



MOORHEAD
AREA PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT 152
School Board Meeting
MAPS Operations Center Board Room 600
1330 30th Avenue South
Moorhead, Minnesota

March 28, 2022
6:00 PM

Live Stream Link: <https://www.youtube.com/watch?v=W4t9TdH7oWk>

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

BOARD MEMBERS:	Cassidy Bjorklund, Vice-Chair	Rachel Stone, Treasurer
	Melissa Burgard, Chair	Matt Valan, Director
	Kara Gloe, Clerk	Keith Vogt, Director
	Scott Steffes, Director	Dr. Brandon Lunak, Superintendent of Schools

AGENDA PACKET

1. CALL TO ORDER

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Preview of Agenda – Dr. Brandon M. Lunak
- D. Approval of Agenda
- E. We Are Proud

This is the time during the meeting to recognize outstanding achievements of students, staff, and community members. After an honoree's name has been read they will accept their certificate(s) and a photo will be taken.

We are proud of Amber Fugleberg who was named Class AAAA Assistant Coach of the

Year by the Minnesota Volleyball Coaches Association. Amber was recently named head coach of Moorhead volleyball after longtime coach Char Lien retired. Amber is the second coach to receive this honor in the past five years.

We are proud of MHS Wrestler Evan Fankhanel for competing in the Minnesota State High School Wrestling tournament. The Spud wrestling team is coached by Gerad Fugleberg, JJ Fankhanel, Travis Ostby and Collin Haar.

We are proud of MHS Weightlifting team members who qualified for the Minnesota High School Weightlifting Organization Championships. Marina Peterson placed 2nd, Jenna Hohler qualified, Mya Rieber placed 1st, McKenzie Baker placed 1st, Sydney Tweten placed 4th, Emily Stamm placed 1st, Nathan Olson placed 5th, Carson Heinsch placed 3rd, Deven Gronwold placed 4th, Jake Erdmann qualified, Zach Taft placed 3rd and Jackson Young placed 2nd. The following MHS athletes also qualified for the USA Weightlifting Youth or Junior Nationals: Micah Cozad, Mya Rieber, Emily Stamm, Jake Erdmann, Domingo Mueller, Andy Arntson, Carson Heinsch, Nkengateh Lekefelac, Deven Gronwold, Jackson Young and McKenzie Baker. The team is coached by John Lubitz, Chrisanto D'Agostino, Dalton Demers, Connor Heinsch, Lexi Thomas, Mark Hutt, and Drew Ross.

F. Public Forum

The Public Forum will be open for up to thirty (30) minutes for public comment. Individuals who wish to speak during the Public Forum have submitted a written request by 1:00 p.m. on the day of the meeting. The School Board chair will call speakers to the microphone and will recognize one speaker at a time. Only those speakers who have been recognized by the School Board chair will be allowed to speak during the Public Forum. Each speaker is permitted to speak for up to three (3) minutes total. The Public Forum will not be recorded or live streamed.

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. Brandon M. Lunak

1. March 14, 2022, School Board Work Session Minutes

B. HUMAN RESOURCES AND OPERATIONS - Kristin Dehmer

1. March Claims
2. Family Medical Leave

3. Return from Leave of Absence
4. Change in Contract
5. Resignations
6. Rescind Retirement
7. Retirement
8. Additional Staffing
9. New Employees

C. LEARNER SUPPORT SERVICES - Duane Borgeson

1. 2022 Special Education Extended School Year Staffing Plan

CONSENT AGENDA RESOLUTION

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

Moved by:

Seconded by:

Comments:

3. NEW BUSINESS

A. Phase II bids - Asp & Hopkins Elementary HVAC Projects: Kristin Dehmer

Suggested Resolution: Move to approve the bid for the Phase II HVAC Project at Robert Asp and Ellen Hopkins Elementary Schools for \$722,960.

Moved by:

Seconded by:

Comments:

B. Elementary Attendance Area Recommendation: Kristin Dehmer

Suggested Resolution: Move to approve the Elementary Attendance Area Recommendation as presented.

Moved by:

Seconded by:

Comments:

C. Resolution Discontinuing and Reducing Educational Programs and Positions: Kristin Dehmer

Suggested Resolution: Move to approve the resolution directing the administration to effect termination or reduction and non-renewal of educational programs and positions as listed.

Moved by:
Seconded by:
Comments:

D. 2022-2023 Preliminary Staffing Plan: Kristin Dehmer

Suggested Resolution: Move to approve the 2022-2023 Staffing Plan as presented.

Moved by:
Seconded by:
Comments:

E. Resolution Accepting Donations: Kristin Dehmer

Suggested Resolution: Move to accept the \$1,000 donation from American Crystal Sugar Company, the \$1,000 donation from Asp PTAC, the \$300 donation from Manuela & Jeremy Wendt, and the masks, sanitizer, alcohol swabs, & gloves donation from CVS as presented and direct administration to send a thank you.

Moved by:
Seconded by:
Comments:

4. COMMITTEE REPORTS

5. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

6. ADJOURNMENT

Suggested Resolution: Move to approve adjournment of the March 28, 2022 School Board Meeting at ____ p.m.

Moved by:
Seconded by:
Comments:



Superintendent of Schools

Memo S.22.102C

TO: School Board

FROM: Dr. Brandon Lunak, Superintendent of Schools

DATE: 03/17/2022

RE: March 14, 2022, School Board Work Session Minutes

Attached please find the March 14, 2022, School Board Work Session Minutes for your review.

Suggested Resolution: Move to approve the March 14, 2022, School Board Work Session Minutes as presented.

BL:dmb

ATTACHMENTS:
March 14, 2022, School Board Work Session Minutes

**WORK SESSION
SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT 152
MAPS OPERATIONS CENTER
March 14, 2022**

CALL TO ORDER: The Work Session of the School Board of Moorhead Area Public Schools #152 was called to order by Vice-Chair Bjorklund on Monday, March 14, 2022, at 6 p.m. in the MAPS Operations Center Board Room 600. Members in attendance: Cassidy Bjorklund, Kara Gloe, Scott Steffes, Rachel Stone, and Keith Vogt. Melissa Burgard joined the meeting at 6:28 p.m.

Administrators present Brandon Lunak, Kristin Dehmer, Duane Borgeson, Brenda Richman, and Dan Markert.

The Pledge of Allegiance was recited.

Preview of Agenda: Dr. Lunak recommended approval as presented.

Approval of Agenda:

ACTION: *Steffes moved, seconded by Vogt to approve the agenda as presented.*

Motion Carried. Result 5-0-0 Roll Call vote: Bjorklund – yea, Gloe – yea, Steffes – yea, Stone – yea, Vogt – yea.

We Are Proud were as follows Member Stone and the school board recognized MHS Nordic ski team athletes, Zaine Braaten, Siri Overturf, Jamie Raske, Max Rogers, and Kennedy Olson who competed in the Minnesota High School Nordic Skiing State Tournament and the Nordic Ski Team Coaches Tom Dooher, Dan Dooher, and Sofie Overturf. Also recognized were Ryan Kraft who was named Section 8AA head coach of the year and Greg Salvevold who was named Section 8AA assistant coach of the year by the Minnesota Hockey Coaches Association.

Matter Presented By Citizens/Other Communication: No requests to address the school board were submitted.

CONSENT AGENDA: The following items were enacted under one resolution: February 28, 2022, School Board Regular Meeting Minutes, Resignations, and Retirements.

CONSENT AGENDA RESOLUTION:

ACTION: *Stone moved, seconded by Gloe to approve the Consent Agenda as presented.*

Motion Carried. Result 5-0-0 Roll Call vote: Bjorklund – yea, Gloe – yea, Steffes – yea, Stone – yea, Vogt – yea.

