



## INDEPENDENT SCHOOL DISTRICT 152

School Board Meeting  
Probstfield Center for Education Board Room 224  
2410 14th Street South  
Moorhead, Minnesota

November 13, 2017  
7:00 PM

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

### ATTENDANCE:

Mark Altenburg	_____	Scott Steffes	_____
Cassidy Bjorklund	_____	Bill Tomhave	_____
Melissa Burgard	_____	Matt Valan	_____
Cindy Fagerlie	_____	Dr. Lynne A. Kovash	_____

### AGENDA

#### 1. **CALL TO ORDER**

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Preview of Agenda - Brandon Lunak, Acting Superintendent
- D. Approval of Meeting Agenda

Moved by:  
Seconded by:  
Comments:

- E. We Are Proud

**We Are Proud** of the Red River Area Learning Center robotics team for advancing to the semifinal round at the Oct. 27-28 Bison BEST Robotics competition. The team won Most Photogenic Robot and Best T-shirt Design at the competition. Team members are Naila Arevalo, Fin Connor, Connor Cramer, Matthew Crowley, Emily Greene, Allison Miller, Jayce Peterson, Jacob Redlin, Skyler Gregor and Javier Cavazos. Team advisors are Red River ALC teachers Aura Lee Mohror and Wylie Wisnewski, and mentors are Glen Meyer from John Deere and Paul Mohror from Snappy.

- 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. **CONSENT AGENDA**

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

A. **SUPERINTENDENT - Dr. Lynne Kovash**

(1) October 23, 2017 Meeting Minutes

B. **FINANCE AND OPERATIONS - Brandon Lunak**

(1) November Claims

C. **LEARNING AND ACCOUNTABILITY - Missy Eidsness**

D. **HUMAN RESOURCES - Kristin Dehmer**

(1) Change in Contracts

(2) Resignation

(3) Family/Medical Leaves

(4) New Employees

(5) Revised Retirement

(6) Request for Additional Staff

E. **LEARNER SUPPORT SERVICES - Duane Borgeson**

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

Moved by:

Seconded by:

Comments:

3. **CONSTRUCTION UPDATE: Brandon Lunak**

4. **ENROLLMENT PROJECTIONS: Brandon Lunak**

5. **CANVASS SPECIAL ELECTION SCHOOL BOARD RETURNS AND ELECTION RESOLUTION: Brandon Lunak**

Suggested Resolution: Move to approve the Resolution Canvassing Returns of Votes of Independent School District No. 152 Special Election and Resolution Authorizing Issuance of Certificate of Election and Directing School District Clerk to Perform Other Election-Related Duties, as presented.

Moved by:  
Seconded by:  
Comments:

6. **COMMITTEE REPORTS**

7. **OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD**

8. **CLOSE PUBLIC MEETING: Bill Tomhave**

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:

9. **OPEN PUBLIC MEETING: Bill Tomhave**

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

Moved by:  
Seconded by:  
Comments:

10. **2017-2019 FOOD SERVICE AGREEMENT SETTLEMENT: Kristin Dehmer**

Suggested Resolution: Move to approve the Dietary and Food Service Master Agreement for 2017-2019 as presented with the cost as follows:

Year	Cost	Percentage Increase
2017-2018	\$19,619.49	4.21%
2018-2019	\$12,792.11	2.65%
TOTAL	\$30,286.60	6.84%

Moved by:  
Seconded by:  
Comments:

11. **ADJOURNMENT**

## **CALENDAR OF EVENTS**

School Board - November 13, 7 p.m., PCE

Moorhead Schools Legacy Foundation - November 14, 7 a.m., PCE

Staff Development Committee - November 14  
Secondary, 7 a.m., Moorhead High School  
Elementary, 3:15 p.m., PCE

Ellen Hopkins PTAC - November 14, 6:30 p.m., Media Center

Robert Asp PTAC - November 14, 6:30 p.m., Media Center

S.G. Reinertsen PTAC - November 14, 6:30 p.m., Media Center

Special Education Parent Advisory Committee (Parent Informational Meeting) - November 14, 6:30-8 p.m., MHS Study Hall

Community Education Advisory Council - November 14, 7 p.m., PCE

Early Childhood Family Education Advisory Committee - November 16, 6:30 p.m., PCE

Policy Review Committee - November 20, 7 p.m., PCE

Activities Advisory Council - November 21, 7:15 a.m., MHS

Safe and Healthy Learners Committee - November 21, 3 p.m., PCE

School Board - November 27, 7 p.m., PCE

Horizon PTAC - November 28, 6:30 p.m., Horizon East Media Center

School Board - December 11, 7 p.m., PCE



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

**Office of Superintendent**  
**Memo S.18.032C**

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent

DATE: 11/6/2017

RE: October 23, 2017 Meeting Minutes

Attached please find the October 23, 2017 meeting minutes for your review.

Suggested Resolution: Move to approve the October 23, 2017 meeting minutes as presented.

LAK:mde

**ATTACHMENTS:**

Description	Type
 102317	Cover Memo

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT 152  
PROBSTFIELD CENTER FOR EDUCATION  
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**CALL TO ORDER AND ROLL CALL:** Chair Tomhave 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, Melissa Burgard, Cindy Fagerlie, Scott Steffes, Bill Tomhave, Matt Valan, Dr. Lynne A. Kovash, and Brandon Lunak.

Member Absent: Cassidy Bjorklund.

**PREVIEW OF AGENDA:** Acting Superintendent Brandon Lunak recommended approval of the agenda as presented.

**APPROVAL OF AGENDA:** Steffes moved, seconded by Burgard, to approve the agenda as presented. Motion carried 6-0.

**WE ARE PROUD:**

**We Are Proud** of Hannah Reisdorf, industrial technology teacher at Moorhead High School, for receiving the 2017 New Teacher of Excellence Award from the Minnesota Technology and Engineering Educators Association. The award recognizes an outstanding technology education teacher in Minnesota with three to five years of teaching experience. Reisdorf was recognized at the MTEEA fall conference on Sept. 29.

**We Are Proud** of Missy Eidsness, assistant superintendent for learning and accountability, for receiving the 2017 Administration Recognition Award from the Minnesota Technology and Engineering Educators Association. The award recognizes an administrator who demonstrates significant commitment and support for technology education. Eidsness was recognized at the MTEEA fall conference on Sept. 29.

**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 Burgard, to approve the following items on the Consent Agenda:

Minutes - Approve the October 9, 2017 Meeting Minutes as presented.

Donation - Accept the donation of \$400 for food and beverages and direct administration to send a thank you. Cami Sagvold, American Family Insurance, donated concession stand food and beverages for the Moorhead High School swim meet with Alexandria.

**REGULAR MEETING  
BOARD OF EDUCATION  
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Memorandum of Understanding: Lakes Country Service Cooperative - Approve the October 1, 2017 to June 30, 2018 Memorandum of Understanding with Lakes Country Service Cooperative for the lease of space at Probstfield Center for Education for the Lakes Country Academy program.

Additional Paraprofessional Request: Horizon West Campus - Approve the additional 1.0 FTE paraprofessional position at Horizon Middle School West Campus. The request meets student IEP needs.

Additional Staffing LPN Request: S.G. Reinertsen Elementary School - Approve the additional 5 hour/day LPN position at S.G. Reinertsen Elementary School. The request meets student IEP needs.

Family Medical Leaves

Ron Halvorson - Custodian, Moorhead High School, medical leave (FMLA) beginning October 2, 2017, intermittently through approximately November 22, 2017.

LeAnn England - Teacher, S.G. Reinertsen Elementary, medical leave (FMLA) beginning December 15, 2017 through December 21, 2017.

Kayla Cox - Teacher, Horizon Middle School East Campus, family medical leave (FMLA) beginning March 22, 2018 through May 3, 2018.

Lacey Cote - Teacher, S.G. Reinertsen Elementary, family medical leave (FMLA) beginning April 5, 2018 through the remainder of the school year.

Krista Steele - Teacher, Moorhead High School, family medical leave (FMLA) beginning April 9, 2018 through the remainder of the school year.

Change in Contracts

Tabatha Myers - Assistant Cook, Dorothy Dodds Elementary, .63 FTE to Assistant Cook, Dorothy Dodds Elementary, .75 FTE, effective October 2, 2017.

Amanda Eide - Robert Asp Elementary, 1.0 FTE Paraprofessional to 1.0 FTE, Grade 1 Teacher, Robert Asp Elementary, BA (0) \$32,269.78, effective October 2, 2017 (new position per the amended 2017-2018 staffing plan).

Paula Loegering - Community Education Administrative Assistant, .5 FTE to .75 FTE, effective October 11, 2017.

DeeAnna Naasz - Paraprofessional, Early Intervention Services, .8 FTE to Paraprofessional, Horizon Middle School West Campus, 1.0 FTE, effective October 23, 2017 (replaces Sarah Armstrong).

Deborah Ramsett - Food and Nutrition Server, Horizon Middle School East Campus, .79 FTE to Food and Nutrition Server, Dorothy Dodds Elementary, .75 FTE, effective October 30, 2017 (new position).

Resignations

Robert Philpott - Bus Driver, Transportation, effective October 2, 2017.

Damara Boatright - Bus Driver, Transportation, effective October 6, 2017.

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Dai Dai Finton - Lunchroom Supervisor, Ellen Hopkins Elementary, effective October 13, 2017.  
Daniel Busby - Night Lead Custodian, S.G. Reinertsen Elementary, effective October 31, 2017.  
Mohamed Osman - Night Custodian, Probstfield Center for Education, effective October 31, 2017.

Retirement

Dr. Lynne Kovash - Superintendent, Probstfield Center for Education, effective June 30, 2018.

New Employees

Benigno Nova Soto - Food and Nutrition Server, Horizon Middle School West Campus, 2.75 hours per day, \$12.40 per hour, effective October 16, 2017 (replaces Maxine Larkin).  
Roger Schaffer - Food and Nutrition Server, Horizon Middle School East Campus, 2.75 hours per day, \$12.40 per hour, effective October 16, 2017 (open position from 2016-17 not filled).  
Ana Quintero Trujillo - Food and Nutrition Server, Horizon Middle School West Campus, 2.75 hours per day, \$12.40 per hour, effective October 16, 2017 (replaces Delores Gabbard).  
Chris Applebee - Food and Nutrition Server, Dorothy Dodds Elementary, 2.75 hours per day, \$12.40 per hour, effective October 3, 2017 (new position).  
Lorena Sanchez - Food and Nutrition Server, Dorothy Dodds Elementary, 2.75 hours per day, \$12.40 per hour, effective October 9, 2017 (new position).  
Naila Arevalo - Food and Nutrition Server, Horizon Middle School West Campus, 2.75 hours per day, \$12.40 per hour, effective October 9, 2017 (new position).  
Debra Pearson - Food and Nutrition Server, Horizon Middle School West Campus, 2.75 hours per day, \$12.40 per hour, effective October 16, 2017 (new position).  
Katrina Gordon - Food and Nutrition Server, Robert Asp Elementary, 2.75 hours per day, \$12.40 per hour, effective October 10, 2017 (replaces Alyssa Gallogos).  
Rachel Menge - Paraprofessional, Early Intervention Services, .8 FTE, B21 (0-2) \$16.45 per hour, 6.75 hours per day, 4 days per week, effective October 30, 2017 (replaces Christa Hagen).  
Lynn Onyancha - Paraprofessional, Horizon Middle School West Campus, 1.0 FTE, B21 (0-2) \$16.45 per hour, 6.75 hours per day, 5 days per week, effective October 23, 2017 (replaces Jennifer Kenyon).  
Shelby Bauer - Paraprofessional, S.G. Reinertsen Elementary, 1.0 FTE, B21 (4) \$17.24 per hour, 6.75 hours per day, 5 days per week, effective October 30, 2017 (replaces CeCelia Doll).  
Maggie Parrott - Paraprofessional, S.G. Reinertsen Elementary, 1.0 FTE, B21 (0-2) \$16.45 per hour, 6.75 hours per day, 5 days per week, effective October 3, 2017 (replaces Kristy O'Keefe).  
Ron Mickels - Night Custodian, Moorhead High School, 1.0 FTE, A12 (6) \$16.93 per hour, 8 hours per day, effective October 11, 2017 (replaces David Busby).  
Christina Aigner - AVID Tutor, Horizon Middle School East Campus, \$12.00 per hour, 2 hours per day, effective October 3, 2017 (new position).  
Makaylah Lucek - AVID Tutor, Horizon Middle School East Campus, \$12.00 per hour, 4.5 hours per week, effective October 3, 2017 (new position).  
Heather Keeler-Johnson - Indian Education Home Liaison, Red River Area Learning Center, B22 (7) \$19.13 per hour, 30 hours per week, effective October 9, 2017 (new position per amended 2017-18 staffing plan) .



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Delores Gabbard - Indian Education Home Liaison, Elementary Schools, B22 (0-3) \$18.09 per hour, 30 hours per week, effective October 9, 2017 (new position per amended 2017-18 staffing plan).

Amanda Pfau - Kindergarten Teacher, Ellen Hopkins Elementary, 1.0 FTE, MA (1) \$36,465.00, effective October 23, 2017 (new position per amended 2017-18 staffing plan).

Motion carried 6-0.

Chair Tomhave noted Dr. Kovash's retirement and said the board would be hearing more about upcoming work related to that and thanked her.

**2017-18 AdvancED OVERVIEW:** Missy Eidsness, assistant superintendent of learning and accountability, reported Moorhead Area Public Schools is committed to continuous improvement and is using the AdvancED continuous improvement process.

The AdvancED standards are organized under three domains: Leadership Capacity, Learning Capacity and Resource Capacity. Every five years, the district will complete an external review of district progress on each of the listed domains and standards by an outside team of trained educators. At the conclusion of the review, the external team provides district feedback on improvements and celebrations for each standard.

Moorhead Area Public Schools was accredited in December 2016 after the completion of the initial external review on Oct. 31 through Nov. 2, 2016. The second review will be completed the fall of 2021.

**2017-2019 TEACHERS MASTER AGREEMENT SETTLEMENT:** Kristin Dehmer, executive director of human resources, reported a new two-year contract was successfully negotiated with the teachers for the period of July 1, 2017 through June 30, 2019 and highlighted language changes to the new contract.

Altenburg moved, seconded by Steffes, to approve the Teachers Master Agreement for 2017-2019 as presented with the cost as follows:

		Percentage Increase (Minnesota School Boards Association Costing Method)	Percentage Increase
Year	Cost		
2017-2018	\$1,287,188	NA	3.279%
2018-2019	\$1,444,119	NA	3.562%
TOTAL	\$2,731,307	5.12%	6.84%

Motion carried 6-0.

**REGULAR MEETING  
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**COMMITTEE REPORTS:** Brief reports were heard related to the Instruction and Curriculum Advisory Committee, Robert Asp PTAC, District Health Insurance Committee, and Dorothy Dodds PTAC meetings. Valan reported he attended the Moorhead Schools Legacy Foundation's SpudTacular Gala, where there was a wonderful response and the foundation awarded the first grants. He thanked Deb Becker and Brandon Lunak for their hard work, acknowledged Dr. Kovash's attendance at the gala and credited her for coming up with the idea, and he spoke of his pregame comments to the football team.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Chair Tomhave reminded board members of the November 7 School Board Special Election. Fagerlie acknowledged Dr. Kovash's retirement and appreciation for her decades of service to the district. She appreciated Dr. Kovash providing plenty of time for the district to conduct a thorough superintendent search and wished her the best in her retirement.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 7:34 p.m.

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Matt Valan, Clerk



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

**Assistant  
Superintendent of  
Finance and Operations**  
**Memo**  
**OASFO.18.030C**

TO: Dr. Lynne A. Kovash, Superintendent

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

DATE: 11/6/2017

RE: November Claims

The November claims are as follows:

General Fund	\$1,921,108.38
Food Service Fund	\$159,842.20
Community Service Fund	\$34,857.80
Post Employment Irrevocable Trust	\$7,700.00
<u>Construction Fund</u>	<u>\$2,434,366.31</u>
TOTAL:	\$4,557,874.69

The October wires are as follows:

General Fund	\$1,993,170.42
<u>Post Employment Benefits</u>	<u>\$484.00</u>
TOTAL:	\$1,993,654.42

Suggested Resolution: Move to approve the November claims, subject to audit, in the amount of \$4,557,874.64 and the October wire payments, subject to audit, in the amount of \$1,993,654.42.

BML:dmb



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

**Human Resources**  
**Memo HR.18.041C**

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources

DATE: 11/7/2017

RE: Change in Contracts

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

**Sara Bucher**

Paraprofessional, Red River Area Learning Center, 1.0 FTE to .8148 FTE, effective September 11, 2017.

**Victoria Schempp**

Night Custodian, A12 (2) \$16.21 per hour, S.G. Reinertsen Elementary, to Night Lead Custodian, B21 (3) \$17.77 per hour, S.G. Reinertsen Elementary, effective October 23, 2017. (Replaces Dan Busby)

**Abdi Osman**

EL Parent Liaison, District, .5 FTE to EL Parent Liaison, District, 1.0 FTE, effective October 30, 2017

**Sandra Meyer**

Food and Nutrition Server, Moorhead High School, .34 FTE to .66 FTE, A11 (6) \$16.36 per hour, effective November 1, 2017. (Replaces Stacey Swanson)

**Bahaa Kadhém**

Night Custodian, Dorothy Dodds Elementary, 1.0 FTE to Day Custodian, Horizon Middle School West Campus, .8 FTE, effective November 20, 2017. (Replaces Saleban Salad)

**Saleban Salad**

Day Custodian, Horizon Middle School West Campus, .8 FTE, to Night Custodian, Probstfield Center for Education, 1.0 FTE, effective November 20, 2017. (Replaces Mohammad Osman)

Suggested Resolution: Move to approve the Change in Contract for Sara Bucher, Victoria Schempp, Abdi Osman, Sandra Meyer, Bahaa Kadhém and Saleban Salad as presented.

KLD:smw



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

**Human Resources**  
**Memo HR.18.042C**

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources

DATE: 11/7/2017

RE: Resignation

The administration requests approval of the resignation of the following people:

**Chris Applebee**

Food and Nutrition Server, Dorothy Dodds Elementary, effective October 26, 2017.

**Katrina Koesterman**

Bus Assistant, Transportation, effective November 22, 2017.

Suggested Resolution: Move to approve the resignation of Chris Applebee and Katrina Koesterman as presented.

KLD:smw



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

**Human Resources**  
**Memo HR.18.044C**

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources

DATE: 11/7/2017

RE: Family/Medical Leaves

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

**Jeana Krabbenhoft**

Vista Center for Education, medical leave (non-FMLA), effective October 2, 2017 through October 10, 2017.

**Mia Percy**

Bus Driver, District-wide, medical leave (FMLA) effective October 10, 2017 through October 27, 2017.

**Madeline Johnson**

Teacher, Robert Asp Elementary, medical leave (non-FMLA), effective October 11, 2017 intermittently through approximately the end of March.

**Robert Byrd**

Food Service, Horizon Middle School East Campus, medical leave (non-FMLA), effective October 11, 2017 through approximately December 6, 2017.

**Shelly Hawley**

Paraprofessional, Moorhead High School, medical leave (non-FMLA), effective January 11, 2018 through approximately January 26, 2018.

**Rebecca Green**

Technical Director, Moorhead High School, family medical leave (FMLA), effective February 28, 2018 through April 11, 2018.

**Kasey Schutz**

Teacher, Ellen Hopkins Elementary, family medical leave (FMLA), effective April 27, 2017 for the remainder of the 2017-2018 school year.

Suggested Resolution: Move to approve the medical leave for Jeana Krabbenhoft, Mia Percy, Madeline Johnson, Robert Byrd, Shelly Hawley, Rebecca Green and Kasey Schutz as presented.

KLD:jal



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

**Human Resources**  
**Memo HR.18.040C**

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources

DATE: 11/7/2017

RE: New Employees

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

**Kendall Hackensmith**

Paraprofessional, Horizon Middle School West Campus, B21 (0-2) \$16.45 per hour, 6.75 hours per day, 5 days per week, effective October 25, 2017. (New position per 10/23/17 board meeting)

**Rose Husel**

Jump Start Paraprofessional, Probstfield Center for Education, B21 (4) \$17.24 per hour, 6.75 hours per day, 4 days per week, effective October 30, 2017. (Replaces DeeAnna Naasz)

**Saeed Abdi**

Bus Driver, Transportation, B22 (0) \$16.10 per hour, 5 hours per day, effective October 30, 2017. (Replaces Bashir Hussein)

**Theresa Jaeger**

Paraprofessional, S.G. Reinertsen Elementary, B21 (5) \$17.46 per hour, 6.75 hours per day, 5 days per week, effective October 31, 2017. (Replaces Shelby Bauer)

**Dylan Larson**

Night Custodian, S.G. Reinertsen Elementary, A12 (0-2) \$16.21 per hour, 8 hours per day, effective November 1, 2017. (Replaces Victoria Schempp)

**Jennifer Cook**

Elementary Teacher, Ellen Hopkins Elementary, BA (0) \$28,672.83, effective November 1, 2017. (Replaces Lisa Seljevold)

**Margaret Lindquist**

Lunchroom Supervisor, Ellen Hopkins Elementary, \$10.50 per hour, 2.5 hours per day, effective November 6, 2017. (Replaces Dai Dai Finton)

**Bayan Amedy**



Lunchroom Supervisor, Horizon Middle School West Campus, \$10.50 per hour, 3 hours per day, effective November 6, 2017. (Replaces Lina Qaqos)

**Abdi Farah**

Night Custodian, Moorhead High School, A12 (0-2) \$16.21 per hour, 8 hours per day, effective November 13, 2017. (Replaces Elijah Dee, Sr.)

**Michael Steffen**

Director of Transportation and Safety, Transportation, D63 (10) \$82,791.00, effective November 14, 2017. (Replaces Dan Bacon)

**Raul Aguilar**

Night Custodian, Dorothy Dodds Elementary, A12 (7) \$17.84 per hour, 8 hours per day, effective November 20, 2017. (Replaces Bahaa Kadem)

**Jessica Larson**

Assistant Coach - Softball, Moorhead High School, .08 \$3410.00, effective with the 2017-2018 season. (Replaces Vance Christianson)

Suggested Resolution: Move to approve the employment of Kendall Hackensmith, Rose Huse, Saeed Abdi, Theresa Jaeger, Dylan Larson, Jennifer Cook, Margaret Lindquist, Bayan Amedy, Abdi Farah, Michael Steffen, Raul Aguilar and Jessica Larson as presented.

KLD:smw



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

**Human Resources**  
**Memo HR.18.048C**

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources

DATE: 11/10/2017

RE: Revised Retirement

The administration requests approval of the revised retirement date of the following person:

**Dr. Lynne Kovash**

Superintendent, Probstfield Center for Education, effective November 30, 2017.

Suggested Resolution: Move to approve the revised retirement date for Dr. Lynne A. Kovash as presented.

KLD:smw



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

**Human Resources**  
**Memo HR.18.043C**

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources

DATE: 11/7/2017

RE: Request for Additional Staff

The administration requests the following staffing additions to the priorities for staffing including class sizes, equity and building support in schools.

Horizon West

**Custodial** +2.0 FTE

The addition of +2.0 FTE has been designated to cover additional square footage to the Horizon Campus.

Horizon East

**Paraprofessional** +.63 FTE

The addition of a +.63 FTE has been designated to support ILT classrooms due to an increase in the number of students in those classrooms. This position will provide more focused student support working on literacy support, homework help, organization, and grade check.

West Central Regional Juvenile Detention Center (WCRJDC)

**Classroom** +1.0 FTE

**Paraprofessional** +1.0 FTE

The addition of a +1.0 FTE classroom teacher and a +1.0 FTE Paraprofessional to accommodate the increase in students who will receive educational services while residing at the WCRJDC due to an approved expansion of the program by Clay County.

**Administrative Assistant** +1.0 FTE

The addition of a +1.0 FTE has been designated to support the MARSS, tuition billing, and general record keeping due to the growth of this program. This position was previously a shared position with Clay County which the district was billed through contracted services.

**Learner Support Services Teacher** +.274 FTE

The addition of a +.274 FTE has been designated to provide direct services to students with disabilities at WRJDC.

**Suggested Resolution:** Move to approve additional staffing for the 2017-18 school year for 2.0 FTE for

Custodial staff at Horizon West, .63 FTE paraprofessional at Horizon East, and a 3.274 FTE at the West Central Regional Juvenile Detention center as presented.

KLD:smw

**ATTACHMENTS:**

Description	Type
❏ Custodial Additional Staff	Cover Memo
❏ Horizon East Para Revised	Cover Memo
❏ WCRJDC Para additional staff	Cover Memo
❏ Admin Assistant additional staff	Cover Memo
❏ LSS Teacher additional staff	Cover Memo



**Instructions:**

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

**Name of the Building:** Horizon West

**Topic of Proposal:** 2.2 FTE Custodians

**Submitted By:** Jim Smith

**Date:** 10-25-2017

**Date to be Implemented** 12-1-2017

**Person Responsible to  
Recommend to  
Superintendent:** Brandon Lunak

**Recommendation by person responsible:** Proceed

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

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

1. **Describe the proposal for funding:** General Fund (Fund 1)
2. **Explain in detail the rationale or purpose of the proposal. (Please relate, if possible, the rationale to the previously identified high priority needs):**  
The additional staff are needed to cover additional square footage added to the Horizon Campus.
3. **State the negative implications if the proposal is not approved.**  
The new school would not be kept up to our standards. The staff and students need a safe and clean environment to teach and learn.



4. List alternative actions if this proposal is not approved. It is assumed that any alternative listed is less desirable than the proposal.

The school's physical environment wouldn't be safe and up to standards.

5. Estimate the cost implications of this proposal on the following chart:

**PROPOSAL BUDGET**

PERSONNEL	Number Requested	Estimated Cost	Reimbursement	Net Cost
Teachers:	2.2 FTE	\$74,175	\$0.00	\$74,175
Benefits:		\$12,000	\$0.00	\$12,000
Subtotal:		\$86,175	\$0.00	\$86,175
OTHER COSTS	NA	Estimated Cost	Reimbursement	Net Cost
Supplies:				
Capital Outlay:				
Other Expenses:				
Subtotal:				

NET COST				
Code				

**6. Comments on budgetary items:**

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



Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_ Hold: \_\_\_\_\_ Date: \_\_\_\_\_

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



**Instructions:**

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

<b>Name of the Building</b>	Horizon East
<b>Topic of Proposal</b>	Addition of Paraprofessional/Lunch Monitor
<b>Submitted By:</b>	Jeremy Larson, Ed.D.
<b>Date:</b>	September 18, 2017
<b>Date to be Implemented</b>	ASAP
<b>Person Responsible to Recommend to Superintendent:</b>	Jeremy Larson
<b>Recommendation by person responsible:</b>	

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

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

**1. Describe the proposal for funding:**

We have seen an increase in our ILT numbers this school year. Listed below is a table that represents the percentage of students who were in ILT last year, and how that corresponding grade is reflected in ILT students this school year:

2016-17	Percentage	2017-18	Percentage
6A	33	7A	55
6B	28	7B	44
6C	34	7C	47
7A	37	8A	46
7B	37	8B	41
7C	33	8C	52





		IA	36
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Last school year, we also had added intervention positions that worked with the ILT sections. A reading interventionist taught a literacy support ILT for houses 7A, 7B, 8B, and 8C. A math teacher taught a math support ILT for 8B & 8C. This year those FTE were put into classroom staffing with the expansion of the IA house and the opening of the grades 5-6 building.

**2. Explain in detail the rationale or purpose of the proposal. (Please relate, if possible, the rationale to the previously identified high priority needs):**

This increase in FTE would be to hire an paraprofessional. The paraprofessional would work with students who are struggling academically and give them a more focused ILT time working on homework help, organization, and grade checks.

**3. State the negative implications if the proposal is not approved.**

Currently our ILTS are over 40 in some of the sections, and on Tuesday and Thursday we have three sections over 60 students (with para support). This would have to remain, which could be a classroom management issue down the road.

**4. List alternative actions if this proposal is not approved. It is assumed that any alternative listed is less desirable than the proposal.**

NA

**5. Estimate the cost implications of this proposal on the following chart:**

**PROPOSAL BUDGET**

PERSONNEL	Number Requested	Estimated Cost	Reimbursement	Net Cost
Para	0.63 FTE			
Benefits:				
Subtotal:				
OTHER COSTS	NA	Estimated Cost	Reimbursement	Net Cost
Supplies:				
Capital Outlay:				
Other Expenses:				
Subtotal:				

NET COST				
Code				

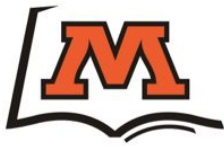


**6. Comments on budgetary items:**

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

Approve:	_____	Disapprove:	_____	Hold:	_____	Date:	_____
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Form must be routed to Human Resources and the Finance and Operations for review.



**MOORHEAD**  
AREA PUBLIC SCHOOLS

**ADDITIONAL STAFFING PROPOSAL FORM**

**Budget Year:** \_\_\_\_\_



Instructions:

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

<b>Name of the Building</b>	West Central Regional Juvenile Center - Secure Program
<b>Topic of Proposal</b>	Expansion
<b>Submitted By:</b>	Debra M. Pender, Director of Alternative Learning
<b>Date:</b>	10/20/2017
<b>Date to be Implemented</b>	11/14/2017
<b>Person Responsible to Recommend to Superintendent:</b>	Duane Borgeson, Missy Eidsness
<b>Recommendation by person responsible:</b>	

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

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

- 1. Describe the proposal for funding:** This proposal details the proposed increase of 1.0 fte teacher and 1.0 fte paraprofessional to accommodate the increase in students who will receive educational services while residing in the facility. The Clay County Commissioners have approved the expansion of the program from a 24 bed facility to a 32-36 bed facility, effective 10/23/2017.
- 2. Explain in detail the rationale or purpose of the proposal. (Please relate, if possible, the rationale to the previously identified high priority needs):** Educational services provided by Moorhead Area Public Schools to residents placed at the West Central Regional Juvenile Center meets all assurances outlined in federal and state mandates, including Minn. Stat. 125A.515. The class size of 1:12 aligns with other juvenile justice secure care settings that are located in Minnesota.
- 3. State the negative implications if the proposal is not approved.**  
Moorhead Area Public Schools is required by Minn. Stat. 125A.515 to provide the same high quality educational services to students residing in the facility that are available as to other students residing in Moorhead District. A denial of the proposed staffing increase would



require that class size increase to 16 students per classroom. This would have negative

Implications for academic personalization across grade/age levels, and potentially compromise the safety of education staff and students in the facility.

**4. List alternative actions if this proposal is not approved. It is assumed that any alternative listed is less desirable than the proposal.**

Over .50 of the students that reside in the facility have unique learner needs that include academic, social/emotional, and behavioral domains. If class size is not maintained there would be a decrease in potential for academic personalization in the classroom. This would transfer the burden of providing for these students to district LSS services to meet the needs identified on the student individual education plans that are currently provided/managed in the classroom setting.

**5. Estimate the cost implications of this proposal on the following chart:**

It is important to note that the West Central Regional Juvenile Center serves students from a thirteen county area in Minnesota and students from Cass County in North Dakota. The cost of educating students who are not residents of Moorhead District is the responsibility of the resident district. As a result, the cost of the proposed expansion will be the shared responsibility of the member districts as determined in the per diem for the educational program. This arrangement is the fiscal standards that are outlined in the MN Care and Treatment (MN Statute 125A.11).

**PROPOSAL BUDGET**

PERSONNEL	Number Requested	Estimated Cost	Reimbursement	Net Cost
Teachers:				
Benefits:				
Subtotal:				
OTHER COSTS	NA	Estimated Cost	Reimbursement	Net Cost
Supplies:				
Capital Outlay:				
Other Expenses:				
Subtotal:				



NET COST				
Code				

**6. Comments on budgetary items:**

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

Approve:	_____	Disapprove:	_____	Hold:	_____	Date:	_____
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Form must be routed to Human Resources and the Finance and Operations for review.



Instructions:

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

Name of the Building	West Central and LSS Central Office
Topic of Proposal	Administrative Assistant
Submitted By:	Duane Borgeson
Date:	11/2/2017
Date to be Implemented	12/15/2017
Person Responsible to Recommend to Superintendent:	Duane Borgeson
Recommendation by person responsible: Proceed	

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

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

**1. Describe the proposal for funding:**

This position has been a shared position with Clay County in the past. Due to the growth of the program and needs around MARSS and tuition billing, the school needs more time than a shared position can offer. The District was paying approximately \$36,000 for the half-time contracted position and this position will cost approximately \$45,000 for full-time with benefits.

**2. Explain in detail the rationale or purpose of the proposal. (Please relate, if possible, the rationale to the previously identified high priority needs):**

This position will replace a contracted position with Clay County. The District needs administrative assistant support for West Central Regional Juvenile Detention Center for receiving and sending educational records, MARSS reporting, tracking time for out-of-state tuition billing, and general record keeping and administrative tasks at WCRJC.



**3. State the negative implications if the proposal is not approved.**

The District will struggle to track students entering and leaving WCRJC which will lead to missing records and not providing services in a timely fashion upon the students' entry to WCRJC. MARSS data will not be entered promptly and funding for the district could be impacted. Also, the information for billing non-resident districts for educational services could be inaccurate.

**4. List alternative actions if this proposal is not approved. It is assumed that any alternative listed is less desirable than the proposal.**

The duties of this position will be parceled out to existing staff. Staff will do their best to complete the work but there are timelines involved and a need for a high degree of accuracy.

**5. Estimate the cost implications of this proposal on the following chart:**

**PROPOSAL BUDGET**

PERSONNEL	Number Requested	Estimated Cost	Reimbursement	Net Cost
Administrative Assistant	1	\$35,000		
Benefits:		\$10,000		
Subtotal:		\$45,000		
OTHER COSTS	NA	Estimated Cost	Reimbursement	Net Cost
Supplies:				
Capital Outlay:				
Other Expenses:				
Subtotal:				
NET COST				
Code				

**6. Comments on budgetary items:**

a. Equipment, remodeling, site improvement, etc:	None
b. Review by Business Office before Superintendent's approval:	





c. Space implications (short/long range):	<b>None</b>
d. Equity implications:	<b>None</b>
e. Technology implications:	<b>None</b>
f. Suggested timelines for implementations:	<b>12/15/2017</b>
g. Who has been involved in this decision? Other comments:	<b>Deb Pender, Duane Borgeson, COT</b>

Approve:	_____	Disapprove:	_____	Hold:	_____	Date:	_____
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Form must be routed to Human Resources and the Finance and Operations for review.



Instructions:

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

<b>Name of the Building</b>	West Central Regional Juvenile Center - Secure, Non Secure Programs
<b>Topic of Proposal</b>	Learner Support Needs
<b>Submitted By:</b>	Debra M. Pender, Director of Alternative Learning
<b>Date:</b>	10/20/2017
<b>Date to be Implemented</b>	11/10/2017
<b>Person Responsible to Recommend to Superintendent:</b>	Duane Borgeson, Missy Eidsness
<b>Recommendation by person responsible:</b>	

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

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

- 1. Describe the proposal for funding:** This proposal details an increase in teaching staff (.274) to provide direct services to students with disabilities residing in the secure and nonsecure program facilities at the West Central Regional Juvenile Center.
- 2. Explain in detail the rationale or purpose of the proposal. (Please relate, if possible, the rationale to the previously identified high priority needs):** According to Minn Stat. 125A.515, the educational services provided by Moorhead Area Public Schools at the West Central Regional Juvenile Center must meet all assurances outlined in federal and state mandates. The current LSS delivery model does not accommodate students with moderate to severe needs. The only LSS options available at this time are: (1) to transport the students to the traditional building (not always appropriate/allowed by court services) and/or (s) to keep students in the WCRJC classroom with consultation (indirect service) from LSS specialists serving students in other buildings. While this model meets the needs of students with minor disabilities, it does not meet the needs of students with moderate to severe needs. The number of students with disabilities has increased to more than half of the students in the facility. Many of these students have moderate to severe needs. The current staffing proposal will allow for up to one hour of direct service for students as outlined in their individual education



plan.

**3. State the negative implications if the proposal is not approved.**

Moorhead Area Public Schools is required by Minn. Stat. 125A.515 to provide the same high quality educational services to students residing in the facility that are available to other students in Moorhead District. A denial of the proposed staffing increase would leave the district out of compliance with state and federal mandates (Minn. Stat. 125A.18.)

**4. List alternative actions if this proposal is not approved. It is assumed that any alternative listed is less desirable than the proposal.**

If this proposal is not approved students would continue to be served in the existing model and/or LSS providers in other district sites would have to be reassigned to cover the needs. If the educational program in the facility is not in compliance, it leaves the district open to due process concerns and corrective action.

**5. Estimate the cost implications of this proposal on the following chart:**

It is important to note that the West Central Regional Juvenile Center serves students from a thirteen county area in Minnesota and students from Cass County in North Dakota. The cost of educating students with disabilities who are not residents of Moorhead District is the financial responsibility of the resident district. As a result, the cost of specialized (LSS) servicers will be shared among member districts as according to services outlined in the IEP. This arrangement is the fiscal standard that is outlined in the MN Care and Treatment - MN Statute 125A.11.

**PROPOSAL BUDGET**

PERSONNEL	Number Requested	Estimated Cost	Reimbursement	Net Cost
Teachers:				
Benefits:				
Subtotal:				
OTHER COSTS	NA	Estimated Cost	Reimbursement	Net Cost
Supplies:				
Capital Outlay:				
Other Expenses:				
Subtotal:				
NET COST				



Code	
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**6. Comments on budgetary items:**

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

Approve:	_____	Disapprove:	_____	Hold:	_____	Date:	_____
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Form must be routed to Human Resources and the Finance and Operations for review.



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

**Assistant  
Superintendent of  
Finance and Operations**  
**Memo**  
**OASFO.18.031R**

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Brandon M. Lunak, Assistant Superintendent

DATE: 11/6/2017

RE: Construction Update

A representative from Gehrtz Construction Services management team will be in attendance at the November 14, 2017 School Board meeting to provide an updated facilities report regarding the district's construction projects.

BML:dmb



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

**Assistant  
Superintendent of  
Finance and Operations**  
**Memo**  
**OASFO.18.032R**

TO: Dr. Lynne Kovash, Superintendent

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

DATE: 11/6/2017

RE: Enrollment Projections

Attached are the enrollment projections based on the November 1, 2017 actual enrollment. This data, along with the historical information will be used for planning, facility and staffing determinations in the coming months. The November 1, 2017 enrollment figure of 6,594 is 110 students below the projection of 6,704 made in November 2016. Compared to actual enrollment of 6,489 on November 1, 2016, the current year November 1 figure represents an increase of 105 students over last year. The projections indicate an average growth of 2.67% or 187 students per year for the next five years.

The secondary grade with the largest enrollment is Grade 9 with 494 students; the secondary grade with the smallest enrollment is Grade 12 with 464 students. The elementary grade with the largest enrollment is Grade 2 with 595 students; the elementary grade with the smallest enrollment is Grade 1 with 494 students.

BML:dmb

**ATTACHMENTS:**

Description	Type
2017 Enrollment Presentation	Cover Memo



**Moorhead Area Public Schools**  
**November Enrollment Report and Projections**  
**2017**

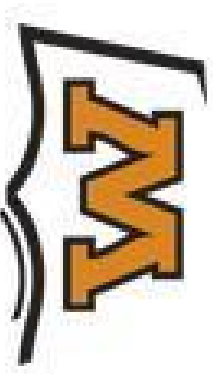
# Enrollment Projections



- November Enrollment used for planning purposes
  - Five-year history used to project future five-year trends
- Adjusted Daily Membership (ADM) data from Minnesota Department of Education is also used once finalized (December)
- Enrollment projections are used during budget development process
- Enrollment projections are used in planning future facility needs
- Other factors
  - Economic conditions of Minnesota and North Dakota
  - Local economy appears to be strong
  - Total housing starts by calendar year (Source: City of Moorhead)

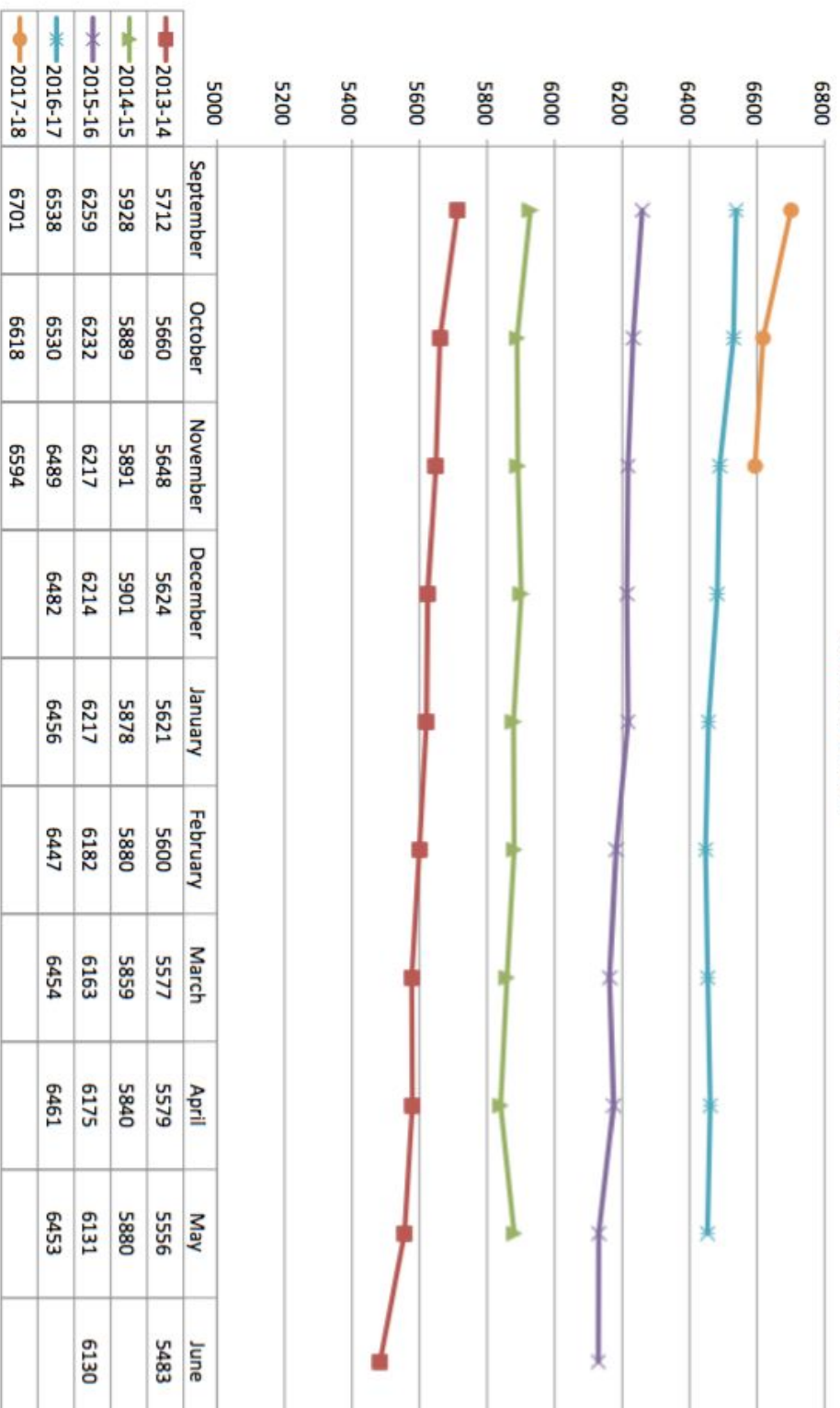
Units Constructed					
Year	Moorhead			Moorhead Total Units	Oakport Total Units
	Single Family Attached/Detached	Two, Three, & Four Units	Five or More Units		
2017	92	8	1	100	
2016	122	12	6	140	
2015	194	15	239	448	
2014	180	24	245	449	4
2013	129	2	274	405	2
2012	86	3	60	149	1
2011	80	21	60	161	4
2010	160	0	0	160	5
2009	175	0	124	299	2
2008	190	5	217	412	2
2007	225	38	68	331	8





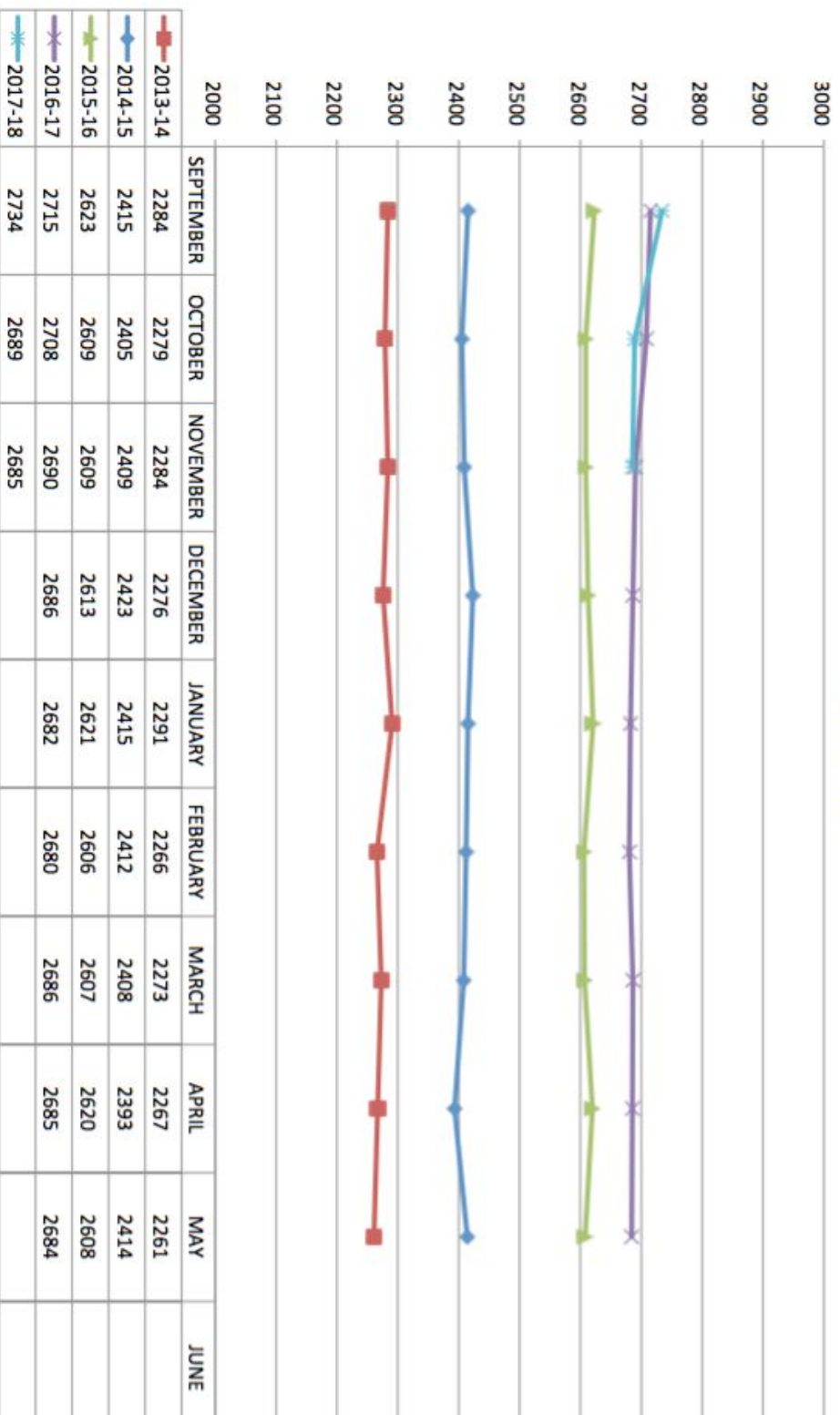
**MOORHEAD**  
AREA PUBLIC SCHOOLS

## MOORHEAD AREA PUBLIC SCHOOLS Monthly Enrollment Grades K-12

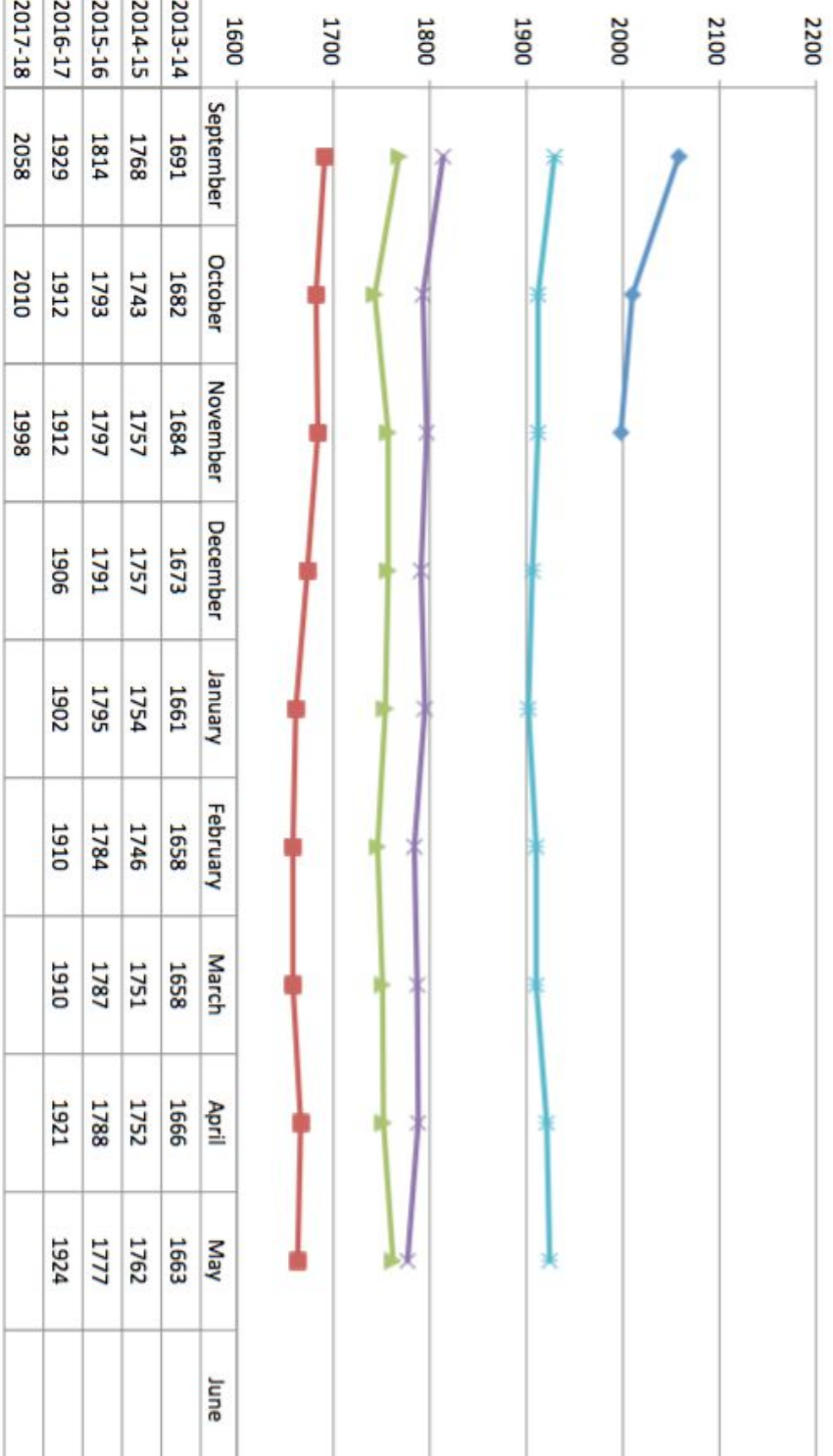


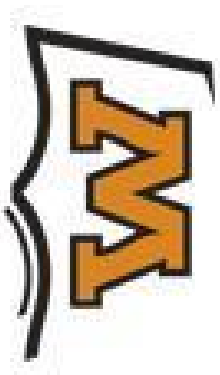
## MOORHEAD AREA PUBLIC SCHOOLS

### Monthly Enrollment Grades K-4



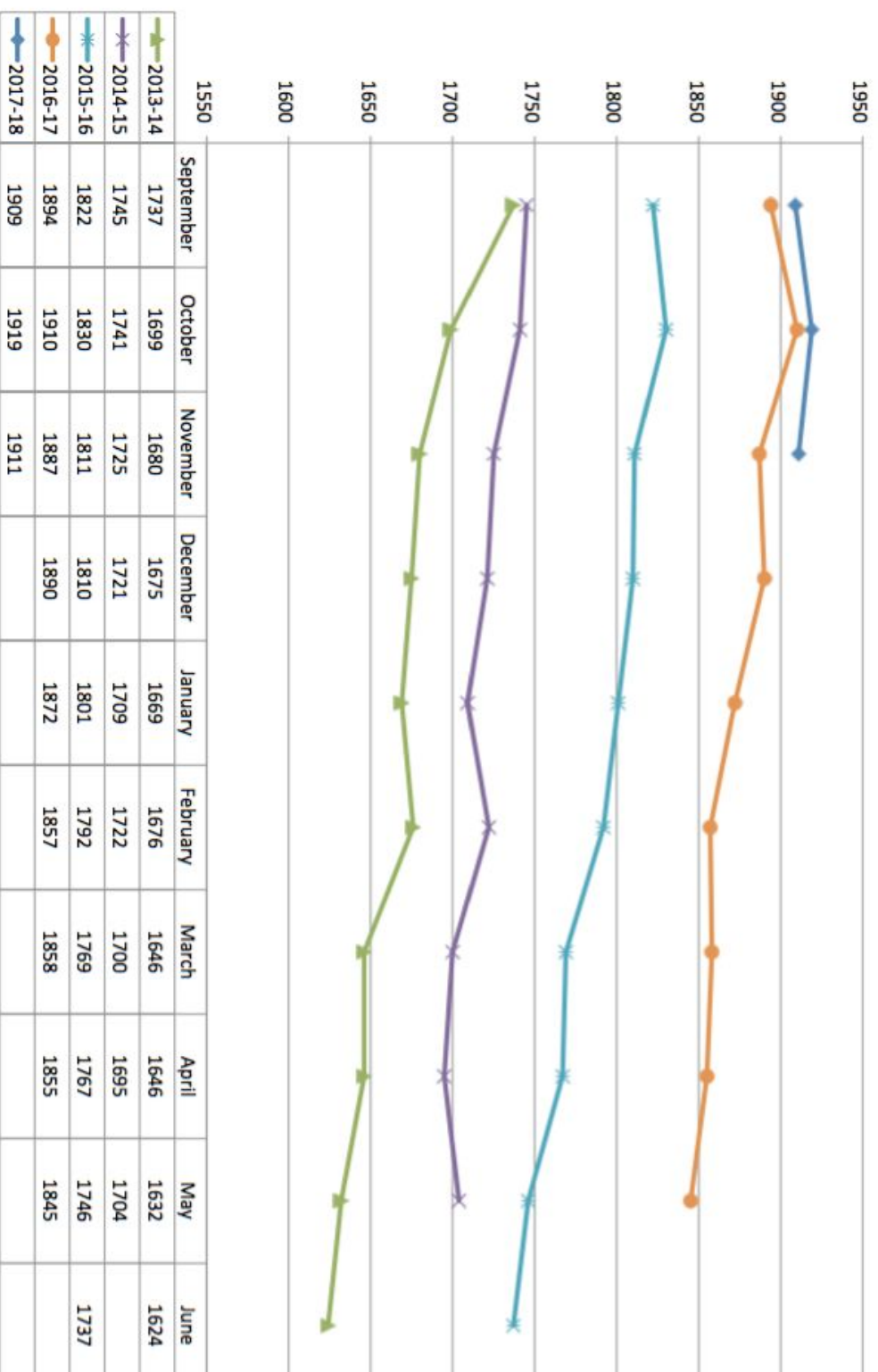
# **MOORHEAD AREA PUBLIC SCHOOLS** **Monthly Enrollment** **Grades 5-8**

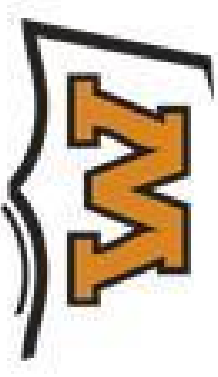




**MOORHEAD**  
AREA PUBLIC SCHOOLS

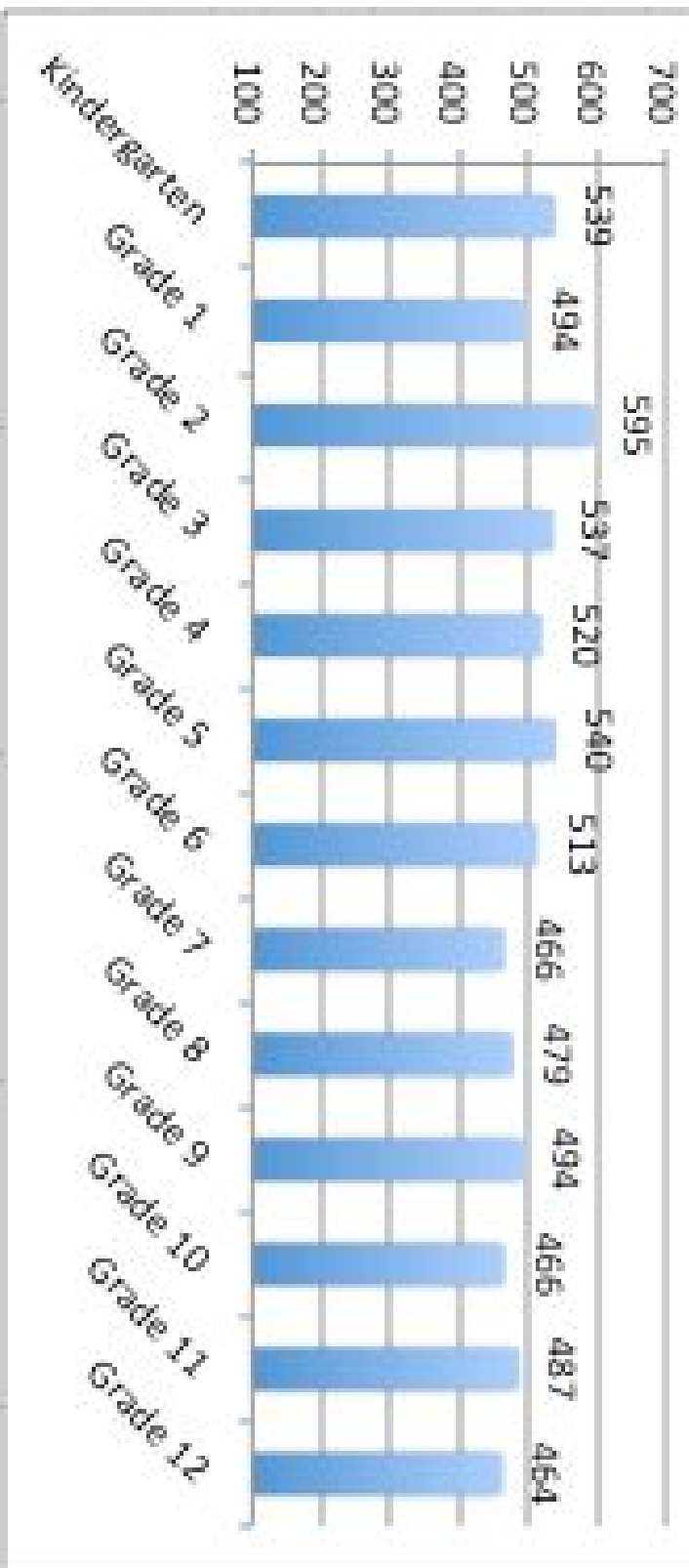
## MOORHEAD AREA PUBLIC SCHOOLS Monthly Enrollment Grades 9-12 (Moorhead High School & Alternative Education Programs)

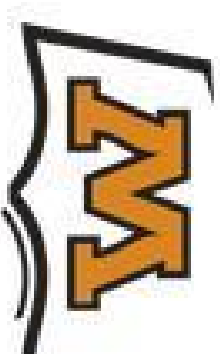




**MOORHEAD**  
AREA PUBLIC SCHOOLS

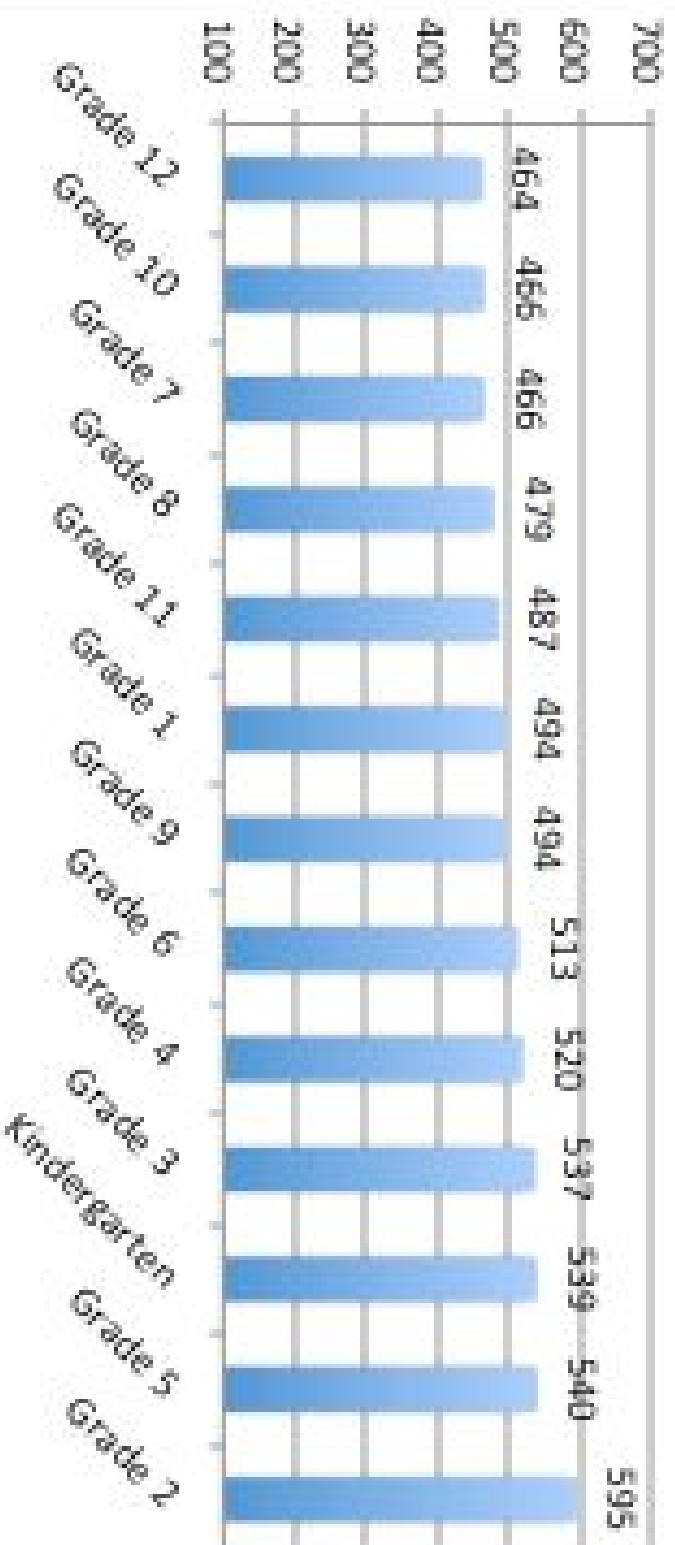
## ENROLLMENT BY GRADE, ARRANGED BY GRADE November 1, 2017





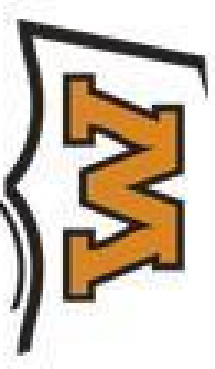
**MOORHEAD**  
AREA PUBLIC SCHOOLS

## ENROLLMENT BY GRADE, ARRANGED BY SIZE November 1, 2017





# Moorhead Area Public Schools November 2017 Enrollment Projections (Weighted Average Method) Demographers Projections

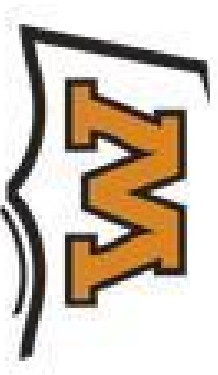


**MOORHEAD**

AREA PUBLIC SCHOOLS

ACTUAL NOVEMBER 1 ENROLLMENT					11/1/17		PROJECTED ENROLLMENT						
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	November 2016 Projection for 2017-18	Variance Between Actual and Projected
Kindergarten	483	494	500	570	491	539	520	532	537	544	550	518	21
Grade 1	441	490	499	522	599	494	553	534	546	551	559	508	-14
Grade 2	413	434	515	520	537	595	504	564	544	557	562	617	-22
Grade 3	437	433	459	514	538	537	607	514	575	555	568	553	-16
Grade 4	418	433	436	483	525	520	540	610	516	578	558	549	-29
Grade 5	407	418	442	451	499	540	535	555	627	531	595	538	2
Grade 6	445	414	443	458	459	513	556	551	572	646	547	514	-1
Grade 7	402	450	417	460	478	466	526	571	565	587	663	472	-6
Grade 8	438	402	455	428	476	479	474	535	581	575	597	490	-11
Grade 9	425	453	417	477	465	494	504	499	563	611	605	502	-8
Grade 10	422	431	461	441	503	466	509	519	514	580	629	484	-18
Grade 11	398	407	418	457	447	487	459	501	512	506	572	498	-11
Grade 12	427	389	429	436	472	464	504	475	519	530	524	461	3
Grades K-4	2192	2284	2409	2609	2690	2685	2724	2754	2719	2786	2797	2745	-60
Grades K-5	2599	2702	2851	3060	3189	3225	3258	3309	3346	3317	3391	3283	-58
Grades 1-3	1291	1357	1473	1556	1674	1626	1664	1612	1666	1663	1689	1678	52
Grades 4-6	1270	1265	1321	1392	1483	1573	1631	1716	1715	1755	1700	1601	28
Grades 5-8	1692	1684	1757	1797	1912	1998	2091	2212	2345	2338	2401	2014	-16
Grades 5-6	852	832	885	909	958	1053	1091	1106	1199	1177	1142	1052	1
Grades 7-8	840	852	872	888	954	945	1000	1106	1146	1161	1260	962	-17
Grades 6-8	1285	1266	1315	1346	1413	1458	1557	1657	1718	1808	1807	1476	-18
Grades 6-12	2957	2946	3040	3157	3300	3369	3533	3652	3825	4035	4137	3421	-52
Grades 7-12	2512	2532	2597	2699	2841	2856	2977	3101	3253	3389	3590	2907	51
Grades 9-12	1672	1680	1725	1811	1887	1911	1976	1995	2108	2227	2330	1945	-34
Grades K-12	5556	5648	5891	6217	6489	6594	6791	6960	7172	7351	7528	6704	-110
+/- Prior Year	161	92	243	326	272	105	197	169	211	180	176		
% +/-	2.99%	1.66%	4.30%	5.53%	4.38%	1.62%	2.99%	2.49%	3.04%	2.51%	2.40%		

**Metro Cog Demographic Study  
December 2012**



**MOORHEAD**  
AREA PUBLIC SCHOOLS

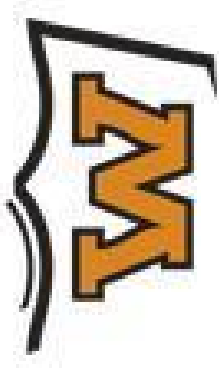
**Scenario A**

<b>Age</b>	<b>2010</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>
<b>0-4</b>	2478	2520	2570	2670
<b>5-9</b>	2158	2740	2670	2730
<b>10-14</b>	2053	2340	2810	2750
<b>15-19</b>	4009	4120	4400	4780
	<b>10698</b>	<b>11720</b>	<b>12450</b>	<b>12930</b>

**Scenario B**

<b>Age</b>	<b>2010</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>
<b>0-4</b>	2478	2520	2430	2450
<b>5-9</b>	2158	2700	2650	2550
<b>10-14</b>	2053	2330	2760	2710
<b>15-19</b>	4009	4110	4410	4530
	<b>10698</b>	<b>11660</b>	<b>12250</b>	<b>12240</b>



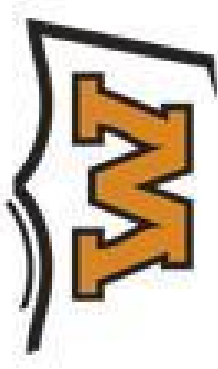


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## K-12 ENROLLMENT November 1, 2017 Actual November Enrollments, Weighted Average Projections



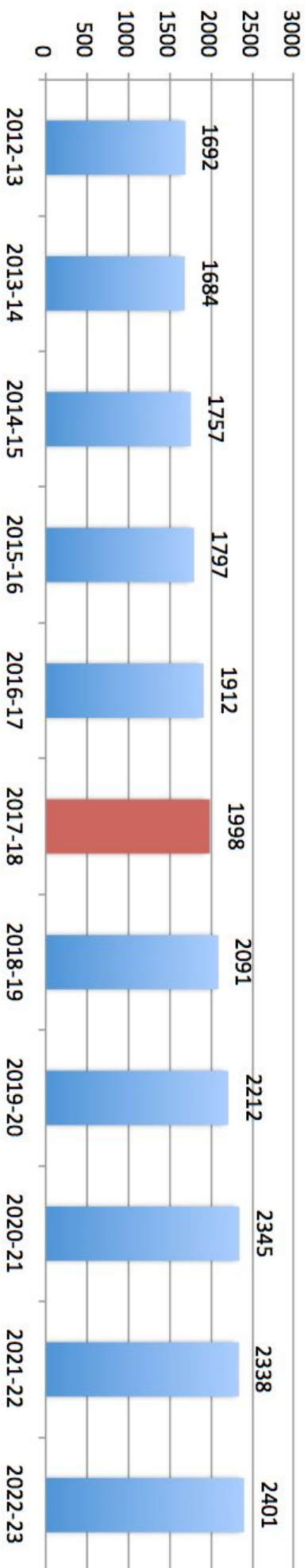


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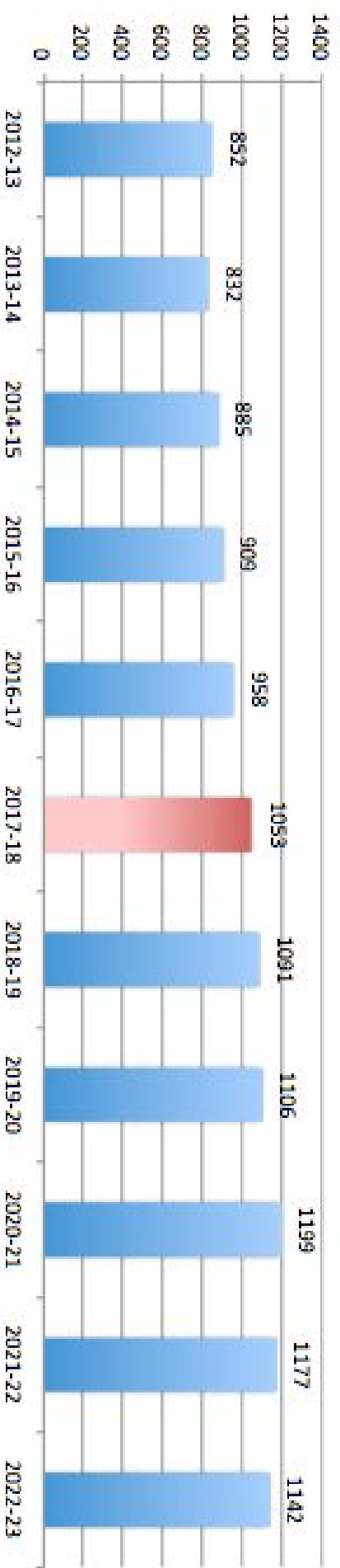
## K-4 Enrollment November 1, 2017 Actual November Enrollments, Weighted Average Projection



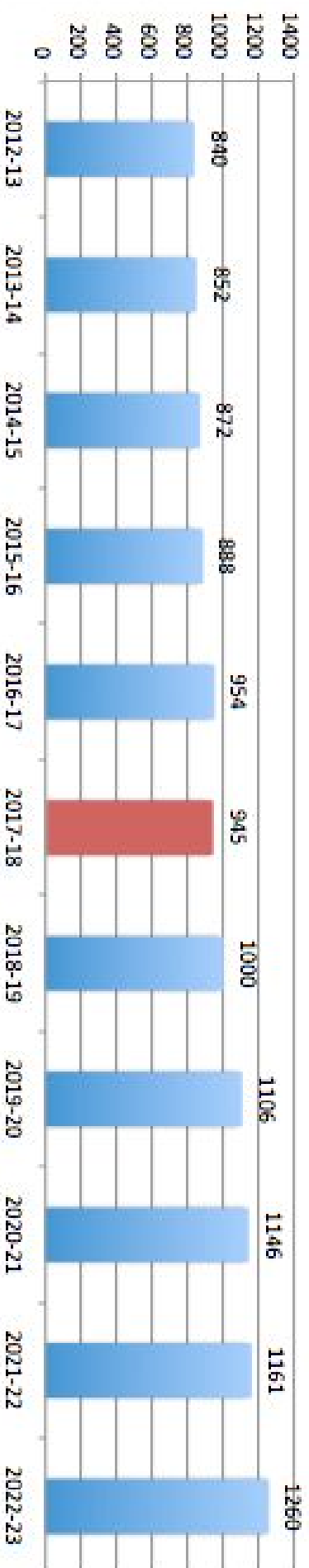
## 5-8 Enrollment November 1, 2017 Actual November Enrollments, Weighted Average Projections

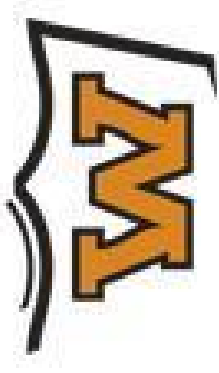


## 5-6 Enrollment November 1, 2017 Actual November Enrollments, Weighted Average Projections



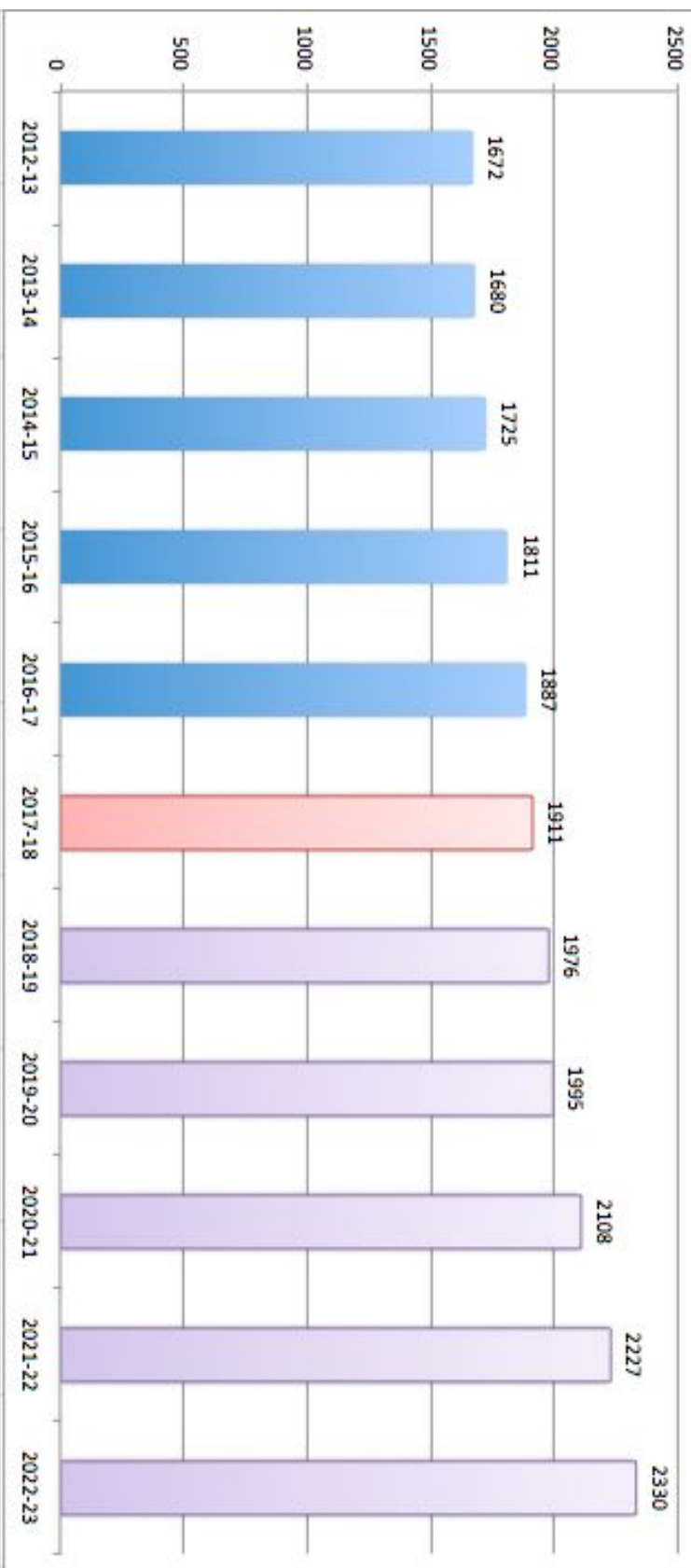
## 7-8 Enrollment November 1, 2017 Actual November Enrollments, Weighted Average Projections





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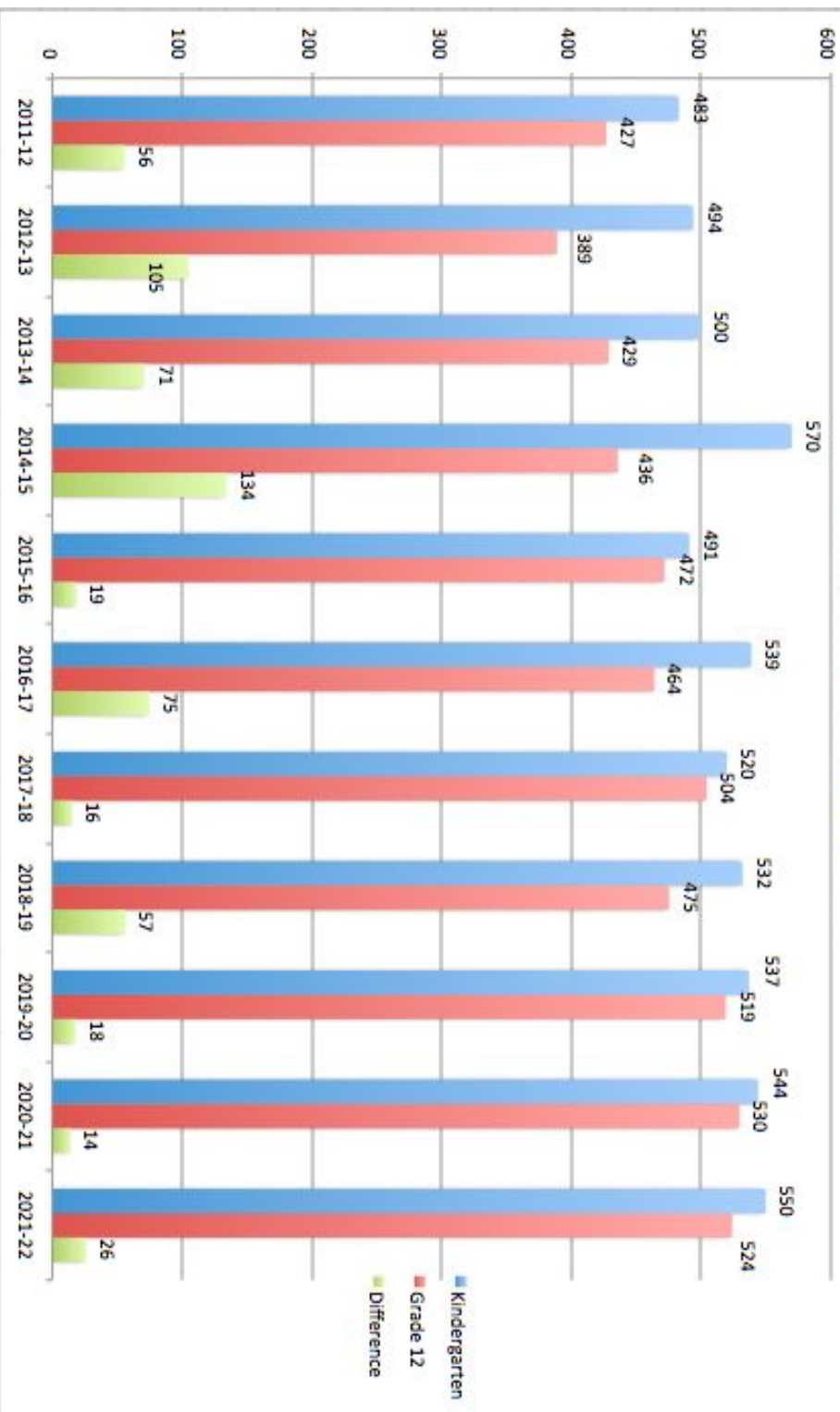
### 9-12 ENROLLMENT November 1, 2017 Actual November Enrollments, Weighted Average Projections

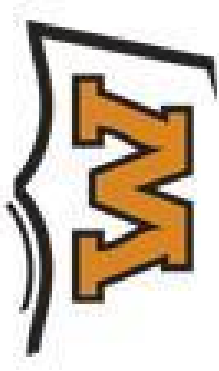




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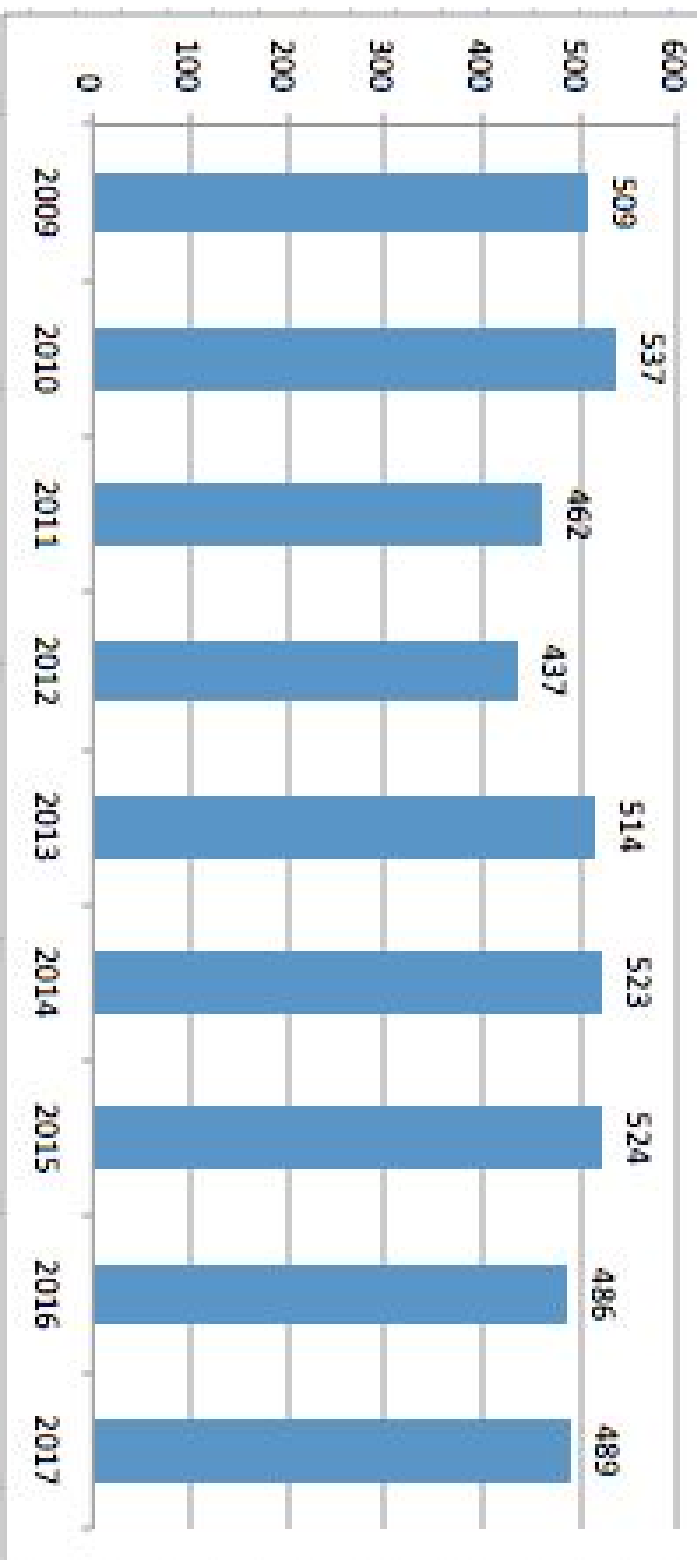
## COMPARISON OF KINDERGARTEN & GRADE 12 November 1, 2017 Weighted Average Method



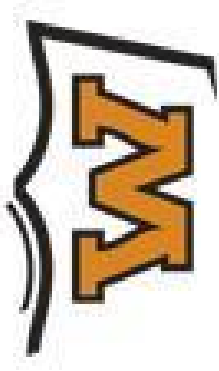


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## PRIVATE SCHOOL ENROLLMENT District Residents

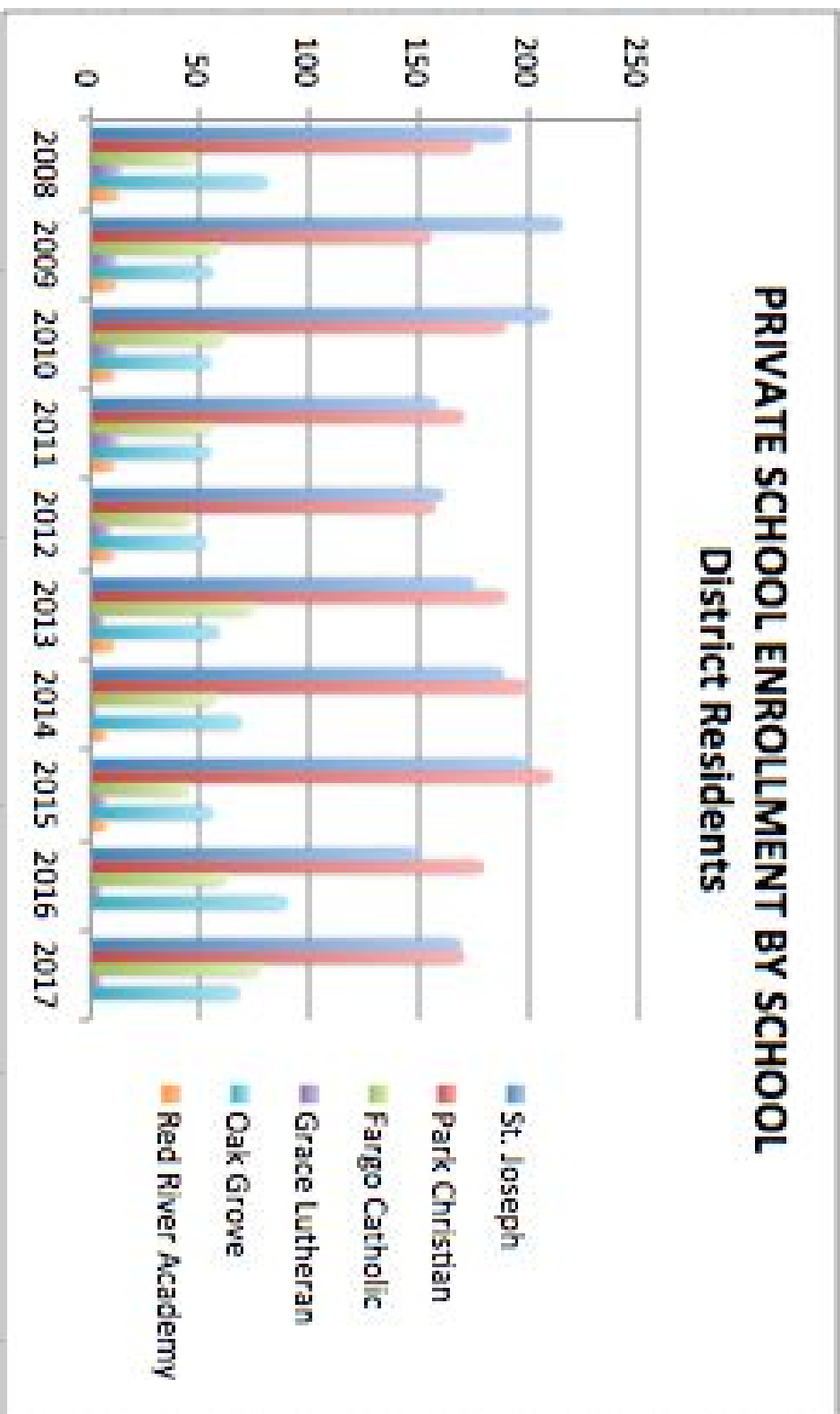






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## PRIVATE SCHOOL ENROLLMENT BY SCHOOL District Residents

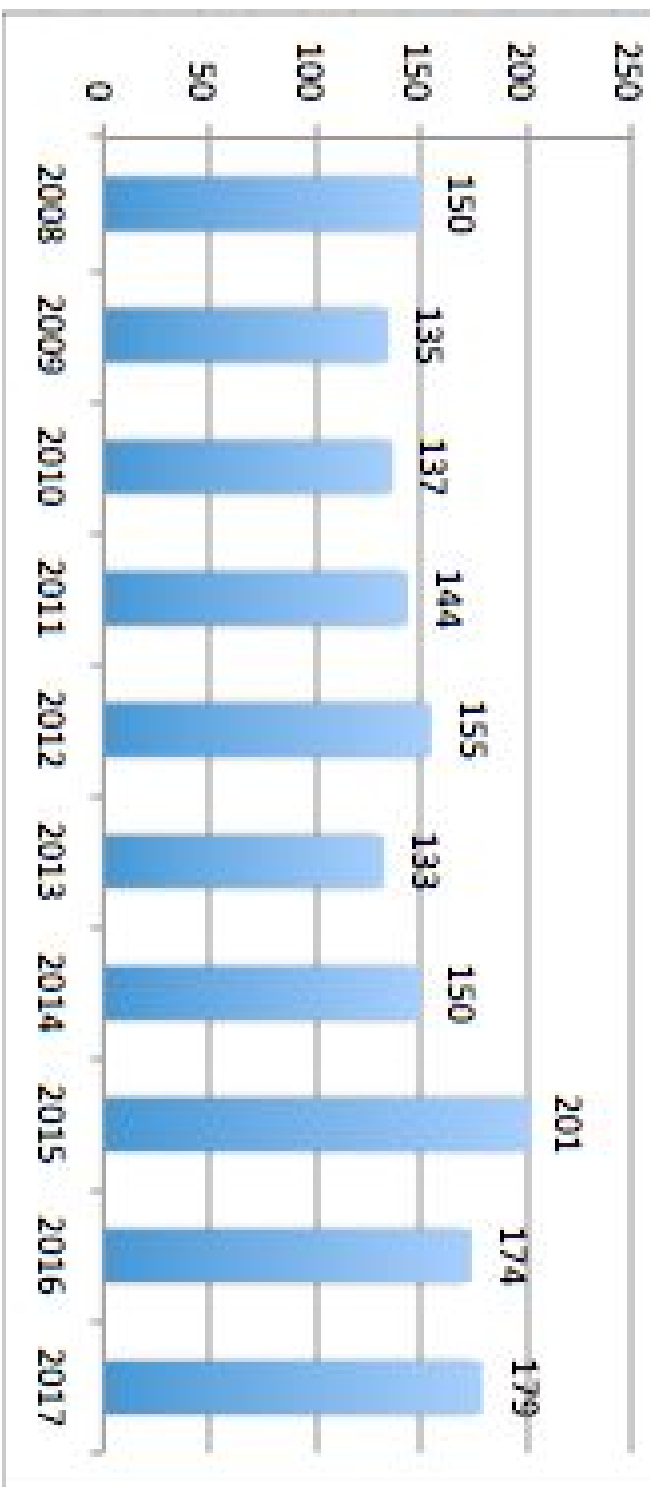




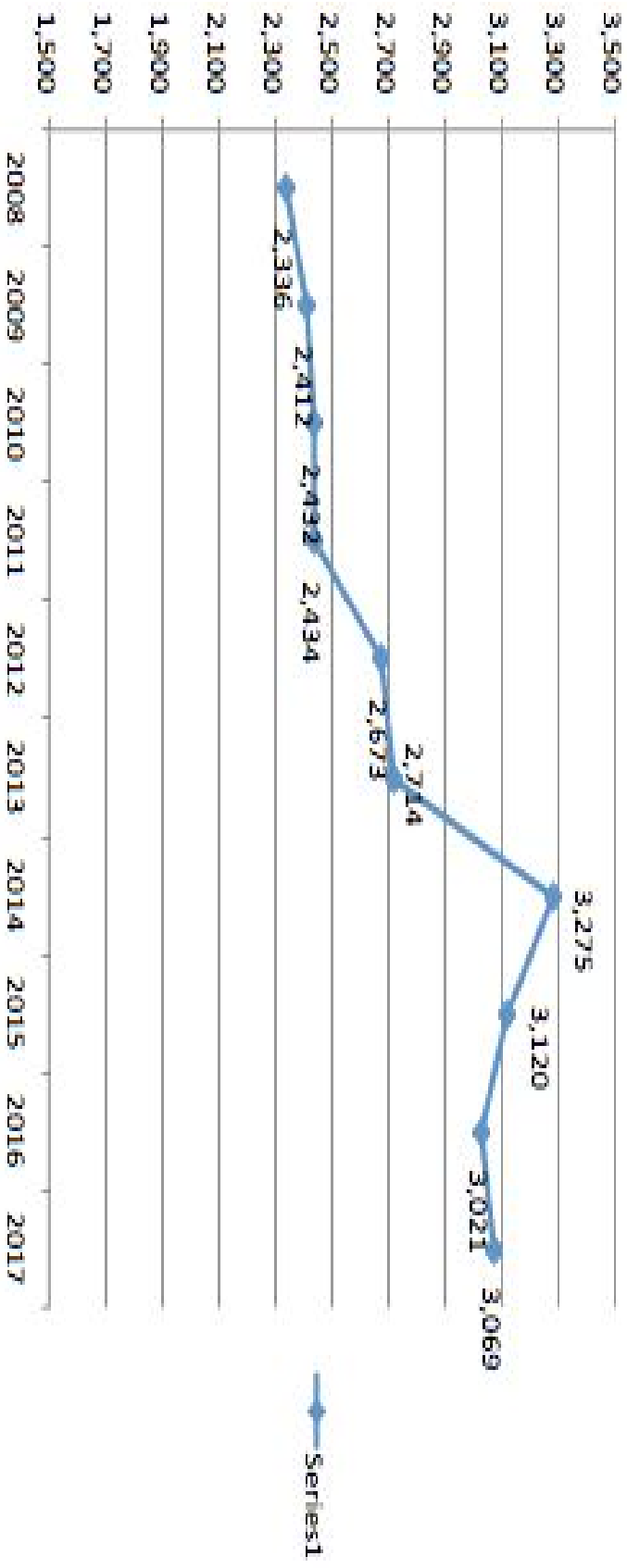
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## HOME SCHOOL ENROLLMENT District Residents



## TOTAL AGES 0-4 & KINDERGARTEN



# QUESTIONS?



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

**Office of Superintendent**  
**Memo S.18.033R**

TO: School Board

FROM: Brandon Lunak, Acting Superintendent

DATE: 11/8/2017

RE: Canvass Special Election School Board Returns and Election Resolution


Attached please find the Resolution Canvassing Returns of Votes of Independent School District No. 152 Special Election and Resolution Authorizing Issuance of Certificate of Election and Directing School District Clerk to Perform Other Election-Related Duties for the November 7, 2017 School Board special election.

Suggested Resolution: Move to approve the Resolution Canvassing Returns of Votes of Independent School District No. 152 Special Election and Resolution Authorizing Issuance of Certificate of Election and Directing School District Clerk to Perform Other Election-Related Duties, as presented.

Moved by:  
Seconded by:  
Comments:

LAK:mde

**ATTACHMENTS:**

Description	Type
 2017 Special Election	Cover Memo

RESOLUTION CANVASSING RETURNS OF VOTES  
OF INDEPENDENT SCHOOL DISTRICT NO. 152 GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 152, as follows:

1. It is hereby found, determined and declared that the general election of the voters of the district held on November 7, 2017, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of 1,558 votes were cast by 1,566 district voters at said election on the election of one (1) school board member for a one-year term on the board caused by vacancy in term expiring on the first Monday in January 2019 as follows:

Amy Arel	121
Angie Dannewitz-Johnson	6
Elijah J. Dee, Sr.	9
Kara Gloe	583
Lisa Hage	11
David J. Hallman	111
Lisa Holter	16
Ruel C. Johnson	34
Tanya Kunza	24
Brian Mancini	54
David Marquardt	125
David Thingvold	98
Keith Vogt	366

3. Kara Gloe, having received the highest number of votes, is elected to a one-year term beginning Monday, November 27, 2017.

4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

Attachment: Abstract & Return of Votes Cast

**Moorhead Area Public Schools - School Board Election (Special)**

**Tuesday, November 7, 2017**

**ABSTRACT AND RETURNS OF VOTES CAST**

	Combined Polling Place 1: St. Francis	Combined Polling Place 2: Youth Hockey Arena	Combined Polling Place 3: Bethesda	Combined Polling Place 4: Good Shepherd	Polling Place 5: Dilworth	Absentee Ballots	TOTAL
Persons Registered at Opening of Polls	5,741	5,188	5,580	6,018	NA	NA	22,527
New Registrations	4	16	18	7	NA	2	47
Signatures on Roster	296	369	511	280	46	NA	1,502
Absentee Ballots	NA	NA	NA	NA	NA	64	64
Total Persons Voting	296	369	511	280	46	64	1,566
Ballots Delivered to Precinct	2,350	2,150	2,300	2,550	NA	66	9,416
Unofficial Ballots Made	0	0	0	0	NA	NA	0
Spoiled Ballots	1	3	0	0	NA	1	5
Duplicated Ballots	0	0	0	0	NA	0	0
Rejected Absentee Ballots	NA	NA	NA	NA	NA	1	1
Unused Ballots	2,053	1,778	1,789	2,270	NA	NA	7,890

\* Totals exclude Dilworth when data not available.

**Moorhead Area Public Schools - School Board Election (Special) - Tuesday, November 7, 2017**

**One (1) One-Year Term**

**CANVASS OF ELECTION RETURNS**

	Combined Polling Place 1: St. Francis	Combined Polling Place 2: Youth Hockey Arena	Combined Polling Place 3: Bethesda	Combined Polling Place 4: Good Shepherd	Polling Place 5: Dilworth	Absentee Ballots	TOTAL
Candidates:							
AREL, Amy	21	39	37	15	3	6	121
DANNEWITZ-JOHNSON, Angie	3	1	1	1	0	0	6
DEE, SR., Elijah J.	0	2	4	3	0	0	9
GLOE, Kara	131	148	193	74	7	30	583
HAGE, Lisa	1	3	1	3	3	0	11
HALLMAN, David J.	34	24	27	20	3	3	111
HOLTER, Lisa	1	1	8	5	1	0	16
JOHNSON, Ruel C.	7	7	15	5	0	0	34
KUNZA, Tanya	5	4	6	8	1	0	24
MANCINI, Brian	9	8	21	14	2	0	54
MARQUARDT, David	30	35	23	27	10	0	125
THINGVOLD, David	12	21	32	23	2	8	98
VOGT, Keith	42	76	140	82	10	16	366
Write-Ins	0	0	0	0	0	0	0
TOTAL VOTES CAST	296	369	508	280	42	63	1,558
Over Vote/Defective Ballot	0	0	0	0	0	1	1
Under Votes/Blank Ballot	0	0	2	0	4	0	6



RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES  
OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK  
TO PERFORM OTHER ELECTION-RELATED DUTIES

WHEREAS, the board has canvassed the special election for school board member held on November 7, 2017.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 152, State of Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute certificate of election on behalf of the school board of Independent School District No. 152 to the following candidate:

a. Kara Gloe

who has received a sufficiently large number of votes to be elected to fill a one-year term on the board caused by vacancy in term expiring on the first Monday in January 2019, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificate to the person entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

**CERTIFICATE OF ELECTION**  
(One-Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 152 on November 13, 2017, canvassed the special general election of school board members held on November 7, 2017.

2. Kara Gloe received the largest number of votes cast for the office of school board member of Independent School District No. 152 for a one-year term.

3. There is one one-year term on the board caused by vacancy in term expiring on the first Monday in January 2019.

4. Therefore Kara Gloe is elected to the office of school board member of Independent School District No. 152 for a one-year term beginning the fourth Monday in November, 2017 and expiring the first Monday in January 2019.

By authority of the School Board of Independent School District No. 152, pursuant to resolution dated November 13, 2017.

Dated: \_\_\_\_\_  
Chair

Dated: \_\_\_\_\_  
Clerk

**ACCEPTANCE OF OFFICE  
AND OATH OF OFFICE**

To: \_\_\_\_\_

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

**ACCEPTANCE OF OFFICE**

I hereby accept the office of school board member of Independent School District No. 152 for a term beginning the fourth Monday in November, 2017 and expiring the first Monday in January, 2019.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

STATE OF MINNESOTA    )  
                                      )SS  
COUNTY OF CLAY        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**OATH OF OFFICE**

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 152 to the best of my judgment and ability.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

STATE OF MINNESOTA    )  
                                      )SS  
COUNTY OF CLAY        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

**Human Resources**  
**Memo HR.18.045R**

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources

DATE: 11/7/2017

RE: 2017-2019 Food Service Agreement Settlement

A new two-year contract was successfully negotiated with the Dietary and Food Service Employees for the period of July 1, 2017 through June 30, 2019.

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

<b>Article 6: Rates of Pay</b> Removed unilateral decision of Food Services Director to withhold salary increases
<b>Article 6: Rates of Pay</b> Clarified snow day language
<b>Article 9: Leave Provisions</b> Increased personal leave accrual (from 3 to 5 in-line with other non-certified staff)
<b>Article 13: Miscellaneous</b> Updated communication
<b>Article 13: Miscellaneous</b> Updated discipline procedure
<b>MOU: Benefit Eligibility</b>

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

Year	Cost	Percentage Increase
2017-2018	\$19,619.49	4.21%

2018-2019	\$12,792.11	2.65%
TOTAL	\$30,286.60	6.84%

Suggested Resolution: Move to approve the Dietary and Food Service Master Agreement for 2017-2019 as presented with the cost as follows:

Year	Cost	Percentage Increase
2017-2018	\$19,619.49	4.21%
2018-2019	\$12,792.11	2.65%
TOTAL	\$30,286.60	6.84%

Moved by:  
 Seconded by:  
 Comments:

KLD:smw