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

ATTENDANCE:

Mark Altenburg          Scott Steffes
Lisa Erickson           Bill Tomhave
Cindy Fagerlie          Matt Valan
Laurie Johnson          Dr. Lynne A. Kovash

AGENDA

1. CALL TO ORDER

A. Call to Order and Roll Call

B. Pledge of Allegiance

C. Preview of Agenda - Dr. Lynne A. Kovash, Superintendent

D. Approval of Meeting Agenda
   Moved by:                           
   Seconded by:                       
   Comments:

E. We Are Proud

We Are Proud of Moorhead High School students Brian Craig, Stefan Duginski and Alexander Volk for being named semifinalists in the National Scholarship Program. Approximately 16,000 semifinalists were recognized this year. The nationwide pool of semifinalists represents less than one percent of U.S. high school seniors. About 1.5 million juniors entered the 2016 National Merit Program by taking the 2014 Preliminary SAT/National Merit Scholarship Qualifying Test.

Semifinalists have an opportunity to continue in the competition for more than
7,400 National Merit Scholarships that will be offered next spring. To continue, semifinalists must fulfill several requirements and advance to finalist standing.

F. Matters Presented by Citizens/Other Communications (Non-Agenda Items)

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

2. ORGANIZATION OF THE SCHOOL BOARD
   
   A. ELECTION OF OFFICERS

   **Suggested Resolution**: Move to nominate the following slate of officers for the one-year term (2016) on the Moorhead School Board, and cast a unanimous ballot by acclamation:

   - Chairperson -
   - Vice-Chair -
   - Clerk -
   - Treasurer -

   Moved by:
   Seconded by:
   Comments:

   B. COMMITTEE APPOINTMENTS

   **Suggested Resolution**: Move to approve the committee appointments as determined.

   Moved by:
   Seconded by:
   Comments:

3. CONSENT AGENDA

   All items on the Consent Agenda are considered to be routine, and have been made available to the School Board at least two (2) days prior to the meeting; the items will be enacted by one resolution. There will be no separate discussion of these items unless a School Board member or citizen so requests, in which event that item will be removed from this agenda and considered under separate resolution. To the extent possible, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

   A. SUPERINTENDENT - Dr. Lynne Kovash

      (1) Approval of December 14, 2015 Meeting Minutes

      (2) Education Moorhead Grievance 1050

   B. FINANCE AND OPERATIONS - Brandon Lunak
(1) Approval of January Claims
(2) Approval of Food Literacy Donation
(3) Approval of Memorial Donation
(4) Approval of Lunch Program Donation
(5) Approval of Lease Agreement with Lakes Country Service Copperative

C. LEARNING AND ACCOUNTABILITY - Missy Eidsness
   (1) Approval of Authorization of LEA Representative for Title III AMAO Improvement Planning

D. HUMAN RESOURCES - Kristin Dehmer
   (1) Approval of Field Experience Agreement
   (2) Approval of Change in Contract
   (3) Approval of Family/Medical Leave
   (4) Approval of Other Leave
   (5) Approval of Resignations
   (6) Approval of New Employees

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

Moved by:
Seconded by:
Comments:

4. MAJOR MAGNITUDE TRIP REQUEST - MOORHEAD HIGH SCHOOL TRIP TO HAWAII: Missy Eidsness

Suggested Resolution: Move to approve the major magnitude field trip to Hawaii for Moorhead High School students in March/April of 2017.

Moved by:
Seconded by
Comments:

5. UPDATE ON BOND REFERENDUM PROJECTS: Brandon Lunak

6. DECISION MAKING AND COMMUNITY TASK FORCES: Dr. Lynne Kovash

7. APPROVAL OF LEASE AGREEMENT WITH GLOBE BUILDING: Brandon Lunak

Suggested Resolution: Move to approve the lease agreement with MSB Holdings for
classroom space at the Globe Building commencing on or before July 1, 2016 for a term of one (1) year at the cost of $15,405.00 per month as presented.

Moved by:
Seconded by:
Comments:

8. SCHOOL DISTRICT FACILITIES UPDATE: Brandon Lunak

9. SUPERINTENDENT REPORT

10. COMMITTEE REPORTS

11. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

12. CLOSE PUBLIC MEETING: Chair

Suggested Resolution: Move to close the public meeting at _____ p.m., pursuant to Minn. Stat. 13D.03, for the purpose of discussing negotiation strategies.

Moved by:
Seconded by:
Comments:

13. OPEN PUBLIC MEETING: Chair

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

Moved by:
Seconded by:
Comments:

14. APPROVAL OF FOOD SERVICE MASTER AGREEMENT: Kristin Dehmer

Suggested Resolution: Move to approve the Food Service Master Agreement for the 2015-2017 as presented with the cost as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost</th>
<th>Percentage Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>$11,474.00</td>
<td>3.33%</td>
</tr>
<tr>
<td>2016-2017</td>
<td>$12,655.00</td>
<td>3.56%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$24,129.00</td>
<td>6.89%</td>
</tr>
</tbody>
</table>

Moved by:
Seconded by:
Comments:

15. ADJOURNMENT

CALENDAR OF EVENTS

School Board - January 11, 7 p.m., PCE
Education Moorhead Meet and Confer - January 12, 4:15 p.m., PCE
Robert Asp PTAC - January 12, 6:30 p.m., Media Center
S.G. Reinertsen PTAC - January 12, 6:30 p.m., Media Center
MSBA Annual Leadership Conference, January 13-15, Minneapolis
Convention Center
Instruction and Curriculum Advisory Committee - January 14, 7 a.m., PCE
Policy Review Committee - January 18, 7 p.m., PCE
Staff Development Committee - January 19
  Secondary - 7 a.m., MHS Main Office Conference Room
  Elementary - 3:15 p.m., PCE
Horizon PTAC - January 19, 6:30 p.m., Media Center
Coffee with the Mayor and Superintendent - January 20, 10 a.m., Moorhead
  Center Mall
District Health Insurance Committee - January 21, 4 p.m., PCE
Early Childhood Family Education Advisory Committee - January 21, 6:30
  p.m., Community Education Center
Clay County Joint Powers 47th Annual Intergovernmental Retreat, January
  22, 9:30 a.m. - 4:30 p.m., Hjemkomst
School Board - January 25, 7 p.m., PCE
Activities Advisory Council - January 26, 7:15 a.m., MHS Main Office
  Conference Room
District Technology Committee - January 26, 3:45 p.m., PCE
Superintendent's Advisory Council - January 28, 7 p.m., PCE
COMMITTEES OF MOORHEAD AREA PUBLIC SCHOOLS  
(including community involvement areas)

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 stakeholders within the district, include school staff and an administrative/supervisor; have defined terms; set meeting dates to be included in the school calendar; and give a presentation to the board or file a year-end report with the Superintendent.

<table>
<thead>
<tr>
<th>COMMITTEE NAME/PURPOSE</th>
<th>DEPT/NAME RESPONSIBLE</th>
<th>MEETING-DATE/TIME/LOCATION</th>
<th>2015-2016 BOARD LIAISON(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Advisory Council - reviews and recommends extra- and co-curricular activity/academic policies and procedures. Is knowledgeable of Minnesota High School League activities.</td>
<td>Superintendent</td>
<td>4th Tuesday/mo.; five times a year: 9/22, 11/24, 1/26, 4/5 and 5/24</td>
<td>Erickson/Valan</td>
</tr>
<tr>
<td></td>
<td>Kovash</td>
<td>(except 4/5): 7:15 a.m.; MHS Main</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Haugo</td>
<td>Office Conference Room</td>
<td></td>
</tr>
<tr>
<td>Community Education Advisory Council - promotes the goals and objectives of the community education program.</td>
<td>Assistant Superintendent</td>
<td>3rd Tuesday; six times a year: 9/15, 11/17, 2/16, 3/15, 4/19</td>
<td>Erickson/Altenburg</td>
</tr>
<tr>
<td></td>
<td>Eidsness</td>
<td>and 6/21; 7 p.m.; PCE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Winterfeldt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Finance Committee - focuses on school district financial planning.</td>
<td>Assistant Superintendent</td>
<td>Four times a year or as determined; PCE</td>
<td>Fagerlie/Steffes</td>
</tr>
<tr>
<td></td>
<td>Lunak</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Health Insurance Committee - evaluates and reviews current health insurance coverage and costs related to self-funded insurance; makes recommendations based on trends in healthcare and district data.</td>
<td>Human Resources</td>
<td>1st Thursday/mo.: 9/17, 10/1</td>
<td>Fagerlie/Johnson</td>
</tr>
<tr>
<td></td>
<td>Dehmer</td>
<td>11/5, 12/3, 1/7, 2/4, 3/3, 4/7, and 5/5; 4 p.m., PCE</td>
<td></td>
</tr>
<tr>
<td>Instruction &amp; Curriculum Advisory Committee (ICAC) - reviews the assessment toward MN Academic Standards as well as program evaluation in the instruction and curriculum review process.</td>
<td>Assistant Superintendent</td>
<td>2nd Thursday/mo.: 8/13, 9/10, 10/8,</td>
<td>Valan/Altenburg</td>
</tr>
<tr>
<td></td>
<td>Eidsness</td>
<td>11/12, 12/10, 1/14, 2/11, 3/17, 4/14 and 5/12 (excluding March); 7-8:30 a.m.; PCE</td>
<td></td>
</tr>
<tr>
<td>Policy Review Committee - reviews current policies and makes recommendation of new policies.</td>
<td>Superintendent</td>
<td>3rd Monday/mo.; five times a year: 10/19, 11/16, 1/18, 3/21 and 5/16; PCE</td>
<td>Tomhave/Johnson</td>
</tr>
<tr>
<td></td>
<td>Kovash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Development Committee - promotes professional and personal growth opportunities for all staff of ISD 152.</td>
<td>Assistant Superintendent</td>
<td>Four times a year: 10/20, 11/17, 1/19,</td>
<td>Erickson/Valan</td>
</tr>
<tr>
<td></td>
<td>Eidsness</td>
<td>and 3/15, Secondary, 7-8 a.m., MHS, and Elementary, 3:15-4:15 p.m., PCE</td>
<td></td>
</tr>
</tbody>
</table>
**ADMINISTRATIVE COMMITTEES:** These are committees recognized by the School Board as serving in an advisory capacity to the Board and administration, serves a specific area, program or segment of the district, involve members of the staff and others as needed, may meet for a specific purpose until it is completed, may or may not include an appointed board member, designee or liaison, and completes a written report.

<table>
<thead>
<tr>
<th>COMMITTEE NAME/PURPOSE</th>
<th>DEPT/NAME RESPONSIBLE</th>
<th>MEETING-DATE/TIME/LOCATION</th>
<th>2015-2016 BOARD LIAISON(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Committee - develops and recommends fiscal-year district calendar.</td>
<td>Superintendent Kovash</td>
<td>December - February as needed.</td>
<td>Not Required</td>
</tr>
<tr>
<td>Citizen Finance Advisory Committee - reviews long-range financial planning and required financial matters.</td>
<td>Assistant Superintendent Lunak</td>
<td>Four times a year: 9/17, 12/17, 3/17 and 6/16; 6 p.m.; PCE</td>
<td>Fagerlie/Steffes</td>
</tr>
<tr>
<td>Continuing Education Committee - administers the process for certificate renewal of licensed staff.</td>
<td>Human Resources Dehmer</td>
<td>1st Tuesday/mo.; 6:30 a.m. and 4 p.m.; Village Inn and Probstfield (Alternate) (October-May) VI: 10/6, 12/1, 2/2 and 4/5 PCE: 11/3, 1/5, 3/1 and 5/3</td>
<td>Fagerlie/Erickson Steffes (Alt.)</td>
</tr>
<tr>
<td>Health/Safety/Wellness Committee - identifies and addresses safety issues related to students, staff and visitors.</td>
<td>Human Resources Transportation and Safety Dehmer/Bacon</td>
<td>2nd Thursday/mo.; four times a year: 10/8, 12/10, 2/11 and 4/14; 9:30 a.m.; PCE</td>
<td>Erickson/Steffes</td>
</tr>
<tr>
<td>Indian Education Parent Committee - reviews grants obtained, provides input on how monies are disbursed, yearly financial report, and HSC report.</td>
<td>Learner Support Services Borgeson Norquay</td>
<td>1st Monday/mo.; five times a year: 9/14, 11/2, 1/4, 3/7 and 5/2; 5:30-7 p.m.; PCE</td>
<td>Fagerlie</td>
</tr>
<tr>
<td>Legislative Committee - develops recommendations for district’s legislative program.</td>
<td>Superintendent Kovash</td>
<td>Year around, as needed</td>
<td>Valan/Tomhave</td>
</tr>
<tr>
<td>MN State High School League - supervision and regulation of League sponsored athletic and fine arts activities.</td>
<td>Superintendent Kovash</td>
<td></td>
<td>Valan</td>
</tr>
<tr>
<td>COMMITTEE NAME/PURPOSE</td>
<td>DEPT/NAME RESPONSIBLE</td>
<td>MEETING-DATE/TIME/LOCATION</td>
<td>BOARD LIAISON(S)</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
<td>------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Negotiations - serves as liaison to other Board members during the negotiation process and also serves on the committee for a grievance.</td>
<td>Superintendent Kovash</td>
<td>Year around, as needed</td>
<td>Fagerlie/Johnson</td>
</tr>
<tr>
<td>Sabbatical Leave Committee - receives, reviews and recommends sabbatical leaves for certified staff.</td>
<td>Human Resources Dehmer</td>
<td>February - April as needed.</td>
<td>Erickson</td>
</tr>
<tr>
<td>Safe and Healthy Learners Committee - reviews and recommends policies and activities related to student and staff prevention, intervention, postvention and crisis issues.</td>
<td>Learner Support Services Borgeson</td>
<td>Four times a year: 9/15, 11/10 and 4/12, PCE; 2/9, MHS; 3-4 p.m., PCE</td>
<td>Valan/Altenburg</td>
</tr>
<tr>
<td>Special Educ. Parent Advisory Committee - provides a communications network between parents and the special education department of the school district.</td>
<td>Learner Support Services Borgeson</td>
<td>Four times a year: 10/28, 12/9, 2/10 and 4/20; 12-1 p.m.; PCE</td>
<td>Valan</td>
</tr>
<tr>
<td>Superintendent's Advisory Council (SAC) - provides opportunity for building PTACs to communicate and share ideas between themselves and the superintendent.</td>
<td>Superintendent Kovash</td>
<td>Four times a year: 9/24, 10/29, 1/28 and 3/31; 7-8:30 p.m.; PCE</td>
<td>Members Rotate</td>
</tr>
<tr>
<td>Teacher Evaluation Committee - establishes specific procedures which comply and are consistent with MN laws and State Board of Teaching requirements.</td>
<td>Assistant Superintendent Human Resources Eidsness/Dehmer</td>
<td>Year around, as needed</td>
<td>Johnson</td>
</tr>
<tr>
<td>Title I District Parent Advisory Committee - assists in reviewing Title I and other federal programs.</td>
<td>Learner Support Services Assistant Superintendent Borgeson/Eidsness</td>
<td>Two times a year; 10/20 and 4/12, 6:30 p.m. with Asp PTAC, Asp; 10/6 and 5/3, 6:30 p.m. with Hopkins PTAC, Hopkins; 4/14, noon-1 p.m., PCE</td>
<td>Steffes</td>
</tr>
</tbody>
</table>

**COMMUNITY COMMITTEES**: These are committees that are not under the full jurisdiction of the school district and/or are shared with other entities and organizations. Representatives are appointed by the School Board, administration or both as appropriate.

