

**ORGANIZATIONAL MEETING  
SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT 152  
PROBSTFIELD CENTER FOR EDUCATION  
JULY 16, 2018  
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**CALL TO ORDER AND ROLL CALL:** 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 (7:01), Cassidy Bjorklund, Melissa Burgard, Kara Gloe, Scott Steffes, Bill Tomhave, Matt Valan and Brandon Lunak.

Member absent: None.

**PREVIEW OF AGENDA:** Superintendent Brandon Lunak recommended approval of the agenda to proceed with revisions to pages 3, 4, 40, 60 and 223, and the addition of pages 60.1-60.7.

**APPROVAL OF AGENDA:** Bjorklund moved, seconded by Tomhave, to approve the agenda as recommended. Motion carried 6-0.

**WE ARE PROUD:**

**We Are Proud** of Alex Schwab, a member of the Moorhead High School boys golf team, for advancing to the 2018 state AAA golf tournament. Coaches for the boys golf team are Eric Tollefson and Brady Robertson.

**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.

**ORGANIZATION OF THE SCHOOL BOARD:**

**Meeting Date, Time and Location** - Altenburg moved, seconded by Gloe, to set the regular meetings of the School Board as presented by Superintendent Lunak. Meeting time and dates are as follows: 7 p.m. in the Probstfield Center for Education Board Room 224 on the second and fourth Monday of each month with the exception of Tuesday, November 13, 2018 (due to Veterans Day holiday), December 10, 2018 (one meeting in December), Tuesday, May 28, 2019 (due to Memorial Day holiday) and the annual organizational meeting Monday, July 15, 2019 (one meeting in July)).

**School Board Compensation** - Valan moved, seconded by Burgard, to set the School Board member compensation rate at \$900 per month. Motion carried 6-1 (Bjorklund dissenting).

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Committee Appointments - Bjorklund moved, seconded by Tomhave, to approve the committee assignments for the 2018-19 school year as revised:

DISTRICT-WIDE STANDING COMMITTEES:

Steffes and Valan - Activities Advisory Council  
Burgard and Altenburg - Community Education Advisory Council  
Steffes and Altenburg - District Health Insurance Committee  
Bjorklund and Gloe - Instruction and Curriculum Advisory Committee (ICAC)  
Burgard and Gloe - Policy Review Committee

ADMINISTRATIVE COMMITTEES:

Not Required - Calendar Committee  
Steffes and Burgard - Citizen Finance Advisory Committee  
Steffes and Burgard - Continuing Education Committee  
Altenburg and Steffes, Alt. - District Technology Committee  
Burgard - Early Childhood Family Education Advisory Committee  
Bjorklund and Steffes - Health/Safety/Wellness Committee  
Gloe - Indian Education Parent Committee  
Valan - Minnesota State High School League  
Steffes - Sabbatical Leave Committee  
Valan and Altenburg - Safe and Healthy Learners Committee  
Valan - Special Education Parent Advisory Committee  
Bjorklund and Valan - Staff Development Committee  
Bjorklund and Gloe - Teacher Evaluation Committee  
Altenburg - District Title I Parent Advisory Committee

COMMUNITY COMMITTEES:

Steffes and Bjorklund, Alt. - Clay County Joint Powers Collaborative Governance Board  
Tomhave and Steffes - Joint Powers Committee  
Valan and Altenburg, Alt. - Moorhead Schools Legacy Foundation

ADOPT-A-SCHOOL:

Tomhave - Dorothy Dodds Elementary  
Gloe - Ellen Hopkins Elementary  
Burgard - Robert Asp Elementary  
Steffes - S.G. Reinertsen Elementary  
Altenburg and Bjorklund - Horizon Middle School  
Bjorklund and Altenburg - Moorhead High School  
Valan - Red River Area Learning Center

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SCHOOL BOARD COMMITTEES:

Steffes and Burgard - Executive Finance Committee

Gloe and Valan - MSBA Legislative Liaison

Bjorklund and Gloe and Steffes, Alt. - Negotiations and Grievance Committee

Motion carried 7-0.

**CONSENT AGENDA:** Altenburg moved, seconded by Burgard, to approve the Consent Agenda as presented:

Minutes - Approve the June 25, 2018 meeting minutes as presented.

2018-19 Memberships - Approve the 2018-19 memberships to Lakes Country Services Cooperative and Minnesota School Boards Association.

2018-19 Designate Official Newspaper - Designate *The Extra* as the school district's official newspaper for the 2018-19 school year.

2018-19 Legal Services - Approve obtaining legal services on a time and material basis.

2018-19 Designate Identified Official with Authority - Designate Brandon M. Lunak, Superintendent, as the Minnesota Department of Education Identified Official with Authority for the Moorhead Area Public Schools for the 2018-19 school year.

