



MOORHEAD
AREA PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT 152
School Board Meeting
MAPS Operations Center Board Room 600
1313 30th Avenue South
Moorhead, Minnesota

July 18, 2022
6:00 PM

Live Stream Link: <https://www.youtube.com/watch?v=tFcR25IQAF4>

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

BOARD MEMBERS:	Cassidy Bjorklund, Vice-Chair	Rachel Stone, Treasurer
	Melissa Burgard, Chair	Matt Valan, Director
	Kara Gloe, Clerk	Keith Vogt, Director
	Scott Steffes, Director	Dr. Brandon Lunak, Superintendent of Schools

AGENDA PACKET

1. CALL TO ORDER

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Preview of Agenda – Dr. Brandon M. Lunak
- D. Approval of Agenda
- E. Public Forum

The Public Forum will be open for up to thirty (30) minutes for public comment. Individuals who wish to speak during the Public Forum have submitted a written request by 1:00 p.m. on the day of the meeting. The School Board Chair will call speakers to the microphone and will recognize one speaker at a time. Only those speakers who have been recognized by the School Board Chair will be allowed to speak during the Public Forum.

Each speaker is permitted to speak for up to three (3) minutes total. The Public Forum will not be recorded or live streamed.

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 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 - Dr. Brandon M. Lunak

1. June 27, 2022, School Board Regular Meeting Minutes
2. 2022-2023 Memberships

B. BUSINESS AND ADMINISTRATIVE SERVICES - Kristin Dehmer

1. July Claims
2. Family Medical Leave
3. Continuing Contract/Tenure
4. Change in Contract
5. Termination
6. Resignations
7. New Employees
8. Additional Staffing
9. 2022-2023 Milk/Dairy Bid
10. Resolution for Authorizing Payments of Goods and Services 2022-2023
11. Resolution for Collection of NSF Checks and Leases 2022-2023
12. Resolution for Investment of Excess Funds 2022-2023

CONSENT AGENDA RESOLUTION

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

Moved by:

Seconded:

Discussion:

3. NEW BUSINESS

A. 2022-2023 Employee Handbook: Kristin Dehmer

Suggested Resolution: Move to approve the 2022-2023 Employee Handbook as presented.

Moved by:

Seconded:

Discussion:

B. 2022-2024 Non-Aligned Personnel Policy

Suggested Resolution: Move to approve the Non-Aligned Personnel Policy for 2022-2024 as presented with the cost as follows: 2022-2023 \$91,930 3.81%; 2023-2024 \$94,004 3.76%; TOTAL: \$185,934 7.57%

C. Second Reading of Policies: Dr. Brandon Lunak

Suggested Resolution: Move to approve policies 516 School Attendance Governing Enrollment of Children/Adults with Disabilities, 230 MAPS School Board Committees, 510 Attendance Areas, 544 Activities Fundraising, 545 High School Academic, Activity, Athletic Letters, 578 Bullying Prohibition, 616 School District System Accountability, 702 Accounting, 703 Annual Audit, 706 Public Gifts to the School District, 714 Student Activity Accounting, 715 Fund Balances, 716 Complementary Athletic Season Passes/Single Event Passes, 802 Disposition of Obsolete Equipment and Material, 803 Equal Access to School Facilities, and 906 Public Distribution of Materials in MAPS as presented.

Moved by:

Seconded:

Discussion:

4. SUPERINTENDENT UPDATES

5. ADJOURNMENT

Suggested Resolution: Move to approve adjournment of the July 18, 2022 School Board Meeting at ____ p.m.

Moved by:

Seconded:

Discussion:



Superintendent of Schools

Memo S.23.004C

TO: School Board

FROM: Dr. Brandon Lunak, Superintendent of Schools

DATE: 06/29/2022

RE: June 27, 2022, School Board Regular Meeting Minutes

Attached please find the June 27, 2022, School Board Regular Meeting Minutes for your review.

Suggested Resolution: Move to approve June 27, 2022, School Board Regular Meeting Minutes as presented.

BL:dmb

ATTACHMENTS:
June 27, 2022, School Board Regular Meeting Minutes

**REGULAR MEETING
SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT 152
MAPS OPERATIONS CENTER
June 27, 2022**

CALL TO ORDER: The Regular Meeting of the School Board of Moorhead Area Public School #152 was called to order by Chair Burgard on Monday, June 27, 2022, at 6:00 p.m, in the MAPS Operation Center Board Room 600. Members in attendance were Cassidy Bjorklund, Melissa Burgard, Kara Gloe, Scott Steffes, Rachel Stone, Matt Valan, and Keith Vogt. Administrators present Brandon Lunak, Jeremy Larson, Kristin Dehmer, Brenda Richman, and Dan Markert.

The Pledge of Allegiance was recited.

Preview of Agenda - Dr. Lunak recommended approval as revised. Revisions/Additions: the revised Resolution Awarding the Sale of General Obligation School Building Bonds, Series 2022A, Bond Sale Day Report, and the revised Elementary Handbook.

Approval of Agenda

ACTION: *Bjorklund moved, seconded by Steffes to approve Consent Agenda as revised. Motion Carried. Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.*

We Are Proud were as follows. Member Stone and the School Board recognized the Spud Boys and Girls Track and Field teams that competed in the Minnesota Class AAA State Meet. The boys' team finished third with a team score of 55. Team Members include Jamal Dixon, Michael Haugo, Karson Wendt, Abraham Carlson, Alonn Salman, Elinneus Davis, Isaac Martel, Ben Colborn, John Jenkins, Max Rogers, Mason Kline, and Abel Karfeer. Girls Team members who competed at state include Katryna Hansen, Alexis Olderbak, Summer Lindquist, Audrey Janich, Halle Gregoire, Kaitlyn Walthers, and Maddie Sathers. Individual events and achievements of both teams were also recognized. The Boys and Girls Track and Field teams are coached by Ron Davies, Brody Clark, Brian Huber, Erin Eidelbes, Justin Gall, Mahmoud Younis, Erik Hansen, Isaac Lundberg, Cory Asfeld, Adam Hansen, Kevin Feeney, Saif Allawi, and Kevin Drotts.

The School Board also recognized members of the Spud Adaptive Bowling team who competed in the state meet. Twenty-nine bowlers qualified and 13 coaches assisted. Team members were: Ted Pasche, Mitchell Cragg, Zack Rinowski, Kaiden Oye, Caleb Decker, Shanda Youngquist, Emily Rivard, Lu Feris, Celia Nelson, Taryn Rehm, Bella Decker, Damion Oye, Julia Lehrer, Amy Lambrecht, Alex Cannizzaro, Gabriel Oye, Calvin Grefsheim, Gavin Wolf, Daniel Coomala, Kyler Smith, Geno Stalboerger, Ayden Luschen, Sullivan Koth, Maliek Larson, Salome Kasongo.

Julia Lehrer, Amy Lambrecht, Gabriel Oye, and Calvin Grefsheim were state champions in the PI Division, and Gabriel Oye and Calvin Grefsheim placed 2nd in the doubles team category.

The team is coached by Heidi Fisher, Jill Hanson, Deb Bartholomay, Wendy Fuglestad, Mario Valdez, Blessing Braaten, Jill Walstrom, Nicole Braaten, Regan Hutchins, Morgan Peterson, Nathan Helgeson, Kalli Bartholomay and Olivia Stafford.

Public Forum: No requests to address the School Board were submitted.

CONSENT AGENDA: The following items were enacted under one resolution: June 13, 2022, School Board Work Session Minutes, June 13, 2022, Closed Session, June Claims, Family Medical Leave, Leave of Absence, Extended Leave of Absence, Comparable Worth/Pay Equity Review, Change in Contract, Resignations, Retirements, New Employees, Additional Staffing, Increase in 2022-2023 Meal Prices, and Dairy and Bakery Bids 2022-23.

Comment: Member Gloe clarified that the increase in the meal prices for the 2022-2023 school year was directed by the FDA and not Moorhead Area Public Schools.

CONSENT AGENDA RESOLUTION

ACTION: *Gloe moved, seconded by Vogt to approve Consent Agenda as presented.*

Motion Carried. Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.

NEW BUSINESS

Resolution Awarding the Sale of General Obligation School Building Bonds, Series 2022A, in the Originate Aggregate Principal Amount of \$2,645,000: Greg Crow, President of Ehlers and Associates, Inc. the District's independent municipal advisor, presented the Resolution Awarding the Sale of General Obligation School Building Bonds, Series 2022A to the School Board. Crowe reviewed with the board the competitive sales results, the school district's credit rating, number of bidders, the low bidder, interest rate secured on the bonds, and compared pre-sale estimates to the actual which resulted in \$124,000 in additional funds. The closing date is July 21, 2022. Board discussion followed.

ACTION: *Vogt moved, seconded by Steffes to approve the resolution awarding the issuance and sale of the District's General Obligation School Building Bonds, Series 2022A, in the original aggregate principal amount of \$2,645,000.*

Motion Carried. Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.

Bjorklund left the meeting at 6:25 p.m.

Resolution Adopting Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantage Governmental Bonds: Kristin Dehmer, executive director of human resources and operations, presented the Resolution Adopting the Postissuance Compliance Policy for Tax Exempt and Tax Advantage Governmental Bonds. This policy defines and ensures the district will carry out its compliance responsibilities with all applicable federal regulations.

ACTION: *Move to approve the adoption of the Post-Issuance Debt Compliance Policy and authorize district staff to take all actions necessary to carry out the Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures.*

Motion Carried. Result 6-0-0 Roll Call vote: Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.

Bjorklund returned to the meeting at 6:27 p.m.

Annual Operating Plan 2022-2023: Denice Sinner, director of business services, presented the preliminary 2022-2023 Annual Operating Plan to the School Board. The presentation included the preliminary 2022-2023 budget, the projection of revenue and expenditures for a three-year period beyond the current budget, and historical information. Sinner also provided an explanation and summary of the General Fund Revenue and Expenditures, Food Service, Community Service, Debt Service, Building Construction, and Post-Employment Benefits Debt Service. Board discussion followed regarding the fund balance comfortability, energy costs, and alternative building funding sources.

ACTION: *Vogt moved, seconded by Bjorklund to approve the 2022-2023 Annual Operating Plan, including a preliminary budget and a Long-Term Facility Maintenance plan for the fiscal year 2022-2023.*

Motion Carried. Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.

2022-2023 Moorhead Elementary Schools Parent and Student Handbook: Josh St. Louis, principal at S. G. Reinertsen, presented the revised 2022-2023 Moorhead Elementary Parent and Student Handbook to the School Board for approval. No discussion.

ACTION: *Valan moved, seconded by Steffes to approve the 2022-2023 Moorhead Elementary Handbook as presented.*

Motion Carried Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.

2022-2023 Moorhead Early Learning Center Parent and Student Handbook: Brenda Richman, executive director of community engagement and public relations, presented the changes to the Early Learning Center Parent and Student Handbook for 2022-2023. Board discussion followed changing the Handbook name to *Moorhead Early Learning Center Family and Student Handbook* as the elementary schools have done. The change will be made.

ACTION: *Vogt moved, seconded by Steffes to approve the 2022-2023 Moorhead Early Learning Center Parent and Student Handbook as presented with the title revised. Motion Carried. Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.*

Moorhead Sports Center Rink Operations Agreement: Steve Moore, director of operations and emergency management, reviewed the Rink Operations Agreement relating to the management partnership between Moorhead Area Public Schools and Moorhead Youth Hockey

Association. The district has partnered with Moorhead Youth Hockey Association to provide usage efficiencies between the Cullen Hockey Center and the Moorhead Sports Center as well as to provide ice area management for the school district. The agreement is for three (3) years with an option for two additional one-year periods. Board discussion followed regarding security, maintenance of equipment, MAPS scheduling priorities, and concessions.

ACTION: *Vogt moved, seconded by Stone to approve the Rink Operations Agreement as presented. Motion carried. Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.*

2022-2023 Enrollment Update: Kristin Dehmer, executive director of human resources and operations, gave a brief update on the projected 2022-2023 enrollment. The district enrollment is projected to be 7,271 for the upcoming school year. Current enrollment is 6,977 students as of June 27th with students continuing to enter the district. Board discussion followed regarding the number of boundary exemption requests received in the past and

Principal Master Agreement: Kristin Dehmer, executive director of human resources and operations, presented and reviewed the two-year Principals Master Agreement and language changes to the contract negotiated for the years July 1, 2022, through June 30, 2024.

ACTION: *Vogt moved, seconded by Bjorklund to approve the Principal's Master Agreement for 2022-2024 as presented with the cost as follows: Year Cost percentage Increase 2022-2023 \$125,595 4.33%, 2023-2024 \$97,542 3.23%; TOTAL \$223,137 7.56% as presented.*

Motion carried. Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.

Supervisor's Master Agreement: Kristin Dehmer, executive director of human resources and operations, presented and reviewed the new two-year Supervisor's Master Agreement and language changes negotiated for the years July 1, 2022, through June 30, 2024.

ACTION: *Gloe moved, seconded by Stone to approve the Supervisor's Master Agreement for 2022-2024 as presented with the cost as follows: Year Cost percentage Increase 2022-2023 \$84,290 3.34%, 2023-2024 \$106,181 4.20%; TOTAL \$226,330 7.55% as presented.*

Discussion Member Vogt: Vogt interjected that the total was incorrect and asked for a recalculation. Dehmer would recalculate the numbers.

Member Gloe rescinded her motion and Stone rescinded her second.

Chair Burgard moved to the next agenda item. The Supervisor's Master Agreement would be moved later in the agenda.

Administrator's Master Agreement: Kristin Dehmer, executive director of human resources and operations, presented and reviewed the new two-year Administrator's Master Agreement and language changes negotiated for the years July 1, 2022, through June 30, 2024.

ACTION: Steffes moved, seconded by Vogt to approve the Administrator's Master Agreement as presented with the cost as follows: Year Cost Percentage Increase 2022-2023 \$39,199 4.11%; 2023-2024 \$34,216 3.44% TOTAL \$73,415 7.55% as presented.

Motion carried. Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.

Confidential Employees Master Agreement: Kristin Dehmer, executive director of human resources and operations, presented and reviewed the new two-year Confidential Employees Master Agreement and language changes negotiated for July 1, 2022, through June 30, 2024.

ACTION: Steffes moved, seconded by Bjorklund to approve the Confidential Employees Master Agreement for 2022-2024 as presented with the cost as follows: Year Cost Percentage Increase 2022-23 \$15,361 4.26%; 2023-24 \$12,379 3.30% TOTAL \$27,740 7.56% as presented.

Motion Carried. Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.

Supervisor's Master Agreement: Kristin Dehmer, executive director of human resources and operations, revisited the new two-year Supervisor's Master Agreement and language changes negotiated for the years July 1, 2022, through June 30, 2024 with the adjusted costs.

ACTION: Gloe moved, seconded by Bjorklund to approve the Supervisor's Master Agreement for 2022-2024 as presented with the cost as follows: Year Cost percentage Increase 2022-2023 \$84,290 3.34%, 2023-2024 \$106,181 4.20%; TOTAL \$190,371 7.55% as presented.

Discussion: Stone corrected total. Corrected total is \$190,471 7.55%. Burgard ruled previous motion to go forward with corrected total of \$190,471. Gloe moved, seconded by Bjorklund to approve the Supervisor's Master Agreement for 2022-2024 as presented. Motion Carried.

Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.

Resolution Establishing Dates for Filing Affidavits of Candidacy: Superintendent Lunak presented the Resolution Establishing Filing Affidavits of Candidacy and the Notice of Filing Dates for Election to the School Board. Candidate filing begins Tuesday, August 2, 2022, and closes at 5 p.m. on Tuesday, August 16, 2022, for approval.

ACTION: Steffes moved, seconded by Bjorklund to approve the Notice of Filing Dates for Election to the School Board. Candidate filing begins Tuesday, August 2, 2022, and closes at 5 p.m. on Tuesday, August 16, 2022, as presented. Motion carried. Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.

Schedule School Board Work Session on July 18, 2022, at 3:30 p.m.: Superintendent Lunak recommended that a School Board Work Session occur at 3:30 p.m. at the MAPS Operation Center before the scheduled 6 p.m. July 18, 2022, Regular Meeting.

Board discussion followed: Member Gloe may be unable to attend the Work Session due to a work conflict.

ACTION: Stone moved, seconded by Steffes to approve the School Board Work Session on July 18, 2022, at 3:30 p.m. followed by the School Board Regular Meeting at 6 p.m.

Motion Carried. Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.

First Reading of Policies: Superintendent Lunak and the School Board conducted the first reading of policies 516 School Attendance Governing Enrollment of Children/Adults with Disabilities, 230 MAPS School Board Committees, 510 Attendance Areas, 544 Activities Fundraising, 545 High School Academic, Activity, Athletic Letters, 578 Bullying Prohibition, 616 School District System Accountability, 702 Accounting (new policy), 702 Equal Access to School Facilities (policy number reassigned), 703 Annual Audit, 714 Student Activity Accounting, 802 Fund Balances, 832 Complementary Athletic Season Passes/Single Event Passes, 833 Disposition of Obsolete Equipment and Material, 834 Public Gifts to the School district, and 906 Public Distribution of Materials in MAPS.

SUPERINTENDENT UPDATES: A reminder that there will be a Work Session on July 18, 2022, before the Regular School Board Meeting.

Member Gloe asked if the board was not doing *Other Items to Come Before the Board* on the agenda. Chair Burgard referred to the change in the format as per previously given board information.

ADJOURNMENT: Bjorklund moved, seconded by Vogt to approve adjournment of the June 27, 2022, School Board meeting at 7:40 p.m. *Motion Carried. Result 7-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Valan – yea, Vogt – yea.*

Kara Gloe, Clerk
Deb Becker, Recording Secretary



Superintendent of Schools

Memo S.23.003C

TO: School Board

FROM: Dr. Brandon Lunak, Superintendent of Schools

DATE: 06/29/2022

RE: 2022-2023 Memberships

Attached please find information related to Lakes Country Services Cooperative, Minnesota School Boards Association, the F-M Chamber, and Minnesota Rural Education Association (MREA).

Suggested Resolution: Move to approve the 2022-2023 memberships to Lakes Country Services Cooperative, Minnesota School Boards Association, the F-M Chamber, and Minnesota Rural Education Association (MREA) as presented.