<table>
<thead>
<tr>
<th>COMMITTEE NAME/PURPOSE</th>
<th>DEPT/NAME RESPONSIBLE</th>
<th>MEETING-DATE/TIME/LOCATION</th>
<th>BOARD LIAISON(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clay County Joint Powers Collaborative Governance Board - works in partnership with families and communities to</td>
<td>Clay County Carolyn Strnad</td>
<td>Meets twice annually (Fall and Spring) and 4 times a year TBD</td>
<td>Fagerlie</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alt. Tomhave</td>
</tr>
</tbody>
</table>
Committee Name/Purpose: Enhance opportunities to improve child health and development, reduce barriers to adequate school performance, improve family functioning, enhance self esteem, and develop general employment skills.

Joint Powers Committee - Share resources for special projects and cooperatively make recommendations to local boards and councils.

Adopt-a-School and School Building Information: The following is Adopt-a-School representative information and Parent-Teacher Advisory Council meeting information.

School Building | PTAC President(s)/Phone # | Meeting-Date/Time/Location | 2015-2016 Board Liaison
--- | --- | --- | ---
Probstfield (PreK-K) | Alicia Artley - 409 37th Ave S - 218/248-7190 - azneongirl@yahoo.com | 1st Thursday/mo: 9/10, 10/1, 11/5, 12/3, 1/7, 2/4, 3/10, 4/7 and 5/5 (excluding Sept. and March); 6:30 p.m., PCE | Fagerlie

Ellen Hopkins School | Heather Nesemeier - 302 2nd Ave SE, Dilworth - 701/793-8600 - nesemeier@mnstate.edu | 1st Tuesday/mo: 9/15, 10/6, 11/10, 12/8, 1/5, 2/2, 3/7, 4/5 and 5/3; 6:30 p.m.; Media Center | Altenburg

Robert Asp School | Jess Kanuch - 1028 36th St Cir S - 701/306-7322 - jesskanuch@msn.com | 2nd Tuesday/mo: 9/15, 10/20, 11/10, 12/8, 1/12, 2/9, 3/15, 4/12, and 5/10; 6:30 p.m.; Media Center | Valan

S.G. Reinertsen School | Tanya Lieser - 4228 18th St S - 512-0215 home - 612/708-0257 cell | 2nd Tuesday/mo: 9/15, 10/6, 11/10, 12/8, 1/2, 2/9, 3/15, 4/12 and 5/10 (excluding Oct. and March); 6:30 p.m.; Media Center | Johnson

Horizon Middle School | Christol Machart - 312 Dudrey Court - 218/512-0385 - christolmachart8@gmail.com | 3rd Tuesday/mo: 9/22, 10/20, 11/17, 12/15, 1/19, 2/16, 3/15, 4/19 and 5/17 (excluding Sept.); 6:30 p.m.; Media Center | Erickson
<table>
<thead>
<tr>
<th>SCHOOL BUILDING</th>
<th>PTAC PRESIDENT(S)/PHONE #</th>
<th>MEETING-DATE/TIME/LOCATION</th>
<th>BOARD LIAISON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moorhead High School</td>
<td>TBD</td>
<td>1st Monday/mo.: 9/14, 10/5, 11/2, 12/7, 1/4, 2/1, 3/7, 4/4 and 5/2 (excluding Sept.); 6:30 p.m.; Main Office Conference Room</td>
<td>Steffes</td>
</tr>
<tr>
<td>Red River Area Learning</td>
<td>N/A</td>
<td>Family Nights: 10/8, 11/12, 12/10, 2/11, 4/14 and 5/12; 5:30-7:30 p.m.; RRALC</td>
<td>Tomhave</td>
</tr>
</tbody>
</table>
TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: 1/5/2016

RE: Approval of December 14, 2015 Meeting Minutes

Attached please find the December 14, 2015 meeting minutes for your review.

**Suggested Resolution:** Move to approve the December 14, 2015 meeting minutes as presented.

LAKmde

**ATTACHMENTS:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.14.15</td>
<td>Cover Memo</td>
</tr>
</tbody>
</table>
MEMBERS PRESENT: Mark Altenburg, Lisa Erickson, Cindy Fagerlie, Laurie Johnson, Scott Steffes, Bill Tomhave, Matt Valan and Dr. Lynne A. Kovash.

MEMBER ABSENT: None.

CALL TO ORDER AND ROLL CALL: Chair Fagerlie called the meeting to order at 7:00 p.m., requested board member roll call, and led everyone in attendance with the Pledge of Allegiance.

Members Present: Mark Altenburg, Lisa Erickson, Cindy Fagerlie, Laurie Johnson, Scott Steffes, Bill Tomhave, Matt Valan, and Dr. Lynne A. Kovash.

Members Absent: None.

PREVIEW OF AGENDA: Superintendent Kovash recommended approval of the agenda to proceed with revisions to pages 16, 23 and 24, move pages 137-145 to the beginning of Agenda Item 13 Pre-Sale Bond Report and omit pages 176-178 which will be discussed in Agenda Item 13 Sale of Bonds.

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

WE ARE PROUD:

We Are Proud of Moorhead High School volleyball team for advancing to the state tournament after winning the section title. The Spuds beat Bemidji in four sets to win the Minnesota Class 3A, Section 8 championship on Nov. 7. The volleyball team placed sixth at the state tournament Nov. 12-14 at Xcel Energy Center in St. Paul. Kenna Taylor was named to the All-State Honorable Mention team, and Brianna Carney, Britta Hanson, Nicki Mazour and Natalie Tigue were named to the Minnesota Academic All-State team.

Team members are Caleigh Fullmer, Britta Hanson, Madison Dierling, Jessica LaFlamme, Natalie Tigue, Kenna Taylor, Brooke Tonsfeldt, Brianna Carney, Lexi Gilbertson, Maci Hart, Kortney Carney, Nicki Mazour, Brooke Walthall, Brook Carney and Ashleigh Stuvland. Head coach is Char Lien, assistant coaches are Amy Bjerke, Anna Olson and Kelly Zimmerman, and student managers are Brooke Gronwold and Brooke MacLeod.

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: Steffes moved, seconded by Johnson, to approve the following items on the Consent Agenda:

Minutes - Approve the November 23, 2015 meeting minutes as presented.

Pay-It-Forward Donation for Homeless Students - Accept the donation of $1,000 to assist homeless students within the Moorhead Area Public Schools and direct administration to send a thank you. Drew Kalvoda, as a part of the Bell State Bank’s Pay-It-Forward Campaign, made the donation.

Donation of Equipment - Accept the donation of equipment for the school district’s Learner Support Services program and direct administration to send a thank you. Karlene and Roger Walls donated the equipment valued at $2,500.

Claims - Approve the December Claims, subject to audit, in the amount of $2,279,986.09.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$2,049,516.45</td>
</tr>
<tr>
<td>Food Service Fund</td>
<td>$216,985.58</td>
</tr>
<tr>
<td>Community Service Fund</td>
<td>$13,107.04</td>
</tr>
<tr>
<td>Building Construction Fund</td>
<td>$377.02</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$2,279,986.09</td>
</tr>
</tbody>
</table>

The November Wire Payments, subject to audit, in the amount of $1,467,412.38.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$1,467,412.38</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,467,412.38</td>
</tr>
</tbody>
</table>

Family/Medical Leaves
Danni Schiltz - Paraprofessional, Moorhead High School, Family Medical Leave (non-FMLA), effective November 10, 2015 through November 23, 2015.
Pam Keenan - Paraprofessional, Robert Asp Elementary, Family Medical Leave (non-FMLA), effective November 16, 2015 for an undetermined amount of time.
Kathy Henry - Bus Assistant, Transportation, Family Medical Leave (non-FMLA), effective November 27, 2015 for approximately four weeks.
Paula Frazee-Sperling - Teacher, Ellen Hopkins Elementary, Family Medical Leave (FMLA), effective December 8, 2015 through December 22, 2015.
Stacey Swanson - Food Service, Moorhead High School, Family Medical Leave (non-FMLA), effective in December 18, 2015 for an undetermined amount of time.
Deborah Ramsett - Food Service, Horizon Middle School, Family Medical Leave (non-FMLA), effective December 16, 2015 through January 20, 2016.
Janel Simonson - Counselor, Red River Area Learning Center, Family Medical Leave (FMLA), effective January 4, 2016 through approximately February 10, 2016.

Resignations
Mark Gorde - Web and Application Developer, Probstfield Center for Education, effective
December 4, 2015.
Janice Melland - Paraprofessional, Probstfield Elementary, effective December 22, 2015.
Angela Scott - Paraprofessional, Probstfield Elementary, effective December 22, 2015.
Lindsey Heilman - Kindergarten Teacher, Probstfield Elementary, effective December 22, 2015.
Lindsey Roy - Paraprofessional, Robert Asp Elementary, effective January 22, 2015.

Change in Contracts
Zikri Ahmed - Hall Monitor, Moorhead High School, 8 hours per day to Paraprofessional, High School 6.75 hours per day, effective November 30, 2015 (replaces Mark Pederson).
Brent Butenhoff - Night Lead Custodian, S.G.Reinertsen, A13 (6) $17.37 per hour to Lead Custodian, Moorhead High School, B32 (3) $21.04 per hour effective November 30, 2015 (replaces Jeff McMaines).
April Gordon - Food Service, Robert Asp Elementary, A11 (2) $14.75 per hour, 4 hours per day to Second Cook, Robert Asp Elementary, A13 (1) $15.10, 5 hours per day, effective December 7, 2015 (new position).
Lynne Olson - Food Service, Ellen Hopkins Elementary, A11 (3) $14.97 per hour, 4 hours per day to Second Cook, Ellen Hopkins Elementary, A13 (2) $15.31, 5 hours per day, effective December 7, 2015 (new position).
Sarah Score - Food Service, S.G. Reinertsen Elementary, A11 (0) $14.32 per hour, 4 hours per day to Second Cook, S.G. Reinertsen Elementary, A13 (0) $14.87, 5 hours per day, effective December 7, 2015 (new position).
Lynn Mueller - Administrative Assistant, Food Service, B22 (4) $17.59 per hour, to Administrative Assistant Accounting, B23 (4) $18.14 per hour, effective January 18, 2016 (replaces Linda Rundquist).
Richard Kraft - Night Custodian, Robert Asp Elementary, A12 (4) $16.47 per hour to Night Lead Custodian, Robert Asp Elementary, A13 (4) $16.90 per hour, effective January 4, 2016 (replaces Jim Boothroyd).
Ginny Rutter - Media Assistant, Probstfield Elementary, 1.0 FTE to .6 FTE effective January 4, 2016.

Termination
Kajin Salih - Crossing Guard/Lunchroom Supervisor, Probstfield Elementary, effective November 13, 2015.

New Employees
Jewelean Thorton - Food & Nutrition Server, Robert Asp Elementary, 2.75 hours per day, $10.25
per hour, effective November 23, 2015 (replaces Kayla Hoherz).
Joan Fjeldseth - Paraprofessional, Horizon Middle School, B21 (5) $16.75 per hour, 6.75 hours per day, effective November 23, 2015 (replaces Ronda Adrian).
Paula Loegering - Crossing Guard/Lunchroom Supervisor, Probstfield Elementary, effective December 7, 2015 (replaces Kajin Salih).
Joseph Dominguez - Night Lead Custodian, S.G. Reinertsen Elementary, A13 (0-2) $15.96 per hour, 8 hours per day, effective December 14, 2015 (replaces Brent Butenhoff).
Michael Broadland - Night Custodian, Horizon Middle School, A12 (0-2) $15.55 per hour, 8 hours per day, effective December 14, 2015 (replaces Luther Jones).
David Bye - Chemistry Teacher, Moorhead High School, 1.0 FTE BA(3) $27,429.96, effective November 23, 2015 (replaces Dawn Swenson).
Nancy Corbid - Administrative Assistant, Robert Asp Elementary, B22 (6) $18.02 per hour, 8 hours per day, effective December 17, 2015 (replaces Winifred Evensen).
Shelley Wilm - School Nurse, Probstfield Elementary/Moorhead High School, 1.0 FTE, BA (10).

Other Leave

Motion carried 7-0.

**FISCAL YEAR 2015 AUDIT REPORT**: Derek Flanagan, Eide Bailly LLP, presented the executive summary of the district’s 2014-15 annual audit report for the fiscal year ending June 30, 2015. The report provides an overview of the district’s finances and demonstrates the district’s accountability for the money it receives and spends.

