REGULAR MEETING OF THE SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
Tuesday, November 13, 2018 – 6:00 p.m.
Mark Sanford Education Center, 2400 47th Avenue South, Grand Forks, ND

TO THE MEMBER ADDRESSED:
Notice is hereby given that the School Board of Grand Forks Public School District #1 will meet on the above date and time at the Mark Sanford Education Center, 2400 47th Avenue South, Grand Forks, ND.

Edwin J. Gerhardt, Business Manager

AGENDA

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA

III. CELEBRATING SUCCESS
   A. Century Elementary School

IV. APPROVAL OF MINUTES
   A. October 22, 2018

V. 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. Citizen comments and concerns will be directed to the Superintendent of Schools, who will deal with the according to policies adopted by the Board.)

VI. SUPERINTENDENTS’S RECOMMENDATIONS FOR DISCUSSION
   A. Review School Board Norms
   B. 2019 Legislative Issues and Priorities
   C. NDSBA Seminars/Convention Lessons Learned
   D. Title IV Funded Positions Update

VII. SUPERINTENDENTS’S RECOMMENDATIONS FOR ACTION
   A. Consent Agenda
      1. Appointments
      2. Resignations
   B. Appointment of Business Manager
   C. General Fund Financial Statement
   D. Second Reading and Adoption of Policy 3200 and Rescind of Policy 3211
   E. Superintendent’s Evaluation Committee Report
      1. Consideration of Superintendent’s November Evaluation

VIII. OTHER
   A. Announcements
      1. Celebrating Our Cultures
   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?
   D. Book Study - Chapter 3

IX. 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.

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.
The school board of Grand Forks Public School District #1 held a retreat on Monday, October 22, 2018, at the Hilton Garden Inn with President Bill Palmiscno presiding.

Board Members Present: Douglas Carpenter, Chris Douthit, Amber Flynn, Jacqueline Hoffarth, Eric Lunn, Bill Palmiscno, Cynthia Shabb, and Matt Spivey.

Board Members Absent: Shannon Mikula.

Others Present: Student Board Members Averi Bullinger and Riley Thoreson, GFAFB School Board Members Elizabeth Meihaus and Misty Brustad, Superintendent Dr. Terry Brenner, Associate Superintendent Jody Thompson, Business Manager Ed Gerhardt, and Executive Secretary Cindy Johnson.

Call to Order and Pledge of Allegiance. The meeting was called to order at 6:04 p.m. and the Pledge of Allegiance was recited.

Approval of Agenda. It was moved by Lunn and seconded by Douthit to approve the agenda as written. Motion carried with all Board members present voting aye.

Approval of Minutes. It was moved by Shabb and seconded by Lunn to approve the October 8, 2018, minutes as written. Motion carried with all Board members present voting aye.

Review of Open Meetings Law. The District’s legal counsel, Attorney Richard W. (Dick) Olson, and Attorney Laura D. Cobb gave a presentation on open meetings and records law and an overview of school board member duties and responsibilities.

Retreat. Corey Mock, Leadership Solutions, LLC, facilitated the retreat and led those in attendance through an exercise to identify leadership traits and discussion of the same.

Consent Agenda. It was moved by Shabb and seconded by Lunn to approve the consent agenda as follows: Teacher Appointment at 30% effective October 23, 2018, for Blake Neubauer (salary $9,853) and resignation of Jennifer Griffis effective October 24, 2018. Motion carried with all Board members present voting aye.

Announcements. American Education Week is November 12-16. A link to District activities in recognition of American Education Week may be found in Dr. Brenner’s Friday Focus.

Adjournment. There being no further business, the meeting adjourned at 9:45 p.m.

APPROVED

____________________________________
(Date)

Bill Palmiscno, President

____________________________________________________

Edwin J. Gerhardt, Business Manager
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
SUBJECT: 2019 Legislative Issues and Priorities
DATE: November 13, 2018

As a local unit of government in the State of North Dakota, the school district is both dependent upon and regulated by state government. Both fiscal appropriations and policy decisions made at the legislative level of state government have great impact on decision making at the local level. Accordingly, the school district has legitimate interest in participating in the legislative process by informing and educating state-level decision makers. The focus of this information and education process is primarily on the local delegation of legislators, but should also involve state legislative leadership, state executive leadership, and others as necessary.

The connections made with the local delegation are most fundamental. Again this year, the school district will host on behalf of the school district, the city, the county, the park district, and the airport authority, a pre-session legislative forum for the local legislative delegation. The Legislative Forum is set for Thursday, November 29, 2018, from 5:30 p.m. to 7:30 p.m. at the Mark Sanford Education Center.

The district administration has developed a draft of school district legislative issues and priorities for the 2019 legislative session to be reviewed and considered by the school board. The final version of this document will be the basis for the development of a more detailed document to be shared with the local legislative delegation at the upcoming forum. These issues and priorities will also serve as a general guide for the district administration throughout the legislative session. The positional responsibility of the superintendent is to serve the primary role in communicating with legislators. This is accomplished via both written and verbal communication, visits to the Capitol, attendance at legislative forums, and other methods. Additionally, it is very advantageous for our legislators to hear a consistent voice from school board members, administrators, and others regarding the district’s legislative priorities. The school board-approved list will provide for consistency and constancy of message.

Please find attached draft document of the 2019 Legislative Issues and Priorities for your consideration at the November 1 school board meeting. Administrative recommendation is for approval of the 2019 Legislative Issues and Priorities.

cj
Attachment
Global “Perennial” Issues

- Unfunded/Underfunded Mandates
- An Adequate, Equitable, and Stable Education Funding System and Taxation Policy
- “Evidence-Based” Educational Reform

Priority Issues for 2019

- High Reliability Schools as a recognized accreditation organization.
- Costs Associated with English Learners - support the state ensuring program funding equity for school districts, including full funding of the costs associated with English learners.
- School Construction Loan Program - support increasing the total funds available for the School Construction Loan Program.
- Teachers’ Fund for Retirement - support any of the following solutions:
  - A separate state appropriation that gives each school district an annual amount equal to 5% of their certified staff payroll, until such time as the rollback occurs to the pre-2008 contribution levels.
  - A series of catch-up allocations from the state’s general fund sufficient to fund the plan to 100%.
  - A rollback to the pre-2008 contribution levels when the TFFR plan is funded at 70% with the post-2008 increased contribution rates paid by state funds until the plan is 100% funded.
  - Agreement to study the present funding system for TFFR and explore other possible solutions with appropriate stakeholders. Comprehensive study should include potential costs considerations, funding sources, legal implications, and impact on employees, employers, and the state.
Legislative Issues and Priorities 2019

- **Early Childhood Education** - support separate state funding for preschool programs meeting prescribed standards.

- **Funding Adequacy, Board Taxing Authority, and Property Tax Reductions** - support direct state funding of K-12 education at a level adequate to reduce reliance on local property taxes.

- **After-School Programming** - support legislation that will allow all school districts in North Dakota an equal opportunity to participate with after-school programming.

- **North Dakota State Standards** - support the ongoing implementation of North Dakota State Standards.

- **Safety and Security** - support legislation that would expand the ability of school districts to discuss school safety and security in executive session.
MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
SUBJECT: NDSBA Seminars/Convention Lessons Learned
DATE: November 13, 2018

As many of you know, several Board members recently attended the North Dakota School Boards Association (NDSBA) New Member Seminar, School Law Seminar, or Annual Convention that were held October 25-26, 2018 in Bismarck.

