

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
PROBSTFIELD CENTER FOR EDUCATION  
JUNE 22 2015  
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**MEMBERS PRESENT:** Mark Altenburg, Cindy Fagerlie, Bill Tomhave, Matt Valan and Dr. Lynne A. Kovash.

**MEMBER ABSENT:** Lisa Erickson, Laurie Johnson and Scott Steffes.

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

**APPOINTMENT OF CLERK:** Chair Fagerlie appointed Matt Valan to serve as clerk for the meeting.

**PREVIEW OF AGENDA:** Superintendent Kovash recommended approval of the agenda to proceed with additions and corrections.

**APPROVAL OF AGENDA:** Tomhave moved, seconded by Altenburg, to approve the agenda as revised. Motion carried 4-0.

**MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:** (Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.) None.

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

**Minutes** - Approve the June 8, 2015 Special and Regular Meeting Minutes as presented.

**FM Area Foundation Grant: Pat Konewko Fund** - Accept the Pat Konewko Fund grant in the amount of \$1,095.00 as presented and direct administration to send a thank you.

**Tuition Fees** - Approve Administrative Procedure 512.1: Tuition Fees. The tuition fees for full-time out-of-state students are based on the general education formula allowance and pupil weighting.

**Resolution for ECFE Fund Transfer** - Approve the resolution to apply for and request a fund transfer from the ECFE Fund to the School Readiness Fund in the amount of \$136,000.00 pending approval from the Commissioner of the Minnesota Department of Education.

**Concordia College Dietetic Internship Agreement** - Approve the Concordia College Dietetic Internship Agreement beginning July 1, 2015.

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Resignations

Shawna Kraft - Paraprofessional, Adult Basic Education, effective June 10, 2015.

Sarah Kneeland - Paraprofessional, West Central Regional Juvenile Center, effective June 12, 2015.

Dain Kalkbrenner - Physical Education Teacher, S.G. Reinertsen Elementary, effective at the end of the 2014-2015 school year.

Amy Mumm - English Teacher, Moorhead High School, effective at the end of the 2014-2015 school year.

Carrie Mickelson - LSS Teacher, Ellen Hopkins Elementary, effective at the end of the 2014-2015 school year.

Andrea Olsen - LSS Teacher, Robert Asp Elementary, effective at the end of the 2014-2015 school year.

Change in Contracts

Josh St. Louis - Elementary Teacher, Robert Asp Elementary to Assistant Principal, S.G. Reinertsen Elementary, D71(0-4) \$82,814.00 (replaces Carla Smith).

Sarah Kluck - Bus Assistant, Transportation to Bus Driver, \$14.26 per hour, 5 hours per day, effective June 15, 2015 (replaces Dar Janvig).

Heather Keeler-Johnson - Administrative Assistant, Ellen Hopkins Elementary A13 (4) \$16.86 per hour to Administrative Assistant, Ellen Hopkins Elementary B22 (4) \$17.59 per hour, effective with the 2015-2016 school year (replaces Monnie Soderberg).

Lynn Mueller - Administrative Assistant, Probstfield Center for Education, Food Service/Community Education B21 (5) \$17.28 per hour to Administrative Assistant, Probstfield Center for Education, Property Services B22 (4) \$17.59 per hour, effective July 1, 2015 (new position per the 2015-2016 staffing plan).

Family/Medical Leaves

Deb Pender-Tilleraas - Supervisor, Red River Area Learning Center, Family Medical Leave (FMLA), effective July 24, 2015 through approximately August 3, 2015.

New Employees

Robert Diaz - Bus Driver, Transportation, \$14.26 per hour, 5 hours per day, effective May 26, 2015 (replaces Robert Diaz).

Bradley Cahill - Night Custodian, S.G. Reinertsen Elementary and Probstfield Elementary, A12 (5) \$16.71 per hour, 8 hours per day, effective July 1, 2015 (new position per 2015-2016 staffing plan).

Duane Borgeson - Executive Director of Learner Support Services, Probstfield Center for Education, E83 (16) \$120,272.00, effective July 1, 2015 (replaces Jill Skarvold).

Jennifer Grabow - Early Childhood Program Manager, District D63 (2) \$67,290.00, effective July 1, 2015 (update-new position per 2015-2016 staffing plan).

Daniel Harrison - Technology Trainer, District, C41 (13) \$32.57 per hour, 8 hours per day,

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220 days per year, effective July 1, 2015 (replaces Tony Huseby).  
Emily Ellingson - Kindergarten Teacher, Probstfield Elementary, 1.0 FTE, BA (0) \$35,913.00, effective with the 2015-2016 school year (replaces Elizabeth Schumacher).  
Alyssa Coop - Social Studies Teacher, Horizon Middle School, 1.0 FTE, BA (0) \$35,913.00, effective with the 2015-2016 school year (new position per 2015-2016 staffing plan).  
Jennifer Kath - Speech Language Pathologist, District wide, .5 FTE, MA (6) \$24,909.00, effective with the 2014-2015 school year (replaces .25 Linda Matthews and .25 new position per 2015-2016 staffing plan).  
Daniel Christianson - Band Teacher, Horizon Middle School, .59 FTE, BA (0) \$21,189.00, effective with the 2015-2016 school year (replaces Olivia Schlottman).  
Brooke Johnson - English Teacher, Moorhead High School, 1.0 FTE, BA (0) \$35,913.00, effective with the 2015-2016 school year (replaces Cassie Beedy).  
Ashley Hammero - Literacy/Behavior Interventionist, Probstfield Elementary, 1.0 FTE BA (2) \$38,212.00, effective with the 2015-2016 school year (new position per 2015-2016 staffing plan).  
Brandy Haugen - Literacy Interventionist, Horizon Middle School, 1.0 FTE, BA (0) \$35,913.00 effective with the 2015-2016 school year (new position per 2015-2016 staffing plan).  
Alexandra Bondy - Science Teacher, Moorhead High School, 1.0 FTE, BA (0) \$35,913.00, effective with the 2015-2016 school year (new per the 2015-2016 staffing plan).  
Angela Dufault - EL Teacher, Probstfield Elementary, 1.0 FTE, MA+20 (9) \$59,182.00, effective with the 2015-2016 school year (replaces Zachary Johnsrud).  
Megan Kreps - Literacy Coach/Literacy Teacher, Probstfield Elementary, 1.0 FTE, MA (6) \$49,819.00, effective with the 2015-2016 school year (new position per the 2015-2016 staffing plan).

Interagency Purchase of Services Agreement/Lakeland - Approve the July 1, 2015, to December 30, 2015, agreement with Lakeland Mental Health Center to provide mental health services as determined through the IEP process to students needing mental health services as part of their special education program, not to exceed \$325,000.

Interagency Purchase of Services Agreement/Solutions - Approve the July 1, 2015, to December 30, 2015, agreement with Solutions Behavioral Healthcare Professionals (Solutions) to provide mental health services as determined through the IEP process to students needing mental health services as part of their special education program, not to exceed \$175,000.

Motion carried 4-0.

**APPROVAL OF SCHOOL DISTRICT INSURANCE PACKAGE:** Tom Quam, Bremer Insurance, presented the district's insurance package. Discussion was held related to increasing

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the Data Compromise Coverage at a later date.

Tomhave moved, seconded by Valan, to approve the property and liability insurance package including Excess Liability at an annual premium cost of \$168,704.34 from Riverport Insurance Company, renew the Student Accident coverage with Berkley at a premium cost of \$1,769.58 and move the coverage for the Worker's Compensation to SFM at a total premium cost of \$242,177.00. The combined insurance premium cost is \$412,650.92. Motion carried 4-0.

**2015-2016 HORIZON MIDDLE SCHOOL HANDBOOK**: Principal Jeremy Larson and assistant principal Jacob Scandrett reviewed the revised handbook.

Altenburg moved, seconded by Tomhave, to approve the 2015-16 Horizon Middle School Student Handbook as presented. Motion carried 4-0.

**2015-16 MOORHEAD HIGH SCHOOL HANDBOOK**: Principal Dave Lawrence and assistant principal Josh Haag reviewed the revised handbook.

Valan moved, seconded by Tomhave, to approve 2015-16 Moorhead High School Student Handbook as presented. Motion carried 4-0.

**APPROVAL OF SCHOOL BOARD MEETING MANAGEMENT SOLUTION**: Dan Markert, executive director of information systems and instructional support, stated the cost proposal for NovusAGENDA includes the annual fee of \$4,950 for unlimited school board meeting monthly software use, ongoing configuration changes and required remote end user training. The proposal includes the option to add the electronic voting software module for school board members. This module allows board members to record their vote electronically, to be displayed in realtime and to assist the board clerk with recording the official vote. This additional module also includes the ability for board members to electronically "request to speak." The board chair is alerted to these requests on the device she is using as part of the board meeting. The electronic voting module can be added for a fee of \$600 per year at anytime throughout the annual software subscription license period.

Altenburg moved, seconded by Valan, to approve the School Board Meeting Management Solution for NovusAGENDA from Novusolutions at an annual fee of \$4,950. Motion carried 4-0.

**APPROVAL OF CHROME OS BID AWARD**: Dan Markert, executive director of information systems and instructional support, summarized the bid response to support Moorhead's 2015-16 technology pilot program. The pilot program will allow Moorhead Area Public Schools to examine the financial feasibility and instructional impact of a school-owned 1-to-1 student computing environment.

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Tomhave moved, seconded by Altenburg, to approve the award of 857 Lenovo N21 ChromeBooks at a cost of \$211.93 each, and 207-4 gigabyte LG ChromeBases at a cost of \$326.25 each from Tierney Brothers, Minneapolis, Minnesota. Motion carried 4-0.

**CONTRACTUAL UPDATES TO MEET THE REQUIREMENTS FOR THE**

**EMPLOYER MANDATE OF AFFORDABLE CARE ACT:** Kristin Dehmer, executive director of human resources, explained in order to meet the Employer Mandate requirement in the Affordable Care Act (ACA), administration reviewed all current contracts and positions to identify full-time employees and the affordability of the current health care offerings in accordance with the ACA.

Dehmer added, to meet the requirements of the ACA, administration offered health insurance benefits to all eligible employees in accordance with the definition of full-time per the ACA, and is requesting approval to provide the affordable coverage to all eligible employees per the definition of the ACA, for contracts in which the district contribution does not meet that standard.

The following contracts are immediately affected: Paraprofessionals, Administrative Assistants, Bus Drivers and Food Service.

Dehmer said a Memorandum of Understanding (MOU) will be completed for the contracts to meet ACA standard, and will be reviewed upon further contract negotiations.

Tomhave moved, seconded by Altenburg, to approve district administration to amend district contributions to the affected contracts through a Memorandum of Understanding to comply with the Affordable Care Act. Motion carried 4-0.

**ANNUAL OPERATING PLAN 2015-2016:** Brandon Lunak, assistant superintendent, presented information related to the 2015-2016 Annual Operating Plan (AOP), which includes the preliminary budget for fiscal year 2016.

Lunak reported the district is anticipating 2015-2016 General Fund revenues of \$68.9 million. This reflects an increase of approximately \$3.1 million compared to 2014-2015. This increase is due primarily to a 2% increase on the basic formula allowance and an estimated increase in enrollment of approximately 100 students. Expenses for the General Fund are anticipated to be \$67.6 million. This reflects an increase of approximately \$1.3 million compared to projected expenditures from 2014-2015. The primary reasons for this increase include the continued addressing of the operating levy priorities established in 2010 and the addition of approximately 17.09 full-time equivalent teaching and

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support staff positions. Additionally, a total of two school buses will be purchased in 2015-2016. This represents a continuation of the upgrading of the district's bus fleet.