BL:dmb

ATTACHMENTS:
2022-2023 Memberships



Lakes Country Service Cooperative
School District Membership Agreement
FY 2023
July 1, 2022 - June 30, 2023

Membership	Total
Base Fee per district	\$1,400.00
Plus \$1.75 per student <u>7266</u> *student count	\$12,715.50
Subtotal	\$14,115.50
Adjusted Membership Fee (<i>Smaller of the Subtotal or \$5,500.00 Max</i>)	\$5,500.00
Capital Outlay (<i>Cooperative facility maintenance fee</i>) Facilities Maintenance Fee	<u>\$1,000.00</u>
Total Membership	\$6,500.00

**Student count was taken from the MDE website. Please update if necessary.*

Moorhead Public School District

School District Name

Lakes Country Service Cooperative

Superintendent

Jeremy Kovash, Executive Director

Date

Date

Please return completed agreement by August 15, 2022 to:

Lakes Country Service Cooperative

Attn: Lori Stich

1001 E. Mount Faith

Fergus Falls, MN 56537

Questions? Contact Jane Eastes at 218-737-6531 or jeastes@lcsc.org



Fargo Moorhead West Fargo Chamber of Commerce
202 First Ave N; Moorhead, MN 56560
PO Box 2443
Fargo, ND 58108-2443
218.233.1100 | fax: 218.233.1200
info@fmwfcchamber.com

Invoice

Invoice Date: 5/9/2022
Invoice Number: 324050

Moorhead Area Public Schools
Brandon M Lunak
2410 14 St S
Moorhead, MN 56560

Renewal Period		Terms	Due Date
June 2022 - May 2023		Net 30	6/8/2022
Description	Quantity	Rate	Amount
Membership Investment	1	\$1,780.00	\$1,780.00
Subtotal:			\$1,780.00
Tax:			\$0.00
Total:			\$1,780.00
Payment/Credit Applied:			\$0.00
Balance:			\$1,780.00

Membership dues to The Chamber are not tax deductible as a charitable contribution for income tax purposes but may be deductible as an ordinary and necessary business expense. A portion of the dues, however, is not deductible as an ordinary and necessary business expense to the extent that The Chamber engages in state or federal lobbying.

The non-deductible portions of dues for 2021-2022 is 10%.

The Chamber promotes economic growth and prosperity for business and its members through leadership in advocacy, education and engagement.



Minnesota School Boards Association
1900 West Jefferson Avenue
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

Invoice	INV-01644-L5T3F8
Date	6/10/2022
Amount Due	\$13,707.00
Date Due	8/15/2022

Moorhead Area
1313 30th Ave s
Moorhead, 56560-4622

Customer Name	Purchase Order No.		
Moorhead Area			
Description	Quantity	Unit Price	Ext. Price
Policy Services Subscription - Moorhead Area	1	\$750.00	\$750.00
ISD Membership - Moorhead Area	1	\$12,957.00	\$12,957.00

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2021, as provided by the Minnesota Department of Education.

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2022-2023 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

Subtotal	\$13,707.00
Total	\$13,707.00

MEMBERSHIP RENEWAL INVOICE

2022-23 MEMBERSHIP YEAR

Date: June 3, 2022

Invoice #: 2023-1588

Due: July 15, 2022

BILL TO:

Brandon Lunak
Moorhead Area School District
1313 30th Ave S
Moorhead MN 56560

Base Fee:\$1100.00

*Legislative Fee:+\$1400.00

2022-23 Dues:.....\$2500.00

Amount Enclosed: \$ _____

Current expiration: June 30, 2022

New membership year: July 1, 2022-June 30, 2023

2023-23 Membership type: Full ISD Membership

*APU = 7805 **Shared District: NA

**\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum.*

***If sharing superintendent with another district, MREA has applied \$275 discount to Base Fee. Districts with shared Superintendents must each join MREA to obtain discount. Contact MREA if Shared District has changed.*

UPDATE/CORRECT as needed:

Member: Moorhead Area School District

Superintendent: Brandon Lunak

Superintendent Cell Phone: _____

Email Address: blunak@moorheadschoools.org

Address: 1313 30th Ave S

City, State, Zip: Moorhead MN 56560

Organization Phone: 218 - 284-3300

Website Address: www.moorheadschoools.org

County: Clay

QUESTIONS? Contact Diane Vosen, Administrative Coordinator

*** COMPLETE AND RETURN forms with payment by July 15, 2022. ***

MREA is a nonprofit 501(c)(4) membership association. Dues are not tax deductible as charitable contributions. We estimate 36.3% of FY23 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant and/or tax preparer.



MAIL

PO Box 187
St. Cloud, MN 56302-0187

VISIT

2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

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CALL

(320) 762-6574
Toll-Free (833)-MNVOICE

LEARN

MREAvoice.org



Business and Administrative
Services

Memo ASBA.23.012C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 07/13/2022

RE: July Claims

The July claims are as follows:

General Fund	\$2,086,449.90
Food Service Fund	\$31,665.35
Community Service Fund	\$21,087.62
Debt Redemption	\$1,425.00
<u>Student Activities</u>	<u>\$7,828.60</u>
TOTAL	\$2,149,449.90

The July construction claims are as follows:

<u>Construction</u>	<u>\$2,964,920.00</u>
TOTAL	\$2,964,920.00

The June wire payments are as follows:

General Fund	\$2,025,805.25
Food Service Fund	\$368.97
Community Service Fund	\$2,512.89
Internal Service Fund	\$505,703.46
Student Activities	\$15,322.41
<u>Post Employ Irrevocable Trust</u>	<u>\$31,914.10</u>
TOTAL	\$2,581,627.08

Suggested Resolution: Move to approve the July claims, subject to audit, in the amount of \$2,149,449.90, the July construction claims, subject to audit, in the amount of \$2,964,920.00, and the June wire payments, subject to audit, in the amount of \$2,581,627.08.

KLD:tra

ATTACHMENTS:

None



Memo ASBA.23.001C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 07/12/2022

RE: Family Medical Leave

The administration requests the approval of the Family/Medical leave for the following people:

Cassie Beckerleg

Teacher, Dorothy Dodds Elementary, family medical leave (FMLA) beginning August 22, 2022 through September 30, 2022.

Lauren Holleman

Teacher, S.G. Reinertsen Elementary, medical leave (non-FMLA) beginning August 22, 2022 through approximately September 6, 2022.

Melissa Mocol

Teacher, S.G. Reinertsen Elementary, family medical leave (FMLA) beginning August 29, 2022 through October 10, 2022.

Suggested Resolution: Move to approve the medical leave for Cassie Beckerleg, Lauren Holleman and Melissa Mocol as presented.

KLD/jal

ATTACHMENTS:

None



Memo ASBA.23.002C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 07/12/2022

RE: Continuing Contract/Tenure

The administration requests the approval of the following teachers for Continuing Contract/Tenure status effective July 1, 2022:

Hannah Anderson	Kira Degerness	Joel Korynta	Alex Rasmussen
Ann Anderson	Deb Doll	Kelley Larson	Katie Rommesmo
Kit Anderson	Teni Ebsen	Gabriel Lassila	Kaitlyn Rubash
Natalie Anderson-Foshag	Kristi Erdman	Stacy Levang	Samantha Saarion
Reid Barnett	Sarah Fiala	Lori Lich	Jeanna Schinderling
Cassie Beckerleg	Madison Geiser	Courtney Michener	Judy Sperr
Alexandra Bedore	Sadie Gilberg	Aura Lee Mohror	Lauren Teske
Jenica Boelter	Jennifer Hammer	Matthew Novotny	Kristen Valdez
Rachel Boughton	Billie Hanson	Lisa Osman	Chelsea Van Raden
Brittany Bunn-Clausen	Candace Havey	Melanie Parkin	Hailey Verworn
Holly Cariveau	Stefanie Kaiser	Diane Peterson	Frederick Weiss
Erica Clark	Duane Kashmark	John Poppe	Ginger Williams
Sunny Clark	Taylor Kasprzak	Wyatt Pugh	Emily Wright
Logan Cornish	Ali Kirsch	Wei Wei Qian	
Andy Cox	Danelle Klamman	Mark Quenette	

Suggested Resolution: Move to approve the Continuing Contract/Tenure of Hannah Anderson, Ann Anderson, Kit Anderson, Natalie Anderson-Foshag, Reid Barnett, Cassie Beckerleg, Alexandra Bedore, Jenica Boelter, Rachel Boughton, Brittany Bunn-Clauson, Holly Cariveau, Erica Clark, Sunny Clark, Logan Cornish, Andy Cox, Kira Degerness, Deb Doll, Teni Ebsen, Kristi Erdman, Sarah Fiala, Madison Geiser, Sadie Gilberg, Jennifer Hammer, Billie Hanson, Candace Havey, Stefanie Kaiser, Duane Kashmark, Taylor Kasprzak, Ali Kirsch, Danelle Klamman, Joel Korynta, Kelley Larson, Gabriel Lassila, Stacy Levang, Lori Lich, Courtney Michener, Aura Lee Mohror, Matthew Novotny, Lisa Osman, Melanie Parkin, Diane Peterson, John Poppe, Wyatt Pugh, Wei Wei Qian, Mark Quenette, Alex Rasmussen, Katie Rommesmo, Kaitlyn Rubash, Samantha Saarion, Jeanna Schinderling, Judy Sperr, Lauren Teske, Kristin Valdez, Chelsea Van Raden, Hailey Verworn, Frederick Weiss, Ginger Williams and Emily Wright as presented.

KLD:jal

ATTACHMENTS:

None



Business and Administrative
Services

Memo ASBA.23.011C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 07/13/2022

RE: Change in Contract

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

Katrina Andel

Paraprofessional, S.G. Reinertsen Elementary School, to ECSE Teacher, Early Intervention Services, BA(0) \$42,878, effective August 8, 2022 (replaces Michelle Hanson).

Kathryn Damico

Music Teacher, S.G. Reinertsen Elementary School, to Choir Teacher, Horizon Middle School East Campus, BA(12) \$59, 800, effective August 15, 2022 (replaces Ashley Scherbenske).

Rebecca Holm

Enrollment Specialist to MARSS Coordinator, Operations Center, C41(0-2) \$26.05 per hour, effective July 1, 2022 (replaces Teresa Schuster).

Allana Offerdahl

Administrative Assistant, S.G. Reinertsen Elementary School, to Payroll/Human Resources Clerk, Operations Center, AA7(3) \$21.25, effective July 1, 2022 (new position).

Suggested Resolution: Move to approve the change in contract for Rebecca Holm, Allana Offerdahl, Kathryn Damico, Katrina Andel as presented.

KLD:tra

ATTACHMENTS:
None



MOORHEAD
AREA PUBLIC SCHOOLS

Business and Administrative
Services

Memo ASBA.23.009C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 07/13/2022

RE: Termination

The administration requests the approval of the Termination of the following employee:

Melissa Ambers

Paraprofessional, Robert Asp Elementary School, effective June 23, 2022.

Suggested Resolution: Move to approve the termination of Melissa Ambers as presented.

KLD:tra

ATTACHMENTS:

None



Business and Administrative
Services

Memo ASBA.23.010C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 07/13/2022

RE: Resignations

The administration requests the approval of the resignations of the following employees:

Alexandra Bedore

Teacher, Moorhead High School, effective July 5, 2022.

Kayla Johnson

Teacher, Probstfield Elementary School, effective July 11, 2022.

Emily Lange

Paraprofessional, Moorhead High School, effective June 27, 2022.

Aloysia Larson

Teacher, Moorhead High School, effective June 28, 2022.

Jose Mancha

Custodian, Moorhead High School, effective June 30, 2022.

Andrea Seaberg

Teacher, Probstfield Elementary School, effective July 11, 2022.

Suggested Resolution: Move to approve the resignations of Alexandra Bedore, , Kayla Johnson, Emily Lange, Aloysia Larson, Jose Mancha and Andrea Seaberg as presented.

KLD:tra

ATTACHMENTS:

None



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 07/12/2022

RE: New Employees

The administration requests the approval to hire the following new employees subject to the satisfactory completion of federal and state statutes and district requirements:

Noelle Dekrey

Administrative Assistant, S.G. Reinertsen Elementary School, AA3(3) \$18.92, effective July 1, 2022 (replaces Allana Offerdahl).

Olivia Dickson

Special Education Teacher, Probstfield Elementary School, MA+30(8) \$69,155, effective at the beginning of the 2022-2023 school year (new position).

Hannah Emanuel

Kindergarten Teacher, Ellen Hopkins Elementary School, BA(0) \$42,878, effective at the beginning of the 2022-2023 school year (replaces Kristi Rusten).

Jennifer Fremstad

Assistant Principal, Moorhead High School, P2(18) \$131,198, effective August 1, 2022 (replaces Angela Doll).

Karla Gonzalez

Administrative Assistant, Horizon Middle School East Campus, AA3(0-2) \$18.29, effective July 5, 2022 (replaces Sheri Schumann).

Bailey Halland

Interpreter, NC(1) \$28.96, effective at the beginning of the 2022-2023 school year (replaces Rebecca Manske)

Jenni Ortmeier

Educational/Speech Language Pathologist, Probstfield Elementary School, MA+30(3) \$60,109, effective at the beginning of the 2022-2023 school year (new position).

Mike Sacrison

Bus Assistant, Operations Center, (0-2) \$16.71, effective at the beginning of the 2022-2023 school year (new position).

Benjamin Jystad-Sparr

Assistant Principal, Dorothy Dodds Elementary, P2(0-2) \$100,101 Beginning July 1, 2022. (replaces Nancy Wilson).

Daniel Stillwell

Web Application Development Engineer, Operations Center, NA11(16) \$42.84, effective August 8, 2022.

Elizabeth Stowers

Administrative Assistant (11-month), Dorothy Dodds Elementary School, AA6(4) \$20.67, effective July 25, 2022 (replaces Lori Gilbertson).

Holly Strand-Rysgaard

Assistant Principal, Moorhead High School Career Academy, P2(0-2) \$100,101, effective July 26, 2022 (replaces Andrea Thiner).

Nicholas Wenzel

Building Computer Technician, Probstfield Elementary School & Vista Center for Education, B24(4) \$21.40, effective July 5, 2022 (replaces Bridget Smith).

Suggested Resolution: Move to approve employment of Olivia Dickson, Hannah Emanuel, Jennifer Fremstad, Karla Gonzalez, Bailey Halland, Jenni Ortmeier, Mike Sacrison, Daniel Stillwell, Elizabeth Stowers, Holly Strand-Rysgaard, & Nicholas Wenzel.

KLD:tra

ATTACHMENTS:

None



MOORHEAD

AREA PUBLIC SCHOOLS

Independent School District 152

Probstfield Center for Education

2410 14th St. S., Moorhead, MN 56560 ■ Fax: 218-284-3333

www.moorheadschoools.org

■ Superintendent: 218-284-3330

■ Assistant Superintendent for Finance and Operations: 218-284-3370

■ Assistant Superintendent for Learning and Accountability: 218-284-3310

■ Human Resources: 218-284-3350

ASBA.23.005C

TO: Brandon Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business & Administrative Services

DATE: July 12, 2022

RE: Additional Staffing

Early Intervention Services

Licensed Practical Nurse

0.5 FTE

A 0.5 FTE is requested to provide 1:1 nursing services for a student to include transportation to and from school. This service was previously provided by a contracted service.

Suggested Resolution: Move to approve additional staffing for the 2022-2023 school year

KLD:jal



Instructions:

1. Must be complete for all positions requested after the approval of the annual staffing plan.
2. Make a copy for each position requested.
3. Administrative approval required.
4. Approved Proposals will be presented to the School Board for review.

Name of the Building	PCE
Topic of Proposal	1:1 Nurse
Submitted By:	Erika Yoney
Date:	6/24/22
Date to be Implemented	8/23/22
Person Responsible to Recommend to Superintendent:	Duane Borgeson
Recommendation by person responsible:	

District Mission Statement: *To develop the maximum potential of every learner to thrive in a changing world.*

Complete a description of your program proposal. All six (6) areas must be addressed and support the proposal. The proposal should be as comprehensive as possible and must support the district philosophy.

1. **Describe the proposal for funding:** 1:1 nurse for preschool student school hours are 830-11, Monday-Thursday, will also need nursing on the bus, for an approximate total of 8-1130, M-H (14 hours)
2. **Explain in detail the rationale or purpose of the proposal. (Please relate, if possible, the rationale to the previously identified high priority needs):** Current student requires 1:1 nursing services, has no agency nurses available for contract, unable to attend school without 1:1 nurse
3. **State the negative implications if the proposal is not approved.** Student unable to attend school, out of compliance with IEP
4. **List alternative actions if this proposal is not approved. It is assumed that any alternative listed is less desirable than the proposal.** Student attends when a sub is available or other students are out (still out of compliance with IEP)



Estimate the cost implications of this proposal on the following chart: Of note, this student is eligible for TPR and the position is fully reimbursable for all hours of service

PROPOSAL BUDGET

PERSONNEL	Number Requested	Estimated Cost	Reimbursement	Net Cost
LPN:	1	30,000		
Benefits:				
Subtotal:				
OTHER COSTS	NA	Estimated Cost	Reimbursement	Net Cost
Supplies:		300		
Capital Outlay:				
Other Expenses:				
Subtotal:				
NET COST				
Code				

6. Comments on budgetary items:

a. Equipment, remodeling, site improvement, etc:	
b. Review by Business Office before Superintendent's approval:	
c. Space implications (short/long range):	
d. Equity implications:	
e. Technology implications:	
f. Suggested timelines for implementations:	
g. Who has been involved in this decision? Other comments:	



Approve:	_____	Disapprove:	_____	Hold:	_____	Date:	_____
----------	-------	-------------	-------	-------	-------	-------	-------

Form must be routed to Human Resources and the Finance and Operations for review.



Business and Administrative
Services

Memo ASBA.23.007C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 07/13/2022

RE: 2022-2023 Milk/Dairy Bid

Attached is the 2022-2023 dairy bid summary. The low bidder is Prairie Farms but is unable to fulfill the need of our program and has declined the awarded bid. Therefore, the Food and Nutrition Services department recommends awarding the dairy bid for the 2022-2023 school year to Cass Clay.

Suggested Resolution: Move to accept the dairy bid from Cass-Clay for the 2022-2023 school year.