Total revenues budgeted were $65.8 million and actual revenue was $65.1 million with a difference of negative 1.1 percent or just over $700,000. The negative variance was due in part to special education aid, which is budgeted conservatively, but this year came in below what was budgeted.

For expenditures the district had budgeted $66.3 million. Actual expenditures were higher at $66.8 million for a difference of about $569,000 or negative 0.9 percent. This negative variance was due to some planned constructions expenses originally budgeted for 2013-14 being moved to the 2014-15 budget. The district, on a cost-per-student basis, continues to spend just below the state average in the areas of administration and regular instruction. By spending more than budgeted, the district decreased its fund balance by $1.7 million.

The district received a clean, unqualified opinion, which means the financial statements have been prepared using accepted accounting principles and do not contain misstatement.

Steffes moved, seconded by Erickson, to accept the fiscal year 2015 school district audit report as presented by Derek Flanagan, Eide Bailly LLP. Motion carried 7-0.
CERTIFICATION OF FINAL 2015 PAYABLE 2016 PROPERTY TAX LEVY: Assistant superintendent for finance and operations Brandon Lunak presented information related to certifying the 2016 property tax levy. The total levy amount is $17,466,416.34 million, which is an increase of $4 million or 31.67 percent from the 2015 tax levy.

Included in this year’s hearing was information about the economic development property tax abatement that the City of Moorhead, Clay County and Moorhead Area Public Schools approved in September 2014. The district’s estimated abatement for the 2015 assessment is $125,870 for the 269 properties (245 newly constructed residential structures and 24 remodeled existing homes and apartments) that qualified for the abatement. The actual amount will be included in next year’s levy.

Pursuant to Minn. Stat. 469.1813, Subd. 5a, a governing body of the political subdivision may approve an abatement only after holding a public hearing on the abatement. Annually for the three-year period of the abatement, the abated amount will be included in the approved final levy figures as presented for final certification.

Schools districts are required to discuss the levy and the current year’s budget at a regularly scheduled board meeting and allow the public to speak.

The School Board approved the preliminary tax levy on September 28, 2015. The next step in the levy certification process requires the School Board to certify the district's final 2015 Payable 2016 Property Tax Levy by December 30, 2015.

A revised budget for fiscal year 2016 will be brought to the board in January. Next year’s budget will be adopted in June 2016.

Chair Fagerlie requested comments and questions from the public.

Georgetown farmer John David Lee said an unfair tax burden is placed on farmers to pay for school district operations. He said it will get worse with voter approval of November's bond referendum.

Fagerlie said many of his concerns need to be fixed in the Legislature. Lee said school superintendents should call on lawmakers to fix the system.

Tomhave moved, seconded by Steffes, to approve the certification of the final 2015 Payable 2016 Property Tax Levy in the amount of $17,466,416.34. Motion carried 7-0.

APPROVAL OF POLICY 502: Erickson moved, seconded by Tomhave, to approve the policy, Student Disability Nondiscrimination 502, as presented. Motion carried 7-0.
APPROVAL OF POLICY 516: Steffes moved, seconded by Johnson, to approve the policy, School Attendance Governing Enrollment of Children/Adults with Disabilities 516, as presented. Motion carried 7-0.

APPROVAL OF POLICY 531: Tomhave moved, seconded by Johnson, to approve the policy, Communicable Disease Control and Infectious Conditions 531, as presented. Motion carried 7-0.

APPROVAL OF POLICY 534: Valan moved, seconded by Altenburg, to approve the policy, Mandated Reporting of Child Neglect or Physical or Sexual Abuse 534 and Administrative Procedure: Confidential Student Maltreatment Reporting Form 534.1, as presented. Motion carried 7-0.

APPROVAL OF POLICY 535: Steffes moved, seconded by Johnson, to approve the policy, Maltreatment of Vulnerable Adults 535, as presented. Motion carried 7-0.

APPROVAL OF POLICY 554: Tomhave moved, seconded by Altenburg, to approve the policy, Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds 554, as presented. Motion carried 7-0.

APPROVAL OF POLICY 603: Altenburg moved, seconded by Johnson, to approve the policy, Special Education Policies and Procedures 603 and Administrative Procedures: Special Education Rules and Regulations 603.1, Behavioral Intervention Plan 603.2 and Special Education Parent Advisory Council 603.3, as presented. Motion carried 7-0.

APPROVAL OF POLICY 731: Erickson moved, seconded by Johnson, to approve the policy, Moorhead Area Public Schools Electronic Network and Systems Responsible Use and Safety 731 and Administrative Procedures: Responsible Use of Moorhead Area Public Schools Electronic Network 731.1, Notification of Network Use 731.2 and Use of Moorhead Area Public Schools Electronic Network Violation Report 731.3, as presented. Motion carried 7-0.

APPROVAL OF RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2016A: Greg Crowe, Ehlers & Associates, Inc., explained the resolution and school district credit enhancement application related to the issuance of general obligation school building bonds. The School Board determined that it is necessary and expedient to issue $78,280,000 General Obligation School building Bonds, Series, 2016A. The district retained Ehlers & Associates, Inc. as its independent municipal advisor for the Bonds. Ehlers is authorized to solicit proposals in accordance with the Minnesota Statutes, Section 475.60, Subdivision 2(9). Ehlers is authorized to prepare and distribute an Official Statement and to open, read and tabulate the proposals for presentation to the board. The bonds will be awarded at the January 25, 2016 board meeting.

Valan moved, seconded by Steffes, to approve the resolution providing for the sale of general obligation school building bonds, series 2016A; and the covenanting and obligating the district to
be bound by and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee the payment of the principal and interest on these bonds. Motion carried 7-0.

**SCHOOL DISTRICT FACILITIES UPDATE**: None.

**SUPERINTENDENT REPORT**: Dr. Kovash said meetings were held with architects and staff related to the new K-4 building; additional meetings will be scheduled. She noted board members should have received information from the Minnesota School Boards Association regarding the Every Student Succeeds Act Reauthorization. The district will continue with the state plan for the year, and then changes will be made to assessments. Dr. Kovash then assisted board members with the 2016 MREA Board of Directors Election.

**COMMITTEE REPORTS**: Brief reports were heard related to the Ellen Hopkins PTAC, Health/Safety/Wellness Committee, Horizon PTAC, Early Childhood Family Education Advisory Committee, District Health Insurance Committee, S.G. Reinertsen PTAC, Executive Finance Committee, MHS PTAC, Joint Powers Committee, Special Education Parent Advisory Committee, Robert Asp PTAC, Instruction and Curriculum Advisory Committee, and Probstfield PTAC meetings.

Fagerlie reported the board negotiations committee consisting of herself and Laurie Johnson and designated by the School Board to hear teacher grievances, heard Education Moorhead Grievance 1050. Based on the information provided, the committee rendered its decision to deny the grievance on behalf of the School Board.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD**: Dr. Kovash requested board members to contact Michelle if they were planning to attend the January 22 Intergovernmental Retreat.

**ADJOURNMENT**: Hearing no objections, the Chair adjourned the meeting at 9:04 p.m.

_________________________________
Laurie A. Johnson, Clerk

18
TO: School Board
FROM: Cindy Fagerlie, School Board Chair
DATE: 1/5/2016
RE: Education Moorhead Grievance 1050

The Moorhead School Board Negotiations Committee met on December 14, 2015 to discuss the Education Moorhead Grievance 1050.

Suggested Resolution: The Moorhead School Board denies Education Moorhead Grievance 1050.

CBF: mde
TO: Dr. Lynne A. Kovash, Superintendent

FROM: Brandon M. Lunak, Assistant Superintendent of Finance and Operations

DATE: 1/4/2016

RE: Approval of January Claims

The January claims are as follows:
- General Fund $1,649,516.81
- Food Service Fund $168,098.34
- Community Service Fund $10,076.92
- Construction Fund $219,520.80
- TOTAL $2,047,212.87

The December wire payments are as follows:
- General fund $1,958,696.30
- Building Construction $439,625.40
- Post Employment Irrevocable Trust Fund $3,636.00
- TOTAL $2,401,957.70

Suggested Resolution: Move to approve the January claims, subject to audit, in the amount of $2,047,212.87 and the December wire payments, subject to audit, in the amount of $2,401,957.70.

BML: dmb
TO: Dr. Lynne A. Kovash, Superintendent
FROM: Brandon M. Lunak, Assistant Superintendent of Finance and Operations
DATE: 1/4/2016
RE: Approval of Food Literacy Donation

An anonymous donation from a private foundation has been rewarded to Moorhead Area Public Schools. The private foundation has developed a food literacy program for preprimary and kindergarten classrooms which was piloted in 60+ classrooms last year. In early 2016 the foundation is giving the program, with all materials, supplies, resources and seed funding, to partner schools. The proposed grant will cover 24 kindergarten and 6 Jump Start classrooms at $250/classroom, for a total grant of $7500.00 for Probstfield Kindergarten Center. In-kind donation of curriculum materials, supplies and resource guides is $100/classroom, or an additional $3,000.00.

Suggested Resolution: Move to approve and accept the grant of $7,500.00 and direct administration to send a thank you.

BML:dmb
TO: Dr. Lynne A. Kovash, Superintendent

FROM: Brandon M. Lunak, Assistant Superintendent of Finance and Operations

DATE: 1/4/2016

RE: Approval of Memorial Donation

Moorhead Area Public Schools has received the following memorial:

Frances Flaig taught elementary school in Moorhead at Thomas Edison Elementary School retiring in 1975. Frances recently passed away. The family of Frances Flaig has made a memorial donation of $300.00 in Frances honor to be used for the elementary program at Moorhead Area Public Schools.

Suggested Resolution: Move to approve the donation of $300.00 for Moorhead Area Public Schools and direct administration to send a thank you.

BML:dmb
TO: Dr. Lynne A. Kovash, Superintendent
FROM: Brandon M. Lunak, Assistant Superintendent of Finance and Operations
DATE: 1/4/2016
RE: Approval of Lunch Program Donation

Moorhead Area Public Schools has received the following donation:

FM Builders Exchange has donated $1000.00 to the Moorhead Area Public Schools Food Services program. It is to be used to provide students who otherwise could not afford a hot lunch.

Suggested Resolution: Move to approve and accept the donation from FM Builders Exchange in the amount of $1000.00 for the lunch program and direct administration to send a thank you.

BML:dmb
TO: Dr. Lynne A. Kovash, Superintendent
FROM: Brandon M. Lunak, Assistant Superintendent of Finance and Operations
DATE: 1/4/2016
RE: Approval of Lease Agreement with Lakes Country Service Cooperative

Attached is a lease agreement between Moorhead Area Public Schools and Lakes Country Service Cooperative (LCSC) for a six-month agreement to continue leasing space at the Youth Educational Services (YES) building in Moorhead. The space is used to house the district's Adult Basic Education program.

Suggested Resolution: Move to approve a six-month commercial lease agreement with Lakes Country Service Cooperative at the initial annual cost of $22,250.00 as presented.

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
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<tbody>
<tr>
<td>Lease Agreement with LCSC</td>
<td>Cover Memo</td>
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COMMERCIAL LEASE AGREEMENT

THIS COMMERCIAL LEASE AGREEMENT (the "Agreement" or "Lease"), made to be effective the 1st day of January, 2016, is by and between YOUTH EDUCATIONAL SERVICES OF MOORHEAD, MINNESOTA, an accredited State of Minnesota approved alternative program of LAKES COUNTRY SERVICE COOPERATIVE, (hereinafter "Lessor"), and MOORHEAD AREA PUBLIC SCHOOLS, ISD#152 a Minnesota independent school district (hereinafter "Lessee").

DESCRIPTION OF LEASED PREMISES

Lessor, in consideration of the rents and covenants hereinafter mentioned, does hereby demise, lease and let unto the Lessee, and the Lessee does hereby hire and take from the Lessor, the following described premises, situated in the city of Moorhead, county of Clay and state of Minnesota, to wit:

2215 12th Avenue South, Moorhead, Minnesota 56560

(herein the "Leased Premises").

1. TERM: The term of the Lease for use and occupancy of the Leased Premises by Lessee shall commence January 1, 2016, and shall continue for an initial term of six (6) months terminating June 30, 2016 (the "Initial Term"), unless earlier terminated as provided for herein. This Lease is non-cancelable and non-terminable by Lessee.

2. TERM EXTENSION: Provided that Tenant has complied with all of the terms and conditions of this Lease, after the expiration of the Term, the Lease automatically renews for six (6) months unless either party gives written notice, pursuant to 21(f), no later than sixty (60) days before the expiration of the Initial Term or the expiration of the extended term. If the Lease is renewed the consideration will be in accordance to 4 below.

3. USE; INSPECTION: The Leased Premises will be used by Lessee in and for its materials, program and equipment. Lessee agrees that the Leased Premises shall be used and occupied only in accordance with the laws and ordinances of the city of Moorhead, county of Clay, and state of Minnesota. Notwithstanding anything to the contrary in this Agreement, Lessee shall not use the Leased Premises, or permit the Leased Premises to be used, for any other purposes other than storing its materials and equipment, without the prior written consent of Lessor.

Prior to undertaking occupancy of the Leased Premises, Lessee warrants and represents that it has inspected the Leased Premises to its full satisfaction, and that Lessee accepts the Leased Premises in its present condition, as-is, with all faults, if any, and with no obligation on Lessor to make any improvements, replacements, or repairs to the Leased Premises at any time during the term of this Agreement.

4. CONSIDERATION: In consideration of, among other things, the use of the Leased Premises, commencing on the 1st day of January, 2016, the Lessee shall contribute
$22,250 payable in two equal installments, which payments shall be paid to the Lessor: LAKES COUNTRY SERVICE COOPERATIVE, 1001 E. Mount Faith Avenue, Fergus Falls, MN 56537 on or before:

(a) April 1 of 2016; and
(b) June 1 of 2016.

The initial agreement shall be for 5,000 square feet at an annual rate of $8.50 per square foot for 5000 square feet and 1000 square feet storage space at an annual rate of $2.00 per square foot. The square footage may be adjusted during the term of the lease as mutually agreed upon in writing by the Lessee and Lessor. Parking for the Lessee shall be provided primarily in the west parking lot.

5. MAINTENANCE; REPAIRS: Lessor, at its own expense, shall keep, maintain, and repair all aspects of the Leased Premises, in good working order, full state of repair and good condition during the term of this Lease. Lessee shall keep the Leased Premises continually in a neat, clean and respectable condition, and all garbage and refuse will be removed. Lessor agrees to bear the expenses for housekeeping, custodial, repairs, replacements, improvements, and maintenance of the Leased Premises. However, the Lessee shall provide the cost of any improvements necessary for Lessee's use of the Leased Premises and gain approval from the lessor. Lessor shall keep and maintain all sidewalks, entrances and driveways attendant to the Leased Premises free of snow, ice and other accumulations or debris, and shall mow and maintain any yards. Lessee shall, at its expense, make such repairs to the Leased Premises as are reasonably requested by Lessor and necessary to keep the Leased Premises in good condition and state of repair.

6. INSURANCE: Lessee shall procure and carry at its sole expense insurance on improvements, inventory, trade fixtures, equipment, partitions, shelving and other contents and other removable articles installed by the Lessee which insurance shall contain a waiver of subrogation against Lessor, and in the event of any loss of such articles by fire or other cause, recovery shall be obtained by the Lessee.

Lessee shall deposit with Lessor proof of the existence and maintenance of the insurance policies required hereunder.

7. INDEMNIFICATION/HOLD HARMLESS: The Lessee agrees to at all times protect, defend, indemnify, save and keep harmless the Lessor, its employees, partners, agents, officers, and other representatives, against and from any and all claims, losses, expenses, and demands, or any nature whatsoever, arising out of or from any accidents or other occurrences, of any nature, on or about the Leased Premises causing injury to any person or persons or property, whomsoever or whatsoever, including claims of third parties, sub-tenants, invitees or entrants on the Lease Premises. The obligations of Lessee under this subdivision shall survive termination of this Agreement.

It is expressly agreed that as one of the material considerations of this Agreement, without which it would not be granted, that Lessee assumes all risk of injury to or death of all
persons and damage to or loss or destruction of buildings, contents, or other property brought upon or in proximity to the Leased Premises by Lessee, or by any other person, and that Lessor shall not be liable for any injury to persons or property, whether belonging to third parties or Lessee, it being agreed that Lessee will defend, protect, indemnify, and hold Lessor harmless from all the foregoing.

Lessee agrees that Lessor, its employees, officers, shareholders, agents, and other representatives shall not be liable to Lessee, its employees, agents, or invitees for, and Lessee hereby releases such parties from, any damage, compensation, claims, or causes of action, arising from: Lessee’s use and occupancy of the Leased Premises; loss or damage to personal property or trade fixtures in the Leased Premises, including books, records, files, computer equipment, computer data, money, securities, negotiable instruments or other papers; lost business or other consequential damage arising out of any interruption in the use of the Leased Premises; and any criminal, negligent, wrongful, or other act by any person, other than Lessor’s employees and agents.

8. UTILITIES: Lessee agrees to pay a pro-rated share of all expenses, charges, and fees for all utilities serving the Leased Premises, including electrical, gas, heating, water, and sanitary sewer service for the Leased Premises during the term of this Agreement or any extension.

9. DEFAULT: If the rental payments, or other payments required of Lessee herein, whether the same be demanded or not, are not paid when they become due; or if any damage or waste shall be made to or on the Leased Premises; or if any term, condition or covenant of this Lease on the part of the said Lessee to be by said Lessee kept or performed, shall be violated or neglected, then and in any of said cases the said Lessee does hereby authorize and fully empower said Lessor or its agents to cancel and annul this Lease upon 15 days' prior written notice and to re-enter and take possession of the Leased Premises immediately, and by force, if necessary; and remove all persons and their property therefrom and to use such force and assistance in effecting and perfecting such removal as said Lessor may deem advisable to recover at once full and exclusive possession of the Leased Premises, whether in possession of said Lessee or of third persons, or vacant. Lessor or its agents may at any time after such default or violation of condition or covenant, re-enter and take possession of the Leased Premises, without such re-entering working a forfeiture of the rents to be paid and the covenants to be kept by said Lessee for the full term of this Lease.

The Lessee shall pay, upon demand, all of Lessor's costs, charges and expenses, including the reasonable fees of counsel, agents and others retained by the Lessor, incurred in enforcing the Lessee's obligations hereunder or incurred by the Lessor in any litigation in which the Lessor becomes involved or concerned by reason of the existence of this Lease or the relationship hereunder of the Lessor and the Lessee.

10. RIGHT OF ACCESS: Lessee shall allow Lessor and/or its agents or employees access to the Leased Premises at all reasonable times during the term of the Lease.

11. IMPROVEMENTS/ALTERATIONS: Lessee shall not make any material alterations or improvements to the Leased Premises or do any material remodeling, without the
written consent of the Lessor. In the event of any such alterations, improvements or remodeling, said activity shall be at Lessee's own expense and upon termination of this Lease, any such alterations, improvements, or remodeling shall become the property of and part of the Leased Premises for the benefit of Lessor.

12. **LIENS:** Lessee shall promptly pay for any work done in or about the Leased Premises contracted by it or others in its behalf, and will not permit or suffer any mechanic's liens to attach to the Leased Premises which are a result thereof and shall promptly cause any claim for any such lien to be released or shall secure Lessor to its satisfaction in the event the Lessee desires to contest any such claim.

13. **BANKRUPTCY:** In the event of voluntary or involuntary bankruptcy on the part of the Lessee, or the appointment of a receiver for the Lessee, or a voluntary assignment for creditors by the Lessee, or if this Lease shall by operation of law devolve upon or pass to any person or corporation other than the Lessee, then and in each of said events this Lease shall, at the option of the Lessor, be subject to immediate cancellation forthwith.

14. **SUBORDINATION:** This Lease and the Lessee's rights under this Lease are and shall always be subordinate to the lien of any mortgage, mortgages or other security now or hereafter placed upon the land and buildings of which the Leased Premises are a part, and to all advances hereafter made from time to time upon the security thereof.

15. **CONDEMNATION:** If the Leased Premises or any part thereof shall be taken or condemned for public purposes by public authorities, the Lessee shall have no claim against the Lessor and shall not have any claim or right to any portion of the amount that may be awarded or paid to the Lessor as a result of any such condemnation. Lessee assigns to Lessor all claims it may have in condemnation matters.

16. **WAIVER:** No waiver by Lessor of any default by Lessee hereunder shall be implied from any omission by Lessor to take any action on account of such default if such default persists or is repeated and no express waiver shall affect any default other than the default specified in the expressed waiver, and then only for the time and extent therein stated. One or more waivers of any covenant, term or condition of this Lease by Lessor shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition. The invalidity or unenforceability of any provisions hereof shall not affect or impair any other provisions.

17. **ASSIGNMENT:** Lessee will not assign this Lease, or sublet or underlet the Leased Premises, or any part thereof, without the prior written consent of Lessor. Lessee shall defend, indemnify, and hold Lessor harmless from all sub-tenant claims or other matters.

18. **SALE:** Lessor agrees to timely inform Lessee of intent to sell Leased Premises. In the event Lessor sells the Leased Premises, the Lease will terminate effective on the closing date on the sale of the Leased Premises. If there is such a sale, Lessee will receive a refund of rent paid, prorated over the number of days left on the Lease. Lessor shall promptly give Lessee written ninety (90) day advance notice of the sale of the Leased Premises to allow reasonable time to vacate the premises.
19. **SURRENDER OF PREMISES:** Upon termination of this Lease in any manner whatsoever, Lessee shall remove Lessee's goods and effects and those of all persons claiming under the Lessee and shall quit and deliver the Leased Premises to the Lessor, peaceably and quietly, in as good order and condition as the same were in on the date the Initial Term commenced or were thereafter placed in by the Lessor or Lessee, reasonable wear and tear excepted. Any property not removed shall be deemed abandoned, and Lessee shall be liable for all costs of removal and Lessee shall indemnify, defend and hold Lessor harmless from any cost or liability due to disposition of any property in the Leased Premises in which a person other than Lessee has an interest.

20. **HOLDING OVER:** Lessee will, at the termination of this Lease by lapse of time or otherwise, yield up immediate possession of the Leased Premises to Lessor. If Lessee retains possession of the Leased Premises or any part thereof after such termination, then Lessor may, at its option, serve written notice upon Lessee that such holding over constitutes either: (a) creation of a month-to-month tenancy, upon the terms and conditions set forth in this Lease, or (b) creation of a tenancy at sufferance. If subparagraph (a) of this paragraph is elected, the monthly Rent shall be equal to one hundred twenty percent (120%) the Rent being paid yearly to Lessor under this Lease immediately prior to such termination divided by 12. If subparagraph (b) is elected or no such notice is served, then a tenancy at monthly sufferance shall be deemed to be created at a rate equal to one hundred twenty-five percent (125%) the Rent being paid yearly to Lessor under this Lease immediately prior to such termination (prorated in the case of (b) on the basis of a 365 day year for each day Tenant remains in possession) divided by 12. This paragraph shall not constitute a waiver by Landlord of any right of re-entry as herein set forth nor shall receipt of any Rent or any other act in apparent affirmance of the tenancy operate as a waiver of the right to terminate this Lease for a breach of any of the terms, covenants, or obligations herein on Tenant’s part to be performed.

21. **MISCELLANEOUS:**

   a. All the covenants, terms and conditions of this Lease shall extend, apply to and firmly bind the heirs, executors, administrators and assigns of the respective parties hereto as fully as the respective parties are themselves bound. Time is an essential part hereof.

   b. This Lease may be modified only upon the written and signed agreement of Lessor and Lessee.

   c. Lessee shall keep the premises free of any hazardous materials or hazardous substances (as defined by the United States Environmental Protection Agency), except for those materials and substances used in the ordinary course of Lessee's business and in compliance with all local, state, and federal laws and regulations. Lessee shall indemnify and hold Lessor harmless for any hazardous waste cost, cleanup, fine, damage, penalty, or judgment resulting from any hazardous materials or hazardous substances introduced onto the premises during the Lease term. The obligations of Lessee under this subdivision shall survive termination of this Agreement.
d. Nothing contained herein shall be deemed or construed by anyone as creating the relationship of principal and agent or of partnership or of joint venture between the parties to this agreement.

e. The laws of the state of Minnesota shall govern the validity, performance and enforcement of this Lease. Any disputes or other proceedings relating to this Lease or the parties' performance hereunder, shall be venued in Clay County, Minnesota.

f. Any and all notices or other communication provided for in this Agreement shall be given in writing, by registered or certified mail which, unless otherwise designated by a party by written notice in accordance with this section, shall be addressed as follows:

To Lessor: Youth Educational Services
Lakes Country Service Cooperative
Attn: Jeremy Kovash
1001 E. Mount Faith Ave.
Fergus Falls, MN 56537

To Lessee: Moorhead Area Public Schools


g. All yearly rent payments shall be made without demand, deduction, or setoff, and in the event any rent payment is not paid within ten (10) days of its due date, Lessee shall pay to Lessor, in addition to the monthly rental amount, a late fee in the amount of five percent (5%) of any late rent payment.

h. LESSEE TAKES THE LEASED PREMISES “AS IS”, AND LESSEE ACKNOWLEDGES THAT LESSOR (WHETHER ACTING AS LESSOR HEREUNDER OR IN ANY OTHER CAPACITY) HAS NOT MADE AND WILL NOT MAKE, NOR SHALL LESSOR BE DEEMED TO HAVE MADE, ANY WARRANTY OR REPRESENTATION, EXPRESS OR IMPLIED, WITH RESPECT TO ANY OF THE LEASED PREMISES, INCLUDING ANY WARRANTY OR REPRESENTATION AS TO ITS FITNESS FOR USE OR PURPOSE, DESIGN OR CONDITION FOR ANY PARTICULAR USE OR PURPOSE, AS TO THE QUALITY OF THE MATERIAL OR WORKMANSHIP THEREIN, LATENT OR PATENT, OR AS TO VALUE, COMPLIANCE WITH SPECIFICATIONS, LOCATION, USE, CONDITION, MERCHANTABILITY, QUALITY, DESCRIPTION, DURABILITY OR OPERATION, IT BEING AGREED THAT ALL RISKS INCIDENT THERETO ARE TO BE BORNE BY LESSEE.

[Separate Signature Page Attached]
[Signature Page to Lease Agreement]

Lakes Country Service Cooperative
**Lessor**

By ________________________________
Jeremy Kovash
Its Executive Director

Moorhead Area Public Schools
**Lessee**

By ________________________________
Brandon Lunak
Its Assistant Superintendent

CRF
2007-1985
TO: Dr. Lynne A. Kovash, Superintendent
FROM: Missy Eidsness, Assistant Superintendent of Learning and Accountability
DATE: 1/7/2016
RE: Approval of Authorization of LEA Representative for Title III AMAO Improvement Planning

Annually the Minnesota Department of Education requires each school district that accepts Title III funds, funds that support English Language Education Programs, approve a Local Education Agency (LEA). The LEA is responsible to ensure that the school district maintains compliance with the appropriate Federal statutes and state procedures currently in effect and will act as the responsible authority in all matters relating to the administration of the English Learner Education Program Annual Measurable Achievement Objectives (AMAO) Plan. It is recommended that Melissa Eidsness, Assistant Superintendent of Learning and Accountability, be authorized as the Title III AMAO LEA Representative for the 2015-16 school year.

Melissa Eidsness and Kari Yates will present the AMAO plan modifications, an overview of service by level, and trend data for the Moorhead School District in February.

Suggested Resolution: Move to approve Melissa Eidsness as the Title III AMAO LEA Representative for the 2015-16 school year.

