NOTICE OF REGULAR MEETING OF THE SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
Monday, October 28, 2019 – 6:00 p.m.
Mark Sanford Education Center, 2400 47th Avenue South, Grand Forks, ND

AGENDA

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES
   A. October 14, 2019

IV. CITIZEN COMMENTS (non-agenda items)
   (Citizens wishing to address the school board are asked to complete a Citizen Comment Card and submit it to the school board secretary prior to the start of the meeting. Citizens wishing to comment on non-agenda items will be invited by the chairperson to speak during the Citizen Comments item. Citizens wishing to comment on a specific agenda item will be invited by the chairperson to speak when that specific agenda item is reached. Each person may speak for up to three (3) minutes and will not be recognized a second time until all citizens wishing to speak have been heard. The chairperson reserves the right to limit the discussion and the number of speakers. School Board members shall not engage in a response or enter into a debate about any issue(s) brought before the board during this portion of the meeting. Citizens’ comments and concerns will be directed to the Superintendent of Schools, who will deal with the according to policies adopted by the Board.)

V. SUPERINTENDENT’S RECOMMENDATIONS FOR DISCUSSION
   A. Review School Board Norms
   B. Policy 4000 Series Committee Report – Possible Rescind of Policy 4300 Early Retirement of Professional Staff Members

VI. SUPERINTENDENT’S RECOMMENDATIONS FOR ACTION
   A. Recognition of GFEA as Representative Organization for Negotiation Unit
   B. Recognition of GFPA as Representative Organization for Negotiation Unit
   C. Recognition of GFDA as Representative Organization for Negotiation Unit

VII. OTHER
   A. Announcements
   B. Board Requests for Future Consideration
      (There should be no discussion concerning an individual item that is requested for future consideration. The Board President and Superintendent will determine the best method of response to board requests for future consideration.)
   C. School Board Norms - How Did We Do?

XIII. ADJOURNMENT

Any person who requires an auxiliary aid or service to allow access or participation at a school board meeting is asked to notify the superintendent’s office (787-4880) at least one day before the meeting.
GRAND FORKS SCHOOL BOARD  
GRAND FORKS PUBLIC SCHOOL DISTRICT #1  
REGULAR MEETING MINUTES  
October 14, 2019

The Grand Forks School Board met in regular session on Monday, October 14, 2019, at the Mark Sanford Education Center with Bill Palmiscno presiding.

**Board Members Present:**  
Bill Palmiscno, President/Voting Member  
Amber Flynn, Vice President/Voting Member  
Doug Carpenter, Voting Member  
Jacqueline Hoffarth, Voting Member  
Eric Lunn, Voting Member  
Jeff Manley, Voting Member  
Shannon Mikula, Voting Member  
Cynthia Shabb, Voting Member  
Matt Spivey, Voting Member

**Student Board Members Present:**  
Riley Thoreson, Non-voting Member

**Board Members Absent:**  
None

**Student Board Members Absent:**  
Oliver Wolfe, Non-voting Member

**Others Present:**  
Dr. Terry Brenner, Superintendent of Schools  
Scott J. Berge, Business Manager  
Jody Thompson, Associate Superintendent of Elementary Education  
Catherine Gillach, Assistant Superintendent of Secondary Education  
Melissa Buchhop, Vice President, Grand Forks Education Association (GFEA)  
Cindy Johnson, Executive Secretary

---

**Call to Order and Pledge of Allegiance.** The meeting was called to order at 6:00 p.m.

**Celebrating Success – Social Workers.** Jennifer Modeen, Pamela Elmquist, and Alissa Lester spoke on behalf of the district’s social workers. Topics included staffing, students’ needs, social workers’ scope of work and professional development, partnerships, and program successes.

**Approval of Agenda.** It was moved by Hoffarth and seconded by Shabb to table Item VI.E. Indigenous Peoples’ Day Update. Discussion continued on reasons this topic should, or should not, be on this meeting’s agenda. Those in favor of the motion were concerned about the timing because interested parties may be left out since they are celebrating Indigenous Peoples’ Day in the community this evening.

Those not in favor of the motion said the topic was only information for the board about what the district was doing to recognize Indigenous Peoples’ Day and that additional conversation could happen at another meeting. Carpenter said it was inappropriate to table an item during the approval of the agenda and that the appropriate time was when the item came up for discussion. Hoffarth and Shabb withdrew their motion to table.

It was moved by Spivey and seconded by Lunn to approve the agenda as written. Motion defeated on roll call vote as follows: Aye: Hoffarth, Lunn, Mikula, and Shabb. Nay: Carpenter, Flynn, Manley, Spivey, and Palmiscno.

It was moved by Spivey and seconded by Lunn to approve the agenda as written. Motion
carried unanimously.

**Approval of Minutes.** It was moved by Carpenter and seconded by Lunn to approve the September 30, 2019, minutes as written. Motion carried unanimously.

**Citizen Comments (non-agenda items).** None.

**Review School Board Norms.** Spivey read aloud the school board norms.

**Mental Health Matters Update.** Geoff Gaukler, Mental Health Coordinator, highlighted the progress of some of the projects and initiatives he has been working on in the district and community regarding mental health. Included was an update on the Grand Forks Mental Health Matters Community Collaborative, formerly the Community Call to Action, in which 40+ entities in the community are represented.

