

Southwest Telecommunications Cooperative

Telecommunications System Handbook

July 1, 1999

Prepared for Southwest Telecommunications Cooperative Member Districts
by Forrest Fosheim & Jerry Parker

http://www.mntm.org/itv/itv_handbook.PDF

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Southwest Telecommunications Cooperative Governance Board

Douglas Froke, Superintendent	Fulda Public Schools
Bruce Haug, Director of RMIC	SW/SC Service Cooperatives
Rick Ellingworth, Superintendent	Redwood Valley Public Schools
Joel Whitehurst, Superintendent	Cedar Mountain Public Schools
Orlyn Wiemers, Superintendent	Minneota Public Schools
Greg East, Superintendent	Round Lake Public Schools
Steve O'Conner	Marshall High School
Jay Haugen, Superintendent	Sleepy Eye Public Schools
John Widvey, Superintendent	Worthington Public Schools
Steve Kjorness, Superintendent	Westbrook/Walnut Grove Public Schools
Jerry Horgen, Superintendent	Pipestone Public Schools

The Southwest Telecommunications Cooperative Policies, Procedures and Operations Manual shall be effective on July 1, 1998

Signature _____

(Chairman) (Vice Chairman)

ITV Common Calendar

All participating districts will make a best effort to comply with the common ITV calendar, which will be developed by Southwest Telecommunications Cooperative (SWTC) staff, presented to the superintendents for recommendation, reviewed and recommended to the governance board for approval.

All participating districts will make a best effort to comply with the common calendar as found in Appendix M and then recommend it to their individual boards for their approval.

Common Daily Operational Schedule

The daily schedule will be developed and presented to the superintendents for their recommendation. It will then be presented and adopted by the Governance Board. All districts will make a best effort to comply with the start time and ending time of the daily schedule.

All start times and calendar days for general operating use will be developed by SWTC staff.

All common start times, common daily schedules, and common calendar pertaining to secondary and community use of the distance learning network will be developed by SWTC and approved by the governance board.

Seven Period Day

Period 0	7:25 - 8:15
Period 1	8:20 - 9:10
Period 2	9:14 - 10:04
Period 3	10:08 - 10:58
Period 4	11:02 - 11:52
Lunch	
Period 5	12:26 - 1:16
Period 6	1:20 - 2:10
Period 7	2:14 - 3:04

Four Block Day

Block 1	8:15 - 9:40
Block 2	10:00 - 11:25
Block 3	12:10 - 1:35
Block 4	1:40 - 3:05

Common Curriculum Planning Policy/Procedure

Curriculum Development - Class offerings will be identified by principals.

Teaching Staff - ITV teachers will be responsible to the host site principal.

Teacher Licensure - The host site will be responsible for ensuring that ITV instructors are appropriately licensed. In cases where the ITV instructor is not properly licensed, the host site will be responsible for obtaining the necessary waiver.

Graduation Standards - A standard placed in a class by the host site will be part of the course description. A standard and student's score, awarded by an ITV teacher using a performance package and approved by that district's panel, will be accepted by remote sites.

Time Table for ITV Program Planning and Development

September - November	Identify possible instructors and courses, including standards, for next years course offerings.
December	Prioritize courses from developed list. Follow up with teachers identified as interested. Develop course descriptions.
January	Student pre-registration conducted. Tabulate results and distribute. Decision on courses to be offered via ITV based on enrollment totals, teacher availability, and number of remotes.
February 15	Final student registration for ITV classes. Develop final master ITV schedule. Determine originators of each class. Finalize teacher assignment.
March	Instructional books, materials and all incidentals for ITV classes requisitioned by originating school shall be submitted to SWTC
May	Check on final availability of teachers. Order approved materials for all ITV classes.
July & August	Rosters delivered to originator from remote sites and instructional materials delivered to sites. Schedule is finalized. ITV teacher training is conducted.

Registration Process/Procedure

Registration will be handled by the principals and counselors in each of the participating districts.