MOE:tro

ATTACHMENTS:

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<tbody>
<tr>
<td>LEA Rep</td>
<td>Cover Memo</td>
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</table>
English Learner Education Program

Annual Measurable Achievement Objective (AMAO) Plan 2015-2016

District Identification Information

| District Name: Moorhead Area Public School | District Number: 152 |
| Superintendent (Director): Lynne Kovash | Email: 2410 14th Ave. S. Moorhead, MN, 56560 |
| English Language Coordinator: Kari Yates | Email: kyates@moorheadschools.org |

Check one of the following options:

☐ Option 1: The LEA is in Needs Improvement status *the LEA has not made AMAO for 2 consecutive years* OR the LEA is in Program Modification status *the LEA has not made AMAO for 4 years* and will scan and e-mail page 1 along with the English Learner Education Program Annual Measurable Achievement Objective Plan to: barbara.alnouri@state.mn.us.

☐ Option 2: The LEA is in AMAO Continuing Needs Improvement *the LEA has not made AMAO for 3 consecutive years* OR the LEA is in AMAO Program Modification Update status *the LEA has not made AMAO for 5 consecutive years or more* and will keep evidence of improvement/modification plan update processes and products on file at the LEA. The LEA will scan and e-mail page 1 of this document to: barbara.alnouri@state.mn.us.

English Learner Program AMAO Plan Assurances

Check the boxes below to indicate the requirement has been met:

☐ The LEA assures that it has consulted with parents in the development of local plans which describe the programs and activities that the district plans to implement with Title III funds.

☐ The LEA assures that it has notified parents of all English Learners in the district of the Title III AMAO improvement status within 30 days of identification.

Local Board of Education Action

The local Board of Education for Moorhead Public Schools has authorized Melissa Eidsness, Assistant Superintendent at a monthly meeting held on January 11, 2016 to act as the LEA Representative in filing the Title III Improvement Plan as provided under Public Law 107-110. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal statutes, regulations, and state procedures currently in effect and will act as the responsible authority in all matters relating to the administration of English Learner Education Program Annual Measurable Achievement Objectives Plan.

Cindy Fagerlie
School Board Chair

1/11/2016 Date
TO: Dr. Lynne A. Kovash, Superintendent
FROM: Kristin Dehmer, Executive Director of Human Resources
DATE: 1/5/2016
RE: Approval of Field Experience Agreement

Attached is the Field Experience Agreement with Luther College for Moorhead Area Public Schools to serve as a student placement center for Field Experience. Terms of this agreement shall be for the period of the 2015-2016 school year. Moorhead Area Public Schools Policy 921 supports the agreements with universities and college to provide field experience for Student Teaching Experience.

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

Suggested Resolution: Move to approve the agreement with Luther College Field Experience as presented.

KLD:

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<th>Description</th>
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<tbody>
<tr>
<td>Luther College Agreement</td>
<td>Cover Memo</td>
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</tbody>
</table>
CLINICAL FIELD EXPERIENCE CONTRACTUAL AGREEMENT

This contract is made and entered into between Luther College, Education Department, 700 College Drive, Decorah, Iowa 52101 and Moorhead Area Public Schools, 2410 14th St. S., Moorhead, MN 56560

PROVISIONS:

1. Luther College and the School District agree to participate, if placements are available in the district, in a clinical field experience program, which includes, but is not limited to: Student teaching, student observations, and other field experiences during the 2015-2016 academic year.

2. Luther College will provide supervision by one or more of the following for students participating in clinical field experiences that are placed in the school district identified under item 1 above.
   - Luther faculty member(s)
   - Trained and credentialed specialist in education

3. Luther College agrees to compensate:
   - ___ District
   - ___ Cooperating Teacher
     (Indicate district's preference for payment)

   in the amount of $175 for one-half a semester or $350 for a full semester for each student placed as a student teacher. Payment is to be made at the end of each semester after the Luther College Education Department receives the completed Student Teacher Evaluation from the cooperating teacher. Payment for a student teacher who has withdrawn prior to the middle of the term shall be one-half of the normal reimbursement with payment to be made at the end of the period. Other field experiences identified in this agreement will be compensated with regard to time involvement and course objective, and will be stated at the time of the request.

4. Student teachers and other field experience enrollees of the Luther College Education Department are to comply with all the contracted school district's rules, regulations, and policies. Termination or change in assignment will be the option of Moorhead Area Public Schools, as well as the option of Luther College, should circumstances warrant such an action.

5. Cooperating teachers must have at least three years of teaching experience in the appropriate subject area. It may not be their first year in their current assignment/building.

6. All clinical field experience students will be required to pass a background check as required by Moorhead Area Public Schools.

7. Moorhead Area Public Schools and Luther College agree that neither party will discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, or handicap.

Date: ___________________________  Signature: __________________________________
Department Chair, Luther College Education Department

Date: ___________________________  Signature: __________________________________
Academic Dean, Luther College

Date: ___________________________  Signature: __________________________________
Representative, Moorhead Area Public Schools
Education Department  563.387.1140  p  563.387.1107  f  www.luther.edu/education
Updated: 2/12/15

Luther College  700 College Drive  Decorah, Iowa 52101-1045  www.luther.edu
TO: Dr. Lynne A. Kovash, Superintendent
FROM: Kristin Dehmer, Executive Director of Human Resources
DATE: 1/5/2016
RE: Approval of Change in Contract

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

**Jarrod Pahl**  
Paraprofessional, Horizon Middle School to Hall Monitor, High School, 8 hours per day, effective January 4, 2016. (Replaces Zikri Ahmed)

**Khalisa Yasin**  
Lunchroom Supervisor, S. G. Reinertsen Elementary to Paraprofessional, Probstfield Elementary, B21 (0-2) $15.74 per hour, 6.75 hours per day, 4 days per week, effective January 4, 2016.

Suggested Resolution: Move to approve the Change in Contract for Jarrod Pahl and Khalisa Yasin as presented.

KLDsmw
TO: Dr. Lynne Kovash, Superintendent
FROM: Kristin Dehmer, Executive Director of Human Resources
DATE: 1/5/2016
RE: Approval of Family/Medical Leave

The administration request approval of the Family/Medical Leave for the following people:

**Toni Bach**
Counselor, High School, Family Medical Leave (FMLA), effective December 8, 2015 through January 2, 2016.

**Gena Whiteford**
Paraprofessional, Horizon Middle School, Family Medical Leave (non-FMLA), effective December 8, 2015 for an undetermined amount of time.

**Kim Melander**
Teacher, Ellen Hopkins Elementary, Family Medical Leave (FMLA), effective December 18, 2015 through December 22, 2015.

**Karen Krebsbach**
Teacher, High School, Family Medical Leave (FMLA), effective January 11, 2016 through approximately January 22, 2016.

**Lance Kelly**
Teacher, High School, Family Medical Leave (FMLA), effective in February 11, 2016 through approximately March 11, 2016.

**Jennifer Hammer**
Teacher, Probstfield Elementary, Family Medical Leave (FMLA), effective May 7, 2016 for the remainder of the school year.

**Suggested Resolution:** Move to approve the Family/Medical Leave for Toni Bach, Gena Whiteford, Kim Melander, Karen Krebsbach, Lance Kelly and Jennifer Hammer as presented.

KLD:jal
TO: Dr. Lynne A. Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources

DATE: 1/5/2016

RE: Approval of Other Leave

The administration requests approval of Other Leave of Absence pursuant to Article VIII, Section 8 of the Paraprofessional Master Agreement.

**Gayle Sprenger**

**Nicole Giffey**
Paraprofessional, Probstfield Elementary, effective approximately February 14, 2016 for the remainder of the year.

*Suggested Resolution*: Move to approve the Other Leave of Absence for Gayle Sprenger and Nicole Giffey as presented.
TO: Dr. Lynne A. Kovash, Superintendent
FROM: Kristin Dehmer, Executive Director of Human Resources
DATE: 1/5/2016
RE: Approval of Resignations

The administration requests approval of resignation of the following people:

**Victoria Wiger**
Paraprofessional, Probstfield Elementary, effective January 8, 2016.

*Suggested Resolution:* Move to approve the resignations of Victoria Wiger as presented.

KLDsmw
TO: Dr. Lynne A. Kovash, Superintendent
FROM: Kristin Dehmer, Executive Director of Human Resources
DATE: 1/5/2016
RE: Approval of New Employees

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

**Melissa Pickar**
Paraprofessional, High School, B21 (0-2) $15.74 per hour, 6.75 hours per day, effective December 7, 2015. (Replaces Tonya Lancon)

**Sabine Lapjani**
Lunchroom Supervisor/Crossing Guard, S. G. Reinertsen Elementary, $10.25 per hour, 5 hours per day, effective December 8, 2015. (Replaces Heather Schuetz)

**Sara Bucher**
Math Teacher, Horizon Middle School, BA(1) $21,771.53, effective January 4, 2016. (Replaces Sharon Nelson)

**Julia Sammon**
Kindergarten Teacher, Probstfield Elementary, BA (0), $21,106.62, effective January 4, 2016. (Replaces Lyndsey Heilman Lindsey)

**Marcy Harsch**
Paraprofessional, Horizon Middle School, B21 (0-2) $15.74 per hour, 6.75 hours per day, effective January 4, 2016. (Replaces Tyler Flaa)

**Jane Jensen**
Paraprofessional, Probstfield Elementary, B21 (5) $16.75 per hour, 6.75 hours per day, effective January 4, 2016. (Replaces Victoria Wiger)

**Katie Hanson**
Paraprofessional, Probstfield Elementary, B21(0-2) $15.74 per hour, 6.75 hours per day, effective January 5, 2016. (Replaces Janice Melland)

**Sunaj Beljulji**
Lunchroom Supervisor/Crossing Guard, S. G. Reinertsen Elementary, $10.25 per hour, 5 hours per day, effective January 5, 2016. (Replaces Jerilyn Neameyer)

**Danielle Miller**
Night Custodian, Robert Asp Elementary, A12 (0-2) $15.55 per hour, 8 hours per day, effective January 18, 2016. (Replaces Richard Kraft)

**Amelia Bixby**
AVID Tutor, High School, $12.00 per hour, 2.5 hours 2 days per week effective January 5, 2016. (New position)

**Suggested Resolution:** Move to approve the employment of Melissa Pickar, Sabine Lapjani, Sara Bucher, Julia Sammon, March Harsch, Jane Jensen, Katie Hanson, Sunaj Beljulji, Danielle Miller, and Amelia Bixby as presented.

KLDsmw
TO: Dr. Lynne A. Kovash, Superintendent
FROM: Missy Eidsness, Assistant Superintendent of Learning and Accountability
DATE: 1/11/2016
RE: Major Magnitude Trip Request - Moorhead High School Trip to Hawaii

Attached please find information related to a proposed major magnitude field trip for Moorhead High School symphony and chamber orchestra students to travel to Hawaii for seven days during the 2017 spring break in March/April.
The purpose of this trip is to provide the orchestra students a variety of performing situations, including the 75th anniversary observance of the Pearl Harbor attack, a year-long event at the USS Missouri in Pearl Harbor. They will observe and learn performing techniques from other music ensembles in an orchestra exchange concert. The orchestra will also participate in a clinic session at the University of Hawaii. During this trip the students will have the opportunity to tour cultural sites. The anticipated cost per person is $2,650.

Jon Larson, Moorhead High School orchestra teacher, will attend the January 11, 2016 board meeting to present the request to the board.

Suggested Resolution: Move to approve the major magnitude field trip to Hawaii for Moorhead High School students in March/April of 2017.

Moved by:
Seconded by
Comments:

MOE:tro

ATTACHMENTS:

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<tr>
<th>Description</th>
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<tr>
<td>Major Magnitude Trip Request</td>
<td>Cover Memo</td>
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Major Magnitude Field Trip -- Request Form

Administrative Policy of the Moorhead Public Schools

District Code: IICA-B
Date Adopted: 10/26/89
Revised: 01/08/01

Major Magnitude Field Trip
Field Trip
Request Form

Section I

Date of Request: __10-14-2015__

Person Requesting the Field Trip: ____Jon Larson, MHS Orchestra Director____

Purpose of the Trip: The purpose of this trip is to provide the Orchestra students a variety of performing situations including the 75th Anniversary Observance of the Pearl Harbor Attack, a year-long event at the USS Missouri in Pearl Harbor. They will observe and learn performing techniques from other music ensembles in an orchestra exchange concert. The Orchestra will also participate in a clinic session at the University of Hawai‘i. During this trip, the students will have the opportunity to tour cultural sites.

Please explain the educational value of this trip and how this trip is related to the course content and graduation standards: The 75th Anniversary Observance of Pearl Harbor features music ensembles from all over the United States that will perform at Pearl Harbor and on-board the USS Missouri. The students will attend performances of several outstanding High School Bands and Orchestras from around the country. The students will gain experience in performing in a variety of concert situations at Pearl Harbor, the Centerstage at the Ala Moana Center and a school exchange performance. These performances and observations partially fulfill the Arts Performance and Analysis Standards embedded in the High School instrumental courses. During the clinic session at the University of Hawai‘i, the students will be critiqued on their performance with suggestions for improvement in playing techniques.

Date of Trip Departure: __March or April 2017 (will try to coordinate the trip with Spring Break 2017)__

Destination Address: Honolulu, Hawaii
School: Moorhead High School

Contact Person: Jon Larson Phone/Extension 2432

Number of students: approx 80 Class/Group: Symphony & Chamber Orchestra

Number of Chaperones: 16

Number of school days: TBD will attempt to schedule during Spring Break 2017

Approximate cost per student: $2650.00

Accommodation plan for students with an IEP or 504 plan: When student roster is established, accommodations for students with IEP or 504 plans will be determined.

Funding Plan: Trip will be completely funded by the students. Fundraisers and out-of-pocket by students.