**Fall Enrollment Report.** Thompson reported on this year’s student enrollment for grades K-12. Comparatively, from spring 2019 to fall 2019, grades K-12 enrollment increased by 246 students and from fall 2018 to fall 2019, grades K-12 enrollment increased by 121 students. The demographer’s projections were 99.8% accurate.

**NDSBA Resolutions.** Resolutions that are four years old and recommended for readoption as written were provided in the agenda packet. Dr. Brenner reported that Doug Carpenter will be representing the Grand Forks School Board as a voting delegate at the North Dakota School Boards Association Delegate Assembly.

**Indigenous Peoples’ Day Update.** Gillach reported on discussions that have been held with Courtney Souvannasacd and Grand Forks Indigenous Peoples’ Day Planning Committee members regarding their request to recognize Indigenous Peoples’ Day versus Columbus Day in the district. In their meetings, social studies curriculum [North Dakota Studies Content Standards], which has a comprehensive scope and sequence that includes Native American essential understandings, was reviewed. Social studies teachers and building administrators will ensure there will be an opportunity in the schools to learn about Indigenous Peoples’ Day. Some schools integrated cultures and practices into their assemblies. Additional tools to look at curriculum through a race-based lens were brought forth and will be utilized in future curriculum adoptions.

Hoffarth left the meeting at 7:24 p.m.

Regarding the calendar, school holidays are dictated by North Dakota Century Code. Columbus Day is not recognized on the district calendar.

Lunn said the district should be cautious about focusing only on Indigenous Peoples and the district needed to educate globally.

Additional discussion on this topic will be held at a future meeting in a work session format.

**Consent Agenda.** It was moved by Lunn and seconded by Shabb to approve the consent agenda as follows: Open Enrollment application as presented and Resignation of Alison Cherney effective December 1, 2019. Motion carried unanimously. Absent: Hoffarth.

**General Fund Financial Statement.** Berge explained that for the period of July 1, 2019 through September 30, 2019, total general fund revenues were $13,436,573 and total general fund expenditures were $15,190,495, resulting in an excess of expenses over revenues of $1,753,922. Berge said interest income growth will not be sustainable due to anticipated interest rate declines as well as lower investment balances and construction services expense is already at 47.3% of budget.

It was moved by Carpenter and seconded by Lunn to approve the General Fund Financial Statement for the period July 1, 2019, through September 30, 2019. Motion carried unanimously. Absent: Hoffarth.

**Title I Look Alike Program.** Thompson explained that a Look Alike program is used at Discovery, Kelly, and Twining schools since they do not meet Title I criteria to provide assistance to at-risk learners through four reading specialists to support their achievement toward meeting the state academic achievement
standards and requested approval of supplemental local funds for the program.

It was moved by Lunn and seconded by Spivey to approve the supplemental local funds in the amount of $304,543.30 for the 2019-2020 school year to provide a Title I Look Alike program at Discovery Elementary School, Kelly Elementary School, and Nathan Twining Elementary and Middle School. Motion carried unanimously. Absent: Hoffarth.

**Superintendent Evaluation Committee Report.** Palmiscno reported on the October 8, 2019 meeting of the committee at which the process for the superintendent’s November evaluation was determined. Each board member will receive a survey to provide their input. The deadline to submit input is October 25. Survey responses will be reviewed by the committee and used to develop a draft evaluation for consideration by the Grand Forks School Board at its November 12 meeting.

It was moved by Spivey and seconded by Carpenter to approve the process for the superintendent’s November evaluation as discussed. Motion carried unanimously. Absent: Hoffarth.

**Announcements.** None.

**Board Requests for Future Consideration.** None.

**School Board Norms - How Did We Do?** Spivey reported the board had some possible issues but, through Roberts’ Rules and everybody’s respect for each other and thoughtful deliberation, they were able to make the best of it.

**Adjournment.** There being no further business, the meeting adjourned at 7:54 p.m.
Grand Forks Public School District #1

School Board Meeting Norms

The purpose of establishing school board norms is to ensure that all individuals have the opportunity to contribute in the meeting; to increase productivity and effectiveness; and to facilitate the achievement of its goals.

**NORMS**

1) Be prepared  
2) Be on time  
3) Value and respect each other  
4) Exercise thoughtful deliberation and conversation  
5) Be professional at the Board table and when visiting with the general public  
6) Speak up when the norms are not being followed  
7) Advocate on behalf of students and keep the community in mind

**GOVERNANCE**

1) Lead by policy  
2) Serve as advocates for K-12 public education  
3) Entrust the day-to-day operations to the professionals; Let the administrators do their work  
4) Assist community members and stakeholders in following the chain of command

**OTHER**

1) Consider staff and District capacity in resources  
2) Balance the meeting agendas so one meeting isn't heavier than the other

Board Approved 10.8.18
MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
DATE: October 28, 2019
SUBJECT: Policy 4000 Series Committee Report – Possible Rescind of Policy 4300 Early Retirement of Professional Staff Members

The 4000 Series Policy Review Committee met on Monday, October 14, 2019, to review Grand Forks School Board Policy 4300, Early Retirement of Professional Staff Members. The committee took action to recommend to the school board that Policy 4300 be eliminated after this school year. The draft minutes of the meeting and Policy 4300 are attached for information.

