.359.0690	90	1042 38TH ST S	58.261.0150
43	1526 35TH AVE S	58.359.0700	91	636 ARLINGTON DR	58.277.0430
44	1520 35TH AVE S	58.359.0710	92	512 17th St N	58.319.2020
45	1518 35TH AVE S	58.359.0720	93	1711 19TH ST S	58.465.0210
46	949 35TH ST S	58.372.0065	94	1318 6TH AVE N	58.494.1280
47	1043 38TH ST S	58.373.0170	95	523 11TH ST N	58.589.0080
48	1116 39 AVE S	58.428.0970	96	3007 41TH AVE S	58.728.0130

NOTE: Construction on listed properties commenced in 2012. The value of the qualifying properties was accounted for on the 2013 Assessment. For the school district, the total estimated value of the abatement is \$51,533.



# MOORHEAD

## AREA PUBLIC SCHOOLS

Office of Assistant  
Superintendent  
Memo OAS.14.040 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Wayne A. Kazmierczak, Assistant Superintendent *WAK*

DATE: December 3, 2013

RE: Approval of Review and Comment Document

Attached please find a review and comment document pursuant to Minnesota Statutes, Section 123B.71 that will be submitted to the Minnesota Department of Education (MDE) upon School Board approval. Review and comments from MDE are required for projects that have a cost in excess of \$500,000. The projects detailed in the attached document relate to the Robert Asp Elementary addition, the Probstfield Elementary addition and the Moorhead High School track replacement and artificial turf installation that were presented to the School Board on November 12, 2013.

Suggested Resolution: Move to approve the review and comment document as presented.

WAK:ajj  
Attachments

1. The geographic area and population to be served: (a) Preschool through grade 12 student enrollment for the past five years, and (b) student enrollment projections for the next five years.

- a. Moorhead Area Public Schools (MAPS) encompasses 203 square miles in Clay County, Minnesota and includes all or part of 11 townships. The district is 34 miles long, ranges from 3½ to 9½ miles wide and is bordered on the west by the Red River. The communities of Moorhead, Georgetown, Kragens, Sabin and Rustad are all part of the district. The district currently employs over 800 people in full and part-time positions. The district operates a maintenance garage, an education center, three elementary schools, a middle school, a high school and an area learning center.

**MOORHEAD AREA PUBLIC SCHOOLS**  
**NOVEMBER 2013 ENROLLMENT PROJECTIONS**  
 (Weighted Average Method)

GRADE	ACTUAL NOVEMBER 1 ENROLLMENT					11/1/13	PROJECTED ENROLLMENT						
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	November 2012 Projection for 2013-14	Variance Between Actual and Projected
Kindergarten	397	417	387	429	483	494	475	475	475	475	475	475	19
Grade 1	405	402	432	405	441	490	523	502	502	502	502	494	-4
Grade 2	428	407	421	427	413	434	496	529	509	509	509	441	-7
Grade 3	398	440	396	421	437	433	440	503	536	515	515	422	11
Grade 4	417	391	446	405	418	433	440	447	511	545	524	444	-11
Grade 5	381	417	392	444	407	418	438	445	452	517	551	421	-3
Grade 6	401	397	435	400	445	414	419	439	447	454	519	423	-9
Grade 7	377	405	420	417	402	450	430	435	456	464	471	443	7
Grade 8	429	384	413	422	438	402	446	426	431	452	459	414	-12
Grade 9	399	446	397	414	425	453	414	459	439	444	466	442	11
Grade 10	445	395	442	406	422	431	457	418	464	443	449	424	7
Grade 11	482	419	383	422	398	407	428	454	415	460	440	415	-8
Grade 12	406	476	424	383	427	389	398	419	444	406	450	401	-12
Grades K-5	2426	2474	2474	2531	2599	2702	2812	2902	2986	3064	3077	2697	5
Grades 6-8	1207	1186	1268	1239	1285	1266	1295	1300	1334	1369	1449	1280	-14
Grades 6-12	2939	2922	2914	2864	2957	2946	2993	3051	3096	3123	3254	2961	-15
Grades 9-12	1732	1736	1646	1625	1672	1680	1698	1750	1762	1754	1805	1681	-1
Grades K-12	5365	5396	5388	5395	5556	5648	5804	5952	6082	6187	6331	5658	-10
+/- Prior Year	-74	31	-8	7	161	92	156	148	129	105	143		
% +/-	-1.38%	0.58%	-0.15%	0.13%	2.98%	1.66%	2.77%	2.55%	2.17%	1.73%	2.32%		

11/4/13

2. A list of exiting school facilities to include: (a) year constructed, (b) their uses, and (c) an assessment of the extent to which alternate facilities are available within school district boundaries and in adjacent school districts.



- a. Robert Asp Elementary School, grades K-5, constructed 1958
    - i. Former junior high school, converted to elementary school and opened with the 2004-05 school year. Estimated capacity of 750 students, current enrollment of 870 students.
  - b. Ellen Hopkins Elementary School, grades K-5, constructed 1958
    - i. Former junior high school, converted to elementary school and opened with the 2004-05 school year. Estimated capacity of 750 students, current enrollment of 840 students.
  - c. S.G. Reinertsen Elementary School, grades 1-5, constructed 2004
    - i. Opened with the 2004-05 school year. Estimated capacity of 750 students, current enrollment of 770 students.
  - d. Probstfield Elementary, grades preK-K, constructed 1965
    - i. Former elementary school is gradually being converted back to an elementary school.
    - ii. Currently houses early childhood special education, School Readiness, and Early Childhood Family Education (ECFE) programs. Also serves as the district office. Formerly housed Adult Basic Education (ABE). ABE was moved out in order to make room for SR and kindergarten.
  - e. Horizon Middle School, grades 6-8, constructed 2004
    - i. Opened with the 2004-05 school year. Estimated capacity of 1,300 students, current enrollment of 1,260 students.
  - f. Moorhead High School, constructed 1966
    - i. Original construction completed in 1954.
    - ii. Field house and 9th grade center additions completed in approximately 2004-05.
    - iii. Capacity of 1,800 students, current enrollment of 1,600 students.
  - g. Red River Area Learning Center, alternative learning center
    - i. Leased space. Opened in 2004-05.
  - h. A school facility that was previously owned by the school district was considered, but the cost of the facility is prohibitive and would require extensive remodeling. Asbestos, mold and accessibility issues are prevalent in the facility.
3. A list of specific deficiencies of the facility: (a) demonstrating the need for a new or renovated facility to be provided, (b) a list of specific benefits that the new or renovated facility will provide to i) students, ii) teachers, and iii) community users served by the facility.
- a. The project presented is comprehensive in nature and is designed to meet several facilities-related needs identified by Moorhead Area Public Schools through an inclusive strategic planning process. The project consists of three main components as described here:
    - i. Robert Asp Elementary School Addition. Design building-specific plans at Robert Asp Elementary to address gymnasium space issues and other instructional space needs.
      1. The total square footage of the addition will be approximately 11,000.



2. The project will be paid for through the use of lease levy authority.
  3. Completion of this project will provide for more equity among the district's elementary schools and will address a critical shortage of physical education space at Robert Asp Elementary resulting from significant enrollment increases over the last several years.
  4. Upon proper approval, the project is scheduled to begin in the spring of 2014 at an estimated cost of \$2.2 million.
  5. Specific benefits include:
    - a. A large elementary school with a current enrollment of 870 students, Robert Asp Elementary currently has one gymnasium. The volume of students that must be handled for physical education and recess is far beyond what one gymnasium can handle. The school's lunchroom has been used when it is available, but it is small and unavailable for the majority of the school day.
- ii. Probstfield Elementary Addition. Design a building-specific plan at Probstfield Center for Education (Probstfield Elementary) to address gymnasium space issues and other instructional space needs to include consideration of the district wide need for additional elementary classrooms beginning with the 2014-2015 school year.
1. The total square footage of the addition would be approximately 20,100.
  2. The addition of all-day kindergarten has created a critical shortage of classroom space in the district.
  3. A total of eight classrooms and a gymnasium will be included in the project.
  4. Upon proper approval, the project is scheduled to begin in the spring of 2014 at an estimated cost of \$4.3 million.
  5. Specific benefits include:
    - a. With the addition of all-day kindergarten, the district has no classroom space available. The district anticipates elementary enrollment to continue increasing for the next several years.
    - b. Moorhead added all-day kindergarten beginning with the 2013-14 school year. All of the rooms that could have been converted to classrooms were converted, including, for example, an old locker room at one of our schools and several other rooms that had been used as resource rooms for other programs.
- iii. Moorhead High School Track Replacement and Artificial Turf Field Installation. Replace the Moorhead High School track and install an artificial turf field that will provide for greater flexibility, increased access and increased equity among athletic and physical education programs.
1. Upon proper approval, the project is scheduled to begin in the spring of 2014 at an estimated cost of \$1.54 million.
  2. Specific benefits include:

- a. The district currently has a shortage of usable green space at the district's middle school and high school. This project will free up space that will be used at the middle school for middle school activities and physical education classes. The space is currently used only for varsity soccer practice.
  - b. At the high school, physical education classes will utilize this space and activities such as football, soccer, softball and baseball will use the facility for both games and practices.
  - c. During the fall of 2013, the district's existing facility was used a total of 19 times for football games. It is not used in the spring. We estimate that the field would be used extensively in the fall and spring months so that competitions, practices and physical education classes using the field will number in the hundreds each school year.
  - d. The project will positively impact nearly all of the district's students in grades 6-12.
  - e. The district's track has reached the end of its useful life and needs to be replaced. This replacement prompted the exploration of the feasibility of replacing the existing field with an artificial turf field.
4. The relationship of the project to any priorities established by the: (a) school district, (b) educational cooperatives that provide support services, or (c) other public bodies in the service area.
- a. The project aligns with the district's strategic priorities. One of the district's strategic priorities relates to facilities. An extensive community engagement process was undertaken in the winter and spring of 2013. Feedback from that process as well as feedback from the school board and from the district's cabinet helped to shape this specific priority area. Below is a list of various facilities related recommendations that was presented at the November 12, 2013 school board meeting. Recommendations 1, 3 and 5 relate specifically to this review and comment submission. The remaining recommendations are included here in order to provide the context in which these recommendations relate to other facilities issues that will be addressed in the coming years.