KLD:tra

ATTACHMENTS:
Bid Summary

Description	Cass-Clay
Half Pint Size - 1% Butterfat White/per container	.2780
Half Pint Size - Fat Free White/per container	.2683
Half Pint Size - Fat Free Chocolate/per container	.2895
Half Pint Size Lactose Free/per container (Prairie Farms is 1% not fat free)	.85
1.0% Milk, Gallon	3.69
Pt. - Whipping Cream	2.93
Dixie Cups Ice Cream	NA
Vanilla	NA
Chocolate Chip	NA
Snickers	NA
Drumsticks	NA
5 Lb. Sour Cream	7.31
5 Lb. Sour Cream Fat Free (Prairie Farms is lite not fat free)	NA
5 Lb. Cottage Cheese 2% Lowfat	11.03
22 oz. Cottage Cheese Fat Free	NA
3 Lb. Cream Cheese	NA
36 Lb. Grade AA Butter	MARKET
5 Lb. Yogurt, Lowfat, Flavored	6.01
4 Oz. 100% Apple Juice	.25
4 Oz. 100% Grape Juice	NA

BASE PRICE IF ESCALATOR CLAUSE PROPOSED
 ____ PER HUNDRED WEIGHT.

Cost Savings Total Calculations:

ITEM	USAGE ESTIMATE	CASS-CLAY COST
1%	359,945 containers	\$100,064.71
FAT FREE WHITE	167,029 containers	\$44,813.88
FAT FREE CHOCOLATE	839,364 containers	\$242,995.88

Description	Cass-Clay
Half Pint Size - 1% Butterfat White/per container	.2780
Half Pint Size - Fat Free White/per container	.2683
Half Pint Size - Fat Free Chocolate/per container	.2895
Half Pint Size Lactose Free/per container (Prairie Farms is 1% not fat free)	.85
1.0% Milk, Gallon	3.69
Pt. - Whipping Cream	2.93
Dixie Cups Ice Cream	NA
Vanilla	NA
Chocolate Chip	NA
Snickers	NA
Drumsticks	NA
5 Lb. Sour Cream	7.31
5 Lb. Sour Cream Fat Free (Prairie Farms is lite not fat free)	NA
5 Lb. Cottage Cheese 2% Lowfat	11.03
22 oz. Cottage Cheese Fat Free	NA
3 Lb. Cream Cheese	NA
36 Lb. Grade AA Butter	MARKET
5 Lb. Yogurt, Lowfat, Flavored	6.01
4 Oz. 100% Apple Juice	.25
4 Oz. 100% Grape Juice	NA

BASE PRICE IF ESCALATOR CLAUSE PROPOSED
 ____ PER HUNDRED WEIGHT.

Cost Savings Total Calculations:

ITEM	USAGE ESTIMATE	CASS-CLAY COST
1%	359,945 containers	\$100,064.71
FAT FREE WHITE	167,029 containers	\$44,813.88
FAT FREE CHOCOLATE	839,364 containers	\$242,995.88



Business and Administrative
Services

Memo ASBA.23.003C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 07/12/2022

RE: Resolution for Authorizing Payments of Goods and Services 2022-2023

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

Suggested Resolution: Move to approve the resolution to authorize the Assistant Superintendent of Business and Administrative Services to make goods and services payment in advance of School Board approval for the 2022-2023 school year consistent with Minnesota Statutes 123B.11, 123B.02, and 471.38.

KD:dmb

ATTACHMENTS:
Resolution for Authorizing Payment of Goods and Services for 2022-2023

RESOLUTION TO AUTHORIZE PAYMENT OF GOODS AND SERVICES IN ADVANCE
OF SCHOOL BOARD APPROVAL FOR THE 2022-2023 SCHOOL YEAR

BE IT HEREBY RESOLVED, for the 2022-2023 school year, consistent with Minnesota Statutes 123B.11, 123B.02 and 471.38, the Assistant Superintendent of Business and Administrative Services, or designee, are hereby vested with the authority to make the following payments in advance of School Board approval when necessary.

A. Payment of expense claims against the district:

1. Officials, referees, and judges' fees.
2. Special program speaker and consulting fees.
3. Utility bills.
4. Registration and travel expenses.
5. Payroll deductions payments
6. Payments necessary for discount privileges.
7. Contractual progress payments, common to building construction, as necessary to meet established due dates.

B. Investment purchases.

C. Electronic funds transfer payments covering investments, leases, and bond principal, interest, and fiscal agent service charges. Assistant Superintendent of Business and Administrative Services shall follow these policy controls:

- The disbursing bank shall keep on file a certified copy of this authorization, which allows electronic funds transfer.
- The initiator shall document the request and obtain approval from the Assistant Superintendent of Business and Administrative Services, or designee, before making the transfer.
- A written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used to support the transaction.

Chair

Clerk

Date



MOORHEAD
AREA PUBLIC SCHOOLS

Business and Administrative
Services

Memo ASBA.23.004C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 07/12/2022

RE: Resolution for Collection of NSF Checks and Leases 2022-2023

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

Suggested Resolution: Move to approve the Resolution for Collection of NSF Checks and Leases giving authority and responsibility to the Assistant Superintendent of Business and Administrative Services for the 2022-2023 school year.

KD:dmb

ATTACHMENTS:
Resolution for Collection fo NSF Checks and Leases 2022-2023

RESOLUTION TO AUTHORIZE COLLECTION OF NSF CHECKS AND LEASES

The Assistant Superintendent of Business and Administrative Services, or designee, is hereby vested with the authority and responsibility to collect NSF checks and leases for the 2022-2023 school year.

Chair

Clerk

Date



Business and Administrative
Services

Memo ASBA.23.013C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 07/12/2022

RE: Resolution for Investment of Excess Funds 2022-2023

Attached please find the resolution giving authority and responsibility to invest funds which are not currently needed in accordance with Minnesota Statute 118A.04.

Suggested Resolution: Move to approve the resolution for the investment of excess funds giving authority and responsibility to the Assistant Superintendent of Business and Administrative Services or designee in accordance with Minnesota Statute 118A.04 for the 2022-2023 school year.

KD:dmb

ATTACHMENTS:
Resolution for Investment of Excess Funds 2022-2023

RESOLUTION TO
AUTHORIZE PROCEDURES FOR THE INVESTMENT OF EXCESS FUNDS

The Assistant Superintendent of Business and Administrative Services, or designee, is hereby vested with authority and responsibility to invest funds, which are not currently needed in accordance with Minnesota Statute 118A.04 for the 2022-2023 school year.

Chair

Clerk

Date



Business and Administrative
Services

Memo ASBA.23.008R

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 07/13/2022

RE: 2022-2023 Employee Handbook

The 2022-2023 Employee Handbook has been revised and reviewed for School Board approval. A lined out copy of the handbook with revisions will be presented at the July 18, 2022 School Board meeting.

Changes were made to update relevant policies and job titles. The following revisions should be noted:

Page 34 - Notice of Resignation

Suggested Resolution: Move to approve the 2022-2023 Employee Handbook as presented.

KLD:tra

ATTACHMENTS:
2022-2023 Employee Handbook

MOORHEAD AREA PUBLIC SCHOOL DISTRICT #152



EMPLOYEE HANDBOOK

~~2021-2022~~

2022-2023

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This is the Moorhead Area Public School District #152 Employee Handbook effective July ~~2021~~ 2022. The Handbook contains basic information for all employees regarding employment in the Moorhead Area Public School District and designed to provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment. This Handbook does not create a contract, express or implied, guaranteeing any specific term of employment, nor does it obligate continued employment for a specific period of time. The Employee Handbook should be used in conjunction with all applicable policy and procedure set forth by the School Board of the Moorhead Area Public Schools. For clarification or further explanation of policies, please contact the Human Resources Office at 284-3350.

Moorhead Area Public Schools reserves the right to modify any of the information covered in this handbook at any time. Notification of changes will be made by email and other appropriate means. However, such a notice is not required for changes to be effective. All prior versions of this handbook are hereby revoked.

Sue Winter
 Director of Human Resources
 Moorhead Area Public Schools

Kristin Dehmer
Assistant Superintendent of Business and Administrative Services
~~Executive Director of Human Resources and Operations~~
 Moorhead Area Public Schools

July 1, ~~2021~~ 2022

I. INTRODUCTION

Welcome

Welcome to the Moorhead Area Public Schools. We are pleased you have chosen to work here and to become part of our organization. We are committed to offering high quality education to our students, and a great place to work for our employees.

At Moorhead Area Public Schools, we work to provide the best services to students, whether we are teaching in the classroom; working in a supportive role; providing a supportive learning atmosphere by providing food, heat or transportation; or keeping track of pay, policies or many other details. We encourage you to join us in this endeavor, and are happy to have you with us.

Moorhead Area Public Schools welcomes you!

Mission Statement

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

Organizational Philosophy/Culture/Values

The School Board, under [Policy 103, Philosophy of Education of Moorhead Area Public Schools](#), has defined the philosophy of the school district in the following manner:

Our democratic society depends upon citizens, who think effectively, read critically, discuss intelligently, evaluate ideas constructively and creatively, and choose to act wisely based on a commitment to ethical values. The complexities and global nature of today’s world require that education work in partnership with the rest of society to promote excellence, accountability, life-long learning, and receptiveness to change. Each individual has inherent value and dignity and every individual has the right to a public education throughout life.

Our philosophy of education recognizes the inevitability of change. As knowledge expands; society will continue to be challenged in its ability to comprehend new information and deal with its implications. It is our belief that the principles outlined in this statement of philosophy are compatible with society as we anticipate it to be in the future, and a prerequisite for a future of which we can be proud.

The policy further defines needs of learners, parents, families, school staff members, community and the educational system.

II. YOUR RESPONSIBILITY AS AN EMPLOYEE

Success in the Moorhead Area Public School District

Your position with the Moorhead Area Public School District is an important one. Each and every job contributes to the successful operation of the school district, and realization of our mission of developing the maximum potential of every learner to thrive in a changing world.

Although there are many different types of jobs within the District, there are four basic elements common to every position that we believe are key to your success:

1. *Customer Service*: constantly and consistently meeting the needs of our students, employees, and community and treating all with respect.
2. *Job Performance*: the knowledge, skills, and abilities needed to perform a job well.
3. *Teamwork*: the way we work together to achieve our goals.
4. *Personal Appearance*: the standards for the way we look and present ourselves to others.

Attendance

Providing service to the students and families of the district; community members and to the people with whom we work is the reason the school district exists. Any time you are late or absent will impact our ability to deliver these services, and also place an extra burden on your coworkers.

All scheduled employees are expected to notify the district of any absence as soon as possible. Absences must be reported by the employee in the Substitute Employee Management System (SEMS). This system is used to record employee absences and to obtain substitutes for certain job classifications. You will receive a PIN number and instructions on how to access and utilize SEMS. It is your responsibility to record absences in the proper category when you are going to be absent. The system can be accessed by either calling **218-208-2835** or by using the Web Center on the ~~district's Website~~ the extranet [SEMS-Webcenter](#)

Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination of employment.

Employees are expected to report to their assigned work location on time each scheduled workday.

Remote Work

Remote work will only occur if the essential functions of the job allow for the work to be completed off-site. A supervisor will be required to approve all short-term remote work. Human Resources will be required to approve a request for a long term remote assignment.

Licensure/Certification

Each employee who requires licensure or certification by law must maintain a current license or certificate with the Human Resources Department. Individuals are expected to know the date of expiration of their license/certification, and meet the requirements for re-licensure or certification in a timely manner in order to remain employed in that capacity. Please refer to [School Board Policy 412: Employee License Status](#).

Confidentiality

Information obtained as a result of employment with the school district is confidential. Respect for the privacy of our students requires that you discuss any student issues only with those staff members and parents who need to know the information. In addition to student information, confidentiality is expected in other areas including staff information or school district business information.

The District will comply with requests for public information as they are received in accordance with state law and school district policy. Requests should be directed to the proper department for processing. Please refer to [School Board Policy 504: Protection and Privacy of Pupil Records](#), and [School Board Policy 40614: Employee Public and Private Personnel Data](#).

Conflict of Interest

A conflict of interest is defined as any judgment, action or relationship that may benefit you or another party because of your relationship with the Moorhead Area School District. All employees are asked to avoid outside activity involving obligations that may compete or be in conflict with the best interests of the school district. Employees are asked to disclose the facts of any transaction that may be considered a conflict of interest before the fact or as soon as the facts become known to you. If you are currently in a situation that may present a conflict of interest, contact Human Resources. Please refer to [School Board Policy 440: Employee Copyright/Royalties](#), and [School Board Policy 441: Employee Use of Facilities for Private Gain](#),

Documentation

Integrity is a core value in the Moorhead Area Public School District. Therefore, intentional inaccuracies on official school district documents such as time sheets, job applications, etc. are prohibited and are grounds for disciplinary action, up to and including termination of employment.

Gifts and Gratuities

As a representative of a public employer, it is essential that your work be perceived as being free from external influences. It is our policy to decline gifts, gratuities or favors from any outside organizations or individuals doing business or seeking to do business with the school district. Gifts of nominal value may be accepted. Larger gifts should be graciously declined or referred to the Legacy Area Education Foundation. Please refer to [School Board Policy 449: Gifts to Employees](#). If you have any questions regarding gifts, please contact Human Resources.

Meal and Break Periods

The district recognizes that appropriate breaks are important to you and your effectiveness on the job. If you work 8 or more consecutive hours, you will be given a 30-minute duty-free, unpaid meal break. Generally, you may take a paid 15-minute break for every four hours worked if workload and staffing needs allow, however, this is considered paid work time and does not apply to the calculation of overtime or compensatory time. Meal periods should not be forfeited to alter a daily schedule without the approval of a supervisor. Requests and approvals must be made in writing.

Break periods may vary based on contract language. If you have any questions regarding meal or break periods, please contact Human Resources.

Personal Appearance

As Moorhead Area Public School District employees we are judged not only by our service, but also by our appearance and presentation to others. Our expectation is that employee appearance is consistent with the high standards we set for ourselves as a district. You are expected to present a well-groomed and business-like appearance.

Our work environment encourages employees to dress comfortably for work. Clothing should be clean and free of wrinkles and employees should practice good personal hygiene. Employees will not wear anything that others might find offensive or make others uncomfortable, including items which communicate a message that is derogatory to a protected minority group or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in [Moorhead School Board Policy 409 Prohibition of Harassment and Violence](#) and [Moorhead School Board Policy 522 Title IX Nondiscrimination Policy, Grievance Procedure and Process](#).

Positions that require work with heavy equipment, hazardous materials, or positions that may require physical support of students, should avoid loose clothing, shorts, open-toed shoes or sandals, and excessive jewelry.

Remember that some students and/or employees could be allergic or sensitive to the chemicals or smells of perfumes, colognes, and lotions, so please wear these substances in moderation or avoid wearing them if possible.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable casual attire for work, please ask your supervisor or your Human Resources staff. If clothing fails to meet these standards, as determined by a supervisor and/or Human Resources staff, the employee will be asked not to wear the inappropriate item to work again.

Remember, to our students, parents and the public, you are the Moorhead Area Public Schools.

Name Badges

Your name badge is an important part of your work attire and should convey a professional image as it notifies parents, staff, vendors and the general public that you are an employee of Moorhead Area Public Schools. Identification is an important part of providing a secure environment for our students and to

ensure that everyone who enters our schools is identified. Your name badge should be worn anytime you are at work and should be worn in a visible spot on the upper portion of your body.

The district will provide an opportunity to take a professional picture for your employee name badge. A new picture needs to be taken immediately upon hire during the period when professional photographers are on site. It is encouraged that a new professional picture is taken annually, however, the district will require an updated picture every five (5) years.

Persons not wearing name badges in district facilities should be questioned as to their purpose within the facility to encourage the safety of our students and employees. Employees who are not wearing their school district provided name badge, will be asked to wear their name badge or be provided a temporary visitor badge.

Personal Property

The Moorhead Area Public School District does not assume any responsibility for loss, theft or damage to personal property. In order to minimize risk, we advise you to not carry unnecessary amounts of cash or other valuables. If you bring personal items to work, you are expected to exercise reasonable care to safeguard them. Personal appliances such as refrigerators, coffee makers, lamps, etc. may be utilized if the appliance meets applicable safety codes.

District Property

The school district may supply you with equipment or supplies to assist you in performing your job duties. You are expected to show reasonable care for any equipment issued and to take precautions for theft as well. Any equipment, keys and key fobs issued must be returned prior to your last day of employment. Lost equipment, keys, and key fobs will be replaced at the expense of the employee.

Solicitations

Individuals, groups and organizations often wish to solicit employees to support a particular activity or organization. This solicitation may be charitable, political, union or for other purposes. Solicitations that are sanctioned by the district such as the Legacy Area Education Foundation or the United Way are permitted. All others need to be approved by the administration in advance. The selling of tickets or merchandise by employees is permitted only on personal time in designated break areas. Refer to [School Board Policy Policy 524731 Moorhead Area Public Schools Electronic Network and Systems Responsible Use and Safety](#).

Teamwork

Providing a quality education for students and a quality work experience for employees involves teamwork between each employee in the district. Some important actions are:

1. Get to know your co-workers and their capabilities,
2. Create a pleasant, respectful, caring and enjoyable work atmosphere, and
3. Work together towards achieving the mission of Moorhead Area Public Schools

Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective member of your team is key to accomplishing the district's mission.

School Board Policies and Administrative Procedures

It is the responsibility of each employee to read and become familiar with School Board Policies and Administrative Procedures of the district. These policies and procedures are found on the extranet as well as the district website. Some policies and procedures are mentioned specifically in this handbook; however, all need to be reviewed on a regular basis by all employees. Refer to [School Board Policy 499: Policies Incorporated by Reference for Employees/Personnel](#).

Reporting

A mandated reporter must immediately report abuse, which they know or have reason to believe is happening or has happened, within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment. Please refer to [School Board Policies 414~~534~~ Mandated Reporting of Child Neglect or Physical or Sexual Abuse](#), and [417-~~535~~ Maltreatment of Vulnerable Adults](#), more information about mandated reporting required by state statute for the protection of students

Employees are also required to report incidents of bullying as defined by state statute. Please refer to [School Board policy 578: Bullying Prohibition](#) for more information.

You are required to comply with these statutes to maintain a safe and civil environment for students.

Acceptable Use

Please refer to [School Board Policy 524~~734~~: Moorhead Area Public Schools Electronic Network Acceptable Use and Safety](#), [School Board Policy 732: Use of All School Equipment and Materials for Instructional Purposes off School Premises](#) and [School Board Policy 447 Employee Responsible Use of Social Media](#), along with their associated Administrative Procedures. You are expected to read and follow the directions of these policies at all times.

III. EMPLOYMENT LAWS

Equal Opportunity Employment

The Moorhead Area Public School District prohibits discrimination in any form on the basis of race, color, creed, religion, age, disability, sex, sexual orientation, national origin, marital status, familial status, or status with regard to public assistance. This policy includes but is not limited to the following: employment, promotion, demotion, transfer, layoff, recall, corrective actions, termination, rate of pay, other compensation, and the application of policies and training. Please refer to [School Board Policies](#)

[401 Equal Employment Opportunity Statement](#); [402 Grievance Procedures for Equal Opportunity](#); and [404 Employment Disability Nondiscrimination](#), which all speak to equal employment opportunity.

Employees who engage in discrimination will be subject to disciplinary action, up to and including termination.

If you feel you have been the victim of discrimination, please refer to [404 Employment Disability Nondiscrimination](#).

Federal and State Wage and Hour Standards

To the extent that the terms and condition of a district employee's employment is not governed by an existing individual or collective bargaining agreement, they are an hourly, non-exempt employee under Federal and State wage and hour standards, based on verification of hours worked.

At-Will Employment Status

All non-contract employees are employed at the will and discretion of the district. As such, there shall be no individual continuing contract status, in fact or implied. Non-contract employees may be employed, promoted, demoted, or terminated at the will of the district so long as the requirements of just cause, procedures, and the rights of the individual as mandated under law have not been violated.

Rights to Views

Nothing contained in this handbook shall be construed to limit, impair or affect the right of any employee to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment.

Americans with Disabilities Act

Moorhead Area Public Schools is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. Moorhead Area Public Schools encourages individuals with disabilities to come forward and request reasonable accommodation.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, a member of the Human Resources Department and your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that may be made to help overcome those limitations.

Reasonability of the requested accommodation will be made considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, overall financial resources and organization, and the accommodation's impact on the operation of the organization, including its impact on the ability of other employees to perform their duties and the organization's ability to conduct business.

Human Resources will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require employers to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that they have been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law. For further information, please contact Human Resources or see [School Board Policy 404: Employment Disability Nondiscrimination](#)

Employee Background Checks

The school district requires a criminal history background check on all individuals employed by the school district, including athletic coaches, according to [MN Statute 123B.03](#). A person is employed after they successfully complete a criminal background check and the background check is reviewed by the school district.

Employees have the right to request and obtain a copy of the background check report from the district, which may be provided to the employee at a cost not exceeding the actual cost of the report. Employees have the right to challenge the accuracy and completeness of the information contained in a background check report. Additional information can be found by reviewing [School Board Policy 413 Employment Background Checks](#).

Immigration Law Compliance

The Moorhead Area Public School District is committed to employing only United States Citizens and Aliens who are authorized to work in the United States, and to comply with the Immigration and Nationality Act. As a condition of employment, you must properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9 on your date of hire and provide documentation of information requested within three (3) business days of the date employment begins. Newly re-hired employees must complete the form (I-9) prior to beginning work if: they have not previously filed an I-9 with the school district; if their previous I-9 is more than three years old; or if their previous I-9 is no longer valid.

Employers cannot specify which documents an employee can use for Form I-9, Employment Eligibility Verification.

Employment of Minors

Employment of minors will occur only in accordance with the state child labor laws and school district policies. No one under 14 years of age will be employed in any capacity

This policy is in accordance with both state and federal laws that regulate hiring of minors, those persons less than 18 years of age. In the Fair Labor Standards Act the minimum age of 14 was set for general employment, but for those occupations that the Secretary of Labor determined to be hazardous, the minimum age is 18.

A high school student under the age of 16 may not work before 7:00 a. m. or after 9:00 p.m., or for more than 40 hours per week or more than eight hours in a 24-hour period. During the school year, an employment certificate must be issued by the superintendent to work during school hours, and hours are restricted to no later than 7:00 p.m., no more than three hours per day, and not more than 18 hours per week.

A high school student under the age of 18 will not be permitted to work after 11 p.m. on an evening before a school day or before 5 a.m. on a school day. ([Minnesota Statutes 181A.05](#))

Harassment

The purpose of the school district policy on harassment is to maintain learning and working environments that are free from religious, racial, national origin or sexual harassment and violence. The Moorhead Area Public Schools prohibits any form of religious, racial, sexual orientation, national origin or sexual harassment and violence. Please refer to [School Board Policy 409570 - Prohibition of Harassment and Violence and School Board Policy](#) and [522 Title IX Nondiscrimination Policy, Grievance Procedure and Process.](#)

GENERAL STATEMENT OF POLICY

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion, national origin and race as defined by this policy. For purposes of this policy, school personnel include School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict or attempt to inflict religious, racial, sexual orientation, national origin or sexual violence upon any pupil, teacher, administrator or other school personnel.

The Moorhead Area Public Schools will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, sexual orientation, national origin or sexual harassment or violence, and to

discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

The school district encourages the reporting party or complainant to use [Administrative Procedure 409570.1: Harassment and Violence Report Form](#) available from the administrator of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the school district's Human Rights Officer (Executive Director of Human Resources and Operations) or to the Superintendent.

The Human Rights Officer (Executive Director of Human Resources and Operations) will undertake or authorize an investigation upon receipt of a report or complaint alleging harassment or violence prohibited by this policy. The School District will take appropriate action based on the findings of the investigation.

Retaliation

The law forbids retaliation when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment in response to filing a charge of discrimination; making a complaint to an employer or other covered entity about discrimination; or because of participation in a discrimination proceeding.

The school district will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged harassment, violence, or discrimination in accordance with School Board Policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

Comparable Worth/Pay Equity

It is the policy of the Moorhead Area Public School District to comply with the Minnesota State Law on comparable worth/pay equity. After the initial study a board policy has been put into place to maintain results for current job classifications and to process new or revised job descriptions through the study mechanism in order to continue compliance with the law. Further details are available in Human Resources. Please refer to [School Board Policy 403: Comparable Worth Review Process](#).

Public and Private Personnel Data

Private and public personnel data is defined by Federal law, state statute and School Board Policy. The district will follow these laws, and it is important that you, as an employee, understand what information the district maintains about you is private and what information is public. Please refer to [School Board Policy 406+4: Employee Public and Private Personnel Data](#).

IV. COMMUNICATIONS

Website

The school district maintains a website at <http://www.isd152.org>. It contains a wide variety of information about the district, our schools, programs, employment, policies, telephone numbers, upcoming events, community education, etc. There are two separate and distinct parts to the district Web site: the public Web site and the district extranet.

The public website is accessible to anyone who has a computer with Internet access. This site has a wealth of information about the school district, the schools, community education, district news and recognition, district and athletic event calendars, and employment opportunities.

The district extranet requires a username and password for entry. Employees receive a username and password to access the extranet. The extranet includes: bulletins, calendars, the Substitute Employee Management System (SEMS), access to your payroll/leave information, a staff directory, links to Flexible Spending account balances and many other areas. Please become familiar with the extranet as this will allow for enhanced communication and benefit to you as an employee.

Publications

In addition to the electronic school and district announcements found on the extranet, there are several publications available to you as an employee to keep you connected to the many activities, programs, and newsworthy events occurring in the school district. Some of these include:

1. District Calendar
2. District Messages announcements and newsletters
3. Annual Report

Staff Meetings

Staff, team and other meetings are an important link for you and your co-workers. Talk with your supervisor about the frequency and location of meetings and plan to attend. Periodically, staff meetings may be held for the purpose of hearing guest speakers, holding open forums, obtaining new information, the opportunity for employee input and/or education/training or receiving updates on what is happening in the school district.

Telephone and Mail

You are encouraged to use district telephones, computers, fax machines, and other communication devices for school district business purposes only. Employees may use personal cell phones to make personal telephone calls/text messages or other electronic correspondence during their breaks, meal

periods or prep periods, but may not use them during scheduled work time. All communication with students should be professional and related to the education process.

Personal correspondence should be written on your own time. The district is not to be used as a personal mailing address.

Refer to Appendix A for building telephone numbers.

Other Communication

Voice Mail - Voice Mail is assigned to designated employees. Employees with voice mail should listen to their messages frequently during the day and return messages in a timely and responsive manner.

Mailboxes - An individual mailbox may be assigned to employees at their work site.

E-mail/Internet/Extranet - Email, Extranet and Internet use are for school business use only. All electronic communication on district equipment can be requested and is discoverable. Please review [School Board Policy 524734](#) and [Administrative Procedure 524734.1: Moorhead Area Public Schools Information Network Acceptable Use and Safety](#).

Social Media – Moorhead Area Public Schools recognizes the importance of online social media networks as a communication and e-learning tool. The school district acknowledges the value of teacher inquiry, investigation, and innovation using new technology tools to enhance the learning experience. Employees are responsible for their behavior or activity on these networks. Employees must report inappropriate student behavior or activities including incidents governed by mandated reporting to their supervisor. The school district takes no position on employees' decision to participate in the use of social media networks for personal use on personal time. However, use of these media for personal use during district time and/or on district equipment is prohibited.

Personal devices – The use of personal devices for work-related correspondence is highly discouraged. All work-related documents or correspondence on a personal device (phone, computer, tablet, etc.) could be subject to review in litigation towards the district and/or individual employees.

Please review School Board Policy [447 Employee Responsible Use of Social Media](#); [Administrative Procedure 447.1 Social Media Guidelines for employees](#); [450 Employee and Student Relationships](#), and [School Board Policy 448: Electronic Communication Between Employee and Students](#).

V. JOB PERFORMANCE

Job Responsibilities

Your position has specific responsibilities which you are expected to perform. It is important that the responsibilities of each job are fully understood. Please speak with your supervisor if you have any questions about the functions you are able to perform in your job. In addition, most jobs will require employees to be flexible and willing to take on new assignments as a result of their responsibilities

changing over time. Therefore, it is very important that you clearly understand what your supervisor expects of you and that you keep abreast of changes in your job. Check with your supervisor if you have questions regarding your job description duties.

Corrective Action

Corrective action may be taken by supervisors to address the behavior or performance of employees, whose conduct disrupts the activities and goals of the school district. Corrective action may also be taken to address work rule violations and other prohibited acts. This process may include oral warnings, written warnings, suspension, demotion or termination. Through this process, employees are provided with the information needed to understand what aspect of their work performance and/or behavior is unacceptable and what improvements are needed to demonstrate success.

Moorhead Area Public Schools reserves the right to combine or skip steps depending upon the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Specific steps of corrective action may vary based on contract language. If you have questions about corrective action, please refer to your contract or contact Human Resources.

Your Supervisor

We encourage open communication throughout the district. Your supervisor should be the first person you talk to regarding most questions or concerns you may have. They can explain operations, protocols and procedures and can refer you to written materials or other resources for additional information.

Initial Evaluation and Performance Review

The initial performance evaluation and periodic performance review varies by contract/agreement. Please refer to your contract regarding how the evaluations are completed, and whether you are under a probationary period and the length of that probationary period.

Evaluation of probationary and continuing contract teachers is described in the Teacher's Master Agreement. Please refer to [School Board Policy 470: School District Evaluation of Personnel](#).

Staff Development

The district has an established Staff Development program to assist you in remaining current and up-to-date in your job duties. Work time is scheduled on the school calendar each year for staff development. You are encouraged to take advantage of this time to increase your knowledge, skills, and abilities to perform your job, which is a benefit to you, our students, and our co-workers. Offsite staff development is also available by supervisor approval. Please refer to [School Board Policy 446: Staff Development](#).

The district staff development funds are also utilized in this manner. Please refer to [School Board Policy 411824: Reimbursement for Travel, Professional Meetings and Conferences](#).

VI. JOB OPPORTUNITIES

Posting of Open Positions

All open positions are advertised on the district website under the Employment Opportunities section. If you are interested in being considered for one of the jobs posted you are asked to apply for a job in the district assigned application system. . All qualified applicants who apply are considered for job openings as they occur.

Hiring of Relatives

The school district may employ immediate family members of employees provided they are not placed in positions with direct supervision of one another.

Right of Assignment

The school district has the right of assignment of all employees in the district.

VII. EMPLOYEE PAY AND RECORDS

Wage Disclosure

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or 1-800-342-5354.

Personal Information Changes

For a variety of reasons (such as tax, pension, or benefit reporting) it is important that your records are current. If there are any changes in your name, address, telephone number, number of dependents, insurance beneficiaries, etc., it is your responsibility to notify Human Resources and/or Payroll

Payday

Payday is the last working day of each month unless otherwise specified in individual employee master agreements. . The following groups will be paid twice per month: bus drivers/assistant, food service, lunchroom supervisors and all substitutes. The bi-monthly payroll schedule can be found on the extranet at [Bi-Monthly Payroll Dates](#).

Those employees working less than twelve (12) months can choose to be paid in 10 or 12 installments by completing a form in the Payroll Office. Employees are required to have their check deposited directly to the bank account of their choice. There are limited exceptions to this requirement.

Payroll and leave information is available via the extranet in My Demographics. After logging into My Demographics you can link the SmartHR to review and print your paycheck information.

Personnel Files

During your employment with the school district, information about you must be kept on file. Your confidential personnel record will include basic information such as your address, phone number, social security number and employment related information, performance reviews/assessments, applications, salary data, corrective action records, etc. A separate medical file is maintained for each employee, which has limited access. You may review your personnel file by contacting Human Resources for an appointment and/or making a written request.

Overtime Eligibility (Exempt and Nonexempt Employees)

Each employee is designated as either exempt or non-exempt from federal and state wage and hour laws. Non-exempt or hourly employees are entitled to overtime pay under the specific provisions of federal and state wage and hour laws. Non-exempt employees are entitled to time and one-half their regular rate of pay for each hour worked over a 40-hour period in a work week period.

Exempt employees are excluded from specific provisions of federal and state wage and hour laws and must meet the criteria of specific tests outlined in wage and hour provisions. The status of an employee from exempt status to non-exempt status, or vice-versa, may only be changed upon written notification by the School District and by agreement with any union contract affected.

Exempt and nonexempt employees may receive wages on a salaried basis based on the daily hours that they are scheduled to work. Non-exempt employees who are paid on a salaried basis continue to be entitled for overtime per the Fair Labor Standards Act.

Overtime

Ideally, all jobs will be structured so that normal work assignments can be completed during the regular workweek. There may be instances, however, when you will need to work overtime to meet special demands. Overtime is paid at the rate of one and one half times the employee's regular rate of pay for hours worked in excess of 40 in a workweek. District overtime guidelines are:

1. All overtime must be authorized by your supervisor in advance, and
2. Exempt employees are ineligible for overtime.

Under certain prescribed conditions, employees of State or local government agencies may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay. An employee must be permitted to use compensatory time on the date requested unless doing so would "unduly disrupt" the operations of the agency. There are limitations on the number of hours that may be accumulated.

Moorhead Area Public Schools workweek begins on Sunday at midnight (12:00 a.m.) and ends on Saturday at 11:59 p.m.

If you have any questions regarding overtime, please contact Human Resources, 284-3350

Storm Days/Inclement Weather

If school is closed in the Moorhead Area Public Schools due to inclement weather, twelve-month employees are expected to report to work as usual unless otherwise directed by the Superintendent or designee. If you as an employee judge that it may be unsafe or potentially injurious for you to report to work, or you report to work on a storm day and feel that it is necessary for you to leave early, you have a choice to use vacation leave, or unpaid leave if you do not have leave available.. Work time taken as unpaid time may be made up during the work week at the discretion of your supervisor and if there is sufficient time left in the workweek to make up the time.

If the district implements an e-learning day, direction will be provided regarding the expectations of your assigned position regarding work time or if an alternate day will be provided to make up your scheduled work day.

Operation and Maintenance employees are required to work on all storm days falling on regular workdays, even though school may be closed because of inclement weather. Contract language in the Custodial Master Agreement would be followed in that event.

If you determine that it is unsafe for you to report to work due to inclement weather, please call your supervisor and inform them at the start of your normally scheduled workday. Call all absences into the SEMS system at the beginning of your normally scheduled workday to record your choice of vacation day, personal day or deduct day. The number for the SEMS system is **218-208-2835**. Please have your pin number ready when you call.

If you report to work on a storm day and you are sent home, you will receive credit for working the entire day. The decision to dismiss employees early will be made only by the Superintendent or designee.

VIII. TIME AWAY FROM WORK

There are a number of reasons for employees to be gone from the work setting. Generally, whenever you miss work there are two procedures you need to follow: notify your supervisor to receive authorization/permission to be absent from work and record your absence on the Substitute Employee Management System (SEMS).

Quick reference guides for how to use the system by either telephone or computer can be found by logging on to the district's extranet then clicking on your name in the upper left hand corner and following the link found in your demographic information.

Planned absences should be recorded into the system as far in advance as possible, particularly for those employees who need substitutes. Please follow instructions and timelines to ensure the best functioning of the system.

Vacation

Under contracts/agreements, school district employees may qualify for a vacation leave. Advanced requests are always required and should be submitted to your supervisor for approval.

Vacation leave requested after a statement of resignation, retirement or termination may be approved based on the discretion of the supervisor and/or relevant contract language.

Please refer to your contract for additional information or contact Human Resources. Vacation days must be recorded in the Substitute Employee Management Systems at 218-208-2835 or Web Center Online.

Personal Leave

Under contracts/agreements, school district employees may qualify for a personal leave. Advanced requests are always required and should be submitted to your supervisor for approval. Please refer to your contract for additional information or contact Human Resources. Personal leave must be recorded in the Substitute Employee Management System (SEMS) at 218-208-2835 or on Web Center Online.

Sick Leave

Eligible employees have available sick leave to use for personal and family illness. The district will comply with [MN Statute 181.9413](#) to allow employees to use sick leave for specified family members in the same manner as they use leave for themselves, however certain contracts/agreements have expanded family definitions for sick leave usage. In certain circumstances, a physician's certification may be required for personal or family illness.