School board members should be prepared to discuss the committee’s recommendation at the October 28 meeting with the intent that it will be considered for action by the school board at its November 12 meeting.

cj
Attachment
A meeting of the Grand Forks School Board 4000 Series Policy Review Committee was held on Monday, October 14, 2019, at the Mark Sanford Education Center with Shannon Mikula presiding.

**Committee Members Present:**
- Shannon Mikula, Voting Board Member
- Bill Palmiscno, Voting Board Member
- Dr. Terry Brenner, Superintendent of Schools, Non-voting Member
- Scott J. Berge, Business Manager, Non-voting Member
- Tracy Abentroth, Human Resources Director, Non-voting Member
- Tracy Jentz, Communications & Community Engagement Coordinator, Non-voting Member

**Committee Members Absent:**
- GFAFB School Board Non-voting Member

**Others Present:**
- Cindy Johnson, Executive Secretary

---

**Call to Order.** The meeting was called to order at 12:03 p.m.

**Review of Policy 4300 - Early Retirement of Professional Staff Members.** Mikula pointed out that the early retirement policy reads as discretionary and that the board may not be able to approve all requests but the board has never not approved a request. She said that it was her general thought to take pressure off administration to either limit early retirements or make it a stronger benefit that there had to be a demonstrated financial benefit.

Abentroth pointed out that early retirement was a board decision, not administration. She and Berge explained that there is financial benefit but that it is unlikely to be known at the time of resignation.

Carpenter said he thought the board should do away with the policy because the district cannot financially afford it and there is a teacher shortage in the state of North Dakota so it did not make sense to financially incent teachers to retire early or to give up good, experienced teachers.

Abentroth provided statistical data on past and possible future early retirements and pointed out that with the policy’s current language to meet the Rule of 85, after 2023 there will be no teachers who meet the Rule of 85.

Mikula said she was all for doing away with the policy and in favor of doing something more programmatically if the board ever needed to reintroduce something.

Discussion continued on the pros and cons of the early retirement policy, possible options for a different type of compensatory opportunity, and the upcoming referendum.

It was moved by Carpenter and seconded by Mikula to recommend to the school board to eliminate Policy 4300 after this school year. Motion carried unanimously.

**Adjourn.** There being no further business, the meeting was adjourned at 12:45 p.m.

Approved ____________________________________________

(Date)

_____________________________________________________
Shannon Mikula, Committee Chair
Early Retirement of Professional Staff Members

A. Definition and General Provisions

1. Early retirement is a plan whereby teachers and administrators (defined as those persons presently included in the list on page 5 of this policy) receive a predetermined payment if they choose to retire early. The payment is a proportion of the current annual salary at time of early retirement.

2. There is a maximum payment allowable for administrators. An administrator's early retirement payment shall not be greater (but may be less) than the amount, which would be allowable for the highest paid principal in the school district.

3. Early retirement is designed to be beneficial to both the professional staff member and the school board.

4. Early retirement is fully voluntary, and no professional staff member shall be required or coerced in any manner to retire early under the provisions of this policy. However, all persons who desire early retirement and are eligible may make application. The school board will consider all such requests. The school board may not be able to approve all requests because of the availability of funds, excessive number of requests, or other reasonable factors.

5. Professional staff members who have retired early under the provisions of this policy shall not be eligible for employment in this school district, except that such staff members may be hired as substitutes at the same daily wage rate paid any substitute, or as teachers in special fields where qualified candidates are not available at regular pay under the current teacher salary schedule. Early retirees hired as teachers will be subject to current TFFR rules regarding re-employment subsequent to retirement.

6. Professional staff members who elect to avail themselves of this policy are personally responsible for determining what effect early retirement will have on their coverage under the Teachers’ Fund for Retirement, Social Security, and any other programs for which they may be eligible for benefits.

7. A properly completed application and subsequent approval by the school board of a professional staff member's early retirement request shall constitute a legally binding resignation and a waiver of the person's continuing contract and non-renewal rights.

8. All fringe benefits provided by the school district to professional staff members are discontinued at the conclusion of the member's full-time employment with the district, except that the termination date of fringe benefits may be extended to comply with the provisions of the various group plans and companies providing coverage, so long as it results in no additional expense to the district.

9. The school district's Human Resources office will provide information to interested professional staff members on the various aspects of early retirement upon request.

B. Requirements

1. By August 15th of the year of retirement, the employee must attain the rule of 85 for the Teachers' Fund for Retirement of North Dakota. The employee must submit written verification from the Teachers' Fund for Retirement of North Dakota of the years of creditable service effective on the date of retirement from the Grand Forks Public Schools to document that the employee meets the eligibility standards.

2. Staff members who are eligible must have completed ten years of full-time (or equivalent years of part-time) employment as a teacher / administrator in this school district to be eligible for early retirement. Part-time is defined to mean half-time or more. The ten years of service may, with school board approval, include authorized health restoration leave not to exceed a total of two years. In addition, five of the ten years of service must be continuous, full-time service immediately preceding the date of retirement.