# **Moorhead Area Public Schools Facilities Recommendations**

November 12, 2013

## **District Strategic Priorities-Facilities**

**Goal:** To provide equitable education facilities, technological tools and the infrastructure needed across the district to meet the needs of students, families and communities.

### **Strategies:**

1. We will use data to educate our public and celebrate our success to promote the need for facilities.
2. We will investigate the operational practices of the district to determine if changes might better support students and families.
3. We will develop a short-term and long-term plan for the development and deployment of existing and new space.

### **Outcomes for 2013-2014:**

1. Design building-specific plans at Robert Asp Elementary and S.G. Reinertsen Elementary Schools to address gymnasium space issues and other educational needs.

**Recommendation #1: Proceed with Robert Asp Elementary addition with construction to begin in the spring of 2014 at an estimated cost of \$2.2 million.**

- ∞ The total square footage of the addition will be approximately 11,000.
- ∞ The project will be paid for through the use of lease levy authority.
- ∞ Completion of this project will provide for more equity among the district's elementary schools and will address a critical shortage of physical education space at Robert Asp Elementary.

**Recommendation #2: Proceed with S.G. Reinertsen Elementary addition with construction to begin in the spring of 2015 at an estimated cost of between \$2.2 and \$2.5 million.**

- ∞ The total square footage of the addition will be approximately 11,000.
- ∞ Determination of the funding source will be made in the fall of 2014. Options include either lease levy or the use of existing school district resources.

- ∞ Completion of this project will provide for more equity among the district's elementary schools and will address a critical shortage of physical education space at S.G. Reinertsen Elementary.

2. Design a building-specific plan at Probstfield Center for Education to address gymnasium space issues and other educational needs to include consideration of the districtwide need for additional elementary classrooms beginning with the 2014-2015 school year.

**Recommendation #3: Proceed with Probstfield Center for Education (Probstfield Elementary) addition with construction to begin in the spring of 2014 at an estimated cost of \$4.3 million.**

- ∞ The total square footage of the addition would be approximately 20,100.
- ∞ The total project cost of \$4.3 million will be broken down accordingly: \$2.9 million will be funded through the use of lease levy authority and \$1.4 million will be funded from existing school district resources.
- ∞ Eight classrooms and a gymnasium will be added to address the district's critical shortage of elementary classroom space.
- ∞ Attendance area adjustments will also likely be necessary to rebalance enrollment at the district's elementary schools. These adjustments will be done in conjunction with the building project.

3. Design a building and site-specific plan at Moorhead High School that will provide for the needs of programs currently being housed in the Sports Center.

**Recommendation #4: Convene an ad hoc study group to analyze current facility usage at Moorhead High School to determine the feasibility of using existing space in the high school to house programs that are currently in the Sports Center.**

- ∞ Details related to this recommendation will be made in the spring of 2014. Anticipated remodeling or building addition costs will be presented at that time.

4. Prepare for replacement of the Moorhead High School track and determine the feasibility of installing an artificial turf athletic field that would provide for greater flexibility, increased access and increased equity among athletic and physical education programs.

**Recommendation #5: Replace the existing Moorhead High School track and install an artificial turf field with construction to begin in the spring of 2014 at an estimated cost of \$1.54 million.**

- ∞ The total project cost will be borne by the district, less any funds raised through a capital fundraising campaign.



- ∞ Two options were considered: 1) Replace the track and redo the field using natural grass at a cost of approximately \$675,000; or 2) Replace the track and redo the field using artificial turf at a cost \$1.54 million. The difference between the two options is approximately \$865,000.
- ∞ It is recommended that the district proceed with the second option with construction beginning in the spring of 2014 with a targeted completion date of late summer or early fall 2014. A capital fundraising campaign with the intent of offsetting at least 33%, or approximately \$285,000, of the additional cost is recommended to begin immediately upon approval of this recommendation and after the development of an appropriate policy and/or procedure related to corporate and private party sponsorships.

5. Consider alternatives for existing school district leased space including Red River Area Learning Center, Adult Basic Education, and programs currently housed in the Sports Center. Develop a plan based upon these considerations.

**Recommendation #6: Explore alternatives to the district's current leased space arrangements.**

- ∞ Possible outcomes include either purchasing space that currently exists in the community, adding on to existing district facilities, leasing space that better meets the needs of the various programs or remaining with the current arrangements.

**Long-term Considerations:**

1. Analyze the school district's long-term facilities needs to include a discussion about the potential need for additional buildings and/or the potential acquisition of additional real estate.

**Recommendation #7: Explore the feasibility of purchasing an additional parcel of land within the next two years.**

- ∞ The district will work with City of Moorhead officials, among others, to identify an appropriate site for a school in the southern/southeastern area of the district.
- ∞ The purchase of land will position the district well to adapt to future growth patterns as the district would own parcels to the north, east and south of the district's primary population center.

**Recommendation #8: Explore the feasibility of building a grades 5-6 building on the existing Horizon Middle School site and convert the district's elementary schools to a grades K-4 configuration.**

- ∞ Any new construction will require voter approval with a vote to occur sometime in the period of 2015-2017 for a possible opening date in the fall of 2019.



- ∞ Preliminary discussions related to a grades 5-6 building at the Horizon site include a connection of the new building to the existing building through common usage areas such as a new auditorium, additional gymnasiums and a remodeled lunch room.
- ∞ Enrollment and economic trends will largely impact a final decision related to the need for a new facility. These data will be monitored closely in the coming years to make this final determination and to identify an appropriate timeline. Should the district enter a period of unprecedented enrollment growth, consideration of a grades K-4 building in addition to a grades 5-6 building may be necessary.
- ∞ An important consideration is the timing of a potential operating levy referendum should the district decide to pursue either a renewal or an increase to the existing voter-approved operating levy. The latest the district could seek a renewal would be the fall of 2017 in order to avoid allowing existing operating levy authority to expire. It is further recommended that the school board determine whether or not to utilize its authority to approve a \$300 per pupil operating levy with a decision regarding this to be made in the spring/summer of 2014.

**Recommendation #9: Create a facilities task force to develop a long-range facilities plan with consideration given to recommendations 6-8.**

- ∞ An inclusive group of stakeholders shall convene in order to study facilities-related issues and to ultimately develop recommendations that will be considered by the school board as it determines the future direction of the school district in the area of facilities.
- ∞ Among the task force's initial tasks will be consideration of recommendations 6-8 as outlined previously.

**2. Review existing operational and programmatic practices and needs as part of the long-term facilities considerations.**

5. A description of pedestrian, bicycle and transit connections between the school and nearby residential areas that make it easier for children, teachers and parents to get to school by walking, bicycling, and taking transit.
  - a. Pedestrian, bicycle and transit connections are well established. The projects are additions to existing sites that have been fully developed in regards to these considerations. Each site currently has adequate sidewalks and crosswalks and is located on or very near a Metro Area Transit (MAT) bus line.

6. A specification of how the project will: (a) maximize the opportunity for cooperative use of existing park, recreation and other public facilities, and (b) how the project will increase collaboration with other governmental or non-profit entities.
  - a. The gymnasiums at Robert Asp Elementary and Probstfield Center for Education will be made accessible to community groups using the districts Community Use of School District Facilities policy. Youth athletic programs will have access to both these gymnasiums, which will be strategically placed in the community in order to address needs throughout the district. The track and artificial turf field will remain accessible to the community for use through the same policy. The district has taken the position with its outdoor facilities, such as tracks, to remain accessible to the community at large. The district encourages usage of facilities and strives to make them available to groups and individuals. This philosophy will remain the district's standard.
  - b. Many youth-centered community groups will benefit from this project. For example, the district, in conjunction with the YMCA of Cass and Clay Counties offers before- and after-school care at each of the district's elementary schools. The additional space will allow for greater participation. Youth athletic teams will have access to more spaces. The district partners with many youth-centered community groups. This project will enhance what the district is able to offer these groups and will directly benefit residents and students alike.
7. A narrative description of the project, including: (a) specifications of site and outdoor space acreage as provided in the *Guide for Planning School Construction Projects in Minnesota*. Only usable acreage should be included, (b) square footage allocations for new and converted classrooms, including labs and supports spaces, (c) a floor plan of the project, if applicable, (d) estimated expenditures in reasonable detail for the project, and (e) date(s) the project will begin and be completed.
  - a. The addition of the gymnasium at Robert Asp Elementary and the addition of classrooms and a gymnasium at Probstfield Center for Education will impact the available outdoor space, but adequate outdoor space will remain at each site and will conform to the specifications included in the *Guide for Planning School construction Projects in Minnesota*.
  - b. Classrooms constructed at Probstfield Center for Education (8) and at Robert Asp Elementary (1) will be built so that they could be used as kindergarten classrooms. The estimated size of each classroom will be 1,200 square feet. The room at Robert Asp Elementary will replace a smaller room (800 square feet) that is proving to be inadequate for kindergarten.
  - c. Attached.
  - d. Attached.
  - e. The projects will begin in approximately April of 2014 and will be completed in September/October of 2014.
8. The source(s) of financing the project: (a) if multiple sources of funding are to be used, provide all components of the financing plan, (b) scheduled date and required notice for a bond issue or school board action, (c) a schedule of bond payments,

including estimated debt service equalization aid, (d) the effect of a bond issue (or lease levy) on local property taxes by property class and valuation, (e) total project cost must include (i) total construction cost, and (ii) bond issuance/financing costs (if applicable), and (f) other financing information as required: (i) Alternative Facilities Bonding and Levy funded projects should be described in sufficient detail to allow cross-walking between the review and comment, alternative facilities database, and UFARS reporting; (ii) Health and safety projects should be described in sufficient detail to allow cross-walking between the review and comment, health and safety database, and UFARS reporting; (iii) Administrative space to be funded by lease by lease levy should be included in a separate section of the submission containing each of the items detailed in the May 31, 2012 letter from Tom Melcher, Division of School Finance Director, titled "Levy for Leasing Administrative Space" which is posted on the Minnesota Department of Education (MDE) website under School Support > School Finance > Levy Certification Process.