Registration of students for classes on the ITV Network will be the responsibility of the individual participating districts. Registrations will be submitted to and compiled by SWTC staff with assistance from the principals. Final registration totals will be compiled and verified for individual districts no later than February 15.

Totals will be final and participating school districts will be held financially accountable for each student registered at that time.

Drop/Add Policy

The student Drop/Add Policy will be in effect for each district as long as it is no later than one week following opening day of the semester. The remote district will still be held responsible for student counts determined during final student registration.

Credit

The instructor will award a percent and/or letter grade for ITV classes in accordance to host school grading policies.

ITV Teaching staff may use the form titled "SWTC Grade Reports" as found in Appendix C to submit all ITV student grade information.

Incomplete Work

Student policies for incomplete work established by the host site district is applicable to and sets precedence to all remote sites participating in each respective ITV class. Incomplete policies will be reviewed by host site instructors during the first day of ITV classes.

Midterm Reports

Midterm deficiency reports should be sent as needed to the appropriate school.

Staff Notification/Assignment

Any teaching assignment which includes ITV delivery will be assigned by the ITV host administrator.

All staff will be notified as to their ITV assignment prior to ITV teacher training.

All ITV staff will be required to participate in ITV training. SWTC will pay the teachers a daily stipend of \$75 per day and \$40 per half day for this training, as determined by the governance board. SWTC will bill the ITV staff's district for reimbursement.

ITV training in-service will be made available prior to teaching on the system.

Host School Reimbursement for ITV Staff

Expenses incurred for host site staff for teaching on the ITV system will be reimbursed at the statewide average teachers salary, as posted by the Department of Children Families and Learning, including benefits, divided by a seven period day, based on eight students.

Remote sites will be assessed a fee based on the statewide average teachers salary, as posted by the Department of Children Families and Learning, including benefits, divided by a seven period day, based on eight students.

If there are less than eight students in a class the host site will be paid based on an 8 student minimum.

Southwest Telecommunications Cooperative will be responsible for gathering and tracking data on ITV staff expenses, determining the average cost for ITV staff per ITV student on the system per semester and monitoring the reimbursement process. The form, Breakdown of Instructional Costs for ITV Staff in Appendix E, will be used to gather data relevant to determining ITV staff costs. This form must be signed by the host school Superintendent and submitted to SWTC as soon as possible after ITV staff assignments have been made.

Travel expenses for the host teacher required visits will be negotiated by the sites involved in the class.

ITV Materials and Supplies

ITV staff will have their ITV requests for materials and supplies turned in to SWTC for ordering by April 1.

Textbooks and teacher resource materials purchased for ITV use will be reviewed according to the curriculum review cycle. Purchase of new textbooks and resource materials for any class will be dependent upon:

- (1) Recommendation of teachers
- (2) Age of existing materials
- (3) Availability of replacement materials
- (4) Condition of the materials in use
- (5) Survey of what textbooks and resource materials are being used in other schools.

When a new class is hosted by ITV, the teacher(s) involved will select materials by April 1. If a host site has materials available for a solo class, SWTC will negotiate with the host site to supply those materials to the receiving sites. **Materials** are textbooks, teacher presentation materials, and consumable educational materials. Materials will be purchased by SWTC. **Supplies** are paper, pencils, pens, markers, video tapes, staplers, etc. Supplies will be the responsibility of each district or student.

A recommendation for purchase of materials will be made by the curriculum committee and approved by the Director of SWTC.

The cost for textbooks and teacher resource materials will be charged back to the specific class. ITV staff will use the SWTC Textbook, Supplies and Materials Requisition Form found in the Appendix F to request all ITV teaching materials.

Used ITV Materials

ITV Networks purchase of used ITV textbooks and materials purchased from member schools will become property of SWTC and will be priced and/or purchased on a 5 year amortization schedule (20% depreciation per year) from date of purchase. Purchase prices will be determined from original invoice statements.

ITV Staff Evaluation

Decisions regarding employment related evaluations of ITV staff are the responsibility of the employing host school district.

ITV staff observation may be conducted from remote sites for courses taught on the system.

ITV Curriculum/Course Evaluation

Two meetings per school year (August and May) will be recommended of all ITV instructors and principals to review the ITV programming, policy and procedures. Any additional meetings will be called by SWTC staff as deemed necessary.

Student Data Base

A preliminary student count will be developed during the month of January as soon as assignments are known and registration is done. Principals should submit a finalized student ITV registration list to SWTC staff by February 15, so a student roster can be compiled.

All relevant health information and/or medical needs should accompany the final registration and input into the database.

Use the form titled "SWTC Class Roster" found in Appendix I.

ITV Schedule Changes

Notification of daily schedule changes should be handled by the ITV teacher and the remote site principals.

ITV Change of Sites

Notification of any change of teaching sites should be made to SWTC 48 hours prior to the change. Notification should also be given to the principals of the host and receive sites. The notification can be faxed or e-mailed to the SWTC office and to all relevant sites and must be submitted by the instructor of the class.

Field Trips and Other Activities

Notification of field trips, ITV student get-together's, etc., should be made by the ITV instructor and arranged through and approved in writing by the host/remote site school administrators 10 days in advance of proposed activity. All expenses incurred for travel, field trips, etc., for ITV classes will be the responsibility of the school districts involved.

Weather Changes

The ITV class and times schedule will always remain intact. If a school makes changes to a local district schedule, the ITV students will still be accountable for classroom work. If a site that closes due to inclement weather is the "host site," then that class is canceled at all participating sites. Cancellations will be announced through a common radio station in your area.

Staff Changes (Substitutes)

All substitute ITV teaching staff will be handled in the traditional method. The host site shall provide a substitute just as any other traditional class. When a substitute teacher is not hired, the principal at all participating remote sites shall be notified by phone and/or fax along with the student assignments for the day.

The teacher shall have a working plan prepared for his/her substitute. Host school shall have a list of substitutes available for a particular class. Ideally, all substitutes should be trained on the system.

Student Policy

Student policy handbooks at each individual school are applicable to and set precedence to all ITV classes at the local school.

Parent/Student/Teacher Conference

ITV teachers may be requested to conduct Parent/Teacher conferences if deemed necessary.

Minimum/Maximum ITV Classes

Minimum Student Count (Class)	Eight (8) students must be registered for a class to be held over the ITV network. Classes with fewer than eight registered will be reviewed by the principals who will then make a recommendation to the governance board.
Maximum Student Count (Class)	A maximum of 24 total registered students for an ITV class. Any additional students will need to be approved by the host site teacher/administrator.
Maximum Number of Sites	A maximum of 3 remote sites plus the host site.
Maximum Student Count (site)	A maximum of 12 students per host site.
Preference	Juniors and Seniors will be given scheduling priority during the registration process for all ITV classes.
Exceptions	Transfer students can be an exception to maximum student numbers.

Fire Drills

All local school district fire drill rules apply for all ITV studios and students. Students participating in fire drills will notify the ITV instructor that a fire drill is in progress at their school, and they will have to comply with their school's fire drill rules.

Non ITV Usage of Studios

ITV Network studios can be utilized for other non ITV system activities, however, studio equipment will remain intact and in place with no alterations. Any changes and/or alteration to studio equipment which requires service or maintenance to reinstate operations will be invoiced for time and travel of service personnel.

Return of Materials

All ITV materials owned by SWTC shall be collected and returned to SWTC office by principals in the local district. All ITV materials should be packaged in a labeled box with a Receipt of Inventory list of contents as found in Appendix G. A copy of the Receipt of Inventory will be faxed/sent to SWTC. The Project Director will generate and distribute a year end report, for audit purposes, detailing the breakdown of reimbursements to schools for expenditures on ITV staff, textbooks, supplies and materials. Materials owned by the host school are the responsibility of the ITV Teacher.

Supervision/Responsibility

ITV teachers are expected to maintain ITV classroom order the same as in the regular classroom environment. In the event of behavioral problems, the ITV teacher shall immediately notify remote site principals or office personnel. Remote site behavioral problems will be dealt with by remote site principals.

Remote site districts will provide ITV classroom supervision and assume responsibility for disciplinary action. No ITV teachers will be assigned to supervise students at remote sites during preparation time or during the time they are performing their regularly assigned duties.

ITV teachers are responsible for ITV class attendance and should submit attendance records along with grade reports to participating remote sites.

Supervision

Principals of the receiving or remote sites are ultimately responsible for all supervision in the interactive studio.

Supervisory monitors have been placed into district administrators offices for their own student supervisory assistance purposes only.

Absentee & Make-up

Host-site teacher's policy on absentee and make-up work set precedence. VCR taping availability can be made available to the student with advanced written approval from the instructor.

Discipline

Instructors shall be responsible for the behavior of students at remote sites only to the extent that the building principal (or designate) at the remote site be notified of any behavior which is not acceptable for the ITV classes. Acceptable student behavior is defined in the Student Policy Form to be signed by both student and parent.

The Student Policy Form is located in Appendix J and entitled "Southwest Telecommunications Cooperative Classroom Discipline Procedure".

Contact Person

Each school will select a contact person(s) to distribute and return ITV materials to the ITV Instructor. A complete list of the contact person(s) for each school district can be found in Appendix A. The Instructional Mailing Form found in Appendix K should be filled out completely and accompany all ITV materials sent through the mail service.

Hardcopy Transfers (Fax)

All classroom materials from the originating site can be mailed and/or faxed out to the remote sites, but all finished classroom materials must be sent back by way of the U. S. Postal Service. The Instructional Mailing Form found in Appendix K should be used as a cover page to accompany all faxed, as well as, all mailed ITV materials. Address labels for ITV classes will be provided by the SWTC staff.

Telephone Usage

Student/Instructor communications can take place on the system, or if a need for private communications is required, it can be dealt with on the telephone using the school telephone with permission.

Test Policy and Procedures

All test procedures will basically be up to the instructor. If the instructor deems it necessary to have a monitor present either for a quiz or test, the arrangements should be made with the remote site Principal(s). This arrangement should be made in advance.

After School Hours Operations

After school ITV class arrangements and approval to use the ITV system must be made with SWTC staff 48 hours in advance.

System Management/Operations

The SWTC Director and Video Network Coordinator are responsible for ITV system equipment operations and management.

First Day of ITV Operations

Principals or designated teachers will be responsible for conducting day one of all ITV classes and must address the following list of items with their students.

1. Introduction
2. Attendance, Incompletes, & Grading
3. Discipline Procedure - Page
4. Parent/Student Agreement - Page
5. Studio start-up procedures and equipment usage and operations
6. Distribution of materials/textbooks

System Failures

Studio component or electronic failures to ITV system or studio must be reported as soon as possible to the Video Technician or the Project Director by telephone. Please have these numbers posted in the studio.

To report trouble call the “Help Desk”800-996-5488

To report trouble after hours, call.....800-920-5126

Southwest Telecommunications Cooperative Personnel

<u>Name</u>	<u>Telephone #</u>	<u>Fax #</u>	<u>E-mail</u>
Rod Wrege, Director	831-6950 Ex 102 Cellular 800-957-1654	831-6944	rodwrege@mntm.org
Forrest Fosheim, Network Coordinator	831-6950 Ex 106 Cellular 800-920-5126	831-6944	forrestf@mntm.org
Deb Hjelmtveit, Video Technician	831-6950 Ex 109 Cellular 800-620-6863	831-6944	debhjelm@mntm.org
Theresa Black, Secretary	831-6950 Ex 0 or 100	831-6944 tblack@mntm.org	
Jerry Parker, Operations Manager	831-6950 Ex 103	831-6944	jparker@mntm.org
Tim Hansen Video Technician	537-7656		thansen@mntm.org

If the system is not working, please notify participating sites.