Available sick leave may also be utilized for "Safety Leave", defined by MN Statute 181.9413e as leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse or stalking. Safety leave can be used for assistance to the employee or assistance to the relatives described in the previous paragraph.

An employee is responsible for the appropriate use of sick leave. Sick leave abuse occurs when an employee uses sick leave for unauthorized purposes or misrepresents the actual reason for charging an absence to sick leave. Abuse may also occur when an employee establishes a pattern of sick leave usage over a period of time such as the day before or after a holiday, on Mondays and Fridays, after paydays, any specific day, half-days, or continued patterns of maintaining zero leave balances. Abuse of sick leave by an employee may result in discipline, including and/or up to termination from employment.

Please use the Substitute Employee Management System (SEMS) **218-208-2835** or Web Center Online to record a sick leave absence. Please review contract language or contact Human Resources for further information.

Parental Leave

The district has provided provisions under contracts/agreements for employees to take time off for the birth or adoption of a child. Each contract has specific provisions, usually involving the use of sick leave under certain conditions for a specific length of time and an unpaid provision for extended leaves of absence.

Minnesota Parental leave allows up to 12 weeks of unpaid leave for employees for prenatal care, or incapacity due to pregnancy, childbirth or related health conditions for eligible employees. Eligible employees are those who have worked at least 12 months and worked an average number of hours per week equal to one-half the full-time equivalent of their job classification during the 12 months preceding the leave.

The Family Medical Leave Act (FMLA) is a federal law that also allows up to 12 weeks of unpaid leave, and is defined further later in this section.

Employees need to request the leave in writing to their supervisor and then it should be forwarded to Human Resources for processing 30 days in advance of the beginning of the leave when possible.

Leave taken based on contract eligibility; parental leave (MN) and FMLA are to be taken concurrently by the employee.

Family and Medical Leave Act (FMLA)

PURPOSE: To outline the conditions under which an employee may request time off without pay for a limited period with job protection and no loss of accumulated service if the employee returns to work.

DEFINITION: A family or medical leave of absence is defined as an approved absence available to eligible employees for up to 12 weeks of unpaid leave during a 12-month period under particular circumstances that are critical to the life of a family. To determine the amount of leave to which an employee is entitled, the 12-month period is measured backward from the date that the employee uses any leave under FMLA. In other words, any leave that was taken by the employee during the 12 months preceding the date that the employee takes additional leave will be counted to determine the amount of leave remaining.

Leave may be taken:

- On the birth of an employee's child;
- On the placement of a child for adoption or foster care with an employee;
- When an employee is needed to care for a child, spouse, or parent who has a serious health condition; or
- When an employee is unable to perform at least one of the essential functions of his or her position because of the employee's own serious health condition.

SCOPE: This policy applies to all family and medical leaves of absence including leaves that are covered under paid employment benefit plans or policies for any part of the 12 weeks leave to which the

employee may be entitled under this policy. In other words, if an employee is entitled to both family medical leave and paid leave under another benefit plan or policy, the employee is required to use all applicable paid leave plans or policies before unpaid leave. Family medical leave and the paid leave will run concurrently.

ELIGIBILITY: To be eligible for leave under this policy, an employee must have been employed at the district for at least 12 months and must have worked at least 1,250 hours during the 12-month period preceding the beginning of the leave.

Exception: If an employee on leave is salaried and among the highest paid 10% of district employees within 75 surface miles, and keeping the job open for the employee would result in substantial and grievous economic injury to the district, the employee can be denied job restoration after leave. In this situation, however, the employee will be given an opportunity to return to work during leave.

BASIC REGULATIONS AND CONDITIONS OF LEAVE:

Medical certification The district will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent.

For the employee's own medical leave, the certification must include a statement that the employee is unable to perform at least one of the functions of his or her position. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time that the employee is needed to provide care.

The district may require a second medical opinion and periodic re-certifications at its own expense. If the first and second opinions differ, the district may require the binding opinion of a third health care provider, approved jointly by the district and the employee and paid for by the district.

Intermittent or reduced leave. Leave may be taken on an intermittent or reduced-leave schedule if it is medically necessary for a serious health condition of the employee or his or her spouse, child or parent. If leave is requested on this basis, however, the district may require the employee to transfer temporarily to a part-time schedule or an alternative position that better accommodates recurring absences. The alternative position will have equivalent pay and benefits.

Spouses combined leave. Spouses who are both employed by the district are entitled to a joint total of 12 weeks leave (rather than 12 weeks each) for the birth or placement for adoption or foster care of a child. For any other qualifying FMLA reason, each eligible spouse will be entitled to the full 12 weeks of family medical leave, or that portion of leave remaining in the relevant 12-month period.

NOTIFICATION AND REPORTING REQUIREMENTS: When the need for leave is foreseeable, such as the birth of a child, the placement for adoption or foster care of a child, or planned medical treatment, the employee must provide reasonable prior notice and make an effort to schedule leave so that it does not unduly disrupt district operations. Employees who are ill will be required to report periodically on their status and their intention to return to work.

STATUS OF EMPLOYEE BENEFITS DURING LEAVE OF ABSENCE:

Health Insurance. Group health care coverage will continue for employees on leave as if they were still working. Employees who are granted an approved leave of absence under this policy are advised to arrange to pay their share of premiums during the absence.

If the leave is paid, premiums will continue to be paid through payroll deductions. If the leave is unpaid, employees are responsible for making sure the district receives premium payments by the normal payroll dates. The Human Resources Department will provide a schedule of payment amounts and due dates at the beginning of any unpaid leave of absence.

Recovery of premiums. If an employee chooses not to return to work, or does not stay at work for at least 30 days upon return (for reasons other than retirement), after an approved unpaid leave of absence, the district may recover from the employee the cost of any payments made to maintain the employee's health insurance, unless the failure to return is because of a serious health condition or reasons beyond the employee's control. Benefit entitlements based on length of service will be calculated as of the last paid workday before the start of the unpaid absence.

Return to Work A fitness for duty certification or release to return to work is required for all employees returning from consecutive family medical leave. The release must come from the employee's healthcare provider must address the employee's ability to perform the essential functions of their job, the date the employee may return to work and specify any restrictions, if applicable.

Upon return from leave, eligible employees must be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms. While an employee is on an intermittent or reduced-schedule leave, the company may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and that has equivalent pay and benefits.

PROCEDURES: The employee must fill out a Request for Family and Medical Leave of Absence Form. This form must be completed in detail, signed by the employee, submitted to the immediate supervisor for proper approvals, and forwarded to the Human Resources Department. If possible, the form should be submitted 30 days before the effective date of the leave.

All requests for family and medical leaves of absence due to illness must include sufficient medical certification stating:

1. The date on which the serious health condition began;
2. The probable duration of the condition; and
3. The appropriate medical facts that the health care provider knows about the condition.

In addition, for leave to care for a child, spouse, or parent, the certificate must include an estimate of the amount of time that the employee is needed to provide such care.

For leave for an employee's illness, the certificate must state that the employee is unable to perform at least one of the functions of his or her position.

For certification of intermittent leave or leave on a reduced-leave schedule for planned medical treatment, the certificate must state the dates on which such treatment is expected to be given and the duration of the treatment.

Military Family Leave. There are two types of Military Family Leave available.

1. Qualifying exigency leave. If you (1) have been employed by the district for at least 12 months and (2) have worked at least 1,250 hours during the previous 12-month period, you are entitled to use up to 12 weeks unpaid leave to address certain qualifying exigencies.
 - Short-notice deployment (up to seven days of leave)
 - Attending certain military events
 - Arranging for alternative childcare
 - Addressing certain financial and legal arrangements
 - Periods of rest and recuperation for the service member (up to five days of leave)
 - Attending certain counseling sessions
 - Attending post-deployment activities (up to ninety (90) days after the termination of active duty status)
 - Other activities arising out of the service member's active duty or call to active duty and agreed upon by the Moorhead Area Public School District
 - Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FAMILY MEDICAL leave to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.
2. Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

When both husband and wife work for the same employer, the aggregate amount of leave that can be taken by the husband and wife to care for a covered service member is 26 weeks in a single 12-month period.

Parenting Leave

If you (1) have been employed by the district for at least 12 months and (2) have worked at least 1,250 hours during the previous 12-month period, you are entitled to use up to 12 weeks unpaid leave upon the birth of your child or placement of a child in your home for adoption or foster care.

The Moorhead Area School District mandates the use of paid time to run concurrently. You are required to use other available paid leave (sick leave or vacation) at the same time as parenting leave. The district will continue to pay its share of your group health insurance premiums during the leave.

Parenting leave must be arranged through your supervisor. You are encouraged to alert your supervisor and/or management at least 30 days prior to the date you will begin parenting leave, if possible. At the end of the leave, you will be reinstated to your old position or one that is substantially the same, if your old position is not available. If you are not able to, or choose not to return to work at that time, you will be considered to have voluntarily terminated your employment.

If you do not return to work for reasons beyond your control or because you have a serious health condition which prevents you from returning to work, then you will not be required to repay health insurance premiums paid by the district during your leave. If you do not return to work for any other reason, then you will be required to repay the district for those premiums.

Employees who do not work the requisite hours stated above, but have been employed at least 12 consecutive months and work an average number of hours equal to one half the full-time equivalent positions, are eligible for leave under the Minnesota Parental Leave Act (Minnesota Statute 181.941). Such employees shall be entitled to up to six weeks of unpaid leave of absence when they are a natural or adoptive parent. The employee at his or her own expense may continue group health coverage.

Instructional employees, defined as one whose principal function is to teach and instruct students in a class, a small group, or an individual setting, are subject to special rules under the Family and Medical Leave Act. These employees include, but are not limited to, teachers, coaches, driver's education instructors, and special education assistants.

Further details may be obtained from your supervisor or management. Please refer to [School Board Policy 41022: Family and Medical Leaves](#).

Military Service Leave

The Moorhead Area Public School District provides time off for employees who are members of the military. The district follows federal and state law for this type of leave.

Funeral/Bereavement Leave

Time off with pay is granted in various ways in different contracts/agreements to allow an employee to attend the funeral, be with a relative prior to death, or to assist with final arrangements. The list of relatives varies by contract/agreement, as well as the allowed provisions of paid time off; many contracts provide funeral/bereavement leave as a part of emergency leave.

Jury Duty

Employees are given paid time to serve on a jury. An employee called to serve on a jury must notify his or her supervisor as soon as possible after receiving notice.

Employees excused from jury duty, or not chosen as a juror, are expected to report back to work for the remainder of their workday during the entire time they are designated to be on jury duty.

Unpaid Leave (Deduct days)

Unpaid leave requests by an employee require the approval of a supervisor.

Unpaid leave is not to be used in place of other leaves of absence in the various contracts/agreements when paid time is available. Unpaid leave must be recorded as a deduct in the Substitute Employee Management System at 218-208-2835 or on Web Center Online.

Other Leaves of Absence

Certain contracts/agreements have provisions for other leaves of absence. These leaves are normally without pay and may vary in length from a few days to up to five years. Included are sabbatical leaves, extended leaves and leaves that do not fit other leave provisions. Please check your contract/agreement for leave provisions in this category.

IX. EMPLOYEE BENEFITS

Insurance

Health

The school district provides the choice of several health insurance plans, which offer both employee and/or family coverage. These choices include different plan designs and premium cost for each choice. Detailed information can be found in the Summary Plan Description (SPD) and other relevant plan documents located on the extranet.

Eligibility and district contribution toward the cost of health insurance coverage will be identified by each master agreement. Costs in excess of the provided premium will be borne by the employee through payroll deduction. Employees will be eligible for participation in District group insurance starting the first day of the month after their Hire Date through the last day of the last month of employment. The opportunity for enrollment is within the first thirty (30) days of initial employment or within thirty (30) days of a change in employment status or life changing event, such as the birth or adoption of a child, death, marriage, divorce or loss of coverage.

Employees who are not covered by a master agreement or contract and who meet the minimum threshold of hours to be considered full-time under the affordable care act, will be notified of eligibility to enroll in district health insurance benefits prior to the end of a 90-day probationary period. Premiums will be at the cost of the employee.

If you have questions about health insurance, or the various plans and premiums, please contact the Human Resources department.

Life

In most contracts/agreements the school district pays the premium for a basic life insurance policy for eligible employees. This insurance currently has an accidental death and dismemberment provision. Supplemental coverage for the employee is available at his/her own expense.

Dependent coverage is available for spouses and children, in most instances, up to maximum amounts. Please contact Human Resources or Payroll for more information. Insurance coverage is effective on the first day of the month following the employment start date for new employees.

Dental

An optional, employee paid dental insurance is currently available through the school district under some contracts/agreements. Please contact Human Resources or Payroll for details on coverage and cost options available. Dental insurance must be applied for within 30 days of the employment start date, and employees must meet eligibility requirements.

Vision

An optional, employee paid vision insurance is currently available through the school district under some contracts/agreements. Please contact Human Resources or Payroll for details on coverage and cost options available. Vision insurance must be applied for within 30 days of the employment start date, and employees must meet eligibility requirements.

Disability Insurance

The school district pays the premium for a long-term disability insurance policy for eligible employees. There is a 60 continuous workday waiting period for eligibility. The policy pays 60% of an employee's normal wage, subject to taxation, up to age 65 if necessary for continuing disability. Please contact Human Resources or Payroll for details if you are disabled. If you were hurt on the job you would be covered by Workers' Compensation, which will be discussed later in this handbook.

Unemployment/Reemployment Insurance

If you are terminated from your job or laid off from your job you may be eligible for this insurance. Please contact your local Job Service to apply for benefits on the Job Service link on the district Web site under Career Resources. The Career Resources section also has many other forms of assistance listed, ranging from interviewing skills, resume building, other Websites listing jobs and employee assistance.

Cancer/Intensive Care Insurance

An optional, employee paid cancer/intensive care insurance is currently available through the school district under certain contracts/agreements. Please contact Human Resources or Payroll for details on coverage and cost options available. Cancer/intensive care insurance must be applied for within 30 days of the employment start date, and employees must meet eligibility requirements.

Retirement

PERA and TRA

All employees in the Moorhead Area Public School District who meet minimum state plan requirements are covered under either the Public Employee Retirement Association or the Teacher's Retirement Association. The school district and the employee both contribute to the mandated state retirement plans in an amount set by law. Further information is available on the PERA Website at <http://www.mnpera.org/> or the TRA Web site at <http://www.tra.state.mn.us>. <https://minnesotatra.org/>

Deferred Annuities - 403(b)

The school district sponsors district-approved companies who provide 403(b) deferred annuities/mutual funds. Employees may contribute to these annuities with pre-tax dollars up to the maximum allowed by law. In some contracts/agreements, the employer will match a portion of the employee contribution up to the maximum specified in the contract/agreement. Please refer to your contract/agreement to confirm if you are eligible for this benefit. Please contact Payroll if you are interested in signing up to participate in the 403(b) program or if you have further questions.

Social Security (FICA)

As an employee of the Moorhead Area Public School District you are automatically covered under the Federal Insurance Contribution Act. The employee and the district contribute a percentage of the employee's gross salary to Social Security, up to a maximum gross earning specified by the law. Any earnings above this contribution are not subject to taxation.

Old Age, Survivors and Disability Insurance (OASDI) are deducted from your check at the rate of 6.2% of gross earnings. Deductions will occur up to an annual limit, which is subject to change annually.

Medicare, as part of Social Security, is also deducted from your check at the rate of 1.45% of gross earnings, with no maximum limit on earnings.

Social Security that is paid to you is based on a complex formula that uses your highest thirty-five years of earnings. You may begin drawing it upon retirement as early as age 62. The longer you wait until retirement, the higher amount you are paid upon retirement.

There are provisions built into Social Security for disability, death of spouses, etc. Social Security may be contacted directly for more information at its Web site at www.ssa.gov or the Fargo office at 239-5607 or 1-800-453-7255.

Flexible Spending Accounts (FSA)

The school district maintains a flexible spending plan to which eligible employees may contribute pre-tax dollars from their pay to cover any or all of the following areas:

1. Unreimbursed Medical Expenses.
2. Child Care Expenses.

The plan year for flexible benefits runs from January 1 - December 31 and coincides with the health insurance plan year. Employees hired during that time may participate for the remainder of the plan year. Please contact Payroll prior to enrolling in the Flexible Spending Account if you participate in a Healthcare Saving Plan (HSA).

Please contact Payroll for more information or use the link to the site in my demographics by clicking on your name in the upper left corner of the extranet.

Employee Assistance Program

The Moorhead Area Public School District Employee Assistance Program is available to all district employees and their immediate household members. The program provides help to employees and family members with personal problems such as marital and family issues, mental or emotional

problems, finances, alcoholism, drug abuse, legal problems or other concerns. Please refer to [School Board Policy 426: Employee Assistance](#).

All information shared with the EAP Coordinator is held in a confidential manner and may not be disclosed to anyone without a signed release from the employee. Participation in the Employee Assistance Program is voluntary and there is no charge for assessment interviews. EAP programs can be obtained by telephone at 1-800-627-8220. ~~1-866-326-7194~~, or hearing impaired the telephone number is 1-866-228-2809, or at <https://www.villageeap.com>

Employee Discounts

Occasionally, local businesses offer discounts to employees of the school district. This information will be posted on the Extranet in the announcement section and on the Powerschool Learning HAIKU page for Human Resources. For current information on available discounts, please contact Human Resources.

Worker's Compensation

All employees are covered by Workers' Compensation Insurance. Please contact the Work Injury Hotline at **1-855-675-3501** to report any injury. There are strict timelines to fill out the form in order to be covered and failure to report or file the form on a timely basis could result in a rejection of a Workers' Compensation claim.

Workers' Compensation will provide compensation for the following:

- Medical care for your work injury as long as it is reasonable and necessary
- Wage-loss benefit for part of your lost income. Requires a three (3)-calendar-day waiting period
- Compensation for permanent damage to or loss of function of a body part
- Benefits to your spouse or dependents if you die as a result of a work injury
- Vocational rehabilitation services if you cannot return to your pre-injury job or employer

Each contract should be reviewed for specific information regarding compensation during the three (3) day waiting period and subsequent loss of work time due to an injury.