- a. Total estimated project cost is \$8.04 million. Lease levy will be utilized for \$5.1 million of the project and the district will utilize General Fund reserves for \$2.94 million.
  - b. Bonds will not be issued. School board action related to lease levy financing will annually occur. Board action will be required to enter into the agreements and board action will be required when the levy is certified.
  - c. Attached.
  - d. Attached.
  - e. Included.
    - i. N/A
    - ii. N/A
    - iii. N/A
9. An analysis of how the proposed new or remodeled facility will affect: (a) school district operational or administrative staffing costs, and (b) how the district's operating budget will cover any increased operational or administrative staffing costs. (c) If the district is adding additional square footage, include assumptions and calculations used in the estimated general fund operation cost. (d) If the district is updating mechanical systems, provide detail on how the new HVAC system will impact general fund operating costs compared to the current system.
- a. Expanded sections of kindergarten will necessitate an increase in the number of classroom teachers and support staff at Probstfield Elementary. No staffing changes are anticipated at Robert Asp Elementary or Moorhead High School due to the project. Staff may be shifted from existing elementary schools to Probstfield Elementary if enrollment allows. Administrative positions will not be added at any site as a result of the project.
  - b. The district's operating budget will cover any increased operational costs associated with the project. The district is currently in a period of enrollment growth and increased enrollment will allow the additional staff to be hired based on revenue generated by students.

- c. Adding square footage may necessitate additional custodial staff, particularly at Probstfield Elementary. We anticipate staffing PCE at the same level as the other similarly sized buildings in the district.
  - d. N/A
- 10. A description of the consultation with local or state road and transportation officials on: (a) Multimodal school site access, safety issues, and (b) ways the project will address those issues.
  - a. Robert Asp Elementary School – No issues are anticipated as this is an existing facility and the capacity of the facility is not increasing. Probstfield Elementary – Capacity is being increased so that an additional 200 students may be attending school at this site in the next two-three years.
  - b. Parking lot expansion has been completed at Probstfield Elementary to accommodate additional staff and public parking. Increased bus traffic will result in an expansion of the bus drop off area.
- 11. A description of how: (a) indoor air quality issues have been considered, and (b) a written certification signed by the project architect that the architects and engineers designing the facility have professional liability insurance.
  - a. To be submitted by the district's project architect.
- 12. As required under Minnesota Statutes, section 123B.72, provide (a) written certification signed by the project architect that the plans and designs for the extensively renovated or new facility's (i) heating, ventilation, and air conditioning systems will meet or exceed code standards, (ii) will provide for monitoring of outdoor airflow and total airflow of ventilation systems, and (iii) will provide an indoor air quality filtration system that meet codes.
  - a. To be submitted by the district's project architect.
- 13. A specification, if applicable, of any desegregation requirements that cannot be met by any other reasonable means.
  - a. N/A
- 14. A specification, if applicable, of how the facility will utilize environmentally sustainable school facility design concepts.
  - a. To be submitted by the district's project architect.
- 15. A description of how the architects and engineers have considered the American National Standards Institute Acoustical Performance Criteria, Design Requirements and Guidelines for Schools of the maximum background noise level and reverberation times.
  - a. To be submitted by the district's project architect.
- 16. Any existing information from the relevant local unit of government about the cumulative costs to provide infrastructure to serve the school, such as utilities, sewer, roads, and sidewalks.



- a. The district is not anticipating additional costs to provide infrastructure.  
Existing infrastructure will be adequate.



# PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

Moorhead School District No. 152

October 29, 2013

## Estimated Financing Schedules for Potential Lease Purchase

### Estimated Sources and Uses of Funds

Lease Amount	\$5,000,000
<b>Sources of Funds</b>	
Par Amount of Lease	\$5,000,000
Other District Funds	0
Total Sources	\$5,000,000
<b>Uses of Funds</b>	
Financial Advisor Fee	\$14,250
Bond Attorney	10,000
Other Potential Fees #	770
<b>Net Available for Project Costs</b>	<b>4,974,980</b>
Total Uses	\$5,000,000

# Other potential fees may include fees for lessor legal counsel, title insurance, environmental analysis, and appraisal.

### Estimated Tax Impact Schedule

Type of Property	Estimated Market Value	Estimated Annual Taxes*
	\$75,000	\$6
	100,000	10
Residential	150,000	18
Homestead	200,000	26
	300,000	41
	400,000	57
Commercial/Industrial	\$250,000	\$60
	500,000	131
	1,000,000	274
Agricultural Homestead**	\$300,000	\$85
	500,000	99
	1,000,000	135
Agricultural Non-Homestead	\$3,000	\$0.43
(dollars per acre)	4,000	0.57
	5,000	0.71
Seasonal	100,000	\$14
Recreational	200,000	28
Residential (Cabins)	400,000	57

\* The figures in the table are based on school district taxes for the potential new lease levy only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the state Property Tax Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net effect of the proposed lease levy for many property owners.

\*\* For agricultural homestead property, a value of \$100,000 was assumed for the house, garage, and one acre.

### Estimated Payment Schedule

Amount:	\$5,000,000		
Est. Closing Date	2/1/2015		
Interest Rate:	4.00%		
No. of Years	15		
Semi-Annual Payment	\$223,250		
Annual Payments	\$446,499		
Payment No.	Date	Principal	Interest
1	8/1/2015	\$123,250	\$100,000
2	2/1/2016	125,715	97,535
3	8/1/2016	128,229	95,021
4	2/1/2017	130,793	92,456
5	8/1/2017	133,409	89,840
6	2/1/2018	136,078	87,172
7	8/1/2018	138,799	84,451
8	2/1/2019	141,575	81,675
9	8/1/2019	144,407	78,843
10	2/1/2020	147,295	75,955
11	8/1/2020	150,241	73,009
12	2/1/2021	153,245	70,004
13	8/1/2021	156,310	66,939
14	2/1/2022	159,437	63,813
15	8/1/2022	162,625	60,624
16	2/1/2023	165,878	57,372
17	8/1/2023	169,195	54,054
18	2/1/2024	172,579	50,670
19	8/1/2024	176,031	47,219
20	2/1/2025	179,551	43,698
21	8/1/2025	183,142	40,107
22	2/1/2026	186,805	36,444
23	8/1/2026	190,541	32,708
24	2/1/2027	194,352	28,897
25	8/1/2027	198,239	25,010
26	2/1/2028	202,204	21,046
27	8/1/2028	206,248	17,001
28	2/1/2029	210,373	12,877
29	8/1/2029	214,581	8,669
30	2/1/2030	218,872	4,377
Totals		\$5,000,000	\$1,697,488
Estimated Annual Payments		\$446,499	
Est. Tax Rate, Payable in 2015		1.42%	

Independent School District No. 152  
Changes in Fund Balances – General Fund  
Year Ended June 30, 2013

	Fund Balance (Deficit) Beginning of Year	Net Change in Fund Balance	Fund Balance (Deficit) End of Year
Nonspendable	\$ 64,472	\$ 123,904	\$ 188,376
Restricted for deferred maintenance	636,482	206,827	843,309
Restricted for health and safety	(283,336)	(40,144)	(323,480)
Restricted for operating capital	201,329	(12,278)	189,051
Restricted for safe schools	24,972	105,485	130,457
Committed for severance obligation	1,980,550	(375,700)	1,604,850
Assigned for technology acquisition and upgrades	900,000	(500,000)	400,000
Assigned for health insurance and affordable care act	-	500,000	500,000
Assigned for capital projects	-	2,000,000	2,000,000
Assigned for all-day kindergarten	-	1,187,500	1,187,500
Unassigned	7,084,745	(642,118)	6,442,627
	<u>\$ 10,609,214</u>	<u>\$ 2,553,476</u>	<u>\$ 13,162,690</u>



### Moorhead Area Public Schools Improvements - Predesign Project Costs

Date: July 15, 2013  
ZBA Project No. 13-040

The following opinion of cost is a representation of value for completed projects in the 2014 - 2015 school year assuming the current market indications. Project costs are based on a predesign concept at each site. Project costs will fluctuate with the development of each design and assembly of final construction documents.

Probstfield Center for Education - PK through First Grade Option #1			
New Addition 20,078 GSF at \$150.00/GSF	20,078	150	\$3,011,700
Existing Remodel 888 NSF at \$100.00/NSF	888	100	\$88,800
Site work Allowance			\$350,000
Sub Total			\$3,450,500
Construction Management Fee 4%			\$138,020
Total Construction Cost			\$3,588,520
Architectural & Engineering Fees 7%			\$251,196
FF&E / Technology 7%			\$251,196
Miscellaneous 1%			\$35,885
Contingency 5%			\$179,426
Total Project Cost			\$4,306,224

### Robert Asp Elementary - Activities Gym Option #1

New Addition 10,957 GSF at \$150.00/GSF	10,957	150	\$1,643,550
Site work Allowance			\$90,000
Sub Total			\$1,733,550
Construction Management Fee 4%			\$69,342
<b>Total Construction Cost</b>			<b>\$1,802,892</b>
Architectural & Engineering Fees 7%			\$126,202
FF&E / Technology 7%			\$126,202
Miscellaneous 1%			\$18,029
Contingency 5%			\$90,145
<b>Total Project Cost</b>			<b>\$2,463,470</b>

### Moorhead High School - Replace Track & Field

#### Natural Grass Turf Option

Replace Track	\$528,525
Re-construct Grass Turf Football & Soccer Fields	\$145,500

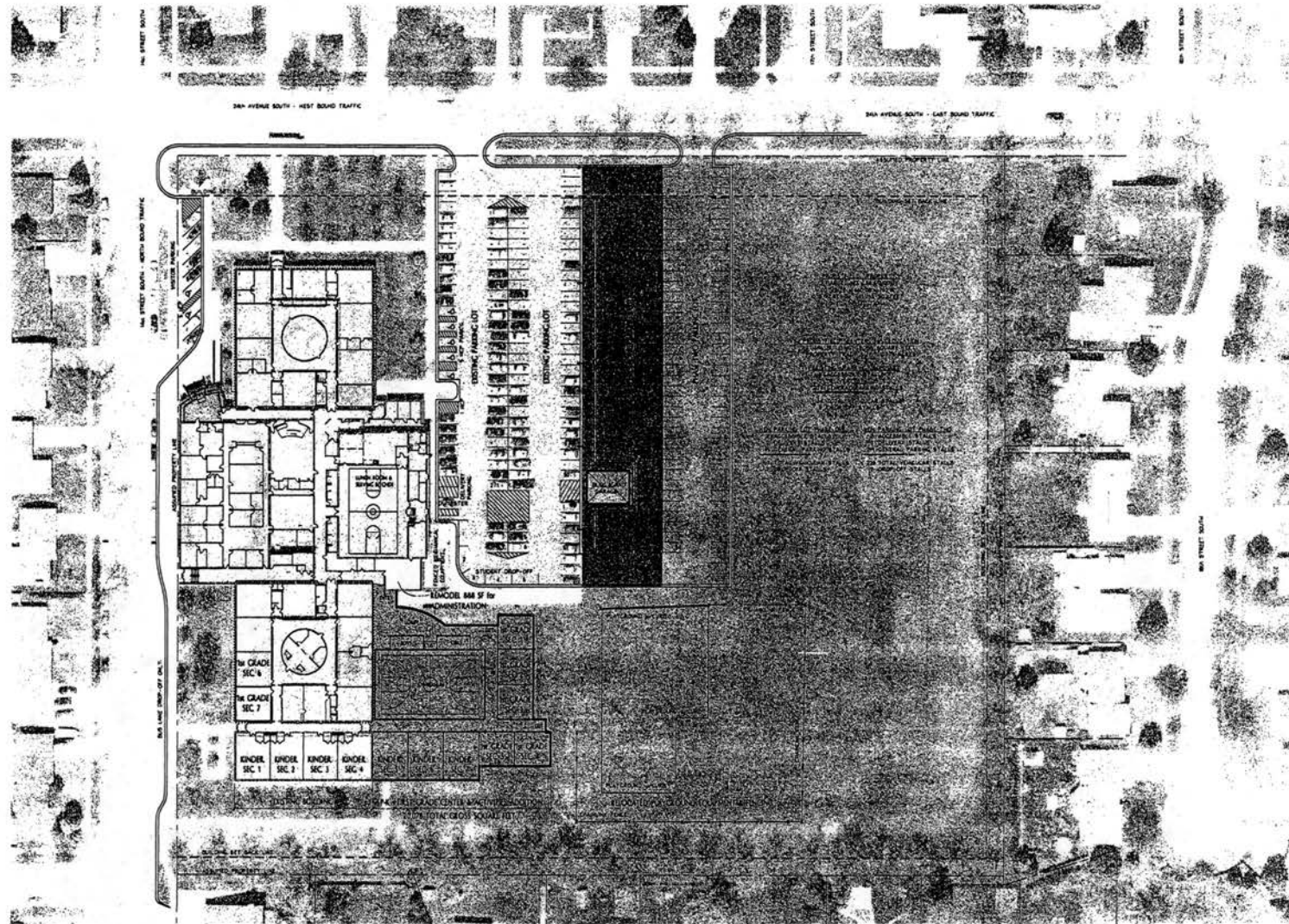
<b>Construction Cost</b>	<b>\$674,025</b>
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#### Artificial Turf Option

Replace Track	\$528,525
Construct Artificial Turf Football & Soccer Fields	\$1,010,000

<b>Construction Cost</b>	<b>\$1,538,525</b>
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Cost difference between grass and artificial turf is:	\$864,500
Costs do not include contingency, design or construction management fees.	



1 PROBSTFIELD CENTER for EDUCATION FLOOR and SITE PLAN  
SCALE 1" = 40'



Existing Building Footprint	67,696 SF
New Addition	20,078 SF
New Total Building Size	87,774 SF
20% of Existing Building	13,539 SF

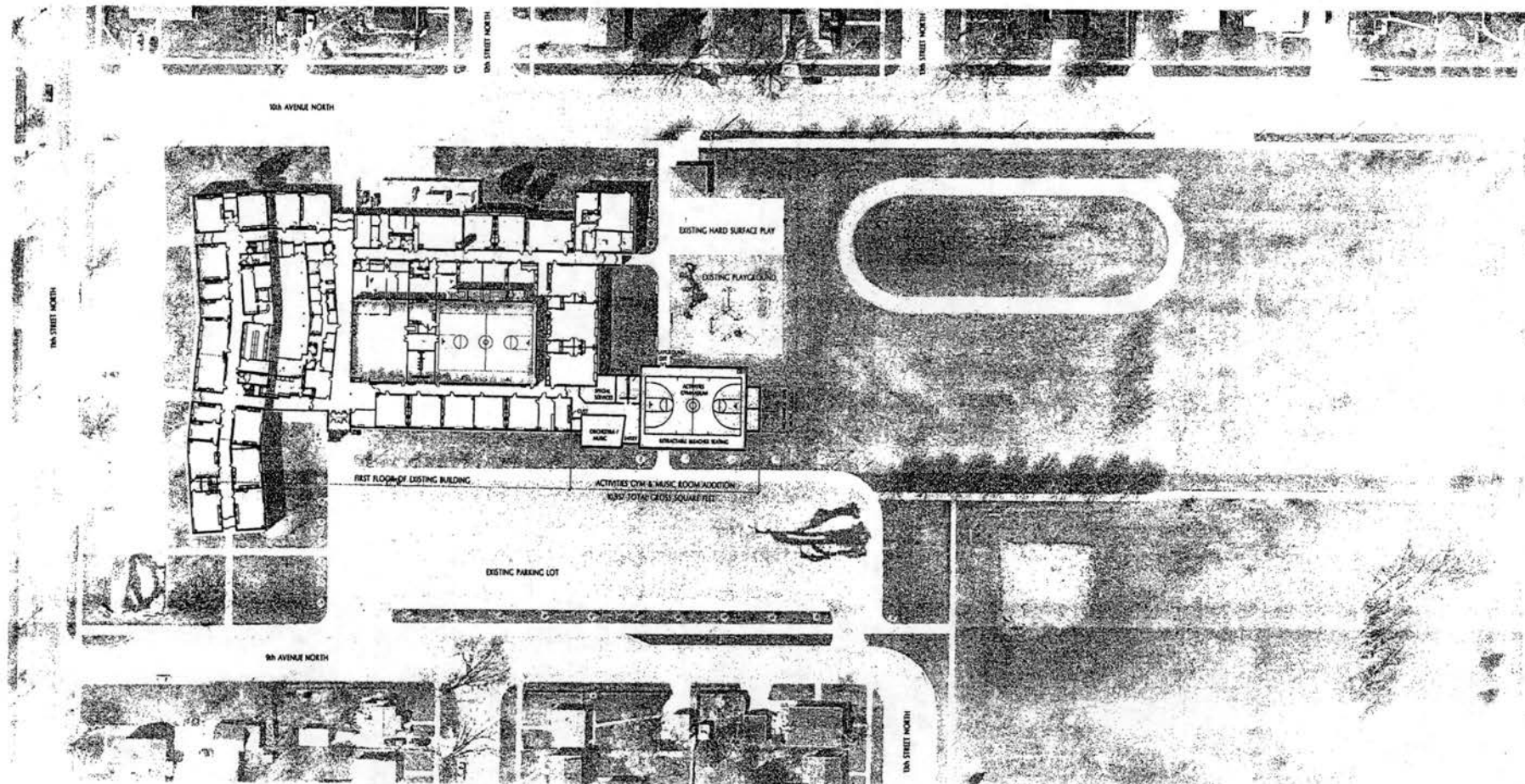


Moorhead Area Public Schools  
Probstfield Center for Education Improvements  
Option #1  
Moorhead, Minnesota

Probstfield PK - First Grade Center & Activities Addition

July 15, 2013  
ZBA Project Number 1940





1 ROBERT ASP ELEMENTARY MAIN LEVEL FLOOR and SITE PLAN  
SCALE: 1/8" = 1'-0"



79

**ZERR BERG**  
ARCHITECTS

Existing Building Footprint	75,114 SF
Existing Second Level	19,325 SF
New Addition	10,957 SF
New Total Building Size	105,396 SF
20% of Existing Building	18,888 SF