Projected changes to revenues and expenditures are made, when known, as close to actual amounts as possible; an increase in state or federal revenue is generally not assumed. For example, per pupil allowance will increase from \$5,831 for 2014-2015, \$5,948 for 2015-2016 and \$6,067 for 2016-2017. The increase from 2015 to 2016 and 2016 to 2017 is due to the 2% increase on the basic formula. Beyond that, no increase in revenue is assumed from the state. Assumed increases to expenditures range from approximately 3% for salaries to typically 8-10% for health insurance premiums. Energy costs are generally assumed to increase at a 5-7% annual rate. Other expenses are assumed to increase using the Consumer Price Index (CPI), which is typically in the range of 2-3% annually.

The net result of the recommended General Fund budget is a combined restricted and unassigned fund balance increase of \$1.3 million for 2015-2016. The June 30, 2015 restricted and unassigned General Fund balance is projected to be \$16.9 million, or 25.01% of total expenditures. Budget assumptions will be monitored to verify accuracy as new information becomes available. A revised budget will be presented to the board in approximately January 2016.

On November 2, 2010, school district residents approved an operating levy request in the amount of \$850 per student, which was expected to generate approximately \$5.2 million in revenue for seven years; 2015-2016 is the fifth of seven years in which the revenue will be received. The total number of votes cast was 12,995 of which 6,950 were "yes" (53.5%) and 6,045 were "no" (46.5%). The passage of the operating levy came one year after the first attempt failed on a vote of 4,078 (49.3%) in favor and 4,195 (50.7%) against the proposal, a difference of 117 votes out of 8,273 votes cast. Starting in the 2014-2015 school year, the Minnesota legislature changed per pupil counting for the state funding formula. This resulted in a change in our referendum amount from \$850 per student to \$949.52 per student. This increase was due to legislative changes in how students are counted and weighted. This did not result in an increase in taxes, but rather ensured the same funding amount for school districts.

Lunak also reviewed the preliminary staffing plan, enrollment projections, food service fund, community service fund and debt service fund.

Tomhave moved, seconded by Valan, to approve the 2015-2016 Annual Operating Plan, which includes the preliminary budget for fiscal year 2016. Motion carried 4-0.

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**APPROVAL TO SCHEDULE SCHOOL BOARD WORK SESSION:** Valan moved, seconded by Altenburg, to approve scheduling Monday, July 13, 2015 from 4-6 p.m. to discuss the Facilities Master Plan implementation and boundary information. Motion carried 4-0.

**SCHOOL DISTRICT FACILITIES UPDATE:** Lunak provided construction project updates regarding the S.G. Reinertsen addition and the MHS swimming pool.

**SUPERINTENDENT REPORT:** Dr. Kovash played the video recording of administrators who were on the Metro Tech Camp planning committee and performed the Tech Camp song to kick off the Metro Tech Camp August 8, 9 and 10 at Liberty Middle School.

**COMMITTEE REPORTS:** A brief report was heard regarding the Community Education Advisory Council meeting.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Board members were asked to contact Michelle with their plans to attend the MSBA Summer Seminar scheduled for August 2-3 in Minneapolis.

**CLOSE PUBLIC MEETING:** Tomhave moved, seconded by Altenburg, to close the public meeting at 9:07 p.m., pursuant to Minn. Stat. 13D.03, for the purpose of discussing negotiation strategies. Motion carried 4-0.

**OPEN PUBLIC MEETING:** Altenburg moved, seconded by Tomhave, to open the public meeting at 9:35 p.m. Motion carried 4-0.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 9:36 p.m.

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Matt Valan, Acting Clerk