X. HEALTH AND SAFETY

Our district is committed to providing a healthy and safe work environment for all employees. Regarding the safety of our students and employees is of utmost concern. Safety does not occur by chance. It is the result of careful attention to all school district operations. Providing a safe place to work, a work environment conducive to safe work practices, and effective safety policies are primary concerns for the administration. It is our belief that employees at every level have a responsibility for maintaining safety and occupational health within the district, and are expected to cooperate fully with the district's health and safety policies. If you have questions about the health and safety policies, or to report a violation, please contact the Director of Operations and Emergency Management or the Executive Director of Human Resources and Operations. Please review the specific Health and Safety

Information on the district Web site. Please refer to [School Board Policy 425: Health and Safety Protection](#).

The district will implement and support an Emergency Operations Plan (EOP) that will provide guidelines for emergency response at a building and a district level. A copy of this plan will be available on the extranet and a hard copy will be available at each district building.

Tobacco Free Environment

Smoking and/or the use of tobacco products are prohibited on all school district property, including district-owned and contracted vehicles.

Enforcement

Signs will be placed at the entrance to each school district building stating that it is a tobacco free environment. “No Smoking” signs shall be placed in the halls and common areas of each district building.

The success of this tobacco free environment policy will depend on the thoughtfulness, consideration and cooperation of students, staff and citizens. All individuals on school premises share the responsibility for adhering to and enforcing this policy.

Although any individual may report observed violations, school district employees shall be expected to report all observed violations in accordance with the procedures listed below.

Violations - Staff

Any violation of the tobacco-free environment policy by an employee of the district shall be referred to the appropriate supervisor. One verbal warning shall be issued to the staff member. Further violations shall be considered insubordination and shall be dealt with accordingly, based on applicable collective bargaining agreements, if any, and Minnesota Statutes. Please refer to School Board Policy 573: Tobacco-Free Environment.

Drug Free Workplace/Drug-Free School

The Moorhead Area Public [School District Policy 572: Drug Free Schools](#), prohibits the use, possession, sale, transfer or dispersing of any drug on school property. You need to familiarize yourself with this policy and be in compliance with its requirements.

It is also important that you review, be familiar and comply with [School Board Policy 420: Chemical Use and Abuse Policy](#), [Policy 421: Employee Drug and Alcohol Testing \(DOT and Other\(Other\)\)](#), [Policy 532: Medication](#), [Policy 551: Student Discipline](#).

Employee Right-to-Know

The school district has identified hazardous substances, harmful physical agents or infectious agents in the school district and provides training and information for employee protection. Under [School Board Policy 407~~24~~ Employee Right to Know](#)—Exposure to Hazardous Substances, there is more information regarding the policy and coverage. Please familiarize yourself with the policy, identify the hazards around your workstation and ensure you have read the Material Safety Data Sheets about those hazards

in order to minimize risk to yourself. Please review [Administrative Procedure 40724.1, Personal Protective Equipment](#), regarding personal protective equipment and follow up to use this equipment properly.

Emergency Closings/Crisis Management

When conditions prevail at the school which a building administrator considers to be of an emergency nature or hazardous to staff and students, they shall notify the superintendent or designee of the circumstances.

Building administrators will follow individual building action plans as outlined in [School Board Policy 806740: School District Crisis Management](#), [School Board Policy 711: Severe Weather-Related School Closing](#) and [Administrative Policy 712.1](#). The superintendent or designee may determine an alternate plan of action. Once the plan is determined school district staff will contact the media, other public and non-public schools, and other organizations or individuals in which it may be necessary to notify. Twelve-month employees should also refer to Appendix B for additional information regarding snow days and inclement weather.

Emergency or hazardous conditions are defined as those situations that make it impossible to carry on the normal teaching activities in the school and/or create a situation that could be harmful to the safety of the students and staff. Examples include, but are not restricted to, bomb threats, weather and utility failures.

The automated notification system may be used in these situations. Each school within the district has a specific policy. Please locate the policy for your building and familiarize yourself with its provisions.

Health and Safety Protection

The Moorhead Area Public Schools consider health and safety protection an important part of every operation. The district will establish, provide, and maintain safe and healthful working conditions and insist upon safe work methods and practices at all times. Please refer to [School Board Policy 425: Health and Safety Protection](#) and [Policy 531: Communicable Disease Control and Infectious Conditions](#).

All employees and students shall follow safe working practices, obey rules and regulations, and work in a manner that maintains the high safety and health standards developed and sanctioned by the district.

Fire Safety

The school district seeks to provide a safe environment for employees and students. Fire Safety is an essential element of this environment.

Employees should know:

1. Location of fire alarms.

2. Location of fire extinguishers.
3. Evacuation routes.
4. Who to notify in case of fire.

Employees need to remain calm in situations involving danger to self and others, and to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires. Please review [School Board Policy 806710: School District Crisis Management](#).

Automated External Defibrillator (AED)

The Moorhead Area School District maintains AEDs in all district buildings. Please refer to [School Board Policy 713: Automated External Defibrillator \(AED\)](#) and Administrative Procedure [713.1 School District Automated External Defibrillator \(AED\)](#) Procedure for use of the device.

Weapons

All district employees are expected to follow all provisions of [School Board Policy 501576: Moorhead Area Public Schools Weapons Policy](#). It is essential that a safe and civil environment be maintained in order to meet the mission of the district.

Wellness

Although [School Board Policy 53336: Wellness](#) was developed primarily for students, the school district values the health and well being of each staff member. The school staff should act as role models to students for good nutrition and physical activity. The Moorhead Area Public Schools encourages the involvement of administrators, School Board, students, parents, teachers, food and nutrition personnel and other interested persons in implementing, monitoring and reviewing school district nutrition and physical activity policies.

XI. TRANSPORTATION

Driving for Work Related Purposes

If you use your vehicle for work related purposes you are expected to:

1. Drive defensively;
2. Wear your seat belt;
3. Allow plenty of time;
4. Make accommodations for bad weather; and,
5. Carry appropriate equipment in your vehicle to ensure your safety (i.e., in the winter: blankets, boots, shovels, etc.).

Seat Belt Use

All employees are required to use seat belts when operating or riding in a motor vehicle on school district business.

Cell Phone Usage

All employees who use a vehicle for work related purposes cannot send messages or place calls while driving unless their device is in hands-free or voice-activated mode. An exception can be made for emergency calls. Please refer to [School Board Policy 709721: Student Transportation Safety](#).

Vehicle Insurance

All employees who use a vehicle for work related purposes must carry insurance on their vehicle as required by the State of Minnesota. You may not use your vehicle for work related purposes if your vehicle is not covered by the required insurance. You may be required to show proof of current vehicle insurance.

Driver's License

All employees who use a vehicle for work related purposes are required to have a valid driver's license.

Parking

Please contact your supervisor or site/department for the specific policy on parking issues.

Mileage

Employees who use their own car for district business will be reimbursed at the rate determined by the school district. Employees will be reimbursed for miles driven in excess of their normal commute to their principal place of work. Please refer to [School Board Policy 722.1: Car Rental Procedures](#)

XII. RESIGNATION FROM EMPLOYMENT

Notice of Resignation

The school district requires notice if you are resigning from employment. The district requests as much advance notice as possible in order to have ~~some~~ time to advertise and hire your replacement. A standard length of notice for a professional position would be 30 days, however some master agreements have a minimum requirement for notice. This notice should be in writing utilizing a personal letter or the district form for resignation, which is available under Human Resources~Employee Forms on the district website.

Failure to give notice may jeopardize future employment with the district.

Return of District Property

At the time of resignation or retirement, and prior to leaving the district you will need to return all district property to your supervisor. Keys, key fobs, identification badges and all other district property is to be given to your supervisor, who will ensure that all property is returned to the department where it originated.

COBRA Benefits

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called “continuation coverage”) at group rates in certain instances where coverage under the plan would otherwise end (called “qualifying events”).

If you are covered by the district’s group health insurance plan and lose your coverage because of a reduction in your hours of employment or the termination of your employment, whether voluntary or involuntary (except for reasons of gross misconduct on your part), you have the right to choose continuation coverage. If you choose continuation coverage, you will be provided with coverage that is identical to the coverage being provided to similarly situated employees (or their family members). If you do not choose continuation coverage, your group health insurance coverage under the plan will end.

COBRA requires that you be offered the opportunity to maintain continuation coverage for three years unless you lose group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months, unless the Social Security Administration determines that you (either employee or dependent) were disabled at the time of termination or reduction of hours, and you inform Moorhead Area Public Schools before the end of the 18-month period, in which case your coverage may be extended up to 29 months. Minnesota Statute requires that a unit of local government must allow a former employee and the employee’s dependents to continue to participate indefinitely in the employer-sponsored hospital, medical, and dental insurance group that the employee participated in immediately before retirement, under certain conditions. Please refer to [MN Statute 471.61](#) for more information.

If you are covered by the district’s group health insurance plan, your spouse will have the right to choose continuation coverage for himself/herself if group health coverage is lost for any of the following four reasons:

1. Your death;
2. Termination of your employment with the district (for reasons other than gross misconduct) or reduction in your hours of employment with the district;
3. Divorce or legal separation from you; or
4. You become entitled to Medicare.

Your dependent children have the right to choose continuation coverage if group health coverage is lost for any of the following five reasons:

1. Your death;

2. Your termination from employment with the district (for reasons other than gross misconduct), or reduction in your hours of employment with the district;
3. Your divorce or legal separation;
4. A parent becomes entitled to Medicare; or
5. The dependent ceases to be a “dependent child” under the terms of the group insurance plan.

You or your family member has the responsibility to inform the Plan Administrator of a divorce, legal separation, or a child losing dependent status under the Plan, within sixty days of the date of the event or the date on which coverage would end under the group Plan because of the event, whichever is later. The district will notify the Plan Administrator of your death, termination of employment, reduction in hours of employment or Medicare entitlement.

You have sixty days from the later of

1. The date you ordinarily would have lost coverage because of one of the events described above, or
2. The date of the notice of your right to elect continuation coverage to inform the Plan Administrator that you want continuation coverage.

Additional qualifying events can occur while the continuation coverage is in effect. Such events may extend an 18-month continuation coverage period to 36 months, but in no event will coverage extend beyond 36 months after the initial qualifying event. Under certain circumstances, your continuing coverage may be cut short.

If you or your family member elects to continue coverage, you must pay the district the cost of continued coverage monthly. Once your continuation coverage terminates for any reason, it cannot be reinstated.

1. The federal COBRA law applies to employers with 20 or more employees. Provisions for continuation of health benefits under Minnesota law have been amended to substantially follow the federal COBRA law, without the 36-month limitation for surviving descendants. The Minnesota Act applies to all group insurance policies. COBRA ensures that employees and beneficiaries do not lose health insurance coverage because of death, termination, reduction of employment hours, divorce or separation, retirement, or other qualifying events. Employees are allowed to continue on the group health plan at their own expense after a qualifying event.
2. The employee has up to 60 days in which to decide whether to take advantage of this continuation coverage. No evidence of insurability is needed for such continued coverage.
3. Upon learning of a qualifying event, the district should provide the employee with a COBRA notice and election form.
4. Generally, former employees may elect to maintain their COBRA coverage for up to 18 months after their termination or reduction in hours while dependents generally may elect to maintain their coverage for 36 months after the date of an employee’s death, divorce, or legal separation, the employee’s entitlement to Medicare, or a dependent’s loss of dependent status.
5. Former employees or dependents that elect to continue coverage under COBRA must pay the entire premium for the continuation coverage.
6. In order to be certain that the district is complying with its obligations under COBRA it is important that the administrators/supervisors notify the Human Resources Department of any qualifying events to an employee in their department including an employee’s termination

whether voluntary or involuntary, an employee's reduction in hours, the employee's death, divorce, legal separation, the employee's entitlement to Medicare or a dependent's loss of independent status.

Employees who are laid off and who carry district health insurance may have a portion of their health insurance paid for a limited amount of time if they meet eligibility requirements.

If you have any questions regarding continuation of benefits under COBRA, please contact Human Resources.

Exit Interviews

The Human Resource Department would like to schedule an exit interview when you leave employment. This interview gives you the opportunity to tell us how we can improve our working conditions, policies, supervisory techniques and other areas. It also gives you the opportunity to tell us what is good about the district. Exit interviews will be provided electronically, however paper copies will be available upon request. If you would prefer to make an appointment to discuss your experience as an employee of Moorhead Area Public Schools, please contact the Human Resources department.

District Directory

Appendix A

Ellen Hopkins Elementary School -- 2020 11th Street South Principal: Lynnelle Dirksen Asst. Principal: Matt Peek <u>Amanda Mix</u>	284-4300
Robert Asp Elementary School -- 910 11th Street North Principal: Chris Triggs Asst. Principal: Erika Engelking	284-6300
S.G. Reinertsen Elementary School --1201 40th Avenue South Principal: Josh St. Louis Asst. Principal: Tiffany Nagel	284-5300
Dorothy Dodds Elementary -- 4400 24th Ave S Principal (<u>Interim</u>): Robin Grooters <u>Nancy Wilson</u> Asst. Principal: Nancy Wilson <u>Benjamin Jystad-Spar</u>	284-1300
Probstfield Elementary- 2410 14th St S Principal: Carla Smith	284-3800
Horizon West Middle School -- 3601 12th Avenue South Principal: Amanda Henry Asst. Principal: Jeremy Lapka and <u>Meagan Blake</u>	284-8300
Horizon East Middle School -- 3601 12th Avenue South Principal: Amanda Henry Asst. Principal: Meagan Blake <u>Cory Holten and Tara Rolph Sistad</u>	284-7300
Moorhead High School -- 2300 4th Avenue South	284-2300

Principal: Josh Haag Asst. Principals: Angela Doll, Emily Smith , Spencer Stowers, Jennifer Soupir-Fremstad and David Ahmed	
Moorhead High School Career Academy and Alternative Education -- 2777 34th St S, Moorhead Principal: Josh Haag Assistant Principal: Andrea Thiner <u>Craig Fahrendorf and Holly Strand-Rysgaard</u> Principal on Special Assignment: Dave Lawrence	284-2200
West Central Academy -- 915 9th Avenue North Coordinator: Kjersten Skatvold	299-5150
Adult Basic Education -- 2777 34th St S, Moorhead Director of ABE: Tammy Schatz	284-3451
Community Education – 2410 14th St S, Moorhead Coordinator, Community Education – Kristin Thompson Director <u>Coordinator</u> , Early Learning – Joelle Hofer <u>Community Education Enrichment Coordinator- Jessica Rheault</u>	284-3830 284-3431
Early Intervention Services -- 2410 14th Street South LSS Program Manager: Ashley Nelson	284-3800
Probstfield Center for Education Elementary -- 2410 14th Street South Principal on Special Assignment: Carla Smith	284-3800
Operation Center -- 1313 30th Ave S, Moorhead Superintendent, Dr. Brandon Lunak	284-3300
Assistant Superintendent of Teaching and Learning <u>Learning and Accountability</u> , Dr. Jeremy Larson	284-3315
Executive Director of Human Resources and Operations , <u>Assistant Superintendent of Business and Administrative Services</u> Kristin Dehmer	284-3355
Executive Director of Special-Learner-Support Services, Duane Borgeson	284-3715
Executive Director of Information Systems and Instructional Support , <u>Executive Director of Technology</u> Dan Markert	284-3345
Executive Director of Community Engagement and Public Relations, Brenda Richman	284-3322
<u>Executive Director of Operations and Emergency Management, Steve Moore</u>	284-1445



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 07/15/2022

RE: 2022-2024 Non-Aligned Personnel Policy

A new two-year policy for the Non-aligned employees was agreed upon for the period of July 1, 2022 through June 30, 2024.

Language changes to the new contract were made to the following articles in the policy:

Article 2: Basic Salary Schedule
Article 3: Insurance
Article 5: Holidays
Article 7: Vacation Time

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

Year	Cost	Increase Percentage
2022-2023	\$91,930	3.81%
2023-2024	\$94,004	3.76%
TOTAL	\$185,934	7.57%

Suggested Resolution: Move to approve the Non-Aligned Personnel Policy for 2022-2024 as presented with the cost as follows: 2022-2023 \$91,930 3.81%; 2023-2024 \$94,004 3.76%; TOTAL: \$185,934 7.57%

KD:dmb

ATTACHMENTS:
None



Superintendent of Schools

Memo S.23.004R

TO: School Board

FROM: Dr. Brandon Lunak, Superintendent of Schools

DATE: 07/11/2022

RE: Second Reading of Policies

Attached please find policies: 230 MAPS School Board Committees, 510 Attendance Areas, 516 School Attendance Governing Enrollment of Children/Adults with Disabilities, 544 Activities Fundraising, 545 High School Academic, Activity, Athletic Letters, 578 Bullying Prohibition, 616 School District System Accountability, 702 Accounting, 703 Annual Audit, 706 Public Gifts to the School District, 714 Student Activity Accounting, 715 Fund Balances, 716 Complementary Athletic Season Passes/Single Event Passes, 802 Disposition of Obsolete Equipment and Material, 803 Equal Access to School Facilities, and 906 Public Distribution of Materials in MAPS for your review. No changes have been made since the first reading on June 27, 2022, at the Regular School Board Meeting.

Suggested Resolution: Move to approve policies 230 MAPS School Board Committees, 510 Attendance Areas, 516 School Attendance Governing Enrollment of Children/Adults with Disabilities, 544 Activities Fundraising, 545 High School Academic, Activity, Athletic Letters, 578 Bullying Prohibition, 616 School District System Accountability, 702 Accounting, 703 Annual Audit, 706 Public Gifts to the School District, 714 Student Activity Accounting, 715 Fund Balances, 716 Complementary Athletic Season Passes/Single Event Passes, 802 Disposition of Obsolete Equipment and Material, 803 Equal Access to School Facilities, and 906 Public Distribution of Materials in MAPS as presented.

BL:dmb

ATTACHMENTS:
Policies

Moorhead Area Public Schools School Board 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, 11/12/2013, 05/08/2017, 09/11/2019, 09/19/2019, 06/20/2022
Reviewed Date(s):	10/10/2005, 10/12/2009, 11/12/2013, 05/08/2017, 09/11/2019, 06/21/2022
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide for the structure and operation of committees or subcommittees of the School Board of Moorhead Area Public Schools and Moorhead Area Public Schools.

II. GENERAL STATEMENT

The School Board believes that board committees and appointments enable the board members to delve into governance matters in greater detail than is possible at the full board level. In-depth committee work builds governing expertise among board members, while also strengthening their sense of ownership and commitment, which ultimately improves the quality of board decision-making. Board decisions are supported by detailed standing committee work and are firmer because of ownership that is built at the committee level.

A. It is the policy of the School Board to designate district committees, Standing 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 as mandated by law.

1. The School Board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.

2. A school board committee will be formed by school board resolution which shall outline the duties and purpose of the committee. (Refer to Administrative Procedure 230.1: School Board Committees); (Refer to Administrative Procedures: 230.3 Business and Finance Committee; 230.4 District Health Insurance Committee; 230.5 Governance Committee; 230.6 Instruction and Curriculum Advisory Council; 230.7 Policy Review Committee; 230.8 Activities Advisory Council)

3. A committee is advisory in nature to the School Board and has only such authority as specified by the School Board. (Refer to Administrative Procedure 230.1: School Board Committees)

4. 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. (Refer to Administrative Procedure 230.1: School Board Committees)

5. The School Board also may establish such ad hoc committees for specific purposes as it deems appropriate. (Refer to Administrative Procedure **Page 86** School Board Committees)

B. Similarly, the School Board has determined that appointments to other committees, councils, and organizations facilitate the operation of the School Board and the school district. (Refer to Administrative Procedure 230.2: School Board Committee Appointment)

The School Board chair will appoint board members to serve as liaisons to the Standing Committees, councils, and organizations. No more than two Board members shall be designated for any one appointment. (Refer to Administrative Procedure 230.2: School Board Committee Appointment)

When appropriate, a Board member may serve on the board of another organization.

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 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.

F. 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 SCHOOL BOARD STANDING COMMITTEES

A. The School Board appoints the following School Board Standing Committees: 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 meeting 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 Advisory Council
2. Community Education Advisory Council Business and Finance Committee
3. District Health Insurance Committee
4. Governance Committee
- 4 5. Instruction and Curriculum Advisory Committee (ICAC)
6. Negotiations and Grievances Committee
- 5 2. Policy Review Committee

B. The School Board will establish, by resolution, for each standing or ad hoc committee the number of members, the term, and the charge or mission of each such committee. (Refer to Administrative Procedures: 230.3 Business and Finance Committee; 230.4 District Health Insurance Committee; 230.5

Governance Committee; 230.6 Instruction and Curriculum Advisory Council; 230.7 Policy Review Committee; 230.8 Activities Advisory Council

C. The School Board Chair shall appoint up to two School Board members to each of the district's School Board Standing Committees at the School Board Organizational meeting in January. (Refer to Administrative Procedure 230.2: School Board Committee Appointment) The Superintendent is directed to name an administrative liaison to chair each standing committee.

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. Citizen Finance Advisory Committee
2. Continuing Education Committee
3. District Technology Committee
4. Early Childhood Family Education Advisory Committee
5. Health/Safety/Wellness Committee
6. Indian Education Parent Committee
7. Legislative Committee
8. Minnesota State High School League
9. Sabbatical Leave Committee
10. Staff Development Committee
11. Title I District Parent Advisory Committee
12. Safe and Healthy Learners Committee
13. Special Education Parent Advisory Committee
14. Teacher Evaluation 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 Collaborative Governance Board
3. Moorhead Schools Legacy Foundation

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. (Refer to Administrative Procedure 230.1: Adopt-A-School

Guidelines:)

PTACs are requested to have a representative to serve on the district's Instruction and Curriculum Advisory Committee (ICAC):

IV. School Liaisons

To become knowledgeable about instructional programs and activities within the district, each school board member will be assigned a specific school to encourage communication and increase understanding of the programs and activities in a single school.

In this role, board members will not resolve problems or issues of an operational nature related to the school, nor address personnel issues regarding staff-staff or staff-administrator relationships. The normal channels of communication will be used for these matters.

The School Board Chair will appoint School Board members as school liaisons after receiving input from board members at the July School Board meeting.

Board members will visit their assigned schools from time to time, review school and PTAC communications, and other means to remain knowledgeable and aware of school programs and activities. (Refer to Administrative Procedure 230.2: School Board Committee Appointment.

Dorothy Dodds Elementary School

Ellen Hopkins Elementary School

Robert Asp Elementary School

S.G. Reinertsen Elementary School

Probstfield Elementary School

Horizon Middle School

Moorhead High School MHS Career Academy

Moorhead Alternative Learning Center

Vista Center for Learning

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 and Grievance Committee

2. MSBA Legislative Liaison

3. Executive Finance Committee

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 236: Activities Advisory Council~~

~~Moorhead School Board Policy 237: Community Education Advisory Council~~

MSBA/MASA Model Policy 213: School Board Committees

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

Attendance Areas

Type:	School Board Policy
Section:	500 STUDENTS
Code:	510
Adopted Date:	9/6/1988
Revised Date(s):	02/11/2008, 12/12/2011, 04/11/2016, 12/12/2016
Reviewed Date(s):	12/01/1990, 11/01/1994, 12/01/1996, 03/08/2004, 02/11/2008, 12/12/2011, 04/11/2016, 12/12/2016, 12/11/2019, 06/20/2022
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide information related to attendance area boundaries for students in grades K-12.

II. GENERAL STATEMENT**ATTENDANCE AREAS**

Attendance area boundaries for Moorhead Area Public Schools may be revised as necessary for each school year.

GRADES K-4

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

Maps and descriptions of attendance areas are available in the department of the assistant superintendent of finance and operations business and administrative services and on the school district's website (www.moorheadschoools.org).

Guidelines for handling attendance area exception requests are included as [Administrative Procedure 510.1: Attendance Area Exception Request Procedure](#) and [Administrative Procedure 510.2: Attendance Area Exception Request Form](#). Transportation is not provided for attendance area exceptions. Transportation will be provided for administrative transfers according to [Administrative Procedure 631.1: Class Size in Grades K-6](#).

GRADES 5, 6, 7 and 8

Students in grades 5, 6, 7, and 8 will attend either Horizon Middle School West, Horizon Middle School East, West Central Regional Juvenile Center, or programs at Vista Center for Education MHS Career Academy/Alternate Education.

GRADES 9, 10, 11 and 12

Students in grades 9, 10, 11, and 12 will attend either Moorhead High School, West Central Regional Juvenile Center, or programs at MHS Career Academy Alternate Education Vista Center for Education. For graduation purposes, these sites are considered a part of Moorhead High School.

III. RESIDENCE DEFINED

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

A. The student must reside with a parent or legal guardian.

B. For an unmarried student age 18 or over, "parent" means the student unless a guardian or conservator has been appointed, in which case it means the guardian or conservator.

C. The place of residence is established to be where the parent(s)/guardian(s) or person(s) charged with legal responsibility permanently resides.

Legal Reference:

Minn. Stat. 120A.22, Subd. 3(e) (Residency Determined)

Cross References:

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

Moorhead School Board Policy 511: Enrollment of Nonresident Students

School Attendance Governing Enrollment of Children/Adults with Disabilities

Type:	School Board Policy
Section:	500 STUDENTS
Code:	516
Adopted Date:	1/11/1977
Revised Date(s):	12/08/2008, 05/13/2013, 12/14/2015
Reviewed Date(s):	12/01/1990, 01/08/1996, 05/08/2000, 12/13/2004, 12/08/2008, 05/13/2013, 12/14/2015, 02/11/2019
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to define the enrollment of children/adults with disabilities.

II. GENERAL STATEMENT

Moorhead Area Public Schools will provide special education instruction and services, either within the district or in another district, for all school-age individuals who are residents of the school district and who are identified with disabilities as set forth in Minn. Stat. 125A.02.

School-age means from birth until September 1 after the learner with a disability becomes 21 years of age and shall not extend beyond secondary school or its equivalent.

Legal References:

Minn. Stat. 125A.02 (Definition and Children with a Disability)

Minn. Stat. 125A.03 (Special Instruction for Children with a Disability)

Cross References:

Moorhead School Board Policy 502: Student Disability Nondiscrimination

Moorhead School Board Policy 602: Special Education Programs

Moorhead School Board Policy 603: Special Education Policies and Procedures

Activities Fundraising

Type:	School Board Policy
Section:	500 STUDENTS
Code:	544
Adopted Date:	4/8/1980
Revised Date(s):	05/11/2009, 05/08/2017, 09/11/2019, 09/19/2019
Reviewed Date(s):	04/23/1991, 05/13/1996, 02/12/2001, 07/02/2001, 04/11/2005, 05/11/2009, 05/08/2017, 09/11/2019, 06/20/2022, 06/21/2022
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide guidelines for student fundraising efforts.

II. GENERAL STATEMENT

The Moorhead School Board recognizes a desire and a need for fundraising by student organizations. The School Board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. The term "fundraising" encompasses activities which are designed to raise funds to support an educational program and which meet one of the following criteria:

1. involves a student group.
2. involves a community group and is characterized by one of the following:
 - a. takes place during school time,
 - b. utilizes school facilities or equipment, and
 - c. involves school personnel.
3. involves a school affiliation.

III. DEFINITIONS

A. Student Group or Student Organization is a group or organization comprised of one or more current district students, the members of which are limited to current district students and any district-assigned advisor(s).

B. District Sponsored is a student group or student organization that receives funding directly from the district, has a teacher or other district employee assigned to and overseeing its activities; is directly related to a class offered by the district (e.g. music, drama, art, choir, speech, etc.).

C. Student Activity is a program, presentation, or other events, other than a fundraising activity, conducted or sponsored by a district-sponsored student group or organization.

D. Fundraising Activity is any program or event conducted by or on behalf of a student group or student organization that has the primary purpose of raising money for the use of a student group, a student organization to pay for any part of student activity, or for approved donations.

IV. RESPONSIBILITIES

A. All fundraising must be approved in advance by the administration of the school and Activities

Director, if applicable, and will not start until approved by the ~~Executive Director of Human Resources and Operations~~ Assistant Superintendent of Business and Administrative Services utilizing the Fundraiser Approval Form ([Administrative Procedure 544.1](#) and [544.3](#)). Holding nonapproved activities shall be considered a violation of school district policy. It is the responsibility of the ~~Executive Director of Human Resources and Operations~~ Assistant Superintendent of Business and Administrative Services; to provide coordination of student fundraising throughout the school district as deemed appropriate.

B. Prior to conducting any fundraising for an activity which involves community solicitation, the student members of the fundraising organization and their parents/guardians must be notified of the educational purpose of the activity, the total cost of the activity, the total amount to be raised, and the anticipated profit. If the organization contemplates more than one fundraising activity, all such activities must be listed. If a ticket is sold or announcements posted, the printed message must state the purpose of the fundraising.

C. Fundraising activities during the school day should be limited in number and should not conflict with the regulations relating to food service programs as prescribed by the state and school district.

D. Activities should be avoided where the consumer feels compelled to purchase or the student feels compelled to sell the product or services. Door-to-door fundraising activities should be limited and discouraged. If door-to-door sales are conducted, students are expected to do so in a group of two or more students or be accompanied by a parent/guardian.

E. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

F. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

G. Funds raised by student groups shall be accounted for by each student organization in accordance with school district accounting procedures and Uniform Financial Accounting and Reporting System (UFARS) Manual, Chapter 14. The fundraising completion form ([Administrative Procedure 544.3](#)) shall be sent to the Executive Director of Human Resources and Operations; at the end of the fundraising activity.

H. All fundraising will be conducted in accordance with applicable laws and/or policies. Licenses must be obtained when necessary.

Money or other resources raised by the fundraising activity:

1. Must be used for the student group or students.
2. May purchase supplies, materials, or equipment which will become the property of the district;
3. Must follow UFARS and accounting procedures.

IV. ANNUAL REPORT

The Superintendent shall report to the School Board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy. 95

Legal References:

Minn. Stat. 123B.36 (Authorized Fees)

UFARS Manual, Chapter 14 (Student Activity Accounting)

Minn. Stat. 120A.20, Subd. 1 (Age Limitations; Pupils)

Minn. Stat. 123B.09, Subd. 8 (Duties)

Cross References:

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 904: Community Use of School Facilities and Equipment

High School Academic, Activity and Varsity Athletic Letters

Type:	School Board Policy
Section:	500 STUDENTS
Code:	545
Adopted Date:	3/24/1987
Revised Date(s):	02/09/2009, 06/09/2014, 06/12/2017, 09/19/2019, 10/15/2019
Reviewed Date(s):	05/08/1995, 03/27/2000, 02/28/2005, 02/09/2009, 06/09/2014, 06/12/2017, 06/20/2022
Attached Files:	No Documents Found.

L. PURPOSE

The purpose of this policy is to set criteria for awarding academic, athletic, or activity letters to recognize student motivation, incentive to achieve, ability, accomplishments, and/or contribution to a team effort.

II. GENERAL STATEMENT

Letters are awarded to students in recognition of their efforts in meeting the Moorhead Area Public Schools' mission statement: "To develop the maximum potential of every learner to thrive in a changing world." Guidelines for receiving a letter in academics, athletics and/or activities are listed in [Administrative Procedure 545.1](#) and developed to ensure fairness and equity. Administrative and building policies shall ensure that written requirements are developed, available, and properly communicated to students and parents/guardians.

The guidelines for receiving a letter in athletics and/or activities will be listed by each head coach/activity advisor, kept in the activities office, and distributed at the first meeting of the activity or parent's/guardian's meeting.

Bullying Prohibition

Type:	School Board Policy
Section:	500 STUDENTS
Code:	578
Adopted Date:	3/8/2004
Revised Date(s):	05/12/2008, 06/13/2011, 06/11/2012, 07/14/2014, 06/08/2015, 06/13/2016, 05/02/2019, 07/15/2020, 06/20/2022
Reviewed Date(s):	05/12/2008, 06/13/2011, 06/11/2012, 07/14/2014, 06/08/2015, 06/13/2016, 05/08/2017, 05/29/2018, 06/10/2020, 06/15/2021, 06/20/2022, 06/21/2022
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to set forth the goal of Moorhead Area Public Schools in preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT

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

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

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

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

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

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

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's [Student Discipline Policy 551](#) and [Administrative Procedures 551.1: Discipline Procedures](#), [551.2 Tennessean Warning](#) and [551.3 Notice of Suspension Form](#). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including a letter of deficiency, letter of ~~discipline~~ disciplinary action, termination, or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

III. DEFINITIONS

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

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website, or forum, transmitted through a computer, cell phone, or other electronic devices. The term applies to prohibited conduct ~~which~~ that occurs on school premises, on school district property, at school functions or activities, on school transportation, on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

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

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to the appropriate school district officials (teachers, administrators, coaches/advisors, and other employees). A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial

responses.

B. The Moorhead Area Public Schools encourages the reporting party or complainant to use the report form ([Administrative Procedure 578.1: Bullying Report Form](#)) available from the administrator or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. In each school building the building administrator, the administrator's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to the school district human rights officer ([Assistant Superintendent of Business and Administrative Services](#) ~~human resources director~~) or the Superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employees shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

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

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

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of bullying or other prohibited conduct, the Moorhead Area Public Schools shall promptly begin an investigation of bullying, cyberbullying, harassment, or intimidation report within three school days, and make it. The building report taker will be responsible for the investigation, and any resulting record, and for keeping and or regulating access to any record.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the Student Discipline Policy 551, and procedures (551.1, 551.2, and 551.3) and other applicable school district policies; and applicable regulations.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the Superintendent and/or director of human resources and operations, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

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

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

H. The Moorhead Area Public Schools is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s)/guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

I. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The Moorhead Area Public Schools will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employees of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct who provides information about the bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to

appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The Moorhead Area Public Schools shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The Moorhead Area Public Schools annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct. Information is available on the district website at www.moorheadschools.org.

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

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying and other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct, and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by the inclusion of all or applicable parts of its protection and privacy of pupil records (Protection and Privacy of Student Records Policy 504) in the student handbook.

VIII. NOTICE

- A. The Moorhead Area Public Schools will give annual notice of this policy to students, parents or guardians, and staff, and a summary of this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the Student Discipline Policy 551 distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the School Board shall annually review and revise this policy. The policy shall be made consistent with Minn. Stat. 121A.031 and other applicable law. Revisions shall be made in

consultation with students, parents, community organizations, parent-teacher advisory councils, Superintendent's Advisory Council, Policy Review Committee, and the Instruction and Curriculum Advisory Committee.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. 120B.232 (Character Development Education)
Minn. Stat. 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. 121A.031 (School Student Bullying Policy)
Minn. Stat. 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. § 124D.10 Ch. 124E (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA Model Policy 514 (Bullying Prohibition Policy)
Moorhead School Board Policy 570: Prohibition of Harassment and Violence
Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Moorhead School Board Policy 535: Maltreatment of Vulnerable Adults
Moorhead School Board Policy 576: Moorhead Area Public School District Weapons Policy
Moorhead School Board Policy 551: Student Discipline
Moorhead School Board Policy 552: Corporal Punishment
Moorhead School Board Policy 504: Protection and Privacy of Student Records
Moorhead School Board Policy 501: Equal Educational Opportunity
Moorhead School Board Policy 503: Student Parental, Family and Marital Status Nondiscrimination
Moorhead School Board Policy 571: Hazing Prohibition
Moorhead School Board Policy 555: Notification to Staff Regarding Placement of Students with Violent Behaviors
Moorhead School Board Policy 721: Student Transportation Safety
Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network and Systems Responsible Use and Safety
Moorhead School Board Policy 502: Student Disability Nondiscrimination
Moorhead School Board Policy 448: Electronic Communications Between Employees and Students

School District System Accountability

Type:	School Board Policy
Section:	600 EDUCATION PROGRAMS
Code:	616
Adopted Date:	8/26/2002
Revised Date(s):	05/11/2009, 06/14/2010, 06/13/2011, 05/14/2012, 02/23/2015, 06/12/2017, 05/29/2018, 06/13/2019, 03/19/2020, 02/17/2021, 11/16/2021, 06/20/2022
Reviewed Date(s):	11/10/2003, 06/13/2005, 06/11/2007, 05/12/2008, 05/11/2009, 06/14/2010, 06/13/2011, 05/14/2012, 02/23/2015, 06/12/2017, 05/29/2018, 03/19/2020, 01/20/2021, 02/17/2021, 12/15/2021
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding implementation of state and federal laws.