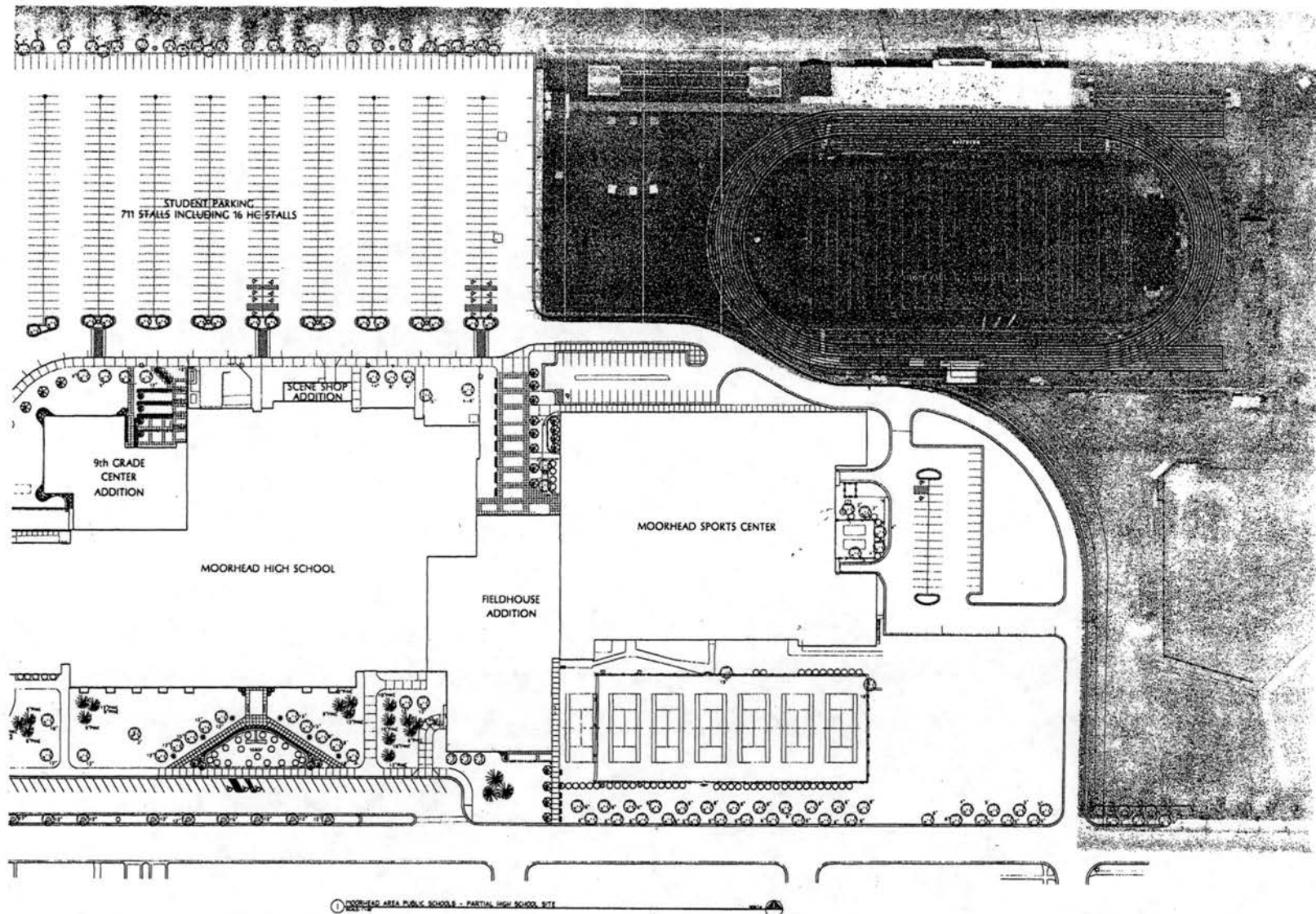
Moorhead Area Public Schools  
Robert Asp Elementary Improvements  
Option #1  
Moorhead, Minnesota

Robert Asp Activities Cym Addition

July 15, 2013  
284 Project Number 13041

Below is the consulting engineers High School field improvement estimate breakdown.

MBN Engineering		Probable Construction Cost		
		Division of Work:	Civil	Date: 7/8/2013
		Project Name:	MAPS HS Field	By: Magelky
		Location:	Moorhead, MN	Page 1 of 1
Item/Description	Quantity	Units	Unit Cost	Total
<b>1. Track</b>				
Removal	1	LS	\$50,000.00	\$50,000.00
6" Concrete Edging	3,315	LF	\$15.00	\$49,725.00
4" Asphalt Pavement w/ 24" Aggr. Base & Geotextile Fabric	5,840	SY	\$45.00	\$262,800.00
All Weather Track Surface	1	LS	\$160,000.00	\$160,000.00
Track Striping	1	LS	\$6,000.00	\$6,000.00
<b>Track Total</b>				<b>\$528,525.00</b>
<b>2. Grass Field</b>				
PVC Inlet	14	EA	\$1,000.00	\$14,000.00
48" Storm Manhole	2	EA	\$3,000.00	\$6,000.00
12" Storm Sewer	1,150	LF	\$20.00	\$23,000.00
Earthwork	1	LS	\$25,000.00	\$25,000.00
Seeding	2.6	ACRE	\$3,000.00	\$7,500.00
Irrigation	1	LS	\$50,000.00	\$50,000.00
Soccer/Football Goal Posts	2	EA	\$10,000.00	\$20,000.00
<b>Grass Field Total</b>				<b>\$145,500.00</b>
<b>3. Field Turf</b>				
Excavation, Fabric, Rock & Drain Tile	1	LS	\$520,000.00	\$520,000.00
Artificial Turf	1	LS	\$470,000.00	\$470,000.00
Soccer/Football Goal Posts	2	EA	\$10,000.00	\$20,000.00
<b>Field Turf Total</b>				<b>\$1,010,000.00</b>



① MOORHEAD AREA PUBLIC SCHOOLS - PARTIAL HIGH SCHOOL SITE

ZERRBERG  
ARCHITECTS  
P.C.



Moorhead Area Public Schools  
High School Field Improvements  
Option #1  
Moorhead, Minnesota

High School Track Replacement and Football / Soccer Fields

July 15, 2013  
24 Page Number 040



# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.047R

TO: School Board

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

DATE: December 3, 2013

RE: Approval of Policy

Attached please find the policy, Tuition Fees 512.

Suggested Resolution: Move to approve the policy, Tuition Fees 512, as presented.

LAK:mde  
Attachment

## Tuition Fees

**Type:** School Board Policy  
**Section:** 500 STUDENTS  
**Code:** 512  
**Adopted Date:** 9/13/1988  
**Revised Date(s):** 05/11/2009, 04/26/2010  
**Reviewed Date(s):** 08/13/1991, 07/06/1993, 08/28/1995, 08/26/1996, 07/28/1997, 08/10/1998, 07/19/1999, 06/26/2000, 11/10/2003, 09/26/2005, 06/12/2006, 08/27/2007, 05/11/2009, 04/26/2010  
**Attached Files:** No Documents Found.

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### I. PURPOSE

The purpose of this policy is to ~~annually~~ set fees annually for out-of-state students to attend Moorhead Area Public Schools.

### II. GENERAL STATEMENT

Tuition fees for full-time students are based on the basic general education formula allowance and pupil weighting as identified in Minnesota Statute, 126C.10 and outlined in Administrative Procedure 512.1: Tuitions Fees.

#### Legal References:

Minn. Stat. 124D.04 (Options for Enrolling in Adjoining States)  
Minn. Stat. 126C.10 (General Education Revenue)

#### Cross Reference:

Moorhead School Board Policy 511: Enrollment of Nonresident Students





# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.048R

TO: School Board

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

DATE: December 3, 2013

RE: Approval of Policy

Attached please find the policy, Home Schooled Students 608.

Suggested Resolution: Move to approve the policy, Home Schooled Students 608, as presented.

LAK:mde  
Attachment

## Home Schooled Students

Type:	School Board Policy
Section:	600 EDUCATION PROGRAMS
Code:	608
Adopted Date:	2/11/2002
Revised Date(s):	04/10/2006, 04/26/2010
Reviewed Date(s):	04/10/2006, 04/26/2010
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents/guardians who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

### II. GENERAL STATEMENT

The Minnesota Compulsory Attendance Law (Minnesota, Statute, 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that their child acquires knowledge and skills that are essential for effective citizenship (Minnesota, Statute, 120A.22, Subd. 1).

### III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district in which they reside ~~in~~ must provide instruction and meet requirements specified in Minnesota, Statute, 120A.22.

### IV. IMMUNIZATION

As required in statute, the parent/guardian of a home-schooled child shall submit statements on the child's immunizations as required by law to the Superintendent in the district in which the child resides by October 1st of ~~each school year~~ the first year of home schooling in Minnesota and the grade 7 year (Minnesota, Statute, 121A.15, Subd. 8).

### V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, Moorhead Area Public Schools will provide textbooks, individualized instructional materials and standardized tests and loan or provide them for use by a home schooled child. The district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minnesota, Statutes, 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

### VI. PUPIL SUPPORT SERVICES

Upon formal request as required by law, ~~Moorhead Area Public Schools~~ the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minnesota, Statute, 123B.44 and Minnesota, Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minnesota, Statute, 123B.40-123B.48 for any of these purposes.

