



INDEPENDENT SCHOOL DISTRICT 152

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

September 23, 2019
6:00 PM

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

ATTENDANCE:

Cassidy Bjorklund, Vice Chair _____	Rachel Stone, Director _____
Melissa Burgard, Treasurer _____	Matt Valan, Clerk _____
Kara Gloe, Director _____	Keith Vogt, Director _____
Scott Steffes, Chair _____	Brandon M. Lunak, Superintendent _____

AGENDA

1. CALL TO ORDER

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

Moved by:
Seconded by:
Comments:

- E. Superintendent's Spud Award

(The Superintendent's Spud Awards are presented by the superintendent of Moorhead Area Public Schools to employees, students, parents and community members who display exceptional performance in their action and behavior to continue the district's tradition of excellence.)

The **Superintendent's Spud Award** is presented to Frank and Jeannine Zebley for their distinguished service that positively impacts the community. The Zebleys retired this year after working as ticket takers and handing out programs at Moorhead sporting events for more than 40 years. Their commitment to excellent customer service is evident in their interactions with students, parents, staff and

community members.

The **Superintendent's Spud Award** is presented to DeLyle Ishaug for his distinguished service that positively impacts the community. Ishaug retired this year after working as a ticket taker and handing out programs at Moorhead sporting events for more than 20 years. Ishaug's commitment to excellent customer service is evident in his interactions with students, parents, staff and community members.

F. **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 Moorhead High School student Mara Lysne for winning first place in the grade 10 drafting competition at the 2019 Minnesota State Fair. Lysne is a student of Hannah Reisdorf, Moorhead High industrial technology teacher.

G. **Matters Presented by Citizens/Other Communications (Non-Agenda Items)**

(Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.)

2. **CONSENT AGENDA**

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

A. **SUPERINTENDENT - Brandon Lunak**

- (1) September 9, 2019 Meeting Minutes

B. **LEARNING AND ACCOUNTABILITY - Tamara Uselman**

C. **HUMAN RESOURCES AND OPERATIONS - Kristin Dehmer**

- (1) Family Medical Leave
- (2) Change in Contract
- (3) Resignations
- (4) Additional Staffing

(5) New Employees

D. LEARNER SUPPORT SERVICES - Duane Borgeson

(1) Memorandum of Understanding Between Lakeland Mental Health, the Collaborative and Moorhead Area Public Schools

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

Moved by:
Seconded by:
Comments:

3. **HORIZON EAST SCHOOL IMPROVEMENT PLAN: Tamara Uselman**

4. **CERTIFICATION OF 2019 PAYABLE 2020 PROPOSED PROPERTY TAX LEVY: Kristin Dehmer**

Suggested Resolution: Move to approve the maximum for 2019 Payable 2020 Proposed Property Tax Levy.

Moved by:
Seconded by:
Comments:

5. **DISCUSSION OF COMMISSIONER'S REVIEW AND COMMENT ON PROPOSED SCHOOL CONSTRUCTION PROJECT: Brandon Lunak**

Suggested Resolution: Move to approve the positive Review and Comment from the Commissioner of the Minnesota Department of Education as presented.

Moved by:
Seconded by:
Comments:

6. **RESOLUTION APPOINTING ELECTION JUDGES: Brandon Lunak**

Suggested Resolution: Move to approve the Resolution Appointing Election Judges for the November 5, 2019 School district special Election as presented.

Moved by:
Seconded by:
Comments:

7. **RESOLUTION ESTABLISHING BALLOT BOARD FOR SCHOOL DISTRICT SPECIAL ELECTION NOVEMBER 5, 2019: Brandon Lunak**

Suggested Resolution: Move to approve the Resolution Establishing A Ballot Board for the School District Special Election November 5, 2019.

Moved by:
Seconded by:
Comments:

8. **FIRST READING OF POLICIES: Brandon Lunak**

9. **SUPERINTENDENT EVALUATION PROCESS 2019-2020: Scott Steffes**

Suggested Resolution: Move to approve the 2019-2020 Superintendent Evaluation timeline, goals and standards as presented.

Moved by:
Seconded by:
Comments:

10. **COMMITTEE REPORTS**

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

12. **CLOSE PUBLIC MEETING: Scott Steffes**

Suggested Resolution: Move to close the public meeting at _____ p.m., pursuant to Minn. Stat. 13D.03, for the purpose of discussing negotiation strategies.

Moved by:
Seconded by:
Comments:

13. **OPEN PUBLIC MEETING: Scott Steffes**

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

Moved by:
Seconded by:
Comments:

14. **ADJOURNMENT**

CALENDAR OF EVENTS

School Board Meeting - September 23, 6 p.m., PCE Board Room 224
Activities Advisory Council - September 24, 7:15 a.m., MHS Conference Room 201
District Technology Committee - September 24, 4 p.m., PCE Board Room 224
No School E-12 - Teacher Professional Development- September 27
Hopkins PTAC/District Title I Advisory - October 1, 6:30 p.m., Media Center
Dodds PTAC/District Title I Advisory - October 3, 6:30 p.m., Media Center
Asp PTAC/District Title I Advisory - October 8, 6:30 p.m. Media Center
Reinertsen PTAC - October 8, 6:30 p.m., Media Center
Instructional and Curriculum Advisory Committee - October 10, 7 a.m., PCE, Board Room 224
District Staff Development Committee - October 16, 12:15 p.m., PCE, Board Room 224
Horizon West PTAC/District Title I Advisory - October 22, 6:30 p.m., Media Center
State of the District - October 24, 6 p.m., PCE, Board Room 224
School Board Meeting - October 28, 6 p.m., PCE Board Room 224
District Technology Meeting - October 29, PCE Board Room 224



MOORHEAD
AREA PUBLIC SCHOOLS

Office of Superintendent
Memo S.20.027C

TO: School Board
FROM: Brandon M. Lunak, Superintendent
DATE: 8/20/2019
RE: September 9, 2019 Meeting Minutes

Attached please find the September 9, 2019 Regular Meeting Minutes for your review.

Suggested Resolution: Move to approve the September 9, 2019 Regular Meeting Minutes as presented.

BML:dmb

ATTACHMENTS:

Description	Type
09.09.19 Regular Meeting Minutes	Cover Memo

**REGULAR MEETING
SCHOOL BOARD
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CALL TO ORDER AND ROLL CALL: Chair Steffes called the meeting to order at 6:00 p.m., requested board member roll call, and led everyone in attendance with the Pledge of Allegiance.

Members present: Cassidy Bjorklund, Melissa Burgard, Kara Gloe, Scott Steffes, Rachel Stone, Matt Valan, Keith Vogt.

Members absent: Brandon Lunak

APPROVAL OF AGENDA: Assistant Superintendent Uselman recommended approval of the agenda as presented.

APPROVAL OF AGENDA: Burgard moved, seconded by Gloe, to approve the agenda as revised. Motion carried 7-0.

SUPERINTENDENT’S SPUD AWARD:

(The Superintendent’s Spud Awards are presented by the superintendent of Moorhead Area Public Schools to employees, students, parents and community members who display exceptional performance in their action and behavior to continue the district's tradition of excellence.)

The Superintendent’s Spud Award is presented to Chris Murphy for his distinguished service that positively impacts the community. As a sports reporter for The Forum, Murphy has done far more than write game stories and report scores. He has a skill for finding the human side of high school sports, which he has shared in his stories about Spud athletes and athletes from other area schools.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: (Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.) None.

CONSENT AGENDA: Vogt moved, seconded by Bjorklund, to approve the Consent Agenda as presented.

Minutes - Approve the August 26, 2019 Regular Meeting Minutes as presented.

September Claims:

General Fund	\$2,688,197.42
Food Service Fund	\$51,326.81
Community Service Fund	\$5,768.42
TOTAL	\$2,745,292.65

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August Construction Claims:

Construction Fund	\$5,000.00
TOTAL	\$5,000.00

August Wire Payments:

General Fund	\$2,379,147.06
Food Service	\$99.06
Community Service	\$22.80
Debt Redemption	\$297,775.00
Internal Service Fund	\$482,734.74
Post Employ Irrevocable Trust	\$140,332.00
TOTAL	\$3,330,110.66

August Student Activity Payments:

Student Activity	\$28,861.50
TOTAL	\$28,861.50

Family Medical Leave:

Patricia Beiswenger - Paraprofessional, Dorothy Dodds Elementary, family medical leave (non-FMLA) beginning August 26, 2019 through approximately September 30, 2019.

Kaitlyn Wheeler - Paraprofessional, Robert Asp Elementary, family medical leave (non-FMLA) beginning approximately January 22, 2020 through April 15, 2020.

Resignations:

- Ann Sauvageau - Paraprofessional, Horizon Middle School East Campus, effective August 21, 2019.
- Ikran Osman - Lunchroom Supervisor, Horizon Middle School West Campus, effective August 22, 2019.
- Rezan Berwari - Food Server, Robert Asp Elementary School, effective August 23, 2019.
- Mihashi Turner - Transition Facilitator, Red River Area Learning Center, effective August 26, 2019.
- Dejin Ismail - Paraprofessional, Horizon Middle School East Campus, effective August 27, 2019.
- Sydney Shiek - Paraprofessional, Horizon Middle School West Campus, effective August 29, 2019.
- Yurfee Shaikalee - Custodian, Horizon Middle School West Campus, effective September 3, 2019.
- Heather Keeler - Indian Education Liaison, Vista Center for Education, effective September 13, 2019.

Retirements:

Camille Ross - Language Arts Teacher, Horizon Middle School East Campus, effective at the end of the 2019-2020 school year (Updated Information).

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New Employees:

Hamzah Al Agele - Lunchroom Supervisor, Horizon Middle School West Campus, \$15.58 per hour, 3 hours per day, effective at the beginning of the 2019-2020 school year (unfilled position from the 2018-2019 school year).

Michael Becker - Paraprofessional, Horizon Middle School East Campus, P4 (0-2) \$16.84, 6.75 hours per day, effective at the beginning of the 2019-2020 school year (new position per 2019-2020 staffing plan).

Jenica Boelter - Elementary Education Teacher, Dorothy Dodds Elementary School, BA (5) \$45,380.00, effective at the beginning of the 2019-2020 school year (replaces Becky Wolford).

Olivia Carlson - Title 1 Paraprofessional, Horizon Middle School East Campus, P4 (0-2) \$16.84, 6.75 hours per day, effective at the beginning of the 2019-2020 school year (Replaces Ann Anderson).

Carmen Cockfield - Lunchroom Supervisor, Horizon Middle School East Campus, \$15.58 per hour, 3 hours per day, effective at the beginning of the 2019-2020 school year (replaces Rondi Helland).

Hailey Cole - Elementary Education Teacher, S.G. Reinertsen Elementary School, BA (0), \$39,613.00, effective at the beginning of the 2019-2020 school year (replaces Alyssa Mesenbring).

Jonathan Czech - Lunchroom Supervisor, Horizon Middle School West Campus, \$15.58 per hour, 3 hours per day, effective at the beginning of the 2019-2020 school year (replaces Ikran Osman).

Nichole Danielson - Paraprofessional, Robert Asp Elementary School P4 (0-2) \$16.84 per hour, 4 hours per day, effective at the beginning of the 2019-2020 school year (replaces Penny Burns).

Danielle Dohman - Paraprofessional, Horizon Middle School West Campus, P4 (3) \$17.78, 6.75 hours per day, effective at the beginning of the 2019-2020 school year (new position per 2019-2020 staffing plan).

Joel Engen - Bus Driver, Transportation, B22 (0-2), \$17.62 per hour, effective at the beginning of the 2019-2020 school year (replaces Brittany Dybsand).

Barbara Jacobs - Food Server, Horizon Middle School East Campus, \$15.58 per hour, 2.75 hours per day, effective at the beginning of the 2019-2020 school year (replaces Robert Byrd).

Aline Kankindi - Food Server, Horizon Middle School West Campus, \$15.58 per hour, 2.75 hours per day, effective at the beginning of the 2019-2020 school year (replaces Kalla Jabari).

Kari Kramer - Physical Education Teacher, Robert Asp Elementary School, BA (9), \$49,991.00, effective at the beginning of the 2019-2020 school year (replaces Whitney Restemayer).

Siwao Kwibe - Paraprofessional, Horizon Middle School East Campus, P4 (3) \$17.78, 6.75 hours per day, effective at the beginning of the 2019-2020 school year (new position per 2019-2020 staffing plan).

Kelly Larson - LSS Teacher, Dorothy Dodds Elementary School, MA+10 (11) \$63,276.00, effective at the beginning of the 2019-2020 school year (replaces Tayler Kaufman).

Gabriel Lassila - Industrial Technology Teacher, Moorhead High School, BA (0) \$39,613.00, effective at the beginning of the 2019-2020 school year (replaces Steven Mathiowetz).

Latisha Lovelett - Paraprofessional, Horizon Middle School West Campus, P4 (4) \$18.01 per hour, 6.75 hours per day, effective at the beginning of the 2019-2020 school year (replaces Shelley Brooks).

Lynn Mueller - Bus Assistant, Transportation, A12 (5) \$17.13 per hour, effective at the beginning of the 2019-2020 school year (replaces Jessica Tellinghuisen).

Jeremy Nephew - Lunchroom Supervisor, Horizon Middle School East Campus, \$15.58 per hour, 3 hours per day, effective at the beginning of the 2019-2020 school year (unfilled position 2018-2019 school year).

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Dustin Syverson - Elementary Education Teacher, Horizon Middle School West Campus, BA (0) \$39,613.00, effective at the beginning of the 2019-2020 school year (replaces Christy Leier).

Karlea Thorson - Paraprofessional, Robert Asp Elementary School, P4 (0-2) \$16.84 per hour, 6.75 hours per day, effective at the beginning of the 2019-2020 school year (replaces Mary Gotta).

Frederick Weiss - LSS Teacher, Probstfield Center for Education, MA (4) \$50,706.00, effective at the beginning of the 2019-2020 school year (new position per 2019-2020 staffing plan).

Marcela Salazar Robles - Food Server, Ellen Hopkins Elementary School, \$15.58 per hour, 2.75 hours per day, effective September 4, 2019.

Kylie Parisien - Indian Education Paraprofessional, Moorhead High School, P4 (0-2) \$16.84 per hour, 6.5 hours per day, 4 days per week, effective September 23, 2019.

New Teachers Hired But Awaiting Licensure

These teachers will be listed under new hires when the appropriate licensure is approved by PELSB. Teachers in this category will be working under the supervision of a licensed teacher within the classroom:

Natalie Anderson-Foshag - LSS Teacher, Moorhead High School, effective at the beginning of the 2019-2020 school year (replaces Katie Bormann).

Antonio Duran Barquero - Spanish Immersion Teacher, Ellen Hopkins Elementary School, effective at the beginning of the 2019-2020 school year (replaces Rosa Argueta).

Mitchell Dyrdaahl - Math Teacher, Moorhead High School, effective at the beginning of the 2019-2020 school year (replaces Kenneth Mark).

Robert Karie - LSS Teacher, Horizon Middle School West Campus, effective at the beginning of the 2019-2020 school year (replaces Laura Gillan).

Mark Quenette - Physical Education Teacher, Horizon Middle School West Campus, .5 FTE, effective at the beginning of the 2019-2020 school year (new position per 2019-2020 staffing plan).

Lakeland Mental Health Contract: Approve the agreement between Moorhead Independent School District 152 and Lakeland Mental Health Center for school-based mental health services.

Motion carried 7-0.

OPENING DAY ENROLLMENT: Kristin Dehmer, executive director of human resources and operations, reported the opening day enrollment was 7,087, which is 100 students more than opening enrollment from the 2018-19 opening day enrollment and 456 more students than were enrolled at the end of the 2018-19 school year.

The largest class in the district is grade 4 with 623 students followed by kindergarten with 600 students and grade 2 with 577 students. The smallest classes in the district are grades 9 and 11 with 492 students.

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Elementary opening enrollment is 2,871 students, grades 5-8 opening enrollment is 2,224 students, and Moorhead High School opening enrollment is 1,875 students. Enrollment typically fluctuates the first few weeks of the school year before stabilizing in October and November. An updated report and projected figures for the next several years will be presented to the School Board in November.

RESOLUTION ACCEPTING DONATIONS: The School Board, pursuant to Minnesota Statutes 123B.02, Subd 6., gratefully accepts the following donations as identified below:
Cloud 9 Salon: Backpacks with supplies for students in need
Central Minnesota Credit Union: School supplies and monetary donation for students in need

Bjorklund moved, seconded by Gloe, to accept the donations of backpacks, school supplies and a monetary donation for students in need and direct administration to send a thank you. Motion carried 7-0.

2019-2021 FOOD SERVICE AGREEMENT SETTLEMENT: Dehmer reported that a new two-year contract was successfully negotiated with the Dietary and Food Service Employees for the period of July 1, 2019, through June 30, 2021.

2019-2020	\$24,891.19	4.36% increase
2020-2021	\$12,889.78	2.16% increase
TOTAL:	\$36,940.97	6.52% increase

Bjorklund moved, seconded by Gloe, to approve the dietary and Food Service Master Agreement for the 2019-2021 as presented. Motion carried 7-0. Gloe thanked the food service employees for their efforts.

MOORHEAD SPORTS CENTER LEASE AND RINK OPERATIONS AGREEMENTS: Dehmer reported on the Lease Agreement and Rink Operations Agreement relating to the purchase of the Sports Center by Moorhead Area Public Schools from the City of Moorhead.

She said the City of Moorhead will continue to manage the Sports Center on behalf of the school district through the Rink Operations Agreement. Dehmer provided the board the agreements on the short-term facility agreement, long-term facility agreement, and fee structure for rental that will be utilized. She reported the school district will lease office space to the Parks and Recreation Department free of charge for as long as the city requires office space and will operate the Sports Center. Dehmer said the 2.75 FTEs will remain City of Moorhead employees and wages/benefits will be paid by the district through the Rink Operations Agreement.

Gloe moved, seconded by Stone, to approve the Moorhead Sports Center Lease and rink Operations Agreement as presented. Motion carried 7-0.

NORTH STAR ANNUAL REPORT: Tamara Uselman, assistant superintendent of learning and accountability, provided information related to the Moorhead Area Public Schools' North Star results for the 2018-19 school year.

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North Star looks at five areas of performance in three stages:

1. Academic achievement in reading and math (stage 1);
2. Progress toward English language proficiency (stage 1);
3. Elementary/middle academic progress in reading and math (stage 2);
4. Four-year and seven-year graduation rates (stage 2); and
5. Consistent attendance rates (stage 3).

All students expected to test are included in the data, provided students were enrolled for at least half the year, enrolled on or before December 15, enrolled during the accountability window, and had no significant gap in enrollment, meaning student(s) did not have 21 or more calendar days not enrolled between December 15 and the beginning of the accountability window.

Uselman noted that 94% of students agreed or strongly agreed that teachers care about students. She shared the percentage of Moorhead students achieving the standards in mathematics and reading compared to Minnesota students tested. Uselman said each school's building-level School Improvement Plan (SIP) will use the North Star data and will address raising achievement levels. Uselman reported on English learners' average progress toward target, academic progress in reading and mathematics, graduation rates, and consistent attendance. Uselman said 84% of students had consistent attendance compared to 85% statewide.

Moorhead Area Public Schools was identified for support under MDE'S North Star as were Ellen Hopkins Elementary and Robert Asp Elementary for math and reading achievement and Red River Area Learning Center for graduation.

Moorhead Schools will begin its seventh year of using the Literacy Framework at the elementary level and its sixth year of using a secondary English Language Arts curriculum. In mathematics, the elementary schools will be in year five of using the Bridges mathematics curriculum and the secondary math departments will be in year four of using the current mathematics curriculum.

COMMITTEE REPORTS: Brief reports were heard about the Citizen Finance Advisory Committee, Joint Powers Committee, and Clay County Collaborative Committee meetings and referendum presentations.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: None.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 7:03 p.m.

Clerk



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**

Memo

OEDHRO.20.048C

TO: Brandon Lunak, Superintendent
FROM: Kristin Dehmer, Executive Director of Human Resources and Operations
DATE: 9/17/2019
RE: Family Medical Leave

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

Nick Jackson

Behavior Interventionist, High School, family medical leave (non-FMLA) beginning September 3, 2019 through September 13, 2019

Cristina Camarero Ortega

Teacher, Ellen Hopkins Elementary, medical leave (FMLA) beginning September 3, 2019 through approximately September 30, 2019.

Amber Restad

Teacher, Horizon Middle School East Campus, medical leave (FMLA) beginning September 4, 2019 through approximately September 20, 2019.

Jamie Church-Williamson

Teacher, Vista Center for Education, family medical leave (FMLA) beginning September 3, 2019 through September 13, 2019.

Laura Eberhardt

Teacher, Horizon Middle School East Campus, medical leave (FMLA) beginning September 12, 2019 through approximately September 18, 2019.

Lori Palmer

Computer Tech, Ellen Hopkins Elementary, family medical leave (FMLA) intermittent leave beginning September 6, 2019.

Bette Stieglitz

Teacher, Probstfield Center for Education, medical leave (non-FMLA) beginning September 25, 2019 through approximately September 27, 2019.

Monica Dickman

Administrative Assistant, Dorothy Dodds Elementary, medical leave (FMLA) beginning September 30, 2019 through approximately October 4, 2019.

Heather Markuson

Teacher, S.G. Reinertsen Elementary, medical leave (FMLA) beginning November 26, 2019 through approximately January 2, 2020.

Anne Haraldson

Teacher, Ellen Hopkins Elementary, family medical leave (FMLA) beginning approximately January 8, 2020 through April 1, 2020.

Janaya Fugleberg

Teacher, Horizon Middle School West Campus, family medical leave (FMLA) beginning approximately February 7, 2020 through approximately April 3, 2020.

Dianna Christianson

Teacher, Horizon Middle School East Campus, family medical leave (FMLA) beginning approximately March 11, 2020 through April 27, 2020.

Marissa Jensen

Teacher, High School, family medical leave (FMLA) beginning approximately March 16, 2020 through May 4, 2020.

Suggested Resolution: Move to approve the medical leaves for Nick Jackson, Cristina Camarero Ortega, Amber Restad, Jamie Church-Williamson, Laura Eberhardt, Lori Palmer, Bette Stieglitz, Monica Dickman, Heather Markuson, Anne Haraldson, Janaya Fugleberg, Dianna Christianson and Marissa Jensen as presented.

KLD:jal



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**
Memo HR.20.051C

TO: Brandon Lunak, Superintendent

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

DATE: 9/17/2019

RE: Change in Contract

The administration requests the Change in Contract for the following employees:

Sara Bucher

Teacher, West Central Regional Juvenile Center, .414 FTE to 1.0 FTE, effective August 26, 2019
(replaces Katherine Zander).

Suggested Resolution: Move to approve the Change in Contract for Sara Bucher as presented.

KLD:kre



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**
Memo HR.20.047C

TO: Brandon Lunak, Superintendent
FROM: Kristin Dehmer, Executive Director of Human Resources and Operations
DATE: 9/17/2019
RE: Resignations

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

Sally Habib

Paraprofessional, Horizon Middle School West Campus, effective September 6, 2019.

Michelle Ziebarth

Gymnastics Coach, Moorhead High School, effective September 6, 2019.

Tanya Steidl

Assistant Cook, Horizon Middle School East Campus, effective September 10, 2019.

Marice Le

Food Server, Robert Asp Elementary School, effective September 13, 2019.

Galen Bares

Food Server, Horizon Middle School East Campus, effective September 30, 2019.

Suggested Resolution: Move to approve the resignation of Sally Habib, Michelle Ziebarth, Tanya Steidl, Marice Le, and Galen Bares as presented.

KLD:kre



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**
Memo HR.20.049C

TO: Brandon Lunak, Superintendent

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

DATE: 9/17/2019

RE: Additional Staffing

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

Alternative Learning/VISTA

[Special Education Teacher](#) 0.20 FTE

An additional 0.2.0 FTE is requested due to student need. This position will increase the FTE of an existing position.

Ellen Hopkins

[Paraprofessional](#) 1.0 FTE

An additional 1.0 FTE is requested due to student need.

District 1.0 FTE

[Instructional Coach](#)

An additional 1.0 FTE is requested to support an additional Striving Reader Literacy coach position. This position will be for the 2019-2020 year only.

Suggested Resolution: Move to approve additional staffing for the 2019-2020 School Year.

KLD:kre

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Additional Staffing Proposal	Backup Material
<input type="checkbox"/> Additional Staffing Proposal/ Hopkins	Cover Memo
<input type="checkbox"/> Additional Staffing Proposal/ Literacy coach	Cover Memo



Instructions:

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

Name of the Building	Vista Center for Education
Topic of Proposal	Additional .2 added to Tamara Ehlers
Submitted By:	Josh Haag
Date:	9/9/19
Date to be Implemented	As soon as possible.
Person Responsible to Recommend to Superintendent:	
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:** Moving Tamara Ehlers from .8 to 1.0.
2. **Explain in detail the rationale or purpose of the proposal. (Please relate, if possible, the rationale to the previously identified high priority needs):** This will help create time to fill schedules of students in the building. It will also allow Tamara more time to complete work instead of using Time Clock.
3. **State the negative implications if the proposal is not approved.** Loss of opportunities for students to be in a classroom setting. Also may increase hours put in to Time Card.
4. **List alternative actions if this proposal is not approved. It is assumed that any alternative listed is less desirable than the proposal.** Students may have to be scheduled into courses that are already higher in number than preferred. Possibility does exist for extra hours to be put into Time Card as this has been the past practice.
5. **Estimate the cost implications of this proposal on the following chart:**



PROPOSAL BUDGET

PERSONNEL	Number Requested	Estimated Cost	Reimbursement	Net Cost
Teachers:	Increase of .2	\$10,000		
Benefits:	Already received			
Subtotal:				
OTHER COSTS	NA	Estimated Cost	Reimbursement	Net Cost
Supplies:	NA			
Capital Outlay:	NA			
Other Expenses:	NA			
Subtotal:				
NET COST				
Code				

6. Comments on budgetary items:

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

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



Instructions:

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

Name of the Building	Ellen Hopkins Elementary
Topic of Proposal	Paraprofessional
Submitted By:	Julie Kummer
Date:	9/17/2019
Date to be Implemented	Upon approval
Person Responsible to Recommend to Superintendent:	Duane Borgeson
Recommendation by person responsible: Approve	

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:

1 paraprofessional to be added to Ellen Hopkins to reflect the level of support for a new student to the district. LSS Admin had a phone conference with teachers and staff from the students current residential placement who explained the level of impairment and need. The student requires 1-1 paraprofessional to meet safety needs. The student has been in residential treatment for 15 months and continues to display aggressive behaviors towards staff, students, and objects. The student is a resident of another school district and will be residing in a corporate foster home site within Moorhead Area Public School boundaries.

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

The student is moving into the Moorhead School District. The student demonstrates a need for a 1:1 paraprofessional as explicitly stated in the student's IEP--support that we are not in a position to provide with our current student to staff ratio in the Incredible Years program.

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

Student will not have the support needed to access the LRE or be in a position where physical harm



could come to them or others.

4. List alternative actions if this proposal is not approved. It is assumed that any alternative listed is less desirable than the proposal. Students will go w/o the necessary support, take support from other students and programs, program for the students in a more restrictive environment or some combination of the listed actions.

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

PROPOSAL BUDGET

PERSONNEL	Number Requested	Estimated Cost	Reimbursement	Net Cost
Paraprofessional:	1	24,000	12,000	12,000
Benefits:				
Subtotal:				
OTHER COSTS	NA	Estimated Cost	Reimbursement	Net Cost
Supplies:				
Capital Outlay:				
Other Expenses:				
Subtotal:				
NET COST				
Code				

6. Comments on budgetary items:

a. Equipment, remodeling, site improvement, etc:	
b. Review by Business Office before Superintendent's approval:	
c. Space implications (short/long range):	
d. Equity implications:	



e. Technology implications:	
f. Suggested timelines for implementations:	ASAP
g. Who has been involved in this decision? Other comments:	Brandon Yoney, Julie Kummer, Duane Borgeson, Ashley Nelson

Approve: _____ Disapprove: _____ Hold: _____ Date: _____

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



Instructions:

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

Name of the Building	District wide
Topic of Proposal	Striving Readers Grant Funded Literacy Coach
Submitted By	Tamara Uselman
Date:	09.20.19
Date to be Implemented	As soon as practicable
Person Responsible to Recommend to Superintendent:	Tamara Uselman
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 an additional 1.0 Striving Reader Literacy coach position, one year only

2. Explain in detail the rationale or purpose of the proposal. (Please relate, if possible, the rationale to the previously identified high priority needs): K-6 reading achievement, as measured in by MCAs are lower than the state average. The Striving Reader Grant offered MAPS addition one-time only funds that can be used only for coaching. Our goal is to hire an additional literacy coach to support teachers.

State the negative implications if the proposal is not approved. Fewer teachers would receive coaching than if we were to have the additional position. The dollars would return to the grant to be reallocated to the next district on the list.

List alternative actions if this proposal is not approved. It is assumed that any alternative listed is less desirable than the proposal. We would continue to serve teachers as best we can with the existing positions.



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

PROPOSAL BUDGET

PERSONNEL	Number Requested	Estimated Cost	Reimbursement	Net Cost
Teachers:	1	80,000	80,000	0
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):	
d. Equity implications:	
e. Technology implications:	
f. Suggested timelines for implementations:	
g. Who has been involved in this decision? Other comments:	



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



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**
Memo HR.20.046C

TO: Brandon Lunak, Superintendent

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

DATE: 9/17/2019

RE: New Employees

The administration requests the approval of hiring the following New Employees subject to satisfactory completion of federal and state statutes and district requirements.

Mitchell Dyr Dahl

Math Teacher, Moorhead High School, MA (6) \$53,519.00, effective at the beginning of the 2019-2020 school year (replaces Kenneth Mark).

Debra DeMinck

Teacher, West Central Regional Juvenile Center, .25025 FTE, MA+30 (10) \$16,794.78, effective August 28, 2019 (unfilled position at the end of the 2018-2019 school year).

Janice Terfehr

Math Interventionist, Dorothy Dodds Elementary School, BA (6) \$46,524.00, effective September 18, 2019 (new position per 2019-2020 staffing plan).

Cammy Carlson

Paraprofessional, Horizon Middle School East Campus, P4 (0-2) \$16.84 per hour, 6.75 hours per day, effective September 19, 2019 (replaces Bashi Farah).

Shawna Elcey

Paraprofessional, Horizon Middle School East Campus, P4 (0-2) \$16.84 per hour, 6.75 hours per day, effective September 19, 2019 (replaces Ann Sauvageau).

Tabitha Uselman

Lunchroom Supervisor, Horizon Middle School East Campus, \$16.21 per hour, 3 hours per day, effective September 23, 2019 (new position per 2019-2020 staffing plan).

Dane Gbeintor

Paraprofessional, Horizon Middle School West Campus, P4 (0-2) \$16.84 per hour, 6.75 hours per day, effective September 23, 2019 (replaces Sally Habib).

Natalie Wontor

Paraprofessional, Horizon Middle School East Campus P4 (0-2) \$16.84 per hour, 6.75 hours per day, effective September 30, 2019 (replaces Andrea Arntson).

Suggested Resolution: Move to approve the employment of Mitchell Dyr Dahl, Debra DeMinck, Janice Terfehr, Cammy Carlson, Shawna Ellcey, Tabitha Uselman, Dane Gbeintor, and Natalie Wontor as presented.

KLD:kre



MOORHEAD
AREA PUBLIC SCHOOLS

Office of Superintendent
Memo OLSS. 20.01C

TO: Brandon M. Lunak, Superintendent

FROM: Duane Borgeson, Executive Director of Learner Support Services

DATE: 9/18/2019

RE: Memorandum of Understanding Between Lakeland Mental Health, the Collaborative and Moorhead Area Public Schools

Attached please find a Memorandum of Understanding between Lakeland Mental Health, the Collaborative and Moorhead Area Public Schools. The Memorandum outlines the responsibility of each party for the additional mental health services that Lakeland Mental Health will be providing at Moorhead High School and Horizon Middle Schools for the collaborative fiscal year, July 1, 2019 - June 30, 2020.

Suggested Resolution: Approve the Memorandum of Understanding between Lakeland Mental Health, the Collaborative and Moorhead Area Public Schools as presented.

DB:dmb

ATTACHMENTS:

Description	Type
☐ MOU Between Lakeland Mental Health and MAPS	Cover Memo

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CLAY COUNTY COLLABORATIVE, LAKELAND MENTAL HEALTH INC,
MOORHEAD PUBLIC SCHOOL DISTRICT #152**

JULY 1, 2019 – JUNE 30, 2020

WHEREAS, the Clay County Collaborative has identified as a priority the need for mental health services in the school that address the needs of children and families who do not have access to mental health services, and/or are experiencing either a gap in insurance benefits, are uninsured, or underinsured.

WHEREAS, it is in the Clay County Social Services best interest, the community's benefit, and the enhancement of Children's Mental Health Act to provide clinical based and skill development-based programming to children not currently served and/or identified in the current mental health system of care; and

WHEREAS, the Clay County Collaborative received Local Collaborative Time Study (LCTS) funds to utilize in supporting the physical and mental health of children and their families in an effort to reduce the need for out of home placements; and

WHEREAS, the Clay County Collaborative and Clay County Social Service in cooperation with the Moorhead Public School District, and Lakeland Mental Health agree to participate in providing school based mental health services; and Lakeland Mental Health, Inc agrees to become the employer of record for staff providing said services; and

WHEREAS, provider agency will develop a set of services that meet the need of the partnering school district based, and agreed upon in written and verbal communication, including such services as clinical diagnostic services, individual and group therapy, teacher consultation and support, and skill building. Provider agency agree to contact families prior to providing services to explain the process and get permission to treat.

WHEREAS, the funds for the agreed upon School Based Mental Health services provided for Rehabilitative Services in the Moorhead Public School District school district will flow through the Clay County Collaborative in the following amounts: Clay County Collaborative, \$33,000; and Moorhead Public School District, \$5,000; and

WHEREAS, Lakeland Mental Health will, whenever possible, utilize insurance billing as the first payor of services; and will invoice the Collaborative for reimbursement based on expenditures and revenue; and agrees to complete the Collaborative's data documentation at a minimum semi-annual basis;

WHEREAS, all financial partners for said program have the right to terminate without cause after giving a 30-day prior written notice to the other interested parties of intent to terminate without cause. The parties shall deal with each other in good faith during the 30-day period after notice of intent to terminate without case has been given.

Signature

Date

ALBANY COUNTY COMMUNITY COLLEGE
1970-71
COMMUNITY COLLEGE OF ALBANY
1970-71

WHEREAS the Albany County Community College is a public institution of higher learning and is authorized by the State of New York to provide for the education of the people of Albany County;

AND WHEREAS the Albany County Community College is a public institution of higher learning and is authorized by the State of New York to provide for the education of the people of Albany County;

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AND WHEREAS the Albany County Community College is a public institution of higher learning and is authorized by the State of New York to provide for the education of the people of Albany County;



MOORHEAD
AREA PUBLIC SCHOOLS

**Assistant
Superintendent of
Learning and
Accountability**
Memo ASLA.20.05

TO: Brandon Lunak, Superintendent

FROM: Tamara Uselman, Assistant Superintendent of Learning and Accountability

DATE: 9/17/2019

RE: Horizon East School Improvement Plan

At the September 9 meeting, the School Board reviewed District North Star data, which forms the basis of each schools' school improvement plan (SIP). As part of the discussion, the School Board requested to see an example of a school improvement plan. Tonight Dr. Jeremy Larson from Horizon Middle School East Campus will present the 2019-20 SIP for Horizon East.

TJU:tro

ATTACHMENTS:

Description	Type
☐ Horizon East SIP	Cover Memo

Mission Statement: Our purpose takes precedence over test scores...we are in the business of recognizing and maximizing the value (social, emotional, educational) of the students we serve.

$$\textit{Vision} = E^3$$

We will Engage, Excite, Empower student learning through a rigorous curriculum with high literacy and high expectations/accountability for all.

Building Goal: All students will receive college, career, and life preparation (choice ready) through personalized learning.

HZN East Non-Negotiables:

1. Literacy-Infused Instruction: We will read and write (levels of writing) every day -- 60 minutes content based reading strategies and practice/40 minutes writing strategies and practice
2. High Engagement: We will use high [levels of questioning](#) in each lesson/activity “We will live in II and visit III”: Costa’s Levels: 25% - 50% - 25%
3. High Accountability: Culture of Self-Discipline (students, staff, administration)...“compassion teamed with accountability is a powerful force” Jim Collins.

Building Norms for ALL: Be on Time, Be on Task, Focus on Learning (Growth & Equity)

Needs Assessment/Horizon East 2018-2019 Data Report: Part of any school improvement plan, is the need to review data to better inform our initiatives and adjust as needed based on the achievement results of the current students we are serving at Horizon East. Click on this link to see the [2018-2019 MCA](#) data. We utilize AVID best practices as our instructional framework here at Horizon East. As part of our AVID planning, our site team submits a review of our current practices yearly to help guide us on future adjustments. Based on our AVID plan, we are working to become an AVID National Demonstration School. Click on this link to see our [2018-2019 AVID](#) summary. This plan is aligned with all [district initiatives](#).

Building Goal: All students will receive college, career, and life ready preparation through personalized learning. Personalized learning at Horizon East is meeting the students where they are at both academically and socially/emotionally.

AVID Schoolwide Domain:	<u>Instruction</u>	Systems	Leadership	Culture
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Measurable Objectives: What proportion of whom will do what by when as measured by what?

75% of students in grades 7 and 8 will show medium or high growth on the state Reading MCA assessment.

Strategy 1:

At Horizon East, we believe literacy is the foundation for learning. To ensure we support students to create a solid foundation, each house will create a 60/40 school wide literacy plan: all students will read 60 minutes a day and write 40 minutes a day.

Activities	Activity Type	Staff Responsible	Begin and End Dates	Resources	Funding Source / Amount
60/40 Team Literacy plan .	AVID Schoolwide Initiative	Team Leaders will submit plan			
Continued instructional coaching on levels of writing specifically writing across the content area .	Instructional Coaching	Karen Taylor			
Continue to expand our classroom libraries to aide our independent reading program as well and titles that are more culturally relevant over the next two years	Curriculum Adoption				District Curriculum Adoption & building instructional
Literacy support through our Advisory/RtI period (progress monitor)	Student Intervention	Language Arts/LSS/Select Social Studies			

Strategy 2:

Note taking that utilizes high literacy, high student engagement and inquiry are all key aspects of the [Focused Notes Process](#). Our goal is to have the students take notes that serve as a living document that will be used over the entirety of the unit.

Activities	Activity Type	Staff Responsible	Begin and End Dates	Resources	Funding Source
Staff development on the focus notes and moving to more note interaction through the 10-2-2 note taking process and 10-24-7 retention model	Staff Development				
School wide critical reading strategies	AVID Schoolwide Initiative				

Strategy 3:

<p>A guaranteed and viable curriculum begins with understanding the content and quality lesson planning across all houses. To aid our teams in creating their units and daily activities, curriculum mapping will be done through the Understanding by Design (UbD) Process through our PLC framework.</p>					
Activities	Activity Type	Staff Responsible	Begin and End Dates	Resources	Funding Source
Staff development on creating authentic assessments through the UbD process	Staff Development	Tom Schimmer & Administration			
PLCs will get a ½ day sub to meet with their PLCs on months when there is not a PD/PLC day	Staff Collaboration	Grade level PLCs			

Strategy 4:

<p>Feedback Based Grading: Our goal in this grading research is to change the grading philosophy from a summative judgement of how the students did on one particular assignment; to a focus on the learning process. A transition to look at how the student is growing in their knowledge of the content over the course of a unit, quarter, and school year through direct formative feedback from the instructor.</p>					
Activity	Activity Type	Staff Responsible	Begin and End Dates	Resource Assigned	Funding Source
Author Tom Schimmer (<i>Grading from the Inside Out</i>) will provide a session on the philosophy of grading and next steps	Staff Development	All staff			
Implement student reflections through planners , e-folio and/or student learning journals during advisory	Staff Development				

Formative Feedback Staff Development	Staff Development				
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Strategy 5:

To help to close the reading achievement gap for our English Learners, we are expanding our AVID program by adding AVID Excel for our new language learners.					
Activities	Activity Type	Staff Responsible	Begin and End Dates	Resources	Funding Source / Amount
Continue to implement AVID Excel Class in 7th and 8th Grade	Staff Development, Building Initiative	Rachel Sternson, Dr. Larson	ongoing	AVID Summer Institute	

Strategy 6:

Central to student growth, is knowing where students are academically and where they need to go. This will be accomplished by using the NWEA assessments to get baseline data on our students ability. Progress monitoring will be accomplished as well using the NWEA MAP Skills tool.					
Activities	Activity Type	Staff Responsible	Begin and End Dates	Resources	Funding Source / Amount
Offer literacy support through our advisory/RtI period	Student Intervention	Language Arts Instructors			
Data day to review NWEA assessment scores quarterly	Staff PD	Language Arts Instructors & Admin			

AVID Schoolwide Domain: Instruction Systems Leadership Culture

Measurable Objectives: What proportion of whom will do what by when as measured by what?

80% of students in grades 7 & 8 will show medium or high growth on the state Mathematics MCA assessment.

Strategy 1:

Continue to Implement the new mathematics curriculum: Minnesota Partnership for Curriculum Collaboration (MPCC).

Activities	Activity Type	Staff Responsible	Begin and End Dates	Resources	Funding Source / Amount
PLCs will continue to review the online course offerings through MPCC and adapt to their classes and unit plan	Staff Collaboration	Grade level PLCs			
PLCs will align NWEA Skills Tutor to math curriculum to support students in any gaps in their learning	Staff Development	Math Instructors & administration			

Strategy 2:

A guaranteed and viable curriculum begins with understanding the content and quality lesson planning across all houses. To aid our teams in creating their units and daily activities, curriculum mapping will be done through the [Understanding by Design \(UbD\)](#) Process through our PLC framework.

Activities	Activity Type	Staff Responsible	Begin and End Dates	Resources	Funding Source / Amount
Staff development on creating authentic formative assessments through the UbD process	Staff Development	Tom Schimmer and administration			
PLCs will get a ½ day sub to meet with their PLCs on months when there is not a PD/PLC day	Building Initiative	Grade level PLCs			

Strategy 3:

Feedback Based Grading: Our goal in this grading research is to change the grading philosophy from a summative judgement of how the students did on one particular assignment to a focus on the learning process. A transition to look at how the student is growing in their knowledge of the content over the course of a unit, quarter, and school year through direct formative feedback from the instructor.

Activities	Activity Type	Staff Responsible	Begin and End Dates	Resources	Funding Source / Amount
Author Tom Schimmer (<i>Grading from the Inside Out</i>) will provide a session on the philosophy of grading and next steps	Staff Development				
Student Reflection through planner , e-folio and/or student learning journals during advisory	Staff Development				
Formative Feedback Staff Development	Staff Development				

Strategy 4:

Central to student growth, is knowing where students are academically and where they need to go. This will be accomplished by using the NWEA assessments to get baseline data on our students ability. Progress monitoring will be accomplished as well using the NWEA MAP Skills tool.

Activities	Activity Type	Staff Responsible	Begin and End Dates	Resources	Funding Source / Amount
Offer Math support through our advisory/RtI period	Student Intervention	Mathematics Instructors			
Data day to review NWEA assessment scores quarterly	Staff PD	Mathematics Instructors & Admin			

AVID Schoolwide Domain: Instruction Systems Leadership Culture

Measurable Objectives: What proportion of whom will do what by when as measured by what?

100% of the students at Horizon East will feel valued by at least one adult at school, based on the building Culture & Climate student survey.

Strategy 1:

We understand that meeting students where they are at involves more than just academics. As a building, we will work to ensure we meet the social and emotional needs of our students as well.

Activities	Activity Type	Staff Responsible	Begin and End Dates	Resources	Funding Source / Amount
Staff Book Study on Culturally Relevant Teaching	AVID Staff Development	All Staff			
Implement the BARR program, teaching the ITime curriculum 1 day per week during advisory classes	Building Initiative	All Staff			
Continue our check and connect program to increase student engagement	Student Intervention	Selected staff members			
Creation of our REACH (relationships, education, accountability, character, hard work) school w/in a school setting	Student Intervention	REACH Teacher, administration, counselors			

Strategy 2:

To better understand what is taking place at Horizon East and help create strategies to support students, we will hold monthly data review meetings with our student assistance team.

Activities	Activity Type	Staff Responsible	Begin and End Dates	Resources	Funding Source / Amount

Each team will create a classroom management plan for common behavior expectations and a plan to teach expectations to students	Building Initiative	Team Leaders			
Continue to use the refocus room to de-escalate students and work through a restorative process in regards to behavior	Building Initiative	Behavior Interventionist-building admin			
Implement restorative practices	Building Initiative	Behavior Interventionist			

Strategy 3:

At Horizon East our overall building goal is to ensure all students will receive college, career, and life ready preparation through personalized learning. To meet this goal, we will create activities to let students explore the many opportunities that they may pursue in the future.					
Activities	Activity Type	Staff Responsible	Begin and End Dates	Resources	Funding Source / Amount
Grade level MCIS expectations through our advisory/RtI periods	Building initiative	Advisory Teachers			
Continue to expand our College and Career Readiness Culture throughout each house (banners, pennants, teacher college information, house activities...etc.)	Building Initiative	All Staff			
Began the process to become an AVID national demonstration school.	Building Initiative	AVID Coordinators, administration			

Strategy 4:

Activities	Activity Type	Staff Responsible	Begin and End Dates	Resources	Funding Source / Amount



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**

**Memo
OEDHRO.19.050R**

TO: Brandon M. Lunak, Superintendent

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

DATE: 9/17/2019

RE: Certification of 2019 Payable 2020 Proposed Property Tax Levy

The school board is required to certify to the county auditor the school district's preliminary 2019 Payable 2020 Property Tax Levy by October 1, 2019. The district will certify the maximum levy, as certifying the preliminary levy in this manner allows for changes prior to the final levy certification in December. Changes can be made for a variety of reasons, such as adjustments to the district's enrollment figures. Attached are pages 31 and 32 of the Levy Limitation and Certification document from the Minnesota Department of Education (MDE) which show detailed levy amounts broken down by category, as well as the Levy Limitation and Certification document from the Minnesota Department of Education (MDE).

Preliminary figures indicate that the school district portion of the property tax levy increased 1.15% from a year ago to \$19,059,633.88. Last year's levy amount was \$18,842,352.45. The figures presented are preliminary and may change in the coming months.

School districts are no longer required to hold a separate Truth in Taxation hearing, but are required to discuss the payable 2020 levy and the current year budget (fiscal year 2019) at a regularly scheduled board meeting and allow the opportunity for the public to speak. This will occur at the December 09, 2019 board meeting at 6:00 p.m. The final levy certification will be approved at the same meeting.

Suggested Resolution: Move to approve the maximum for 2019 Payable 2020 Proposed Property Tax Levy.

Moved by:
Seconded by:
Comments:

KLD:tra

ATTACHMENTS:

Description	Type
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I. COMPUTATION OF 2019 PAYABLE 2020 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAX EFF ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP	1,377,572.28	67,087.24-	N/A			1,310,485.04
GEN-RMV OTHER-EXEMP	5,491,259.57	69,567.75-	N/A			5,421,691.82
GEN-NTC VOTER-EXEMP			N/A			
GEN-NTC OTHER-GENED	N/A	N/A	N/A	N/A	N/A	N/A
GEN-NTC OTHER-EXEMP	3,949,006.31	122,416.40-	2,617.57			3,829,207.48
TOTAL GENERAL	10,817,838.16	259,071.39-	2,617.57			10,561,384.34
COM SERV-EXEMP	469,786.45	819.97	214.39			470,820.81
DEBT-VOTER-NONEXEMP	7,445,708.00	318,150.34-	3,061.38			7,130,619.04
DEBT-OTHER-NONEXEMP	132,734.71	5,671.69-				127,063.02
TOTAL DEBT SERV	7,578,442.71	323,822.03-	3,061.38			7,257,682.06
OPEB-VOTER-NONEXEMP						
OPEB-OTHER-NONEXEMP	772,041.38	2,997.16-	702.45			769,746.67
TOTAL OPEB/PENSION	772,041.38	2,997.16-	702.45			769,746.67
TOTAL	19,638,108.70	585,070.61-	6,595.79			19,059,633.88

II. COMPARISON OF 2018 PAYABLE 2019 LEVY LIMITATION WITH 2019 PAYABLE 2020 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2018 PAY 2019 LIMITATION	2019 PAY 2020 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	9,689,583.84	10,561,384.34	871,800.50	9.00
COMMUNITY SERVICE	471,439.84	470,820.81	619.03-	.13-
GENERAL DEBT SERVICE	7,126,156.83	7,257,682.06	131,525.23	1.85
OPEB DEBT SERVICE	1,555,171.94	769,746.67	785,425.27-	50.50-
TOTAL	18,842,352.45	19,059,633.88	217,281.43	1.15

III. COMPARISON OF 2018 PAYABLE 2019 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2019 PAYABLE 2020 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2018 PAY 2019 CERTIFIED LEVY + ADJUSTMENTS	2019 PAY 2020 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	9,689,583.84			
COMMUNITY SERVICE	471,439.84			
GENERAL DEBT SERVICE	7,126,156.83			
OPEB DEBT SERVICE	1,555,171.94			
TOTAL AFTER ADJUSTMENTS	18,842,352.45			

LINE #	LIMITATION COMPONENTS	2018 PAY 2019 LIMITATION	2018 PAY 2019 CERTIFIED LEVY	2019 PAY 2020 LIMITATION	2019 PAY 2020 PROPOSED LEVY	2019 PAY 2020 CERTIFIED LEVY	NOTES
SUBTOTALS BY LEVY CATEGORY							
(5001)	GENERAL-RMV VOTER-JOBZ EXEMPT	1,347,973.76	1,347,973.76	1,310,485.04			
(5002)	GENERAL-RMV OTHER-JOBZ EXEMPT	4,855,811.99	4,855,811.99	5,421,691.82			
(5003)	GENERAL-NTC VOTER-JOBZ EXEMPT						
(5004)	GENERAL-NTC OTHER-GENED-EXEMPT	N/A	N/A	N/A	N/A	N/A	*1
(5005)	GENERAL-NTC OTHER-JOBZ EXEMPT	3,485,798.09	3,485,798.09	3,829,207.48			
(5011)	COMMUNITY SERV-NTC OTHER-EXEMPT	471,439.84	471,439.84	470,820.81			
(5016)	GENL DEBT-NTC VOTER-NONEXEMPT	7,126,156.83	7,126,156.83	7,130,619.04			*2
(5017)	GENL DEBT-NTC OTHER-NONEXEMPT			127,063.02			*2
(5023)	OPEB DEBT-NTC VOTER-NONEXEMPT						
(5024)	OPEB DEBT-NTC OTHER-NONEXEMPT	1,555,171.94	1,555,171.94	769,746.67			
SUBTOTALS BY FUND							
(5006)	GENERAL FUND	9,689,583.84	9,689,583.84	10,561,384.34			
(5011)	COMMUNITY SERVICES FUND	471,439.84	471,439.84	470,820.81			
(5018)	GENERAL DEBT SERVICE FUND	7,126,156.83	7,126,156.83	7,257,682.06			
(5025)	OPEB/PENSION DEBT SERVICE FUND	1,555,171.94	1,555,171.94	769,746.67			
SUBTOTALS BY TAX BASE							
	REFERENDUM MARKET VALUE	6,203,785.75	6,203,785.75	6,732,176.86			
	NET TAX CAPACITY	12,638,566.70	12,638,566.70	12,327,457.02			
SUBTOTALS BY TRUTH IN TAXATION CATEGORY							
	VOTER APPROVED	8,474,130.59	8,474,130.59	8,441,104.08			
	OTHER	10,368,221.86	10,368,221.86	10,618,529.80			
TOTAL LEVY							
	TOTAL LEVY	18,842,352.45	18,842,352.45	19,059,633.88			

ALLOWABLE INCREASE

ALLOWABLE INCREASE AMOUNT

MAXIMUM ALLOWABLE CERTIFIED LEVY

FOOTNOTES:

*1 STUDENT ACHIEVEMENT (GENED) LEVY PHASED OUT AFTER PAY 2017

*2 SCHOOL BUILDING BOND AGRICULTURAL CREDIT WILL BE CALCULATED USING THE GENERAL DEBT SERVICE LEVY CATEGORIES

NOTE TO SCHOOL DISTRICTS: MUST CERTIFY PROPOSED AND FINAL LEVIES VIA THE WEB-BASED LEVY CERTIFICATION SYSTEM AVAILABLE ON THE MDE WEBSITE, [HTTP://EDUCATION.STATE.MN.US](http://education.state.mn.us).



MOORHEAD
AREA PUBLIC SCHOOLS

Office of Superintendent
Memo S.20.28R

TO: School Board

FROM: Brandon M. Lunak, Superintendent

DATE: 9/15/2019

RE: Discussion of Commissioner's Review and Comment on Proposed School Construction Project

Minn. Stat. 123B.71 requires a review and comment statement on the educational and economic advisability of proposed school construction projects. Moorhead Area Public Schools' review and comment statement was presented and approved at the board meeting held on July 15, 2019. The statement was submitted to the Minnesota Department of Education on July 16, 2019.

Attached is the positive review and comment from the Commissioner of the Minnesota Department of Education. With this positive review and comment, board approval is required for Moorhead Area Public Schools, ISD# 152, to proceed with proposed projects.

Suggested Resolution: Move to approve the positive Review and Comment from the Commissioner of the Minnesota Department of Education as presented.

Moved by:
Seconded by:
Comments:

BL:dmb

ATTACHMENTS:

Description	Type
□ Review & Comment	Cover Memo

Description of Proposed School Construction Project

Moorhead Public School District, ISD #0152-01, is proposing a single-question referendum on November 5, 2019, that would authorize \$110 million in bonding authority to finance extensive improvements to the high school and renovations to the recently acquired, former Sam's Club building which would be converted to a career academy. The largest project component is the demolition of a large portion of the existing high school and new construction to replace it. Other proposed projects focus on the renovation and equipping of the new career academy.

In addition to the bond-funded projects, the district is proposing to fund additional projects with other (non-voter approved) revenue sources, including: the remaining abatement bond proceeds, existing general fund dollars and local contributions. These projects include three artificial turf ball fields, site improvements, along with bond issuance and capitalized interest costs. The estimated cost of these project components is \$9,045,768.

Proposed projects would be scheduled for completion in the 2020-24 calendar years. Cost estimates by location/project component and voter/non-voter-approved revenue sources are as follows:

Projects To Be Funded with Voter-Approved Bond Proceeds				
High School	Square Footage	Cost	Career Academy	Cost
New Construction	407,800	\$81,560,000	CTE Center Renovation	\$9,600,000
Demolition	299,358	\$1,200,000	Fees, Permits & Testing	\$792,000
Existing Field House Renovation	30,000	\$750,000	Technology	\$144,000
Swimming Pool		\$1,000,000	FF&E	\$288,000
Site Improvements		\$1,008,550	Contingency	\$288,000
Fees, Permits & Testing		\$6,742,000		\$11,112,000
Technology		\$1,395,150		
FF&E		\$2,442,000	Total Cost	\$110,000,000
Contingency		\$2,790,300		
		\$98,888,000		
Projects To Be Funded With Other Revenue Sources				
Districtwide				
3 Artificial Turf Fields	\$5,000,000			
Bond Issuance	\$878,011			
Net Capitalized Interest	\$594,873			
Site Improvements	\$2,572,884			
	\$9,045,768			

The district has supplied cost estimates to operate and staff the new career academy, and believes existing revenues will be sufficient to fund the operational cost increases associated with it. The district also believes the facility improvements at the high school will result in lower operational costs. In addition, the school board believes the proposed projects are in the best long-term interest of the district.

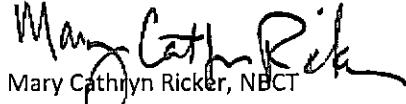
If the bond referendum is successful and bonds are sold, the debt service on the bonds will be eligible for debt service equalization under Minnesota Statutes, section 123B.53, subdivision 3, if the bond schedule is approved. The amount of debt service equalization aid, if any, the district receives is determined annually and is dependent upon property wealth, student population, and other statutory requirements.

Review and Comment Statement

Based on the department's analysis of the school district's required documentation and other pertinent information from sources of the Minnesota Department of Education, the Commissioner of Education provides a positive review and comment.

Additional Information is Available

Persons desiring additional information regarding this proposal should contact the school district superintendent's office.


Mary Cathryn Ricker, NBCT
Commissioner

September 19, 2019



MOORHEAD
AREA PUBLIC SCHOOLS

Office of Superintendent
Memo S.20.28R

TO: School Board
FROM: Brandon M. Lunak, Superintendent
DATE: 9/13/2019
RE: Resolution Appointing Election Judges

Attached please find the Resolution Appointing Election Judges for the November 5, 2019 School District Special Election.

Suggested Resolution: Move to approve the Resolution Appointing Election Judges for the November 5, 2019 School district special Election as presented.

Moved by:
Seconded by:
Comments:

BL:dmb

ATTACHMENTS:

Description	Type
☐ Resolution Appointing Election Judges	Cover Memo

CERTIFICATION OF MINUTES RELATING

TO

SCHOOL BUILDING BONDS

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 152
(MOORHEAD AREA PUBLIC SCHOOLS)
MOORHEAD, MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular school board meeting, held September 23, 2019, at 6 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents attached: Extract of Minutes of said meeting.

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 5, 2019
SCHOOL DISTRICT SPECIAL ELECTION**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this 23rd day of September, 2019.

School District Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 152
(MOORHEAD AREA PUBLIC SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular school board meeting of the School Board of Independent School District No. 152 (Moorhead Area Public Schools), State of Minnesota, was duly held in said school district on September 23, 2019, at 6 o'clock p.m., for the purpose, in part, of adopting a resolution appointing election judges.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 5, 2019
SCHOOL DISTRICT SPECIAL ELECTION**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's special election on November 5, 2019 to act as such at the combined polling places listed on said exhibit.
2. The individuals designated as judges for the City of Moorhead municipal elections shall also act as election judges for this election at the various city polling places and shall conduct said election in the manner described by law. Their names are incorporated herein by reference.
3. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections.

The motion for the adoption of the foregoing resolution was duly seconded by

_____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

COMBINED POLLING PLACES:

ELECTION JUDGES

Moorhead City Hall

Election Judge

Martha Castanon (Co-Head)
Richard Wickie (Co-Head)
Maralee Pinkney
Alice Volochenko
John Roberts
Patricia Walker
Rosemary Johnk
Shirley Larson
Diane Kline
Allen Ziegler
Jo Calvins

Grace United Methodist

Election Judge

Shirley Ament (Co-Head)
Jeanne Aske (Head)
Kathleen Radack
Christen Smith
Judy Balluff
Nancy Herman
Loree Lundblad
David Ebinger
Nola Johnson

Bethesda Lutheran Church

Election Judge

Renate Marquette (Co-Head)
Russ Hanson (Co-Head)
Sandy Dangerfield
Robert Roach
Rebecca Fahy
Sharon Witt
Kathy McCarthy
Eileen Rick
Nicole Mattson
Jim Synder

Lutheran Church of the Good Shepherd

Election Judge

Linda Berg (Co-Head)
Richard Jones (Co-Head)
Elizabeth Dreesen
Dianne Dahl
Kathy Patterson
Carole Seal

Kathryn Gessell
Jeff Dangerfield
Keith Strand

Dilworth Community Center

Head Election Judge Becky Tigue (Head)
Chad Dubuque
Ardela Bellefeuille

CITY OF MOORHEAD:

For those voters residing in the City of Moorhead, the School District special election will be held in conjunction with the city municipal elections and those voters will vote at their regular city polling places.



MOORHEAD
AREA PUBLIC SCHOOLS

Office of Superintendent
Memo S.20.29R

TO: School Board

FROM: Brandon M. Lunak, Superintendent

DATE: 9/13/2019

RE: Resolution Establishing Ballot Board for School District Special Election on November 5, 2019

Attached please find the Resolution Establishing a Ballot Board for the School District Special Election November 5, 2019.

Suggested Resolution: Move to approve the Resolution Establishing A Ballot Board for the School District Special Election November 5, 2019.

Moved by:
Seconded by
Comments:

BL:dmb

ATTACHMENTS:

Description	Type
Resolution Establishing Ballot Board for November 5, 2019 Special Election	Cover Memo

**RESOLUTION ESTABLISHING BALLOT BOARD FOR
NOVEMBER 5, 2019 SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 152
(MOORHEAD AREA PUBLIC SCHOOLS)
STATE OF MINNESOTA**

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

1. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws.

2. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors or deputy city clerks who have received training in the processing and counting of absentee ballots.

3. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status.

4. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

Dated: August 12, 2019

BY ORDER OF THE SCHOOL BOARD

By: /s/ _____
School District Clerk
Independent School District No. 152
(Moorhead Area Public Schools)
State of Minnesota



MOORHEAD
AREA PUBLIC SCHOOLS

Office of Superintendent
Memo S.20.30R

TO: School Board

FROM: Brandon M. Lunak, Superintendent

DATE: 9/16/2019

RE: First Reading of Policies

Attached please find the policies, Open Meetings and Closed Meetings 211, Public Hearings 212, School Board Meeting Agenda 213, School Board Meeting Minutes 214, MAPS Committees (School Board Committees) 230, Superintendent 310, Superintendent Advisory Council 312, Family and Medical Leave Policy 422, School Activities 540, Student Activity Eligibility 541, Student Activity Fees 542, Student Activities Travel 543, Activities Fundraising 544, High School Academic, Activity, Athletic Letters 545, Complementary Athletic Season Passes/ Single Event Passes 832, for your review.

BL:dmb

ATTACHMENTS:

Description	Type
211 OPEN MEETINGS AND CLOSED MEETINGS	Cover Memo
212 PUBLIC HEARINGS	Cover Memo
213 SCHOOL BOARD MEETING AGENDA	Cover Memo
214 SCHOOL BOARD MEETING MINUTES	Cover Memo
230 MAPS COMMITTEES	Cover Memo
310 SUPERINTENDENT	Cover Memo
312 SUPERINTENDENT ADVISORY COUNCIL	Cover Memo
422 FAMILY AND MEDICAL LEAVE	Cover Memo
540 SCHOOL ACTIVITIES	Cover Memo
541 STUDENT ACTIVITY ELIGIBILITY	Cover Memo
542 STUDENT ACTIVITY FEES	Cover Memo
543 STUDENT ACTIVITIES TRAVEL	Cover Memo
544 ACTIVITIES FUNDRAISING	Cover Memo
545 HIGH SCHOOL ACADEMIC, ACTIVITY, ATHLETIC LETTERS	Cover Memo
832 COMPLEMENTARY ATHLETIC SEASON PASSES/SINGLE EVENT PASSES	Cover Memo

Open and Closed School Board Meetings

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	211
Adopted Date:	8/27/2001
Revised Date(s):	10/10/2005, 10/12/2009, 11/12/2013, 05/08/2017, 09/17/2019, 09/19/2019
Reviewed Date(s):	10/10/2005, 10/12/2009, 11/12/2013, 05/08/2017
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide guidelines to assure the rights of the public to be present at Moorhead School Board meetings while also protecting the individual's right to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT

A. The School Board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The School Board shall conduct its business in an open manner. At the same time, the School Board recognizes and respects the privacy rights of individuals as provided by law. There are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the School Board.

B. Except as otherwise expressly provided by statute, all meetings of the School Board, including executive sessions and work sessions, shall be open to the public.

C. Meetings will be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum of the School Board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the School Board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. OPEN MEETINGS AND NOTIFICATION

A. Meetings:

1. Regular Meetings

At the first regular meeting in July, the School Board will adopt a schedule of regular meetings of the School Board for the following fiscal year. The schedule will be kept on file in the Superintendent's office. If the School Board decides to hold a regular meeting at a place and time different from the one stated in the schedule, a notice for a special meeting will be given. School Board agendas are posted on

the district website at www.moorheadschoools.org prior to meetings. Members of the press or interested persons may file a request at the Superintendent's office for notification and copies of the agenda of regular and special meetings. Requests for such notices will expire June 30 and require refiling each year.

2. Special Meetings

A written notice of the time, date, place and purpose of meeting will be posted at least three (3) days prior to the date of the meeting at the school district administration office. The notice will also be mailed to those who have requested notification of the district's meetings, including the official newspaper of the district, three days prior to the date of the meeting. The School Board's actions at the special meeting are limited to those topics included in the notice.

3. Emergency Meetings

An emergency meeting is a special meeting called because of circumstances that, in the judgment of the School Board, require immediate consideration. Notice of the emergency meeting shall be given by telephone, e-mail or any other method used to notify the members of the School Board. Posted or published notice of an emergency meeting shall not be required, however the Board Secretary will make good faith efforts to provide notice of the emergency meeting to each news medium that has requested notification and given a telephone and/or fax number. The information will include the subject of the meeting. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

4. Recessed or Continued Meetings

If a meeting is recessed or is a continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mail notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the School Board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. 13D.021.

B. Votes

The votes of School Board members shall be recorded in the School Board minutes and available to the public during normal business hours at the Superintendent's office.

C. Written Materials

1. In any open meeting, a copy of the agenda and any printed materials, relating to the agenda items prepared or distributed by the School Board or its employees and distributed to or available to all School

Board members shall be available at the meeting for inspection by the public while the School Board considers the subject matter.

2. This does not apply to materials not classified by law as public, or materials relating to agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed is not public data.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the School Board's authority and is reasonably necessary to conduct the business or agenda item before the School Board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting regardless of form, shall be public.

V. CLOSED MEETING PROCEDURES

A. Labor Negotiations Strategy

1. The School Board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider labor negotiations strategies or developments, or discuss and review labor negotiation proposals.

2. The time and place of the closed meeting will be announced at the public meeting. The proceedings shall be electronically recorded, and the recording preserved for two years after the contract discussed at the meeting is signed. The recording shall be available to the public only after all labor contracts are signed by the School Board for the current budget period. A written roll of School Board members and other's present at the closed meeting shall be available to the public after the closed meeting.

B. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the School Board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

C. Preliminary Consideration of Charges

The School Board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the School Board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

D. Performance Evaluations

The School Board may close a meeting to evaluate the performance of an individual who is subject to its authority. The School Board shall identify the individual to be evaluated prior to closing a meeting and at its next open meeting shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically

recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

E. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the School Board needs advice about the level of general legal advice, i.e. regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant policy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

F. Dismissal Hearing

1. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.

2. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the student, parent/guardian requests an open hearing.

3. To the extent a teacher or student dismissal hearing is held before the School Board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

G. Coaches; Opportunity to Respond

1. If the School Board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.

2. If the coach requests the reasons for the nonrenewal, the School Board must give the coach the reasons in writing within 10 days of receiving the request.

3. On the request of the coach, the School Board must provide the coach with a reasonable opportunity to respond to the reasons at a School Board meeting.

4. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.

5. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

H. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

1. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

2. active investigative data collected or created by a law enforcement agency;

3. educational data, health data, medical data, welfare data, or mental health data that are not public data;
or

4. an individual's personal medical records.

5. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

I. Purchase and Sale of Property

1. The School Board may close a meeting:

a. to determine the asking price for real or personal property to be sold by the school district.

b. to review confidential or nonpublic appraisal data; and

c. to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

2. Before closing the meeting, the School Board must identify on the record the particular real or personal property that is the subject of the closed meeting.

3. The closed meeting must be electronically recorded at the expense of the school district. The recording must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the School Board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the recording. A list of School Board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

4. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the School Board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

J. Security Matters

1. The School Board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

2. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.

3. Before closing a meeting, the School Board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.

4. The closed meeting must be electronically recorded at the expense of the school district and the recording must be preserved for at least four years.

K. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at

least three years after the date of the meeting. The recording is not available to the public.

L. Procedures for Closing a Meeting

The School Board shall provide notice of a closed meeting just as for an open meeting. A School Board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the School Board shall state for the record the specific authority permitting the meeting to be closed and describe the subject to be discussed.

Legal References:

Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. 121A.40-121A.575 (Pupil Fair Dismissal Act)
Minn. Stat. 122A.40 Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. 121A.47 Subd. 5 (Student Dismissal Hearing)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. 179A.14, Subd. 3 (Labor Negotiations)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Depart. of Admin. Advisory Op. No. 04-004 (February 3, 2004)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 71 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
[Dept. of Admin. Advisory Op. No. 18-019 \(December 28, 2018\)](#)
[Dept. of Admin. Advisory Op. No. 17-005 \(June 22, 2017\)](#)
[Dept. of Admin. Advisory Op. No. 13-009 \(March 19, 2013\)](#)
Dept. of Admin. Advisory Op. No. 12-004 (March 9, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)

Cross References:

Moorhead School Board Policy 210: School Board Meeting Rules of Order
Moorhead School Board Policy 212: School Board Public Hearings
Moorhead School Board Policy 214: School Board Meeting Minutes
Moorhead School Board Policy 414: Employee Public and Private Personnel Data
Moorhead School Board Policy 504: Protection and Privacy of Student Records
MSBA/MASA Model Policy 205: Open Meetings and Closed Meetings
[MSBA/MASA Model Policy 204 \(School Board Meeting Minutes\)](#)
[MSBA/MASA Model Policy 206 \(Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations\)](#)
[MSBA/MASA Model Policy 207 \(Public Hearings\) MSBA/MASA Model Policy 406 \(Public and Private Personnel Data\)](#)
[MSBA/MASA Model Policy 515 \(Protection and Privacy of Pupil Records\)](#)
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)

School Board Public Hearings

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	212
Adopted Date:	8/27/2001
Revised Date(s):	01/14/2008, 12/13/2010, 12/15/2014
Reviewed Date(s):	10/10/2005, 01/14/2008, 12/13/2010, 12/15/2014, 05/08/2017
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to establish procedures to efficiently receive public input and to ensure that the School Board of Moorhead Area Public Schools recognizes the importance of obtaining public input on matters properly before the School Board.

II. GENERAL STATEMENT

In order for the School Board to efficiently receive public input on matters properly before the School Board, the procedures set forth in this policy are established by the School Board.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. 123B.51), education district establishment (Minn. Stat. 123A.15) and agreements for secondary education (Minn. Stat. 123A.30). Additionally, other public hearings may be held by the School Board on school district matters at the discretion of the School Board.

B. Notice of a Public Hearing

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the School Board.

C. Public Participation

The School Board retains the right to require that those in attendance at a public hearing indicate their desire to address the School Board to complete [Administrative Procedure 212.1: Sign-up Form for Visitors/Public Input](#) that includes the name, address of the person or group, and a brief statement on the subject to be covered or the issue to be addressed. This is to be given to the School Board Clerk or School Board Secretary before addressing the School Board.

1. Format of Request: If required by the the School Board, a written request of an individual or a group to address the School Board shall contain the name and address of the person or group seeking to address the School Board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

2. Time Limitation: The School Board retains the discretion to limit the time for each presentation as needs dictate;

3. Groups: The School Board retains the discretion to require that any group of persons who desire to address the School Board designate one representative or spokesperson. In the event that the School Board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the School Board, except as otherwise determined by the School Board.

4. Privilege to Speak: Only those speakers recognized by the Chair will be allowed to speak. A School Board member will direct any remarks or questions through the Chair. The Chair may request school district administration to respond to a question or issue. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the School Board, or the proceedings, may be directed to leave.

5. Personal Attacks: Personal attacks by anyone addressing the School Board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the School Board. This assures open and orderly public discussion as well as protects the due process and privacy rights of individuals under state and federal laws.

6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the School Board reserves the right to impose other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

Legal References:

Minn. Stat. 123A.15 (Education District Establishment)

Minn. Stat. 123A.30 (Agreements for Secondary Education)

Minn. Stat. 123B.51 (School Closings)

Cross References:

Moorhead School Board Policy 210: School Board Meeting Rules of Order

Moorhead School Board Policy 211: Open and Closed School Board Meetings

Moorhead School Board Policy 504: Protection and Privacy of Student Records

MSBA/MASE Model Policy 207 (Public Hearings)

[MSBA/MASA Model Policy 206 \(Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations\)](#)

School Board Meeting Agendas

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	213
Adopted Date:	8/27/2001
Revised Date(s):	10/10/2005, 10/12/2009, 08/09/2010, 11/09/2015, 09/12/2016
Reviewed Date(s):	10/10/2005, 10/12/2009, 08/09/2010, 11/09/2015, 09/12/2016
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the School Board of the Moorhead Area Public Schools meeting agenda and to ensure that the School Board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT

The policy of the Moorhead School Board is that the School Board meetings shall be conducted in a manner to allow the School Board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon. In order for a more efficient administration of School Board meetings, the School Board may use a consent agenda for the passage of non-controversial items or items of a similar nature.

III. PROCEDURES

- A. While all School Board members may provide input, it shall be the responsibility of the School Board Chair and/or Vice-Chair and Superintendent to develop, prepare and arrange the order of items for the tentative School Board meeting agenda for each School Board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the School Board Chair or Superintendent in a timely manner. The request should state the person's name, address, purpose of the item, action desired, and pertinent background information. The Chair and Superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to School Board members three (3) days prior to a regular scheduled School Board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the School Board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the School Board or its employees and a) distributed at the meeting to all members of the governing body; b) distributed before the meeting to all members; or c) available in the meeting room for inspection by the public while the School Board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

IV. CONSENT AGENDAS

A. The Superintendent, in consultation with the School Board Chair and/or Vice-Chair, may place items on the consent agenda. By using a consent agenda the School Board has consented to the consideration of certain items as a group under one motion. When a consent agenda is used, an appropriate amount of discussion time will be allowed to review any item upon request.

B. Consent items are those which usually do not require discussion or explanation prior to School Board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, approval of the previous minutes, approval of bills, approval of grants, resignations, etc.

C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

D. Consent agenda items are approved en masse by one vote of the School Board. The consent agenda items are recorded separately in the minutes.

Legal References:

Minn. Stat. 123B.09, Subd. 7 (School Board Powers)

Minn. Stat. 13D.01, Subd. 6 (Open Meeting Law)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)

Cross References:

Moorhead School Board Policy 201: School Board Legal Status

Moorhead School Board Policy 210: School Board Meeting Rules of Order

Moorhead School Board Policy 212: School Board Public Hearings

Moorhead School Board Policy 213: School Board Meeting Agendas

Moorhead School Board Policy 214: School Board Meeting Minutes

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules) MSBA/MASA

Model Policy 203.2 (Order of the Regular School Board Meeting)

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

MSBA/MASA Model Policy 207 (Public Hearings)

School Board Meeting Minutes

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	214
Adopted Date:	8/27/2001
Revised Date(s):	10/10/2005, 12/14/2009, 11/12/2013, 05/08/2017
Reviewed Date(s):	10/10/2005, 12/14/2009, 11/12/2013, 05/08/2017
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the School Board of the Moorhead Area Public Schools and publication of its official proceedings.

II. GENERAL STATEMENT

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The Clerk shall keep and maintain permanent records of the School Board, including records of the minutes of School Board meetings and other required records of the School Board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded and maintained on file in the Superintendent's office and available for inspection by members of the public during regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a School Board meeting shall be approved or modified by the School Board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter should be separately recorded.

2. Recordings of closed meetings shall be preserved by the school district for the following time periods:

a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after all contracts in the cycle are signed.

b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.

c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.

d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.

e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.

3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or as governed by applicable law, with the following exceptions:

a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.

b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.

c. Recordings of any other closed meetings shall be classified and/or released as required by court order.

4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3 above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.

5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:

a. The date of the closed meeting;

b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of property, educational data, etc.); and

c. The classification of the data.

6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3 above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

A. The School Board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceeding occurred.

B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. It shall include the date, time, place, type of meeting, and names of School Board members in attendance. It will include the substance of all official actions taken by the School Board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the School Board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the School Board, the proceedings to be published will reflect that fact.

C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the School Board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not

generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References:

Minn. Stat. 123B.09 Subd.10 (Publishing Proceedings)

Minn. Stat. 123B.14, Subd. 7 (Record of Meetings)

Minn. Stat. 331A.01 (Definition)

Minn. Stat. 331A.05, Subd. 8 (Notice Regarding Published Summaries)

Minn. Stat. 331A.08, Subd. 3 (Publication of Proceedings)

Minn. Stat. 13D.01, Subds. 4-6 (Open Meeting Law)

Op. Atty. Gen 161-a-20, December 17, 1970

Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W. 2d 428 (1956)

Cross References:

Moorhead School Board Policy 210: School Board Meeting Rules of Order

Moorhead School Board Policy 414: Employee Public and Private Personnel Data

Moorhead School Board Policy 504: Protection and Privacy of Student Records

MSBA/MASA Model Policy 204: School Board Meeting Minutes

Moorhead Area Public Schools Committees

Type:	School Board Policy
Section:	200 SCHOOL BOARD
Code:	230
Adopted Date:	8/27/2001
Revised Date(s):	10/10/2005, 10/12/2009, 11/12/2013, 05/08/2017, 09/11/2019, 09/19/2019
Reviewed Date(s):	10/10/2005, 10/12/2009, 11/12/2013, 05/08/2017, 09/11/2019
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide for the structure and operation of committees of the School Board of Moorhead Area Public Schools and Moorhead Area Public Schools.

II. GENERAL STATEMENT

- A. It is the policy of the School Board to designate district committees, School Board committees, ad hoc committees, task forces, etc. when it is determined that a committee meeting process facilitates the mission of the school district, completion of a required task and/or is mandated by law.
- B. A School Board committee will be formed by School Board resolution which shall outline the duties and purpose of the committee.
- C. All committees of the Moorhead Area Public Schools are advisory in nature to the School Board and have only such authority as specified by the School Board. (When appropriate, they need to clarify with the public that their powers are only advisory to the School Board.)
- D. The School Board retains the right to limit, create, or abolish any district committee, subcommittee, ad hoc committee, School Board committee, or task force as it deems appropriate.
- E. The School Board will receive reports or recommendations from a committee for consideration. The School Board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. All district committees, subcommittees, ad hoc committees, School Board committees, task forces, etc. must be in compliance with the Minnesota Open Meeting Laws, designate a secretary to record the minutes, must act only within the guidelines and mission for which it is established, and take action based on majority vote or consensus.

III. DISTRICT COMMITTEES

A. District-Wide Standing Committees - The School Board has determined certain district-wide standing committees facilitate the operation of the School Board and the school district. These committees have a specific purpose established by law or by the School Board; most involve parents, students, and/or members of the community to comprise a cross section of various stake holders within the district, include school staff and an administrator/supervisor; have defined terms; set meeting dates to be included in the school calendar; and give a presentation to the School Board or file a year-end report with the Superintendent.

Standing Committee agendas and minutes are disseminated to all School Board members. Two School Board members are appointed to each of the district's Standing Committees at the first regular School Board meeting in July. The following Standing Committees may include, but are not limited to:

1. Activities Advisory Council
2. Community Education Advisory Council
3. District Health Insurance Committee
4. Instruction and Curriculum Advisory Committee (ICAC)
5. Policy Review Committee

B. Administrative Committees - These committees are recognized by the School Board and serve in an advisory capacity to the School Board and administration. They serve a specific area, program, or segment of the district; involve members of the staff and others as needed; may or may not include an appointed School Board member designee or liaison; review the purpose/task for the establishment of the committee; record and communicate minutes to appropriate people; may meet for a specific purpose until a task is completed; and/or complete a written report of activities for the Superintendent when task is completed.

The School Board appoints, as needed, members of the School Board to the following Administrative Committees at the first School Board meeting in July. The following Administrative Committees may include, but are not limited to:

1. Citizen Finance Advisory Committee
2. Continuing Education Committee
3. District Technology Committee
4. Early Childhood Family Education Advisory Committee
5. Health/Safety/Wellness Committee
6. Indian Education Parent Committee
7. Legislative Committee
8. Minnesota State High School League
9. Sabbatical Leave Committee
10. Staff Development Committee
11. Superintendent Advisory Committee (SAC)
11. 12. Title I District Parent Advisory Committee
12. 13. Safe and Healthy Learners Committee
13. 14. Special Education Parent Advisory Committee
14. 15. Teacher Evaluation Committee

C. Community Committees - These are committees that are not under the full jurisdiction of the school district and/or are shared with other entities and organizations. Term lengths are established by the community committees.

Representatives are appointed by the School Board. Their responsibilities are to serve as a representative of the school district either in a voting or non-voting capacity; and to communicate committee information to the School Board and appropriate persons. The following Community Committee groups may include, but are not limited to:

1. Clay County Joint Powers Committee
2. Clay County Collaborative Governance Board
3. Moorhead Schools Legacy Foundation

D. Parent Teacher Advisory Committees - School buildings housing student instructional programs shall have a Parent-Teacher Advisory Committee (PTAC). This building committee is a volunteer group

comprised of the principal, teachers, counselors, and parents of students attending that school who are committed to supporting and promoting educational programs, staff and students.

School Board members will be appointed to attend the PTAC meetings as adopt-a-school liaisons at the first regular School Board meeting in July. (Refer to [Administrative Procedure 230.1: Adopt-A-School Guidelines](#).)

PTACs are requested to have a representatives to serve on the district's Instruction and Curriculum Advisory Committee (ICAC) and the Superintendent's Advisory Committee (SAC).

IV. SCHOOL BOARD COMMITTEES

The School Board may appoint at the first regular meeting in July or as needed the following School Board committees, subcommittees, ad-hoc committees, task forces, etc. The following School Board committees may include, but are not limited to:

1. Negotiations and Grievance Committee
2. MSBA Legislative Liaison
3. Executive Finance Committee

Legal Reference:

Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References:

Moorhead School Board Policy 101: Name and Legal Status of Moorhead Area Public Schools

Moorhead School Board Policy 231: Instruction and Curriculum Advisory Committee

Moorhead School Board Policy 233: Policy Review Committee

Moorhead School Board Policy 234: Safe and Healthy Learners Committee

Moorhead School Board Policy 236: Activities Advisory Council

Moorhead School Board Policy 237: Community Education Advisory Council

MSBA/MASA Model Policy 230: School Board Committees

MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)

School Superintendent

Type:	School Board Policy
Section:	300 ADMINISTRATION
Code:	310
Adopted Date:	8/27/2001
Revised Date(s):	10/10/2005, 10/12/2009, 11/12/2013, 05/08/2017
Reviewed Date(s):	10/10/2005, 10/12/2009, 11/12/2013, 05/08/2017
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the Superintendent and the overall responsibility of that position within the school district specifically and the community at large.

II. GENERAL STATEMENT

A. The School Board of the Moorhead Area Public Schools shall employ a Superintendent who shall serve as an ex-officio nonvoting member of the School Board and as chief executive officer of the school district.

B. The Superintendent's contract shall be used to formalize the employment relationship and to identify and clarify all conditions of employment with the Superintendent.

C. The specific duties for which the Superintendent is accountable shall be set forth in a position description for the Superintendent and shall be measured by a performance appraisal instrument approved by the School Board in consultation with the Superintendent. The School Board shall use the instrument to periodically evaluate the performance of the Superintendent. The results of the evaluation will be placed in the Superintendent's personnel file and confirmation the evaluation has been completed announced at a School Board meeting.

III. QUALIFICATIONS AND SELECTION

A. The School Board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Department of Education and the Board of School Administrators and qualifications established in the job description for the Superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.

B. The School Board shall consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

C. A process for recruitment, screening, and interviewing of candidates shall be developed by the School Board.

D. The School Board shall provide the contract for the Superintendent and specifically identify all conditions of employment mutually agreed upon with the Superintendent. In so doing, the School Board shall observe all requirements of state and federal law and School Board policy.

IV. GENERAL RESPONSIBILITIES

A. The Superintendent is responsible for the management of school district facilities and programs, the administration of all school district policies, and is directly accountable to the School Board.

B. The Superintendent shall annually evaluate each building administrator assigned responsibility for supervising a school building in the district.

C. The Superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.

D. Where responsibilities are not specifically prescribed, nor School Board policy applicable, the Superintendent shall use personal and professional judgment subject to review by the School Board.

Legal Reference:

Minn. Stat. 123B.143 (Superintendent)

Cross References:

Moorhead School Board Policy 202: School Board Officers

Moorhead School Board Policy 216: Out-of-State Travel by School Board Members

Moorhead School Board Policy 221: School Board Policy Development, Adoption, Implementation, and Review

Moorhead School Board Policy 301: School District Administration

Moorhead School Board Policy 311: Superintendent Contract, Duties and Evaluation

Moorhead School Board Policy 540: Student Activities

Moorhead School Board Policy 544: Activities Fundraising

Moorhead School Board Policy 630: Organization of School Calendar and School Day

Moorhead School Board Policy 641: Student Promotion, Retention, Acceleration and Program Design

Moorhead School Board Policy 810: Establishment, Adoption and Modification of the School District's Financial Annual Operating Plan

Moorhead School Board Policy 824: Reimbursement for Travel, Professional Meetings and Conferences

Moorhead School Board Policy 833: Disposition of Obsolete Equipment and Material

Moorhead School Board Policy 905: Visitors to Moorhead Area Public School District Buildings and Sites

Moorhead School Board Policy 907: Rewards

MSBA/MASA Model Policy 302: Superintendent

MSBA Service Manual, Chapter 3, Superintendent of Schools

Superintendent's Advisory Council (SAC)

Type:	School Board Policy
Section:	300 ADMINISTRATION
Code:	312
Adopted Date:	9/12/1989
Revised Date(s):	01/14/2008, 01/23/2012, 05/08/2017
Reviewed Date(s):	08/09/1990, 10/20/1997, 11/16/1998, 02/09/2004, 01/14/2008, 01/23/2012, 05/08/2017, 09/11/2019
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to establish the Superintendent's Advisory Council (SAC) to provide: a) a communications network for parents/guardians from all schools across the school district and b) a communication link between parents/guardians and the school district administration.

II. GENERAL STATEMENT

A. Items for discussion may include:

1. Explanation of present policy or practices;
2. Feedback on potential changes or additions to present policy or practice;
3. Concerns regarding the instructional or other programs in the school district;
4. Input into short/long range planning for the school district;
5. Methods of improving communications within the school district and community;
6. Sharing among and between buildings.

B. Decision Making Authority

The SAC is advisory in nature and provides input and feedback to the Superintendent.

C. Composition of Membership

The SAC membership shall be comprised of representatives from each building Parent Teacher Advisory Council, Indian Education Parent Committee, Early Childhood Family Education Advisory Council, alternative education parent representatives, and Community Education Advisory Council. The selection and length of term of members shall be determined by the representative groups. The Superintendent may appoint other representatives as deemed appropriate. The Superintendent will invite an individual Moorhead School Board member to represent the board at the meetings.

D. Meeting Date/Time

The Superintendent will establish appropriate meeting dates and times.

Family and Medical Leave

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	422
Adopted Date:	6/11/2001
Revised Date(s):	10/13/2008, 12/14/2009, 12/13/2010, 05/13/2013, 04/14/2014, 04/13/2015, 04/11/2016, 04/10/2017, 12/10/2018, 09/19/2019
Reviewed Date(s):	02/28/2005, 02/13/2006, 06/11/2007, 01/14/2008, 10/13/2008, 12/14/2009, 12/13/2010, 05/13/2013, 04/14/2014, 04/13/2015, 04/11/2016, 04/10/2017, 04/09/2018
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide guidelines for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and parenting leave as required by state statute.

II. GENERAL STATEMENT

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting-leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his

or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

F. "Outpatient status" means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to:

1. a military medical treatment facility as an outpatient; or
2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

G. "Quantifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member's child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to fifteen (15) days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member; and

8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. "Veteran" has the meaning given in 38 U.S.C. 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave Under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child and to care for such child;
- b. placement of an adopted or foster child with the employee;
- c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job and/or
- e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call to order to covered active duty in the Armed Forces.

2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.

4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.

5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:

a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

b. a "serious injury or illness," in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran:

(i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or

(ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken; by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; or because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present certification from a health care

provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the employee's supervisor and forwarded to the department of human resources for processing. When leave relates to an employee's spouse, child, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The Superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the School Board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-Week Leave

An employee who does not qualify for leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave

taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.

2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.

3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

A. The provisions of this policy are intended to comply with applicable law, including FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.

B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References:

Minn. Stat. 181.940-181.944 (Parenting Leave)
10 U.S.C. 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross Reference:

Moorhead School Board Policy 423: Health Examination
MSBA/MASA Model Policy 410 (Family and Medical Leave Policy)
MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act

Student Activities

Type:	School Board Policy
Section:	500 STUDENTS
Code:	540
Adopted Date:	8/26/2002
Revised Date(s):	05/11/2009, 04/26/2010, 06/09/2014, 06/12/2017
Reviewed Date(s):	06/13/2005, 04/09/2007, 02/11/2008, 05/11/2009, 04/26/2010, 06/09/2014, 06/12/2017, 09/11/2019
Attached Files:	No Documents Found.

I. PURPOSE

~~The purpose of this policy is to establish guidelines for responsible behavior at school-sponsored activities.~~

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

A. All students who participate in school sponsored activities are expected to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.

B. All spectators at school sponsored activities, including parents/guardians, employees and other members of the public are expected to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events. The Minnesota State High School League rules will be followed in all activities.

C. ~~It shall be the responsibility of~~ The Superintendent or designee shall be responsible for to disseminating information needed to inform students, parents/guardians, staff and the community of the opportunities available within the school activity program and the rules of participation.

D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. ~~It shall be the responsibility of~~ Those employees who conduct MSHSL activities shall be responsible for to familiarizing students and parents/guardians with all applicable rules, penalties, and opportunities.

E. The Superintendent or designee shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the School Board.

(Refer to Administrative Procedures [540.1](#) and [540.2](#).)

IV. DEFINITIONS

A. Co-curricular activities are school sponsored and directed activities designed to provide opportunities for pupils to participate, on an individual or group basis, in school and public events for the improvement of skills. Co-curricular activities are not offered for school credit, cannot be counted toward graduation and have one or more of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. Although not offered for credit, they are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit;
3. They are partially funded by public monies for general instructional purposes under direction and control of the Moorhead School Board.

B. Extracurricular activities are all direct and personal services for pupils for their enjoyment that are managed and operated under the guidance of an adult or staff member. The School Board shall allow all resident pupils receiving instruction in a home school as defined in Minn. Stat. 123B.36, Subd. 1, Paragraph (a), to be eligible to participate fully in extracurricular activities on the same basis as public school students.

Extracurricular activities have the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They are generally conducted outside school hours, or if partly during school hours, at times agreed by the participants, and approved by school authorities.

Legal References:

Minn. Stat. 123B.36, Subd. 1, Paragraph (a) (Authorized Fees)

Minn. Stat. 123B.49 (~~C~~o-curricular and Extracurricular Activities)

Cross References:

MSBA/MASA Model Policy 510 (School Activities)

[MSBA/MASA Model Policy 503 \(Student Attendance\)](#)

[MSBA/MASA Model Policy 506 \(Student Discipline\)](#)

[MSBA/MASA Model Policy 713 \(Student Activity Accounting\)](#)

[MSBA Service Manual, Chapter 5, Various Educational Programs](#)

Moorhead School Board Policy 515: School District Student Attendance

[Moorhead School Board Policy 541: Student Activity Eligibility](#)

[Moorhead School Board Policy 543 Student Activities Travel](#)

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 608: Home Schooled Students

Student Activity Eligibility

Type:	School Board Policy
Section:	500 STUDENTS
Code:	541
Adopted Date:	7/25/1994
Revised Date(s):	09/12/2005, 06/14/2010, 06/09/2014, 06/12/2017
Reviewed Date(s):	12/14/1998, 04/28/2003, 09/12/2005, 06/14/2010, 06/09/2014, 06/12/2017, 09/11/2019
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to define the eligibility, responsibilities and penalties that the Moorhead Area Public Schools system utilizes relating to the Minnesota State High School League (MSHSL) rules. ~~It is also the purpose of~~ **In addition,** this policy ~~to extend~~s the rules, responsibilities and penalties to all extra- and co-curricular activities of Horizon Middle and Moorhead High Schools.

II. GENERAL STATEMENT

The Minnesota State High School League rules regarding eligibility shall be extended to include all activities which are a part of the extra-curricular and co-curricular programs of Moorhead High School. These rules also extend to any middle school student who participates in an event or program at the middle or high school level.

The rule applies to the entire 12-month calendar year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year. Moorhead Area Public Schools follows all general rules and penalties related to activity eligibility provided by the MSHSL. Athletic eligibility information can be accessed at www.mshsl.org or by contacting the Moorhead High School Activities Office. (Refer to [Administrative Procedure 541.1](#).)

Legal References:

Section 703 of the Title 2000e, *et seq.*
Minn. Stat. 363A (Minnesota Human Rights Act)

Cross References:

Moorhead School Board Policy 570: Prohibition of Harassment and Violence
Moorhead School Board Policy 571: Hazing Prohibition
Moorhead School Board Policy 572: Drug-Free Workplace/Drug-Free School
Moorhead School Board Policy 573: Tobacco-Free Environment
Moorhead School Board Policy 540: Student Activities
Moorhead School Board Policy 578: Bullying Prohibition
Moorhead School Board Policy 608: Home Schooled Students

Student Activity Fees

Type:	School Board Policy
Section:	500 STUDENTS
Code:	542
Adopted Date:	7/12/1983
Revised Date(s):	05/26/2009, 06/09/2014, 09/19/2019
Reviewed Date(s):	12/01/1990, 08/14/1995, 06/28/1999, 06/14/2004, 05/26/2009, 06/09/2014, 06/13/2019, 09/11/2019
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to establish student activity fees for athletics/activity events ~~in~~ at Moorhead Area Public Schools.

II. GENERAL STATEMENT

The Moorhead School Board supports student participation in school activities. Students unable to pay the activity fee will not be denied participation in a student activity. Building administrators will make this decision using the free and reduced-price meals eligibility guidelines as the determining factor.

The activity fees will be reviewed annually by the administration and approved by the School Board. Please refer to [Administrative Procedure 542.1](#) for activity fees, terms and conditions.

Legal Reference:

Minnesota. Statute. 123B.49 (Extracurricular Activities; Insurance)

Cross Reference:

Moorhead School Board Policy 831: Rental of District Musical Instruments

Student Activities Travel

Type:	School Board Policy
Section:	500 STUDENTS
Code:	543
Adopted Date:	8/5/1988
Revised Date(s):	02/09/2009, 06/09/2014, 06/12/2017, 09/19/2019
Reviewed Date(s):	03/26/1991, 03/10/1997, 04/23/2001, 02/28/2005, 02/09/2009, 06/09/2014, 06/12/2017, 09/11/2019
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to explain the financial support for students participating in activities to at sectional, regional, state and national events.

II. GENERAL STATEMENT

A. Sectional, Regional and State Competitions/Activities

This section applies to those activities sponsored by the Minnesota State High School League or school district recognized organizations (refer to [Administrative Procedure 542.1: Student Activity Fees, Terms and Conditions](#)). School district students and their coaches participating in competitions/activities at the sectional, regional and state level will be provided a school car, bus or contracted travel, lodging with two or more students per room when possible, and registration fees upon approval of the building administrator and/or activities director. Meals will not be provided unless they are included in a registration fee or reimbursed by the Minnesota State High School League or other activity sponsors.

B. National Competitions/Activities

National competitions for state winners will be financed through activities' individual accounts and/or by student participants. District funds will not be used to finance student or coach participation in national competitions.

C. Other Sectional, Regional, State and National Competitions/Activities

All other expenses will be the responsibility of the student, parent/guardian or activity fund.

III. DISSEMINATION OF POLICY

This policy will be shared with students and parents/guardians at the beginning of the student activity.

Cross References:

Moorhead School Board Policy 541: Student Activity Eligibility
Moorhead School Board Policy 542: Student Activity Fees
Moorhead School Board Policy 544: Activities Fundraising
Moorhead School Board Policy 540: Student Activities

Activities Fundraising

Type:	School Board Policy
Section:	500 STUDENTS
Code:	544
Adopted Date:	4/8/1980
Revised Date(s):	05/11/2009, 05/08/2017, 09/11/2019, 09/19/2019
Reviewed Date(s):	04/23/1991, 05/13/1996, 02/12/2001, 07/02/2001, 04/11/2005, 05/11/2009, 05/08/2017, 09/11/2019
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide guidelines for student fundraising efforts.

II. GENERAL STATEMENT

The Moorhead School Board recognizes a desire and a need for fundraising by student organizations. The School Board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public. The term "fundraising" encompasses activities which are designed to raise funds to support an educational program and which meet one of the following criteria:

1. Involves a student group.
2. Involves a community group and is characterized by one of the following:
 - a. takes place during school time,
 - b. utilizes school facilities or equipment, and
 - c. involves school personnel.
3. Involves a school affiliation.

III. DEFINITIONS

- A. "Student Group or Student Organization" is a group or organization comprised of one or more current district students, the members of which are limited to current district students and any district-assigned advisor(s).
- B. "District Sponsored" - is a student group or student organization that receives funding directly from the district, has a teacher or other district employee assigned to and overseeing its activities; is directly related to a class offered by the district (e.g. music, drama, art, choir, speech etc.).
- C. "Student Activity" - is a program, presentation or other event, other than a fundraising activity, conducted or sponsored by a district sponsored student group or organization.
- D. "Fundraising Activity" is any program or event conducted by or on behalf of a student group or student organization that has the primary purpose of raising money for the use of a student group, student organization to pay for any part of a student activity or for approved donations.

IV. RESPONSIBILITIES

- A. All fundraising must be approved in advance by the administration of the school and Activities Director, if applicable, and will not start until approved by the **Executive Director of Human Resources and Operations utilizing the Fundraiser Approval Form (Administrative Procedure 544.1 and** 88

544.3. Assistant Superintendent of Finance and Operations. Holding nonapproved activities shall be considered a violation of school district policy (Administrative Procedures 544.1 and 544.2). It is the responsibility of the Executive Director of Human Resources and Operations; Assistant Superintendent of Finance and Operations to provide coordination of student fundraising throughout the school district as deemed appropriate.

B. Prior to conducting any fundraising for an activity which involves community solicitation, the student members of the fundraising organization and their parents/guardians must be notified of the educational purpose of the activity, the total cost of the activity, the total amount to be raised, and the anticipated profit. If the organization contemplates more than one fundraising activity, all such activities must be listed. If a ticket is sold or announcements posted, the printed message must state the purpose of the fundraising.

C. Fundraising activities during the school day should be limited in number and should not conflict with the regulations relating to food service programs as prescribed by the state and school district.

D. Activities should be avoided where the consumer feels compelled to purchase or the student feels compelled to sell the product or services. Door-to-door fundraising activities should be limited and discouraged. If door-to-door sales are conducted, students are expected to do so in a group of two or more students or be accompanied by a parent/guardian.

E. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

F. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

G. Funds raised by student groups shall be accounted for by each student organization in accordance with school district accounting procedures and Uniform Financial Accounting and Reporting System (UFARS) Manual, Chapter 14. The fundraising completion form (Administrative Procedure 544.3) shall be sent to the Executive Director of Human Resources and Operations; Assistant Superintendent of Finance and Operations at the end of the fundraising activity.

H. All fundraising will be conducted in accordance with applicable laws and/or policies. Licenses must be obtained when necessary.

Money or other resources raised by the fundraising activity:

1. Must be used for the student group or students.

2. ~~May be used to purchase an item which will then be donated to the district.~~ May purchase supplies, materials, or equipment which will become the property of the district;

3. Must follow UFARS and accounting procedures.

IV. ANNUAL REPORT

The Superintendent shall report to the School Board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References:

Minn. Stat. 123B.36 (Authorized Fees)
UFARS Manual, Chapter 14 (Student Activity Accounting)
Minn. Stat. 120A.20, Subd. 1 (Age Limitations; Pupils)
Minn. Stat. 123B.09, Subd. 8 (Duties)

Cross References:

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 904: Community Use of School Facilities and Equipment

High School Academic, Activity and Varsity Athletic Letters

Type:	School Board Policy
Section:	500 STUDENTS
Code:	545
Adopted Date:	3/24/1987
Revised Date(s):	02/09/2009, 06/09/2014, 06/12/2017, 09/19/2019
Reviewed Date(s):	05/08/1995, 03/27/2000, 02/28/2005, 02/09/2009, 06/09/2014, 06/12/2017
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to set criteria for awarding of academic, athletic, or activity letters to recognize student motivation, incentive to achieve, ability, accomplishments and/or contribution to team effort.

II. GENERAL STATEMENT

Letters are awarded to students in recognition of their efforts in meeting the Moorhead Area Public Schools' mission statement: "To develop the maximum potential of every learner to thrive in a changing world." Guidelines for receiving a letter in academics, athletics and/or activities are listed in [Administrative Procedure 545.1](#) and developed to ensure fairness and equity. Administrative and building policies shall ensure that written requirements are developed, available, and properly communicated to students and parents/guardians.

The guidelines for receiving a letter in athletics and/or activities will be listed by each head coach/activity advisor, kept in the activities office, and distributed at the first meeting of the activity or parent's/guardian's meeting.

Complimentary Athletic Season Passes/Single Event Passes

Type:	School Board Policy
Section:	800 BUILDINGS AND SITES
Code:	832
Adopted Date:	3/31/1995
Revised Date(s):	06/11/2007, 04/11/2011, 09/11/2019
Reviewed Date(s):	08/12/2002, 06/11/2007, 04/11/2011, 06/12/2017, 09/11/2019
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of the policy is to provide guidance on the distribution of complimentary passes.

II. GENERAL STATEMENT

In order to encourage staff attendance at athletic activities and to acknowledge the contributions of community members, Moorhead Area Public Schools has established the following criteria for issuing complimentary athletic passes/single event passes.

III. SEASON PASSES

Moorhead Area Public School District staff and School Board members will be provided complimentary passes for regular season home athletic events. ~~Unless otherwise noted, the valid staff photo identification card shall admit the bearer to all regular season home athletic events (non-tournaments).~~ Yearly employment shall be verified through the Human Resource Department at the beginning of the school year.

A. Staff photo identification (ID) cards would be required for admittance to any regular season contest. ID cards are nontransferable. Any district staff member with a current Moorhead photo ID would be admitted.

B. Complimentary passes do not provide admittance to post season contests or non-athletic events.

C. If a school employee wishes to include a spouse on the season pass at a reduced rate, the employee must contact the Activities Office.

D. Residents of the school district who are 65 years of age or older will be given a Senior Citizen pass upon request. Requests must be made in person at the Activities Office and identification will be required. The pass is limited to regular season home athletic events (non-tournaments).

E. The Activities Office may provide complimentary season passes to media representatives covering Moorhead contests.

F. The Activities Office may provide a limited number of season passes for those individuals providing supportive services. A list of those receiving season passes will be maintained in the Activities Office.

IV. SINGLE EVENT PASSES

A. The Activities Office may designate a game as Youth Night where students attending Moorhead Area

Public Schools may be admitted to a game at no charge. The Activities Office will coordinate the criteria for admittance.

B. The Activities Office may provide a limited number of single event passes for those individuals providing supportive services. A list of those receiving single event passes will be maintained in the Activities Office.



MOORHEAD
AREA PUBLIC SCHOOLS

Office of Superintendent
Memo S.20.31R

TO: School Board
FROM: Scott Steffes, Board Chair
DATE: 9/17/2019
RE: Superintendent Evaluation Process 2019-2020

Attached please find the 2019-2020 Superintendent's evaluation timeline, Superintendent goals and Superintendent standards for the 2019-2020 Superintendent Evaluation process.

Suggested Resolution: Move to approve the 2019-2020 Superintendent Evaluation timeline, goals and standards as presented.

Moved by:
Seconded by:
Comments:

SS:dmb

ATTACHMENTS:

Description	Type
☐ 2019-2020 Supt. Evaluation Timeline	Cover Memo
☐ Supt. Goals 2019-2020	Cover Memo
☐ 2019-2020 Supt. Stds.	Cover Memo



Moorhead Public Schools

2019-2020 Superintendent Evaluation

Timeframe of Activities

Summer/Fall 2019

- School Board and Superintendent review timelines and forms
- School Board and Superintendent agree to:
 - 2019-2020 District Goals—See Appendix A
 - 2019-2020 Standards and Elements—See Appendix B

Winter 2020—Mid-Year Formative Evaluation

- Superintendent shares mid-year progress on goals and standards/elements
- School board completes mid-year formative evaluation form—See Appendix C
- School board and superintendent hold a formative evaluation meeting
- A written formative evaluation, completed by the board chairperson, is attached to the end-of-year summative evaluation when it is completed---See Appendix D

Spring 2020—End of the Year Summative Evaluation

- Superintendent shares evidence on completion of goals and standards/elements
- School board completes end-of-year summative evaluation form—See Appendix E
- School board and superintendent hold a summative evaluation meeting
- A written summative evaluation is completed by the board chairperson—See Appendix F

Moorhead Area Schools **Appendix A**
GOALS-BASED SUPERINTENDENT EVALUATION FORM
2019-2020 Superintendent Evaluation

STEP 1: ESTABLISHMENT OF GOALS

The superintendent and school board establish at least two, but no more than three, significant individual goals. The goals should be directly linked to district goals and clearly aimed at improving student learning and the climate for student learning. Each goal should include measurable progress indicators to be accomplished by the superintendent during the next 12 months. Each goal should be linked to specific outcomes that indicate measurable progress toward the district's long-term goals.

Goals should be approved by the board with the consultation of the superintendent. Measurable progress indicators, the evidence the board expects to determine whether goals have been accomplished, should be suggested by the superintendent in consultation with the board and approved by the board. Each measurable progress indicator should be clear, understood by both the board and superintendent, and record under the goal.

The document detailing goals and progress indicators will be part of the superintendent's ongoing evaluation and included as part of the year-end evaluation. At the end of the year, the board should have sufficient knowledge and documentation to complete the end-of-year review (step two).

SUPERINTENDENT GOAL ONE: Implement a comprehensive facility planning and referendum initiative, including pre-referendum planning, community outreach, the school district's referendum information plan, and post-referendum facility design and construction.

Measurable Progress Indicator: Develop and implement a communication plan for internal and external stakeholders to share key information on the high school facility and career and technical center project.

Measurable Progress Indicator: Work with other government entities to establish logistics for conducting an election on Tuesday, November 5.

Measurable Progress Indicator: Lead design team and utilize design drivers to develop the final design for high school and career and technical center.

Measurable Progress Indicator: With construction management and architectural professional finalize bid package.

Measurable Progress Indicator: Provide oversight with the construction manager, architect, and contractors during the construction phase.

SUPERINTENDENT GOAL TWO: Conduct a community based strategic planning process that will establish the strategic directions for Moorhead Public Schools for the next five years.

Measurable Progress Indicator: Provide leadership in establishing a community and school-based Strategic Planning Committee driven by data and collaboration.

Measurable Progress Indicator: Renew or create Moorhead's belief, mission, and vision statements.

Measurable Progress Indicator: Determine strategic directions for the school district and identify goals and objectives for each strategic direction.

Measurable Progress Indicator: Develop action plans and tasks that support the achievement of the goals and objectives.

Measurable Progress Indicator: Develop a monitoring and updating system the provides continual review by the school board, the on-going implementation by staff, and an annual review the plan by the Strategic Planning Committee.

SUPERINTENDENT GOAL THREE: Address district-wide equity gaps through the collection of relevant data, design, and implementation of school initiatives, and reporting to the school and community stakeholders.

Measurable Progress Indicator: Utilize various tools to gather school and community data to identify equity gaps in the school district programming.

Measurable Progress Indicator: With school and community stakeholders, analyze the data and design an equity plan and program initiatives that respond to needs revealed in the data.

Measurable Progress Indicator: Create a system to monitor and update Moorhead's equity plan.

Measurable Progress Indicator: Review data to identify, document, and report the gaps in equitable access for low-income students, students of color, and American Indian students to excellent teachers and seek opportunities to address any areas of concern

Measurable Progress Indicator: Communicate findings and program initiatives to school and community stakeholders.



**Moorhead Area Schools
2019-2020 Superintendent Evaluation
Standards and Elements**

Appendix B

Standard # 1 Governance Team			
Element # 1.b. Goals and/or Strategic Plan			
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Facilitates the development of the school district's short-and long term measurable goals and aligns available resources with school district's budget to accomplish goals	Facilitates the development of the school district's short and long term goals and recommends necessary financial strategies to meet goals	Goals have been developed but no overall plan or alignment of resources exist	Goals are not developed
Element # 1.d. Information for Decision-Making			
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Collaborates with the school board to review and improve the value of information and guidance provided to the board for effective decision-making; ensures meeting materials are comprehensive, with adequate background information and possible action; offers thorough, timely, and prudent recommendations	Assists the school board in understanding multiple surrounding issues as well as possible implications of decisions; Provides meeting materials and background and historical perspectives; includes recommendations	Shares information with a few school board members for decision making in a timely manner; provides incomplete meeting materials that do not include adequate background information or historical perspective	Does not provide timely information needed for timely information needed for effective school board decision-making; meeting materials are not readily available; members do not receive enough information regarding agenda or background information
Standard #3 Communications and Community Relationships			
Element # 3.a. Relationships with the Community			
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Build and sustains productive relationships with public and private sectors, such as law enforcement, MSBA, MASA, etc	Creates relationships with public and private sectors	Reluctantly seeks some relationships with public and private sectors	Has no relationships with public and private sectors and shows no interest in pursuing partnerships
Element # 3.f. Visibility and Approachability			
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)

Is visible and approachable by members of the community; attends many and varied events	Is visible and approachable by the community; attends some events	Attends few events and is seldom approachable by the community	Is neither visible nor approachable by community
Standard # 5 Human Resources			
Element # 5.c. Delegation of Duties			
<u>Highly Effective (4)</u>	<u>Effective (3)</u>	<u>Developing (2)</u>	<u>Ineffective (1)</u>
Delegates responsibility to staff that will foster professional growth, leadership, and decision-making skills	Delegates responsibility to appropriate staff	Is reluctant to place much authority or decision-making with key staff	Tightly controls decisions made within the administrative team
Element # 5.f. Collective Bargaining			
<u>Highly Effective (4)</u>	<u>Effective (3)</u>	<u>Developing (2)</u>	<u>Ineffective (1)</u>
Assists school board in preparing for and conducting negotiations	Is proactive in preparing for collective bargaining by sharing appropriate information	Accepts that collective bargaining is necessary and may be challenging	Does not seek to understand and/or improve collective bargaining