Parental Notification: Parental Permission Form (see attached) and Parents' Meeting

Trip Itinerary: see attached

Student Roster: will be determined with 2016-2017 class registration

Authorization Signature of Building Principal: [Signature]

Signature of Assistant Superintendent - Teaching/Learning: [Signature]

Board Approval Date: _______________
Section II
Final Trip Information

This is to be received by the Superintendent/Assistant Superintendent - Teaching/Learning and Building Principal at least TWO (2) weeks prior to the date of departure. (Failure to provide this assurance will result in immediate cancellation of the trip. School Board Policy: IICA).

_____ 1. Copy of the Major Magnitude Field Trip Request Form Section I with authorized signatures and school board approval;

_____ 2. Roster of students going on the trip with signed parental approval;

_____ 3. List of staff and adult chaperones going on the trip;

_____ 4. A detailed trip itinerary: transportation plans at destination, hotel/motel accommodations, addresses, phone numbers, places and timelines of activities/events planned;

_____ 5. An accommodation plan for students with an IEP or 504 plan;

_____ 6. Trip expenses, district costs, fund raising, and cost of the trip for individual students;

_____ 7. List of emergency phone numbers where staff/chaperones can be reached in case of an emergency;

_____ 8. Transportation plans to and from destination: (company, flights, times, costs, schedule, chaperoning, approved district Transportation Request form (Administrative Form IICA-A Section I) if needed.
Fall 2015

Dear High School Orchestra Parents:

I want to inform you of an exciting event for school year 2016-2017. Plans for a 2017 Orchestra Tour are under way. The proposal for an orchestra trip to 75th Anniversary Observance of the Pearl Harbor Attack in Honolulu, Hawaii has been sent to the school board for final approval. The 2016-2017 Chamber & Symphony Orchestra students will be included in this trip.

The dates of the performing trip are during March or April 2017 and the specific dates will be determined when the 2016-2017 school calendar is set. During the tour, the Orchestra will perform concerts at Ala Moana Center, Pearl Harbor, on-board the USS Missouri, and a clinic session at University of Hawai'i. The trip will also include several cultural sites and activities such as the Polynesian Cultural Village and the Dole Plantation.

The cost of the trip will be about $2650.00 which covers transportation, hotel, admissions to attractions, and several meals. When the final details and arrangements have been set, you will be notified of the exact cost. Following the school board approval, a $200 down payment will be needed from each student. The Orchestra will conduct fundraisers to offset the cost of the trip. Please contact me with any fundraising ideas or opportunities you may be aware of.

We are also looking for several parent chaperones to assist on the trip. The cost of the trip for chaperones is $2650.00 as well.

As soon as the school board approves the orchestra trip, you will be notified about a parent meeting where trip details, form and costs will be available.

I am very excited about the possibility to travel and perform with these students. Thank you supporting your son or daughter's involvement in music education at Moorhead High School.

Sincerely,

Jon Larson
MHS Orchestra Director
284-2432
Moorhead High School
Pearl Harbor 75th Anniversary and Performance Tour of Oahu
Spring Break 2017

The following itinerary provides a proposed overview of your tour events and timings.

DAY ONE

Depart Moorhead High School, bus to Minneapolis International Airport.

Assemble at the Minneapolis International Airport. We recommend that groups arrive at least three hours prior to departure. Government-issued identification is required of all passengers 18 years of age and older.

*Confirm flight numbers and departure times with your airline at least 24 hours prior to flight and the day of departure for any updates.

Arrival

Aloha! Arrive at the Honolulu International Airport and walk to baggage claim as a group, where you will meet your Gateway Tour Manager and a local Polynesian Guide. Identify your luggage and transfer from the airport to the Ohana East Hotel where you will receive a traditional fresh flower lei greeting, have a brief meeting. Room keys will be distributed, and then walk to your hotel room.

* Please make sure you have any items or medication you will need upon arrival in Honolulu in your carry on. The hotel has noted that it could take a couple hours for your checked luggage to be delivered to your room by the bellmen.

Hotel

Holiday Inn Waikiki Beachcomber Hotel
2300 Kalakaua Avenue
Honolulu, HI 96815
Phone: (808) 922-4646
Fax: (808) 923-4889

Dinner

California Pizza Kitchen

Back to hotel. Lights out!
DAY TWO

Breakfast Included

Diamond Head Hike Depart on motorcoach to begin a hike that takes you up to the pinnacle of Diamond Head, an extinct volcano. The hike is about 3/4 of a mile up a fairly steep grade. You may want to bring some water for this journey. Often windy and always beautiful, this perch gives you an unobstructed view of Waikiki Beach and downtown Honolulu.

Lunch On your own

Catamaran Adventure Makani Catamaran Sail - Depart by bus for your catamaran sail - Set sail on the blue waters of Hawaii and create lasting memories as you cruise the coast alongside dolphins, whales, and sea turtles. Snorkeling will be available and optional for each passenger.

Dinner On your own

Explore the International Marketplace International Marketplace – located on Kalakaua Avenue next door to your hotel. Hours of operation: 9:00 AM – 10:00 PM

Back to Hotel Lights out!

DAY THREE

Breakfast Included

Clinic Clinic with Dr. Teresa J. McCreary, University of Hawai’i

Lunch On your own

Public Performance Moorhead High School Orchestra Performance at Centerstage, Ala Moana Center

Attend additional performances at the Centerstage.

Supper Dinner at Bubba Gump Shrimp Co.

Depart for your hotel
Lights out!
DAY FOUR

Breakfast  Included.

North Shore  En route to the Polynesian Cultural Center, view the world famous Banzai Pipeline and the beautiful Sunset Beach, site of Baywatch Hawaii.

Lunch  On your own

Polynesian Cultural Center  Explore the Polynesian Cultural Center this afternoon. The center invites you to discover seven different Polynesian villages and cultures, including the islands of Tonga, Tahiti, Marquesas, Samoa, New Zealand, Fiji, and Hawaii, portrayed through performances, demonstrations, and native artifacts.

  Included:
  Admission to Polynesian Villages
  Entrance to one Imax Show
  Ali‘i Luau
  Horizon’s Evening Show


Dinner  Ali‘i Luau Dinner included

Show  After dinner make your way to the Pacific Theatre for the Ha-Breath of Life Show. This is the largest revue of Polynesian song and dance in the world featuring over 100 native performers from all corners of the Pacific.

  Depart for your hotel

  Lights out!
DAY FIVE

Breakfast    Included.

National Security at Pearl Harbor – Because Pearl Harbor is an active military base, they strongly enforce the following: No purses, handbags, fanny packs, backpacks, camera bags, diaper bags, luggage or other items that offer concealment are allowed in the visitor center or on the memorial. Strollers with pockets and compartments must be emptied before being allowed in the visitor’s center. Personal cameras (out of their cases) are allowed, but camera cases are not. Baggage storage is not available and there are no alternatives in the local area for bag storage. Valuables should not be left in parked vehicles in the parking lots. You may not leave any items on your motor coach transfer to the USS Arizona Memorial. Motor coaches will not stand by.

USS Arizona Memorial
The USS Arizona is the final resting place for many of the ship’s 1,177 crewmen who lost their lives on December 7, 1941. The Memorial structure stands over the mid-portion of the sunken battleship.

Your visit to Pearl Harbor includes a 75-minute program that consists of a film depicting events leading up to and attack of Pearl Harbor, and a ferry ride to the Memorial. While at the visitor center, you will have an opportunity to visit the museum, bookstore and waterfront exhibits.

Public Performance    Moorhead High School Orchestra performance at the Pearl Harbor Museum & Visitor Center

Performance specs: Your music selections at the Pearl Harbor Museum & Visitor Center should encompass patriotic, military or period pieces. Repertoire is restricted to music composed and performed before 1952.

Lunch    A boxed lunch will be provided on the grounds

USS Missouri Battleship
The USS Missouri is the fourth ship and the second battleship to bear the name of the “Show Me” state. The ship was the last battleship commissioned by the USA, and in 1992 was the world’s last operational battleship. The ship provided gunfire support for many famous and important battles of WWII. On September 2, 1945, the ship was chosen to be the stage for the signing of Japan’s Formal Instrument of Surrender, bringing an end to the war.
Public Performance
Moorhead High School Orchestra performance at the USS Missouri Battleship.

**Performance specs:** Your music selections at the USS Missouri Battleship should encompass patriotic, military or period pieces.

Return to hotel to drop-off instruments and change clothes.

Dinner
Walk as a group to Kapiolani Park for a traditional Hawaiian catered picnic (seating will be on the ground or park benches, please dress accordingly).

Depart for your hotel

Lights out!

---

**DAY SIX**

Breakfast Included.

**Note regarding packing suitcases:** Due to mandatory agricultural baggage checks at the airport, it is not safe to pack film in your suitcase. The agricultural machine will damage your film so please pack film in your carry-on. Also note that no perishable foods or plants are allowed off the island unless they have been inspected and tagged with permission to leave the island.

Departure Load luggage and instruments on motorcoach – keep carry on luggage with you all times. Depart on motorcoach for Honolulu International Airport for your return flight to the mainland

Transfer to Bus Transportation

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**DAY SEVEN**
Return to Moorhead High School

Welcome Home!
TO: Dr. Lynne A. Kovash, Superintendent
FROM: Brandon M. Lunak, Assistant Superintendent of Finance and Operations
DATE: 1/4/2016
RE: Update on Bond Referendum Projects

Representatives from Zerr-Berg Architects, Inc. and Gerhtz Construction Services will be in attendance at the January 11 meeting to provide updated information regarding the bond building projects. As a part of the design process, feedback was taken from staff groups and modifications were made to the 5/6 building and the K-4 elementary building designs.

The modified designs of the buildings, the construction timeline and a preliminary construction estimate for the 5/6 building will be discussed.

BML:dm

ATTACHMENTS:

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<tbody>
<tr>
<td>K-4 and 5-6</td>
<td>Cover Memo</td>
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New Elementary School
Moorhead, MN
ZBA Project No. 15-023
Building Space Program
6 sections per grade - 750 students

January 7, 2019

**Kindergarten Learning Community**

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<th>Description</th>
<th>#</th>
<th>Program SF</th>
<th>TOTAL SF</th>
<th>R&amp;C Program Expense</th>
<th>Change</th>
<th>Comments</th>
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<tr>
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**First Grade Learning Community**

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<td>PBL Maker Lab</td>
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<td>380 SF</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2 Shared Staff Toilet</td>
<td></td>
<td>10 SF</td>
<td></td>
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</tr>
<tr>
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<td></td>
<td><strong>8,250 SF</strong></td>
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</table>

**Second Grade Learning Community**

<table>
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<tbody>
<tr>
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<td>6</td>
<td>970 SF</td>
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<tr>
<td>Large Group Active Learning</td>
<td></td>
<td>1,100 SF</td>
<td></td>
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<tr>
<td>PBL Maker Lab</td>
<td></td>
<td>400 SF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2 Learner Support Services</td>
<td></td>
<td>250 SF</td>
<td></td>
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</tr>
<tr>
<td>1/2 Grade Level Teacher Planning</td>
<td></td>
<td>200 SF</td>
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<tr>
<td>Grade Level Locker Bay</td>
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<td>450 SF</td>
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<td>Student Toilets</td>
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<td>380 SF</td>
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<tr>
<td>1/2 Shared Staff Toilet</td>
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**Third Grade Learning Community**

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<tr>
<td>Third Grade Classrooms</td>
<td>6</td>
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<td>PBL Maker Lab</td>
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<tr>
<td>3/4 Learner Support Services</td>
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<tr>
<td>Student Toilets</td>
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<td>380 SF</td>
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<tr>
<td>3/4 Shared Staff Toilet</td>
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**Fourth Grade Learning Community**

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<tr>
<td>PBL Maker Lab</td>
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<td>3/4 Learner Support Services</td>
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<tr>
<td>3/4 Grade Level Teacher Planning</td>
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<td>200 SF</td>
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</tr>
<tr>
<td>Grade Level Locker Bay</td>
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<tr>
<td>Student Toilets</td>
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<td>380 SF</td>
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<tr>
<td>3/4 Shared Staff Toilet</td>
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<td>10 SF</td>
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**Learning Support Services Community**

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<th>R&amp;C Program Expense</th>
<th>Change</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Small Group Classrooms 5B/5C</td>
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<td>600 SF</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>4,400 SF</strong></td>
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**Instructional Media Center**

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<tr>
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<th>#</th>
<th>Program SF</th>
<th>TOTAL SF</th>
<th>R&amp;C Program Expense</th>
<th>Change</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Circulation</td>
<td>2,025 SF</td>
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<td>Small Group Conference</td>
<td>240 SF</td>
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</tr>
<tr>
<td>Workroom / Office</td>
<td>500 SF</td>
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<td></td>
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<tr>
<td>Gathering Area</td>
<td>270 SF</td>
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<tr>
<td>Guided Reading Resource Library</td>
<td>250 SF</td>
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<tr>
<td>3D Station Computer Lab</td>
<td>600 SF</td>
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<tr>
<td>Technology Help Network Server</td>
<td>250 SF</td>
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<tr>
<td>Tech Workroom</td>
<td>125 SF</td>
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<tr>
<td><strong>Total</strong></td>
<td>3,010 SF</td>
<td><strong>3,845</strong></td>
<td><strong>1,855</strong></td>
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53
<table>
<thead>
<tr>
<th>Model / Use</th>
<th>#</th>
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<th>R&amp;C Proj.</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td>Mult- Classroom</td>
<td>2</td>
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<td>Multic Storage</td>
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<td></td>
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<tr>
<td>Art Classroom</td>
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<td>Art Storage</td>
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<td></td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td><strong>4,000 SF</strong></td>
<td><strong>4,000</strong></td>
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<table>
<thead>
<tr>
<th>Physical Education / Athletics / Activities</th>
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<th>Program SF</th>
<th>TOTAL SF</th>
<th>R&amp;C Proj.</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnatorium - 2 3,000 sq ft each</td>
<td>2</td>
<td>5,452 SF</td>
<td>10,904 SF</td>
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<tr>
<td>Gymnatorium Storage</td>
<td>2</td>
<td>250 SF</td>
<td>500 SF</td>
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<td></td>
</tr>
<tr>
<td>Health Classroom</td>
<td>720 SF</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>P.E. Office (3 workstations w/ DAPE)</td>
<td></td>
<td>180 SF</td>
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</table>
| **Subtotal** | | **12,234 SF** | **12,270** | | | 64