II. GENERAL STATEMENT

Implementation of state and federal laws will require a new level of accountability for the Moorhead Area Public Schools. The school district also will establish a system to review and improve instruction, curriculum and assessment which will include substantial input by students, parents/guardians and local community members. The school district is accountable to the public and the state through annual reporting.

III. DEFINITIONS

A. "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. "Graduation Standards" means the credit requirements and Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.

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.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The Moorhead School Board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and the Every Student Succeeds Act (ESSA). The broad goals shall be reviewed annually and approved by the School Board. The School Board shall adopt annual

goals based on the recommendations of the Instruction and Curriculum Advisory Committee (ICAC).

2. The improvement goals should address recommendations identified through the advisory committee process. The school district's goal-setting process will include consideration of individual site goals. School district goals may be developed through an evaluation of student progress and a locally determined process.

B. System for Reviewing All Instruction and Curriculum

Incorporated in the process is the analysis of the school district's progress toward implementation of the Minnesota Academic Standards ([Administrative Procedure 601.1: Moorhead Area Public Schools ESSA/Academic Standards Curriculum Review Cycle](#)). Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, and principal evaluations under Minn. Stat. 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. 122A.40, Subd. 8, or 122A.41, Subd. 5.

C. Implementation of Graduation Requirements

1. ICAC shall advise the School Board on the implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. The ICAC Committee will serve as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

2. The School Board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the School Board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, ICAC shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. ICAC may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (the Commissioner) in developing a plan which must include parental involvement components.

3. The educational assessment system component utilized by the School Board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or district-wide assessments. The School Board will utilize models developed by the Commissioner for measuring individual student progress. The School Board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement

1. By October of each year, the ICAC will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.

2. ICAC, working in cooperation with other committees of the school district (technology, grade level, curriculum and assessment committees, etc.) will provide active community participation in:

a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Academic Standards;

b. Identifying annual instruction and curriculum improvement goals for recommendation to the School Board;

c. Making recommendations regarding the evaluation process that is used to measure school district progress toward its goals;

3. The ICAC shall meet the following criteria:

a. The advisory committee shall ensure active community participation in all planning for instruction and curriculum affecting graduation standards.

b. The advisory committee shall make recommendations to the School Board on school district-wide standards, assessments and program evaluation.

c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.

d. A local process shall be used for developing a plan for assessment of student progress toward the academic standards as well as program evaluation data for use by the advisory committee in the instruction and curriculum review process. This plan shall annually be approved by the School Board.

4. The advisory committee shall, when possible, be comprised of two-thirds of community representatives, and shall reflect the diversity of the community. Included in its membership should be:

a. Assistant superintendent of **teaching and learning and accountability**

b. Building administrator

c. School Board member, representative, and alternate

d. Two high school student representatives

e. Elementary teacher, secondary teacher, special education teacher, and teacher representing gifted and talented

f. Two parents/guardians from each school

g. Two representatives of senior citizens

h. Two representatives of higher education

i. Representatives reflecting the diversity of the community

j. One clergy representative

5. Translation services should be provided to the extent appropriate and practicable.

6. The advisory committee shall meet the following timeline each year:

September: Organizational meeting of the committee to review the authorizing legislation and the roles and responsibilities of the committee as determined by the School Board. Provide direction to and review the "Summary of the World's Best Workforce Annual Report on Curriculum, Instruction and Student Achievement."

October: Become familiar with the instruction and curriculum of the cycle content area.

September to May: Review evaluation results and prepare recommendations.

November: Present recommendations to the School Board for its input and approval.

D. Evaluation of Student Progress Committee

A committee of licensed professional staff shall develop a plan for assessment of student progress toward the Minnesota Academic Standards, as well as program evaluation data for use by the advisory committee in the instruction and curriculum review process. This plan shall annually be approved by the School Board.

E. Educational Planning and Assessment System

The school district may elect to participate in a program to provide a longitudinal, systematic approach to student educational and career planning, assessment, instructional support, and evaluation.

F. Reporting. Consistent with Minn. Stat. 120B.36, Subd. 1, the School Board shall publish a report in the newspaper with the largest circulation in the district, by mail or by electronic means on the school district website. 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 school 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. The school district shall periodically survey affected constituencies about their connection to and level of satisfaction with the school. The school district shall include the results of this evaluation in its summary report to the Commissioner.

Legal References:

Minn. Stat. 120B.02 (Educational Expectations for Minnesota's Students)
 Minn. Stat. 120B.018 (Definitions)
 Minn. Stat. 120B.11 (School District Process)
 Minn. Stat. 120B.128 (Educational Planning and Assessment System (EPAS) Program)
 Minn. Stat. 120B.35 (Student Achievement Levels)
 Minn. Stat. 120B.36 (School Accountability; Appeals Process)
 Minn. Stat. 122A.40, Subd. 8 (Employment; Contracts; Termination)
 Minn. Stat. 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
 Minn. Stat. 123B.04 (Site Decision Making Agreement)
 Minn. Stat. 123B.147, Subd. 3 (Principals)
 Minn. Rules Part 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 3501.1300-3501.1345 (Academic Standards for Social Studies)
 Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
 20 U.S.C. 6301, *et seq.* (Every Student Succeeds Act (ESSA))

Cross References:

MSBA/MASA Model Policy 616 (School District System Accountability)
 Moorhead School Board Policy 104: Mission Statement
 Moorhead School Board Policy 231: Instruction and Curriculum Advisory Committee
 Moorhead School Board Policy 601: Curriculum and Instruction Goals of Moorhead Area Public Schools
 Moorhead School Board Policy 640: Moorhead Area Public Schools Graduation Policy

Moorhead School Board Policy 652: Staff Development for Minnesota Academic Standards and the Every Student Succeeds Act (ESSA)

Moorhead School Board Policy 653: Credit for Learning of Minnesota Graduation Standards

Moorhead School Board Policy 656: Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students

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

Accounting

Type: School Board Policy

Section: 700 NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Code: 702

Adopted Date: 6/20/2022

Revised Date(s):

Reviewed Date(s): 06/20/2022, 06/21/2022

Attached Files: No Documents Found.

New Policy

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. § 123B.79, as amended, or other applicable statutes.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minn. Stat. § 123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)

Annual Audit

Type: School Board Policy

Section: 700 NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Code: 703

Adopted Date: 6/20/2022

Revised Date(s):

Reviewed Date(s): 06/21/2022

Attached Files: No Documents Found.

New Policy

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with the law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of Moorhead Area Public Schools is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed-upon services.

B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.

C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.

D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act, and the Minnesota Legal Compliance Audit Guide issued by the Office of the State Auditor.

F. The school board must approve the audit report by resolution or require a further or amended report.

G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.

H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)

Minn. Stat. § 123B.02 (School District Powers)

Minn. Stat. § 123B.09 (School Board Powers)

Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)

Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements; Statement for Comparison and Correction)

Cross References: MSBA/MASA Model Policy 702 (Accounting)

MSBA Service Manual, Chapter 7, Education Funding

Public Gifts to the School District

Type: School Board Policy

Section: ~~800 BUILDINGS AND SITES~~ *700 Non-Instructional Operations and Business Services*

Code: ~~834~~ *706*

Adopted Date: 2/13/1979

Revised Date(s): 05/12/2008, 12/12/2011

Reviewed Date(s): 05/01/1990, 09/26/1994, 02/08/1999, 04/12/2004, 05/12/2008, 12/12/2011, 04/11/2016, 06/21/2022

Attached Files: No Documents Found.

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the Moorhead School Board.

II. GENERAL STATEMENT

It is the policy of Moorhead Area Public Schools to accept gifts only in compliance with state law. Please refer to [Administrative Procedure 834.1](#) for the criteria used to examine and evaluate offers of gifts to the school district.

III. ACCEPTANCE OF GIFTS

The School Board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The School Board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether the gift should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The School Board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

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

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

Legal References:

Minn. Stat. 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. 465.03 (Gifts to Municipalities)



Student Activity Accounting

Type: School Board Policy

Section: 700 NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Code: 714

Adopted Date: 6/20/2022

Revised Date(s):

Reviewed Date(s): 06/21/2022

Attached Files: No Documents Found.

New Policy

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Cocurricular Activity

A "cocurricular activity" means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have one or more of the following characteristics:

They are conducted at regular and uniform times during school hours, or at times established by school authorities;

They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and

They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A "curricular activity" means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An "extracurricular (noncurricular/supplementary) activity" means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have all of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A "public purpose expenditure" is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.

4. All student activity funds will be collected and expended:

- a. in compliance with school district policies and procedures;
- b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
- c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
- d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
- e. in a manner which meets a public purpose.

5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

Legal References:

Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09 (Boards of Independent School Districts)

Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)

Minn. Stat. § 123B.35 (General Policy)

Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.37 (Prohibited Fees)

Minn. Stat. § 123B.38 (Hearing)

Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Minn. Stat. § 123B.52 (Contracts)

Fund Balance**Type:** School Board Policy**Section:**~~800 BUILDINGS AND SITES~~*700 Operations and Business Services***Code:**~~802~~ **715****Adopted Date:** 1/26/2009**Revised Date(s):** 06/27/2011, 06/25/2018**Reviewed Date(s):** 06/27/2011, 12/15/2014, 06/25/2018, 06/21/2022**Attached Files:** No Documents Found.**I. PURPOSE**

The purpose of this policy is to ensure the financial stability of the Moorhead Area Public Schools, to provide a sound basis to justify a strong financial rating, and to provide a reserve enabling the school district to deal with unforeseen budget expenditures and revenue shortfalls.

II. GENERAL STATEMENT

The policy of this school district is to classify its fund balances based on the nature of the particular net resources reported in the separate funds of the district. The district will report fund balances in compliance with reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB). To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.

B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the School Board and that remain binding unless removed by the School Board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.

C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.

E. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term

receivables, non-financial assets held for resale or the permanent principal of endowment funds.

F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.

G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted and committed fund balances exceed the total net resources of that fund.

H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

A. 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. When the unassigned General Fund balance is projected to decrease below 17% of the General Fund budget, the district shall initiate one or more of the following measures to ensure that the year-end General Fund unassigned balance for the budget year in question does not fall below 17%:

1. Reduce expenditures through implementation of cost containment measures.
2. Seek opportunities to increase revenue. Consider fee increases where appropriate. Examine options to increase enrollment.
3. If permitted by state law, request from voters additional revenue through an increase in the operating referendum or other financial options.
4. A combination of the above.

B. When the fund balance in the General Fund budget approaches 17%, the district shall implement other budget control measures that do not adversely affect delivery of instructional programs.

C. The Fund Balance policy shall also apply to the administration of the Food Service Operating Fund and the Community Education Fund with proper consideration and adjustment to conform with reserve limits established by statute.

Please refer to [Administrative Procedure 802.1: Fund Balance Procedures](#).

VI. ORDER OF RESOURCE USE

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If resources from more than one fund balance classification could be spent, the school district will strive

to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the School Board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The School Board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the Superintendent or designee. Assignments so made shall be reported to the School Board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the School Board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The School Board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal Reference:

Statement No. 54 of the Governmental Accounting Standards Board

Cross Reference:

MSBA/MASA Model Policy 714 (Fund Balances)

Complimentary Athletic Season Passes/Single Event Passes

Type: School Board Policy

Section: ~~800 BUILDINGS AND SITES~~ *700 Non-Instructional Operations and Business Services*

Code: ~~832~~ *716*

Adopted Date: 3/31/1995

Revised Date(s): 06/11/2007, 04/11/2011, 09/11/2019, 10/15/2019

Reviewed Date(s): 08/12/2002, 06/11/2007, 04/11/2011, 06/12/2017, 09/11/2019, 06/21/2022

Attached Files: No Documents Found.

I. PURPOSE

The purpose of the policy is to provide guidance on the distribution of complimentary passes.

II. GENERAL STATEMENT

In order to encourage staff attendance at athletic activities and to acknowledge the contributions of community members, Moorhead Area Public Schools has established the following criteria for issuing complimentary athletic passes/single event passes.

III. SEASON PASSES

Moorhead Area Public School District staff and School Board members will be provided complimentary passes for regular-season home athletic events. Yearly employment shall be verified through the Human Resource Department at the beginning of the school year.

A. Staff photo identification (ID) cards would be required for admittance to any regular season contest. ID cards are nontransferable. Any district staff member with a current Moorhead photo ID would be admitted.

B. Complimentary passes do not provide admittance to post-season contests or non-athletic events.

C. If a school employee wishes to include a spouse on the season pass at a reduced rate, the employee must contact the Activities Office.

D. Residents of the school district who are 65 years of age or older will be given a Senior Citizen pass upon request. Requests must be made in person at the Activities Office and identification will be required. The pass is limited to regular-season home athletic events (non-tournaments).

E. The Activities Office may provide complimentary season passes to media representatives covering Moorhead contests.

F. The Activities Office may provide a limited number of season passes for those individuals providing supportive services. A list of those receiving season passes will be maintained in the Activities Office.

IV. SINGLE EVENT PASSES

A. The Activities Office may designate a game as ~~South~~ ^{Page 128} Night where students attending Moorhead Area

Public Schools may be admitted to a game at no charge. The Activities Office will coordinate the criteria for admittance.

B. The Activities Office may provide a limited number of single-event passes for those individuals providing supportive services. A list of those receiving single event passes will be maintained in the Activities Office.

Disposition of Obsolete Equipment and Material

Type:	School Board Policy
Section:	800 BUILDINGS AND SITES
Code:	833 802
Adopted Date:	8/8/1978
Revised Date(s):	02/12/2007, 04/11/2011, 06/13/2019
Reviewed Date(s):	03/27/1990, 03/22/1994, 05/11/1998, 06/23/2003, 02/12/2007, 04/11/2011, 04/11/2016, 06/21/2022
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide guidelines for the Superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT

Effective use of school building space and consideration for safety of personnel may at times require disposal of obsolete equipment and material.

III. DEFINITIONS

A. "Contract" means an agreement entered into by the Moorhead Area Public School District for the sale of supplies, materials or equipment.

B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The Superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the Moorhead School Board. The Superintendent shall be authorized to properly dispose of used books, materials and equipment deemed to have little or no value.

B. Contracts over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the School Board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in

determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the School Board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the School Board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the School Board may readvertise.

5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.

6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts from \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, at the discretion of the School Board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district in any 12-month period. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers.

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contacts if it is disposing of surplus school computers and related equipment by conveying the property and title to:

1. another school district;
2. the state department of corrections;
3. the board of trustees of Minnesota State Colleges and Universities; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

If surplus computers are not disposed of as described above in Paragraph 1, upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablets devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available the school must first qualify students whose families are eligible for free or reduced-priced meals and then dispose of the remaining computers or tablets by lottery.

Legal References:

Minn. Stat. 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)
 Minn. Stat. 123B.29 (Sale of School Building at Auction)
 Minn. Stat. 123B.52 (Contracts)
 Minn. Stat. 471.345 (Uniform Municipal Contracting Law)
 Minn. Stat. 645.11 (Published Notice)
 Minn. Stat. 13.591 (Business Data)

Equal Access to Moorhead Area Public Schools Facilities

Type: School Board Policy

Section: ~~700 NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES~~ **800 BUILDING AND SITES**

Code: ~~702~~ **803**

Adopted Date: 6/23/2003

Revised Date(s): 02/09/2009, 12/10/2012, 05/08/2017

Reviewed Date(s): 03/16/2005, 01/14/2008, 02/09/2009, 12/10/2012, 05/08/2017, 12/12/2019, 06/21/2022

Attached Files: No Documents Found.

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT

A. The policy of the Moorhead Area Public Schools is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

B. The Moorhead School Board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.

C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.

D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

E. In adopting and implementing this equal access policy, the school district will NOT:

1. influence the form or content of any prayer or other religious activity;
2. require any person to participate in prayer or other religious activity;
3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. "Secondary school" means any school with an enrollment of pupils ordinarily in grades 6 through 12 or any portion thereof.
- C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Secondary schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

A. Any student who wishes to initiate a meeting under this policy shall apply to the building administrator at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:

1. All activities or meetings must comply with existing policies, regulations, and procedures that govern the operation of school-sponsored activities.
2. The activities or meetings are voluntary and student-initiated. The building administrator may require assurances of this fact.

B. Student groups meeting under this policy must comply with the following rules:

1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for the discipline of an individual student and grounds for a particular group to be

denied access.

2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations, and procedures governing school-sponsored activities.

C. Students applying for use of school facilities under this policy must provide the following information to the building administrator: time and date of meeting, estimated number of students in attendance and special equipment needs.

D. The building administrator has the responsibility to:

1. Keep a log of application information.

2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.

3. Note the condition of the facilities and equipment before and after use.

4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.

5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.

F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.

G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.

H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References:

20 U.S.C. 4071-74 (Equal Access Act)

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act)

Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)

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

Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d996 (8th Cir. 2012)

Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References:

Moorhead School Board Policy 904: Community Use of School Facilities and Equipment

Moorhead School Board Policy 551: Student Discipline

MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

MSBA Service Manual, Chapter 13, School Law Bulletin "O" (Equal Access Act)

Public Distribution of Materials in Moorhead Area Public Schools

Type:	School Board Policy
Section:	900 SCHOOL DISTRICT - COMMUNITY RELATIONS
Code:	906
Adopted Date:	6/23/2003
Revised Date(s):	01/08/2007, 12/12/2011, 05/02/2019, 05/09/2019
Reviewed Date(s):	01/08/2007, 12/12/2011, 06/13/2016, 06/21/2022
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT

A. Moorhead Area Public Schools intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting, within the limitations and provisions of this policy. Moorhead Area Public Schools reserves the right to edit or to refuse any materials submitted.

B. To provide for the orderly and non-disruptive distribution of materials, the School Board adopts Administrative Procedure 906.1 and Administrative Procedure 906.2.

III. DEFINITIONS

A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.

B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.

C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.

D. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

E. "Minor" means any person under the age of eighteen (18).

F. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

G. "School activities" means any activity sponsored by the school, including but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.

H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.

IV. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, law enforcement will be called.

Legal References:

U. S. Const., amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)

Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)

Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)

Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)

Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)

Cross References:

Moorhead School Board Policy 544: Activities Fund Raising

Moorhead School Board Policy 506: Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees