

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 152
PROBSTFIELD CENTER FOR EDUCATION
FEBRUARY 22, 2016
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CALL TO ORDER AND ROLL CALL: Vice Chair Steffes 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, Matt Valan, and Dr. Lynne A. Kovash.

Member Absent: Bill Tomhave.

PREVIEW OF AGENDA: Superintendent Kovash recommended approval of the agenda to proceed with revisions to pages 3 and 32-36 and addition of page 21.5.

APPROVAL OF AGENDA: Fagerlie moved, seconded by Johnson, to approve the agenda as revised. Motion carried 6-0.

WE ARE PROUD:

We Are Proud of the 2016 Teacher of the Year Building Representatives. Each school selects a teacher of the year for that school, and the Moorhead Teacher of the Year is selected from these candidates. The 2016 Teacher of the Year Building Representatives include:

- Becky Anderson, third-grade teacher at Robert Asp Elementary;
- Gary Jensrud, fifth-grade teacher at S.G. Reinertsen Elementary; and
- Molly Engstrom, learner support services teacher at Horizon Middle School.

Other 2016 Teacher of the Year Building Representatives were recognized at an earlier meeting.

We Are Proud of the following winners of the Grade Level Spelling Bees held Jan. 8 at Horizon:

Grade 6: Lily Kolehmainen
Grade 7: Kale Erickson
Grade 8: Claire Howell

The Spelling Bee coordinator is Leigh Dornfeld.

We Are Proud of the following winners of the Moorhead District Spelling Bee held Jan. 15 at Horizon Middle School:

1st Place: Kale Erickson
2nd Place: Ian Creech
3rd Place: Lila Stanley

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Erickson and Creech advanced to the Region Spelling Bee in Fergus Falls on Feb. 9. The Spelling Bee coordinator is Leigh Dornfeld.

We Are Proud of Horizon Middle School student Ian Creech who qualified for the Multi-Region State Spelling Bee. Creech placed in the top five in the Region 4 Spelling Bee in Fergus Falls on Feb. 9 to advance. Twenty-one spellers from six Minnesota regions qualified for the right to advance to the Multi-Region State Spelling Bee on Feb. 22. The Spelling Bee coordinator is Leigh Dornfeld.

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

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

Minutes - Approve the February 8, 2016 meeting minutes as presented.

Jump Start Fees 2016 - Approve the 2016-2017 fee increase for the Jump Start program based on Federal Eligibility Guidelines as presented. The monthly fees for the 2016-2017 school year increase as follows: Full Fee \$175, a monthly increase of \$42; Reduced fee A \$88, a monthly increase of \$21; Reduced Fee B \$44, a monthly increase of \$10; and Reduced Fee C \$0 remains unchanged.

Resignations

Andrea Larson - Lunchroom Supervisor, Robert Asp Elementary, effective February 3, 2016.
Joseph Dominguez - Night Custodian, S.G. Reinertsen Elementary, effective February 5, 2016.
Nicole Parr - Lunchroom Supervisor, Robert Asp Elementary, effective February 12, 2016.
Delores Gabbard - Food and Nutrition Server, Horizon Middle School, effective February 12, 2016.
Bayan Amedy - Food and Nutrition Server, S.G. Reinertsen Elementary, effective February 18, 2016.
Halat Brifki - Food and Nutrition Server, Probstfield Elementary, effective February 26, 2016.

Other Leave of Absence

Elizabeth Cruz - Paraprofessional, Ellen Hopkins Elementary, effective February 10, 2016 for up to six months.
Dan Harrison - Technology Trainer, District, part-time leave, reduction in hours to 16 hours per week from 40 hours, effective February 16, 2016 through June 30, 2016.

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Leave of Absence

Boe Sheeley - Teacher, S.G. Reinertsen Elementary, effective for the 2016-2017 school year.

Retirements

Roger Kremer - Night Custodian, Ellen Hopkins Elementary, effective June 10, 2016.

Michael Dunn - Art Teacher, Moorhead High School, effective at the end of the 2015-2016 school year.

