

**REGULAR MEETING
SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT 152
PROBSTFIELD CENTER FOR EDUCATION
DECEMBER 11, 2017
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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, Cassidy Bjorklund, Melissa Burgard, Kara Gloe, Scott Steffes (8:16 p.m.), Bill Tomhave, Matt Valan, and Brandon Lunak.

Members Absent: None.

PREVIEW OF AGENDA: Interim Superintendent Brandon Lunak recommended approval of the agenda to proceed with the addition of School Board policies 610 and 640 and administrative procedures.

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

WE ARE PROUD:

We Are Proud of the Moorhead High School girls cross country team for placing first in the Section 8AA meet on Oct. 26 to win the section title for the first time since 2012 and qualifying for the state tournament. The team placed 15th at the Class AA state championship on Nov. 4. Team members are Lexi Maddux, Taylor Melton, Riley Polomny, Sofie Overturf, Mikayla Allen, Kate Ludwig, Cassidy O'Meara, Ashley Buegel, and Malery Selberg. Head coach is Jeremy Blake, and assistant coaches are Erik Hanson, Dan Dooher, Ira Bailey, Isaac Lundberg, and Justin Gall.

We Are Proud of Moorhead High School boys cross country team members Zach Johnson and Dawson Storm for qualifying for the 2017 Class AA state tournament. Cross country coaches are Jeremy Blake, Erik Hanson, Dan Dooher, Ira Bailey, Isaac Lundberg and Justin Gall.

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: Bjorklund moved, seconded by Valan, to approve the following items on the Consent Agenda:

Minutes - Approve the November 27, 2017 Meeting Minutes as presented.

Claims - Approve the December claims, subject to audit, in the amount of \$3,519,868.90.
General Fund: \$1,482,771.61

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Food Service Fund: \$172,857.87
Community Service Fund: \$36,702.68
Post Employment Irrevocable Trust Fund: \$7,700.00
Construction Fund: \$1,819,836.74
TOTAL: \$3,519,868.90

Approve the November wire payments, subject to audit, in the amount of \$1,964,742.46.

General Fund: \$1,964,258.46
Post Employment Irrevocable Trusts: \$484.00
TOTAL: \$1,964,742.46

Donations - Approve the donation from the Clay County Sheriff's Office in the amount of \$362 and Clay County Social Services in the amount of \$345. The donations will be used to purchase winter clothing for students in need and for Food for Thought toward snack breaks for elementary students K-4. Thank you letters will be sent.

Resignations

Grisalda Cervantes - Food and Nutrition Server, Dorothy Dodds Elementary, effective November 15, 2017.

Lorena Sanchez - Food and Nutrition Server, Dorothy Dodds Elementary, effective November 28, 2017.

Bahia Sarki - Lunchroom Supervisor/Crossing Guard, Dorothy Dodds Elementary, effective December 1, 2017.

Jessica Kvanvig - Administrative Assistant, Community Education, effective December 13, 2017.

Michael Broadland - Night Custodian, Horizon Middle School East Campus, effective December 15, 2017.

Retirement

Michael Dahlberg - Teacher on Leave of Absence, effective December 4, 2017.

Other Leave of Absence

Shana Sharp - Sign Language Interpreter, Horizon East and West Campuses/Moorhead High School, effective December 18, 2017 through June 6, 2018.

Change in Contracts

Deb Hannestad - Paraprofessional, Adult Basic Education, Vista Center for Education, 58.5 hours per month to 38.25 hours per month, effective January 1, 2018.

Family/Medical Leaves

Jayde Schiltz - Paraprofessional, Horizon Middle School East Campus, medical leave (FMLA) beginning November 22, 2017 through December 11, 2017.

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Lisa Seljevold - Teacher, Ellen Hopkins Elementary, medical leave (non-FMLA) effective November 28, 2017 through June 6, 2018.

Abbra Olson - Paraprofessional, Horizon Middle School West Campus, medical leave (FMLA) beginning December 28, 2017 through January 19, 2018.

New Employees

Travis Schenck - Bus Driver, Transportation, \$16.10 per hour, 5 hours per day, effective December 4, 2017 (replaces Joseph Larosier).

Maria Tamez - Bus Assistant, Transportation, A12 (0) \$14.63 per hour, 5 hours per day, effective December 4, 2017 (replaces Katrina Koesterman).

Fatima Abdalla - Paraprofessional, Horizon Middle School East Campus, 1.0 FTE, B21 (3) \$17.01 per hour, 6.75 hours per day, effective December 11, 2017 (replaces Alixandra Johnson).