After School System Operations

Community Education/Post Secondary Personnel

ITV training inservices will be made available prior to teaching on the system.

All community education instructional staff will be required to participate in ITV training/inservice prior to going on the system.

ITV Studio Access

All participating districts will be notified and shall provide access to the ITV studio for community education. Participating sites will assist users with studio set up and ITV operations.

Notification of Schedule Changes

Notification of any changes in program schedule must be made 48 hours prior to the change.

Notification of change should be made to SWTC staff, as well as the principals of the host and receiving sites. The notification can be faxed to the SWTC plus all relevant sites and must be made by the Instructor of the ITV class.

Weather Changes (late starts, cancellations, etc..)

Community Educational Staff will be held responsible to notify participants of all schedule changes.

If a school district has canceled K-12 classes due to inclement weather, evening classes will be canceled for that particular school district as well. If the host site has not closed, but one or more remote sites has, the decision to cancel an evening class will be made on a case by case basis based on the following criteria: 1. Student numbers and locations 2. Current weather conditions 3. Speed and direction of weather progression 4. Instructor's desire to proceed 5. Administration's concern over student safety. Every attempt will be made to determine by 4:00 pm whether or not evening classes will be canceled.

Cancellations will be announced through a common radio station in your area. The community education director should inform the sites. Use the broadcast capabilities of the fax machine to notify all sites.

Interstudio Communications

Hardcopy Transfers (Fax) - All classroom materials from the originating site can be mailed or faxed to the remote sites, but all finished classroom materials must be sent back by way of the U. S. Postal Service. The community Education Instructional Staff will be responsible for delivery and distribution of class room materials.

Test Procedures

All test procedures will be up to the instructor. Southwest Telecommunications Cooperative does not provide ITV monitors for after school system operations. Supervising monitor arrangements should be made through the community education organization hosting the activity.

Scheduling Procedures

All scheduling requests shall be done at least 48 hours in advance of the event and shall be made through the offices of SWTC.

VCR & Taping

Teachers may request that an ITV class be video taped by SWTC. Prior to the taping, the instructor must return the "Interactive Video Network Videotaping Authorization Form (found in Appendix m or n) with their signature. The teacher must specify the date and time for the video taping.

Fees for ITV System Usage

Tuition & Instructional Materials are the responsibility of the Community Education who is conducting the scheduled class.

Community Education and Post Secondary Schools, for use of ITV system, will return at the termination of each scheduled class 25% of all revenues including registration fee tuition plus FTE (full time equivalency) to the SWTC office. The SWTC Governance Board, in the best interest of the ITV membership, reserves the right, upon mutual consent, to waive fees for ITV system usage.

This revenue will be divided equally between the host and remote sites participating in each respective class offering.

Materials/Supplies

Distribution of materials and supplies for credit courses will be distributed at the first meeting of the ITV class. A joint meeting at a common location of all class participants will be prearranged by the host instructor.

Distribution of materials & supplies for a non-credit course will be coordinated and distributed by the host instructor prior to the first meeting by a designated person at each site.

Appendix

Appendix A

Contact Personnel

Contact person(s) to distribute and return ITV materials to the ITV instructor.

<u>School</u>	<u>Name</u>	<u>Phone#</u>	<u>Fax#</u>	<u>E-mail</u>
Adrian	Bonnie Haugom	483-2232	483-2342	bhaugom@aps.mntm.org
Canby	Robert A. Slaba Jr.	223-7226	223-7536	
Edgerton	Marlys Menning	442-7881	442-8541	marlysm@eps.mntm.org
Edgerton	Gene Miller	442-7881	442-8541	
Comfrey	Judy Schroeder	877-3491	877-3492	
Fulda	Dale Kirsch	425-2516	425-2001	dale@fps.mntm.org
Hills	Tom Knoll	962-3240	962-3238	tk008@hbc.mntm.org
HLO	Brenda Renczykowski	853-4507	853-4642	
HLO	Paul Bang	853-4507	853-4642	
JCC	Jim Hirman	847-5310	847-3078	jhirman@jcc.mntm.org
Lincoln High	Melana Bloch	694-1540	694-1125	
Luverne	Gary Fisher	283-4491	283-9681	g_fisher@gm.luverne.k12.mn.us
Marshall	Steve O'Conner	537-6920	537-6931	sboc@starpoint.net
MCC	Peggy Smith	836-8360	836-6375	
Minneota	Bruce Johnson	872-6175	872-5172	bjohnson@swsc.org
Mt. Lake	C. Kremmin	427-2323	427-3047	conniek@mlnet.mntm.org
Mt. Lake	D. Pace	427-2323	427-3047	davidpac@mlnet.mntm.org
Mt. Lake	L. Jungas	427-2323	427-3047	
Pipestone	Steve Griffith	825-5861	825-4035	sgriffit@pas.mntm.org
Redwood Velley	Don Yrjo	644-3511	644-3057	dyrjo@redwood.mntm.org
Round Lake	Lynn Soulek	945-8123	945-8124	
Cedar Mt.	Barb Kerkhoff	249-5990	249-3941	
	Eileen Rothmeier	249-5880		eileenr@mntm.org

Red Rock Central	Denise Popp Barb Johnson	752-7361 752-7361	752-6133 752-6133	poppd@rrcnet.org johnsonb@rrcnet.org
Sleepy Eye	Anita Schieffert	794-7904	794-5404	anita_schieffert@sleepyeye.mntm.org
Windom	Cary Villeneuve	831-6910	831-6909	villene@was.mntm.org
Springfield	John Dezeeuw	723-4288	723-6407	dezeeuw@springfield.mntm.org
Tracy	Sue Nackerud	629-5500	629-4835	
Tyler	Gary Brosz	247-5911	247-3876	
Wabasso	Traci Bernardy	342-5114	342-5203	bernardy@wabasso.mntm.org
Wabasso	Joyce Plaetz	342-5114	342-5203	
Walnut Grove	Julia Graves	859-2141	859-2329	jgraves@walnutgrovemntm.org
Westbrook	Bill Richards	274-6111	274-6113	richards@mntm.org
Westbrook	Karen Kolar	274-6111	274-6113	

Contact person for after school hours.

<u>School</u>	<u>Name</u>	<u>Phone#</u>	<u>Fax#</u>	<u>E-mail</u>
Adrian	Dave Edwards	483-2678	483-2342	dedwards@aps.mntm.org
Canby	Robert A. Slaba Jr.	223-5040	223-7536	
Cedar Mt.	Roger Voelz	249-3812	249-3149	
Comfrey	Judy Schroeder	877-3751	877-3492	
Comfrey	Bob Meyer	877-5022	877-3492	bmeyer@comfrey.mntm.org
Edgerton	Marlys Menning	442-8441	442-8541	
Edgerton	Gene Miller	442-8841	442-8541	
Edgerton	Dean Fransen	442-8862	442-8541	
Fulda	Mark Woitalewicz	425-3306	425-2001	commed@fps.mntm.org
Fulda	Shawn Wilde	425-2516	425-2001	
Hills	Tom Knoll		962-3238	tk008@hbc.mntm.org
HLO	Brenda Renczykowski	831-3166	853-4642	
HLO	Paul Bang	853-4440	853-4642	
JCC	Jim Hirman		847-3078	jhirman@jcc.mntm.org