C. Early Retirement Payment

1. Early retirement payment as provided in the policy will be paid in 4 equal payments distributed over a 4 year period beginning with the effective date of retirement. The first early retirement payment will be paid when the early retirement is effective. The remaining three payments will be paid proportionately over the next three fiscal school years.
2. The early retirement payment provided for in this policy is based on a proportion of the staff member's current annual salary at the time application is made. The current annual salary is the contract amount a person receives on the district's salary schedule considering years of experience and level of education. The current annual salary used in making early retirement payment calculations shall not include amounts paid for extra duty assignments and/or summer employment.

3. The formula for computing the incentive amount shall be as follows:

\[
\text{Years} \times \text{Final Contract Amount} = \text{Incentive} \times \text{Reduction Factor} = \text{Employee Schedule %} = \text{Amount}
\]

(*1) The percentage granted for years of service in the Grand Forks Public Schools will be as follows: 80% for 10-15 years of service; 85% for 16-20 years of service; 90% for 21-25 years of service; 95% for 26-30 years of service and 100% for 31 or more years of service. Years of service shall be full-time service as defined under Requirements #2 on page 2.

(*2) Year of Eligibility is defined as the year when the employee meets the rule of 85 for the Teachers' Fund For Retirement. If the employee applies for the Early Retirement Plan after his/her first Year of Eligibility, the employee will receive a reduced incentive amount, as determined by the following schedule:

<table>
<thead>
<tr>
<th>Year of Retirement</th>
<th>Reduction Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of Eligibility</td>
<td>100% of Incentive</td>
</tr>
<tr>
<td>Year of Eligibility + 1</td>
<td>90% of Incentive</td>
</tr>
<tr>
<td>Year of Eligibility + 2</td>
<td>80% of Incentive</td>
</tr>
<tr>
<td>Year of Eligibility + 3</td>
<td>70% of Incentive</td>
</tr>
<tr>
<td>Year of Eligibility + 4</td>
<td>60% of Incentive</td>
</tr>
<tr>
<td>Year of Eligibility + 5</td>
<td>50% of Incentive</td>
</tr>
<tr>
<td>Year of Eligibility + 6</td>
<td>40% of Incentive</td>
</tr>
<tr>
<td>Year of Eligibility + 7</td>
<td>30% of Incentive</td>
</tr>
<tr>
<td>Year of Eligibility + 8</td>
<td>20% of Incentive</td>
</tr>
<tr>
<td>Year of Eligibility + 9</td>
<td>10% of Incentive</td>
</tr>
<tr>
<td>Year of Eligibility + 10</td>
<td>0% of Incentive</td>
</tr>
</tbody>
</table>

D. Application Procedure

1. Professional staff members choosing to avail themselves of the district's early retirement policy may make application at any time during a given school year, but the application form (as provided by the personnel office) must be received in the superintendent's office no later than January 15 of the calendar year in which the person plans to retire. The school board will consider early retirement requests no later than February 15 of that same year.

2. Any official school board action regarding early retirement requests shall specify the following:
   a. Acceptance of staff member's resignation.
   b. Effective date of early retirement.
   c. Total dollar amount of early retirement payment, which will be paid by the school district.

3. Upon approval by the school board of an early retirement request, both parties shall enter into a contractually binding written agreement which shall set forth all terms and conditions of the early retirement including, but not limited to, the amount of payment, the payment date(s) and a waiver of all continuing contract and non-renewal rights.

List of Administrators/Others

- Superintendent
- Assistant Superintendent of Teaching and Learning
- Director of Curriculum, Instruction, Assessment, and Professional Development
- Business Manager
- Director of Technology
- Director of Athletics
- Director of Buildings and Grounds
- Director of Child Nutrition Program
- Director of Special Services
- Director of Adult Education
- Director of Career and Technical Education
- Accounting Supervisor

Mission Statement:
Grand Forks Public Schools will provide an environment of educational excellence that engages all learners to develop their maximum potential for community and global success.
Human Resources Manager
Senior High Principals
Senior High Associate Principals
Middle School Principals
Elementary Principals
Middle School Associate Principals
Social Workers
Occupational Therapists
Physical Therapists

Adopted 1-22-80
Amended 11-9-93, 6-8-99, 12-12-00, 1-9-01, 12-9-02, 11-8-04, 3-11-09, 10-13-14
MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
DATE: October 28, 2019
SUBJECT: Recognition of GFEA as Representative Organization for Negotiating Unit

As per NDCC 15.1-16-11, the attached petition was received by the Grand Forks School Board and posted in each school. If not contested, the recognition step was to be placed as an agenda item for the October 28, 2019, school board meeting.

If any organization had an interest in representing a group of teachers and wished to contest the claim of representation made in the petition, the contesting organization had to file with the Grand Forks School Board, a petition containing a written statement of contest, together with substantiating evidence, within 10 days from the date on which the board posted the notice of intent to consider the original petition.

In light of no contest, administrative recommendation is for school board approval to recognize the Grand Forks Education Association as the representative organization for the appropriate negotiating unit as per NDCC 15.1-16-11.

cj
Attachment
Grand Forks Education Association

August 29, 2019

TO: Bill Palmiseno, School Board President
FROM: Amanda Weston Caillier, GFEA president
Re: Consideration of Recognition

On behalf of the Grand Forks Education Association (GFEA), I hereby petition the Grand Forks Public School Board to recognize this organization as the representative body of the school district's certified, professional, and licensed employees.

As required by the working agreement, Article I, Section 3H of the Teacher Negotiated Agreement between the GFEA and the Grand Forks Public School board, the following information is filed:

The name and mailing address of the association and a complete list of the names, titles, and mailing addresses of each officer:

Grand Forks Education Association
PO Box 5456
Grand Forks, ND 58206-5456

President: Amanda Weston Caillier 504 20th St. NW
East Grand Forks, MN 56721
Vice President: Melissa Buchhop 2460 42nd Ave. South
Grand Forks, ND 58201
Secretary: Erika Feole 2001 Chestnut St.
Grand Forks, ND 58201
Treasurer: Laurie Holcomb 5180 6th Ave. N
Grand Forks, ND 58201

The name of each standing committee, with the names and mailing addresses of the chairperson:

Membership: Britta Meza 822 N. 4th Street
Grand Forks, ND 58201
Communications: No current chairperson.

Government Relations: Brad Sherwood 210 27th Ave. South
Grand Forks, ND 58201

Bargaining Team: GFEA ratified a 2019-2020 negotiated agreement in June 2019. The bargaining members who negotiated this agreement will remain on the bargaining team until December 2020 when a new bargaining team will be created. These members include:

Proud affiliate of North Dakota United, the National Education Association, and the American Federation of Teachers
Dawn Mord (Lead bargainer)  1723 S 35th St.
Grand Forks, ND 58203

Melissa Buchhop 2460 42nd Ave. South
Grand Forks, ND 58203

Penny Tandeski 128 Gentle Hills Circle
Grand Forks, ND 58203

Amanda Weston Caillier 504 20th St. NW
East Grand Forks, MN 56721

The name and address of each state and national organization with which GFEA is directly affiliated:

North Dakota United
301 N. 4th St.
Bismarck, ND 58501

National Education Association
1201 16th St. NW
Washington, DC 20036

American Federation of Teachers
555 New Jersey Ave. NW
Washington, DC 20001

Proof of the number in the district who are active members of the Association and in good standing: On August 1, 2018 there was an official count of 514 members. The business office can provide a list of members who have their dues paid by payroll deduction. In September we create a new, updated roster. This roster is maintained by membership chair Britta Meza, and can be requested at any time. The names of individuals authorized to represent GFEA and its members in appearances before the school board and in its dealings with the superintendent or his designated representatives:

Amanda Weston Caillier, President
Melissa Buchhop, Vice President
Erika Feole, Secretary
Laurie Holcomb, Treasurer
Standing Committee Members
Bargaining Team Members

Thank you for your continued relationship with the GFEA. Together, we can do what is best for teachers, students, and the community!

Respectfully,
Amanda Weston Caillier

Proud affiliate of North Dakota United, the National Education Association, and the American Federation of Teachers
MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
DATE: October 28, 2019
SUBJECT: Recognition of GFPA as Representative Organization for Negotiating Unit

As per NDCC 15.1-16-11, the attached petition was received by the Grand Forks School Board on September 30 and posted in each school. If not contested, the recognition step was to be placed as an agenda item for the October 28, 2019, school board meeting.

If any organization had an interest in representing a group of principals and wished to contest the claim of representation made in the petition, the contesting organization had to file with the Grand Forks School Board, a petition containing a written statement of contest, together with substantiating evidence, within 10 days from the date on which the board posted the notice of intent to consider the original petition.

In light of no contest, administrative recommendation is for school board approval to recognize the Grand Forks Principals' Association as the representative organization for the appropriate negotiating unit as per NDCC 15.1-16-11.

cj
Attachment
Grand Forks Principals' Association
2100 5th Avenue North
Grand Forks, ND

September 3, 2019

Dr. Terry Brenner, Superintendent
Mr. Bill Palmiscno, School Board President
Grand Forks Public Schools
2400 47th Avenue South
Grand Forks, ND 58201

Dear Sirs:

On behalf of the Grand Forks Principals’ Association, I hereby petition the Grand Forks Public School Board to recognize this organization as the representative body of the school district principals.

The necessary information as required by NDCC 15.1-16 follows:

1. Name and Address of Organization
   Grand Forks Principals’ Association
   Mr. Todd Selk
   2100 5th Avenue North
   Grand Forks, ND 58203

2. Name, Title and Address of each Officer:
   President: Mr. Todd Selk
   2100 5th Avenue North
   Grand Forks, ND 58203

   Vice President: Mrs. Ali Parkinson
   3300 43rd Avenue South
   Grand Forks, ND 58201
Secretary:  Mr. Terry Bohan  
500 Stanford Road  
Grand Forks, ND  58203

Treasurer:  Mr. Gabe Dahl  
115 North 4th Street  
Grand Forks, ND  58203

The association has 29 members. The elementary school principals are associated with the North Dakota Association of Elementary School Principals (NDAESP) and the National Association of Elementary Principals (NAESP). The middle and high school principals are affiliated with the North Dakota Association of Secondary School Principals (NDASSP) and the National Association of Secondary School Principals (NASSP). Members have agreed to allow the Grand Forks Principals’ Association to serve as the negotiating body on his/her behalf for the 2019-20 and 2020-21 school years.

Respectfully,

[Signature]

Todd Selk, President
Grand Forks Principals’ Association
MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
DATE: October 28, 2019
SUBJECT: Recognition of GFDA as Representative Organization for Negotiating Unit

As per NDCC 15.1-16, the attached petition was received by the Grand Forks School Board and posted in each school. If not contested, the recognition step was to be placed as an agenda item for the October 28, 2019, school board meeting.

If any organization had an interest in representing a group of directors and wished to contest the claim of representation made in the petition, the contesting organization had to file with the Grand Forks School Board, a petition containing a written statement of contest, together with substantiating evidence, within 10 days from the date on which the board posted the notice of intent to consider the original petition.

In light of no contest, administrative recommendation is for school board approval to recognize the Grand Forks Directors’ Association as the representative organization for the appropriate negotiating unit as per NDCC 15.1-16.

cj
Attachment

Mark Sanford Education Center
PO Box 8000 (58206-8000)
2400 47th Avenue South (58201-3405)
Grand Forks, ND
www.gfschools.org

Dr. Terry Brenner
Superintendent of Schools
Phone: 701.787.4880
Fax: 701.772.7739
tbrenner270@mygfschools.org
To: Mr. Bill Palmiscno, School Board President  
   Dr. Terry Brenner, Superintendent of Schools

From: Eric Ripley, President  
      Grand Forks Directors’ Association

Re: Consideration of Recognition as a Negotiating Unit

Date: September 6, 2019

On behalf of the Grand Forks Directors’ Association, and pursuant to NDCC Section 15.1-16-10, I hereby petition the Grand Forks Public School Board to recognize this organization as the representative body of the school district directors and executive directors. The necessary information as required by NDCC 15.1-16 follows:

1. Name and Address of Organization

   Grand Forks Directors' Association  
   Mr. Eric Ripley  
   Mark Sanford Education Center  
   2400 47th Avenue South  
   Grand Forks, ND 58201

2. Name, Title, and Address of Each Officer

   President: Mr. Eric Ripley  
              545 Vineyard Drive  
              Grand Forks, ND 58201

   Vice President: Dr. Tricia Lee  
                   1624 King Cove  
                   Grand Forks, ND 58201

The association has 8 members and each position associated with the following state and national organizations:

- **Assistant Director of Special Education**  
  North Dakota Council of Administrators in Special Education (NDCASE), Association for Supervision and Curriculum Development (ASCD), International Literacy Association, Council for Exceptional Children

- **Director of Athletics**  
  North Dakota Council of Educational Leaders (NDCEL), National Interscholastic Athletic Administrators Association (NIAAA/NDIAA), North Dakota High School Coaches Association (NDHSCA)
Grand Forks Directors’ Association

2400 47th Avenue South | Grand Forks, ND 58201 | (701) 792-4042

- **Director of Buildings and Grounds**
  Association of Physical Plant Administrators (APPA), Central Association of Physical Plant Administrators (CAPPA), North Dakota Association of Physical Plant Administrators (NDAPPA), Project Management Institute (PMI), American Society of Healthcare Engineers (ASHE), American Hospital Association (AHA), National Fire Protection Agency (NFPA), Minnesota Educational Facilities Management Professionals Association (MASMS)

- **Director of Child Nutrition**
  North Dakota School Nutrition Association (NDSNA), North Dakota Academy of Nutrition and Dietetics (NDAND), Grand Forks Academy of Nutrition and Dietetics (GFAND), The Academy of Nutrition and Dietetics (AND), Association for Nutrition and Food Service Professionals (ANFP), School Nutrition Association (SNA)

- **Director of Head Start**
  North Dakota Head Start Association (NDHSA), North Dakota Head Start Director's Board

- **Director of Human Resources**
  American Association of School Personnel Administrators (AASPA)

- **Executive Director of Career and Technical Education & Technology**
  North Dakota Council of Educational Leaders (NDCEL), North Dakota Career and Technical Education Administrators (NDCTEA), National Council of Local Administrators (NCLA), Association for Career and Technical Education (ACTE/NDACTE)

- **Executive Director of Special Education**
  North Dakota Council of Educational Leaders (NDCEL), North Dakota Council of Administrators in Special Education (NDCASE), North Dakota Special Education Directors Study Council, Council for Exceptional Children

Members have agreed to allow the Grand Forks Directors' Association to serve as the negotiating body on his/her behalf for the purposes of negotiating a Directors Agreement for the 2019-2020 school year.

Submitted by,

Mr. Eric Ripley
President
Grand Forks Directors’ Association
MEMORANDUM

TO:  Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
DATE: October 28, 2019

The 8000 Series Policy Review Committee met on Monday, October 14, 2019, to discuss the North Dakota School Boards Association (NDSBA) Policy Services Total Template Membership of which the district is a member. NDSBA representatives Rebecca Duben, Director of Policy Services, and Patty VerDouw, Policy Services Assistant, participated in the meeting via telephone. The committee took action to recommend to the school board to eliminate the district’s current policy review committees and create one policy review committee with the intent to move to adoption of the NDSBA’s policy templates. The draft minutes of the meeting and a sampling of the NDSBA’s master policies list with various state, federal, and other legal references against which NDSBA policies have been vetted are attached for information.

The committee recommendation is that the school board eliminate the current policy review committees and establish a new policy review committee consisting of two board members, the superintendent/designee, and the business manager.

cj
Attachment
A meeting of the Grand Forks School Board 8000 Series Policy Review Committee was held on Monday, October 14, 2019, at the Mark Sanford Education Center with Doug Carpenter presiding.

**Committee Members Present:**
Doug Carpenter, Voting Board Member  
Bill Palmiscno, Voting Board Member  
Dr. Terry Brenner, Superintendent of Schools, Non-voting Member  
Scott J. Berge, Business Manager, Non-voting Member  
Tracy Abentroth, Human Resources Director, Non-voting Member

**Committee Members Absent:**  
GFAFB School Board Non-voting Member  
Tracy Jentz, Communications & Community Engagement Coordinator, Non-voting Member

**Others Present:**  
Rebecca Duben, Director of Policy Services, North Dakota School Boards Association (via phone)  
Patty VerDouw, Policy Services Assistant, North Dakota School Boards Association (via phone)  
Amber Flynn, Vice President, Grand Forks School Board (in audience)  
Jody Thompson, Associate Superintendent of Elementary Education  
Catherine Gillach, Assistant Superintendent of Secondary Education  
Cindy Johnson, Executive Secretary

---

**Call to Order.** The meeting was called to order at 12:47 p.m.

**Approval of Minutes.** It was moved by Palmiscno and seconded by Carpenter to approve the minutes of January 14, 2019, as written. Motion carried unanimously.

**Discussion of NDSBA Policy Services Total Template Membership.** Discussion was held on the advantages of adopting the North Dakota School Boards Association policy templates and related procedures and cost.

Duben and VerDouw explained the district’s current policy template membership and the advantages and requirements of moving to Maintenance status. Duben pointed out that the NDSBA policy templates have been vetted by in-house legal counsel and other state agencies to ensure they are legally in compliance with state and federal law. She said that if the district makes changes to those policies, the district runs the risk of exposing itself to liability.

Discussion continued on the adoption process. Duben explained that following a final review process of the district’s policies by the NDSBA, the completed policies are web acceptable in an approved ADA format.

The district’s current committee structure was discussed. Duben recommended the committee structure be changed to one policy committee consisting of two board members, one administrator, and the business manager.

It was moved by Carpenter and seconded by Palmiscno to recommend to the school board to eliminate the district’s current policy review committees and create one policy review committee with the intent to move to adoption of the NDSBA’s policy templates. Motion carried unanimously.
Adjourn. There being no further business, the meeting was adjourned at 1:23 p.m.

Approved ______________________________

(Date)