Resignations

Brittany Waschuk - GED Paraprofessional and ESL Paraprofessional, Adult Basic Education Program, effective July 19, 2018.

Carrie Hartwig - Paraprofessional, S.G. Reinertsen Elementary, effective July 9, 2018.

Retirements

Yvonne Ralph - Head Cook, Moorhead High School, effective June 25, 2018.

Elvin Nerby - Lead Custodian, Horizon Middle School East/West Campus, effective September 28, 2018.

Extended Leave of Absence

Amy Zanotti - Instructional Coach, District wide, effective beginning with the 2018-19 school year.

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Change in Contract

Amy Zanotti - Instructional Coach to Supervisor of Learning and Accountability, District wide, 1.0 FTE, D71 (5) \$80,952.00, effective July 1, 2018. (New position per the 2018-19 staffing plan)

Family/Medical Leaves

Megan Wheeler - Teacher, Early Intervention Services, family medical leave (FMLA) beginning July 9, 2018 through August 31, 2018

Hannah Reisdorf - Teacher, Moorhead High School, family medical leave (FMLA) beginning approximately July 29, 2018 through approximately September 29, 2018.

Karen Gebhart - Teacher, S.G. Reinertsen Elementary, medical leave (FMLA) beginning August 27, 2018 through December 31, 2018.

Marsha Johansen - Teacher, Horizon Middle School East Campus, medical leave (non-FMLA) beginning August 29, 2018 through June, 5, 2019.

Paige Cermak - Teacher, Horizon Middle School West Campus, family medical leave (FMLA) beginning September 17, 2018 through November 9, 2018.

Amy Chelmo - Teacher, Ellen Hopkins Elementary, family medical leave (FMLA) beginning November 11, 2018 through December 22, 2018.

Continuing Contract/Tenure - Approve the Continuing Contract/Tenure of Maranda Alexander, Mary Beth Almer, Michael Bare, Alexandra Bondy, Katie Carlstrom, Emily Christenson, Jennifer Dahl, Katie Damico, Angie Dufault, Tammy Ehlers, Emily Ellingson, Lindsey Ferguson, Courtney Grout, Ashley Hammero, Jay Hartman, Brandy Haugen, Judith Henry Huber, Christine Hert, Cory Holten, Anne Hovick, Brooke Johnson, Luisa Johnson, Jennifer Kath, Brittany Kuehl, Emily Lee, Maisa Mabrouk, Jennifer McManamon, Natasha Nenow, Patricia Roningen, Taylor Smolek, Jordan Snow, Carrie Stavenger, Krista Steele, Tanya Stuhaug, Janice Terfehr, Jenna Trosvik, Tiffaney Wiedeman and Jenna Wynia as presented.

New Employees

Tamara Uselman - Assistant Superintendent of Learning and Accountability, District, 1.0 FTE, F10-2 (14) \$142,691.94, effective July 17, 2018 (replaces Missy Eidsness).

Katie Anderson-Foshag - LSS Teacher, Horizon Middle School East Campus, 1.0 FTE, BA+30 (4) \$57,188.00, effective with the 2018-19 school year (new per the 2018-19 staffing plan).

Bethany Peterson - Social Worker, Red River Area Learning Center, 1.0 FTE, MA (10) \$59,130.00, effective with the 2018-19 school year (replaces Linda Scheet).

Amber Gunkel - Physical Education Teacher, Horizon Middle School West Campus, 1.0 FTE, BA (0) \$39,613.00, effective with the 2018-19 school year (replaces Jay Hartman).

Dallas Raftenvold - Physical Education Teacher, Robert Asp Elementary, 1.0 FTE, BA (0) \$39,613.00, effective with the 2018-19 school year (replaces Sarah Stark).

Lauren Trefethren - Counselor, Horizon Middle School West Campus, 1.0 FTE, MA (2) \$47,894.00, effective with the 2018-2019 school year (new per the 2018-2019 staffing plan).

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Brady Robertson - Early Riser, Robert Asp Elementary, 1.0 FTE, C44 (0-3) \$26.07 per hour, 7.25 hours per day, 183 days per year, effective with the 2018-19 school year (replaces Andrea Canton).

Jess Lavold - Night Custodian, Dorothy Dodds Elementary/Robert Asp Elementary, 1.0 FTE, A12 (3) \$16.90 per hour, 8 hours per day, effective July 1, 2018 (new per the 2018-19 staffing plan).

Kari Byrnes - Lead Lunchroom Supervisor/Crossing Guard, Dorothy Dodds Elementary, 1.0 FTE, 7.25 hours per day, \$11.00 per hour, effective September 4, 2018 (new position per the 2018-19 staffing plan).

Spencer Stowers - Head Boys Track Coach, Moorhead High School, .100 (7) \$5,130.00 effective with the 2018-19 season (replaces Tom Dooher).

Ron Davies - Head Girls Track Coach, Moorhead High School, .100 (1) \$4,363.00 effective with the 2018-19 season (replaces Rachel Lexcen).

Additional Staffing - Approve additional staffing for the 2018-19 school year.

The following additional staff were approved: 1.0 FTE Title I education paraprofessional at Horizon Middle School West Campus and 1.0 FTE Title I education paraprofessional at Horizon Middle School East Campus to provide academic support to students; .55 FTE sign language interpreter at Dorothy Dodds Elementary due to a student transitioning from Jump Start to Kindergarten; 1.0 FTE teacher at Moorhead High School due to an increase in class sizes in both the math and science departments; and .55 FTE homeless liaison, district-wide, to increase support for homeless students to support work to eliminate, to the extent possible, any barriers that limit equal access to education programs and services, or limit the opportunity for students in homeless situations to reach high standards.

Claims - Approve the July claims, subject to audit, in the amount of \$1,731,992.83.

General Fund: \$1,186,511.52

Food Service Fund: \$63,359.28

Community Service Fund: \$32,277.34

Post Employment Irrevocable Trust Fund: \$8,400.00

TOTAL: \$1,731,992.83

Approve the June wire payments, subject to audit, in the amount of \$1,743,577.92.

General Fund: \$1,743,292.92

Post Employment Irrevocable Trust Fund: \$285.00

TOTAL: \$1,743,577.92

Dairy and Bakery Bids 2018-19 - Accept the dairy bid received from Cass-Clay and the bakery bid from Pan-O-Gold for the 2018-19 school year.

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Motion carried 7-0.

**2018-19 MOORHEAD HIGH SCHOOL STUDENT HANDBOOK**: Assistant Principal Josh Haag provided an annual review of the revised handbook.

Altenburg, seconded by Gloe, to approve the 2018-19 Moorhead High School Student Handbook as presented. Motion carried 7-0.

**2018-19 HORIZON MIDDLE SCHOOL STUDENT HANDBOOK**: Principals Carla Smith and Jeremy Larson provided an annual review of the 2018-19 Horizon Middle School Student Handbook, Grades 7-8 Course Description and Planning Guide, Grades 5-6 Course Description and Planning Guide, Grade 5 Parent Curriculum Guide, and Grade 6 Parent Curriculum Guide.

Altenburg moved, seconded by Bjorklund, to approve the 2018-19 Horizon Middle School Student Handbook and curriculum guides as presented. Motion carried 7-0.

**HIGH SCHOOL FACILITIES TASK FORCE RECOMMENDATION**: Superintendent Lunak noted in March 2018, the School Board accepted the Designing Moorhead High School's 21st Century Academic/Instructional Program Task Force Report. The plan calls for implementing recommendations pertaining to the academic and instruction program, portrait of a graduate, and facilities, including forming a community task force in 2018-19 to further consider facility needs. Lunak reviewed the implementation plan for the facilities task force.

Gloe moved, seconded by Valan, to accept the Recommendation for Implementation of the Moorhead Area Public Schools High School Facilities Task Force as recommended. Motion carried 7-0

**2018-2020 CONFIDENTIAL EMPLOYEE MASTER AGREEMENT**: Kristin Dehmer, executive director of human resources and operations, reported a new two-year contract was successfully negotiated with the Confidential Employees for the period of July 1, 2018 through June 30, 2020.

Altenburg moved, seconded by Burgard, to approve the Confidential Employee Master Agreement for 2018-2020 as presented with the cost as follows:

<u>Year - Cost - Percentage Increase</u>
2018-2019 - \$12,934 - 3.87%
2019-2020 - \$10,310 - 2.97%
TOTAL - \$23,244 - 6.84%

Motion carried 7-0.

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**COMMITTEE REPORTS:** None.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Lunak requested board members to contact Michelle if attending the MSBA Summer Seminar on August 6 in Minneapolis. Lunak announced board members were invited to the Law Enforcement Center and Correctional Facility tours on July 23 from 11 a.m. to 6 p.m. and the ribbon cutting on July 24 at 10 a.m. Altenburg thanked Superintendent Lunak and staff for today's fantastic work session.

**CLOSE PUBLIC MEETING:** Altenburg moved, seconded by Tomhave, to close the public meeting at 7:56 p.m., pursuant to Minn. Stat. 13D.03, for the purpose of discussing negotiation strategies. Motion carried 7-0.

The board recessed at 7:57 p.m. and reconvened at 8:03 p.m.

**OPEN PUBLIC MEETING:** Altenburg moved, seconded by Tomhave, to open the public meeting at 8:12 p.m. Motion carried 7-0.

**ADJOURNMENT:** Hearing no objections, the Chair adjourned the meeting at 8:13 p.m.

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Matt Valan, Clerk