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Lincoln High	Melana Bloch	694-1216	694-1125	
Luverne	Gary Fisher		283-9681	g_fisher@gm.luverne.k12.mn.us
Marshall	Steve O'Conner		537-6931	sboc@starpoint.net
MCC	Dennis Anderson	836-8360	836-6375	
Minneota	Bruce Johnson		872-5172	bjohnson@swsc.org
Pipestone	Steve Griffith		825-4035	sgriffit@pas.mntm.org
Red Rock Central	Dale Gustad	752-7361	752-6133	
Red Rock Central	Giles Riley	752-7361	752-6133	
Redwood Valley	Robert Laufenburger	644-3511	644-3057	
Round Lake	John Eye	945-8123	945-8124	
Sleepy Eye	Pat Stevermer	794-7973	794-5404	pat_stevermer@sleepyeye.mntm.org
Windom	Custodian	831-6910	831-6909	
Springfield	Dale Potter	723-4283	723-6407	
Tracy	Nan Lanehoff	629-4206	629-4835	
Tyler	Alan Steinhoff	247-5911	247-3876	
Wabasso	Mary Fuhr	342-5114	342-5203	fuhrm@wabasso.mntm.org
Walnut Grove	Julia Graves	859-2141	859-2329	jgraves@walnutgrovemntm.org
Westbrook	Floyd Nordsiden	274-5639	274-6113	
Westbrook	Stan Erickson	274-5639	274-6113	

Appendix B

Southwest Telecommunications Cooperative Personnel

<u>Name</u>	<u>Telephone #</u>	<u>Fax #</u>	<u>E-mail</u>
Rod Wrege, Director	831-6950 Ex 102 Cellular 800-957-1654	831-6944	rodwrege@mntm.org
Forrest Fosheim, Network Coordinator	831-6950 Ex 106 Cellular 800-920-5126	831-6944	forrestf@mntm.org
Deb Hjelmtveit, Video Technician	831-6950 Ex 109 Cellular 800-620-6863	831-6944	debhjelm@mntm.org
Theresa Black, Secretary	831-6950 Ex 100 or 0	831-6944	tblack@mntm.org
Jerry Parker, Operations Manager	831-6950 Ex 103	831-6944	jparker@mntm.org
Timothy Hansen, Video Technician	537-7656	831-6944	thansen@mntm.org

To report trouble call the "Help Desk".....800-996-5488

To report trouble after hours, call.....800-920-5126

Appendix E

Southwest Telecommunications Cooperative
Breakdown of Instructional Costs for ITV Staff
19____-19____ School Year

Class Title: _____

ITV Instructors Name: _____

Originating ITV Studio: _____

Base Salary Assignment: _____

Social Security (FICA): _____

Health Insurance: _____

TRA: _____

Total: _____

This is not a bill, but a statement of the salary and benefits package. This is for planing your 19 __ - 19 __ ITV operation Budget. Please compare these costs against your local salary schedule for the ITV staff member listed above and note any changes in the space provided. We would appreciate if you could sign this worksheet and fax (831-6944) this information back to the Southwest Telecommunications Cooperative as soon as possible.

We will give you a breakdown of Instructional Costs for ITV Staff when we receive all the information.

In the event of an ITV staff member layoff, due to decreased enrollment, expenditures for unemployment compensation may be prorated.

Appendix F

Southwest Telecommunications Cooperative
Textbook, Supplies and Materials Requisition Form

Name: _____ School Year: _____

Subject: _____ Date Submitted: _____

Description/Title _____

—

Vender/Publisher _____ ISBN No. _____

Publisher's Address _____

—

Publisher's Phone No. _____ Publisher's Fax No. _____ Unit Costs _____

Remarks: _____

Other Requests _____

Return this form to: Jerry Parker
SWTC
PO Box C-177, Hwy 71 North
Windom, MN 56101

Appendix G

SWTC Receipt for Inventory of ITV Material

School Name: _____ Date: _____

School Year: _____ - _____

	Quantity	Book #	Condition	Textbook Description	ITV Class Title
			New/used		
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____

Instructions: Fax/Send copy to SWTC
Keep copy for School records

Inventoried by: _____ Authorized by: _____

Note: All of last years ITV materials will be inventoried and listed on this Receipt of Inventory

Sheet before next years ITV materials will be delivered.