OPERATIONAL ITEMS:

Major Magnitude Field Trip Update: Kathy Brekke, Moorhead High School choir director, provided an update on the January 14-19, 2022 MHS Choir's Major Magnitude Field Trip to Nashville.

Major Magnitude Field Trip Request 2022-2023 MHS Band to Orlando, Florida:

ACTION: *Steffes moved, seconded by Gloe to approve the Major Magnitude Field Trip request for the MHS band students to travel to Orlando, Florida on March 14, 2023. Motion Carried. Result 5-0-0 Roll Call vote: Bjorklund – yea, Gloe – yea, Steffes – yea, Stone – yea, Vogt – yea.*

Major Magnitude Field Trip Request-Moorhead High School Orchestra to Orlando, Florida:

ACTION: *Vogt moved, seconded by Stone to approve the Major Magnitude Field Trip for the MHS orchestra students to travel to Orlando Florida, on March 14, 2023. Motion Carried. Result 5-0-0 Roll Call vote: Bjorklund – yea, Gloe – yea, Steffes – yea, Stone – yea, Vogt – yea.*

Achievement and Integration Plan and Budget: Member Burgard joined the meeting at 6:28 p.m.

ACTION: *Steffes moved, seconded by Bjorklund to approve the Achievement and Integration Plan and budget as presented. Motion Carried. Result 6-0-0 Roll Call vote: Bjorklund – yea, Burgard - yea, Gloe – yea, Steffes – yea, Stone – yea, Vogt – yea.*

Second Reading of Policy 613 MAPS Graduation Policy:

ACTION: *Bjorklund moved, seconded by Steffes to approve Policy 613 MAPS Graduation Policy as presented. Motion Carried. Result 6-0-0 Roll Call vote: Bjorklund – yea, Burgard - yea, Gloe – yea, Steffes – yea, Stone – yea, Vogt – yea.*

DISCUSSION ITEMS:

Special Education Child Count Update: Duane Borgeson, executive director of learner support services, provided an update to the school board on Moorhead Area Public Schools Special Education Child Count.

COMMITTEE REPORTS: Brief reports were heard on the ICAC committee, Legacy Education Foundation, Joint Powers Committee, Clay County Collaborative, and the Activities Committee.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Dr. Lunak reminded the board of the rescheduled IGR retreat on April 1, 2022. Member Gloe shared considerations for the equity work going forward. Member Vogt requested the meeting date for the Elementary Attendance and Boundary Area presentation.

ADJOURNMENT:

ACTION: *Bjorklund moved, seconded by Gloe to approve adjournment of the March 14, 2022, School Board Meeting at 7:02 p.m. Motion Carried. Result 6-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, Vogt – yea.*

Kara Gloe, Clerk
Deb Becker, Recording Secretary



Human Resources and Operations

Memo OEDHRO.22.115C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/21/2022

RE: March Claims

The March claims are as follows:

General Fund	\$1,565,934.24
Food Service	\$177,153.66
Community Service	\$12,711.28
<u>Student Activities</u>	<u>\$19,911.42</u>
TOTAL	\$1,775,710.60

The March construction claims are as follows:

<u>Construction</u>	<u>\$2,923,356.27</u>
TOTAL	\$2,923,356.27

The February wire payments are as follows:

General Fund	\$2,804,065.46
Food Service	\$10.98
Community Service	\$1,758.57
Internal Service Fund	\$520,843.87
Student Activities	\$7,149.83
<u>Post Employ Irrev Trust</u>	<u>\$31,960.40</u>
TOTAL	\$3,365,789.11

Suggested Resolution: Move to approve the March claims, subject to audit, in the amount of \$1,775,710.60, the March construction claims, subject to audit, in the amount of \$2,923,356.27, the February wire payments, subject to audit, in the amount of \$3,365,789.11.

KLD:tra

ATTACHMENTS:

None



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/22/2022

RE: Family Medical Leave

The administration requests the approval of the Family/Medical leave for the following people:

Mark Hutt

Paraprofessional, High School, medical leave (non-FMLA) beginning February 8, 2022 through February 16, 2022.

Agnes Sayee

Custodian, High School, medical leave (non-FMLA) beginning February 11, 2022 through May 6, 2022.

Celeste Olson

Media Assistant, S. G. Reinertsen Elementary, family medical leave (FMLA) beginning February 14, 2022 through February 18, 2022.

Heather Arntson

Teacher, High School, medical leave (non-FMLA) beginning March 1, 2022 through March 11, 2022.

Theodora Dahl

Lunchroom Supervisor, Horizon Middle School West Campus, medical leave (non-FMLA) beginning March 25, 2022 for an undetermined amount of time.

Amber Arndt

Teacher, Horizon Middle School West Campus, medical leave (non-FMLA) beginning March 31, 2022 through May 12, 2022.

Diana Girard

Paraprofessional, High School, family medical leave (non-FMLA) beginning March 21, 2022 through April 1, 2022.

Courtney Tobias

Teacher, High School, medical leave (FMLA) beginning March 21, 2022 for the remainder of the school year.

Shannon Rieder

Teacher, S. G. Reinertsen Elementary, medical leave (FMLA) beginning March 29, 2022 for approximately one to two weeks.

Jacqueline Snyder

Teacher, Horizon Middle School East Campus, family medical leave (FMLA) beginning August 22, 2022 through October 3, 2022.

Chelsea VanRaden

Teacher, Robert Asp Elementary, family medical leave (FMLA) beginning August 22, 2022 through October 24, 2022.

Suggested Resolution: Move to approve the medical leave for Mark Hutt, Agnes Sayee, Celeste Olson, Heather Arntson, Theodora Dahl, Amber Arndt, Diana Girard, Courtney Tobias, Shannon Rieder, Jacqueline Snyder and Chelsea VanRaden as presented.

KLD:jal

ATTACHMENTS:

None



MOORHEAD
AREA PUBLIC SCHOOLS

Human Resources and Operations

Memo OEDHRO.22.117C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/22/2022

RE: Return from Leave of Absence

The administration requests the approval of the return from leave of absence for the following employee:

Hermon Khalid

Paraprofessional, Dorothy Dodds Elementary School, effective with the beginning of the 2022-2023 school year.

Suggested Resolution: Move to approve the return from leave of absence for Hermon Khalid as presented.

KLD:kre

ATTACHMENTS:
None



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/22/2022

RE: Change in Contract

The administration requests the approval of the change in contract for the following employees:

Max Israel

Custodian to Night Lead Custodian, Horizon Middle School East Campus, C4 (7) \$20.61, effective February 16, 2022 (replaces Fatuma Abdinur).

Ahmed Kulow

Float Custodian to Custodian, Horizon Middle School West Campus, 8 hours per day, effective February 16, 2022 (replaces Max Israel).

Duane Tenold

Custodian, Horizon Middle School East Campus, to Night Lead Custodian, Moorhead High School Career Academy, C4 (5) \$20.16, effective March 7, 2022 (replaces Jim Rene).

Suggested Resolution: Move to approve the change in contract for Max Israel, Ahmed Kulow, and Jim Rene as presented.

KLD:kre

ATTACHMENTS:
None



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/22/2022

RE: Resignations

The administration requests the approval of the resignations of the following employees:

Molly Dickelman

Paraprofessional, Horizon Middle School East Campus, effective January 25, 2022.

Sarah Gerads

Administrative Assistant, Robert Asp Elementary School, effective April 1, 2022.