____________________________
Doug Carpenter, Committee Chair
<table>
<thead>
<tr>
<th>Descriptor Code</th>
<th>Policy Title as of 12-18</th>
<th>Date</th>
<th>Legal References</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA</td>
<td>Philosophy of Public Schools</td>
<td>0616</td>
<td></td>
</tr>
<tr>
<td>AAB</td>
<td>District Goals &amp; Objectives</td>
<td>0616</td>
<td>NDCC 15.1-02-11 Supt of Public Instruction - Accreditation of Schools - Rules</td>
</tr>
</tbody>
</table>
| AAC             | Nondiscrimination & Anti-Harassment Policy | 0117  | Civil Rights Act of 1964  
1972 Educational Amendment, Title IX  
1973 Rehabilitation Act, Section 504  
34 C.F.R. Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance  
29 U.S.C. '631 Age Discrimination in Employment Act  
42 U.S.C. 12101-12213 Americans with Disabilities Act  
20 U.S.C. 1413 Individuals With Disabilities Education Act  
April 29, 2014: OCR Dear Colleague  
NDCC Ch. 14-02.4 Human Rights  
NDCC Ch. 15.1-32 Special Education  
NDCC Ch. 34-01-17 Unlawful to Discriminate Because of Age - Penalty |
| AAC-BR          | Discrimination & Harassment Grievance Procedure | 0117  | 1964 Civil Rights Act, Title VI  
1964 Civil Rights Act, Title VII  
Executive Order 11246, as amended  
1972 Educational Amendments, Title IX  
45 CFR Part 86 Regulations  
1973 Rehabilitation Act, Section 503  
1973 Rehabilitation Act, Section 504  
45 CFR Part 84 Regulations  
20 U.S.C. '626 (PL 101-433) Old Workers Benefit Protection Act  
29 U.S.C. '631 Age Discrimination in Employment Act  
42 U.S.C. 12101-12213 Americans with Disabilities Act  
20 U.S.C. 1413 Individuals With Disabilities Education Act  
NDCC Ch. 14-02.4 Discrimination  
NDCC Ch. 15.1-32 Special Education  
NDCC Ch. 34-01-17 Unlawful to Discriminate Because of Age - Penalty |
| AAC-E           | Filing a State or Federal Discrimination and/or Harassment Complaint | 0117  |                                                                                 |
| AAC-E2          | Discrimination/Harassment Complaint Confidentiality Assessment | 0117  |                                                                                 |
| AAC-E3          | Discrimination and Harassment Training Requirements for Employees | 0117  |                                                                                 |
| AAC-E4          | Reasonable Accommodation Request Physician Form | 0315  |                                                                                 |
| AACA | Section 504 Dispute Resolution Policy | 0510 | 1964 Civil Rights Act, Title VII  
1972 Educational Amendments, Title IX  
45 CFR Part 86 Regulations Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance |
|------|--------------------------------------|------|----------------------------------------------------------------------------------|
| AACA-E | School District’s Duty Under Section 504 | 0710 | NDCC 15.1-02-11 Supt of Public Instruction - Accreditation of Schools - Rules  
NDCC 15.1-22 Kindergarten  
ND Administrative Code 67-19-01-06 |
| AACA-E2 | Section 504 Notice & Procedural Safeguards Guidelines | 0714 | NDCC 01-03-01 Holidays  
NDCC 15.1-06-02 School Holidays  
NDCC 15.1-06-03 School Year -Definition  
NDCC 15.1-06-04 School Calendar Length  
NDCC-15.1-06-05 Instructional Day-Reconfiguration - Application  
NDCC 15.1-09-33 School Board Powers |
| ABAA | School District Organization Plan | 0308 | NDCC 15.1-06-14 Use of Schools for Purposes Other Than Education  
NDCC 15.1-06-17.1 Religious Objects or Documents - Display  
First Amendment, Constitution of US  
Constitution of ND  
Florey v. Sioux Falls School District, 8th Cir., 1980 |
| ABAB | School Year & Calendar | 0719 | NDCC 15.1-03-21 Non-curricular Use of District Property  
NDCC 15.1-03-22 Non-curricular Use of District Equipment  
NDCC 15.1-09-33 School Board Powers  
NDCC 15.1-09-34 Tobacco-Free Schools & Workplaces, Violations by the Public  
NDCC 15.1-09-37 Extracurricular Scheduling Regulation |
| ABABA | Religious Observance | 1109 | NDCC 16.1-10-01 Corrupt Practice - What Constitutes  
NDCC 16.1-10-02 Use of State or Political Subdivision Services or Property for Political Purposes  
NDCC 34.11.02 Political Activities  
NDCC 44-08-19 Political Activities by Public Employees Prohibited While on Duty - Definition |
| ABBA | North Dakota's Comprehensive Model School Policy for Tobacco Use | 0818 | Exercise of Public School Board Powers  
First Amendment, Constitution of US  
Constitution of ND  
Florey v. Sioux Falls School District, 8th Cir., 1980  
Pro-Children Act of 1994  
20 U.S.C. 7101 Safe & Drug Free Schools Communities Act  
20 U.S.C. 7905 Equal Access to Public School Facilities  
NDCC 15.1-06-13 School Board Powers  
NDCC 15.1-06-14 Use of Schools for Purposes Other Than Education  
NDCC 15.1-06-17.1 Religious Objects or Documents - Display  
NDCC 15.1-06-17.1 Religious Objects or Documents - Display  
First Amendment, U.S. Constitution  
Lemon v. Kurtzman 403 U.S. 602 (1971)  
| ABBA-BR | Tobacco-Free Schools & Workplaces, Violations by the Public | 0707 | NDCC 15.1-06-13 School Board Powers  
NDCC 15.1-06-14 Use of Schools for Purposes Other Than Education  
NDCC 15.1-06-17.1 Religious Objects or Documents - Display  
First Amendment, U.S. Constitution  
Lemon v. Kurtzman 403 U.S. 602 (1971)  
| ABBB | Non-curricular Use of District Property | 0309 | NDCC 15.1-06-14 Use of Schools for Purposes Other Than Education |
| ABC | Non-curricular Use of District Equipment | 1008 | NDCC 16.1-10-01 Corrupt Practice - What Constitutes  
NDCC 16.1-10-02 Use of State or Political Subdivision Services or Property for Political Purposes  
NDCC 34.11.02 Political Activities  
NDCC 44-08-19 Political Activities by Public Employees Prohibited While on Duty - Definition |
| ABBD | Commercial & Political Use of Schools | 0309 | NDCC 16.1-10-01 Corrupt Practice - What Constitutes  
NDCC 16.1-10-02 Use of State or Political Subdivision Services or Property for Political Purposes  
NDCC 34.11.02 Political Activities  
NDCC 44-08-19 Political Activities by Public Employees Prohibited While on Duty - Definition |
| ABBDA | Political Activities | 0711 | NDCC 15.1-06-17.1 Religious Objects or Documents - Display  
First Amendment, U.S. Constitution  
Lemon v. Kurtzman 403 U.S. 602 (1971)  
| ARRF | Displays of Religious Objects or Documents | 1109 | NDCC 15.1-06-17.1 Religious Objects or Documents - Display  
First Amendment, U.S. Constitution  
Lemon v. Kurtzman 403 U.S. 602 (1971)  