Appendix H

SWTC Receipt of Delivery of ITV Material

School Name: _____ Date: _____

School Year: _____ - _____

	Quantity	Book #	Condition		Textbook Description	ITV Class Title
			New	used		
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____	_____

Delivered by: _____

SWTC

Authorized by: _____

Principal

Instructions:

Original for SWTC

Copy for School Records

Appendix I

SWTC ITV Class Roster

School Name: _____ ITV Class Title: _____

School Year: _____ Origination From: _____

Number of students in this class: _____ Period: _____

	<u>Name</u>	<u>Male/ Female</u>	<u>Grade</u>	<u>Health Information (Symptom or Solution)</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____

Signature _____ Date _____
(Principal)

Appendix J

Student/Parent Agreement
Southwest Telecommunications Cooperative

The SWTC 's two-way interactive television classes are provided to enhance and enrich the curriculum. All of the course offerings are electives for students. Behavior and academic expectations of students in ITV classes are high. These high expectations are mandatory as we attempt to use a unique technology to meet the unique educational needs of students. The following rules and discipline procedures have been adopted by the participating schools.

Classroom Rules

1. Inappropriate language, sexual harassment, violence, or gestures will not be tolerated.
2. Classroom procedures must be followed:
 - a. Students must sit within camera view at all times.
 - b. Students must not play with the equipment in the classroom.
 - c. Students must follow all other rules as specified by the teacher.
3. Because of the technology, anything I do in the classroom can be taped.
4. The host school's sexual harassment policy will take precedence over all complaints and incidents of sexual harassment.

The following procedure will be followed for students who cannot follow the above listed rules:

The student will be given a verbal warning and told that his/her parents will be notified by letter of the infraction. The classroom teacher may send the letter to the parents. A copy of the letter may also be sent to the student's principal.

OR

The student may be removed from the class after first offense. Reinstatement will be based on the Pupil Fair Dismissal Act.

Each student, and the student's parent, must sign this form. Signing this form indicates that the student and parent understand the discipline procedure and its enforcement, and authorize videotaping. The signed form must be returned to the teacher prior to the beginning of class.

I, _____, have registered to take the following class/course: _____, via the Southwest Telecommunications Cooperative ITV. I agree to be an active participant and agree to abide by the rules of conduct as given by the instructor.

Signed: _____
(Student)

(Parent)

Appendix K

Authorized by: _____
ITV Instructor

Date

Appendix L

Site Facilitator Responsibilities

The following list explains the responsibilities that are associated with the local site facilitator. The site facilitator handles the local arrangements for interactive classes and other events held in the local ITV studio, and functions as a contact person to assist technical staff in isolating network problems.

Although the facilitator is responsible for a variety of tasks, he/she may arrange for other people to perform some of the functions. These responsibilities generally include:

Serve as a contact for scheduling the local ITV studio and provide assistance to conference participants.

Serve as liaison between users, ITV staff, and other sites.

Arrange for and provide logistical assistance for ITV participation.

Provide operational support for the ITV studio.

Monitor studio facilities when in operation and report all malfunctions to the help desk's technical staff.

Assist with remote testing and troubleshooting of ITV equipment in coordination with Help Desk personnel.

Ensure that the ITV studio is operational fifteen minutes in advance of each event.

Be present to ensure the conference gets connected properly and that all participating sites are accounted for.

Acquaint users with the technology and provide information about site capabilities.

Maintain ITV incident log.

Post current list of support personnel and telephone numbers in the studio and inform participants about problem reporting procedures.

Ensure that site rules are adhered to : ie. No food, drink, or smoking allowed in the studio.

Participate in an annual User Training Workshop to familiarize themselves with studio operations and acquaint themselves with ITV policy.

Appendix M

ITV Common Calendar

July 1999 - June 2000

August 23-24 ITV Teacher Inservice

September 2 First day of ITV

September 6 Labor Day

October 21-22 MEA No ITV

November 12 Parent-teacher conferences

November 15-18 Optional evening conferences

November 25-26 Thanksgiving

December 23 - December 31 Winter break

January 21 End of Semester

January 21 Inservice No ITV

January 24 Inservice No ITV

February 21 President's Day

April 21-24 Spring break

May 29 Memorial Day

June 2 Last day of ITV