Dan Kostich - Work Experience Coordinator, Moorhead High School, effective at the end of the 2015-2016 school year.

Laura Nylander - LSS Teacher, Outreach Center, effective at the end of the 2015-2016 school year.

Denise Pesola - Band Teacher, Horizon Middle School, effective at the end of the 2015-2016 school year.

Joyce Robles - Spanish Immersion Teacher, Ellen Hopkins Elementary, effective at the end of the 2015-2016 school year.

Family/Medical Leaves

Linda Jones - Paraprofessional, Horizon Middle School, family/medical leave (non-FMLA) beginning February 1, 2016 for an undetermined amount of time.

Alma Brasel - Paraprofessional, Moorhead High School, family/medical leave (non-FMLA) beginning February 2, 2016 for an undetermined amount of time.

Jennifer Hammer - Teacher, Probstfield Elementary, family/medical leave (FMLA) beginning February 2, 2016 for approximately three weeks.

Paula Sebelius - Food Service, Ellen Hopkins Elementary, family/medical leave (non-FMLA) beginning February 2, 2016 through approximately February 5, 2016.

Melissa Grosz - Teacher, Adult Basic Education, family/medical leave (FMLA), beginning February 25, 2016 for approximately six weeks.

Brent Butenhoff - Custodian, Moorhead High School, family/medical leave (FMLA), beginning February 26, 2016 for an undetermined amount of time.

Jessica Larson - Teacher, S.G. Reinertsen Elementary, family/medical leave (FMLA), beginning August 11, 2016 through approximately October 7, 2016.

Change in Contract

Jennifer Kath - Speech/Language Pathologist, Ellen Hopkins/Robert Asp, .5 FTE to .6 FTE, effective February 8, 2016 (increased enrollment).

New Employees

Megan Graten - Paraprofessional, Ellen Hopkins Elementary, B21 (0-2) \$15.74 per hour, 6.75 hours per day, effective February 9, 2016. (new position).

Jessica Kvanvig - Community Education Administrative Assistant, Community Education, B21

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(6) \$17.50 per hour, 8 hours per day, effective February 9, 2016 (replaces Alicia Scholz).
Aushara Nuzum - Paraprofessional, Moorhead High School, B21 (3) \$16.30 per hour, 6.75 hours per day, effective February 16, 2016 (replaces Gayle Sprenger).
Sunshine Clark - Paraprofessional, S.G. Reinertsen Elementary, B21 (0-2) \$15.74 per hour, 6.75 hours per day, effective February 16, 2016 (new position).
Jill Roaldson - School Nurse, Moorhead High School/Probstfield Elementary, 1.0 FTE, BA (10) \$18,187.02, effective March 1, 2016 (replaces Erika Yoney).

Termination

Robyn Ihle - Lunchroom Supervisor/Crossing Guard, Probstfield Elementary, effective February 19, 2016.

Motion carried 6-0.

APPROVAL OF MAJOR MAGNITUDE FIELD TRIP REQUEST - MOORHEAD HIGH SCHOOL SPEECH/THEATER TO NEW YORK CITY: Orchestra teacher Brian Cole and speech teacher Rebecca Meyer-Larson provided information regarding the major magnitude field trip request for Moorhead High School speech/theater students to travel to New York City from January 11-16, 2017 (six days and five nights). The purpose of this trip is to provide the speech and theater students the opportunity to attend three live theater events and explore the rich cultural heritage of our country.

Valan moved, seconded by Erickson, to approve the major magnitude field trip to New York City, NY, from January 11-16, 2017, for the speech and theater students. Motion carried 6-0.

EARLY INTERVENTION SERVICES PRESENTATION: Duane Borgeson, executive director of learner support services, Sally Hoogland, early childhood special education teacher, and Janine Nelson, speech/language pathologist, provided an overview on the district Early Intervention Services for children birth to kindergarten with special needs. Topics included referral and evaluation process, children served and service model.

Early Intervention Services consists of 22 licensed special education staff (ECSE, OT, PT, and S/LP) and 10 paraprofessionals with access to school psychologist, deaf/hard of hearing, and vision services. The program serves 246 children birth to kindergarten entry. Services are provided throughout the community and include family homes, child cares, ECFE, Head Start and Jump Start. Collaboration occurs with community agencies such as public health, child protection, social services, mental health agencies and Head Start.

Valan left the meeting at 8:06 p.m. and returned at 8:09 p.m.

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APPROVAL OF PRINCIPAL ASSIGNMENTS FOR NEW SCHOOL BUILDINGS: Dr. Kovash said Moorhead Area Public Schools will open new schools for the 2017-18 school year. With the anticipated opening, leaders must be identified for each of the schools.

The new elementary school will open with approximately 690 students. At this point the projected elementary enrollment was divided by four. Each elementary school is projected to have around 700 students for the 2017-18 school year. Probstfield Center for Education will return to an early childhood, community education and administration center.

The grades 5-6 building will open with approximately 1,020 students. The grades 7-8 building will have about 950 students. The campus will provide for separate administration and other services. The district continues to look for ways to share services, but the two buildings will be operated as two separate sites. The needs of young adolescents provided the rationale for having four principals at the grades 5-8 campus.

Ratios of administrators to students and to staff were examined. Other staff members including special education coordinators, program managers, counselors, social workers and others, also support the needs of the students.

The additional mandates of staff evaluation, professional development coordination and World's Best Workforce have added to the demands of the principal position in the past few years.

After consideration of strengths and experiences of the administrators in the district, administration recommended the assignment of Robin Grooters, principal at Probstfield Elementary School, to the new elementary school and Carla Smith, principal at S.G. Reinertsen Elementary School, to the grades 5-6 school. The principals will lead the transition to the new buildings and will work with district administrative teams on building projects and staffing.

Altenburg moved, seconded by Fagerlie, to approve the assignment of Robin Grooters to the new K-4 building and Carla Smith to the new 5-6 building. Motion carried 6-0.

APPROVAL OF BANDING AND GRADING RECOMMENDATION: Kristin Dehmer provided information regarding recommended changes to the banding and grading of the positions in the following employee groups and contracts: Non-Aligned, TCI, Confidential Administrative Assistant, Administrative Assistant and Clerical, Custodial, Paraprofessional, Food and Nutrition Services, and Part-time.

District administration worked with Ms. Kathleen Murphy of Murphy's Consulting, who has extensive experience working with school districts to complete job evaluation and compensation review. School districts are required to determine comparable work value through job evaluation, and to determine pay equity as required under the Local Government Pay Equity Act of 1984. All

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job descriptions in this study have been reviewed and updated in order to complete the job evaluation process.

Ms. Murphy provided training in the Decision-Band Method of job evaluation to the Administrative Cabinet, who worked to support the final review and recommendation by the comparable worth committee.

The committee recommends that all positions in this study with an identified increased band and grade based on job evaluation be effective as of January 1, 2016, with any monetary adjustments to be made in July 2016. At this time, the district is working to communicate the results of the study with each group, as well as identify revisions to salary schedules as needed to accommodate the study. Any additional recommendations will be brought forward at a future board meeting to identify the total cost based on the results.

Erickson moved, seconded by Johnson, to approve the Banding and Grading Recommendation effective January 1, 2016, with monetary adjustments to be made July 2016, as presented. Motion carried 6-0.

APPROVAL OF 2016-2017 SCHOOL DISTRICT CALENDAR: Dr. Lynne Kovash reported the draft proposal of the 2016-2017 school district calendar was developed through a process by the district's Calendar Committee. The committee consists of teachers, staff, administration and community members. This year a survey was sent to staff before the draft of the calendar was provided to the committee. This survey had 487 responses, the highest response in past years. The committee reviewed the parameters for school district calendars, contract language and survey information from district staff to develop the proposed calendar. The committee's decision-making process provided for input and review by all school district staff.

The proposed calendar includes 171 instructional days with classes starting September 6, as required by state law, and ending June 1, 2017. The last day for staff would be June 2, 2017.

Fagerlie moved, seconded by Erickson, to approve the 2016-2017 School District Calendar as presented. Motion carried 6-0.

APPROVAL OF RESOLUTION EXPRESSING SUPPORT FOR SCHOOL DISTRICT BOUNDARY REALIGNMENT LEGISLATION: Dr. Kovash reported at the February 8, 2016 board meeting, discussion was held regarding the realignment of school district boundaries between Dilworth-Glyndon-Felton School District and Moorhead Area Public Schools. As a part of that discussion, a timeline was established for further action regarding the proposed plan. Attached is the resolution expressing support for school district boundary realignment legislation.

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The next step in the process will be for legislative action, followed by action from both boards adopting a plan for the realignment. The passage of this resolution is the first step to adopt a process to adjust the school district boundaries.

Erickson moved, seconded by Altenburg, approve the Resolution Expressing Support for School District Boundary Realignment Legislation as presented. Motion carried 6-0.

APPROVAL OF RESOLUTION AUTHORIZING ISSUANCE OF PROCUREMENT

CARDS: Lunak reported the Minnesota Association of School Administrators (MASA) has entered into an Administration Agreement with PFM Financial Services LLC to administer a Procurement Card system. The Procurement Cards will be issued to authorized individuals of the district for the purchase of fixtures, furniture and equipment (FF&E).

Fagerlie moved, seconded by Johnson, to approve the Resolution to Authorize the Issuance of Individual Procurement Cards for the purchase of FF&E as presented. Motion carried 6-0.

APPROVAL OF RESOLUTION ESTABLISHING PROCEDURES FOR REIMBURSEMENT OF CERTAIN EXPENDITURES FROM PROCEEDS OF FUTURE

BOND ISSUES: Lunak said the Internal Revenue Service has issued Treasury Regulations Section 1.150-2, which provides rules governing all school district bonds issued after June 30, 1993. Under this regulation, districts are required to establish procedures for approval of expenditures for which it intends to reimbursement itself of expenditures made prior to the date of issuance of the bonds. The Board of Independent School District No. 152 desires to establish procedures to comply with those regulations.

The resolution establishes procedures that will govern the reimbursements of expenditures. The Regulations, require a district to declare the Official Intent Declaration to reimburse itself for certain previously paid expenditures from the proceeds of the Bonds. Attached to the resolution is the Official Intent Declaration. Within the Official Intent Declaration, the Board authorizes the Superintendent or Assistant Superintendent of Finance and Operations to make the District's Official Intent Declarations. Each Official Intent Declaration shall comply with the requirements of the Regulations.

Valan moved, seconded by Altenburg, to approve the Resolution Establishing Procedures for Reimbursement of Certain Expenditures from Proceeds of Future Bond Issues and the Declaration of Intent as presented. Motion carried 6-0.

SUPERINTENDENT REPORT: Dr. Kovash reported on MREA's Feb. 22 email related to the statewide goal of developing the World's Best Workforce requiring a *Fairer State Share*. MREA's No. 1 priority is a two-part solution in a 2016 Minnesota Tax Bill to address the Facility Fallout challenge. Part 1 is the Enhanced/Indexed Debt Service Equalization and Part 2 is the

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Enhanced Ag2School Tax Credit. Lunak added his concern related to the new bill and whether a provision will be in place to increase the credit as school districts' debt increases.

COMMITTEE REPORTS: Brief reports were heard related to the District Health Insurance Committee, Moorhead Schools Legacy Fund Advisory Committee, Robert Asp PTAC, S.G. Reinertsen PTAC, Horizon PTAC, Health/Safety/Wellness Committee, and Community Education Advisory Council meetings, the Red River Area Learning Center Family Fun Night, and MSBA Officers' Training.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Altenburg noted he heard on NPR that Minnesota graduation rates were improving. Vice Chair Steffes gave his condolences to Officer Jason Moszer's family and said it was a tough day for law enforcement and the community.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 9:16 p.m.

Matt Valan, Clerk