## VII. SHARED-TIME PROGRAMS

A. A home-schooled child who is a resident of the school district may enroll in classes in the district as a shared-time ~~pupil~~ student on the same basis as other nonpublic school students. The provision of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.

B. The school district may limit enrollment of shared-time ~~pupils~~ students in such classes based on capacity of a program, class, grade level, or school building. The Moorhead School Board and administration retain sole discretion and control over scheduling of all classes and assignment of shared-time ~~pupils~~ students in classes.

## VIII. EXTRACURRICULAR ACTIVITIES

Resident ~~pupils~~ students who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students (Minnesota, Statutes, 123B.36, Subd. 1 and 123B.49, Subd. 4). Home schooled students are expected to meet Moorhead and Minnesota High School League Eligibility Rules, Moorhead's Student Code of Ethics, and are required to pay activity fees at the same level as students enrolled in Moorhead Area Public Schools.

## IX. OPTIONAL COOPERATIVE ARRANGEMENTS

### A. Activities

1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the School Board.

a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.

b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.

c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.

2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the School Board to participate in the activity and the payment of any activity fees associated with the activity. ~~However h~~Home school students may not be charged higher activity fees than other public school students. ~~An a~~Approval shall be granted at the discretion of the School Board.

## B. Transportation Services

1. The school district may provide nonpublic, nonregular transportation services to a home-schooled child.
2. The School Board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

### Legal References:

Minn. Stat. 120A.22 (Compulsory Instruction)  
Minn. Stat. 120A.24 (Reporting)  
Minn. Stat. 120A.26 (Enforcement and Prosecution)  
Minn. Stat. 121A.15 (Health Standards; Immunizations; School Children)  
Minn. Stat. 123B.36 (School Boards May Require Fees)  
~~Minn. Stat. 123B.40 (Declaration of Policy)~~  
Minn. Stat. 123B.41 (Definitions)  
Minn. Stat. 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)  
Minn. Stat. 123B.43 (Use of Individualized Instructional Materials)  
Minn. Stat. 123B.44 (Provision of Pupil Support Services)  
~~Minn. Stat. 123B.45 (Payments for Contractual Obligations)~~  
~~Minn. Stat. 123B.46 (Administrative Costs)~~  
~~Minn. Stat. 123B.47 (Notice to Districts; Proration)~~  
~~Minn. Stat. 123B.48 (Limit on District Obligations)~~  
Minn. Stat. 123B.49 (Cocurricular and Extracurricular Activities)  
Minn. Stat. 123B.86 (Equal Treatment - Transportation)  
Minn. Stat. 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. 124D.03 (Enrollment Options Program)  
Minnesota, Rules Ch. 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

### Cross References:

Moorhead School Board Policy 511: Enrollment of Nonresident Students  
Moorhead School Board Policy 530: Student Immunization Requirements  
Moorhead School Board Policy 541: Student Activity Eligibility  
Moorhead School Board Policy 640: Moorhead Area Public Schools Graduation Policy

MSBA/MASA Model Policy 611: Home Schooling



# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.049R

TO: School Board

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

DATE: December 3, 2013

RE: Approval of Policy

Attached please find the policy, Safety and Security Technology 712.

Suggested Resolution: Move to approve the policy, Safety and Security Technology 712, as presented.

LAK:mde  
Attachment



## Safety and Security Technology

Type:	School Board Policy
Section:	700 NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES
Code:	712
Adopted Date:	8/14/1995
Revised Date(s):	04/12/2004, 06/13/2011
Reviewed Date(s):	02/14/2000, 04/12/2004, 06/13/2011
Attached Files:	No Documents Found.

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### I. PURPOSE

The purpose of this policy is to regulate safety and security technology.

### II. GENERAL STATEMENT

~~The purpose for using s~~Safety and security technology is used to enhance the safety and security of students and staff in school buildings, school buses, and other property utilized by Moorhead Area Public Schools ~~is to enhance the safety and security of pupils and staff~~. Various forms of audio and video technology equipment may be utilized to deter misbehavior, promote security and safety, and serve as evidence if needed for disciplinary action or criminal proceedings. The purchase and utilization of safety and security technology will occur only after review and approval by the Moorhead School Board. Please refer to Administrative Procedure 712.1: Safety and Security Procedures.

### III. VIDEO SURVEILLANCE CAMERAS

#### A. Placement in School Buildings and Grounds

1. School district buildings and grounds may be equipped with video ~~cameras~~ and audio recording equipment. Signs will be placed at entrances to buildings where video ~~cameras~~ and audio recording equipment are installed notifying all persons that their conversation or actions may be recorded.
2. Video or audio surveillance equipment may occur in any school district building or any owned or leased school district property.
3. Video or audio surveillance equipment will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video or audio surveillance equipment in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the sSuperintendent.

#### B. Placement in School Buses

- ~~1. Each and every s~~School buses owned, leased, contracted and/or operated by the school district shall may be equipped with a fully enclosed box or placement and operation of a video camera and

audio recording equipment. ~~e~~Conspicuously placed signs will notifying riders that their conversations or actions may be recorded.

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

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

#### C. Use and Retention of Video and Audio Recordings

1. Recordings will be ~~viewed~~ reviewed under the following conditions:

a. a complaint or report from a student, staff members, parent/guardian, bus driver, or other citizen arising out of suspected district personal misconduct;

b. at the request of a school administrator or law enforcement agency;

c. periodic review at the discretion of the ~~school principals~~ building administrators, transportation director, or other designees of the Superintendent.

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

3. Video and audio recordings or copies of video and audio recordings used as evidence in school policy or safety violations will be retained by the school district until conclusion of any disciplinary proceeding in which the video and audio recording is used as evidence and will be kept as set forth in the school district's ~~R~~records and ~~R~~etention ~~S~~chedule.

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

#### IV. OTHER SAFETY AND SECURITY TECHNOLOGY

##### A. Placement

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

##### B. Use

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

##### C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video and audio

recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, and the rules and/or regulations promulgated thereunder.

2. The school district shall ensure that video and audio recordings are retained in accordance with the school district's records retention schedule.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. 121A.585 (Notice of Recording Device)

Minn. Stat. 138.17 (Government Records; Administration)

Minn. Stat.. 609.746 (Interference with Privacy)

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

34 C.F.R. Secs. 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

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

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 574: Search of Student Lockers, Desks, Personal Possessions, and Student's Person

Moorhead School Board Policy 721: Student Transportation Safety



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.050R

TO: School Board

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

DATE: December 3, 2013

RE: Approval of Policy

Attached please find the policy, District Fiscal Management 801.

Suggested Resolution: Move to approve the policy, District Fiscal Management 801, as presented.

LAK:mde  
Attachment

## District Fiscal Management

**Type:** School Board Policy  
**Section:** 800 BUILDINGS AND SITES  
**Code:** 801  
**Adopted Date:** 8/27/2001  
**Revised Date(s):** 12/12/2005, 04/26/2010  
**Reviewed Date(s):** 12/12/2005, 04/26/2010  
**Attached Files:** No Documents Found.

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### I. PURPOSE

The purpose of this policy is to provide guidelines that establish effective, accurate and secure fiscal management of school district monies and properties.

### II. GENERAL STATEMENT

A. Accounting - In accordance with Minnesota statute, Moorhead Area Public Schools will comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

B. Fund Transfers - Unless otherwise authorized pursuant to Minnesota, Statute, 123B.80, as amended or any other law, fund transfers shall be made in compliance to UFARS and permanent fund transfers shall only be made in compliance with Minnesota, Statute, 123B.79, as amended. Moorhead School Board approval of personnel with fund transfer authorization will be reviewed annually or more often as needed.

C. Budget - The School Board will adopt and revise as needed, with recommendations from the Superintendent and/or designee, an annual budget based on anticipated revenue and expenditures for the district's fiscal year (July 1 - June 30).

D. Audit - The School Board will provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. The school district shall also provide for publication of the financial information specified in Minnesota, Statute, 123B.10.

E. Policies and Procedures - The School Board with recommendations from the Superintendent and/or designee will establish policies and procedures as needed for establishment and adoption of the district's budget(s), sources of taxable/non-taxable revenue, purchasing and delivery, payroll, payment of vendors and contractors, cash management, investment, and all other areas of fiscal management as needed (refer to Administrative Procedure 801.1: Fiscal Management Goals).

F. Taxation Hearing - The School Board in compliance with Minnesota, Statute, 275.065 will discuss the levy and budget of the current fiscal year at a regularly scheduled School Board meeting and allow the public to speak. This meeting may not be held before 6:00 p.m.

G. Bond or Operating Referendum - The School Board ~~shall~~ will comply with all regulations and time lines established by Minnesota statute and the Minnesota Department of Education when considering



a bond or operating referendum vote by the public.

Legal References:

Minn. Stat. 123B.02 (General Powers of Independent School Districts)

Minn. Stat. 123B.09 (Boards of Independent School Districts)

Minn. Stat. 123B.10 (Publication of Financial Information)

Minn. Stat. 123B.14, Subd. 7 (Clerk Records)

Minn. Stat. 123B.75 (Revenue; Reporting)

Minn. Stat. 123B.76 (Expenditures; Reporting)

Minn. Stat. 123B.77 (Accounting, Budgeting and Reporting Requirement)

Minn. Stat. 123B.78 (Cash Flow, School District Revenues, Borrowing for Current Operating Costs; Capital Expenditure Deficits)

Minn. Stat. 123B.79 (Permanent Fund Transfers)

Minn. Stat. 123B.80 (Exceptions for Permanent Fund Transfers)

Minn. Stat. 275.065 (Proposed Property Taxes; Notice)

Cross References:

Moorhead School Board Policy 212: School Board Public Hearings

Moorhead School Board Policy 810: Establishment, Adoption and Modification of District's Financial Operating Plan



# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.051R

TO: School Board

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

DATE: December 3, 2013

RE: Approval of Policy

Attached please find the policy, Credit Card Usage and Electronic Funds Transfer 805.

Suggested Resolution: Move to approve the policy, Credit Card Usage and Electronic Funds Transfer 805, as presented.

LAK:mde  
Attachment

## Credit Card Usage and Electronic Funds Transfer

Type: School Board Policy  
Section: 800 BUILDINGS AND SITES  
Code: 805  
Adopted Date: 3/8/2010  
Revised Date(s):  
Reviewed Date(s):  
Attached Files: No Documents Found.

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### I. PURPOSE

The purpose of this policy is to ~~control the use of credit cards and~~ to ensure the proper usage of credit cards and electronic funds transfers.

### II. GENERAL STATEMENT

~~To ensure that the usage of e~~Credit cards and electronic funds transfer are only to be done so used in accordance with current industry standards and follow recommendations made by the district's auditors and the Office of the State Auditor.

### III. DEFINITIONS

Electronic Funds Transfers - Any transfer of funds that is initiated by electronic means.

### IV. CREDIT CARD USAGE

A. Purchases made with a credit card must be consistent with state law and the Office of the State Auditor.

B. The Moorhead School Board shall authorize the Superintendent to ~~annually~~ identify annually the employees and officers who are authorized to make purchases on behalf of the ~~district~~ Moorhead Area Public Schools.

C. Credit card charges shall be limited to \$2,500 per transaction. Any employee who desires to use a credit card to make a purchase greater than this amount must seek approval from the Superintendent or the Superintendent's designee.

D. The authority to use credit cards does not authorize the creation of a new form of debt for the district; credit cards are to be considered another form of authorized payment. Credit card charges shall be paid off on a monthly basis.

E. Purchases shall be limited to small purchases that are incurred in the regular course of business and for business travel expenses incurred by authorized credit card users. Travel expenses shall include meals, lodging, conference registration, transportation, and parking.

F. All receipts and other supporting documents must be turned in to the district's business office in a timely manner for review, authorization and documentation. Itemized receipts are required for substantiation of credit card usage.

G. The purchase of non-business related and/or personal items and services is prohibited. If the district does not authorize the credit card purchase, the officer or employee who made the purchase becomes personally liable for the amount of purchase.

H. The purchase of alcoholic beverages and tobacco is prohibited.

#### V. ELECTRONIC FUNDS TRANSFER

A. The School Board shall authorize the Superintendent to ~~annually~~ delegate annually authority to make electronic funds transfers.

B. The School Board shall approve the opening and closing of accounts.

C. The School Board shall annually authorize the Superintendent or designee to invest in passbook savings, money-market savings, certificates of deposit, Minnesota School District Liquid Asset Fund, and other legal investments as recommended for school district funds as needed for the operation of school district business.

D. The district shall require any disbursing bank to keep a certified copy of the delegation of authority.

E. The disbursing bank and the school district must identify the initiator of each electronic transfer.

F. Prior to any electronic funds transfer, the initiator shall document the request and obtain approval for each transaction from the Superintendent or designee.

G. Written confirmation of each electronic funds transfer shall be available within one business day of each transaction.

H. A list of all electronic funds transfers shall be submitted to the School Board at the next regular board meeting following the transfer.

#### Cross Reference:

Minnesota Office of the State Auditor Statement of Position on Credit Card Use and Policies, ~~July 2008~~ March 2011



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.052R

TO: School Board

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

DATE: December 3, 2013

RE: Approval of Policy

Attached please find the policy, Reimbursement for Travel, Professional Meetings and Conferences 824.

Suggested Resolution: Move to approve the policy, Reimbursement for Travel, Professional Meetings and Conferences 824, as presented.

LAK:mde  
Attachment



## Reimbursement for Travel, Professional Meetings and Conferences

**Type:** School Board Policy  
**Section:** 800 BUILDINGS AND SITES  
**Code:** 824  
**Adopted Date:** 6/24/1986  
**Revised Date(s):** 02/09/2009, 04/26/2010  
**Reviewed Date(s):** 01/14/1992, 06/23/1997, 07/05/2001, 04/11/2005, 01/14/2008, 02/09/2009, 04/26/2010  
**Attached Files:** No Documents Found.

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### I. PURPOSE

The purpose of this policy is to establish reimbursement guidelines for travel related to professional meetings and conferences.

### II. GENERAL STATEMENT

Moorhead Area Public Schools pays for approved travel, professional meeting and conference expenses subject to district travel policies, budget allocations, negotiated labor agreements and individual contracts (refer to Administrative Procedure 824.1: Travel Request and Reimbursement Form. Prior approval must be obtained by submission of the "~~District #152 Professional Development/Travel Request~~" Travel Request and Reimbursement Form to the appropriate supervisor. Reimbursement requests must be submitted within 60 days of the event per IRS regulations.

### III. EXPENSES REIMBURSED BY THE DISTRICT

#### A. Registration:

Registration materials must be submitted to the requester's supervisor for approval prior to registration. Approved registration fees are reimbursed in full upon submission of a receipt.

#### B. Transportation:

**School District-Owned Vehicles:** School district vehicles or rental vehicles from the district's approved vendor are to be used for trips within distances deemed appropriate by supervisors.

**Private Automobiles:** When a school district or rental vehicle is not available individuals are reimbursed for the use of private automobiles at the IRS approved rate. If commercial air service is available, the mileage reimbursement may not exceed the cost of round trip air fare, based on the lowest fare available at the time planning is initiated. When a school district vehicle or approved rental vehicle is available, the private vehicle reimbursement rate is 50 percent of the IRS approved rate unless otherwise specified in a negotiated labor agreement or a separate employee contract.

**Commercial Airlines:** Air travel arrangements are to be made by each individual. Reimbursement will be made for coach air fare only. Itemized receipts must be submitted along with a completed Travel

## Request and Reimbursement Form.

Rental Cars: Upon proper approval, ~~The~~ full cost of a rental vehicle, including gas fuel and insurance, is will be paid by the school district ~~when its use is deemed necessary by the immediate supervisor~~. Shuttle, limousine or taxi expenses are included as reimbursible expenses as approved. ~~Attach receipts to the expense report form.~~ Itemized receipts must be submitted along with a completed Travel Request and Reimbursement Form.

Parking: Parking fees at airports, hotels and conference sites are will be paid by the school district. ~~Attach receipts to the expense report form.~~ Itemized receipts must be submitted along with a completed Travel Request and Reimbursement Form.

Refer to Administrative Procedures 722.1 and 722.2.

### C. Lodging:

Actual lodging expenses, including applicable taxes, are will be paid by the school district. Incidental lodging expenses ~~that are to be paid by the employee~~. These include but are not limited to personal telephone calls, in-room movies and laundry ~~are paid by the employee~~. ~~Attach receipts to the expense report form.~~ Itemized receipts must be submitted along with a completed Travel Request and Reimbursement form. Lodging expenses in the Moorhead area are ~~reimbursed~~ reimbursable only when supervising students as part of an approved activity.

### D. Meals:

Meals, including gratuities, are reimbursed ~~on the following schedule~~ accordingly:

Breakfast - Up to \$5.00 (Travel begins prior to 7:00 a.m. or ends after 7:00 a.m.)

Lunch - Up to \$8.00 (Travel begins prior to 12:00 noon or ends after 12:00 noon)

Dinner - Up to \$15.00 (Travel begins prior to 6:00 p.m. or ends after 6:00 p.m.)

~~When meals are missed, a~~ Allowances for meals may be combined. For ~~instance~~ example, if breakfast and lunch are missed, up to \$28.00 is available for dinner. ~~Attach receipts to Administrative Procedure 824.1 District #152 Professional Development/Travel Request form.~~ ~~Itemized receipts are required.~~ Itemized receipts must be submitted with a completed Travel Request and Reimbursement Form. Care should be taken not to submit meal expenses for times when meals are included with the conference registration. In rare cases, the meeting location necessitates minimum meal expenses in excess of the allowable limits. Reimbursement of excessive meal expenses must be approved by the Superintendent or designee. ~~Neither a~~ Alcoholic beverages nor or other personal expenditures ~~for personal use~~ are not subject to reimbursement.

### E. Paid travel time:

Paid travel time for out-of-state conferences/meetings shall be limited to the dates of the conference/meeting plus one day before and one day after the conference/meeting upon supervisor approval.

## IV. ADVANCE TRAVEL EXPENSE PAYMENTS

Advance travel expense monies may be obtained upon submission of Administrative Procedure 824.1 District #152 Professional Development/Travel Request a Travel Request and Reimbursement fForm.

## V. VOLUNTEER TRAVEL REIMBURSEMENT

Volunteers who travel on school district business will have their expenses reimbursed in the same manner as staff or Moorhead School Board members. The administrator in charge of arranging the volunteer's travel ensures reimbursement forms, including receipts, are properly submitted for payment.

This policy will be reviewed ~~yearly~~ annually.

### Legal References:

Minn. Stat. 471.665 (Mileage Allowances)

Minn. Op. Atty. Gen. 1035 (August 23, 1999) (Retreat Expenses)

Minn. Op. Atty. Gen. 1611b-12 (August 4, 1997) (Transportation Expenses)

Minn. Op. Atty. Gen. 161B-12 (January 24, 1989) (Operating Expenses of Car)

Minn. Stat. 15.435 (Airline Travel Credit)

### Cross References:

Moorhead School Board Policy 216: Out-of-State Travel by School Board Members

Moorhead School Board Policy 722: School District Owned Vehicle Reservation



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.053R

TO: School Board

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

DATE: December 3, 2013

RE: Approval of Policy

Attached please find the policy, Rental of District Musical Instruments 831.