Joni Jensen

PEER Teacher, Robert Asp Elementary School, effective May 31, 2022.

Breen Maii

Bus Driver, Operations Center, effective July 1, 2021.

Madison Wilts

Music Teacher, Horizon Middle School West Campus, effective at the end of the 2021-2022 school year.

Suggested Resolution: Move to approve the resignation of Molly Dickelman, Sarah Gerads, Joni Jensen, Breen Maii, and Madison Wilts as presented.

KLD:kre

ATTACHMENTS:

None



MOORHEAD
AREA PUBLIC SCHOOLS

Human Resources and Operations

Memo OEDHRO.22.120C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/22/2022

RE: Rescind Retirement

The administration requests the approval of the rescinded retirement of the following employee:

Debra Larson

Elementary Education Teacher, S.G. Reinertsen Elementary School, effective for the 2022-2023 school year.

Suggested Resolution: Move to approve the rescinded retirement of Debra Larson as presented.

KLD:kre

ATTACHMENTS:

None



MOORHEAD
AREA PUBLIC SCHOOLS

Human Resources and Operations

Memo OEDHRO.22.118C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/22/2022

RE: Retirement

The administration requests the approval of the retirement of the following employees:

Scott Matheson

Counselor, Moorhead High School, effective at the end of the 2021-2022 school year

Rosa Valdez

Custodian, Moorhead High School, effective May 27, 2022.

Suggested Resolution: Move to approve the retirement of Scott Matheson and Rosa Valdez as presented.

KLD:kre

ATTACHMENTS:
None



MOORHEAD
AREA PUBLIC SCHOOLS

Human Resources and Operations

Memo OEDHRO.22.123C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/22/2022

RE: Additional Staffing

S.G. Reinertsen

Speech Language Pathologist Assistant

A 1.0 FTE is requested to support students with speech services for the remainder of the 2021-2022 school year.

Suggested Resolution: Move to approve additional staffing for the 2021-2022 school year.

KLD:kre

ATTACHMENTS:

Additional Staffing Proposal SLPA



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	S.G. Reinertsen
Topic of Proposal	Speech Language Pathologist - Assistant (SLP-A)
Submitted By:	Duane Borgeson, Ashley Nelson
Date:	2/28/22
Date to be Implemented	3/14/22, or as soon as possible
Person Responsible to Recommend to Superintendent:	Duane Borgeson
Recommendation by person responsible:	

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 is for a part-time (0.4 FTE) Speech Language Pathologist - Assistant through the end of the 2021-22 school year.
- 2. Explain in detail the rationale or purpose of the proposal. (Please relate, if possible, the rationale to the previously identified high priority needs):**
SGR has received 3 new students to the building who are a Federal Instructional Setting 3, requiring a high level of service support. As a result, the speech language pathologist schedules for other students are being impacted in order to provide services for all students identified. A meeting was held with the K-12 Speech Language Pathologists to determine if it would be possible to shift staff from another site to help cover. It was determined that this would not be feasible without reducing service for students in other buildings who have speech language pathology services detailed on their Individual Education Plan (IEP).
- 3. State the negative implications if the proposal is not approved.**
The negative implications if this proposal is not approved include: our district will be out of compliance in providing student services identified on the IEP, student service groups will increase resulting in a reduced rate of progress for students communication development, and stress of staff's mental health will be increased due to the service needs of students conflicting



with their contracted work day prep and or duty-free lunch time.

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

Alternative actions would include: reducing speech language service support from other students who have communication needs access identified on their individual education plan in order to accommodate this student's access to educational programming.

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

PROPOSAL BUDGET

PERSONNEL	Number Requested	Estimated Cost	Reimbursement	Net Cost
SLP-A	0.4 FTE	TBD		
Benefits:				
Subtotal:				
OTHER COSTS	NA	Estimated Cost	Reimbursement	Net Cost
Supplies:	N/A			
Capital Outlay:	N/A			
Other Expenses:	N/A			
Subtotal:				
NET COST				
Code				

6. Comments on budgetary items:

a. Equipment, remodeling, site improvement, etc:	No impact
b. Review by Business Office before Superintendent's approval:	
c. Space implications (short/long range):	No impact
d. Equity implications:	
e. Technology implications:	



f. Suggested timelines for implementations:	As soon as possible
g. Who has been involved in this decision? Other comments:	Duane Borgeson, Ashley Nelson, Julie Kummer

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



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/22/2022

RE: New Employees

The administration requests the approval to hire the following new employees subject to the satisfactory completion of federal and state statutes and district requirements:

Nina Buchanan

Paraprofessional, Moorhead Alternative Learning Center, \$14.75 per hour, 6 hours per week, effective March 7, 2022 (replaces Linda Jones).

Mikaela Martin

Behavior Interventionist, Dorothy Dodds Elementary School, NA10 (3) \$30.20 per hour, effective March 3 (replaces Kellam Barta).

Debra Paschke

Lunchroom Supervisor, Dorothy Dodds Elementary School, \$16.94 per hour, effective March 14, 2022 (new position per 2021-2022 staffing plan).

Christy Revering

Lunchroom Supervisor/Crossing Guard, Dorothy Dodds Elementary School, \$16.94 per hour, effective March 8, 2022 (replaces Kaitlynne Asplin).

Janell Van Beek

Type 3 Van Driver, Operations Center, (0-2) \$17.53 per hour, 2 hours per day, effective March 21, 2022 (replaces unfilled position for the 2021-2022 school year).

Suggested Resolution: Move to approve the employment of Nina Buchanan, Mikaela Martin, Debra Paschke, Christy Revering, and Janell Van Beek as presented.

KLD:kre

ATTACHMENTS:
None



MOORHEAD
AREA PUBLIC SCHOOLS

Learner Support Services

Memo OEDLSS.22.04C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Duane Borgeson, Executive Director of Learner Support Services

DATE: 03/22/2022

RE: 2022 Special Education Extended School Year Staffing Plan

Attached is the information regarding the 2022 Extended School Year (ESY) Staffing Plan. Moorhead Area Public Schools will continue to provide programming that extends learning opportunities through Special Education this summer.

Suggested Resolution: Move to approve the 2022 Extended School Year Staffing Plan for Moorhead Area Public Schools as presented.

DB:dmb

ATTACHMENTS:
2022 ESY Staffing Plan

2022 SPECIAL EDUCATION EXTENDED SCHOOL YEAR AND COVID RECOVERY SERVICES STAFFING PLAN SUMMARY							
				Number of Staff (Up to)		Hours (Up to)	
Licensed Staff (teachers and related service providers)				43		3702	
Non-licensed Staff (paraprofessionals and interpreter)				54		5029	
Licensed Early Intervention Staff for summer evaluations				5		550	
Health Tech (One per building used for programming)				3		282	
1:1 Nurse for Student				1		94	
**Note that these hours are "up to" based upon the number of students who are eligible to attend ESY and/or COVID Recovery Service.							
The total hours could be less, based upon the actual number of students who attend.							

