



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

**INDEPENDENT SCHOOL DISTRICT 152**  
**School Board Work Session**  
**MAPS Operations Center Board Room 600**  
**1313 30<sup>th</sup> Avenue South**  
**Moorhead, Minnesota**

**August 08, 2022**  
**6:00 PM**

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

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

<b>BOARD MEMBERS:</b> 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. Public Forum

The Public Forum will be open up to thirty (30) minutes for public comment on an agenda item at the School Board Work Session. 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. Each speaker is permitted to speak for up to three (3) minutes total. Public

Comment sessions 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. July 18, 2022, School Board Work Session and July 18, 2022, School Board Regular Meeting Minutes

### **B. BUSINESS AND ADMINISTRATIVE SERVICES - Kristin Dehmer**

1. Part-Time and Substitute Pay Schedule
2. Resignations
3. New Employees

### **CONSENT AGENDA RESOLUTION**

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

Moved by:  
Seconded:  
Discussion:

## **3. DISCUSSION ITEMS**

### **A. TNT Fitness Update: Duane Borgeson**

Suggested Resolution: Presentation

### **B. Moorhead Area Public Schools District Showcase: Dr. Jeremy Larson**

Suggested Resolution: Presentation

### **C. Enrollment and Staffing Update: Kristin Dehmer**

Suggested Resolution: Presentation

## **4. OPERATIONAL ITEMS**

### **A. Transportation Route Analysis: Steve Moore**

Suggested Resolution: Move to approve the Hybrid Option for the 2022-2023 school year.

Moved by:

Seconded:

Discussion:

**5. SUPERINTENDENT UPDATES**

**6. ADJOURNMENT**

Suggested Resolution: Move to approve adjournment of the August 08, 2022 School Board Work Session at \_\_\_\_p.m.

Moved by:

Seconded:

Discussion:



Superintendent of Schools

**Memo S.23.008C**

TO: School Board

FROM: Dr. Brandon Lunak, Superintendent of Schools

DATE: 07/28/2022

RE: July 18, 2022, School Board Work Session and July 18, 2022, School Board Regular Meeting Minutes

Attached please find are July 18, 2022, School Board Work Session minutes and July 18, 2022, School Board Regular Meeting minutes for your review.

Suggested Resolution: Move to approve July 18, 2022, School Board Work Session Minutes, and July 18, 2022, School Board Regular Meeting minutes as presented.

BL:dmb

**ATTACHMENTS:**

July 18, 2022, School Board Work Session minutes July 18, 2022, School Board Regular Meeting minutes

**WORK SESSION  
SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT 152  
MAPS OPERATIONS CENTER  
July 18, 2022**

**CALL TO ORDER:** The Work Session of the School Board of Moorhead Area Public School #152 was called to order by Chair Burgard on Monday, July 18, 2022, at 4:00 p.m. in the MAPS Operation Center Board Room 600. Members in attendance were Cassidy Bjorklund, Melissa Burgard, Kara Gloe (joined at 5:30 p.m.), Scott Steffes, Rachel Stone (joined at 4:05 p.m.), and Keith Vogt. Administrators present Brandon Lunak, Jeremy Larson, Kristin Dehmer, Duane Borgeson, 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 Bjorklund to approve the Agenda as presented. Motion Carried. Result 4-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Steffes – yea, and Vogt – yea.*

**Public Forum:** No requests to address the School Board were submitted.

**DISCUSSION ITEMS**

**A. Multi-Tiered System of Supports Report:** Duane Borgenson, executive director of special services, introduced Kim Gibbons and Dan Knewitz. Gibbons and Knewitz presented and reviewed the U of M Multi-Tiered System of Supports (MTSS) framework and Mental Health Services for Moorhead Area Public Schools with the School Board.

Areas of discussion were: the MTSS Implementation, findings and recommendations in the areas of MTSS and School Mental Health, review areas and process, implementation of supports, Professional Development, and the next steps in prioritization and action.

Board discussion followed regarding the cost of implementation, evaluation checkpoints, and professional development time.

Lunak left the meeting at 4:12 p.m. and returned at 4:14 p.m.

**B. K-4 Literacy Evaluation Review:** Dr. Jeremy Larson introduced Courtney Seiler, supervisor of teaching and learning for elementary education. Seiler comprehensively reviewed the district's 2021-2022 K-4 literacy program. Seiler detailed the evaluation framework, evaluation teams, and current scores in the areas of goals/objectives/priorities; assessment, instructional

practices/materials; instructional time; differentiated instruction and grouping; administration/organization/communication, and professional development.

Seiler presented the new literacy framework for 2022-2023 as a result of the 2021-2022 findings. Areas of support discussed were professional development, tier II interventions, embedding content-based literacy, and the continual review of progress.

Board discussion followed regarding PLCs, MTSS support for Tier I, and identified areas of needed support.

**C. 2022-2023 Teaching and Learning goals and Staff Development Plan:** Dr. Larson, assistant superintendent of teaching and learning, reviewed with the School Board the department goals and the district's strategic plan for 2022-2024. The strategic plan areas discussed were the student achievement goals, World's Best Workforce, and the instructional framework. Larson also provided the 2022-2023 staff development strategic plan that includes the five (5) areas of activities.

Board discussion followed regarding Late starts PLCs versus early out and flex time.

**D. Minnesota Student Data Privacy Law:** Dan Markert, executive director of technology, discussed the new Minnesota Student Data Privacy Law with the board. Markert's presentation included: the intent of the MN student data privacy law, the new district requirements and responsibility, school communications, the process for identifying and inventorying technology solutions used for curriculum, assessment, and testing, and a review of the technology vendor contracts to ensure privacy practices are in place. The district is awaiting further MDE guidance on the new student data privacy law.

Member Gloe joined the meeting at 5:30 p.m.

Board discussion followed regarding multi-factor authentication. Verification of parents requesting technology information.

**3. Superintendent Update:** Break between sessions and board meeting to start at 6 p.m.

**4. Adjournment:** Bjorklund moved, second by Stone, to approve the adjournment of July 18, 2022, School Board Work Session at 5:35 p.m. Motion carried. *Result 6-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, and Vogt – yea.*

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Kara Gloe, Clerk  
Deb Becker, Recording Secretary

**REGULAR MEETING  
SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT 152  
MAPS OPERATIONS CENTER  
July 18, 2022**

**CALL TO ORDER:** The Regular Meeting of the School Board of Moorhead Area Public School #152 was called to order by Chair Burgard on Monday, July 18, 2022, at 6:00 p.m, in the MAPS Operation Center Board Room 600. Members in attendance were Cassidy Bjorklund, Melissa Burgard, Kara Gloe, Scott Steffes (joined at 6:01 p.m.), Rachel Stone, and Keith Vogt. Administrators present Brandon Lunak, Jeremy Larson, Kristin Dehmer, Duane Borgeson, Steve Moore, and Dan Markert.

The Pledge of Allegiance was recited.

**Preview of Agenda** - Dr. Lunak recommended approval as revised. Revisions/Additions: the addition of a new employee under the Consent Agenda page 27.

**Approval of Agenda**

**ACTION:** *Bjorklund moved, seconded by Steffes to approve Agenda as revised. Motion Carried. Result 6-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, and Vogt – yea.*

**E. Public Forum:** No requests to address the Board were submitted.

**2. CONSENT AGENDA:** The following items were enacted under one resolution: June 27, 2022, School Board Meeting Minutes, 2022-2023 memberships, July Claims, Family Medical Leave, Continuing Contract/Tenure, Change in Contract, Termination, Resignations, New Employees, Additional Staffing, 2022-2023 Milk/Dairy Bid, Resolution for Authoring Payments of Goods and Services 2022-2023, Resolution for Collection of NSF Checks and Lease 2022-2023, and Resolution for Investment of Excess Funds 2022-2023.

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

**3. NEW BUSINESS**

**A. 2022-2023 Employee Handbook:** Sue Winter, director of human resources presented the changes to the 2022-2023 Employee Handbook. Changes were made to update years, relevant policies, job titles, and notice of resignation language.

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

**B. Second Reading of Policies:** Dr. Lunak and the Board conducted the second reading of policies: 516 School Attendance Governing Enrollment of Children/Adults with Disabilities, 230 MAPS School Board Committees, 510 Attendance Areas, 544 Activities Fundraising, 545 High School Academic, Activity, Athletic Letters, 578 Bullying Prohibition, 616 School District System Accountability, 702 Accounting, 703 Annual Audit, 706 Public Gifts to the School District, 714 Student Activity Accounting, 715 Fund Balances, 716 Complementary Athletic Season Passes/Single Event Passes, 802 Disposition of Obsolete Equipment and Material, 803 Equal Access to School Facilities, and 906 Public Distribution of Materials in MAPS. No changes were made since the first reading on June 27, 2022, and recommended approval.

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

**4. SUPERINTENDENT UPDATES:** Dr. Lunak requested from the School Board a time and date for the Board to tour the MHS construction site either before a School Board meeting or on a separate meeting date. Deb will send out the options for the time and date of a tour.

**5. ADJOURNMENT: ACTION:** *Vogt moved seconded by Gloe to approve the adjournment of July 18, 2022, School Board Meeting at 6:15 p.m. Motion Carried. Result 6-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Steffes – yea, Stone – yea, and Vogt – yea.*

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Kara Gloe, Clerk  
Deb Becker, Recording Secretary





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

Business and Administrative  
Services

**Memo ASBA.23.015C**

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 08/02/2022

RE: Part-Time and Substitute Pay Schedule

Attached is a copy of the Part-time and Substitute Pay Schedule for 2022-2023. This pay schedule covers part-time, casual and substitute district employees who are not part of a contract or association.

Suggested Resolution: Move to approve the Part-time and Substitute Pay Schedule as presented.

KLD;jal

ATTACHMENTS:  
Part-Time and Substitute Pay Schedule for 2022-2023

# PART-TIME AND SUBSTITUTE PAY SCHEDULE 2022-23

<b>Adult/Community Education</b>	<b>2021-2022</b>	<b>2022-2023</b>
Licensed Teacher	Located in Teacher's Master Agreement	
Program Assistant/Classroom Aide	10.33	10.33
Helper	10.33	10.33
Kid Source	10.33	10.33
Summer Program Student Coach (1-2 years)	10.33	10.33
Summer Program Student Coach (3+ years)	10.33	10.33
Community Education Teacher	17.53	17.53
<b>Substitute Teachers</b>		
Day 1-10 Consecutive in the same classroom^	114.25	140.00
Day 11-30 Consecutive in the same classroom^	137.75	160.00
Day 31 and over in the same classroom	229.71	234.31
Long-Term Substitutes 31+ in the same classroom*	229.71	234.31
<i>*Starting daily rate if the position is known to be 31 days or longer</i>		
Substitute Bonus: After <b>10</b> full-time days any classroom *	110.00	110.00
<i>*Long Term Substitutes are not eligible for the bonus.</i>		
Retired Teachers receive an additional \$15.00 daily for days 1-30	129.25/152.75	155.00/175.00
<b>Administrative Assistants</b>		
Part-time (non-contract and substitute)	14.75	15.00*
<i>*Long-term positions will be adjusted based on the responsibility and length of position</i>		
<b>COTAS</b>		
Part-time (non-contract)	17.58	17.58
<b>Custodians</b>		
Part-time (non-contract and substitute)	14.75	15.00
Substitute Bonus: After <b>10</b> full-time shifts worked	60.00	60.00
Part-time (Summer help)	14.75	15.00
Part-time (snow removal)	20.00	20.00
<b>Interpreters</b>		
Part-time (non-contract)	<b>Contracted Rate</b>	
<b>Lifeguard</b>	18.00	18.00
<b>Paraprofessionals</b>		
Part-time (non-contract and substitute)	14.75	15.00
Substitute Bonus: After <b>10</b> full-time shifts worked	60.00	60.00
<b>Tutor – Non-Licensed</b>	12.25	12.25
<b>Food Service: Servers/Noon Hour Supervisors</b>		
Part-Time/Substitute (non-contract)	16.94	17.47
After 2 Years	Step 3-FS Contract	
After 5 years	Step 5-FS Contract	
After 10 years	Step 10-FS Contract	
<b>Student General Help</b>	10.33	10.33
<b>Teacher /Licensed-- Part-Time</b>		
Homebound Tutor-Licensed (Non-Contract)	24.71	24.71
Curriculum Writing	35.00	35.00
Excel/Targeted Services	40.00	40.00
Summer School (Non-Contract)	36.00	36.00



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 08/03/2022

RE: Resignations

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

**Olivia Sandahl**

Teacher, S.G. Reinertsen Elementary School, effective July 18, 2022.

**Alexandria Hauger**

Jump Start Teacher, Probstfield Center for Education, effective July 14, 2022.

**Mardi Hetland**

Lunchroom Supervisor, Dorothy Dodds Elementary School, effective August 2, 2022.

**Anita Padden**

Paraprofessional, Dorothy Dodds Elementary School, effective August 2, 2022.

**Megan Ramsey**

Counselor, Moorhead Alternative Learning Center, Effective August 13, 2022.

**Nympha Jacobs**

Lunchroom Supervisor, Dorothy Dodds Elementary School, effective July 27, 2022.

**Steve Waldron**

Head Cook, Moorhead High School, effective August 11, 2022.

**Arraya Martinez**

Lunchroom Supervisor/Crossing Guard, S.G. Reinertsen Elementary School, effective July 27, 2022.

**Rajin Mayi**

Paraprofessional, Moorhead Alternative Learning Center, effective July 27, 2022.

**Theresa Jaeger**

Paraprofessional, S.G. Reinertsen Elementary School, effective July 1, 2022.

**Kristen Fish**

Paraprofessional, Horizon Middle School East Campus, effective July 26, 2022.

**Amy Van Horn**

Lunch Supervisor, Horizon Middle School West Campus, effective July 26, 2022.

**Katelyn Stall**

Kindergarten Teacher, Robert Asp Elementary School, effective July 20, 2022.

**Morgan Lassila**

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

**Fawzia Riji**

Paraprofessional, Robert Asp Elementary School, effective July 19, 2022.

**Brielle Thorpe**

Paraprofessional, Robert Asp Elementary School, effective August 4, 2022.

**Julie Podoll**

Paraprofessional, Probstfield Center for Education, effective July 19, 2022.

**Nicole Ness**

Paraprofessional, Robert Asp Elementary School, effective June 30, 2022.

Suggested Resolution: Move to approve the resignations of Olivia Sandahl, Alexandria Hauger, Mardi Hetland, Anita Padden, Megan Ramsey, Nympha Jacobs, Steve Waldron, Arraya Martinez, Rajin Mayi, Theresa Jaeger, Kristen Fish, Amy Van Horn, Katelyn Stall, Morgan Lassila, Fawzia Riji, Brielle Thorpe, Julie Podoll, and Nicole Ness as presented.

KLD:tra

**ATTACHMENTS:**

None



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 08/02/2022

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:

**Trace Bakke**

7th Grade Social Studies Teacher, Horizon Middle School East Campus, 1.0 FTE, BA (0) \$42,878, effective August 22, 2022. (replacing Janelle Frost-Geiser)

**Mollie Byzewski**

Paraprofessional, Ellen Hopkins Elementary, P4 (3) \$18.58 per hour, 6.75 hours per day, effective August 22, 2022. (replacing Wendy Schwartz)

**Krista Carpenter**

Special Education Teacher, Probstfield Elementary, 1.0 FTE, BA (0) \$42,878, effective August 22, 2022. (new per 2022-2023 staffing plan)

**Katie Frisco**

PEER Teacher, Ellen Hopkins Elementary, 1.0 FTE, MA+10 (13) \$78,320, effective August 22, 2022. (replacing Jessica Rieniets)

**Kari Henry**

8th Grade Social Studies Teacher, Horizon Middle School East Campus, 1.0 FTE, MA+10 (8) \$66,879, effective August 22, 2022. (replacing Jason Blanshan)

**Katie Ihry**

8th Grade Math Teacher, Horizon Middle School East Campus, 1.0 FTE, MA+30 (7) \$67,280, effective August 22, 2022. (replacing Craig Fahrendorf)

**Katie Johnson**

Elementary Math Coach, District Wide, 1.0 FTE, MA+30 (13) \$85,826, effective August 22, 2022. (replacing Andrea Manston)

**Audrey Miller**

Kindergarten Teacher, Probstfield Elementary, 1.0 FTE, BA (0) \$42,878, effective August 22, 2022. (new per 2022-23 staffing plan)

**Melissa Morris**

Enrollment Specialist, Operations Center, AA7 (4) \$21.48 per hour, 8 hours per day, effective August 1, 2022. (replacing Rebecca Holm)

**Jeff Pegg**

Trade & Industry Teacher, Moorhead High School Career Academy, 1.0 FTE, MA+10 (13) \$78,320, effective August 22, 2022. (new position per 2022-23 staffing plan)

**Crystal Perryman**

Bus Assistant, Operations Center, A12 (0-2) \$16.71 per hour, 6 hours per day, effective July 26, 2022. (replacing Kim Bergley)

**Jessica Pinkney**

Executive Assistant for Business/Administrative Service, Operations Center, AA8 (7) \$22.90 per hour, 8 hours per day, effective August 1, 2022. (replacing Taylor Abraham)

**Kamren Saue**

3rd Grade Teacher, Robert Asp Elementary, 1.0 FTE, BA (0) \$42,878, effective August 22, 2022. (replacing Ken Appel)

**Jacob Stendahl**

Language Arts Teacher, Moorhead High School, 1.0 FTE, MA+20 (3) \$57,866, effective August 22, 2022. (replacing Ben Taylor)

**Sheryl Wheeler**

Food Server, S.G. Reinertsen Elementary, \$16.94 per hour, 2.75 hours per day, effective August 29, 2022. (replacing Carol Regelstad)

**Randi Zimney**

Administrative Assistant, Vista Center for Education, AA4 (5) \$19.81 per hour, 8 hours per day, effective August 8, 2022. (replacing Kelsie Dickman)

Suggested Resolution: Move to approve employment of Trace Bakke, Mollie Byzewski, Krista Carpenter, Katie Frisco, Kari Henry, Katie Ihry, Katie Johnson, Audrey Miller, Melissa Morris, Jeff Pegg, Chrystal Perryman, Jessica Pinkney, Kamren Saue, Jacob Stendahl, Sheryl Wheeler and Randi Zimney as presented.

KLD:jal

ATTACHMENTS:  
None



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

Special Services

**Memo EDSS.23.002R**

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Duane Borgeson, Executive Director of Special Services

DATE: 08/01/2022

RE: TNT Fitness Update

Kim Pladson from TNT Fitness will present information about their collaboration with Moorhead Area Public Schools. TNT is developing “ABLE Employment,” a pathway to create systemic change to include individuals with disabilities in the workforce. The ABLE system will include curriculum, training, and work experience for education staff, employers, and students to lead students with disabilities to greater participation in the workforce.

Suggested Resolution: Presentation

DB:dmb

ATTACHMENTS:  
Presentation



# *able*<sup>TM</sup> IN SCHOOL

Kim Pladson, President & CEO  
TNT Kid's Fitness



Public  
School  
K-12

Rural & Urban  
Communities

Business  
Industry  
Partnerships

Higher  
Education

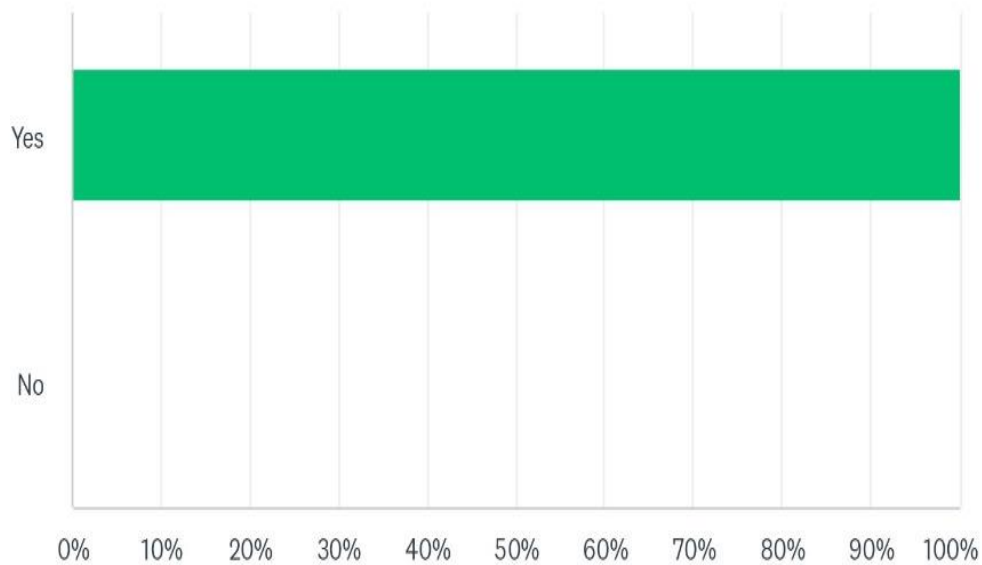








Would you recommend this curriculum to your peers?





# *able*<sup>TM</sup>

IN SCHOOL



Why is creating  
this curriculum  
critical Now?



**able PE**  
**Stands alone**  
**from any**  
**other product**  
**in the market.**

***able***<sup>TM</sup>  
**IN ACTION**













# REPETITIONS

PRE-TEST

POST-TEST

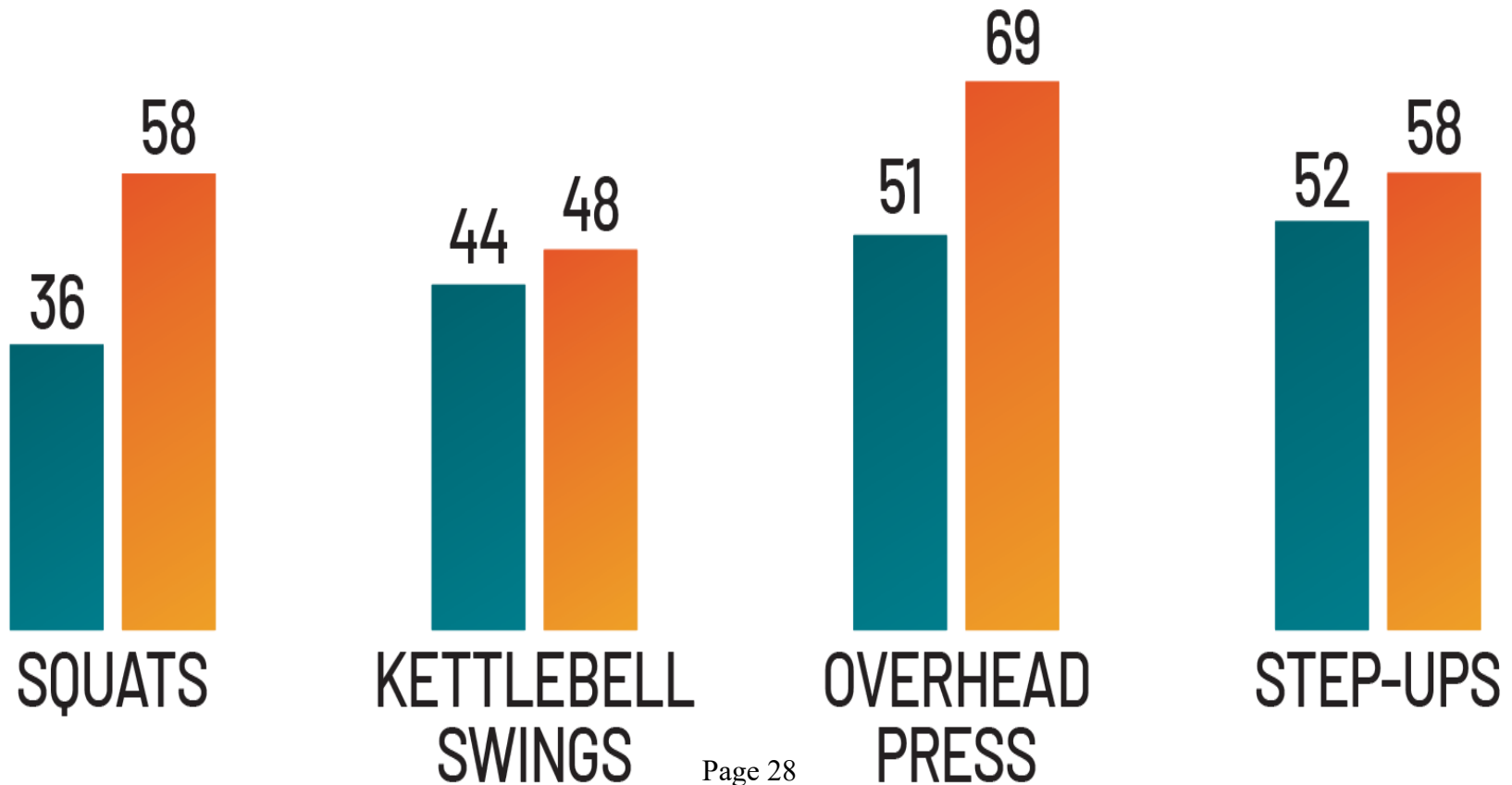
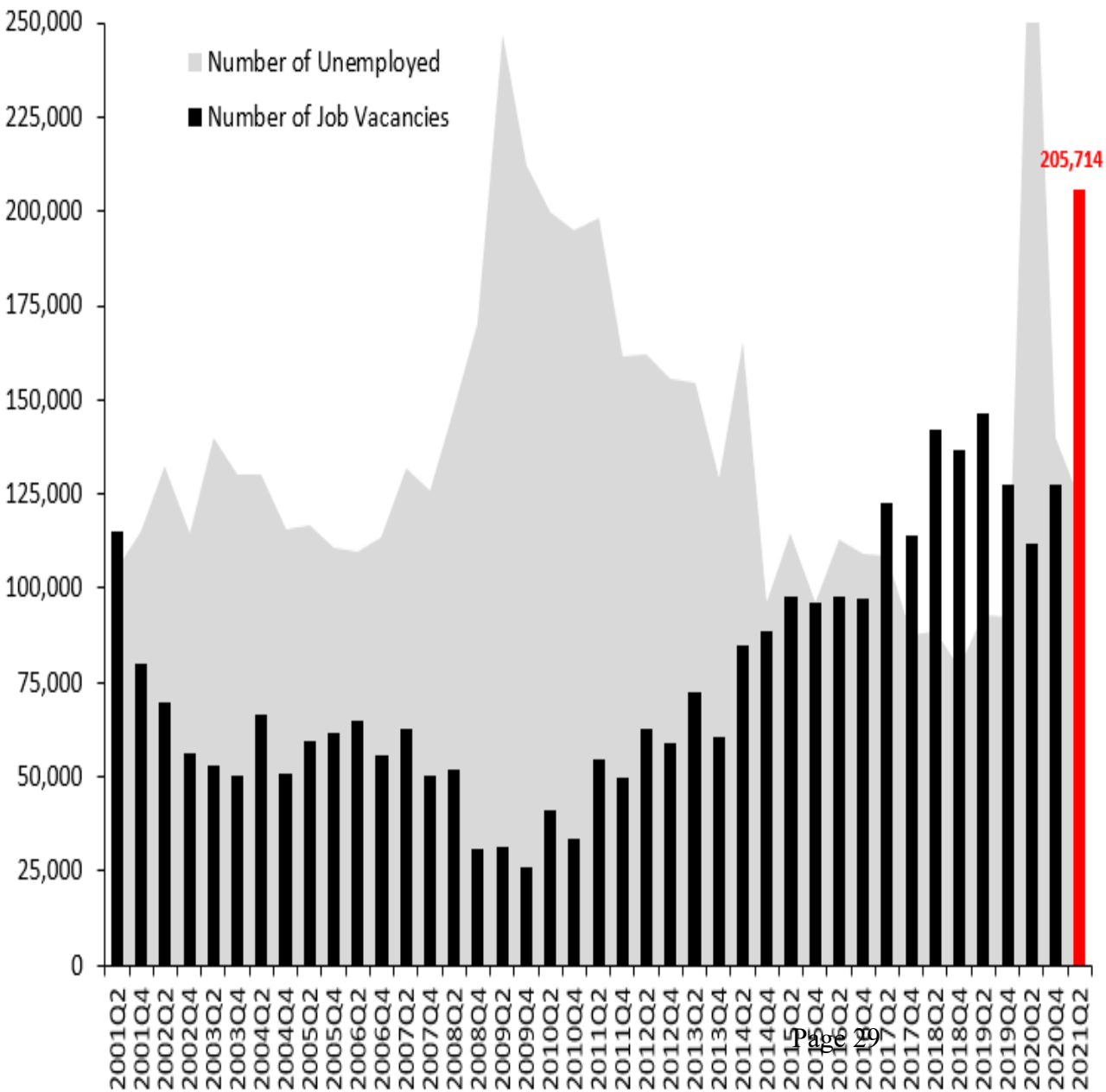


Figure 1. Minnesota Job Vacancies and Unemployed, Second Quarter 2001 to Second Quarter 2021



ND REPORTS  
**30,000**  
JOBS AVAILABLE  
TODAY

OVER  
**17,500**  
INDIVIDUALS WITH  
SPECIAL NEEDS

# *able*<sup>TM</sup>

IN SCHOOL







I AM  
*able*



YOU ARE  
*able*

WE ARE  
*able*



**Memo ASTL.23.03**

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Dr. Jeremy Larson, Assistant Superintendent of Teaching and Learning

DATE: 08/03/2022

RE: Moorhead Area Public Schools District Showcase

On Thursday, August 18, 2022, the district will be hosting their first District Showcase event. Dr. Jeremy Larson will be providing an overview of what the district will be providing for families at this event.

Suggested Resolution:

JL/tro

ATTACHMENTS:  
2022-23 District Showcase

# MAPS

# District Showcase



**MOORHEAD**  
AREA PUBLIC SCHOOLS

**Who:** MAPS Community

**What:** Community event for MAPS students and families to showcase school offerings and community partnerships, create connections, and eliminate barriers in advance of the 2022-23 school year.

**Where:** Moorhead High School Career Academy

**When:** Thursday, August 18th, 2022-3:00-7:00 p.m.



## Why:

- Celebrate our students, families, and schools
- Opportunity to better understand and build trust within our community
- Provide access to the district resources, administration and opportunities



# District Showcase Format

Three essential components:

- District Departments
- Schools
- Community Partnerships

# Event Details

## Transportation:

- 3 Park Locations
  - Belsly (Queens Park)
  - Romkey Park
  - Arrowood Park

Shuttle Times: 4:00, 4:30, 5:00, 5:30, 6:00, 6:30

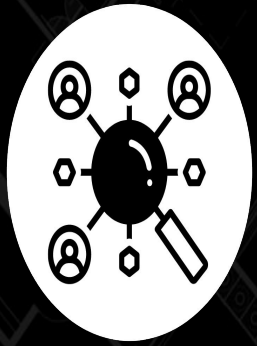
## Food Services:

- Taco in a Bag
- Serving Time 4:00-6:00

## Performances:

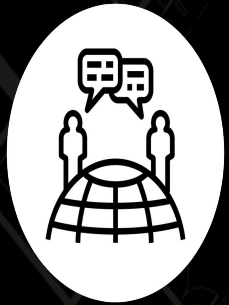
- MHS Marching Band
- Drumming and Dancing





# District Departments

- Food and Nutrition Services:
- Community Education
- Adult Basic Education
- Early Childhood
- Health Services
- Transportation
- Technology
- Human Resources
- Kindergarten Registration (Enrollment)
- Indian Education

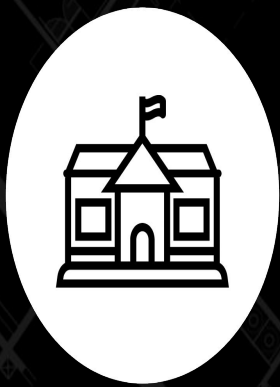


# Community Partnerships

The district showcase will provide an opportunity to strengthen partnerships between families, MAPS, and community agencies.

## Community Partners:

1. Moorhead Park and Recreation
2. Moorhead Public Library
3. Afro-American Development Association (AADA)
4. Kurdish American Development Organization (KADO)
5. Mental Health Partners: Lakeland, Solutions, The Village, Nystrom and Associates
6. Clay County Social Services
7. Family Healthcare Services (Physicals, Mobile Dental Truck)
8. Great Plains Food- Pop Up Food Pantry
9. Moorhead Police Department (D.A.R.E)



# Schools

*Each building will have the opportunity to share the following information with families:*

- Back-to-School Day/Night Information
- PTAC Involvement and Fees (Elementary Schools)
- School Activities and Student Opportunities
  - Physicals will be provided for families in need
- Daily Schedule (New Start Times, Breakfast Schedules etc.)
- School Supply Lists
- Schedule/Teacher Assignment
  - Technology will have a location for families to look and print off schedules

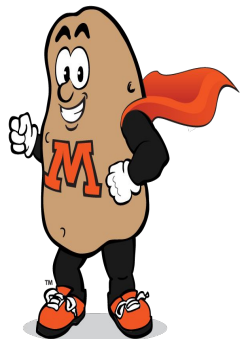
We would like families to have a consistent experience across school buildings:

- 2-3 School Representatives
- Timecard- District Staff Development
- Extra Teachers and Staff to Support Event (2 or 4 Hour Shift)



# Communication Plan

- Outdoor Signs
- District Website
- Social Media
- District Email
- School Building Email



The background of the slide is a dark, grayscale architectural floor plan. It features a complex network of lines representing walls, doors, and furniture. The layout includes several large rectangular rooms, smaller square spaces, and corridors. Some areas are filled with hatching or stippling to indicate different materials or furniture. The overall style is technical and precise, typical of a professional architectural drawing.

# Comments or Questions?

The background of the slide is a dark gray architectural floor plan. It features a complex network of lines representing walls, doors, and furniture. A prominent diagonal corridor runs from the top left towards the bottom right. Various rooms of different shapes and sizes are scattered throughout the plan, some containing small symbols that might represent doors or windows. The overall style is technical and precise.

# Thank You!



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

Business and Administrative  
Services

**Memo ASBA.23.018R**

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services

DATE: 08/03/2022

RE: Enrollment and Staffing Update

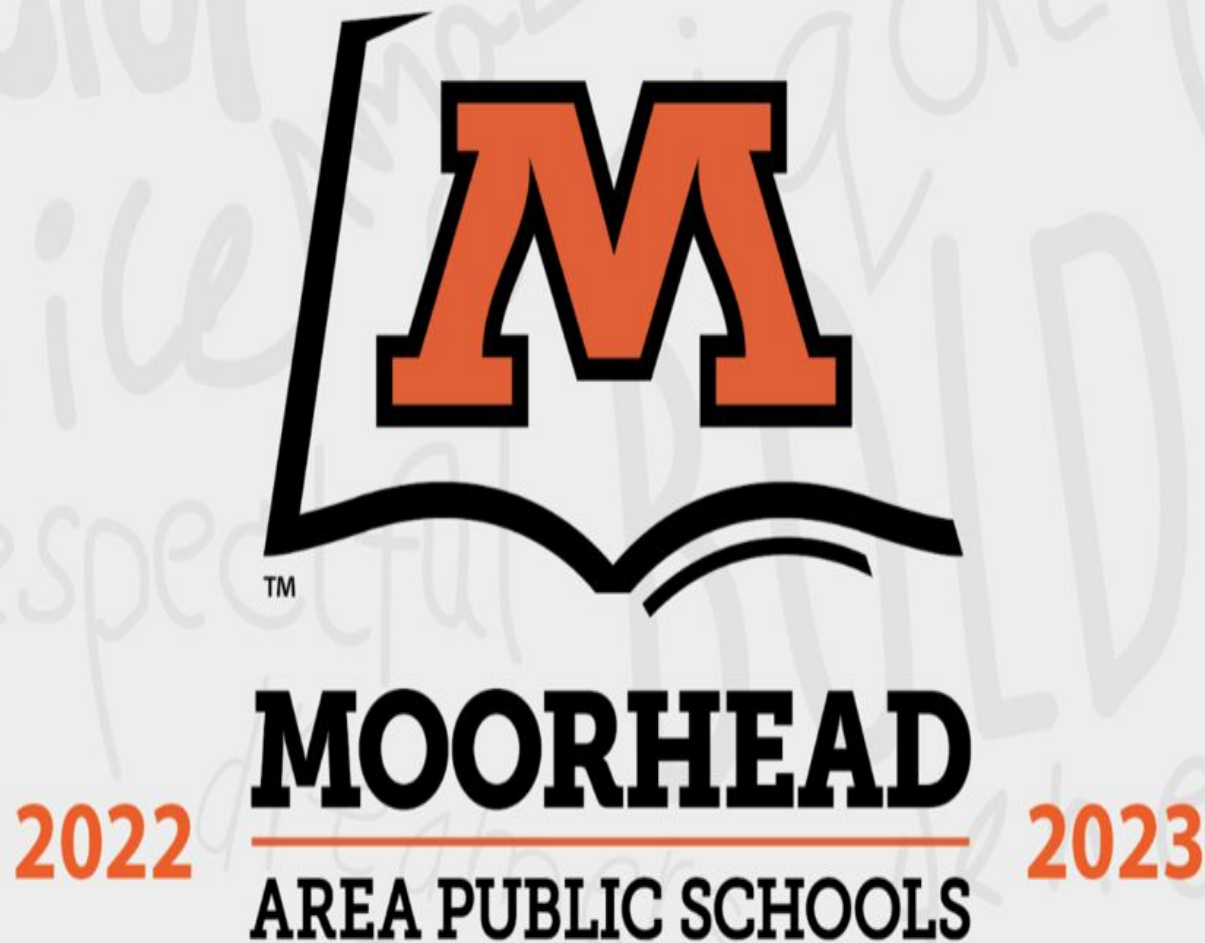
An enrollment report will be provided at the August 8, 2022 School Board Work Session. In addition, information will be provided regarding current staffing levels and concerns as we prepare for the 2022-23 school year.

Suggested Resolution: Presentation

KLD:tra

ATTACHMENTS:  
None





# Enrollment and Staffing Update August 2022

# Enrollment Update August 2022

	22-23 Projection	August 2022
<b>Kindergarten</b>	600	565
<b>Grade 1</b>	574	585
<b>Grade 2</b>	554	569
<b>Grade 3</b>	577	574
<b>Grade 4</b>	542	555
<b>Grade 5</b>	564	562
<b>Grade 6</b>	497	564
<b>Grade 7</b>	590	508
<b>Grade 8</b>	552	616
<b>Grade 9</b>	567	574
<b>Grade 10</b>	562	574
<b>Grade 11</b>	556	548
<b>Grade 12</b>	535	537
<b>TOTAL</b>	7271	7331

# Kindergarten-6th Grade

Asp	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals
FY 22-23 Enrollment	115	128	118	141	117	619
Hopkins	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals
FY 22-23 Enrollment	129	132	118	121	130	630
SI Enrollment	72	70	59	61	57	319
SGR	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals
FY 22-23 Enrollment	151	154	149	131	150	735
Dorothy Dodds	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals
FY 22-23 Enrollment	133	118	128	127	130	636
PCE	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	Totals
FY 22-23 Enrollment	37	53	56	54	28	228

Horizon West	5	6	Totals	Horizon West-SI	5	6	Totals
FY 22-23 Projection	508	517	1025	FY21 Enrollment	54	46	100

# Staffing Challenges

## PreK- Grade 6

Applicant Pool

Multiple Openings

Increasing enrollment

Spanish  
Immersion/VISA  
needs

## Grades 7-12

Applicant Pool

Lack of licensed  
candidates for  
content areas

Spanish

## Special Education

Lack of Applicants

Low number of  
licensed candidates

Increased enrollment  
need and turnover

## Bus Drivers

Lack of Applicants

Route changes and  
increased need for  
drivers

Retirements/  
Resignations

Licensure  
requirements

## Student Support

Lack of Applicants

Shifting need  
between  
programs/buildings

# We Are Spuds

**WE ARE** Growing!



School Board

**Memo S.23.11R**

TO: School Board

FROM: Dr. Brandon Lunak, Superintendent of Schools

DATE: 08/05/2022

RE: Transportation

Steve Moore, executive director of operations and emergency management, will present to the School Board the preliminary bus route analysis and routing challenges.

In July, Operations conducted a preliminary bus route analysis to determine if the district has the capability to meet all transportation mission requirements. Routing is challenged by bus driver and bus assistant manning shortages and recent boundary adjustments and the addition of Probstfield as a fifth elementary school. Transportation core requirements are:

1. AM and PM Routes (Reg Ed, SPED, EIS)
2. MHSCA Shuttles
3. Transitional Student Support
4. Athletic and Special Event Support
5. Field Trips
6. Summer EXCEL and ESY support

Operations preliminary analysis determined the district could meet current enrollment requirements with 41 Reg Ed and 9 SPED routes. Routes were going to be longer and have more students; however, it was still workable. Operations met with the district's three contractors, Richards Transportation, Red River Trails, and Schuck Bus Service to review and assign routes. The district lost 7 bus drivers across the board since Operations conducted the preliminary analysis. Drivers left for a variety of reasons such as retirement or due to the uncertainty of what routes would look like in terms of time and student load. The preliminary analysis outlined a requirement of 41 Reg Ed and 9 SPED routes. The district's current capability is 34 Reg Ed and 8 SPED routes leaving us with a shortfall of 7 Reg Ed and 1 SPED route.

Operations has worked hard on recruiting new drivers through radio, TV and newspaper interviews and stories as well as staging multiple bus banners throughout the City. Operations has had some success drawing potential drivers from other areas, but the district still has a shortfall. Operations is finalizing hiring actions on 1.5 drivers who are currently qualified to drive and Operations has potential leads on another 1.5. However, with 27 days remaining until the start of school, the district needs a contingency plan. Operations evaluated the following options for a contingency plan which are detailed in the

attached Transportation Route Analysis Briefing.

- Option 1: Condense routes to match the current number of drivers
- Option 2: Combine private school students on with the public school students
- Option 3: Double elementary runs and double Horizon runs
- Option 4: Expand the parental responsibility zone to the state maximum of 2 miles

Each option has its advantages and disadvantages as well as impacts on drivers, students, staff and parents. Each option will be met with resistance at all levels; however, until staffing improves the district needs to implement a change. In order to minimize the impact and distribute the burden across the board to our community, administration recommends the following hybrid option. The hybrid option will return most of our routes to the best practice load capacity of 55 assigned riders at the elementary and middle school level which is critical to retaining the drivers we have.

### **Hybrid Option:**

#### **Partial Option 1 - Condense routes to match the current number of drivers**

Items implemented:

1. Assign a few routes with 70+ students
2. Combine rural MHS routes: Provides 1 route
  - Option 2 - Combine private school students with public school students  
Full implementation: Provides 8 elementary runs and 4 MHS runs
  - Partial Option 4 - Expand the parental responsibility zone to the state maximum of 2 miles  
Items implemented:
    1. Horizon Scenario 1: Provides 4-5 runs at the Horizon level
    2. All other schools will still have the 1-mile radius rule

Suggested Resolution: Move to approve the Hybrid Option for the 2022- 2023 school year.

BL/SM:dmb

ATTACHMENTS:  
Presentation



# **Transportation Route Analysis (Contingency Planning)**

**Steve Moore**  
**Executive Director of Operations and EM**



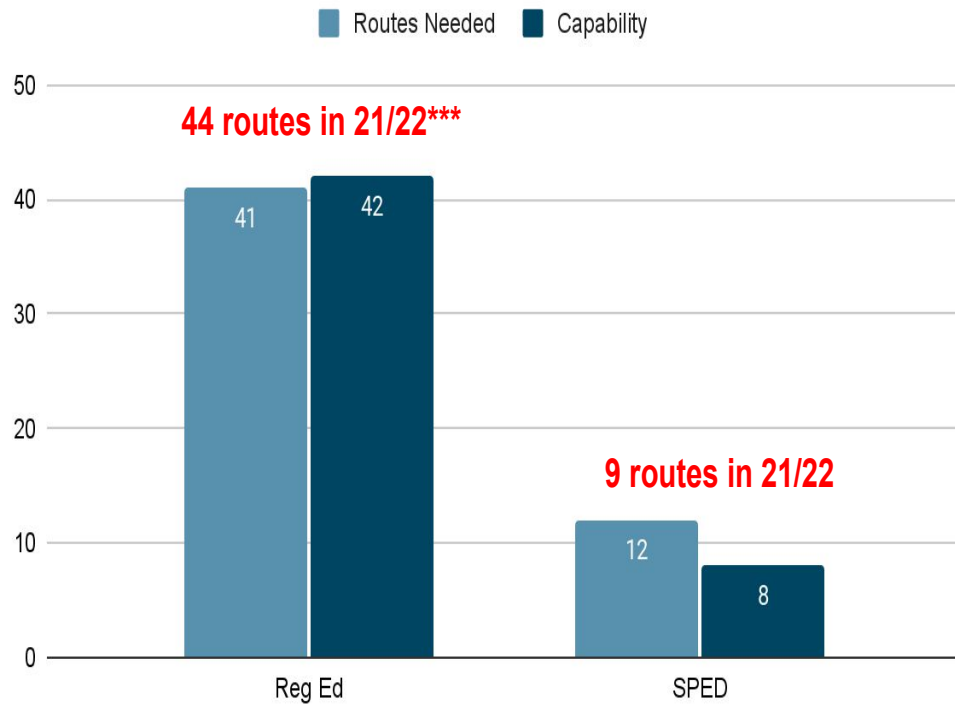
# Overview



- Preliminary route analysis
- Current route analysis
- Options required due to staffing shortages

# 2022/2023 School Year - Preliminary Routing

Total Routes Programmed vs. Route Capability



School Level	Average Assigned	Low/High Range	Rural Routes
Elementary	48-50	Low: 24 High: 60	Georgetown/DGF: 90 min Avg: 40 min
Middle School	55	High: 60-65	Sabin: 90 min Avg: 40 min
High School	90	Low: 60 High: 250	N/A

\*Preliminary routing with current known data - subject to change

\*\*Optimal max load capacity is 53 (max capacity 77)

\*\*\*Staffing down 7 from 20/21 to 21/22 and routes were already consolidated

# 2022/2023 School Year - Current Routing

## Reg Ed and SPED



\*Staffing down 14 from 20/21 to 22/23 and routes were already consolidated

- Condense routes to match current number of drivers
  - This will include making 2 rural High School runs 2+ hours each
  - Horizon and Elementary runs will be routed to 70 riders (which means 3 students to a seat) - current best practice is 50-55.
  - High School routes will be condensed with any consistent overloads being dealt with after school starts
- Impacts
  - Overall safety concerns with Middle School w/3 students per seat
  - Buses will be crowded
  - Student behavior management will be extremely challenging
  - Transportation staff retention will be more difficult
  - Additional burden on school administration to manage consequences

- Combine private school students on with the public school students
  - Currently 8 private school runs
  - Each private school run takes the place of an elementary school and a high school run due to staggered bell times and distance covered
  - AM - Each private school student would be assigned to the elementary school bus that is already servicing that area
  - With elementary first drop off now at 7:20 - we now have the ability to deadhead from any elementary to St Joes/PC in AM
  - We would have 2-4 buses with a set leave time, go to the elementary schools



# 2022/2023 School Year - Option 2

- Combine private school students with public school students
  - Combine HOPK/PCE - May combine SGR/HOPK/PCE
  - AM - private students would take shuttle bus to St Joes and then Park Christian
  - PM - private students would take shuttle from private schools to the High School, then load on a bus that services the area they live in
- Impacts
  - We would get back 4-8 elementary/high school runs AM/PM
  - Private schools would have a 55 min wait time on the PM side before starting the journey home and earlier pickup times
  - All levels of students would ride together
  - Does not fix Horizon

- Double elementary runs and double Horizon runs
  - AM elementary & Horizon
    - We would have buses pick up 1 run of kids & drop them off at their schools (Elementary Group 1)
  - Same bus would make a second run of kids (one that is closer to the schools) and drop them off at the school (Elementary Group 2)
  - PM elementary & Horizon
    - Buses load their closest run at school first to drop off (Elementary Group 2)
    - Buses would return to the take the next group home (Elementary Group 1)

## ● Impacts

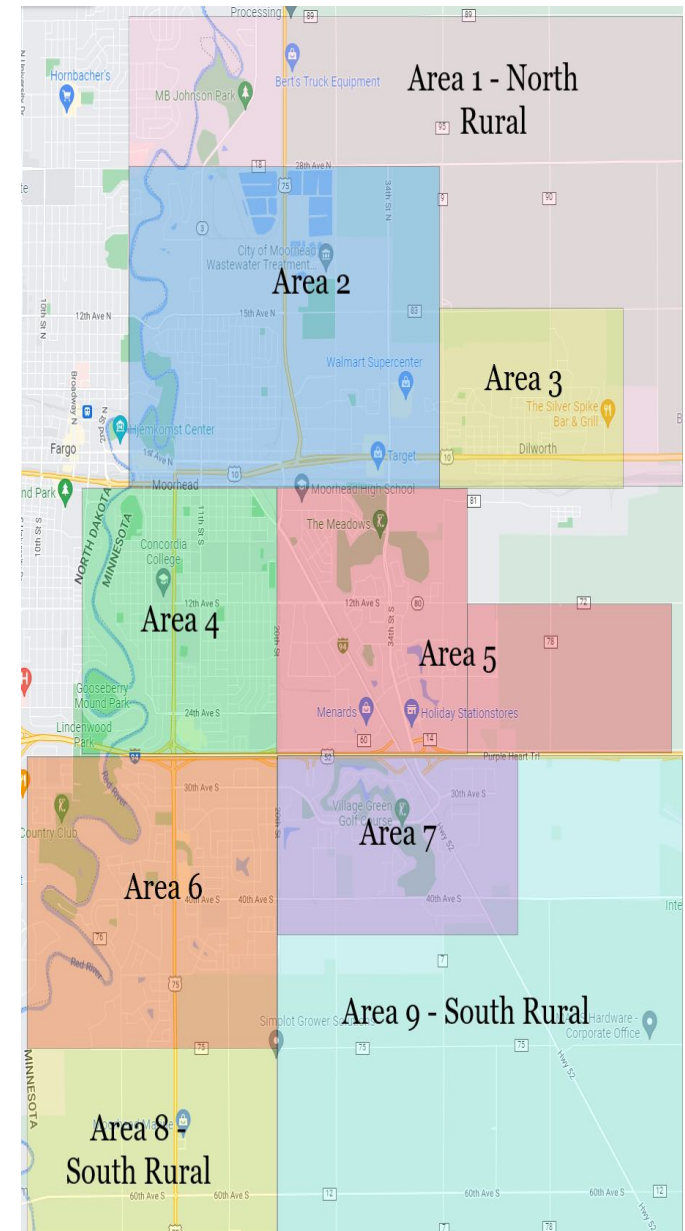
- Ridership will be 50-55 assigned kids for elementary and Horizon
- Transportation will be even more crunched on time
- Requires significant changes on the school side
  - AM - Group 1 drop off at respective schools 30-45 minutes earlier than their current earliest drop time (depending on specific school)
    - 7:20 for elementary & 8:50 for Horizon are the current earliest drop time
  - AM - Group 2 would need to arrive at 7:20 to allow for on time MHS routes
  - PM Elementary - Group 2 will leave at normal leave time (2:38) to take students home, then will return to school to load Group 1
    - Group 1 will be at the school 30-45 minutes in the afternoon

- Impacts

- Requires significant changes on the school side (continued)
  - PM Horizon - Creates a 3rd wave
    - 1st wave will leave at 4:08
    - 2nd wave will load and go
    - 3rd wave for those 1st wave buses to come back and get Group 1 students
  - Group 1 (3rd wave up to 385 students) would be at the school 30-45 minutes before their bus gets back to take them home
  - Last year the earliest a bus could get back to Horizon was 4:23 so with the bell time change it would be 4:33 at the earliest
- Support for Athletics and extracurricular activities would be almost non-existent

# 2022/2023 School Year - Option 4

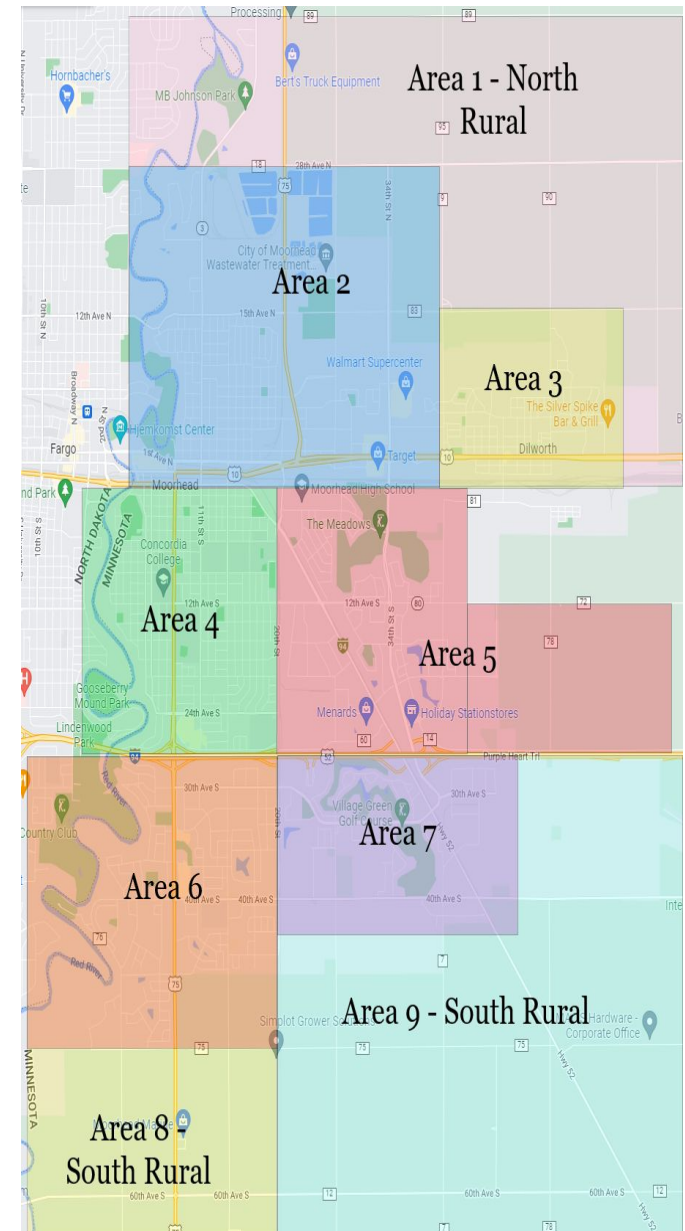
- Expand the parental responsibility zone to the state maximum of 2 miles





# 2022/2023 School Year - Option 4

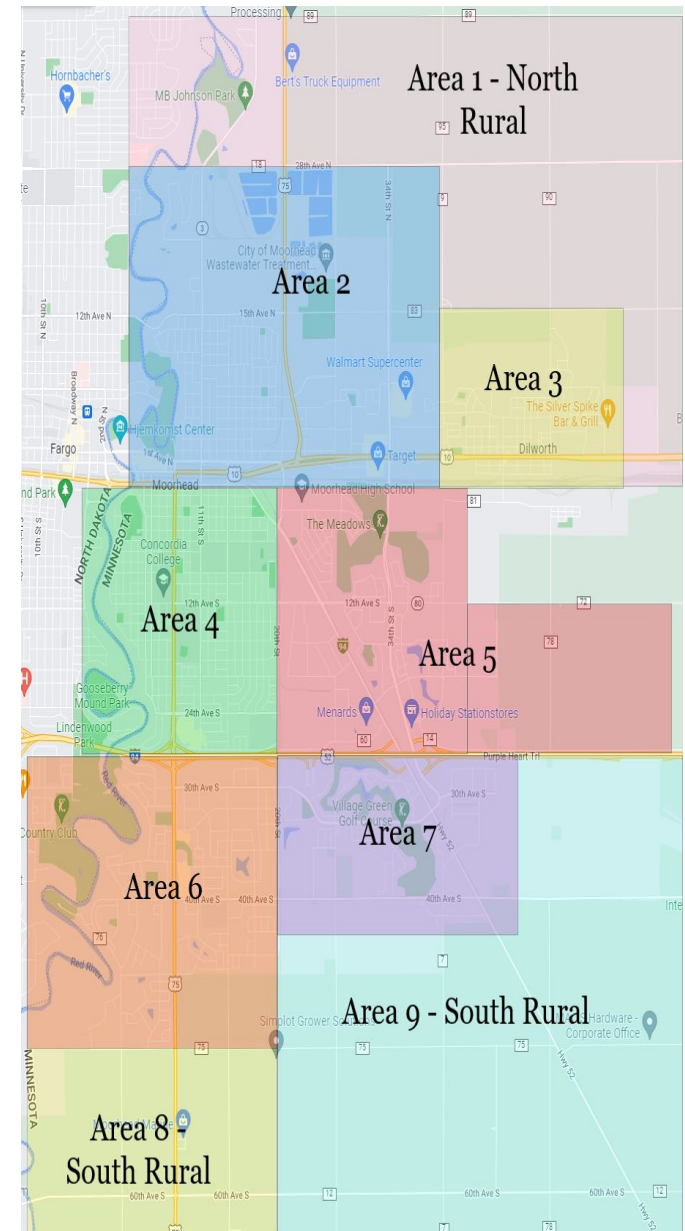
- MHS/CA
  - MHS/CA in our current routing as of 7/25/22 had 24 runs AM/PM
  - Removes Area 2, 4, most of 5, and some of 3 as eligible for busing
  - Removes 8-11 MHS/CA runs



# 2022/2023 School Year - Option 4

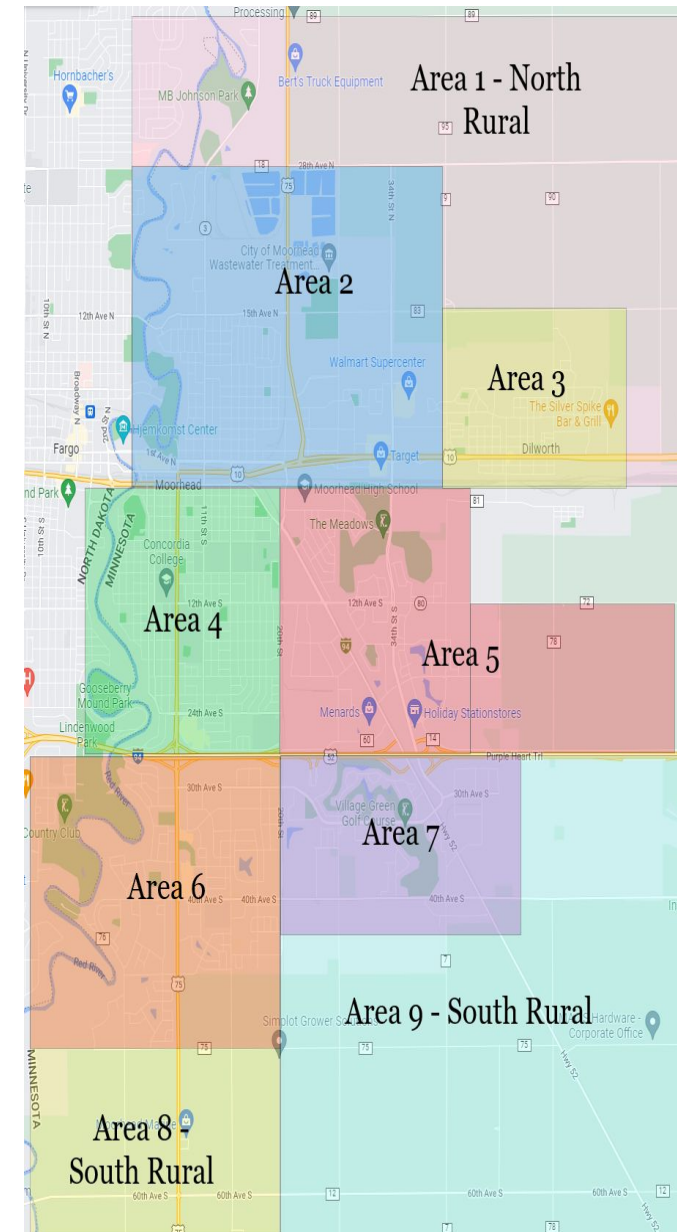
- Horizon

- Current routing has 35 runs AM/PM
  - Scenario 1 (without Village Green)
    - Removes area 5, 1/3 of Area 4, & Area 3
    - Removes 4-5 runs
  - Scenario 2 (includes most of Village Green)
    - Removes area 5, 1/3 of Area 4, Area 3, & most of area 7
    - Removes 8-10 runs



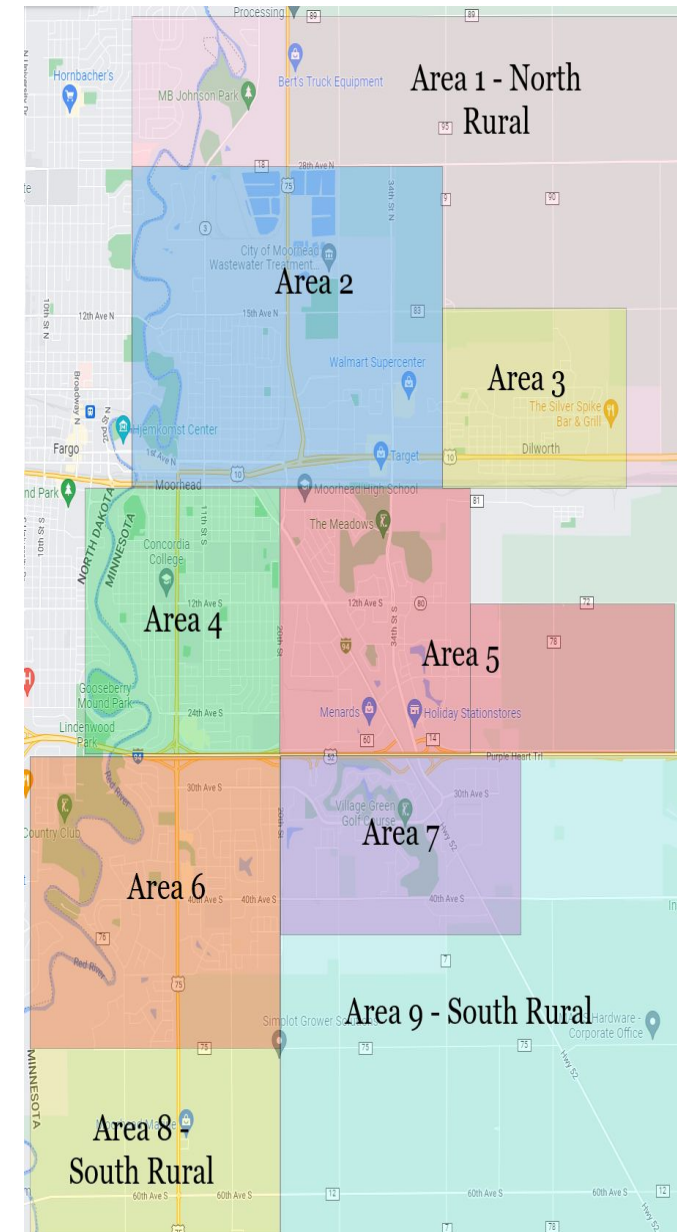
# 2022/2023 School Year - Option 4

- Asp - currently has 8 runs AM/PM
  - Scenario 1 - allowing cross main/center/1st
    - Removes Area 2 (west of 75) plus country club, area 4 and 5 as eligible for busing
    - Removes 3 runs
  - Scenario 2 - allowing cross main/center/1st & Hwy 75
    - Removes Area 2 plus country club, area 4 and 5 as eligible for busing
    - Removes 5 runs
  - Scenario 3 - Not allowing cross main/center/1st & Hwy 75
    - Removes Area 2 (west of 75) plus country club as eligible for busing
    - Removes 0 runs, but about 30 students



# 2022/2023 School Year - Option 4

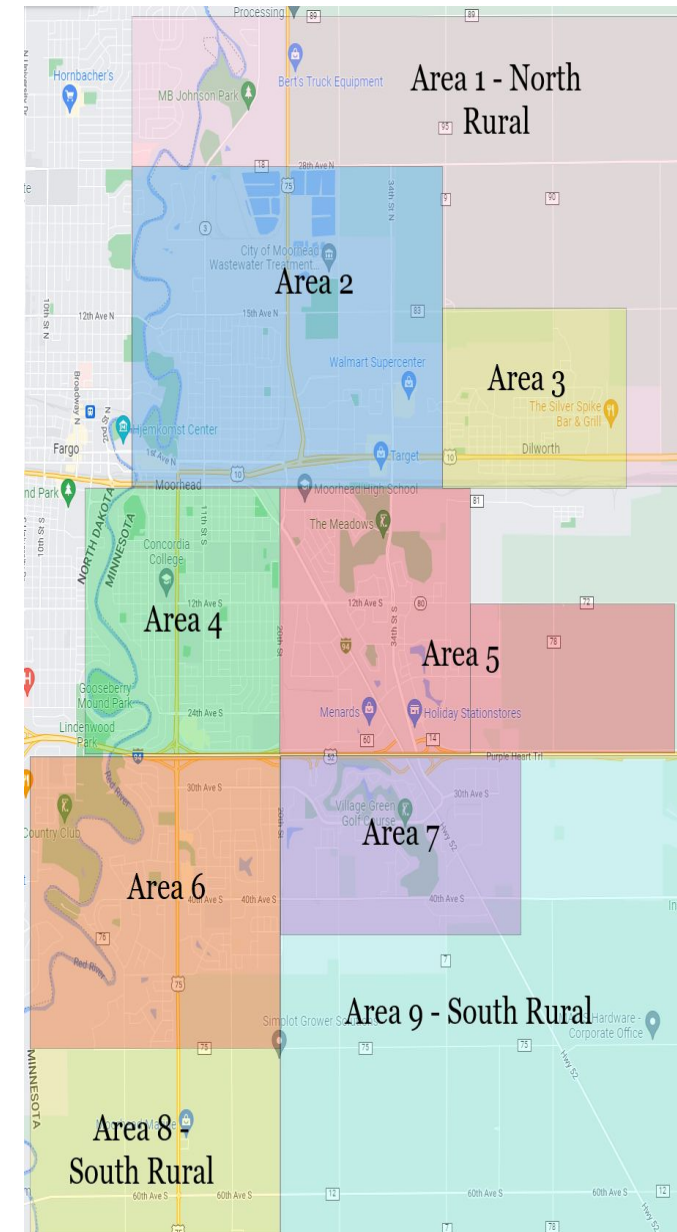
- Dodds - currently has 9 runs AM/PM
  - Scenario 1 - without Village Green
    - Removes area 5 as eligible for busing
    - Removes 2 runs
  - Scenario 2 - includes most of Village Green
    - Remove area 5 & most of area 7
    - Removes 5-7 runs





# 2022/2023 School Year - Option 4

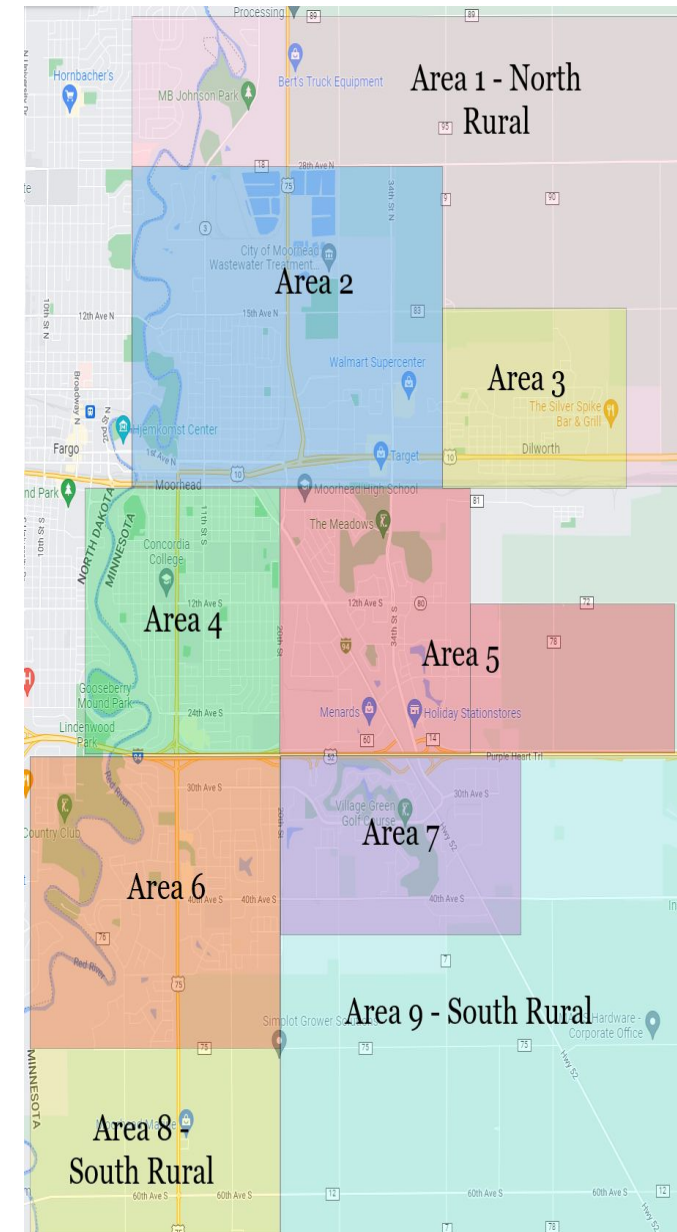
- PCE - currently has 5 runs AM/PM
  - Scenario 1- if we allow to cross I-94
    - Removes area 4 & 6 as eligible for busing
    - Removes 5 runs
  - Scenario 2 - if we don't allow to cross I-94
    - Removes area 4 as eligible for busing
    - Removes 2 runs





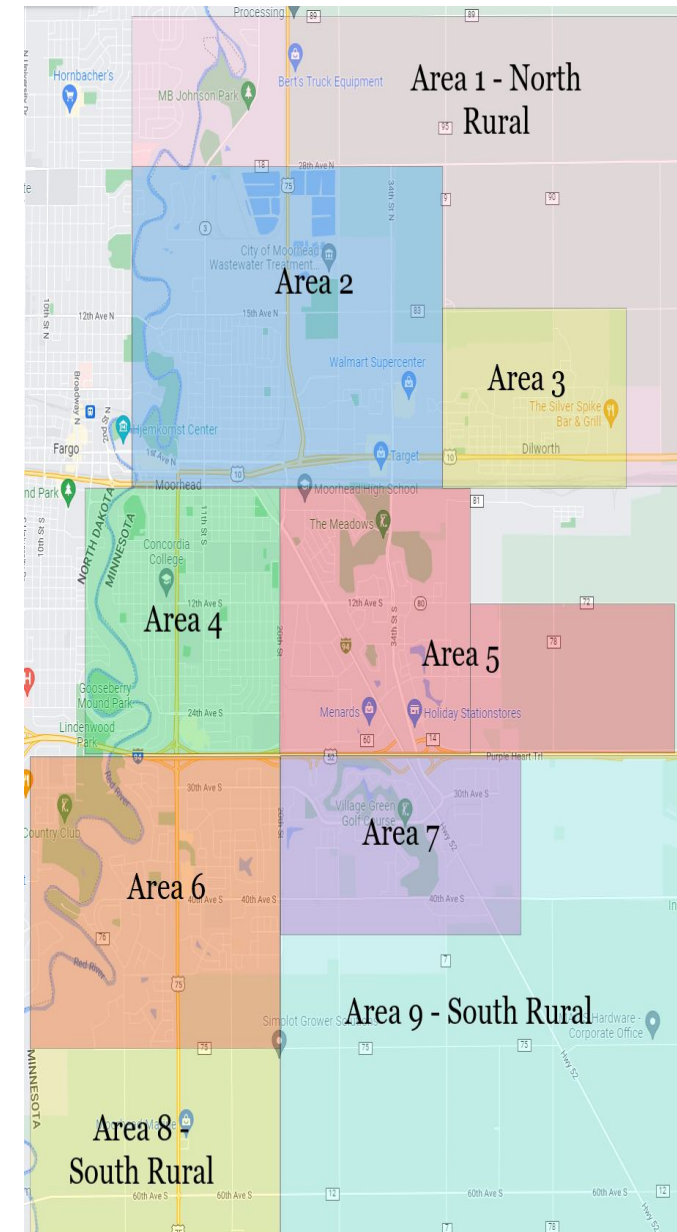
# 2022/2023 School Year - Option 4

- HOPK - currently has 3 runs AM/PM
  - Scenario 1- if we allow to cross I-94
    - Removes area 4 & 6 as eligible for busing
    - Removes 3 runs
  - Scenario 2 - if we don't allow to cross I-94
    - Removes area 4 as eligible for busing
    - Removes 1-2 runs



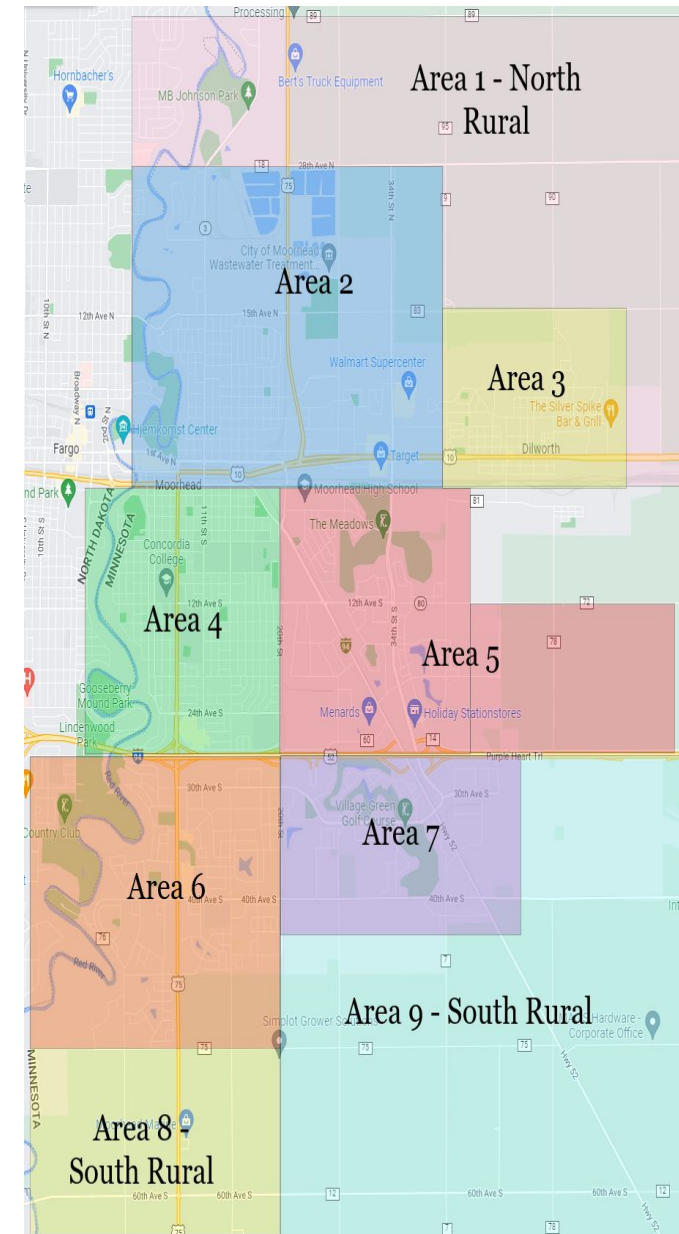
# 2022/2023 School Year - Option 4

- SGR - currently has 4 runs AM/PM
  - Removes area 6 as eligible for busing
    - Removes 3-4 runs



# 2022/2023 School Year - Option 4

- Impacts
  - Increased traffic congestion for parent drop-offs at each location
  - Safety concerns with distance for students having to walk particularly in the winter months



# 2022/2023 School Year - Recommendation



- Hybrid - brings us back to 55 max assigned at elementary and Horizon
  - Partial from Option 1 - Condense routes to match current number of drivers
    - Items implemented:
      - Creates a few routes with 70+ students
      - Combine rural MHS routes: Provides 1 route
  - Option 2 - Combine private school students with public school students
    - Full implementation: Provides 8 elementary runs and 4 MHS runs
  - Partial from Option 4 - Expand the parental responsibility zone to the state maximum of 2 miles for Horizon and MHS/MHSCA
    - Provides 8-10 runs at the Horizon level
      - Elementary schools will still have the 1-mile radius rule

- Impacts avoided with Hybrid Option
  - PM Horizon - Creates a 3rd wave
    - 1st wave will leave at 4:08
    - 2nd wave will load and go
    - 3rd wave for those 1st wave buses to come back and get Group 1 students
    - Group 1 (3rd wave up to 385 students) would be at the school 30-45 minutes before their bus gets back to take them home



**MOORHEAD**  

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**Questions?**



# Bell Time Changes - Implemented



## Bell Times for the 2022-2023 School Year

Building/Grade Level	Bell Times	Earliest Drop Off*	Earliest Departure*
Elementary	7:45 AM- 2:30 PM	7:20 AM	2:38 PM
MHS/CA	8:35 AM- 3:25 PM	7:55 AM	3:38 PM
Horizon	9:15 AM-4:00 PM	8:55 AM(First wave)	4:08 PM (First wave)
		Second wave occurs immediately as buses arrive	
Park Christian	7:55 AM-3:00 PM	7:35 AM	3:08 PM
St. Joes	7:50 AM- 2:45 PM	7:30 AM	2:53 PM

\*Actual times will depend on final routing