At the November 13 School Board meeting, Board members will be given the opportunity to debrief and share lessons they learned from the event(s) they attended. This discussion is intended to be conversation and comments in general. Should Board members have specific questions concerning a topic of interest that came out of any of the NDSBA events, they may ask for the topic to be brought forward as an agenda item at a future school board work session.

cj
MEMORANDUM

DATE: November 13, 2018
TO: Dr. Terry Brenner, Superintendent
FROM: Jody Thompson, Associate Superintendent
       Catherine Gillach, Assistant Superintendent
RE: Title IV Funded Positions Update

At the August 6th Board meeting we updated the School Board on our Federal Title grants and explained the new Title IV funding plans to support our district’s efforts to provide social/emotional support to our students through hiring of new staff. These funds will be used to support the following new positions:

- Licensed Addiction Counselor - 1.0 FTE
- Behavior Facilitators - 2.0 FTE
- School Social Workers - 3.6 FTE

**Licensed Addiction Counselor (LAC)**
This position is responsible to facilitate substance abuse screening and assessments for at-risk youths; provide skills building, education groups and individual counseling; assist with developing, implementing, and monitoring substance abuse education programs for students, staff and parents; work with families and agency or private practice providers to help plan for youth substance abuse care needs, to include alcohol and drug screening to determine level of need and assisting families in locating and securing services; collaborate with school, department, and county staff to provide education on substance abuse/addiction programs to students, staff, and families.

There were 4 applicants and the team interviewed all of them. We are pleased to announce the hiring of Cynthia McMillan as the new Licensed Addiction Counselor.

Ms. McMillan was selected because she has over 20 years of experience in the field of substance use disorders much of it with adolescents, and a plethora of experience collaborating with other organizations in the community around substance use disorder issues. She is a great communicator and handled herself extremely well during the role play portion of the interview.

The interview team consisted of Geoff Gaukler, Buck Kasowski, Catherine Gillach, Christine Litzinger and Sarah Shimek.
School Social Worker
The school social worker will work in close collaboration with school teams to provide multi-tiered assessments and interventions. They will provide evidenced based prevention and intervention strategies to the educators, parents and staff members of his/her school community. The social worker is to work in consultation with school teams to provide a high level of service to meet the social and emotional needs of the student and the family. They will collaborate with outside agencies through various systems to provide consultation, intervention and referral to students and families. The school social worker should provide advocacy and culturally competent practice that shall be integrated in all facets of the social workers’ responsibilities.

We had 16 applicants and we interviewed nine. We are pleased to announce the following hires for School Social Workers: Tracy Meagher (1.0 FTE), Jessica Christoffers (1.0 FTE), Alisa Bowman (1.0 FTE) and Moire Dunn-.60 FTE

Tracy Meagher has a Bachelor’s Degree in Social Work from the University of North Dakota. She has years of experience working with children and families. Tracy has worked at Northeast Human Service Center as a program manager assisting families and children qualifying for early interventions. Her passion is working with children and families and she looks forward to the opportunity to work in the public school setting.

Jessica Christoffers has a Bachelor’s Degree in Social Work from the University of North Dakota. She has experience working as a program associate at Red River Valley Community Action assisting clients. Jessica helped make referrals to resources outside the agency when families were in need. She has several years of experience working with middle school special needs students in an educational setting at Warwick Public School, Warwick, ND.

Alisa Bowman has a Bachelor’s Degree in Social Work from Cal State University. She did her internship at Winship Elementary School last year. She completed her Master’s Degree from the University of North Dakota in May 2018. Alisa has been working part time as a behavioral coach at West Elementary School.

Moiré Dunn was selected to fulfill a 60% position. She has her Bachelor’s Degree in Social Work from the University of North Dakota. Moire is completing her Masters Degree from UND. Moire has experience working as an Academic Coordinator for UND TRIO. She has had training in trauma, theories, behavior plans and support systems for students.

We are excited to add these staff to the Grand Forks Public School team. They bring a wealth of experience, knowledge and expertise and will provide much needed support to our students and families.
Behavior Facilitator
This position is a facilitator for elementary and secondary level students to help assist IEP and MTSS teams with developing and implementing student behavior support plans, collaborate with case managers, special education coordinators, administrators and other school staff as a resource to support students' social/emotional development and behavioral needs. They will collaborate on the creation and support of behavior plans with the help of IEP and MTSS teams, set goals for behavioral changes, monitor students, assess progress and modify behavioral plans in conjunction with IEP and/or MTSS teams. They will provide behavioral support and collaboration to teachers and school staff, regularly observe students across their educational environments, and record and analyze appropriate data to monitor student progress and actively participate in student MTSS support teams and serve on IEP teams, as appropriate.

There were 19 applicants and the team interviewed six for the positions. We are pleased to announce the following hires for Behavior Facilitators:

- Hannah Senescall - 1.0 FTE
- Brittney Hansen - .50 FTE
- Toby Trontvet - .50 FTE

Hannah Senescall was selected due to her wealth of experience at the North Dakota Autism Center. She also has experience as a registered behavior technician who has experience in both school and home settings with students with autism and/or behavioral needs. Ms. Hansen is attaining her degree as a Board Certified Behavior Analyst and will complete her degree in December of 2019. Additionally, she has completed coursework in elementary education as part of her undergraduate studies.

Toby Trontvet was selected due to her background as a Board Certified Behavior Analyst. Ms. Trontvet has worked collaboratively with the District on multiple occasions as a behavioral consultant. Ms. Trontvet has helped to devise multiple plans to increase students' success in emotional and behavioral regulation. She has developed extensive networks in the community, which will be a wonderful bridge between families, agencies, and the District.

Brittney Hansen was selected due to her background as a Board Certified Behavior Analyst. Ms. Hansen has worked alongside Ms. Trontvet to provide Applied Behavior Analysis consultation in the school district. Ms. Hanson has helped to create successful behavioral support plans, and she has completed various behavioral observations and communicated effectively with teams and families to promote student success.

The interview team consisted of Tricia Lee, Amy Bartsch, Loren Hoheisel, Nicole Reybok, Brandon Vandervort and Beth Messner.
MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
SUBJECT: Consent Agenda
DATE: November 13, 2018

Many items of a routine nature can be handled as one item rather than spending additional time on each individual item. Therefore, the Consent Agenda has been developed for the school board’s use in order to speed up the process of conducting its meetings. Items that may be listed on the Consent Agenda include:

- Appointments (excludes administrative appointments)
- Leave Requests (excludes requests for extension)
- Open Enrollment Applications
- Resignations
- Student Placements
- Student Travel Requests

There should be no discussion concerning an individual item on the Consent Agenda. However, during the approval of the school board meeting agenda, any board member may request an item be removed from the Consent Agenda for further discussion. Once the school board meeting agenda has been approved, all items listed on the Consent Agenda are handled as one item.

**Items appearing on the Consent Agenda at the time of the publishing of this agenda packet with their requested considerations are:**

- Appointments (excludes administrative appointments)
- Resignations

Administrative recommendation is for approval.

cj
Attachments
MEMORANDUM

TO: Dr. Terry Brenner, Superintendent
FROM: Tracy Abentroth, Director of Human Resources
RE: Teacher Appointments
DATE: November 13, 2018

Pursuant to North Dakota Century Code 15.1-09-33 the School Board approves the issuance of contracts to school district personnel.

Appointments appearing on this list at the time of the publishing of the agenda packet follow. There may be additional appointments presented for consideration at the meeting.

Administrative recommendation is to approve the appointments as follows:

Alisa Bowman effective November 19, 2018
Moiré Dunn effective November 26, 2018
Tracy Meagher effective November 26, 2018
Mary Moroney-Fernandez effective October 29, 2018
David Tack effective 2019/2020 school year

Attachment
mjs
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MEMORANDUM

TO: Dr. Terry Brenner, Superintendent

FROM: Tracy Abentroth, Director of Human Resources

RE: Resignations

DATE: November 13, 2018

North Dakota Century Code 15.1-09-33 provides authority for the School Board to act on employment contracts for school district personnel.

Please find attached letters of resignation from the following:

Renolda Smith School Counselor Community High School

Administrative recommendation is to approve the resignation effective December 20, 2018.

Attachment

mjs
10/17/18

R. Joanne Smith  
4236 Tamarack Dr. #106  
Grand Forks, ND 58201

Grand Forks School System  
2400 47th Avenue South  
Grand Forks, ND 58201

ATT: Tracy Abentroth, Director of Human Resources  
Terry Bohan, Principal, Community High School

RE: Resignation of Counseling Position at Community High School

Dear Ms. Abentroth:

I am currently employed as the Counselor of Community High School. My plans were to complete this school year and return to my home state of Louisiana at the end of May. However, this year has brought unforeseen changes in my family that necessitate my return to Louisiana at the end of this semester.

Hurricane Michael (the storm that hit Panama City, FL last week) impacted our family, displacing my oldest daughter and grandchild indefinitely. She also has health issues which require our physical and financial support.

I have enjoyed my time at Community High School and appreciate the opportunity to serve as Counselor. Please consider this my official letter of resignation effective December 20th, 2018.

Sincerely,

R. Joanne Smith

Terry Bohan, Principal
MEMORANDUM

TO: Grand Forks School Board Members  
FROM: Dr. Terry Brenner, Superintendent of Schools
SUBJECT: Appointment of Business Manager
DATE: November 13, 2018

On behalf of the interviewing team who interviewed five of nine prospective Business Manager candidates on Friday, November 2, it is with distinct privilege that I recommend Mr. Scott Berge for the position effective December 1, 2018. The December start date will allow for a transition period between Mr. Berge and Mr. Gerhardt.

Mr. Berge is presently the Director of Finance and Budget at Altru Health System and his history as a Certified Public Accountant as well as his upward trajectory in financial leadership roles makes him a terrific fit within our organizational structure.

The interview questions were divided into three themes: Budget, Leadership, and Communication with a capstone budget presentation by each candidate. The following proficiency scale was used when scoring applicants:

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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<td>Candidate does not have or has limited skills for the position</td>
<td>Candidate has some but not all skills necessary for the position</td>
<td>Candidate has the necessary skills to be successful</td>
<td>Candidate has extraordinary skills that can move the position to the next level</td>
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<tr>
<td>Requisite &amp; Transparent Skills/Experience</td>
<td>Budgeting</td>
<td>Leadership</td>
<td>Communication</td>
<td>Presentation Skills</td>
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Following the interviews and the interviewing team’s individual scoring and collaborative conversations, Mr. Berge unanimously graded out as the most outstanding and highly qualified candidate. Reference checks validated his candidacy.
Interviewing team members were:
Dr. Terry Brenner, Supt. MSEC
Catherine Gillach, Assistant Supt. MSEC
Michelle Emineth, Business Office MSEC
Tracy Abentroth, Human Resources MSEC
Tracy Jentz, Communications MSEC
Leslie Wiegandt, Elementary Principal Wilder
Shari Bilden, Elem/Middle School Principal Twining
Dr. Kris Arason, High School Principal Red River
Terry Bohan, Principal Community

Administrative recommendation is to approve Mr. Scott Berge's hiring at a salary of $144,000 effective January 1, 2019.

Enclosure: Scott Berge Resume
Scott J. Berge, CPA

Experience

Altru Health System
2/2013 to Present

Director of Finance and Budget 5/2015 -
Manager of Finance 2/2013 – 5/2015

- Financial accounting and reporting, including audited financial statements
- Multiple entity tax filings and other Federal/State reporting
- Budgeting and productivity responsibility for all entities
- Payer contracting and reimbursement
- Long Range Financial Planning
- Bond issuance and other related financing activities
- Active roles on audit, contract, compensation and benefits, organizational risk, investment and retirement committees

S & S Transport
2/2010 to 2/2013

Controller

- Oversee accounting, payroll, sales and use tax, income tax, financial statement preparation, cost accounting, fixed asset accounting, and revenue and cost analysis for multiple related operating entities and rental activities
- Supervise accounting personnel and also HR responsibilities for 100+ employees
- Negotiate financing needs and terms for the various companies

Drees, Riskey & Vallager, LTD.
12/1994 to 2/2010

Senior Manager

- Prepare compiled and reviewed financial statements (GAAP and income tax basis)
- Financial analysis, budgeting and planning for a wide variety of business types and industries
Scott J. Berge, CPA

Continued

- Prepare projected financial statements for business start-ups and to assist businesses in obtaining financing
- Multi-state income, payroll and sales tax experience
- Accounting software consulting and setup
- Prepare individual, corporate, partnership, non-profit, estate and gift, and fiduciary income tax returns

Education

University of North Dakota

Bachelor of Accountancy

- Honors Program
- 3.97 GPA

Awards and Achievements

- Certified Public Accountant since 1994
- Certified QuickBooks ProAdvisor – multiple years
- Beta Gamma Sigma Honor Society Member
- HFMA Certified Healthcare Financial Professional

Community Activities

- Secretary for North Dakota Chapter of Healthcare Financial Management Association (HFMA) 2018-
- Treasurer for The North Dakota Alpha Community Board (Sigma Phi Epsilon) 2017-
- Board Member and Treasurer for Grand Forks Foundation for Education 2007-2013
- Treasurer for Circle of Friends Humane Society 2003-2010
- Former President of the Grand Forks Chapter of the North Dakota Society of Certified Public Accountants
MEMORANDUM

TO:        Grand Forks School Board
FROM:  Ed Gerhardt, Business Manager
RE:  General Fund Financial Statement
DATE:  November 13, 2018

Pursuant to the North Dakota Century Code and School District Policy, attached is the General Fund Financial Statement for Grand Forks Public School District #1 for the period of July 1, 2018 through October 31, 2018.

For the first four months of fiscal year 2018-2019, total general fund revenues were $27,541,243 and total general fund expenditures were $22,202,231 resulting in an excess of revenues over expenses of $5,339,012.

Administrative recommendation is to approve the General Fund Financial Statement for the period of July 1, 2018 through October 31, 2018 as presented.

[Signature]

Providing Equal Opportunities in Education and Employment
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<td><strong>REVENUES</strong></td>
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<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>103,500,000</td>
<td>27,541,243</td>
<td>26.6%</td>
<td>75,958,757</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Salaries</td>
<td>69,500,000</td>
<td>13,303,633</td>
<td>19.1%</td>
<td>56,196,367</td>
</tr>
<tr>
<td>B. Fringe Benefits</td>
<td>20,625,000</td>
<td>3,819,191</td>
<td>18.5%</td>
<td>16,805,809</td>
</tr>
<tr>
<td>C. Other Expenses</td>
<td>13,500,000</td>
<td>4,539,877</td>
<td>33.6%</td>
<td>8,960,123</td>
</tr>
<tr>
<td>D. Utilities</td>
<td>2,125,000</td>
<td>539,530</td>
<td>25.4%</td>
<td>1,585,470</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>105,750,000</td>
<td>22,202,231</td>
<td>21.0%</td>
<td>83,547,769</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REVENUES OVER/(UNDER) EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td>5,339,012</td>
</tr>
</tbody>
</table>
### GRAND FORKS PUBLIC SCHOOLS
### GENERAL FUND FINANCIAL STATEMENT
### AS OF OCTOBER 31, 2018

<table>
<thead>
<tr>
<th></th>
<th>2018-2019 BUDGET</th>
<th>2018-2019 ACTUAL</th>
<th>%</th>
<th>BUDGET BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. LOCAL SOURCES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>19,800,000</td>
<td>181,386</td>
<td>0.9%</td>
<td>19,618,614</td>
</tr>
<tr>
<td>Revenue in Lieu of Taxes</td>
<td>600,000</td>
<td>0</td>
<td>0.0%</td>
<td>600,000</td>
</tr>
<tr>
<td>Impact Aid</td>
<td>3,000,000</td>
<td>0</td>
<td>0.0%</td>
<td>3,000,000</td>
</tr>
<tr>
<td>Tuition</td>
<td>1,800,000</td>
<td>21,404</td>
<td>1.2%</td>
<td>1,778,596</td>
</tr>
<tr>
<td>Adult Ed Tuition</td>
<td>15,000</td>
<td>4,056</td>
<td>27.0%</td>
<td>10,944</td>
</tr>
<tr>
<td>Drivers Education</td>
<td>45,000 (145)</td>
<td>(145)</td>
<td>-0.3%</td>
<td>45,145</td>
</tr>
<tr>
<td>Interest Income</td>
<td>250,000</td>
<td>51,425</td>
<td>20.6%</td>
<td>198,575</td>
</tr>
<tr>
<td>Bus Tickets</td>
<td>100,000</td>
<td>28,358</td>
<td>28.4%</td>
<td>71,642</td>
</tr>
<tr>
<td>ENCORE Fees</td>
<td>345,000</td>
<td>67,265</td>
<td>19.5%</td>
<td>277,735</td>
</tr>
<tr>
<td>SPA Activities</td>
<td>140,000</td>
<td>26,950</td>
<td>19.3%</td>
<td>113,050</td>
</tr>
<tr>
<td>Summer School Activities</td>
<td>8,000</td>
<td>0</td>
<td>0.0%</td>
<td>8,000</td>
</tr>
<tr>
<td>Rental Income</td>
<td>12,000</td>
<td>1,180</td>
<td>9.8%</td>
<td>10,820</td>
</tr>
<tr>
<td>Sale of Real Property</td>
<td>410,000</td>
<td>362,075</td>
<td>88.3%</td>
<td>47,925</td>
</tr>
<tr>
<td>Contributions / Donations</td>
<td>25,000</td>
<td>20,038</td>
<td>80.2%</td>
<td>4,962</td>
</tr>
<tr>
<td>Other Local</td>
<td>100,000</td>
<td>46,059</td>
<td>46.1%</td>
<td>53,941</td>
</tr>
<tr>
<td><strong>TOTAL LOCAL REVENUE</strong></td>
<td>26,650,000</td>
<td>810,050</td>
<td>3.0%</td>
<td>25,839,950</td>
</tr>
</tbody>
</table>

| **B. STATE SOURCES**           |                  |                 |     |                |
| State Aid Formula Payment      | 64,000,000       | 25,783,869      | 40.3%| 38,216,131     |
| Transportation                 | 455,000          | 184,346         | 40.5%| 270,654        |
| Special Education              | 950,000          | 44,838          | 4.7%| 905,162        |
| Career & Technical Education   | 315,000          | 0               | 0.0%| 315,000        |
| Adult Education                | 221,000          | 9,565           | 4.3%| 211,435        |
| Medicaid Reimbursement         | 36,000           | 10,368          | 28.8%| 25,632        |
| Restricted State Aid - Northeast | 100,000        | 0               | 0.0%| 100,000        |
| Restricted State Aid - Day Treatment | 44,000       | 0               | 0.0%| 44,000        |
| Restricted State Aid - EL      | 35,000           | 0               | 0.0%| 35,000        |
| Restricted State Aid - Other   | 94,000           | 34,682          | 36.9%| 59,318        |
| **TOTAL STATE REVENUE**        | 66,250,000       | 26,067,669      | 39.3%| 40,182,331     |
### C. FEDERAL SOURCES

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title I, Part A</td>
<td>2,959,973</td>
<td>0</td>
<td>0.0%</td>
<td>2,959,973</td>
</tr>
<tr>
<td>Title II, Part A</td>
<td>770,248</td>
<td>0</td>
<td>0.0%</td>
<td>770,248</td>
</tr>
<tr>
<td>Title III, Part A</td>
<td>35,266</td>
<td>0</td>
<td>0.0%</td>
<td>35,266</td>
</tr>
<tr>
<td>Title IV, Part A</td>
<td>430,614</td>
<td>0</td>
<td>0.0%</td>
<td>430,614</td>
</tr>
<tr>
<td>ENCORE (21st Century CCLC)</td>
<td>838,712</td>
<td>29,820</td>
<td>3.6%</td>
<td>808,892</td>
</tr>
<tr>
<td>Head Start</td>
<td>2,621,867</td>
<td>269,174</td>
<td>10.3%</td>
<td>2,352,693</td>
</tr>
<tr>
<td>IDEA B - Special Education</td>
<td>2,378,728</td>
<td>301,935</td>
<td>12.7%</td>
<td>2,076,793</td>
</tr>
<tr>
<td>Preschool Program</td>
<td>77,881</td>
<td>0</td>
<td>0.0%</td>
<td>77,881</td>
</tr>
<tr>
<td>Indian Education Programs</td>
<td>87,129</td>
<td>0</td>
<td>0.0%</td>
<td>87,129</td>
</tr>
<tr>
<td>Carl Perkins</td>
<td>215,000</td>
<td>0</td>
<td>0.0%</td>
<td>215,000</td>
</tr>
<tr>
<td>Adult Education</td>
<td>63,000</td>
<td>7,875</td>
<td>12.5%</td>
<td>55,125</td>
</tr>
<tr>
<td>E-Rate Funding</td>
<td>100,000</td>
<td>54,720</td>
<td>54.7%</td>
<td>45,280</td>
</tr>
<tr>
<td>Restricted Federal - Other</td>
<td>21,583</td>
<td>-</td>
<td>0.0%</td>
<td>21,583</td>
</tr>
<tr>
<td><strong>TOTAL FEDERAL REVENUE</strong></td>
<td><strong>10,600,000</strong></td>
<td><strong>663,524</strong></td>
<td><strong>6.3%</strong></td>
<td><strong>9,936,476</strong></td>
</tr>
</tbody>
</table>

**TOTAL GENERAL FUND REVENUE**

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>103,500,000</td>
<td>27,541,243</td>
<td>26.6%</td>
<td>75,958,757</td>
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GRAND FORKS PUBLIC SCHOOLS
GENERAL FUND FINANCIAL STATEMENT
AS OF OCTOBER 31, 2018

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<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. SALARIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Staff</td>
<td>53,000,000</td>
<td>9,612,282</td>
<td>18.1%</td>
<td>43,387,718</td>
</tr>
<tr>
<td>Paras / Classified Staff</td>
<td>15,200,000</td>
<td>3,541,876</td>
<td>23.3%</td>
<td>11,658,124</td>
</tr>
<tr>
<td>Subs / Other</td>
<td>1,300,000</td>
<td>149,476</td>
<td>11.5%</td>
<td>1,150,524</td>
</tr>
<tr>
<td><strong>TOTAL SALARIES</strong></td>
<td>69,500,000</td>
<td>13,303,633</td>
<td>19.1%</td>
<td>56,196,367</td>
</tr>
<tr>
<td><strong>B. FRINGE BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td>8,500,000</td>
<td>1,412,019</td>
<td>16.6%</td>
<td>7,087,981</td>
</tr>
<tr>
<td>TFFR (Employer Share)</td>
<td>6,275,000</td>
<td>1,147,890</td>
<td>18.3%</td>
<td>5,127,110</td>
</tr>
<tr>
<td>FICA (Employer Share)</td>
<td>4,900,000</td>
<td>968,502</td>
<td>19.8%</td>
<td>3,931,498</td>
</tr>
<tr>
<td>IRA/403B (Employer Share)</td>
<td>550,000</td>
<td>100,077</td>
<td>18.2%</td>
<td>449,923</td>
</tr>
<tr>
<td>Disability Insurance</td>
<td>205,000</td>
<td>41,755</td>
<td>20.4%</td>
<td>163,245</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>150,000</td>
<td>139,712</td>
<td>93.1%</td>
<td>10,288</td>
</tr>
<tr>
<td>Unemployment Comp</td>
<td>7,000</td>
<td>2,596</td>
<td>37.1%</td>
<td>4,404</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>38,000</td>
<td>6,641</td>
<td>17.5%</td>
<td>31,359</td>
</tr>
<tr>
<td><strong>TOTAL FRINGE BENEFITS</strong></td>
<td>20,625,000</td>
<td>3,819,191</td>
<td>18.5%</td>
<td>16,805,809</td>
</tr>
</tbody>
</table>

| **C. OTHER EXPENSES**       |                  |                 |             |                   |
| Supplies                    | 2,200,000        | 737,943         | 33.5%       | 1,462,057         |
| Equipment & Furniture       | 1,400,000        | 335,005         | 23.9%       | 1,064,995         |
| Textbooks / Curriculum Adoption | 650,000      | 610,113         | 93.9%       | 39,887            |
| Library Books & Materials   | 135,000          | 70,329          | 52.1%       | 64,671            |
| Purchased Services          | 1,640,000        | 501,053         | 30.6%       | 1,138,947         |
| Legal Services              | 9,000            | 345             | 3.8%        | 8,655             |
| Student Transportation      | 1,500,000        | 191,661         | 12.8%       | 1,308,339         |
| Field Trips                 | 65,000           | 2,746           | 4.2%        | 62,254            |
| Tuition                     | 1,100,000        | 95,592          | 8.7%        | 1,004,408         |
| Telephones                  | 250,000          | 77,794          | 31.1%       | 172,206           |
| Postage                     | 75,000           | 24,465          | 32.6%       | 50,535            |
| Printing                    | 125,000          | 26,300          | 21.0%       | 98,700            |
| Insurance                   | 380,000          | 366,652         | 96.5%       | 13,348            |
| Rent                        | 500,000          | 133,454         | 26.7%       | 366,546           |
| Apple Lease                 | 211,000          | 210,669         | 99.8%       | 331               |
| Service Agreements          | 635,000          | 330,223         | 52.0%       | 304,777           |
| Construction Services       | 1,000,000        | 379,088         | 37.9%       | 620,912           |
GRAND FORKS PUBLIC SCHOOLS
GENERAL FUND FINANCIAL STATEMENT
AS OF OCTOBER 31, 2018

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>160,000</td>
<td>44,118</td>
<td>27.6%</td>
<td>115,882</td>
</tr>
<tr>
<td>Car Allowances</td>
<td>100,000</td>
<td>573</td>
<td>0.6%</td>
<td>99,427</td>
</tr>
<tr>
<td>Gas &amp; Oil</td>
<td>50,000</td>
<td>14,022</td>
<td>28.0%</td>
<td>35,978</td>
</tr>
<tr>
<td>Supervisor Meals</td>
<td>30,000</td>
<td>21,701</td>
<td>72.3%</td>
<td>8,299</td>
</tr>
<tr>
<td>Dues / Fees</td>
<td>665,000</td>
<td>365,826</td>
<td>55.0%</td>
<td>299,174</td>
</tr>
<tr>
<td>Service Awards / Employee Recognition</td>
<td>20,000</td>
<td>204</td>
<td>1.0%</td>
<td>19,796</td>
</tr>
<tr>
<td>Indirect Cost</td>
<td>50,000</td>
<td>0</td>
<td>0.0%</td>
<td>50,000</td>
</tr>
<tr>
<td>Transfer to Fund #61</td>
<td>550,000</td>
<td>-</td>
<td>0.0%</td>
<td>550,000</td>
</tr>
<tr>
<td><strong>TOTAL OTHER EXPENSES</strong></td>
<td><strong>13,500,000</strong></td>
<td><strong>4,539,877</strong></td>
<td><strong>33.6%</strong></td>
<td><strong>8,960,123</strong></td>
</tr>
</tbody>
</table>

D. UTILITIES

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Water &amp; Sewage</td>
<td>375,000</td>
<td>113,868</td>
<td>30.4%</td>
<td>261,132</td>
</tr>
<tr>
<td>Natural Gas</td>
<td>500,000</td>
<td>20,228</td>
<td>4.0%</td>
<td>479,773</td>
</tr>
<tr>
<td>Electricity</td>
<td>1,250,000</td>
<td>405,434</td>
<td>32.4%</td>
<td>844,566</td>
</tr>
<tr>
<td><strong>TOTAL UTILITIES</strong></td>
<td><strong>2,125,000</strong></td>
<td><strong>539,530</strong></td>
<td><strong>25.4%</strong></td>
<td><strong>1,585,470</strong></td>
</tr>
</tbody>
</table>

**TOTAL GENERAL FUND EXPENDITURES** 105,750,000 22,202,231 21.0% 83,547,769
GRAND FORKS PUBLIC SCHOOLS
General Fund Balances

June  
May  
April  
March  
Feb  
Jan  
Dec  
Nov  
Oct  
Sept  
Aug  
July  

$0  
$5,000,000  
$10,000,000  
$15,000,000  
$20,000,000  
$25,000,000  
$30,000,000  
$35,000,000  
$40,000,000

FY 16-17  
FY 17-18  
FY 18-19
MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
SUBJECT: Second Reading & Adoption of Policy 3200 and Rescind of Policy 3211
DATE: November 13, 2018

The Board approved the first reading of proposed Policy 3200 as recommended by the 3000 Series Policy Review Committee and Administration on August 20, 2018.

District Legal Counsel reviewed the proposed policy after its first reading and made a couple of minor language changes.

Additional changes were suggested by Board Member Mikula when the proposed policy was considered for its second reading and adoption at the September 10 Board meeting. The Board took action to send the proposed policy and changes suggested by Board Member Mikula back to the Committee.

The 3000 Series Policy Review Committee met on September 27 and agreed that the arrangement of a sample policy template offered by Mikula was easier to read. The Committee also agreed that Superintendent Brenner and his office staff would conduct an internal comparative review of the proposed policy and sample policy template before re-submitting it to the Board for its second reading and adoption. The Committee reported this review plan to the Board on October 8, at which there were no objections to said review plan.

Attached for your information is a template of the proposed new policy format with descriptors for each category.

Since its first reading, proposed Policy 3200 has been reformatted to the proposed new policy format by rearranging and categorizing certain provisions. Text appearing in red represents additional language changes that have been made. The proposed policy is attached for the Board’s consideration.

Policy 3200 - Advertising
➢ This is a new policy that reflects administration’s desire to find a revenue stream aside from taxpayer dollars to support some costs of the school system such as mass communication tools, printing costs for marketing materials, staff recognition programs, etc.

Policy 3211 - Sponsorship Rights of District Programs
➢ This policy would be rescinded, as it would become obsolete once the new advertising policy is adopted.
Administrative recommendation is to approve the second reading and adoption of Policy 3200 as recommended by the 3000 Series Policy Review Committee, Administration, and District Legal Counsel.

Assuming Board adoption of Policy 3200, Administrative recommendation is to rescind Policy 3211 - Sponsorship Rights of District Programs.

cj
Attachments
I. PURPOSE
Outlines why the organization is issuing the policy and what its desired effect or outcome of the policy should be.

II. POLICY STATEMENT
Indicates the specific regulations, requirements, or modifications to organizational behavior that the policy is creating. Policy statements are extremely diverse depending on the organization and intent, and may take almost any form.

III. DEFINITIONS
Provides definitions that are clear in meaning or intention and that are unable to be misunderstood for terms and concepts found in the policy document.

IV. APPLICABILITY AND SCOPE
Describes who the policy affects and which actions are impacted by the policy. The applicability and scope may expressly exclude certain people, organizations, or actions from the policy requirements. Applicability and scope is used to focus the policy on only the desired targets, and avoid unintended consequences where possible.

V. RESPONSIBILITIES
Indicates which parties and organizations are responsible for carrying out individual policy statements. Many policies may require the establishment of some ongoing function or action. For example, a purchasing policy might specify that a purchasing office be created to process purchase requests, and that this office would be responsible for ongoing actions. Responsibilities often include identification of any relevant oversight or governance structures.

Some policies may contain additional sections, including:

- **Background**, indicating any reasons, history, ethical background statements, or intent that led to the creation of the policy, which may be listed as **motivating factors**. This information is often quite valuable when policies must be evaluated or used in ambiguous situations, just as the intent of a law can be useful to a court when deciding a case that involves that law.

Policy versus Procedure:

A **policy** is a guiding principle used to set direction in an organization. A **procedure** is a series of steps to be followed as a consistent and repetitive approach to accomplish an end result.
Grand Forks Public School District No. 1
School Board Policies - Business

Policy 3200
Advertising

Adopted: xx/xx/xx
Revised: xx/xx/xx
Legal Reference: NDCC 15.1-06-15

Effective Date: xx/xx/xx

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services in a manner that is supportive of the overall mission of Grand Forks Public Schools (District). The School Board recognizes that public schools provide a potential market for commercial activities. However, it is important that the Board protects students, employees, and all stakeholders from exploitation and ensures commercial activities do not interfere with the educational program and safe operation of the District.

The aim of advertising is to help defray some costs of the District including but not limited to mass communication tools, printing costs for marketing materials, staff recognition programs, etc., as part of its efforts to continue to be environmentally friendly, embrace innovative technology, and maintain fiscal responsibility.

II. POLICY STATEMENT

Advertising shall be accepted solely for the purpose of generating revenue for the District and not for the purpose of establishing a forum for communication.

The name, facilities, employees, students, families, or any part of the District shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below and with prior written approval of the Superintendent or their designee.

All advertising or related activity must be consistent with the District’s mission, goals, and policies. Minimally, advertisement on District property or at any District event may not include information or materials that:

1. Are inconsistent or violates with the spirit and intent of the Federal Educational Rights and Privacy Act (FERPA), Title IX, or Individuals with Disabilities Education Act (IDEA);
2. Are inconsistent with the educational objectives of the District or undermines District curriculum;
3. Are obscene to minors;
4. Are libelous, false, misleading, or deceptive;
5. Are indecent or vulgar or contain any indecent or vulgar language or imagery;
6. Contain personal attacks or abusive language such as language defaming or discriminating an individual’s character, gender, age, race, religion, ethnic or national origin, disability, or any other legally protected classification;
7. Invades the privacy of others;
8. Infringes on another’s copyright or other intellectual property rights;
9. Advertise any product or service not permitted for minors by law (examples include alcohol, tobacco, vaping, drugs, drug paraphernalia, weapons);
10. Constitute insulting or fighting words, the very expression of which injures or harasses other people;
11. Could cause or clearly threaten to cause, either because of their content or their manner of distribution, a material and substantial disruption of the proper and orderly operation and discipline of the District or District activities or will cause the commission of unlawful acts or the violation of lawful District procedures;

12. Promote any specific religion or religious, ethnic, or racial group and shall be non-proselytizing;

13. Contain a campaign or other political message supporting or opposing a political candidate for public office, a political platform, or a political issue. This does not include objective information from the District about a ballot proposition, such as a bond;

14. Advocates or promotes a violation of existing laws, regulations, ordinances, policies, and/or rules;

15. Are direct solicitations, as employees and students shall not be solicited during school hours;

16. Collect employee or student data (including, but not limited to name, telephone number, email address, etc.).

Aside from homework and other curriculum-related materials, schools are permitted to distribute to their students:

- District and school newsletters;
- Materials containing District or school news, programs, activities, and events;
- Appropriate and approved Parent-Teacher Organization (PTO) or Booster Club literature;
- Material concerning the District’s community education program;
- Material from the Grand Forks Foundation for Education; and
- Material concerning authorized business partnerships, programs, or fundraisers.

Except as authorized above, all other types of materials are prohibited and shall not be distributed unless specifically approved in writing.

Unless otherwise noted, an advertising contract shall not have a term greater than two (2) years or provide for automatic renewals or extensions.

This policy is not intended to limit the use of District resources or forums by District employees to distribute District-sponsored information or advertisements. District-sponsored groups may distribute advertisement to employees and students as determined appropriate by the Superintendent or their designee.

The District’s interschool mail and employee mailboxes are reserved for communication between employees regarding District business or for distribution of District-sponsored information or advertisement.

No advertising arrangement shall result in any direct pecuniary benefit to any District employee, Board member, or business with which they are associated.

Acceptance of advertising shall not constitute approval or endorsement of any product, service, organization, or activity referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the District will purchase goods or services from the vendor through the District’s formal procurement process.

Additionally, the use of the District’s name or logo or a school’s name or logo by a third party for non-advertising purposes requires written permission by the Communications and Community Engagement Office.
This policy shall be administered in compliance with the District’s Facility Rental Agreement, Technology Acceptable Use Policy, all Board policies, and all District or school policies and procedures.

Advertising revenues must be accounted for, and all proceeds from the sale of advertising will be deposited into a designated fund upon collection. A periodic report shall be made to the Board by the Superintendent or their designee regarding the scope and amount of such revenues.

### III. DEFINITIONS

Provides definitions that are clear in meaning or intention and that are unable to be misunderstood for terms and concepts found in the policy document.

1. For the purposes of this policy, “advertising” is oral, written, graphic, or electronic communication designed to attract attention, patronage by the school community, and communicated through means under the control of the District in exchange for monetary consideration to District. “Advertising” does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the District or support organizations of its schools.

Advertisement includes, but is not limited to:
- Signage;
- Announcements using communication equipment;
- Distribution via electronic communication; or
- Other distribution of information regarding products or services available or for sale.

2. For the purposes of this policy, “agreement” shall be defined as any written contract, understanding, arrangement, agreement, deal, or otherwise, whether written or verbal, by or between any individual, group, or organization employed by or affiliated in any way with the District, and any individual, group, organization, or entity of any character, charitable, nonprofit, or for-profit, that involves any property or property rights of the District.

Property rights include real or personal, tangible or intangible, including, but not limited to:
- Advertising;
- Use of logo;
- Use or occupancy of, or access to, physical facilities;
- Access to students or their families or employees or their families either in person, or by written communication or electronic and telecommunications;
- Taping, filming, photographic, audio or video recording, or broadcasting of any activity or event and that entails a promise, obligation, or commitment of the District or any individual, organization, or other group or entity affiliated with the District, to any course of action or inaction in exchange for any consideration whatsoever, irrespective of whether the consideration is money, goods, services, discounts, exclusivity, or otherwise.

3. As used herein, the terms “contract” and “agreement” have the same meaning.
IV. APPLICABILITY AND SCOPE

Process
All individuals/businesses that wish to advertise through the District shall enter into a written agreement to secure the rights of each party and address necessary terms of agreement.

The following guidelines shall apply for sponsorships, and contracts, and other promotional agreements proposed to the District.

1. Only the Superintendent or their designee shall have authority to bind the District to any agreement, except for any agreement which purports to provide exclusive rights, a duration in excess of two years, or an indicated value in excess of $20,000, in which cases, such agreements shall require prior approval by the Board and shall be of no force and effect until approved by the Board.

2. Agreements that provide exclusive rights, duration in excess of two years, or an indicated value in excess of $20,000 specified at item 1 above may be, and all other agreements shall be, executed on “form” contracts. These proposed agreements shall be reviewed and, unless approval by the Board is required, may be approved by the Superintendent or their designee. If in the opinion of the Superintendent or their designee, the agreement requires legal review, such review shall be obtained prior to the execution of the contract. The signature of the District’s legal counsel reviewing the proposed agreement shall be on the agreement prior to its execution by the Superintendent or their designee or a letter approving the same and attached thereto.

3. Unless prepared on “form” contracts previously approved by the Board, all proposed agreements described at item 1 above shall be sent to the District’s legal counsel for legal review prior to submission to the Board for consideration.

4. All requests and agreements shall be in writing. The District shall not be bound by any verbal agreement.

Donations
Donations do not create sponsorship, and donors may not be said to have “sponsored” any school event, program, activity, etc. Donating does not create an exception to the advertising restrictions outlined in this policy, and the Superintendent or their designee should reject donations that do more to advertise a business or product than provide for the needs of the District.

The District or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar by-line with the organization’s name or symbol. District/School Administrators may choose to recognize donations by briefly announcing the name of the donor at an assembly or activity. No assembly or activity should be held for the sole purpose of recognizing donations, and donors should not be said to have “sponsored” any school activity or event.

V. RESPONSIBILITIES

Advertisers shall submit all plans and material specifications for review and approval prior to installation. Only professionals approved by the Superintendent or their designee will be permitted to oversee this installation.
The District may:

- Accept or solicit advertising for use on the District's technology (examples include website, District newsletter, mobile and electronic application) and facilities used for extracurricular activities at the discretion of the Superintendent or their designee. Any such advertising will be limited to the name (brand name or trade name), location or place of business, phone number, website address, and logo of the advertiser;
- Accept or solicit advertising on extracurricular activity schedules, programs, newspapers, yearbooks, or other District-sponsored publications at the discretion of the Superintendent or their designee who will work with District or school administrators. Advertising generally will be limited to the name, address, phone number, website address, or logo of the advertiser.

The District shall:

- Retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment this policy;
- Retain the authority to determine the size and location of any advertising;
- Reserve the right to reject advertising that is inconsistent with federal or state law, Board policy, District or school regulations, or curriculum, as well as any content the Board or Superintendent or their designee determines has a reasonable likelihood of exposing the District to controversy, litigation, or disruption.

The Superintendent or their designee:

- Must respond within 30 working business days to a request;
- Is responsible for maintaining the following records: list of advertisers, including their name and address; date of the contract agreement; location of the advertisement; signed contract; list of benefits received, including dollar amounts; information on denied requests, including rationale;
- Can terminate the contract on a prorated basis if it is determined by the District to have an adverse impact on the District’s image, reputation, programs, services, or activities.
Policy 3211

Sponsorship Rights of District Programs
The school board may elect to permit sponsorship rights to certain programs of the district. Examples of these programs may include Summer Performing Arts, athletic events, and regular school year music and drama events.

The board will not approve sponsorships that promote tobacco or alcohol products.

Sponsorship bids and procedures will be reviewed annually by a committee of the board.

Adopted 10-10-95
Amended 10-28-02

(The Sponsorship Request Form is found on the next page.)

This policy is proposed to be rescinded.
SPONSORSHIP REQUEST FORM (Policy 3211)

Date:________________________

Fill in the necessary information below and turn it in to your building principal. This request must be submitted at least 20 school days before the beginning date.

Organization:________________________________ Advisor:________________________________________

Type of Sponsorship:__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Beginning Date:______________________________ Ending Date:____________________________________

Describe Sponsorship Program ______________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Estimated value of sponsorship: ______________________________________

Additional information:__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

_____ Approved Signed:__________________________________________________________

_____ Disapproved Principal Date

DISTRICT COMMITTEE APPROVAL:

_____ Approved

_____ Disapproved

By:________________________________ Date: ___________________________________________
MEMORANDUM

TO: Grand Forks School Board
FROM: Bill Palmiscno, President
DATE: November 13, 2018
SUBJECT: Superintendent’s Evaluation Committee Report - Consideration of the Superintendent’s November Evaluation

The Superintendent’s Evaluation Committee met on November 5, 2018, and completed a draft of the evaluation of the superintendent in accordance with North Dakota Century Code 15.1-14-03(1.a.). Committee members present were Jacqueline Hoffarth, Cynthia Shabb, Elizabeth Meihaus, Dr. Terry Brenner, and me. Matt Spivey was absent.

Attached you will find the draft minutes of the committee meeting and the draft Superintendent’s November Evaluation as developed by the committee for consideration by the School Board.

The committee will provide a review of their recommendation at the school board meeting.

cj
Attachments
A meeting of the Grand Forks School Board Superintendent’s Evaluation Committee was held on Monday, November 5, 2018, at the Mark Sanford Education Center with Bill Palmiscno presiding.

**Committee Members Present:** Jacqueline Hoffarth, Bill Palmiscno, Cynthia Shabb, Elizabeth Meihaus, and Dr. Terry Brenner.

**Committee Members Absent:** Matt Spivey.

**Others Present:** Meeting Secretary Cindy Johnson.

**Call to Order.** The meeting was called to order at Carpenter called the meeting to order at 5:42 p.m.

**Approval of Minutes.** It was moved by Shabb and seconded by Hoffarth to approve the September 19, 2018, minutes as written. Motion carried with all voting members present voting aye. Absent: Spivey.

**Conduct Formative Evaluation of the Superintendent’s Performance as per NDCC 15.1-14-03(1.a.).** Upon review of a compilation of the completed Individual Board Member Input forms as were received from eight of fourteen school board members, the committee proceeded to formulate the draft evaluation. It was the unanimous consensus of the committee to forward the draft evaluation to the school board with a unanimous recommendation for approval.

**Adjournment.** There being no further business, the meeting was adjourned at 6:40 p.m.
**Superintendent’s November Evaluation – 2018-2019**

Position: Dr. Terry Brenner, Superintendent of Schools  
Grand Forks Public School District #1  
Grand Forks Air Force Base Public School District #140

1. **Follow-through with 90-Day Entrance Plan: Uses multiple means of communication to interface with internal and external District stakeholders.**

<table>
<thead>
<tr>
<th>Descriptors</th>
<th>Examples of Evidence/Artifacts</th>
</tr>
</thead>
</table>
| - Symmetric and asymmetric communication | - Individual meetings with administrative team  
- Individual meetings with outgoing School Board members  
- Individual meetings with community/city leadership  
- Meetings and presentations with various retired teacher groups  
- Bi-annual meetings with MSEC staff  
- Meetings and presentations with service organizations and political affiliates  
- Attend K-12 Joint Administrative Meetings  
- Attend Open Houses  
- Recommended and established a Cabinet Advisory Council that captures more voices in district-level decision making  
- Restructured Cabinet to be more inclusive of Human Resources Director and Coordinator of Communications and Community Engagement  
- Recommended a number of Policy changes inclusive of new policies  
- Following through with new sub-committees of the School Board’s Facilities Committee  
- Established a “We Care Campaign” Committee that recognizes staff for accomplishments  
- Established growth goals for administrators tied to High Reliability Schools  
- Board policy and administrative policy enforcement that’s reflective of a “new” vision with supporting materials |

**Comments:**

Dr. Brenner has made it a priority to assure what is taking place across the school district is available to all. He uses a variety of platforms to communicate with stakeholders through video messaging, social media, email, and text. He is approachable and open to additional communication and allows many voices to be heard from, as decisions will be made. He has held many meetings during the first 90 days and has provided Board members with his schedule of activities.
2. **Follow-through with 90-Day Entrance Plan: Uses a variety of means to increase Superintendent's visibility.**

<table>
<thead>
<tr>
<th>Descriptors</th>
<th>Examples of Evidence/Artifacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uses a number of District and community opportunities.</td>
<td>Addressed Certified staff during Professional Development days</td>
</tr>
<tr>
<td></td>
<td>Friday Video Message to staff</td>
</tr>
<tr>
<td></td>
<td>Uses social media to promote a positive school district image</td>
</tr>
<tr>
<td></td>
<td>Increases visibility by attending school functions/activities &amp; community events</td>
</tr>
<tr>
<td></td>
<td>Establishment of the Teacher Advisory Council chaired by Superintendent</td>
</tr>
<tr>
<td></td>
<td>Establishment of the Anti-Bullying Committee chaired by Superintendent</td>
</tr>
<tr>
<td></td>
<td>Presentations to public entities, service organizations, etc.</td>
</tr>
<tr>
<td></td>
<td>Meeting logs of times with administrative staff/support staff</td>
</tr>
<tr>
<td></td>
<td>Reports and celebrations of student &amp; staff achievement to board and other audiences</td>
</tr>
<tr>
<td></td>
<td>Attended various fall sports practices</td>
</tr>
<tr>
<td></td>
<td>Communication vehicles, including using technology, that make the school district visible to stakeholders</td>
</tr>
<tr>
<td></td>
<td>Have met with parents and/or patrons regarding their concerns</td>
</tr>
<tr>
<td></td>
<td>Have met with staff members regarding their concerns</td>
</tr>
<tr>
<td></td>
<td>Provided &quot;welcome and introductory comments&quot; for: Special Olympics State Tournament, Head Start Ribbon Cutting Ceremony, Teachers’ Hall of Fame Induction</td>
</tr>
<tr>
<td></td>
<td>Attend funerals of applicable stakeholders</td>
</tr>
</tbody>
</table>

**Comments:**
Dr. Brenner has done a wonderful job of increasing visibility in the District. He is intentionally reaching out. His presence throughout the District is evidenced by positive feedback from parents, staff, and students and there have been a number of comments received on the positive impact this has created. He is not just being visible, he is visiting with all levels of employees and students and is listening and gathering much information, which will enable his leadership to be that much stronger, better, and understood.
3. **Follow-through with 90-Day Entrance Plan: Provides leadership for improving communication systems within the District.**

<table>
<thead>
<tr>
<th>Descriptors</th>
<th>Examples of Evidence/Artifacts</th>
</tr>
</thead>
</table>
| • Articulates a plan to improve/sustain desired communication. | • Addressed certified staff during professional development days  
• Friday video message to staff  
• Uses social media to promote a positive school district image  
• Increases visibility by attending school functions/activities & community events  
• Friday focus for school board members  
• Just in time messages to board members  
• Establishment of the teacher advisory council chaired by superintendent  
• Establishment of the anti-bullying committee chaired by superintendent  
• Established a “We Care Campaign” committee that recognizes staff accomplishments  
• Presentations to public entities, service organizations, etc.  
• Meeting logs of times with administrative staff/support staff  
• Reports and celebrations of student & staff achievements to board and other audiences  
• Attended various fall sports practices |

**Comments:**
Dr. Brenner’s strategic utilization of personal and electronic communication has improved District communication. He is intentional about recognizing staff accomplishments.
4. **Follow-through with 90-Day Entrance Plan:** Has worked with the School Board(s) on instituting new features.

<table>
<thead>
<tr>
<th>Descriptors</th>
<th>Examples of Evidence/Artifacts</th>
</tr>
</thead>
</table>
| *Agenda items drive change.* | *Used NSBA School Board Guide for board member orientation*  
| | *Books study for both school boards*  
| | *Two meetings per month (most months/City board)*  
| | *School Board norms have been established*  
| | *New policies (Series 3000 & 6000 series) have moved or are moving through the process*  
| | *3 students have joined the school board*  
| | *School Board retreat* |

**Comments:**
Dr. Brenner has been very proactive in establishing norms and standards the Board needs in order to be a highly functioning board. The book study and retreat will help the Board move forward. His response to a Board member request about a policy that needed to be addressed and to prioritize some policies is appreciated. Student representatives on the school board have been a great addition. Would like Dr. Brenner to communicate a yearly snapshot of Board meeting agendas with descriptors such as policy or state law that might explain the ‘why’ behind agenda items so that the Board can be more mindful about the framework and timing of their work.

5. **Engages in servant leadership within and outside the community.**

<table>
<thead>
<tr>
<th>Descriptors</th>
<th>Examples of Evidence/Artifacts</th>
</tr>
</thead>
</table>
| *Participates in various organizations.* | *Serves on the United Way Board of Directors*  
| | *Serves on the Economic Development Council*  
| | *Serves on the Altru Corporate Advisory Board*  
| | *Serves on the GF/EGF Chamber Advisory Council*  
| | *Serves on the Red River Valley Education Cooperative Governing Board*  
| | *Is a participant in a study of first year superintendents (will co-present at AASA national conference)* |

**Comments:**
Dr. Brenner does a fabulous job engaging and leading within the District channels as well as with community stakeholders.
**Overall Comments:**

Dr. Brenner's performance so far has met expectations. His interpersonal communication style has been key to establishing cohesion between administration, staff, teachers, and School Board members.

Approved by the Grand Forks School Board on ________________.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Palmiscno</td>
<td>President</td>
<td>Grand Forks PSD #1</td>
</tr>
<tr>
<td>Elizabeth Meihaus</td>
<td>President</td>
<td>Grand Forks AFB PSD #140</td>
</tr>
<tr>
<td>Dr. Terry Brenner</td>
<td></td>
<td>Superintendent of Schools</td>
</tr>
</tbody>
</table>
8TH ANNUAL
CELEBRATING OUR CULTURES

THURSDAY, NOVEMBER 15
RED RIVER HIGH SCHOOL
5:30-7:30 PM

FREE FOOD SAMPLING
MULTICULTURAL SONG AND DANCE PERFORMANCES

ENTER THROUGH DOOR #1 BY CUSHMAN FIELD
<table>
<thead>
<tr>
<th>Topic</th>
<th>Requested By</th>
<th>Date</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Review Policy that puts cap on the number of times a board member</td>
<td>Flynn</td>
<td>7/16/2018</td>
<td>Refer to Policy Review Committee.</td>
</tr>
<tr>
<td>may attend conferences that are paid for by the district.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Follow-up discussion on Middle School special topics courses.</td>
<td>Shabb</td>
<td>7/16/2018</td>
<td>Pending.</td>
</tr>
<tr>
<td>3 Discussion on having a primary spokesperson for the board.</td>
<td>Mikula</td>
<td>7/16/2018</td>
<td>Refer to Policy Review Committee.</td>
</tr>
<tr>
<td>4 Hoffarth recommended the board upgrade its discrimination policy</td>
<td>Hoffarth</td>
<td>8/6/2018</td>
<td>Refer to Policy Review Committee.</td>
</tr>
<tr>
<td>to include protections for students and staff for sexual orientation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and gender identity and expression.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Completed**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Requested By</th>
<th>Date</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Refresher for board members regarding open meetings and open</td>
<td>Mikula</td>
<td>7/16/2018</td>
<td>Links provided in 7/26/18 Friday Focus.</td>
</tr>
<tr>
<td>records law.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Follow-up discussion on suggestions made during discussion of the</td>
<td>Hoffarth</td>
<td>7/16/2018</td>
<td>Add to 8/6/18 Board agenda as discussion topic - Bus Transportation Contract Update - Gerhardt to lead.</td>
</tr>
<tr>
<td>transportation contract, i.e., the length of time students are on a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>bus, costs, cameras, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Consideration be given to the order of the next meeting in order</td>
<td>Shabb</td>
<td>8/6/2018</td>
<td>Refer to Administration - The agenda item has been placed at the end of the meeting. A sign will be posted on You Tube that the board is engaged in a book study and that the meeting will adjourn immediately following the book study discussion.</td>
</tr>
<tr>
<td>to accommodate the book study work session so that people who are</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>watching will know when to re-join the meeting.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Information on the per school allocation [for supplies].</td>
<td>Hoffarth</td>
<td>8/20/2018</td>
<td>Information provided in 8/24/18 Friday Focus.</td>
</tr>
<tr>
<td>5 Redistrict area between 32nd Avenue South, Washington Street,</td>
<td>Flynn</td>
<td>7/16/2018</td>
<td>Discussed @ 10-3-18 Facilities Committee Meeting. If considered, will be done as a district-wide consideration.</td>
</tr>
<tr>
<td>40th Avenue South, and South 20th Street from Viking Elementary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School to Discovery Elementary School.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Discussion on what is the function of a board.</td>
<td>Lunn</td>
<td>7/16/2018</td>
<td>Presentation by District Legal Counsel scheduled for 10/22/18</td>
</tr>
<tr>
<td>7 Presentation to the board to reiterate what the open</td>
<td>Mikula</td>
<td>8/20/2018</td>
<td>Presentation by District Legal Counsel scheduled for 10/22/18 meeting.</td>
</tr>
<tr>
<td>meetings laws mean to the board.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
SUBJECT: Book Study - Chapter 3
DATE: November 13, 2018

In preparation for the November 13 School Board meeting, please read Chapter 3 of *High Reliability Schools* and be prepare for breakout group discussion as part of the book study process.

cj