Request for Additional Staffing - Approve additional staffing for the 2017-18 school year of 1.0 FTE Paraprofessional, Horizon Middle School West Campus, and 1.0 FTE Teacher, Early Intervention Services, as presented.

Motion carried 6-0.

MAJOR MAGNITUDE FIELD TRIP REQUEST - MOORHEAD HIGH SCHOOL

ORCHESTRA STUDENTS TO NEW YORK CITY: Jon Larson, Moorhead High School orchestra teacher, presented information related to the field trip request. Moorhead High School orchestra students will travel to New York from March 4-9, 2019. The trip includes performances, clinic sessions, rehearsals, a Broadway show, and visits to historical landmarks. Students will fund the trip using their own resources; anticipated cost per person is \$1,990.

Valan moved, seconded by Bjorklund, to approve the Major Magnitude Field Trip request for Moorhead High School students to travel to New York City, New York, on March 4-9, 2019.

Motion carried 6-0.

OVERVIEW OF K-6 SPANISH IMMERSION PROGRAM: Jessica Rieniets, instructional and data coach, provided an overview of Moorhead Area Public Schools' Spanish Immersion Program. In the fall of 2017, the district reconfigured the elementary and middle school grade levels. This reconfiguration provided the opportunity to offer Spanish Immersion to grade 6 with multi-age classes for grades 5-6. Current enrollment in Spanish Immersion is 357 students. This is the fourth year that kindergarten has begun with three sections (Fall 2013 kindergarten started at 57 students and Fall 2017 kindergarten started at 70 students). The immersion curriculum follows state standards and mirrors curriculum used in English classrooms. Goals include developing a K-12 plan, providing intervention in Spanish, and continuing to research and apply best practices in classroom instruction.

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FISCAL YEAR 2017 AUDIT REPORT: Interim superintendent Brandon Lunak said a representative from Eide Bailly LLP presented a draft of the district's audit at the November 27 board meeting. He noted the final audit and executive summary were finalized and recommended approval. The complete audit and the executive summary are available on the district's website at www.moorheadschoools.org.

Altenburg moved, seconded by Bjorklund, to accept the fiscal year 2017 school district audit report as presented by Eide Bailly LLP. Motion carried 6-0.

CERTIFICATION OF FINAL 2017 PAYABLE 2018 PROPERTY TAX LEVY: Lunak provided information related to the district's 2017 Payable 2018 Property Tax Levy, which will increase 7 percent. The total levy of \$18.9 million will provide revenue for the 2018-19 school year. Only 10.7 percent of the district's budget comes from local property taxes while 83.6 percent is from state aid. Most of the change in the levy amount is because of an increase to referendum revenue as a result of higher enrollment and an increase to Long-Term Facility Maintenance, which has been phased in over several years. The increase to LTFM is partly offset by reductions in student achievement and operating capital levies.

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 19, 2017. The next step in the levy certification process requires the School Board to certify the district's final 2017 Payable 2018 Property Tax Levy by December 31, 2017.

Chair Tomhave requested comments and questions from the public.

Valan moved, seconded by Bjorklund, to approve the certification of the final 2017 Payable 2018 Property Tax Levy in the amount of \$18,897,608.09. Motion carried 7-0.

RESOLUTION ESTABLISHING COMBINED POLLING PLACES: Lunak explained that school districts have authority to establish combined polling places for those election in which no other election is being held within the school district. Amendments to Minnesota Statutes Section 205A.11 require school boards to annually designate, by resolution, combined polling places for stand-alone school district elections held in the following calendar year. The locations of combined polling places have been limited to those locations designated for use as a polling place by a county or municipality. When determining the locations of one or more combined polling places throughout the school district, both geographical distribution and population distribution must be considered. Combined polling places will remain open for voting for school district elections not held on the same day as a statewide election between 7 a.m. and 8 p.m.

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Altenburg moved, seconded by Steffes, to approve the Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours During Which the Polling Places Will Remain Open for Voting for School District Elections Not Held on the Day of a Statewide Election as presented. Motion carried 7-0.

SUPERINTENDENT SEARCH PROCESS: Bill Tomhave said due to Dr. Kovash's retirement on November 30, 2017, the board is required to begin a search for a new superintendent of schools. Brandon Lunak is serving as interim superintendent through June 30, 2018, or at such time that a new superintendent has been hired. Tomhave recommended the board utilize the Minnesota School Boards Association (MSBA) Executive Search Service to provide leadership and support in the superintendent search to begin January 2018. He further discussed MSBA's Executive Search Service's mission and philosophy.

MSBA provided a proposal with an estimated professional fee not to exceed \$10,000, which includes the MSBA search consultants' time, travel and mileage. The proposal also includes MSBA's in-district superintendent search workshop. Additional costs may occur if the school district requires additional advertising services, interviewee expenses, or site visits; the level of services and fee are negotiable based on the board's needs.

Valan moved, second by Steffes, to approve a proposal from the MSBA Executive Search Service to assist in recruiting a superintendent for Moorhead Area Public Schools beginning January 2018 for an estimated professional fee not to exceed \$10,000. Motion carried 7-0.

POLICY 731 MAPS ELECTRONIC NETWORK AND SYSTEMS RESPONSIBLE USE AND SAFETY: Altenburg moved, seconded by Burgard, to approve the policy, MAPS Electronic Network and Systems Responsible Use and Safety 731, as presented. Motion carried 7-0.

POLICY 610 ONLINE LEARNING OPTIONS: Steffes moved, seconded by Bjorklund, to approve the policy, Online Learning Options 610, as presented. Motion carried 7-0.

POLICY 640 MAPS GRADUATION POLICY: Bjorklund moved, seconded by Steffes, to approve the policy, MAPS Graduation Policy 640, as presented. Motion carried 7-0.

Valan left the meeting at 8:22 and returned at 8:30 p.m.

POLICY 102 STATE AND FEDERAL LAW PROHIBITING DISCRIMINATION: Altenburg moved, seconded by Burgard, to approve the policy, State and Federal Law Prohibiting Discrimination 102, as presented. Motion carried 7-0.

POLICY 232 HEALTH INSURANCE COMMITTEE: Steffes moved, seconded by Bjorklund, to approve the policy, Health Insurance Committee 232, as presented. Motion carried 7-0.

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POLICY 303 RECORDS RETENTION: Burgard moved, seconded by Steffes, to approve the policy, Records Retention 303, as presented. Motion carried 7-0.

POLICY 201 SCHOOL BOARD LEGAL STATUS: Gloe moved, seconded by Steffes, to approve the policy, School Board Legal Status 201, as presented. Motion carried 7-0.

POLICY 216 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS: Steffes moved, seconded by Burgard, to approve the policy, Out-of-State Travel by School Board Members 216, as presented. Motion carried 7-0.

POLICY 221 SCHOOL BOARD POLICY DEVELOPMENT, ADOPTION IMPLEMENTATION, AND REVIEW: Altenburg moved, seconded by Gloe, to approve the policy, School Board Policy Development, Adoption, Implementation, and Review 221, as presented. Motion carried 7-0.

POLICY 233 POLICY REVIEW COMMITTEE: Gloe moved, seconded by Steffes, to approve the policy, Policy Review Committee 233, as presented. Motion carried 7-0.

POLICY 236 ACTIVITIES ADVISORY COUNCIL: Valan moved, seconded by Steffes, to approve the policy, Activities Advisory Council 236, as presented. Motion carried 7-0.

POLICY 239 PARENT ORGANIZATIONS/BOOSTER CLUBS: Steffes moved, seconded by Burgard, to approve the policy, Parent Organizations/Booster Clubs 239, as presented. Motion carried 7-0.

POLICY 301 SCHOOL DISTRICT ADMINISTRATION: Steffes moved, seconded by Bjorklund, to approve the policy, School District Administration 301, as presented. Motion carried 7-0.

COMMITTEE REPORTS: Brief reports were heard related to the Horizon PTAC, District Technology Committee, Community Education Advisory Council, Special Education Parent Advisory Committee, and Joint Powers Committee meetings. Valan noted the Red River Area Learning Center Family Night was scheduled for December 14 and invited board members to attend the event.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Altenburg noted sending MSBA's The First Monday in January booklet to board members. He discussed information related to procedures for the election of officers that is scheduled for the January 8, 2018 organizational board meeting. He advised requesting nominations versus approving a slate of officers as done in the past.

Tomhave assisted board members with the 2018 MREA Board of Directors election. Board members abstained from voting due to lack of knowledge about the candidates.

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Lunak noted that if board members wanted paper copies of the audit, they should contact Michelle. He also reminded board members of Dr. Kovash's retirement open house scheduled for December 12, 2017, from 4:30-6 p.m. in the high school commons.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 9:10 p.m.

Matt Valan, Clerk