K-4 Summer Plan

In-Person instruction - Busing will be available

Program Dates:

June 14 - June 30

July 12 - August 4

Session Days: Tuesday, Wednesday, Thursday

Daily Schedule: 8:00 - 12:00

Math Support

Literacy Support

Extension Activities

Lunch Provided

Staffing: 2 teachers per grade, 3 extension teachers, student support staff as needed

5-8 Summer Plan

In-Person instruction - Busing will be available

Program Dates:

June 14 - June 30

July 12 - July 30

5th Grade orientation week of August 2

Session Days: Tuesday, Wednesday, Thursday

Daily Schedule: 8:30 - 12:30

Math Support

Literacy Support

Extension Activities

Lunch Provided

Staffing: 10 core teachers & 3 elective teachers per building, support staff as needed

****Intermediate Algebra Boost**

9-12 Summer Plan

In-Person instruction - Busing will be available

Program Dates:

June 14 - July 2

July 12 - August 6

Daily Schedule: 8:00 - 12:00

Core credit recovery focus

Online option - Edgenuity

Staffing: Based on student need on number of students registered



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/23/2022

RE: Phase II bids - Asp & Hopkins Elementary HVAC Projects

The Heating, Ventilating, Air Conditioning (HVAC) systems at Ellen Hopkins and Robert Asp Elementary schools are aging and many system components are past their useful life and will be updated in two phases, and will be funded with CARES Act dollars.

Phase I will be completed by May 31, 2022.

Phase II was advertised for bid on February 8, 2022. The district received two(2) bids, which were opened on March 3, 2022. The lowest bid was received from Peterson Mechanical, Inc. and are as follows:

Robert Asp Elementary	Ellen Hopkins Elementary	Combined Base Bid	Total Bid with Valves
\$207,500	\$375,500	\$575,000	\$722,960

The total cost includes the additional option to replace the valves on the Unit Ventilators in both buildings for a total cost of \$722,960.

Suggested Resolution: Move to approve the bid for the Phase II HVAC Project at Robert Asp and Ellen Hopkins Elementary Schools for \$722,960.

KLD:tra

ATTACHMENTS:
Bid Tabulation



BID TABULATION:
 Moorhead Area Public Schools
 Ellen Hopkins Elementary – IAQ Improvements – Phase II
 Moorhead, MN

CONTRACTOR NAME	ADDENDA	BID BOND	BASE BID	COMBINED BID	UNIT PRICE VAV CONTROLLER	UNIT PRICE 1/2" CONTROL VALVE	UNIT PRICE FTR VALVE & SENSOR	UNIT PRICE DAMPER ACTUATOR	UNIT PRICE THERMOSTAT
Northern Plains Mechanical, LLC. Fargo, ND	1	X	\$387,500	\$610,200	\$1,490	\$1,100	\$2,140	\$1,070	\$450
Peterson Mechanical, Inc.* Fargo, MN	1	X	\$375,500	\$575,000	\$1,300	\$730	\$1,650	\$770	\$400

BID OPENING CONDUCTED BY: Chad Hansen

DATE: March 3, 2022

Notes:

*Apparent Low

1201 25th Ave North
 Fargo, ND 58102

Phone: 701-293-7957
 Fax: 701-293-7381



BID TABULATION:
 Moorhead Area Public Schools
 Robert Asp Elementary – IAQ Improvements – Phase II
 Moorhead, MN

CONTRACTOR NAME	ADDENDA	BID BOND	BASE BID	COMBINED BID	UNIT PRICE VAV CONTROLLER	UNIT PRICE ¾" CONTROL VALVE	UNIT PRICE FTR VALVE & SENSOR	UNIT PRICE DAMPER ACTUATOR	UNIT PRICE THERMOSTAT
Northern Plains Mechanical, LLC. Fargo, ND	1	X	\$222,620	\$610,200	\$1,490	\$1,100	\$2,140	\$1,070	\$450
Peterson Mechanical, Inc.* Fargo, MN	1	X	\$207,500	\$575,000	\$1,300	\$730	\$1,650	\$770	\$400

BID OPENING CONDUCTED BY: Chad Hansen DATE: March 3, 2022

Notes:
 *Apparent Low

1201 25th Ave North
 Fargo, ND 58102

Phone: 701-293-7957
 Fax: 701-293-7381



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/22/2022

RE: Elementary Attendance Area Recommendation

The Spanish Immersion program will transition to Probstfield Center for Education (PCE) for the 2022-23 school year. The impact on Ellen Hopkins Elementary requires the district to realign the attendance area boundaries at each elementary school, as well as evaluate district start times and transportation routes.

The members of the school district's Elementary Attendance Area Task Force began meeting on February 9, 2022, to start the process for recommending elementary attendance areas, transportation, and start times for all schools. To complete its charge, information from Moorhead School Board Policy 510 Attendance Areas; provided background information for task force members to consider during their discussions. The committee was provided parameters to do this work and discussed the effects on all students, families, and programs when making a recommendation.

Steve Moore, Director of Operations and Emergency Management, and community members of the task force will present information about the work of the task force and present a recommendation regarding attendance areas and transportation.

Suggested Resolution: Move to approve the Elementary Attendance Area Recommendation as presented.

KLD:tra

ATTACHMENTS:
Presentation



MOORHEAD
AREA PUBLIC SCHOOLS

Elementary Attendance Area Task Force Recommendation Report

March 28, 2022

I. Background

In November 2019, voters in the Moorhead School District supported a \$110 million bond referendum that is providing for growth and learning by creating Moorhead High School Career Academy and constructing a new high school on the Moorhead High School campus.

Moorhead High School Career Academy (MHSCA) opened in the fall of 2021, providing small learning communities for students in grades 9-12 in various career pathways. MHSCA also is home to Moorhead Alternative Learning Center which was formerly called Red River Area Learning Center and located at Vista Center for Education. With this move, Community Education, including Early Childhood Family Education, moved into the space at Vista, freeing up additional space at Probstfield Center for Education (PCE).

To ease space issues as several of the elementary schools are at or near capacity and accommodate growth, the K-4 Spanish Immersion program will transition to Probstfield Center for Education (PCE) for the 2022-23 school year. The impact of moving the K-4 Spanish Immersion out of Ellen Hopkins Elementary will require realignment of the attendance area boundaries at each elementary school. To plan for maximum educational impact, student equity and fiscal efficiency, the district is also evaluating start times and transportation routes.

As a result of these impending changes, Superintendent Brandon Lunak recommended a district wide survey as well as the formation of an Elementary School Attendance Area Task Force composed of staff members and parent representatives (Appendix A).

Representatives interested in being selected for the task force applied for the task force in January 2022.

Members of the task force are:

Trista LaBelle, Community Member

Alexander Aldrich, Community Member

Danielle Sax, Community Member

Traci Leitheiser, Community Member

Josh St. Louis, School District

Jeremy Larson, School District

Kristin Dehmer, School District

Lisa Menne, Community Member

Ashley Livdahl, Community Member

Dan Tinquist, Community Member

Dave Kath, Community Member

Carla Smith, School District

Steve Moore, School District

Brandon Lunak, School District

The purpose of the task force was to focus on developing elementary school district attendance areas. The task force also worked to develop a schedule of start and ending times for the schools in the district.

II. Introduction

The 14 members of the school district's Elementary Attendance Area Task Force began meeting February 9, 2022, to determine the process for recommending elementary attendance areas and start times for all schools. Lead administrators for the task force were Steve Moore, Director of Operations and Emergency Management and Kristin Dehmer, Executive Director of Human Resources and Operations.

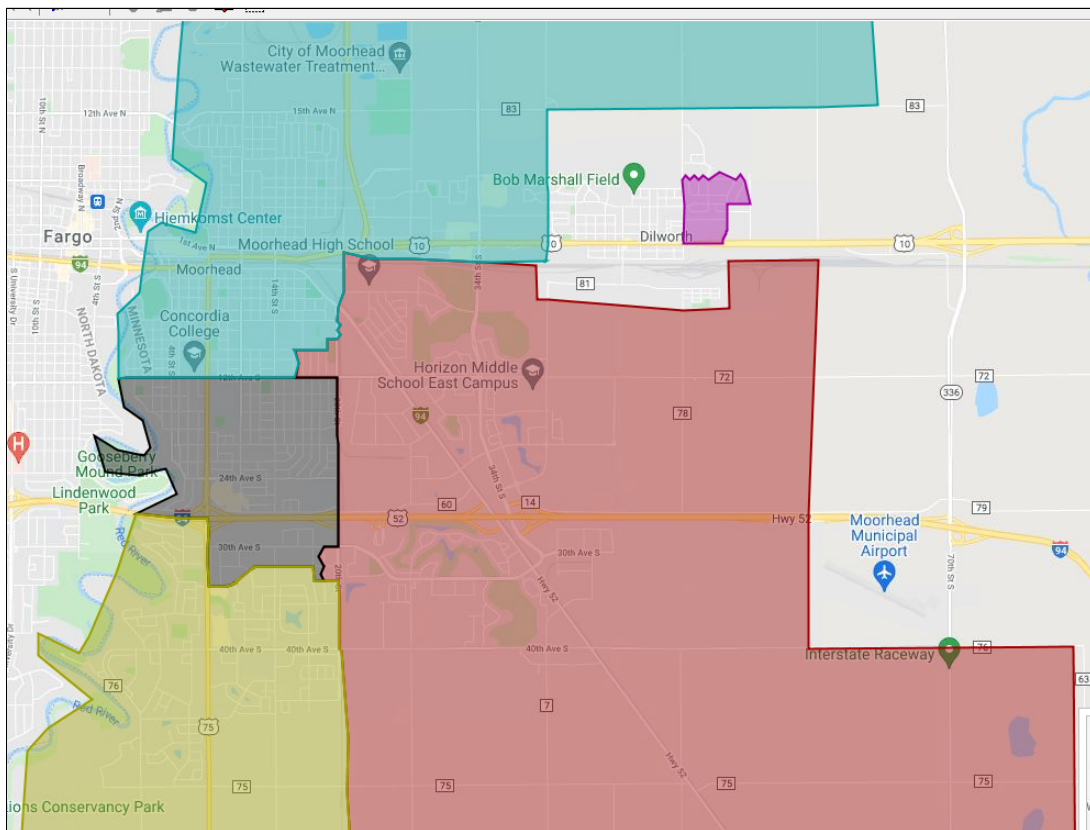
To complete its charge, the task force met in February 2022. Information from the Moorhead School Board transportation policy ([School Board Policy 510: Attendance Areas](#)) provided background information for task force members to consider during their discussions.

At the beginning of the process, the Attendance Area Task Force determined parameters for the consideration of attendance areas and start times. The parameters were prioritized by the committee as follows:

1. Not to exceed target size of 750 students or 30 sections at each elementary school
2. Balance socio-economic factors across elementary schools
3. Financial responsibility - ensure support funding is spread across the District
4. Be mindful of time on the bus
5. Run routes as efficiently as possible
6. Time of pick-up
7. Schools as close to neighborhoods as possible
8. Globally efficient
9. Use natural boundaries

After determining the parameters for the attendance areas, the task force members began discussion. Task force members used a consensus decision-making process. Following in-depth review of scenarios and discussion, the task force completed its charge. The current boundary map and associated attendance is outlined below:

Current Attendance Areas



Map Key:

Light Blue & Purple*: Robert Asp Elementary

Gray: Ellen Hopkins Elementary

***Purple**=City of Dilworth

Yellow: S.G. Reinertsen Elementary

Red: Dorothy Dodds Elementary

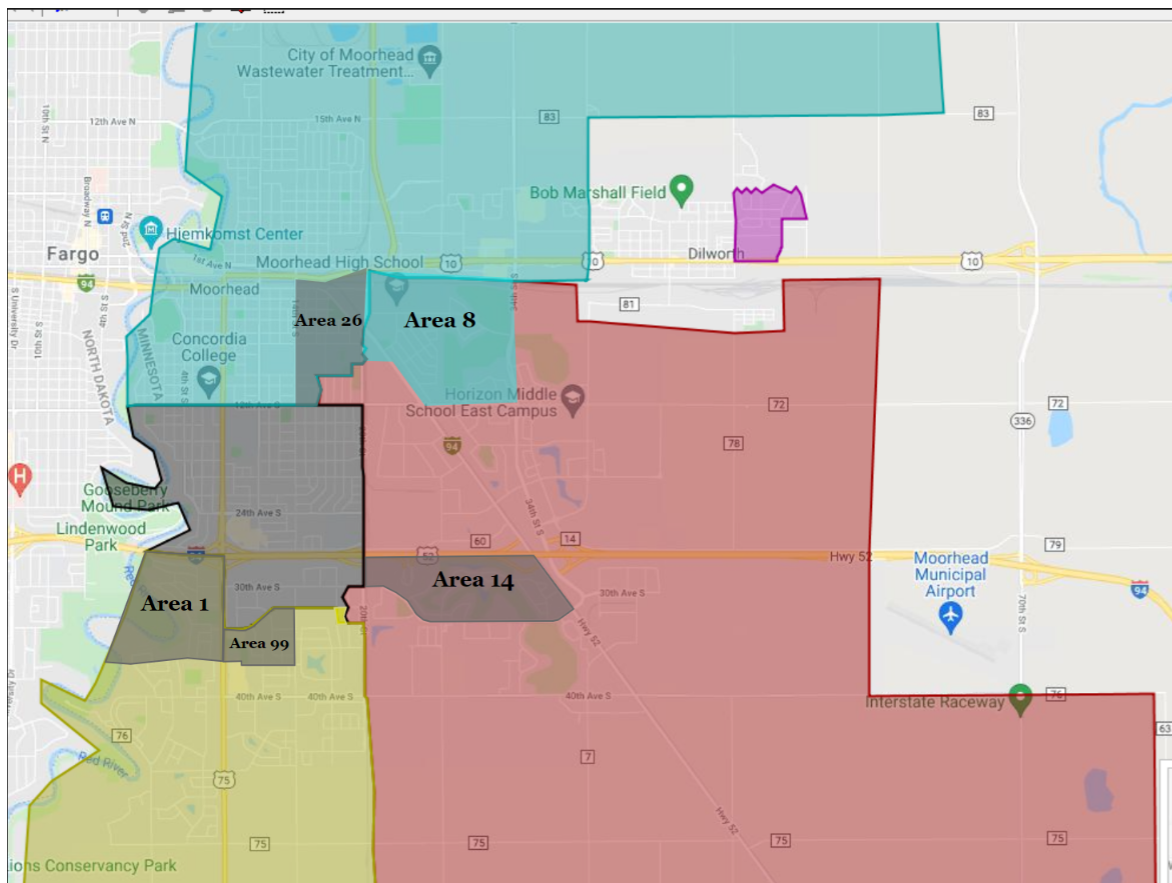
Current Attendance Areas

School	Students (approx)	Within Mile (approx)	Out of Bounds (approx)	Eligible for busing (approx)	Eligible because of Hazard	Free/ Reduced	Free/ Reduced %	Runs **
DDE	710	146	54	526	0	258	36%	13
ASP	667	222	69	392	6	321	48%	10
HOP	634	222	278	99	48	217	34%	4
SGR	737	508	49	172	19	253	34%	4

III. Recommendation

The Attendance Area Task Force provides the following findings and recommendations regarding attendance areas, start times and transportation. The descriptions have been updated by administration after further review of the attendance areas.

Recommended Attendance Areas



Map Key:

Light Blue & Purple*: Robert Asp Elementary

Gray: Ellen Hopkins Elementary

***Purple**=City of Dilworth

Yellow: S.G. Reinertsen Elementary

Red: Dorothy Dodds Elementary

Recommended Attendance Areas Description

School	Students (approx)	Delta from Current	Within Mile (approx)	Eligible for busing (approx)	Eligible because of Hazard	Free/ Reduced	Free/ Reduced %
DDE	533	-177	146	349	0	208	39%
ASP	667	0	222	392	6	321	48%
HOP	713	79	222	482	48	318	45%
SGR	544	-193	372	102	19	160	29%
PCE	291	0				40	14%

Robert Asp Elementary Attendance Area

- The north edge is the school district boundary including the Oakport area south of 70 Ave N
- The west edge is the Red River to 12th Avenue South
- The south edge is the north side of 12th Avenue South from the Red River to 14th Street South
- The east edge is the west side of 14th Street South up to US10, over to 21 St, down to Main Ave SE to 12th Avenue South
- The south edge is the north side of 12th Avenue South from Main Ave SE to 34th Street South
- The east edge is the west side of 34th Street South from 12 Avenue South to US 10 to County Road up to County Road 83
- The Robert Asp attendance area includes all of the City of Dilworth that is still within the Moorhead Area Public Schools boundary and is north of the railroad track running parallel to Hwy 10

Ellen Hopkins Elementary Attendance Area

- The west edge is the Red River from 12th Avenue South to I-94.
- The south edge extends from the Red River along 37th Avenue South, to 14th Street South, then north along 14th Street South to Belsly Boulevard South, along Belsly Boulevard South, including the north side of Belsly Boulevard South, to 17th Street South, and north on 17th Street South to 30th Avenue South, and east along 30th Avenue South to 20th Street South, and continuing east along 30th Avenue South to Highway 52
- The east edge goes north along Highway 52 to I-94, then west to 20th Street South, then north to 12th Avenue South, then west to 16th Street South, then north to 9th Avenue South, then east to 19th Street South, then north to 8th Avenue South, then east to 20th Street South, then north to Highway 10
- The north edge goes from 20th Street South west to 14th Street South, then south to 12th Avenue South, then west to the Red River

S.G. Reinertsen Elementary Attendance Area

- The north edge runs from the Red River along 37th Avenue South to 14th Street South, then north to Belsly Boulevard South, then east to 17th Street South (includes both sides of the street), then south to 34th Street South, then east to 20th Street South
- The east edge runs from 34th Street South, south along 20th Street South, then along the railroad tracks to the school district boundary
- The west edge is the Red River

- The south edge is the school district boundary to the Red River

Dorothy Dodds Elementary Attendance Area

- The north edge is 9th Avenue South from 16th Street South to 19th Street South, 8th Avenue South from 19th Street South to 20th Street South and the railroad track that runs parallel to Hwy 10, from 21st Street South to the east boundary of Moorhead Area Public Schools
- The west edge starts at 16th Avenue South, south to 12th Avenue South, then east to 20th Street South, then south along 20th Street South to 30th Avenue South, then west to 18th Street South (includes both sides of the street), then south to 34th Street South, then east to 20th Street South, then south along 20th Street South, then along the railroad tracks to the school district boundary
- The south edge is the school district boundary
- The east edge is the school district boundary

Projected Enrollments at Designated Schools

The following chart illustrates the current class counts and sections and the projected enrollment based on the recommendation from the task force presented at the March 28, 2022, school board meeting. The committee reviewed the potential shifts in enrollment with each scenario reviewed.

2021-2022 Class Counts and Sections by Building

Asp	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals	Free and Reduced %
FY 21-22 Enrollment	131	125	152	131	126	665	48%
FY 21-22 Sections	7	7	7	5	5	31	
Hopkins	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals	
FY 21-22 Enrollment	73	62	71	63	69	338	34%
FY 21-22 Sections	4.0	4.0	3.0	3.0	3.0	17.00	
Spanish Immersion	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals	
FY 21-22 Enrollment	70	58	59	55	53	295	14%
FY 21-22 Sections	3	3.0	2.5	2.5	2	13.00	
SGR	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals	
FY 21-22 Enrollment	159	145	150	145	140	739	34%
FY 21-22 Sections	8	8	7	6	5	34	
Dorothy Dodds	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals	
FY 21-22 Enrollment	147	151	139	131	145	713	36%
FY 21-22 Sections	8	8	6	6	5	33	
Online	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals	
FY 21-22 Enrollment	8	15	11	14	13	61	71%

2022-2023 Projections: Class Counts and Sections by Building

Asp	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals	Free and Reduced %
FY 22-23 Enrollment	140	140	140	162	142	725	48%
FY 22-23 Sections	7	7	6	6	5	31	
Hopkins	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals	
FY 22-23 Enrollment	133	133	122	138	129	657	45%
FY 22-23 Sections	7	7	5	6	5	30	
Spanish Immersion	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals	
FY 22-23 Enrollment	72	70	59	61	57	319	14%
FY 22-23 Sections	3	3	3	3	2	13	
SGR	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals	
FY 22-23 Enrollment	132	132	116	122	106	609	29%
FY 22-23 Sections	6	6	5	5	4	25	
Dorothy Dodds	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals	
FY 22-23 Enrollment	117	117	129	107	109	580	39%
FY 22-23 Sections	6	6	5	4	4	25	

Start Times for Schools

The task force reviewed existing start times in support of transportation scenarios and boundary adjustments.

Building/Grade Level	Start Time	End Time
Elementary	7:55 AM	2:40 PM
Middle School	9:05 AM	3:50 PM
High School	8:25 AM	3:30 PM
St. Joseph's School	8:00 AM	2:55 PM
Park Christian School	8:05 AM	3:10 PM

The members of the task force reviewed potential changes to start times based on the proposed attendance area changes and the potential affect to routes and ridership. The transportation department will review the approved boundaries and the potential effect of the changes, to include additional bus routes, and will recommend potential start and end time changes based on that review at a later date.

Transportation

Three (3) potential scenarios were reviewed for the 2022-23 school year based on the attendance area adjustments and the effect on Spanish Immersion moving to Probstfield Elementary. Spanish Immersion students who live in the current Ellen Hopkins Elementary attendance area are currently the only students eligible for bussing within the program. In the 2021-22 school year, 28 total students are eligible for transportation in the Spanish Immersion program. The task force considered community input, access, district resources, and the total length of bus ride for students in making a final recommendation.

The task force recommended the following for the 2022-23 school year:

Transportation for Spanish Immersion students will be provided for only the students in the current (21-22) Ellen Hopkins Attendance Area in line with the current practice.

- Transportation will be provided for Spanish Immersion students enrolled in the 2021-22 school year and for any siblings of those eligible starting Kindergarten in 2022-23. Transportation will sunset for those students at the end of the 2026-27 school year.
- New students to the program in the current or proposed Ellen Hopkins boundary will be responsible for transportation to the Spanish Immersion program.
- Probstfield Elementary(PCE) will have a walking boundary within 1 mile of PCE and will not be eligible for bussing.

Attendance Area Exceptions

Students are required to attend school within the boundaries of the attendance area in which they reside unless an attendance area exception request has been approved or administrative placement is made due to class size restraints. Requests for an attendance area exception must be made in accordance with [MAPS School Board Policy 510](#). Requests should be received by June 1, 2022, however, approval of attendance area exceptions are not guaranteed. Requests will be reviewed individually based on the following criteria:

1. School and classroom enrollment capacity;
2. The class size limits of the receiving school as established in [Administrative Procedure 631.1](#);
3. The best interest of the student;
4. Attendance records and daycare placement issues;
5. Other factors deemed appropriate.

Parents and guardians are responsible for transportation to and from school with an approved exception. All attendance area exceptions will expire at the end of the school year or earlier if revoked. Requests must be submitted for each school year.

Appendix A

School District Attendance Area Task Force

Focus of the Task Force:

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

Specific Responsibilities:

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

Committee Composition:

- Representative staff members from the affected schools.
- Central office team members and cabinet members as needed.
- Parent representatives, two each from elementary school.

Lead Administrators:

- Steve Moore - Director of Operations and Emergency Management
- Kristin Dehmer - Executive Director of Human Resources and Operations
- Brandon Lunak - Superintendent

Time Frame:

- Begin work in February 2022.
- Plan due to school board March 2022 with an initial plan for implementation in Fall 2022.

Appendix B

Meeting Minutes

Elementary Attendance Area Task Force

February 09, 2022

Meeting #1 Minutes

Operations Center Board Room

Members present:

Brandon Lunak	Steve Moore
Kristin Dehmer	Jeremy Larson
Carla Smith	Josh St. Louis
Ashley Livdah	Trista LaBelle
Lisa Menne	Alexander Aldrich
Danielle Sax	Dan Tinquist
Dave Kath	Traci Leitheiser
Deb Becker, Recording Secretary	Carla Bakken, Transportation

Dr. Lunak called the meeting to order at 4:30 p.m. Introductions were made.

Steve Moore reviewed the Attendance Area Task Force Mission and objectives.

[Elementary Attendance Area Task Force Presentation](#)

Information within the presentation:

Objective:

- 1) Spanish Immersion move from Hopkins to Probstfield: Transportation need
- 2) Recommend 3-4 Boundary Adjustment options
- 3) Provide 3 options for Spanish Immersion transportation

Survey Results; Parameters; Current Boundary; Boundary Adjustment scenarios (4)

Steve Moore reviewed the Boundaries and Transportation scenarios.

- a. **[Boundary Scenarios](#)** - four (4) and student enrollment numbers for each
- b. **[Transportation Scenarios](#)**
 - i. Challenges
 - ii. Three (3) Scenarios for transportation Pro/Con (3)

Final Comments/Questions: Free/Reduced%, Staffing (35% F/R federal funding at school), Underpass construction affects busing, future city growth

Form group to fill out and return by Friday end of day: [Questions, Comments, Concerns](#)

Meeting Adjourned at 5:39 p.m.

Core document:

[Elementary Attendance Area Task Force Presentation Meeting #1](#)

Appendix B

Meeting Minutes

Elementary Attendance Area Task Force

February 16, 2022

Meeting #2 Minutes

Operation Center Board Room

Members Present:

Brandon Lunak	Steve Moore
Kristin Dehmer	Jeremy Larson
Carla Smith	Josh St Louis
Lisa Menne	Trista LaBelle
Danielle Sax	Alexander Aldrich
Traci Leitheiser	Dan Tinquist (4:55 pm)
Dave Kath	Ashley Livdahl
Carla Bakken, Transportation	Deb Becker, Recording Secretary

Dr. Lunak called the meeting to order at 4:30 p.m. Steve Moore presented/reviewed the following:

[Elementary Attendance Area Task Force Presentation #2:](#)

[Review/ discussion of parameters and parameter rankings](#)

- 1) not to exceed 750 at elementary schools;
- 2) balance socio-economic factors;
- 3) financial responsibility;
- 4) time on the bus;
- 5) efficiency of bus routes;
- 6) pick-up time;
- 7) neighborhood schools;
- 8) globally efficient;
- 9) natural boundaries

Other considerations:

- 1) fill Hopkins and Asp with room to grow to east and south;
- 2) focus on DDE and SGR growth;
- 3) least amount of movement among school boundaries as necessary;
- 4) concentrations of F/R populations;
- 5) minimize pressures on populations with fewer resources and flexibility

Review Scenarios and Survey Responses

- a. [Review of survey responses](#)
 - 1) Discussion #1; 2) Discussion #2; 3) Discussion #3; Discussion #4
- b. [Concerns/ questions: Discussion responses in survey](#)
- c. [Scenarios and Staffing](#)
- d. Transportation:
 - 1) [Reviewed Opportunities:](#)
 - 2) [Reviewed Challenges:](#)
 - 3) [Discussion: Pros/cons within each scenario](#)

Meeting adjourned at 5:33 p.m.

Core documents:

[Elementary Attendance Area Presentation Meeting # 1](#)
[Elementary Attendance Area Presentation Meeting #2](#)

Appendix B

Meeting Minutes

Elementary Attendance Area Task Force

February 23, 2022

Meeting #3 Minutes

Operation Center Board Room

Members Present

Brandon Lunak	Steve Moore
Kristin Dehmer	Jeremy Larson
Carla Smith	Josh St Louis
Lisa Menne	Trista LaBelle
Danielle Sax	Alexander Aldrich
Traci Leitheiser	Dan Tinquist
Dave Kath-absent	Ashley Livdahl
Carla Bakken, Transportation	Deb Becker, Recording Secretary

Dr. Lunak called the meeting to order at 4:30 p.m. Steve Moore presented/reviewed with the Committee:

Presentation Mtg #3

Reviewed:

Scenario Rankings: Discussion Committee Input - Review of Scenarios - Review of Staffing

- Committee decision: Narrow down scenarios
 - a) General consensus in the decision; #1 parameter: DDE and SGR room for growth
- Committee decision: Narrowed to two scenarios: 1) Scenario #5 (modified #4) (See presentation) and 2) Scenario #1

Review of Transportation Rankings and Committee Discussion

- Pros and Cons of Transportation scenarios #1-3

Committee Discussion and Decision:

Lisa Menne moved, seconded by Dan Tinquist to recommend moving forward to the School Board the recommendation of Scenario #5 for the new Elementary School Attendance Areas. Motion carried. 9-0 (Lunak, Larson, Dehmer, and Moore-no vote)

Dan Tinquist moved, seconded by Lisa Menne to recommend moving forward to the School Board the recommendation of transportation scenario #2 to include a sunset clause for Hopkins boundary students. Motion carried. 9-0 (Lunak, Larson, Dehmer, and Moore-no vote)

Representatives were asked to attend the school board in order to present the recommendations to the school board. An Attendance Area Task Force Committee recommendation will go to the School Board for approval on March 28, 2022.

Meeting adjourned at 5:35 p.m.

[Summary of final committee survey](#)

Core documents:

[Elementary Attendance Area Presentation Meeting # 1](#)

[Elementary Attendance Area Presentation Meeting #2](#)

[Elementary Attendance Area Presentation Meeting #3](#)

Appendix C

Core Documents

[Elementary Attendance Area Presentation Meeting # 1](#)

[Elementary Attendance Area Presentation Meeting #2](#)

[Elementary Attendance Area Presentation Meeting #3](#)

[School Board Presentation](#)



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/22/2022

RE: Resolution Discontinuing and Reducing Educational Programs and Positions

Please consider the attached resolution directing the administration to make recommendations to the School Board for the discontinuance and reduction of educational programs and positions as needed to reduce expenditures as a result of changing enrollment and financial limitations.

<u>FTE</u>	<u>Position</u>	<u>Grade Level</u>
3	Teacher (MOEA-Online)	K-6
1.0	Special Education Teacher(MOEA-Online)	K-6
4.0	Licensed Practical Nurse(Grant)	K-12
4.0	Health Tech(Grant)	K-12
2.0	Culture Climate Specialists	5-8
0.25	Community Education/Family Engagement	CE

Suggested Resolution: Move to approve the resolution directing the administration to effect termination or reduction and non-renewal of educational programs and positions as listed.

KLD:tra

ATTACHMENTS:
Resolution Discontinuing and Reducing Education Programs

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION DISCONTINUING AND REDUCING
EDUCATIONAL PROGRAMS AND POSITIONS**

WHEREAS, the School Board of Independent School District No. 152 adopted a resolution on January 24, 2022, directing the administration to make recommendations for reductions in programs and positions, and

WHEREAS, said recommendations have been received and considered by the school board,

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

That the following programs and positions, or portions thereof, be discontinued:

<u>FTE</u>	<u>Position</u>	<u>Grade Level</u>
3	Teacher (MOEA- Online)	K-6
1.0	Special Education Teacher (MOEA- Online)	K-6
4.0	Licensed Practical Nurse (Grant)	K-12
4.0	Health Tech (Grant)	K-12
2.0	Culture Climate Specialists	5-8
0.25	Community Education/Family Engagement	CE

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/22/2022

RE: 2022-2023 Preliminary Staffing Plan

Attached please find the Preliminary Staffing Plan for the 2022-23 school year. This plan will be reviewed at the March 28, 2022 school board meeting. The staffing plan is based on projected enrollment and support for educational programs.

The following summary of requests are additional positions for the 2022-23 school year. Some requests are the result of a shift in positions or FTE, which are reflected in the reduction of positions also presented at the March 28, 2022, School Board meeting.

1. **Elementary (K-4)**
 - The addition of **1.0 FTE** has been requested for an Administrative Assistant at Probstfield Elementary.
 - The addition of **0.50 FTE** has been requested for a Media Specialist at Probstfield Elementary.
 - The addition of **1.0 FTE** has been requested for a Spanish Immersion TOSA/PEER Coach at Probstfield Elementary
2. **Middle School (5-8)**
 - FTE will shift from 5-6 to 7-8 due to enrollment growth.
3. **Moorhead High School (9-12)**
 - The addition of **1.0 FTE** has been requested for an Administrative Assistant at Moorhead High School Career Academy.
 - The addition of **1.0 FTE** has been requested for 9-12 instruction.
4. **Special Education and Student Support**
 - The addition of **.8 FTE** has been requested for a facilitator for 9-12 special education.
 - The addition of **1.0 FTE** has been requested for a Counselor to support Probstfield Elementary and will be shared to support additional district needs.
 - The addition of **1.0 FTE** has been requested for a Social Worker support Probstfield Elementary and will be shared to support additional district needs.

5. **Community Education**
 - The addition of **0.25 FTE** has been requested for clerical support
6. **Supervisory/Administrative**
 - The addition of **2.0 FTE** has been requested for Assistant Principals grades 5-8.
 - A Federal Programs and Educational Equity Supervisor (**1.0 FTE**) will be added to the Learning and Accountability Department. This FTE was unfilled in the 2021-22 school year and is not an addition.
7. **Human Resources**
 - The addition of **1.0 FTE** has been requested for payroll and benefits support.
8. **Technology**
 - The addition of **1.0 FTE** has been requested to provide technical support.
9. **Operations/Custodial**
 - The addition of **2.0 FTE** has been requested for custodial staff at Probstfield Elementary and Moorhead High School Career Academy.
10. **Food Service**
 - The addition of **1.0 FTE** has been requested for a Head Cook at Probstfield Elementary.
 - The addition of **1.0 FTE** has been requested for a second cook at the Moorhead High School Career Academy.

Suggested Resolution: Move to approve the 2022-2023 Staffing Plan as presented.

KLD:tra

ATTACHMENTS:
Staffing Plan 22-23

STAFFING PLAN	2020-21 Actual	2021-22 Preliminary	2021-22 Actual	2022-23 Preliminary	2022-23 Request
LICENSED STAFF					
Elementary K-4	126.00	126.00	129.00	129.00	0.00
Middle School - 5-6	49.00	49.00	50.00	50.00	0.00
Middle School - 7-8	45.00	45.00	46.00	46.00	0.00
High School (9-12)	78.59	78.59	78.59	79.59	1.00
Alternative Education	22	22.00	19.63	19.63	0.00
Special Education*	153.58	153.58	155.58	157.38	1.80
English Learners (EL)	12.25	12.25	13.25	13.25	0.00
Support Staff -Instructional Support**	24.50	24.50	26.00	25.00	1.00
Elementary Physical Education/Health Fitness	12.00	12.00	13.00	13.00	0.00
Elementary Music	8.00	8.00	9.00	9.00	0.00
Elementary Art	4.00	4.00	5.00	5.00	0.00
Music 5-12	13.30	13.30	13.30	13.30	0.00
Gifted and Talented	1.00	1.00	1.00	1.00	0.00
Media Specialists	4.00	4.00	5.00	5.50	0.50
Resources Strategists	2	2.00	1.00	1.00	0.00
Counselors	15.5	15.50	15.50	16.50	1.00
School Nurses	3	3.00	3.00	3.00	0.00
Total Licensed Teaching Staff	573.72	573.72	583.85	588.15	4530
Administrative Staff					
Administrative (Principal and Administrators)	23.00	23.00	25.00	27.00	2.00
Supervisory	22.88	22.88	20.88	20.88	0.00
Total Administrative Staff	45.88	45.88	45.88	47.88	2.00
Non-Licensed Staff					
Paraprofessionals/Security***	202.21	202.21	208.79	208.79	0.00
Non-Aligned	29.66	29.66	39.47	39.47	0.00
TCI	15.20	15.20	15.20	16.20	1.00
Clerical and Confidential Employees	56.71	57.21	59.30	62.55	3.25
Custodial	48.50	49.50	49.50	51.50	2.00
Food Services	20.19	21.19	21.19	23.19	2.00
Total Non-Licensed Staff	372.47	353.42	372.26	380.51	8.25
Spuds Academy					
Teacher	26.00	6.75	6.75	6.75	0.00
Paraprofessionals	15.00	1.00	1.00	1.00	0.00
Total Spuds Academy	41.00	7.75	7.75	7.75	0.00
Grand Total	1033.07	980.77	1009.74	1024.29	15.55
Total Reductions					-14.85
Total Additions					0.70



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 03/22/2022

RE: Resolution Accepting Donations

Attached please find the resolution accepting donations. The School Board, pursuant to Minnesota Statutes 123B.02, gratefully accepts the following donations as identified below.

Donor	Item	Designated Purpose
American Crystal Sugar Company	Monetary	Alternative Learning Center
Asp PTAC	Monetary	Robert Asp Literacy Footprints
Manuela & Jeremy Wendt	Monetary	MHS Visual Arts Department
CVS	Masks, sanitizer, alcohol swabs, & gloves	District School Buildings

Suggested Resolution: Move to accept the \$1,000 donation from American Crystal Sugar Company, the \$1,000 donation from Asp PTAC, the \$300 donation from Manuela & Jeremy Wendt, and the masks, sanitizer, alcohol swabs, & gloves donation from CVS as presented and direct administration to send a thank you.

KLD:tra

ATTACHMENTS:
Resolution Accepting Donations

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. On that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education." and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grantor device of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members. Expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Moorhead Area Public Schools, ISD 152, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose
American Crystal Sugar Company	Monetary	Alternative Learning Center
Asp PTAC	Monetary	Robert Asp Literacy Footprints
Manuela & Jeremy Wendt	Monetary	MHS Visual Arts Department
CVS	Masks, sanitizer, alcohol swabs, & gloves	District School Buildings

The vote on the Adoption of the Resolution was as follows:

Voted in favor:

Voted against:

Absent:

By: _____
Chair

By: _____
Clerk