Suggested Resolution: Move to approve the policy, Rental of District Musical Instruments 831, as presented.

LAK:mde  
Attachment

## Rental of District Musical Instruments

Type: School Board Policy  
Section: 800 BUILDINGS AND SITES  
Code: 831  
Adopted Date: 7/1/1981  
Revised Date(s): 04/10/2006, 04/26/2010  
Reviewed Date(s): 07/01/1988, 07/25/1994, 04/10/1995, 12/13/1999, 05/13/2002, 04/10/2006, 04/26/2010  
Attached Files: No Documents Found.

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### I. PURPOSE

The purpose of this policy is to provide guidelines for the rental of Moorhead Area Public Schools owned musical instruments.

### II. GENERAL STATEMENT

A. The Moorhead School Board authorizes an instrument rental fee each semester for each child playing a school district-owned instrument.

B. The 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 administrator using the Free or Reduced-Price ~~School~~ Meals criteria.

2. ~~In situations where~~ A fee will not be required of students who provide their own musical instruments and are asked to switch to a school district-owned instrument to obtain a balance in instrumentation; ~~no fee will be requested.~~

3. ~~No s~~Students will not be denied the right to participate in music because of ~~any or all of the above~~ the inability to pay a rental fee.

### C. Instrument Rental Agreement Form

Please refer to Administrative Procedure 831.1; ~~for the i~~Instrument ~~r~~Rental ~~a~~Agreement ~~f~~Form.

Cross Reference:

Moorhead School Board Policy 542: Student Activity Fees





# **MOORHEAD**

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## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.054R

TO: School Board

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

DATE: December 3, 2013

RE: Approval of Policy

Attached please find the policy, Visitors to Moorhead Area Public Schools Building and Sites 905.

Suggested Resolution: Move to approve the policy, Visitors to Moorhead Area Public Schools Building and Sites 905, as presented.

LAK:mde  
Attachment

## **Visitors to Moorhead Area Public School Buildings and Sites**

**Type:** School Board Policy  
**Section:** 900 SCHOOL DISTRICT - COMMUNITY RELATIONS  
**Code:** 905  
**Adopted Date:** 5/10/1994  
**Revised Date(s):** 12/12/2005, 04/26/2010  
**Reviewed Date(s):** 05/10/1994, 06/08/1998, 06/10/2002, 12/12/2005, 04/26/2010  
**Attached Files:** No Documents Found.

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### **I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the Moorhead School Board on visitors to school buildings and other school property.

### **II. GENERAL STATEMENT**

A. The School Board encourages interest on the part of parents and community members in school programs and student activities. The School Board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

B. The School Board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

### **III. REGISTRATION OF VISITORS**

In accordance with City Ordinance 4-4-18:

During such time as regularly scheduled classes are in session, no person shall enter or remain in any public elementary or secondary school building within the City of Moorhead without registering in the main office of said school provided, however, this section shall not apply to members of the School Board of the Moorhead Area Public Schools, faculty and employees of the Moorhead Area Public Schools and students enrolled in that school.

Reasonable notification of the requirements of this section shall be conspicuously posted at the entrance to every public elementary and secondary school within the City of Moorhead, and no complaint for a violation of this section shall issue unless such notice is given.

### **IV. VISITOR LIMITATIONS**

A. All visitors of school district buildings during the school day shall be requested to wear an appropriate form of identification when on school premises. 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)~~ they do 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.

B. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the building administrator or a person designated by the building administrator in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

C. Visitors are authorized to park vehicles on school property at times and in locations authorized by school officials. When unauthorized vehicles are parked on school property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or

2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school property.

#### V. EMPLOYEE RESPONSIBILITY TO REPORT STRANGERS AND SUSPICIOUS PERSONS

All employees in the school district are to report strangers and suspicious persons observed on school grounds and sites to the building administrator or appropriate supervisor.

#### Legal References:

Minn. Stat. 123B.02 (General Powers of Independent School Districts)

Minn. Stat. 609.605, Subd. 4 (Trespasses on School Property)

Moorhead City Ordinance 4-4-18 (Registration in Public Schools)

Minn. Stat. 128C.08 (Assaulting a Sports Official Prohibited)

#### Cross Reference:

MSBA/MASA Model Policy 903: Visitors to School District Buildings and Sites



# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.055R

TO: School Board

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

DATE: December 3, 2013

RE: Approval of Policy

Attached please find the policy, Rewards 907.

Suggested Resolution: Move to approve the policy, Rewards, as presented.

LAK:mde  
Attachment

## **Rewards**

<b>Type:</b>	School Board Policy
<b>Section:</b>	900 SCHOOL DISTRICT - COMMUNITY RELATIONS
<b>Code:</b>	907
<b>Adopted Date:</b>	4/10/2006
<b>Revised Date(s):</b>	04/26/2010
<b>Reviewed Date(s):</b>	04/26/2010
<b>Attached Files:</b>	No Documents Found.

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### **I. PURPOSE**

The purpose of this policy is to authorize the Moorhead School Board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or School Board members as a result of their affiliation with the Moorhead Area Public Schools, or against school district property.

### **II. GENERAL STATEMENT**

The School Board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, School Board members, or school district property. The School Board also believes that the fact that the School Board may offer a reward may have a deterrent effect on the commission of such crimes.

### **III. APPROVAL OF OFFERING OF REWARDS**

The School Board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

### **IV. ESTABLISHMENT OF PROCEDURES**

The Superintendent shall be responsible for directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of a person who committed or conspired to commit the crime for which the reward was offered.

#### **Legal Reference:**

Minn. Stat. 123B.02, Subd. 22 (Reward)

#### **Cross Reference:**

MSBA/MASA Model Policy 907: Rewards





# **MOORHEAD**

## **AREA PUBLIC SCHOOLS**

Superintendent  
Memo S.14.059R

TO: School Board

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

DATE: December 5, 2013

RE: Special School Board Meeting

A Special School Board meeting is recommended for Monday, December 16, 2013 at 6:30 p.m. in Board Room 224 (PCE). Discussion will focus on action related to filling the School Board vacancy.

Suggested Resolution: Move to approve Monday, December 16, 2013 at 6:30 p.m. to conduct a Special School Board meeting to take action related to filling the School Board vacancy.

LAK:mde



# MOORHEAD

## AREA PUBLIC SCHOOLS

Human Resources  
Memo HR.14.067

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *KDehmer*

DATE: December 3, 2013

RE: Dietary and Food Service Master Agreement

A new two-year contract was successfully negotiated with the Dietary and Food Service Group for the period of July 1, 2013 through June 30, 2015.

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

1. Article IX, Section 1 Sick Leave

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

Year	Cost	Percentage Increase
2013-2014	\$9,047	3.47%
2014-2015	\$8,893	3.30%
TOTAL	\$17,940	6.77%

**SUGGESTED RESOLUTION:** Move to approve the Dietary and Food Service Master Agreement for 2013-2015 as presented with the cost as follows:

Year	Cost	Percentage Increase
2013-2014	\$9,047	3.47%
2014-2015	\$8,893	3.30%
TOTAL	\$17,940	6.77%

KLD:jal



# MOORHEAD

## AREA PUBLIC SCHOOLS

Human Resources  
Memo HR.14.068

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Director of Human Resources *KDehmer*

DATE: December 5, 2013

RE: Bus Driver & Bus Assistant Master Agreement

A new one-year contract was successfully negotiated with the Bus Driver and Bus Assistants Group for the period of July 1, 2013 through June 30, 2014.

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

1. Article VIII, Section 1 Sick Leave

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

Year	Cost	Percentage Increase
2013-2014	\$14,869.74	3.44%
TOTAL	\$14,869.74	3.44%

**SUGGESTED RESOLUTION:** Move to approve the Bus Driver and Bus Assistants Master Agreement for 2013-2014 as presented with the cost as follows:

Year	Cost	Percentage Increase
2013-2014	\$14,869.74	3.44%
TOTAL	\$14,869.74	3.44%

KLD:jal

S-19-BOS  
16 December 2013

**INDEPENDENT SCHOOL DISTRICT #152**

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

December 16, 2013

6:30 p.m.

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

**ATTENDANCE:**

Lisa Erickson _____	Bill Tomhave _____
Cindy Fagerlie _____	Matt Valan _____
Laurie Johnson _____	Vacant _____
Scott Steffes _____	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. **RESOLUTION FILLING SCHOOL BOARD VACANCY BY APPOINTMENT:**

Erickson

**RESOLUTION**

WHEREAS, a vacancy exists in the office of the school board member with a term expiring the first Monday in January, 2015; and

WHEREAS, the vacancy has occurred on or after the first day to file affidavits of candidacy for the school general election or less than two years remain in the unexpired term; and

WHEREAS, Carol Ladwig meets the qualifications established by Minnesota law to serve as a school board member,

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

Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5, Carol Ladwig is hereby appointed to fill the vacancy and to serve the remainder of the unexpired term ending the first Monday in January, 2015 and until a successor is elected and qualifies.

Suggested Resolution: Move to approve the Resolution Filling School Board Vacancy by Appointment as presented.

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

3. **OATH OF OFFICE**

4. **ADJOURNMENT**



**SCHOOL BOARD AGENDA - December 16, 2013**

**PAGE 3**

**CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Staff Development Committee:	December 17		
Secondary		7 a.m.	MHS
Elementary		3:15 p.m.	PCE
Citizen Finance Advisory Com	December 19	5:30 p.m.	PCE
School Board	January 13	7 p.m.	PCE
School Board	January 27	7 p.m.	PCE