<table>
<thead>
<tr>
<th>Administration</th>
<th>#</th>
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<th>TOTAL SF</th>
<th>R&amp;C Proj.</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Entry Vestibule</td>
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<tr>
<td>General Office/Welgreen</td>
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<tr>
<td>Principal’s Office</td>
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<tr>
<td>Assistant Principal</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Workrooms/Backroom</td>
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<td>200 SF</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Confer/Office Store</td>
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<td>300 SF</td>
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<td></td>
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<tr>
<td>Social Worker Office</td>
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<td>120 SF</td>
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<td></td>
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<tr>
<td>Open work area - Psychologist/Therapy Office/Social Worker</td>
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<td>400 SF</td>
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<td></td>
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<tr>
<td>Small Conference</td>
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<td>180 SF</td>
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<td></td>
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<tr>
<td>Interventional Office - Social Skills Therapy</td>
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<td>175 SF</td>
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<tr>
<td>Conference Room</td>
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<tr>
<td>Nurse/Staffroom</td>
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<td>300 SF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurse Office/Treatment</td>
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<td>50 SF</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Staff Toilet</td>
<td>2</td>
<td>50 SF</td>
<td>100 SF</td>
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| **Subtotal** | | **3,125 SF** | **3,230** | | | 795

<table>
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<tr>
<th>Cafeteria/Congress</th>
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<th>Change</th>
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<tbody>
<tr>
<td>Cafeteria/Congress 250@12fl oz</td>
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<tr>
<td>Cafeteria Storage 300 SF</td>
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<td>300 SF</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Kitchen</td>
<td></td>
<td>595 SF</td>
<td></td>
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</tr>
<tr>
<td>Serving Line</td>
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<td>729 SF</td>
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<tr>
<td>Kitchen Prep Area/Cook Line</td>
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<td>30’x24’</td>
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<tr>
<td>Dry Storage</td>
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<td>220 SF</td>
<td></td>
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<tr>
<td>Walk-in Cooler</td>
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<td>108 SF</td>
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<tr>
<td>Walk-in Freezer</td>
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<td>135 SF</td>
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<tr>
<td>Office</td>
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<tr>
<td>Staff Toilet</td>
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<td>50 SF</td>
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</table>
| **Subtotal** | | **6,273 SF** | **6,420** | | | (127)

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<th>Building Services</th>
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<th>Actual SF</th>
<th>TOTAL SF</th>
<th>R&amp;C Proj.</th>
<th>Change</th>
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<tr>
<td>Receiving/Trash</td>
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<td>200 SF</td>
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<tr>
<td>Custodial Storage</td>
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<td>400 SF</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Custodial Closets (5@ 80)</td>
<td>6</td>
<td>60 SF</td>
<td>180 SF</td>
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<tr>
<td>Mechanical Rooms</td>
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<td>3,950 SF</td>
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<tr>
<td>Heating Plant/Blower Room</td>
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<td>1,000 SF</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Main Electrical Room</td>
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<td>720 SF</td>
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</tbody>
</table>
| **Subtotal** | | **6,330 SF** | **6,210** | | | 120

| Total Net SF | | **81,802 SF** | **78,058** | | |
| Net le gross multiplier (circulation/wells) | | **1.36** | **1.36** | | |
| Total Gross SF | | **110,978 SF** | **102,077** | | | 4,921

| Building Cost Summary - Basic Elementary School (6 Sections/Grade) | |  |  |  |  | 0.10% |
|---------------------------------------------------------------|---|-----------|----------|-----------|--------|
| As programmed / 1.135 gross multiplier | | | | | |
| New Construction | 110,978 SF | $20,305,100 | $20,142,884 | | |
| Return allowance | $1,650,000 | $1,750,000 | | | |
| **Total Construction Cost (includes GM fees)** | $21,955,100 | $21,892,884 | | | |
| Land Acquisition - 17 acres Horizon Streets | | $450,000 | $450,000 | | |
| A&E Professional Fees | 5.75% | $1,259,899 | $1,216,923 | | |
| Furniture, Fixtures, Equipment/Technology | 7.00% | $1,092,955 | $1,041,472 | | |
| Miscellaneous Owner Costs | 1.00% | $218,591 | $211,038 | | |
| Contingency | 5.60% | 3.00% | $655,773 | $1,058,184 | | |
| **Total Project Cost** | $25,535,324 | $25,992,113 | | | | (4.9%)

54
# Moorhead Public Schools
Building Space Program / Preliminary Project Budget

## 5-8 Grade Addition at Horizon Middle School
Moorhead, MN

ZBA Project No. 15-023

### 8 Academic Learning Communities @ 150 Students Each (1,200 Students)

<table>
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<tr>
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<th>Change</th>
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<tbody>
<tr>
<td>Typical Learning Studio</td>
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</tr>
<tr>
<td>Classroom Studio Space</td>
<td>6</td>
<td>900 SF</td>
<td>5,400 SF</td>
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<tr>
<td>Science Lab / Storage</td>
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<td>600 SF</td>
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<tr>
<td>Maker / Creative Problem Based Learning (PBL) Lab</td>
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<td>600 SF</td>
<td>600 SF</td>
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<td></td>
</tr>
<tr>
<td>Maker / PBL Storage</td>
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<td>100 SF</td>
<td>100 SF</td>
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<td></td>
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<tr>
<td>Large Group Team Learning Studio</td>
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<td>1,200 SF</td>
<td>1,200 SF</td>
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<tr>
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<td>700 SF</td>
<td>700 SF</td>
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<tr>
<td>Resource Storage / Staff Toilets</td>
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<td>300 SF</td>
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<tr>
<td>Student Locker Bay</td>
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<td>Total - 8 Learning Communities</td>
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<td>5,650 SF</td>
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<td>71,600 SF</td>
<td>69,200 SF</td>
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<td>Media Center / Technology</td>
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<tr>
<td>Reading / Study Area / Computer Access</td>
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<td>3,300 SF</td>
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<tr>
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<td>900 SF</td>
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57
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<th>C/Meals/Commons</th>
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| Total Net SF | | **147,023 SF** | **138,700** | **10,323** |        |

| Total Gross SF | | **150,410 SF** | | **139,310** | **7,101** |

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<th>Building Cost Summary - New 5-6 Middle School Addition at Hoveen</th>
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<th>R &amp; C PROG.</th>
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| A/E Professional Fees | 5.76% | $2,250,850 | $2,162,491 |
| Furniture / fixtures / equipment / technology | 5% | $1,957,261 | $2,632,596 (vers 7%) |
| Miscellaneous Owner Costs | 1% | $391,452 | $370,086 |
| Contingency | 3% | $1,174,207 | $1,885,422 (vers 3%) |
| **Total Project Cost** | $44,019,143 | $44,060,143 | $250,000 |
## CM Opinion of Probable Cost

**Moorhead Area Public Schools**  
**Grades 5-6 Addition Horizon Camp**  
**Moorhead, MN**  
**Project No. 15-024**  
**Date: 1/4/16**  
**Prepared By: SG**

**SD Estimate**

### BID PACKAGES

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<td>3A CONCRETE - BUILDING</td>
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<td><strong>Grand Total</strong></td>
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TO: School Board
FROM: Dr. Lynne A. Kovash, Superintendent
DATE: 1/5/2016
RE: Decision Making and Community Task Forces

As a part of the referendum and building process, community involvement is important in developing plans and decision making. Attached are the conceptual designs for the decision making and community task force processes. The attached conceptual diagrams outline the different aspects of programming implementation and design. The description of the task forces and specific responsibilities are outlined in the documents.

LAK.mde

ATTACHMENTS:

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<th>Description</th>
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<td>Programming Information</td>
<td>Cover Memo</td>
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<tr>
<td>Design Committee Structure</td>
<td>Cover Memo</td>
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<tr>
<td>Community Committees and Task Forces</td>
<td>Cover Memo</td>
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Moorhead Area Public Schools
Decision Making and Community Task Forces
January 11, 2016

The Moorhead School Board accepted the Facilities Master Plan on February 23, 2015, and directed district administration to develop plans for further action. The $78.2 million bond referendum passed on November 3, 2015, with 64% in favor of the bond. The implementation plan calls for various community and staff research task forces to review research and aspects of educational programming and provide recommendations to Moorhead Area Public Schools administration. Two design committees also will be charged to work with the implementation task forces to review facilities and programming. The committees and task forces will assist with setting clear goals, inclusiveness, broad public involvement, organization and communication to the public.

See Attachment A: Design Structure

The following information will be considered in programming and design of classroom spaces to meet a vision of 21st Century Skills and personalized learning in every classroom:

- Personalized Learning
  - Systems and approaches to student learning by tailoring instruction to each student’s individual needs, skills and interests.
- Movement and Circulation
  - Ability to enable students and teacher to enter and move freely within and around a facility.
- Large Group Meeting Places
  - Spaces fostering a sense of community (belonging). Inviting and comfortable settings include ample lighting.
- Day Lighting and Views
  - Windows/spaces bringing natural light into the learning environment.
- Instructional Neighborhoods or Houses
  - Places for teacher planning, places with multiple use, small and large group areas, wet areas for science and art, places for reading and quiet time and restrooms. Instructional neighborhoods or houses may resemble studios with cooperative learning spaces and quiet private areas to allow students to engage in personalized learning.

Source: Journal of Advanced Academics
Community Task Forces

Strategic Direction:
Each of the priority areas from the district’s strategic planning should be addressed as the task forces meet.

- 21st Century Schools:
  - Establish a culture of learning that supports the needs of the 21st century learner and develops the whole student.

- School and Community:
  - Build comprehensive and responsive communication systems and partnerships with community stakeholders to promote and advance quality education for all learners.

- Equitable Educational Opportunities:
  - Provide programs and services to eliminate race and socioeconomic indicators as predictors of student success.

- Facilities:
  - Provide equitable education facilities, technological tools and the infrastructure needed across the district to meet the needs of students, families and communities.

- Mental Health / Character Development:
  - Create a safe, caring and welcoming environment for all students, where the unique qualities and diversity of students are recognized and respected.

- Human Resources:
  - Provide processes for the quality, effectiveness and continuity of staff through the use of comprehensive recruitment, professional development, supervision and evaluation.
Middle School Research Task Force and Design Committee

Focus of the Task Force:
This group will focus on research and the study of best practice for middle school education. The group also will focus on methods to enhance the educational experience at Horizon Middle School and provide for innovative programming. The group will provide input regarding facilities needed to meet the goal of a comprehensive middle school education in a campus structure grades 5-8. This group will be combined with the Middle School Design Committee as a part of the design process.

Vision Statement: The group will develop a vision of the educational programs, practices and facilities determined to provide a quality middle school education. The vision statement will be the guiding statement to lead the work of the task force.

Specific Responsibilities:
- Develop a timeline and framework for programming and facility needs at present and into the future.
- Develop a recommendation for middle school programming, requirements and facility.
- Develop a recommendation for furniture and fixtures for the 5-8 campus with a vision of equity for all programming.
- Develop a transition program for students from grades 5-6 to the grades 7-8 setting.
- Develop a recommendation for personalized learning, technology integration, 21st Century Skills and innovative programs at the grades 5-6 and 7-8 levels.
- Agendas, minutes and information will be posted on the district website.

Committee Composition:
- Representative staff member from each department at Horizon.
- Representative grade 5 staff members from each elementary school.
- Central office team members and cabinet members as needed.
- Representative of the student body.
- Four (include parents from each grade level 5-8) parent representatives.

Lead Administrators:
- Jeremy Larson - Horizon Middle School Principal
- Jake Scandrett - Horizon Middle School Assistant Principal
- Chris Triggs - Robert Asp Elementary Principal
- Diana Johnson - Ellen Hopkins Elementary Assistant Principal
- Missy Eidsness - Assistant Superintendent of Learning and Accountability
- Brandon Lunak - Assistant Superintendent of Finance and Operations
**Time Frame:**
- Work with the task force will begin by January 15.]
- Determine plans for implementation with periodic reports to superintendent.
- Preliminary Report - April 1
- Intermediate recommendations and reports monthly for considerations for the new grades 5-6 building and for grades 7-8. .
High School Research Task Force

Focus of the Task Force:
This group will focus on research and the study of personalized learning and best practice in high school education. The group also will focus on methods to enhance the educational experience at Moorhead High School. The group will provide a study of facilities needed to meet the determined vision for a graduate of Moorhead High School.

Vision Statement: The group will develop a vision of the educational programs, practices and facilities determined to provide quality graduates. The vision statement will be the guiding statement to lead the work of the task force.

Specific Responsibilities:
- Develop a timeline and framework for programming and facility needs at present and into the future.
- Study demographic information for the future of Moorhead High School.
- Scan external impacts to high school education.
- Develop a recommendation for personalized learning, technology integration, 21st century skills and innovative programs at the high school level.
- Develop a recommendation for high school configuration, requirements and facilities.
- Agendas, minutes and information will be posted on the district’s website.

Committee Composition:
- Representative staff member from each department at Moorhead High School.
- Central office team members and cabinet members as needed.
- School Board representative.
- Representatives of the student body.
- Four parent representatives.
- Two community representatives.

Lead Administrators:
- Dave Lawrence - Moorhead High School Principal
- Angela Doll - Moorhead High School Assistant Principal
- Josh Haag - Moorhead High School Assistant Principal
- Missy Eidsness - Assistant Superintendent of Learning and Accountability
- Outside facilitator or facilitators
Time Frame:
- Begin work the Spring or Fall of 2016
- Determine plan for implementation with periodic reports to superintendent.
- Plan due May 2017 with initial plan for implementation.
Elementary Research Task Force and Design Committee

Focus of the Task Force:
This group will focus on research and the study of best practice for elementary education. The group also will focus on methods to enhance the educational experience and provide for program equity at each elementary school. The group will provide a study of facilities, programs and enhancements needed to meet the goal of equity at each elementary school with the inclusion of a new K-4 elementary.

Vision Statement: The group will develop a vision of the educational programs, practices and facilities determined to provide a quality elementary school education. The vision statement will be the guiding statement to lead the work of the task force.

Specific Responsibilities:
- Develop a timeline and framework for programming and facility needs at present and into the future.
- Develop a recommendation for elementary programming and use of facilities and furniture.
- Develop a recommendation for personalized learning, technology integration, 21st century skills and innovative programs at the K-4 level.
- Agendas, minutes and information will be posted on the district's website.

Committee Composition:
- Representative staff from each school at the K-2 level and the 3-4 level.
- Central office team members and cabinet members as needed.
- Six parent representatives (include parents representing the K-2 level and 3-4 level).

Lead Administrators:
- Ryan LaDage - Ellen Hopkins Elementary Principal
- Lynelle Dirksen - Robert Asp Elementary Assistant Principal
- Carla Smith - S.G. Reinertsen Elementary Principal
- Missy Eidsness - Assistant Superintendent of Learning and Accountability

Time Frame:
- The task force work will begin Winter 2016.
- Determine plan for implementation with periodic reports to superintendent.
- Plan due Fall 2017 with initial implementation plan.
Early Learning Research Task Force

Focus of the Task Force:
The task force will focus on developing programming for birth to pre-kindergarten in Moorhead Area Public Schools. The task force will evaluate existing early childhood programs and will implement an inclusive model of early childhood to include birth through kindergarten. The task force will research current literature regarding early childhood education to determine the future vision of programming for Moorhead Area Public Schools.

Vision Statement: The group will develop a vision of the educational programs, practices and facilities determined to provide quality preschool programming. The vision statement will be the guiding statement to lead the work of the task force.

Specific Responsibilities:
- Develop a timeline and framework for programming and facility needs at present and into the future.
- Develop combined and integrated early childhood programming included for birth to 6-year-old students.
- Provide updates regarding the latest information on legislation and best practice in the area of early education.
- Agendas, minutes and information will be posted on the district’s website.

Committee Composition:
- Representatives from early learning staff (Jump Start and Early Childhood Special Education).
- Representatives from Community Education (Early Childhood Family Education).
- Central office team members and cabinet members as needed.
- Parent representatives to include all aspects of early childhood education.

Lead Administrators:
- Jen Grabow - Early Childhood Program Manager
- Lauri Winterfeldt - Community Education Director
- Robin Grooters - Probstfield Elementary Principal
- Duane Borgeson - Executive Director of Learner Support Services
- Josh St. Louis - S.G. Reinertson Elementary Assistant Principal
- Missy Eidsness - Assistant Superintendent of Learning and Accountability
Time Frame:

- The task force work will begin Spring 2016.
- Determine plan for implementation with periodic reports to superintendent.
- Plan due Fall 2017 with initial implementation plan.
Alternative Program Research Task Force  
(Red River ALC, ABE, Outreach, Care and Treatment Programs)

Focus of the Task Force:  
This group will focus on research and the study of alternative programming and opportunities for collaboration within and outside of the school district. The group also will focus on methods to enhance the educational experiences of our students with alternative programs. The group will provide a study of facilities needed to meet the goal of integrated programming.

Vision Statement: The group will develop a vision of the programming and staff support needed to develop an environment of personalized learning for every student. The vision statement will be the guiding statement to lead the work of the task force.

Specific Responsibilities:  
- Develop a timeline and framework for programming and facility needs at present and into the future.
- Develop a recommendation for personalized learning, technology integration, 21st century skills and innovative programs for alternative education and programs.
- Develop a recommendation for off-site configuration, requirements, and facility with a vision of equity for all programming.
- Develop graduation pathways for students in the Moorhead Area Public Schools community.
- Agendas, minutes and information will be posted on the district’s website.

Committee Composition:  
- Representative staff member each off-site program.
- Representative staff from Adult Basic Education.
- Central office team members and cabinet members as needed.
- School Board representative.
- Representatives of the student body.
- Two parent representatives.
- Two community representatives.

Lead Administrators:  
- Deb Pender-Tilleraas - Director of Alternative Programs
- Dave Lawrence - Moorhead High School Principal
- Jeremy Larson - Horizon Middle School Principal
- Tammy Schatz - ABE Program Manager
• Duane Borgeson - Executive Director of Learning Support Services
• Missy Eidsness - Assistant Superintendent of Learning and Accountability

**Time Frame:**
• Begin work by February 2016.
• Determine plan for implementation with periodic reports to superintendent.
• Plan due May 2016 with initial plan for implementation.
Technology Integration Research Task Force

Focus of the Task Force:
This group will focus on research and the study of best practice for technology integration, environment and personalized learning. The group will review results of a pilot project. The group also will focus on 1:1 environment, Bring Your Own Device or a hybrid model.

Vision Statement: The group will develop a vision of the educational programs, practices and facilities determined to provide a quality personalized learning environment. The vision statement will be the guiding statement to lead the work of the task force.

Specific Responsibilities:
- Develop a timeline for enhanced integration of technology in the 21st century classroom.
- Research the results of the pilot projects and report results to the School Board and administration.
- Provide a recommendation to administration for further action.
- Agendas, minutes and information will be posted on the district’s website.

Committee Composition:
- Representatives from the technology committee.
- Representative staff members from all schools.
- Representative membership spanning multiple grade levels and secondary departments.
- Representative of the secondary student bodies.
- Central office team members and cabinet members as needed.
- Three parent representatives, one each from elementary, middle and high school.

Lead Administrators:
- Dan Markert - Executive Director of Information Systems and Instructional Support.
- Missy Eidsness - Assistant Superintendent of Learning and Accountability

Time Frame:
- Reconvene in January 2016.
- Determine plan for implementation with periodic reports to superintendent.
- Plan due March 2016 with initial plan for implementation.
School District Attendance Area Task Force

Focus of the Task Force:
This group will focus on developing elementary school district attendance areas. The task force also will work to develop a schedule of start and ending times for the schools in the district.

Vision Statement: The group will develop a vision statement regarding the understanding of demographic areas, equity, sleep research and other best practice. The vision statement will be the guiding statement to lead the work of the task force.

Specific Responsibilities:
- Develop scenarios for consideration for attendance areas and transportation schedules.
- Develop a recommendation to the administration for further review and to provide for a basis for a recommendation to the School Board.
- Agendas, minutes and information will be posted on the district’s website.

Committee Composition:
- Representative staff members from each school.
- Representative from secondary student bodies.
- Central office team members and cabinet members as needed.
- Three parent representatives, one each from elementary, middle and high school.

Lead Administrators:
- Dan Bacon - Director of Transportation and Student Safety
- Brandon Lunak - Assistant Superintendent of Finance and Operations
- Missy Eidsness - Assistant Superintendent of Learning and Accountability

Time Frame:
- Begin work in June 2016.
- Determine plan for implementation with periodic reports to superintendent.
- Plan due November 2016 with initial plan for implementation.
School Naming Task Force

Focus of the Task Force:
This group will focus on naming the new K-4 elementary school and the aspects of the Horizon Middle School Campus.

Specific Responsibilities:
- Develop a recommendation to the administration for further review and provide a basis for a recommendation to the School Board regarding the naming of the school sites.
- Review parameters and recommendations from the 2003 task force regarding naming of the schools.
- Agendas, minutes and information will be posted on the district’s website.

Committee Composition:
- Representative staff members from each school.
- Representative from secondary student body.
- Central office team members and cabinet members as needed.
- Three parent representatives, one each from elementary, middle and high school.

Lead Administrators:
- Missy Eidsness - Assistant Superintendent of Learning and Accountability
- Brandon Lunak - Assistant Superintendent of Finance and Operations

Time Frame:
- Begin work April 2016.
- Determine plan for implementation with periodic reports to superintendent.
- Plan due June 2016 with initial plan for implementation.
Facilities Master Plan Implementation Task Force

Focus of the Task Force:
This group will focus on implementation of the facilities master plan and continue to work toward phasing and implementation of the facilities and programming. The group will assist in keeping the public informed of the progress of the projects and providing feedback regarding the projects.

Vision Statement: The group will use the vision statement from the facilities master plan. The vision statement will be the guiding statement to lead the work of the task force and continued implementation.

Specific Responsibilities:
- Coordinate the work of the task forces related to facility planning and programming.
- Agendas, minutes and information will be posted on the district’s website.

Committee Composition:
- Representative from each task force.
- School Board representative
- Executive Director of Information Systems and Instructional Support
- Director of Property Services
- Director of Transportation and Student Safety
- Executive Director of Learner Support Services
- Director of Food Services
- Representatives of the student body
- Three parent representatives, one each from elementary, middle and high school.
- Community members.

Lead Administrators:
- Missy Eidsness - Assistant Superintendent of Learning and Accountability
- Brandon Lunak - Assistant Superintendent of Finance and Operations

Time Frame:
- Continuation of task force work started in May 2015.
- Determine plans for continued implementation with periodic reports to superintendent.
Committee and Task Force Advisory Form

Directions: The committee should complete one of the forms as a periodic check or once work is completed and return it to the superintendent so the recommendations can be included at future administrative and board meetings.

Today’s date: ____________

Advisory group name: ________________________ Most recent meeting date: ____________

The committee is:

- Reporting/Updating
- Recommending action to the superintendent on an administrative matter
- Recommending action to administration for further action
- Recommending a policy change

Background information and possible impact of the issue being discussed:

Recommendation for action (if any):
TO: Dr. Lynne A. Kovash, Superintendent
FROM: Brandon M. Lunak, Assistant Superintendent of Finance and Operations
DATE: 1/4/2016
RE: Approval of Lease Agreement with Globe Building

Starting in the fall of 2016, Adult Basic Education, the Alternative Learning Center and Outreach programs, will be relocated to the second floor of the Globe Building located at 3777 34th Street South, Moorhead.

The attached lease agreement is for classroom and office space at the Globe Building will provide the needed space to continue the educational mission of each program.

This lease formalizes the district's agreement with MSB Holdings.

*Suggested Resolution:* Move to approve the lease agreement with MSB Holdings for classroom space at the Globe Building commencing on or before July 1, 2016 for a term of one (1) year at the cost of $15,405.00 per month as presented.

Moved by:
Seconded by:
Comments:

BML.dmb

**ATTACHMENTS:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease Agreement with MSB Holdings</td>
<td>Cover Memo</td>
</tr>
</tbody>
</table>
LETTER OF INTENT

Date: December 30, 2015

THIS LETTER OF INTENT is entered into by and between MSB Holdings-Moorhead, LLC, a Minnesota limited liability company (hereafter "Landlord") with its principal office at 8089 Globe Avenue, Woodbury, Minnesota 55125, and Moorhead School District #152 (hereafter "Tenant") with its principal office at ___________________________ for the purpose of setting forth the material terms and conditions by which Landlord will lease to tenant certain premises located at 3777 - 34th Street South, Moorhead, Minnesota.

TERMS

1. **Premises Identification.** The building at the above-referenced address consists of a two-story structure containing 31,200 square feet. Tenant will lease and occupy the entire second floor of the building (15,600 square feet). On or before July 1, 2016.

2. **Term/Options.** The Term of the lease shall be One (1) year commencing on July 1, 2016 (the "Commencement Date").

3. **Rent.** Annual Base rent shall be Eleven Dollars and Eighty-Five Cents ($11.85) per square foot, payable in monthly installments of $15,405.00 on the first day of each month during the Term beginning on the Commencement Date.

4. **Operating Expenses.** Tenant shall pay its pro rata share of utilities, insurance and common areas expenses from the Commencement Date until June 30, 2017.

5. **Data and Phone.** Tenant shall be responsible to set up their own separate connections. Tenant is unable to operate off of Landlord wireless network.

6. **Use.** Tenant shall use the premises for the operation of the Moorhead School District Adult Basic Education, Alternative Learning and Outreach programs. This includes partnerships with other educational programs.

7. **Construction/delivery.** Tenant will be taking the space “as is” including furnishings. Tenant and Landlord to further discuss the use of the SMART boards and projectors.

8. **Security Deposit.** Tenant shall deliver to Landlord a refundable security deposit equal to one month’s base rent, $15,405.00, within five (5) days of school board approval and the signing of the Lease by both parties.

9. **Repairs and Maintenance.** Tenant shall be responsible for all repairs and maintenance of the leased premises during the Term. Landlord shall be responsible for all repairs and maintenance of the exterior of the building, common areas and HVAC.

10. **Nonbinding Until Lease Signed.** This Letter of Intent is not, nor is it intended to be, a binding contract unless and until the parties hereto execute a Lease for the Property setting forth all of the terms and conditions described above.
Landlord shall prepare the lease form. If the parties have not signed a Lease within thirty (30) days of the date of this Letter of Intent, then this Letter of Intent shall be null and void and neither party shall have any further obligation to the other party.

AGREED TO the day and year first above written.

Moorhead School District #152

By __________________________
Its

MSB Holdings-Moorhead, LLC

By __________________________
Its
TO: Dr. Lynne A. Kovash, Superintendent
FROM: Kristin Dehmer, Executive Director of Human Resources
DATE: 1/5/2016
RE: Approval of Food Service Master Agreement

A new two-year contract was successfully negotiated with the Food Service for the period of July 1, 2015 through June 30, 2017.

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

1. Article 5, Section 1 Holidays

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost</th>
<th>Percentage Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>$11,474.00</td>
<td>3.33%</td>
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<tr>
<td>2016-2017</td>
<td>$12,655.00</td>
<td>3.56%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$24,129.00</td>
<td>6.89%</td>
</tr>
</tbody>
</table>

**Suggested Resolution:** Move to approve the Food Service Master Agreement for the 2015-2017 as presented with the cost as follows:

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</table>

Moved by: KLD
Seconded by: smw
Comments: