NOTICE OF REGULAR MEETING OF THE SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
Tuesday, April 14, 2020 – 6:00 p.m.
Per Governor Doug Burgum’s executive order, all North Dakota school districts, including Grand Forks Public Schools, will be closed until further notice. This is a precautionary measure against the transmission of COVID-19. This meeting will be held via Zoom.

To join the meeting via Zoom, click the following link:
https://zoom.us/j/175832939?pwd=OVY1T2I2NTFpaOZc0ZEt1czJqRVVYQT09
To join the meeting by phone, dial 1-301-715-8592
The Meeting ID is: 175 832 939
The Meeting Password is: 012777

Citizens wishing to address the school board under Citizens’ Comments related to NON-AGENDA items are asked to state their name and address in the CHAT ROOM and wait for the Chairperson to invite them to speak. Board members will not respond to citizens’ comments but, rather, refer them to Administration. Citizens wishing to speak to an agenda item are asked to wait until that item is under discussion and then state their name and address in the CHAT ROOM and wait for the Chairperson to invite them to speak. Each person may speak for up to three minutes.

AGENDA

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA

III. CELEBRATING SUCCESS
   A. Employees of the Quarter

IV. APPROVAL OF MINUTES
   A. March 17, 2020
   B. March 23, 2020

V. CITIZEN COMMENTS (non-agenda items)

VI. SUPERINTENDENT’S RECOMMENDATIONS FOR DISCUSSION
   A. Review School Board Norms
   B. Facilities Taskforce Update
   C. Finance Committee Report:
      1. Financial Update
      2. Construction Projects Update
      3. Mold and Radon Abatement at West Elementary School

VII. SUPERINTENDENT’S RECOMMENDATIONS FOR ACTION
   A. Consent Agenda: Appointments, Open Enrollment Applications, and Resignations
   B. Policy Review Committee Report: First and Second Readings and Rescinding of Policies
   C. Employee Compensation through May 15, 2020
   D. Appointment of Schroeder Middle School Principal

VIII. 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?

IX. ADJOURNMENT
The Grand Forks School Board met in special session on Tuesday, March 17, 2020, 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 (via phone)  
Matt Spivey, Voting Member

**Board Members Absent:**
None

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

**Student Board Members Absent:**
None

**Others Present:**
Lewis Isassi, GFAFB School Board Liaison  
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

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**Call to Order and Pledge of Allegiance.** The meeting was called to order at 5:30 p.m.

**School District Closure Update.** Dr. Brenner, along with several district administrators and directors, gave an update on the school district closure. The closure was ordered by Governor Doug Burgum as a precautionary measure against the transmission of COVID-19. Brenner reported on the internal work going back to January 29 through today that was done with Tracy Jentz, Communications and Public Engagement Coordinator, district cabinet, administrators, and staff, UND representatives, other local and state agencies, and other school districts’ leaders. He clarified that the Governor’s waiver was about students staying home and that the district expected all staff to come back to work on March 23.

Thompson, Gillach, Tracy Jentz, Chief Academic Officer Amy Bartsch, and Assistant Director of Special Education Carrie Weippert spoke about work done in the schools to plan for an unknown future that will likely include online, distance teaching and learning. Gillach spoke about essential standards for the rest of the year and equity and access for all students.

Shabb joined the meeting at 5:45 p.m.

Jentz spoke about connectivity and devices for students. Bartsch spoke about work done by instructional design coaches and CIT staff to identify free learning resources and create online tutorials for families that will be launched on the district website. Bartsch reiterated that State Superintendent Baesler was very clear the district does not have the authority to do distance or virtual learning. That must come from a waiver from Governor Burgum. Weippert spoke about work done by staff in the area of special education.
Dr. Brenner spoke about the compensation of classified staff. The Classified Personnel Policy Manual states, "All employees that are normally scheduled to work on days that there is an unscheduled school closing will be paid their regular scheduled hours." The administration's perspective is to keep people whole. He said that although there will not be students in the schools, paraprofessionals will be asked to return to work on March 23 to provide extra support in the schools and to teachers. He requested latitude from the board to continue to pay the hourly people who are not working with students, at least through Friday, April 3, which would get us through all of the storm waiver days, and then make another decision moving forward. Hoffarth agreed. Palmiscno said this was the same philosophy that the board had after the flood of 1997. More discussion on this topic will be held in April.

Emily Karel, Director of the Child Nutrition Program, spoke about feeding children breakfast and lunch through the Summer Food Service Program at 12 school sites. She has applied for a waiver from the USDA to serve meals at all school sites in the district. Pickup and delivery options for meals were also discussed.

Chris Arnold, Director of Buildings & Grounds, spoke about short-term and long-term cleaning and sanitation protocols at the buildings. He also spoke about the current inventory of cleaning supplies.

Discussion continued on day-to-day operations, who has the authority to close schools, whether there is a point where the board needs to determine a unified approach with distance learning so parents do not have to try to figure out multiple programs, and dissemination of family communications. Jentz reported that all of the family communications are on the district webpage and school web pages. She asked board members who may be getting questions from parents to direct those parents to their email, text messages, phones, and voicemail, or the district/school websites, and if the questions are employment-related, to direct them to the Human Resources Department.

Palmiscno clarified a request to also send the family communications to board members.

Gillach encouraged board members to refer questions to building administrators as well.

Discussion continued on distance learning, teachers working in the schools, and dealing with the unknowns of the current situation.

Arnold reported progress is continuing at West Elementary School. No guidance has changed on the other buildings until we know when the students will return. He said his biggest question is whether other construction projects will stay on schedule this summer.

Dr. Brenner also reported the following:
- The business manager will be tracking all expenses related to the closure in case there is a future opportunity for reimbursement.
- The March 26 meeting of the Facilities Taskforce is canceled. SitelogIQ will communicate to the Taskforce members and send them some homework to complete before their April 9 meeting.
- The March 30 joint meeting of the school board and city council is postponed.

Hoffarth requested a video message be sent to all student email accounts informing them of what the district is doing and to stay safe while they are at home.

Discussion continued on access to books so students can be reading at home, internet access at home, and social distancing versus social isolation.

Dr. Brenner reported that the March 23 Board meeting will be held at the MSEC rather than Community High School and the meeting may need to be an electronic meeting.

**Adjournment.** There being no further business, the meeting adjourned at 7:00 p.m.

Approved _______________________

(Date)

____________________________________________________

Bill Palmiscno, President

____________________________________________________

Scott J. Berge, Business Manager
NOTE: Per Governor Doug Burgum’s executive order, all North Dakota school districts, including Grand Forks Public Schools, are closed until further notice. This is a precautionary measure against the transmission of COVID-19. This meeting was held via Zoom.

The Grand Forks School Board met in regular session on Monday, March 23, 2020, 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 (via phone)  
Matt Spivey, Voting Member

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

**Board Members Absent:**
None

**Student Board Members Absent:**
None

**Others Present:**
Michelle Shepperd, GFAFB School Board Liaison  
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  
Cindy Johnson, Executive Secretary

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

**Approval of Agenda.** President Palmiscno requested that the agenda items “Summer School Program and District Strategic Plan 2020-2025 be postponed. He also requested the topic "Resolution Granting Emergency Powers to the Superintendent" be added as Action Item H.

It was moved by Spivey and seconded by Shabb to amend the agenda as requested and to approve the agenda as amended. Motion carried unanimously.

**Citizen Comments (non-agenda items).** Palmiscno announced Citizen Comments regarding non-agenda items could be provided in the Chat area of the Zoom meeting until 6:10 p.m. Any comments received will be forwarded to the district administration. No comments were received.

**Review School Board Norms.** Palmiscno drew to the board’s attention the school board norms and requested board members follow them.

**Facilities Taskforce Update.** Dr. Brenner reported the March 26 Taskforce meeting is canceled. Tom Weber, Senior Business Consultant at SitelogIQ, sent information to the
Taskforce members outlining the process that will be followed when they cannot meet face-to-face. He also sent homework as it relates to contemporary education and ways to think about K-12 education. At this time, the April meeting will continue as scheduled.

**Coronavirus Update.** Brenner thanked district leadership, principals, and teacher leaders for the heavy lifting they have been doing over the past week. Thompson and Gillach led the board through the activities that principals and buildings have been participating in and preparation for the deployment of materials in grades K-2 as well as the deployment of devices for grades 3-12. Thompson reviewed logistics and Gillach reviewed the teaching and learning process moving forward. Geoff Gaukler, District Mental Health Coordinator, spoke about planning for the social and emotional health of our students.

Flynn asked if a FAQ page with answers to the hodgepodge of questions from board members and parents could be developed for posting on the district’s website and linked to each of the schools’ webpage.

**Approval of Minutes.** It was moved by Lunn and seconded by Hoffarth to approve the March 9, 2020, minutes as written. Motion carried unanimously.

**Consent Agenda.** It was moved by Carpenter and seconded by Spivey to approve the consent agenda as follows: Appointment of Amy Archibald (salary $49,594), Christine Fiala (salary $44,358), Amanda Messner (salary $51,170), Sean Norton (salary $42,445), and Emily Testa (salary $44,358) effective August 18, 2020, Open Enrollment Applications as presented, and Resignations of Clayton Dodson, Kathryn Fazio, Kimberly Hansen, Jeremiah Johnson, Kimberly Johnson, and Kelly Wang effective May 29, 2020. Motion carried unanimously.

**Head Start Grant Application.** Tracey Johnson, Head Start Director, requested approval of the 2019-2020 Second Year of the Five-Year Grant Narrative and Budget Justification for $2,667,685. This includes $2,634,404 for Program Operation, $33,281 for Training and Technical Assistance, and $666,922 for Non-Federal Share. The Head Start Policy Council unanimously approved the proposed budget and annual goals and objectives on March 10. Included in the agenda packet was information about the Head Start Program, budget details, enrollment, program locations, and major goals for the next year.

It was moved by Carpenter and seconded by Lunn to approve the 2020-2021 Second Year of the Five-Year Grant Narrative and Budget Justification with all supporting documents for $2,667,685. Motion carried unanimously.

**Summer School Program.** This topic was postponed.

**District Strategic Plan 2020-2025.** This topic was postponed.

**General Fund Financial Statement.** Berge explained that for the period of July 1, 2019, through February 29, 2020, total general fund revenues were $71,020,249 and total general fund expenditures were $62,882,121, resulting in an excess of revenues over expenses of $8,138,128. He reported the budgeted deficit is at $5.7M and that expenses to date this year are 3-4% higher than last year, mainly in construction services.

Discussion continued about potential increases and decreases in the budget due to the closure.

It was moved by Shabb and seconded by Carpenter to approve the General Fund Financial Statement for the period July 1, 2019, through February 29, 2020. Motion carried unanimously.

**Award Bids for Series 2020A and 2020B Bonds.** Berge explained the district will not be going through with the bond refunding in either case due to increasing interest rates in the bond markets at this time.

**First Reading of Policies.** Shabb reported on the March 16 meeting of the Policy Review Committee during which committee members reviewed the Board’s intent to move to adoption of the NDSBA’s policy templates, requirements of our NDSBA Policy Services Total Template...
Membership, a sampling of state and federal laws and other sources that the NDSBA legal team uses in developing its policy templates, NDSBA policy template descriptor codes, and several policies that were requested by board members to be reviewed. The Committee and Administrative recommendation is:

1. To complete a first reading of Policy BDAB, Savings Clause; Policy BDAA, Contracts Supersede Policy and Regulations; Policy BDA, Procedure for Adopting Board Policy; Policy CBAA, Administrative Regulations; and Policy BDBB, Retaining An Attorney as written. All of these policies will require a second reading for adoption at a subsequent meeting.

2. To complete a first reading of Policy 1001 School Calendar with the following changes: rename the policy to District Calendar; change the definition of Early Release Dates to mean a 1:00 p.m. and/or 1:30 p.m. dismissal; eliminate Late Start Dates in its entirety, and minor language edits made for consistency. This policy will require a second reading for adoption at a subsequent meeting.

3. To complete a first reading of Policy 4300, Early Retirement of Professional Staff Members, to add language to suspend the early retirement payment for professional staff members who have retired early under this policy and are re-hired in a contracted position and to add language to state that the policy will terminate at the end of the 2022-2023 fiscal year. This policy will require a second reading for adoption at a subsequent meeting.

4. To complete a first reading of Policy AAC, Nondiscrimination and Anti-Harassment Policy and Policy ACEA Bully Policy as written. These policies will require a second reading for adoption at a subsequent meeting.
   a. At the subsequent meeting, Board Regulation AAC-BR will be recommended for adoption as a complementing policy to Policy AAC.
   b. At the subsequent meeting, current Policies 4660 and 5660, Sexual Harassment; Policy 4661, Non-Discrimination on the Basis of Disability; Policies 4662 and 5662, Compliance with Non-Discrimination Statutes; and Policy 4663, Compliance with Non-Discrimination Statutes-Grievance Procedure will be recommended to be rescinded.

5. To complete a first reading of Policy ACEA, Bullying Policy. This policy will require a second reading for adoption at a subsequent meeting.
   a. At the subsequent meeting, current Policy 5351 will be recommended to be rescinded.

Discussion points included the following:

- The logic behind the NDSBA policy descriptor codes.
- Whether to add clarifying language to BDA-Procedure for Adopting Board Policy that states 2/3rds majority of the full Board or 2/3rds majority of the Board members present is required if an expedited process is deemed necessary for the Board to waive the second reading of a policy.

It was moved by Lunn and seconded by Carpenter to add the word “full” so the statement reads “2/3rds majority of the full Board...” Motion carried unanimously.

It was also brought to the attention of the board that a complementing policy, Board Regulation BDA-BR, which states that the superintendent shall review with the board president any policies or ideas that are submitted to the superintendent for review prior to possible placement on the board agenda will be recommended for adoption at a subsequent meeting.

- Policy 4300 – Early Retirement of Professional Staff Members. Mikula said that in theory this policy provides fiscal savings for the district when retiring staff are replaced with lower-cost staff but questioned that the policy did not have a requirement to show the cost savings. Lunn said the committee did not specifically discuss this because it had been previously discussed by the full board and the board decided to sunset the policy.

It was moved by Lunn and seconded by
Carpenter to allow the administration to update the list of staff that is eligible for early retirement. Motion carried unanimously.

- Policy AAC – Nondiscrimination and Anti-Harassment Policy. Hoffarth said she wanted to see protections for sexual orientation for students and employees. She asked if there could be a supplemental policy similar to that of UND and the City of Grand Forks. This will be referred back to the North Dakota School Boards Association (NDSBA).

It was moved by Carpenter and seconded by Lunn to approve the first reading of the policies as presented and with the recommended revisions that were approved.

- Policy BDBB – Retaining an Attorney. Mikula asked what “unusual types or amounts of professional legal service” meant and if the committee had discussed that. Flynn responded that the committee discussed the selection of legal counsel and for what purpose but they did not discuss defining a threshold. Berge said the district budget is for routine things and if there was a specific thing that required large legal sources, it would be part of a project that the board would approve. Mikula suggested the policy be revised to tie it to the budget and if the budget is anticipated to be exceeded, it comes back to the board before that cost is incurred.

It was moved by Mikula and seconded by Manley to amend the motion to include a revision to Policy BDBB–Retaining an Attorney so that if the dollar amount for professional legal services is anticipated to exceed the budget, it comes back to the board for approval before the cost is incurred.

Discussion continued about consulting the NDSBA about whether this policy could be revised. Brenner said another option is to develop a board regulation to Mikula’s point that would complement the policy. Berge said some categories go under or over budget every year and questioned whether that level of detail was needed in a policy. Flynn asked what the threshold for exceeding the budget would be. Shabb said the amendment sounded like a procedure and that she did not know if the procedure needed to be within a policy. Mikula clarified that the way the policy is written now, it could be an unusual amount that does not exceed the budget that requires board approval and what she is suggesting is that the board does not have to hear about it unless it is an unusual amount over the budgeted line item.

Amendment defeated by roll call vote as follows: Aye: Hoffarth, Manley, and Mikula. Nay: Carpenter, Flynn, Lunn, Shabb, Spivey, and Palmiscno.

Original motion carried unanimously.

School Board Resolution Granting Emergency Powers to the Superintendent. Palmiscno reported on this resolution that was developed by the North Dakota School Boards Association to grant to the superintendent certain temporary powers to address the COVID-19 emergency. The resolution has been reviewed by district counsel.

Brenner assured the board that information about decisions made would be communicated.

It was moved by Spivey and seconded by Shabb to approve the Grand Forks Public School District No. 1 School Board Resolution Granting Emergency Powers to the Superintendent. Motion carried unanimously.

Announcements. Palmiscno announced the phone call with the Governor that was to be held this past Sunday is rescheduled for Tuesday. It is limited to school board presidents. Flynn will represent the board on that call because Palmiscno is not available. Shepperd said she would also participate on behalf of the GFAFB School Board president.

Board Requests for Future Consideration.
- Hoffarth recommended the amended discrimination policy and board regulation regarding retaining an attorney are placed
Flynn requested information about how summer school might be used to capture some of the gaps that may be identified as a result of switching to online instruction and how students might catch up before the next school year.

**School Board Norms - How Did We Do?**
Palmiscno reported the board did a fine job in following its norms.

**Adjournment.** There being no further business, the meeting adjourned at 8:39 p.m.

Approved ______________________________________
(Date)

____________________________________________________
Bill Palmiscno, President

____________________________________________________
Scott J. Berge, 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 Members
FROM: Dr. Terry Brenner, Superintendent of Schools
SUBJECT: Facilities Taskforce Update
DATE: April 14, 2020

Tom Weber, Senior Business Consultant from SitelogIQ, and I had a recent phone conversation about next steps with the Facilities Taskforce given COVID-19’s influence on public gatherings and restrictions. The following is a summary of our conversation:

Tom has reached out to the Facilities Taskforce soliciting feedback on members experience using Zoom as a meeting format, their interest in meeting weekly on Thursday evenings, and their ability to continue on given the global pandemic. About 75% of the members responded to his survey, thus the committee will proceed as follows during the interim time:

Meet by Zoom on Thursday evenings on April 9, 16, 23 and 30 between 6:00-7:30 pm.

The topics of conversation inclusive of presenters for each of the meetings are:

APRIL 9
- Brief Overview of District ------------------------------- Dr. Terry Brenner
- Schools and Enrollment -------------------------------- Dr. Terry Brenner
- Annual Report ------------------------------------------ Dr. Terry Brenner
- Strategic Planning Process ----------------------------- Dr. Terry Brenner

APRIL 16
- High Reliability Schools ------------------------------- Jody Thompson & Amy Bartsch
- Professional Learning/Technology ---------------------- Amy Bartsch & Eric Ripley
- Innovation/Creativity ---------------------------------- Catherine Gillach
- Technology -------------------------------------------- Eric Ripley

APRIL 23
- District Mental Health -------------------------------- Geoff Gaukler
- Future Study Topic Least Restrictive Environment ---- Dr. Tricia Lee & Carrie Weippert

APRIL 30
- Resource Management/Long-Term Planning --------------- Scott Berge & Chris Arnold

The Core Planning Team will reinstate its meetings beginning on Tuesday, April 14 at 11:00 am with subsequent follow-up meetings every Monday at 11:00 am via Zoom.
NOTE: Per Governor Doug Burgum’s executive order, all North Dakota school districts, including Grand Forks Public Schools, are closed until further notice. This is a precautionary measure against the transmission of COVID-19. This meeting was held via Zoom.

A meeting of the Grand Forks School Board Finance Committee was held on Thursday, April 2, 2020, via Zoom with Amber Flynn presiding.

**Committee Members Present:**
Board Members: Doug Carpenter, Amber Flynn, Bill Palmiscno, Matt Spivey, and Ann O’Rourke
Administration: Dr. Terry Brenner, Scott J. Berge, Jody Thompson, and Catherine Gillach.

**Committee Members Absent:**
None.

**Others Present:**
Chris Arnold, Buildings & Grounds Director
Cindy Johnson, Executive Secretary

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**Call to Order.** The meeting was called to order at 5:00 p.m.

**Approval of Minutes.** It was moved and seconded to approve the February 12, 2020, minutes as written. Motion carried unanimously.

**Financial Update.** Berge discussed four different financial projections, with varying levels of state per-pupil revenue growth and referendum results. State funding increases will likely be under pressure for years 2021-2022 and beyond due to current economic conditions with oil, agriculture, retail, etc. All four scenarios would place significant pressure on the general fund balance that has already been reduced by over $5 million over the last two years. Going forward, any decision to increase or add new expenditures will be met with the challenge of reducing expenses in other areas.

**Construction Projects Update.** Berge reported the construction services budget will be fully utilized during the fiscal year, with some projects being partially complete as of June 30. A variety of projects categorized as a priority level 2, 3 or 4 will not be able to be completed due to budgetary constraints.

**Mold and Radon Abatement Costs.** Arnold reported that he commissioned EAPC Architects Engineers and Advanced Engineering and Environmental Services, Inc. (AE2S) to study and help develop solutions to address relative humidity, water, and radon issues at West Elementary School. Mold was discovered earlier this year at West which led to moving students and staff to Discovery Elementary School to proceed with remediation. West was part of a district-wide radon test that was completed in March by the State of North Dakota and was the one campus with concerning levels. All at-grade level areas were at or exceed the Environmental Protection Agency’s (EPA) action level. Resolving radon issues requires fresh air to be introduced into the environment. Unfortunately, West’s HVAC system does not operate as designed and parts are no longer manufactured or supported due to its age. The total expenditures for moisture mitigation, HVAC replacement, and mold and radon abatement would be slightly less than $1.5 million. It was noted that the HVAC replacement would still not provide air conditioning.

Discussion continued about the possibility of recouping some of the water mitigation costs through FEMA, but the work cannot be started
before FEMA approval is received. Discussion continued about whether it would be possible to complete all of the necessary work to reoccupy West in the 2020-2021 school year.

It was the consensus of the committee to recommend to the school board that West Elementary School not reopen for the 2020-2021 school year and all the Facilities Taskforce to include this new information into their overall planning process and subsequent facilities recommendation to the school board. Delaying remediation might also allow the district to recoup some of the costs through FEMA.

**Adjournment.** There being no further business, the meeting was adjourned at 6:37 p.m.

Approved ________________________________

(Date)

____________________________________________________
Amber Flynn, Committee Chair

____________________________________________________
Scott J. Berge, Business Manager
### General Fund Financial Statement (2.5% State Increase; No Referendum)
#### 18-19 Actual, 19-20 Budget, & Future Projections

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<td><strong>Percentage of Total Expenditures</strong></td>
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### Grand Forks Public School District #1
#### General Fund Financial Statement (0% State Increase; No Referendum)

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<td>4.3%</td>
</tr>
<tr>
<td>Federal Sources</td>
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<td>9,820,800</td>
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<td>10,417,460</td>
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<tr>
<td>Grant Reserves</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>$103,033,323</td>
<td>2.0%</td>
<td>$103,782,176</td>
<td>0.7%</td>
<td>$110,480,385</td>
<td>4.5%</td>
</tr>
<tr>
<td><strong>Beginning General Fund Balance</strong></td>
<td>$18,097,343</td>
<td>-1.6%</td>
<td>$15,753,045</td>
<td>-13.0%</td>
<td>$10,029,852</td>
<td>-36.3%</td>
</tr>
<tr>
<td><strong>121,130,666</strong></td>
<td>1.5%</td>
<td>119,535,221</td>
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<td>118,510,236</td>
<td>-34.2%</td>
<td>4,114,123</td>
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<tr>
<td><strong>Ending General Fund Balance</strong></td>
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<td>-</td>
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<tr>
<td><strong>Percentage of Total Expenditures</strong></td>
<td>14.9%</td>
<td>9.2%</td>
<td>5.9%</td>
<td>2.1%</td>
<td>2.1%</td>
<td>5.9%</td>
</tr>
</tbody>
</table>

---

**REVENUES**

- **Local Sources**
- **State Sources**
- **Federal Sources**
- **Grant Reserves**
- **TOTAL REVENUES**
- **Beginning General Fund Balance**
- **Ending General Fund Balance**
- **Percentage of Total Expenditures**
Grand Forks Public School District #1

General Fund Financial Statement (0% State Increase; Referendum Successful)

18-19 Actual, 19-20 Budget, & Future Projections

### REVENUES

<table>
<thead>
<tr>
<th></th>
<th>2018-2019</th>
<th>% Change</th>
<th>2019-2020</th>
<th>% Change</th>
<th>2020-2021</th>
<th>% Change</th>
<th>2021-2022</th>
<th>% Change</th>
<th>2022-2023</th>
<th>% Change</th>
<th>2023-2024</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sources</td>
<td>$ 26,971,062</td>
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<td>$ 27,040,194</td>
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<td>$ 28,271,422</td>
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<td>$ 28,831,672</td>
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<td>State Sources</td>
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<td>69,791,283</td>
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<td>69,791,283</td>
<td>0.0%</td>
<td>71,536,065</td>
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<tr>
<td>Federal Sources</td>
<td>9,828,322</td>
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<td>9,828,000</td>
<td>0.0%</td>
<td>10,417,680</td>
<td>6.0%</td>
<td>11,042,741</td>
<td>6.0%</td>
<td>11,705,305</td>
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<td>12,407,623</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>$ 103,033,323</td>
<td>2.0%</td>
<td>$ 103,782,176</td>
<td>0.7%</td>
<td>$ 108,480,385</td>
<td>4.5%</td>
<td>$ 109,665,696</td>
<td>1.1%</td>
<td>$ 110,899,650</td>
<td>1.1%</td>
<td>$ 113,929,503</td>
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</table>

Beginning General Fund Balance
18,097,343 -1.6% 15,753,045 -13.0% 10,209,852 -36.3% 8,600,805 -14.2% 7,369,341 -14.3% 6,246,909 -15.2%

### EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>2018-2019</th>
<th>% Change</th>
<th>2019-2020</th>
<th>% Change</th>
<th>2020-2021</th>
<th>% Change</th>
<th>2021-2022</th>
<th>% Change</th>
<th>2022-2023</th>
<th>% Change</th>
<th>2023-2024</th>
<th>% Change</th>
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</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$ 68,741,162</td>
<td>3.3%</td>
<td>$ 70,455,265</td>
<td>2.5%</td>
<td>$ 72,278,102</td>
<td>2.6%</td>
<td>$ 72,278,102</td>
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<td>$ 72,278,102</td>
<td>0.0%</td>
<td>$ 73,009,973</td>
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<tr>
<td>Fringe Benefits</td>
<td>19,892,821</td>
<td>1.0%</td>
<td>20,416,620</td>
<td>2.6%</td>
<td>21,233,285</td>
<td>4.0%</td>
<td>21,870,284</td>
<td>3.0%</td>
<td>22,635,744</td>
<td>3.5%</td>
<td>23,541,174</td>
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<tr>
<td>Other Expenses</td>
<td>12,236,522</td>
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<td>12,918,598</td>
<td>5.6%</td>
<td>13,241,563</td>
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<td>13,506,394</td>
<td>2.0%</td>
<td>14,052,052</td>
<td>2.0%</td>
<td>14,052,052</td>
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<tr>
<td>Construction Services</td>
<td>2,499,996</td>
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<td>3,650,000</td>
<td>46.0%</td>
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<td>-72.6%</td>
<td>1,000,000</td>
<td>0.0%</td>
<td>1,000,000</td>
<td>0.0%</td>
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<tr>
<td>Utilities</td>
<td>2,007,121</td>
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<td>2,064,866</td>
<td>2.9%</td>
<td>2,147,481</td>
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<td>2,233,360</td>
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<td>2,322,715</td>
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<td>2,415,624</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>$ 105,377,622</td>
<td>4.0%</td>
<td>$ 109,505,369</td>
<td>3.9%</td>
<td>$ 110,909,431</td>
<td>0.4%</td>
<td>$ 111,981,467</td>
<td>1.9%</td>
<td>$ 114,206,961</td>
<td>2.0%</td>
<td>$ 117,342,630</td>
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</table>

Ending General Fund Balance
15,753,045 -13.0% 10,209,852 -36.3% 8,600,805 -14.2% 8,029,816 -6.6% 8,464,076 -32.4%

Percentage of Total Expenditures
14.9% 9.2% 7.8% 7.2% 7.2% 7.2%
### Construction Projects

#### Listing as of 4/1/2020

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Contractors</th>
<th>Included on Open PO List</th>
<th>Amount on PO List</th>
<th>Total Cost</th>
<th>Priority Score</th>
<th>FY 19-20</th>
<th>FY 20-21</th>
<th>Fund 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boiler Replacement</td>
<td>South Middle School</td>
<td>MMC</td>
<td>Yes</td>
<td>$228,799.94</td>
<td>$579,750.00</td>
<td>1</td>
<td>$200,000.00</td>
<td>$379,750.00</td>
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</tr>
<tr>
<td>Replace Cooling Tower and piping ($450k total)</td>
<td>Central High School</td>
<td>Not yet Bid</td>
<td>NO</td>
<td>$15,440.00</td>
<td>$500,000.00</td>
<td>1</td>
<td>$200,000.00</td>
<td>$250,000.00</td>
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</tr>
<tr>
<td>Boiler Replacement</td>
<td>Phoenix Elementary</td>
<td>MMC</td>
<td>Yes</td>
<td>$228,799.94</td>
<td>$447,000.00</td>
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<td>$150,000.00</td>
<td>$297,000.00</td>
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<tr>
<td>Replace skylight in both locker bays</td>
<td>Red River HS</td>
<td>Construction Engineers</td>
<td>Yes</td>
<td>$215,640.00</td>
<td>$400,000.00</td>
<td>1</td>
<td>$100,000.00</td>
<td>$300,000.00</td>
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<tr>
<td>Chiller Replacement</td>
<td>South Middle School</td>
<td>MMC</td>
<td>Yes (part of boiler project)</td>
<td>$382,100.00</td>
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<td>$200,000.00</td>
<td>$182,100.00</td>
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<tr>
<td>Replace heat pumps (20-25 units)</td>
<td>Red River HS</td>
<td>CL Linfoot</td>
<td>Yes</td>
<td>$205,940.00</td>
<td>$250,000.00</td>
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<td>$191,940.00</td>
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<tr>
<td>Elevator Repair</td>
<td>Central High School</td>
<td>OTIS</td>
<td>Yes</td>
<td>$61,350.00</td>
<td>$61,350.00</td>
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<td>$61,350.00</td>
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<tr>
<td>Playground drainage project and landscaping</td>
<td>Kelly</td>
<td>Florian and Sons</td>
<td>Submitted/entered 4/1/2020</td>
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<td>$14,945.00</td>
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<tr>
<td>Playground fill (joint PTG project) ($21k)</td>
<td>Kelly</td>
<td>Safety First Playground (No RQ submitted)</td>
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<td>$21,000.00</td>
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<td>$21,000.00</td>
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<tr>
<td>Refinish gym floor ($25k)</td>
<td>South Middle School</td>
<td>HS (No RQ submitted)</td>
<td>moved to sustainment</td>
<td>$20,000.00</td>
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<tr>
<td>Install new sidewalk on Retos</td>
<td>Viking</td>
<td>OPP</td>
<td>Yes</td>
<td>$12,800.00</td>
<td>$12,000.00</td>
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<tr>
<td>Replace East side sidewalk</td>
<td>Viking</td>
<td>OPP</td>
<td>Submitted/entered 4/1/2020</td>
<td>$7,800.00</td>
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<tr>
<td>Replace Pool Lighting (was $48,707.5 RQ)</td>
<td>Central</td>
<td>HOLD</td>
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<td>$48,707.50</td>
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<tr>
<td>Replace Operable Wall ($20k)</td>
<td>Century Elementary</td>
<td>School Specialties (No RQ submitted)</td>
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<td>$20,000.00</td>
<td>1</td>
<td>$20,000.00</td>
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<tr>
<td>Playground Replacement ($424,070.5)</td>
<td>Viking</td>
<td>Giff Parks to complete</td>
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<td>$42,070.50</td>
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<tr>
<td>Lecture Bowl Seating Replacement ($264,692)</td>
<td>Central High School</td>
<td>HOLD</td>
<td></td>
<td>$89,092.00</td>
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<tr>
<td>Repair Playground ($20,718)</td>
<td>Phoenix Elementary</td>
<td>HOLD</td>
<td></td>
<td>$20,718.00</td>
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<tr>
<td>Replace carpet in conference room ($17,800)</td>
<td>MS/ES</td>
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<td>$17,800.00</td>
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<tr>
<td>Replace lighting in small gym</td>
<td>Red River HS</td>
<td>Border States Electric</td>
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<td>$11,600.00</td>
<td>3</td>
<td>$11,600.00</td>
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<tr>
<td>Replace lighting in gym</td>
<td>Century Elementary</td>
<td>Border States Electric</td>
<td>Yes</td>
<td>$10,000.00</td>
<td>3</td>
<td>$10,000.00</td>
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<tr>
<td>Lecture Bowl Flooring Replacement ($6k)</td>
<td>Central High School</td>
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<tr>
<td>Replace carpet in corridor</td>
<td>Worship</td>
<td>Brian's Flooring</td>
<td>Yes</td>
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<td>Repair Playground ($1,685)</td>
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<td>Replace carpet in library ($48,100)</td>
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<td>HOLD</td>
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<tr>
<td>Replace carpet in library ($29,900)</td>
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<td>$29,900.00</td>
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<tr>
<td>Replace carpet in lower level classrooms ($10,988)</td>
<td>Lewis and Clark</td>
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<td></td>
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<tr>
<td>Replace carpet in basement offices ($9,100)</td>
<td>Central High School</td>
<td>HOLD</td>
<td></td>
<td>$9,100.00</td>
<td>4</td>
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<td></td>
</tr>
<tr>
<td>Replace carpet in Upper Hallways</td>
<td>Phoenix Elementary</td>
<td>Brian's Flooring</td>
<td>Yes (submitted 4/1/2019)</td>
<td>$13,100.00</td>
<td>3</td>
<td>$13,100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Total for FY 19-20 & 20-21

Grand Total: $3,703,131.09

### Construction Services exp through 3-31-2020

- Construction services PO encumbrance through 3-31-2020: $2,162,383.40
- Priority 1 Construction Projects: $1,179,835.00
- Priority 1 Construction Projects included in PO encumbrance: ($968,769.88)
- Priority 2, 3, & 4 from 2019-2020 not completed: $338,559.00
- Total for FY 19-20 & 20-21: $3,650,000.00

### Budget

$3,650,000.00

### Summary

- **Boiler Replacement**
  - **Twining MS/ES**
  - **Total: 1**
  - **Total Cost: $658,500.00**

- **Equipment**
  - Cool Cat New Blower (broom included)
    - MMC
  - Cool Cat - Mini Rollover rpm
    - MMC
  - Forklift (replacement) - Clark NPX 17
    - MMC
  - Paper cutting machine - safety issue/mfg no longer making parts
    - MMC
  - Replace Delivery Van
    - MMC
  - New Genie Lift for Central Gym
    - Central
  - Replacement walk behind Snow Blowers

- **Sustainability**
  - Electrical Services Contract
    - District Wide
  - Typical Monthly Spend Rate ($80k) - expecting 3 month financial shortfall
    - $240,000.00
  - Mold Work - require insulation replacement
    - $100,000.00
  - Carpet Replacement
    - $250,000.00
  - Snow Removal From Roofs
    - $50,000.00
  - Print Shop Supply Budget shortfall
    - $10,000.00

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April 14, 2020

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Situation: GFPS B&G Director commissioned EAPC and AE2S to study and help develop solutions to address relative humidity, water, and radon issues at West School. Their respective reports are attached to this memo along with a report from the State of North Dakota regarding the radon results.

Background: West Elementary was built 1949 and added on to in 1955. The building has only undergone one major renovation according to GFPS records, which was the repair work after the flood of 1997. The structural, mechanical, and electrical for most of the building are original. This past fall excessive rainfall resulted in water damage that led to mold growth. As a result of high mold spores, we temporarily relocated students, staff, administration from the site to Discovery earlier this year. Several other developments have occurred since this relocation, this memorandum and attached reports discuss these events.

The mold that was discovered earlier this year provided insight to a greater moisture/water issue at West. While West suffered ground water seepage along with overland water issues this past fall, it has suffered from poor water/moisture management for many years. Ground water seepage can be found in different areas of the tunnels and will provide mold an opportunity to regrow if the water/moisture isn’t eliminated. The current mold issues is currently be addressed via remediation, but a plan to prevent future water damage needs to be put into place. AE2S was commissioned to address these issues.

West Elementary was part of a district wide radon test that was completed in the month of March. Testing was completed at every school building. The testing agency was the State of North Dakota and is part of a greater push by the State to test all K-12 buildings. Testing occurred on any floors that were located on ground level or below ground level. The EPA ranks indoor radon among the most serious environmental health problems facing us today. After smoking, it is the second leading cause of lung cancer in the United States causing an estimated twenty-one thousand (21,000) lung cancer deaths a year. Radon is a naturally occurring gas that seeps into buildings from the surrounding soil. In some cases, well water may be a source of radon. You can't see, taste, or smell radon. In fact, the only way to discover if high levels of radon are present is through testing. (source: https://www.epa.gov/radon/radon-schools)
West’s East/West addition is considered a slab on grade with a tunnel system that is utilized for mechanical systems. The original North/South building is a split level, with the lower level ¾ below ground. Both of these areas were tested this past month. The slab-on-grade portion of the building (East/West hallway) recorded radon levels above established acceptable limits during the initial test phase. A second test was completed utilizing a continuously radon monitoring device provided by the state. The device recorded levels that mirrored those found in the original report.

The state considers resolving radon with no cost/low cost solutions, but these solutions require fresh air being introduced into the environment. Unfortunately, West’s HVAC system does not operate as designed as parts are no longer manufactured/supported (equipment is 60+ y/o). This mechanical failure has resulted in an environment that requires HVAC modification to reduce radon levels to safe values as deemed by the Environmental Protection Agency (EPA) and the World Health Organization (WHO). EAPC was commissioned to study how to safely remove the radon and keep levels below EPA and WHO guidelines. Their report also addressed the high relative humidity issues found throughout the building.

**Assessment:** Radon test results for West can be found in the attached reports. The highest radon results were found on the East/West (1955) addition, where fresh air intake is at zero. The EPA has established 4 pCi/L as the action level. ALL at-grade level areas were at or exceeding this level. It should be noted that the WHO has established anything that exceeds 2.7 pCi/L as an action level. EAPC’s report discusses the action needed to address this issue along with the moisture issue. There are two options presented, one is to replace the aged heating system with a new piping and boiler systems, while the other option removes existing piping systems and installs new roof top units.

Moisture mitigation at West will require a multi-project approach. Several areas need to be addressed such as overland drainage, ground water seepage, and ground water management. In order to properly address overland drainage issues will require installation of Storm Water (SW) drain inlets to compensate for poor elevation changes. This will provide drainage relief as the roof is entirely sheet draining onto the buildings surrounding parking lots and berms. Ground water seepage will require that the basement and tunnel walls are waterproofed on the outside to prevent seepage. This will require excavation of the surrounding soils to expose walls/footings. During this process it is also a consideration to install drain tile. This will provide hydronic relief from ground water and prevent water from entering the tunnels and basement at West.

**Recommendation:** Recommend re-establishing West for occupancy includes a large-scale heating, ventilation, and air conditioning (HVAC); and civil project. HVAC work would require replacement of the existing heating system with a new closed loop system with high efficiency boiler system. The system’s lifetime cost is significantly less than utilizing roof top units. While this solution does not provide air conditioning, it provides the best return of investment. Additionally, the new system will provide a negative air pressure environment in the tunnels to prevent moisture, mold, and radon from entering the classrooms above. Civil work includes installation of a new SW drainage systems along with waterproofing and drain tile. These projects would provide sustained moisture protection for many years to come.

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Attachments:
AE2S Report
EAPC Report
State of North Dakota Radon Report

ca
VENTILATION SYSTEM REPORT for

WEST ELEMENTARY SCHOOL
GRAND FORKS, ND

Owner:
Grand Forks Public Schools, Grand Forks, ND
Chris Arnold, Director of Building and Grounds

EAPC Report Team:
Anthony Corcoran, PE, Mechanical Engineer
Derrick Lunski, CGD, CBCP, Senior Mechanical Designer

DATE       March 27, 2020
NUMBER     20202300
March 27, 2020

Grand Forks Public Schools
2400 47th Avenue South
Grand Forks, ND 58201

SUBJ: West Elementary School
REF: Ventilation System Report
FILE: 20202300

Attn: Chris Arnold, CHFM

Dear Mr. Arnold:

Pursuant to your request, the staff of EAPC has visited the site and the associated areas within the school in order to document the existing heating, ventilating, and air conditioning (HVAC) systems, and to review for potential repairs or replacement in order to improve the environmental conditions in which the students learn. We have been told that both mold and radon have been tested and are reported to be present in the School. The Radon test report is attached. Refer to Attachment A.

Scope of this Report

The scope of this report is to review the existing HVAC systems in the various areas of the facility and develop recommendations for potential repairs or improvements for ventilation of the existing tunnels and classrooms or similar occupied areas. The goal is to improve the conditions in which the students learn. Documentation of the existing ventilations systems was limited. On-site investigation was required in order to document, report as-builts conditions, and evaluate the existing ventilation systems in each area. While there are multiple possibilities for potential system repairs or upgrades, this report reviews some of the lower cost options.

BACKGROUND

The school was originally constructed in 1947. The original building ran north/south and consisted of a basement garden level and a first floor level. An addition was added in 1955. This addition was on the north side of the original building, running east/west, and consisted of a single level with a tunnel system around the perimeter. The overall building is 32,750 sq.ft. See floor plan below for more details.
Existing HVAC equipment documentation is very limited or unavailable. We have reviewed the existing equipment on site and have attempted to determine the exact capacities. With the exception of the 1947 building basement, most of the existing equipment is original to the building and no longer supported by the manufacturer. The equipment in the 1947 building basement was replaced after the 1997 flood. The original piping was not replaced.

Below is a brief description of the areas covered within this report and the existing HVAC systems that serve them. (See Attachment B)

1947 Building – Basement HVAC:

This area is approximately 8,500 square feet. It is served by ceiling mounted unit ventilators (UV) along the outside walls. These UV’s are piped with steam heating and condensate piping along the perimeter walls. Each UV has an outdoor air intake louver to allow fresh air into the spaces they serve. This equipment was installed around 1997 during the flood repair. This equipment is now 23 years old but appears to be in good operating condition. This area includes a kitchen. The kitchen is provided with two hoods. One above the range, and one above the dishwasher. These hoods are not provided with any make up air. If any modifications are made to this area, make up air will be required per the 2018 IMC. There is no air conditioning to these areas.

1947 Building – First Floor HVAC:

This area is approximately 7,650 square feet. It is served by floor mounted UVs and finned tube radiation (FTR) along the outside walls. These UV’s and FTR are piped with steam heating and condensate piping along the perimeter walls. Each UV has an outdoor air intake louver, however, the damper and controls at the louver have failed and no longer allow fresh air into the spaces they serve. This equipment is original to the building and was installed in 1947. This equipment is 73 years old and no longer supported by the manufacturer. It was reported that the school district has attempted to repair these units in the past with no success. There is no air conditioning to these areas.

1947 Building – Gym / Administration Area:

This area is approximately 5,300 square feet. It is served by a mezzanine mounted air handling unit (AHU) in the south west corner of the gym stage. This unit appears to provide fresh air to the space through a wall mounted louver on the south wall of the gym. The radon report shows high levels in both the admin office area and the gym area (stage included). It is provided with steam heating and no cooling. The north wall of the gym is also provided with FTR approximately 6’-0” above the floor. The administration area also appears to be provided with ventilation ductwork above the ceiling. FTR is also provided along the east wall of these
administration areas. The area’s HVAC should be considered for replacement due to higher than acceptable radon levels (>4 pic/l). Refer to radon report Attachment A.

**1955 Building – Tunnel HVAC:**

This area is approximately 1,850 square feet. The tunnel dimensions are approximately 3’-4” wide x 3’-4” high. The tunnels provide a route for steam and condensate piping to feed the HVAC equipment on the first floor of this building. There are also some drain, waste and vent pipes, as well as domestic water pipes in these tunnels. Much of this piping is insulated with fiberglass insulation with a paper all service jacket. The tunnel has 3 different access points. Two access points are in classrooms #2 and #7, while the other is in the janitor’s room #18. There have been reports of ground water running in these tunnels. There is no ventilation in these tunnels.

**1955 Building – First Floor HVAC:**

This area is approximately 11,300 square feet. It is served by floor mounted UV’s and FTR along the outside walls. These UV’s and FTR are piped with steam heating and condensate piping along the perimeter walls. Each UV has an outdoor air intake louver, however, the damper and controls at the louver have failed and no longer allow fresh air into the spaces they serve. This equipment is original to the building and was installed 1955. This equipment is 65 years old and no longer supported by the manufacturer. It was reported that the school district has attempted to repair these units in the past with no success. There is no air conditioning to these areas.

**Boiler System:**

The building is heated by two Weil McLain #LGB-9 cast iron sectional low pressure steam boilers. The heating capacity of each boiler is 1,040 input MBH / 842 output MBH of steam. These boilers are 81% efficient. These units were installed during the 1997 flood repair. The steam and condensate piping run along the perimeter walls of the 1947 building, feeding up and down for each floor, and also runs through the tunnels of the 1955 building. Most of this piping is original to the building which they serve. There have been reports of multiple piping leaks throughout the building. The steam piping pressure was reduced to 5 psi during the time of our visit. The condensate pump was also installed during the 1997 flood repair. The boilers and condensate equipment are now 23 years old but appear to be in good operating condition. There were no leaks associated with the boilers or condensate pump observed at the time of our visit. Typical life expectancy of these types of boilers is approximately 30 years.
DISCUSSION

In general, the classrooms are designed to serve 20-25 students with 2-3 teachers. For the purposes of this report, we will use an average of 25 occupants per classroom. Per the 2018 International Mechanical Code (IMC), Section 403, each occupant requires 10 cubic feet per minute (CFM), with an additional 0.12 CFM/sq.ft. of fresh air ventilation. The average classroom in the 1947 building is 370 sq.ft. These rooms require approximately 295 CFM. The average classroom in the 1955 building is 450 sq.ft. These rooms require approximately 305 CFM.

The unit ventilators located in the basement of the 1947 building were replaced in 1997 and were reported to be operating properly.

The unit ventilators on the first floor of the 1947 building and the first floor of the 1955 building were reported to not be functioning. These areas receive 0 CFM of fresh air. Any repairs or modifications to these areas should meet the codes and provide the proper fresh air.

The tunnel of the 1955 building has no means of ventilation. The space is stagnant and requires ventilation air.

Please note that often times when owners consider system repairs or modifications, they anticipate that the systems will operate more efficiently and therefore lower the energy costs. That is usually the case, however, because this building currently introduces little to no fresh outside air, it has been using a minimum amount of energy. When the systems are repaired and the proper amount of fresh outside air is brought in, it will require more energy to temper this air before it is introduced to the space, thus increasing the energy costs.

We have reviewed the existing HVAC systems and have developed two separate options for repairs or modifications. As stated earlier, there are many methods that could be used to improve the ventilation systems in the school. The options described below are thought to be the least cost options.

OPTION #1: REPLACE EXISTING UNIT VENTILATORS WITH NEW UNITS (See Attachment C)

This option would involve removing the existing failed UV’s, associated FTR with integral cabinets, and installing new UV’s and FTR. All of the units will require new piping connections and controls. No cooling will be provided in these units. This option also includes the upgrade of the gym and admin areas with a new ventilation unit as well as the upgrade of the UV’s in the basement of the 1947 building. Kitchen make up air will also be needed.

As stated earlier, the existing boilers are 81% efficient low pressure steam and are 23 years old. They will be nearing their expected life in 7 years. An important item to consider is steam heating vs hot water heating. If
significant funds are spent on purchasing new HVAC equipment, UV’s and FTR, it would be wise to purchase hot water heating type units in lieu of steam units. They are not the same. This is also true when sizing and installing new heating piping. Steam heating boilers are no more than 85% efficient, while hot water heating boilers are 95% efficient when operated at the proper temperatures. If long term operation and energy efficiency is the goal, it would be recommended to heat the facility with hot water.

A brief outline of this work is as follows:

- **1947 Building Basement:**
  - Remove the two existing W-M boilers and replace them with new high efficient boilers.
  - Remove the existing boiler stacks and combustion air intake duct.
  - Provide new boiler stacks.
  - Provide new boiler controls.
  - Provide new hot water heating pumps and controls.
  - Size and install the heating piping for hot water and provide the proper controls.
  - Remove and replace heating piping mains running around the perimeter of the building.
    - This piping work will require removal and reconstruction of the perimeter walls and ceilings.
  - Remove and replace the existing UV’s and provide proper fresh air intakes.
  - At approximately every 50’, cut and patch a portion of the existing floor and install a 4” PVC vent pipe into a shallow pit to exhaust radon from below the floor.
  - Repair sanitary sewer ejector pit cover and pump.
  - Provide a kitchen make up air unit and ductwork.

- **1947 Building First Floor:**
  - Remove and replace the existing AHU system that serves the Gym/Admin areas.
  - Remove and replace the existing UV’s and provide proper fresh air intakes.
  - Remove existing FTR cabinets integral with the old unit ventilators and provide new FTR and covers.
    - Note: Removing the integral FTR cabinets will leave the space with fewer areas to store books, etc.
  - Remove and replace heating piping serving these units and reconnect to the mains in the floor below.
  - At approximately every 50’, connect to the basement level 4” PVC vent pipe and install a radon exhaust fan on the roof.

- **1955 Building Tunnel:**
  - Remove and replace heating piping in the perimeter tunnels.
  - Provide tempered ventilation air for the tunnels to remove radon.
  - Maintain tunnel pressure at a negative 0.015"w.g to ensure radon from the tunnels does not enter the occupied spaces.

- **1955 Building First Floor:**
  - Remove and replace the existing UV’s and FTR and provide proper fresh air intakes.
- Remove existing FTR cabinets integral with the old unit ventilators and provide new FTR and covers.
  - Note: Removing the integral FTR cabinets will leave the space with fewer areas to store books, etc.
- At approximately every 50’, connect to the basement level 4” PVC vent pipe and install a radon exhaust fan on the roof.

**OPTION #1A: CONVERT EXISTING BOILERS TO HOT WATER**

As an option to purchasing new boilers, it is possible to convert the existing boilers over from steam, to hot water. This is typically done by switching out all the controls and safeties on the boilers. Note that converting the existing boilers over to hot water will not extend their life expectancy. Also note that converting the existing boilers over to hot water will not increase their efficiency. They are not of the condensing type. They will remain at 81% efficient.

A brief outline of this work is as follows:
- 1947 Building Basement:
  - Convert the two existing W-M boilers over to hot water heating boilers.
  - Provide new hot water heating pumps and controls.
  - Size and install the heating piping for hot water and provide the proper controls.

**OPTION #2: NEW ROOF TOP UNITS** (See Attachment D)

This option would involve installing new packaged roof top units (RTU) for the various areas of the school that do not currently have fresh air supply. New ductwork would be required on the roof and within the classrooms. This will require ceiling work in the classrooms as well. 2-3 classrooms would be combined on each RTU in order to reduce costs. This would also include new ventilation units for the 1947 building basement. If RTU’s are desired for this area, then duct chases will be required through the first floor classrooms to provide a means to get ductwork from the roof down to this level. The RTU’s would be gas fired and be 82% efficient. Higher efficiency RTU’s are not available. Because of the nature of the packaged equipment, cooling is provided in these units, therefore air conditioning would now be provided.

A brief outline of the work is as follows:
- 1947 Building Basement:
  - Remove existing UV’s and associated piping.
  - Patch existing UV’s fresh air intake louvers on the exterior wall.
  - Remove existing FTR and integral cabinets.
    - Note: Removing the integral FTR cabinets will leave the space with fewer areas to store books, etc.
- Remove existing steam and condensate piping mains running around the perimeter of the building.
  - This piping work will require removal and reconstruction of the perimeter walls and ceilings.
- Provide 4 new packaged RTU’s with natural gas heat.
- Provide new supply and return ductwork from roof, down through classroom chases, and above the ceilings of the basement classrooms.
- Modify existing ceilings as required.
- Provide local control thermostats for each RTU.
- Provide structural modifications and supports as required for the RTU’s and ductwork.
- Provide insulation on all the exterior ductwork and interior supply ductwork.
- Provide new electrical power to each unit.
- Provide new duct smoke detectors and controls for each unit.
- At approximately every 50’, cut and patch a portion of the existing floor and install a 4” PVC vent pipe into a shallow pit to exhaust radon from below the floor.
- Repair sanitary sewer ejector pit cover and pump.
- Upgrade the existing electric service to provide additional power to the new RTUs.
- Provide a kitchen make up air unit and ductwork.

**1947 Building First Floor:**
- Remove existing UV’s and associated piping.
- Patch existing UV’s fresh air intake louvers on the exterior wall.
- Remove existing FTR and integral cabinets.
  - Note: Removing the integral FTR cabinets will leave the space with fewer areas to store books, etc.
- Remove and replace the existing AHU system that serves the Gym/Admin areas. This would most likely be with another packaged RTU.
- Provide 4 new packaged RTU’s with natural gas heat.
- Provide new supply and return ductwork above the ceilings of the classrooms.
- Modify existing ceilings as required.
- Provide local control thermostats for each RTU.
- Provide structural modifications and supports as required for the RTU’s and ductwork.
- Provide insulation on all the exterior ductwork and interior supply ductwork.
- Provide new electrical power to each unit.
- Provide new duct smoke detectors and controls for each unit.
- At approximately every 50’, connect to the basement level 4” PVC vent pipe and install a radon exhaust fan on the roof.

**1955 Building Tunnel:**
- Remove existing steam and condensate piping in the tunnel.
- Provide tempered ventilation air for the tunnels to remove radon.
Maintain tunnel pressure at a negative 0.015”w.g to ensure radon from the tunnels does not enter the occupied spaces.

- 1955 Building First Floor:
  - Remove existing UV’s and associated piping.
  - Patch existing UV’s fresh air intake louvers on the exterior wall.
  - Remove existing FTR and integral cabinets.
    - Note: Removing the integral FTR cabinets will leave the space with fewer areas to store books, etc.
  - Provide 4 new packaged RTU’s with natural gas heat.
  - Provide new supply and return ductwork above the ceilings of the classrooms.
  - Modify existing ceilings as required.
  - Provide local control thermostats for each RTU.
  - Provide structural modifications and supports as required for the RTU’s and ductwork.
  - Provide insulation on all the exterior ductwork and interior supply ductwork.
  - Provide new electrical power to each unit.
  - Provide new duct smoke detectors and controls for each unit.
  - At approximately every 50’, connect to the basement level 4” PVC vent pipe and install a radon exhaust fan on the roof.

BUDGET PRICING

We have developed budget prices for the above mentioned options. We have provided these budgets separately to allow review of each option accordingly. Be advised that these are budget numbers prepared from a high level report and are not to be confused with actual design/bid prices.

OPTION #1: REPLACE EXISTING UNIT VENTILATORS WITH NEW UNITS

- 1947 Building:
  - New Boilers: $157,550
  - The construction budget for the work as described is: $586,950

- 1955 Building:
  - The construction budget for the work as described is: $306,525

OPTION #1 TOTAL $1,051,025

OPTION #1A: CONVERT EXISTING BOILERS TO HOT WATER

- 1947 Building Basement:
  - Convert old boilers to Hot Water Heat: $94,300
    - This would be in lieu of the new boilers above.
OPTION #2: NEW ROOF TOP UNITS

- 1947 Building:
  - The construction budget for the work as described is: $820,740
- 1955 Building:
  - The construction budget for the work as described is: $336,550

**OPTION #2 TOTAL $1,157,290**

**DISCLAIMER**

The conclusions and opinions contained in this report are based on information directly observed by EAPC, reported to EAPC, or otherwise made known to EAPC, and are held to a reasonable degree of engineering certainty. Any new or subsequent information may void all or part of this report.

Please contact us if you have any questions concerning this report.

Encl.
Attachment A: Radon Report
Attachment B: M001 - EXISTING HVAC SYSTEM SCHEMATIC
Attachment C: M100 - OPTION #1 HVAC SYSTEM SCHEMATIC
Attachment D: M200 - OPTION #2 HVAC SYSTEM SCHEMATIC
ATTACHMENT A

RADON REPORT
Radon results from Alpha Energy Laboratories

Ground floor plan of West Elementary School

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5.8
7.3
7.8
8.2
9.4
9.6
9.5
9.8
4.2
4.5
3.7
4.2
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21.6
## RADON RESULTS SUMMARY

Detailed individual reports available online at DrHomeAir.com/Results

Short Term (Activated Charcoal)

EPA-402-R-92-004

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QA/QC - Short Term Radon Tests have an estimated accuracy of ±5% when used according to directions.

*The measured radon level was lower than the detector’s Lower Limit of Detection. Visit DrHomeAir.com/LLD for info

DISCLAIMER: Test results are only indicative of the sample as received by the lab. Incorrect information or improper procedures will affect results. Alpha Energy Laboratories did not provide sampling services unless otherwise indicated. This measurement is not necessarily predictive or supportive of measurements conducted at different times or different locations. Alpha Energy Laboratories is not responsible for the consequences of any action you do or do not take based on the test results. One sampler can test up to 2,000 square feet.

CONFIDENTIALITY: This report is confidential. If you receive the report in error, please inform the lab and destroy all copies.
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**RADON RESULTS SUMMARY**
Detailed individual reports available online at DrHomeAir.com/Results
Short Term (Activated Charcoal) EPA-402-R-92-004

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<th>Structure/Reason</th>
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</table>

QA/QC - Short Term Radon Tests have an estimated accuracy of ±5% when used according to directions.
*The measured radon level was lower than the detector's Lower Limit of Detection. Visit DrHomeAir.com/LLD for info

DISCLAIMER: Test results are only indicative of the sample as received by the lab. Incorrect information or improper procedures will affect results. Alpha Energy Laboratories did not provide sampling services unless otherwise indicated. This measurement is not necessarily predictive or supportive of measurements conducted at different times or different locations. Alpha Energy Laboratories is not responsible for the consequences of any action you do or do not take based on the test results. One sampler can test up to 2,000 square feet.

CONFIDENTIALITY: This report is confidential. If you receive the report in error, please inform the lab and destroy all copies.
## RADON RESULTS SUMMARY

<table>
<thead>
<tr>
<th>Client: ND 918 E Divide Ave 2nd Floor Bismarck, ND 58501 USA</th>
</tr>
</thead>
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**Project:** West Elementary School 03 10 2020

**Date Received:** 3/10/2020

### Detailed individual reports available online at DrHomeAir.com/Results

**Short Term (Activated Charcoal) EPA-402-R-92-004**

### Measurement Specialist / Laboratory Director

April 14, 2020

<table>
<thead>
<tr>
<th>Kit Serial</th>
<th>Lab ID</th>
<th>Test Address</th>
<th>Test Location/Floor</th>
<th>Structure/Reason</th>
<th>Closed?</th>
<th>Test Start</th>
<th>Test Stop</th>
<th>Result</th>
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<tbody>
<tr>
<td>17) AE693668</td>
<td>2128037</td>
<td>615 N 25th Lunch Room</td>
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<td>5:27 PM</td>
<td>0.8 pCi/L *</td>
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<td>21) AE693629</td>
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<td>22) AE693614</td>
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<td>5:23 PM</td>
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<td>23) AE693612</td>
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<td>Not Provided</td>
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<td>5:23 PM</td>
<td>2.9 pCi/L</td>
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<td>24) AE693637</td>
<td>2128054</td>
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<td>Yes</td>
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<td>5:25 PM</td>
<td>3.6 pCi/L</td>
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</tbody>
</table>

**QA/QC - Short Term Radon Tests have an estimated accuracy of ±5% when used according to directions.**

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### RADON RESULTS SUMMARY

**Detailed individual reports available online at DrHomeAir.com/Results**

**Short Term (Activated Charcoal)**

**EPA-402-R-92-004**

**West Elementary School**

03 10 2020

#### Project: West Elementary School

**Date Received:** 3/10/2020

#### Client: ND  
918 E Divide Ave  
2nd Floor  
Bismarck, ND 58501 USA

<table>
<thead>
<tr>
<th>Kit Serial</th>
<th>Lab ID</th>
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<th>Closed?</th>
<th>Test Start</th>
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<th>Result</th>
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<td>25) AE693660</td>
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<td>615 N 25th Library Grand Forks, ND 58203 USA</td>
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<td>2.5 pCi/L</td>
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<td></td>
<td>3/2/2020</td>
<td>3/4/2020</td>
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</table>

#### QA/QC - Short Term Radon Tests have an estimated accuracy of ±5% when used according to directions.

*The measured radon level was lower than the detector’s Lower Limit of Detection. Visit DrHomeAir.com/LLD for info*
ATTACHMENT B

EXISTING HVAC SYSTEM SCHEMATIC

SERIES M001 DRAWINGS
ATTACHMENT C

OPTION #1 HVAC SYSTEM SCHEMATIC

SERIES M100 DRAWINGS
ATTACHMENT D

OPTION #2 HVAC SYSTEM SCHEMATIC

SERIES M200 DRAWINGS
### Project Summary - West Elementary School Water Mitigation

#### WATERPROOFING

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Item Description</th>
<th>QTY</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.01</td>
<td>Div 01 - Mobilization</td>
<td>1</td>
<td>LS</td>
<td>$4,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>1.02</td>
<td>Div 01 - Contractor’s PM/Super @ 20 hr/week, 4 weeks</td>
<td>80</td>
<td>HR</td>
<td>$85.00</td>
<td>$6,800</td>
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<tr>
<td>1.03</td>
<td>Remove perimeter pavement, 5'-0&quot; width</td>
<td>1,725</td>
<td>SF</td>
<td>$3.00</td>
<td>$5,175</td>
</tr>
<tr>
<td>1.04</td>
<td>Sawcut pavement</td>
<td>345</td>
<td>LF</td>
<td>$7.00</td>
<td>$2,415</td>
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<tr>
<td>1.05</td>
<td>Remove topsoil and grass, 5'-0&quot; wide, stockpile on site</td>
<td>4,287</td>
<td>SF</td>
<td>$1.25</td>
<td>$5,359</td>
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<tr>
<td>1.06</td>
<td>Remove W sidewalk</td>
<td>255</td>
<td>SF</td>
<td>$1.25</td>
<td>$319</td>
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<tr>
<td>1.07</td>
<td>Excavation - N side, garden level, mini-excavator, retain on site</td>
<td>152</td>
<td>CY</td>
<td>$9.00</td>
<td>$1,368</td>
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<tr>
<td>1.08</td>
<td>Excavation - W side, garden level, mini-excavator, retain on site</td>
<td>38</td>
<td>CY</td>
<td>$9.00</td>
<td>$342</td>
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<td>1.09</td>
<td>Excavation - Parking lot side, mini-excavator, garden level depth, retain on site</td>
<td>210</td>
<td>CY</td>
<td>$9.00</td>
<td>$1,890</td>
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<td>1.10</td>
<td>Excavation - E side, mini-excavator, full-depth, retain on site</td>
<td>390</td>
<td>CY</td>
<td>$14.00</td>
<td>$5,460</td>
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<td>1.11</td>
<td>Waterproofing membrane, incl. surface prep, membrane, protection board; full-depth level area 464 LF x 4'</td>
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<td>SF</td>
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<td>Waterproofing membrane, incl. surface prep, membrane, protection board; full-depth level area 384 LF x 8'</td>
<td>3,072</td>
<td>SF</td>
<td>$7.00</td>
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<td>1.13</td>
<td>Waterproofing adhesive/primer</td>
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<td>GAL</td>
<td>$30.00</td>
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<td>1.14</td>
<td>Backfill, drainage rock</td>
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<td>CY</td>
<td>$65.00</td>
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<td>1.15</td>
<td>Replace grass areas, hydrotee, grow-in</td>
<td>4,287</td>
<td>SF</td>
<td>$2.25</td>
<td>$9,646</td>
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<tr>
<td>1.16</td>
<td>Replace sidewalk, west side</td>
<td>255</td>
<td>SF</td>
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<td>$2,040</td>
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<td>1.17</td>
<td>Replace asphalt pavement, 5'-0&quot; wide, 4&quot; thick, excl. agg base</td>
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<td>SF</td>
<td>$7.75</td>
<td>$13,369</td>
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<td>Aggregate base, 8&quot; thick</td>
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<td>Field testing</td>
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<td>1.20</td>
<td>Cleaning</td>
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<td>$1,600.00</td>
<td>$1,600</td>
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**Waterproofing Construction Costs** $153,788
PROJECT OVERHEAD AND ADMINISTRATIVE COSTS

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Item Description</th>
<th>QTY</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
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<tr>
<td>4.01</td>
<td>Owner Contingency @ 5%</td>
<td>1</td>
<td>LS</td>
<td>$7,700.00</td>
<td>$7,700</td>
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<tr>
<td>4.02</td>
<td>Engineering Fees-Design, Bidding, CA, As-builts</td>
<td>9</td>
<td>%</td>
<td>$13,900.00</td>
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<tr>
<td>4.03</td>
<td>Miscellaneous Expenses - legal ads, reproduction, environmental audit, etc.</td>
<td>1</td>
<td>LS</td>
<td>$600.00</td>
<td>$600</td>
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Total OH + ADMIN Costs $22,200

WATERPROOFING PROJECT COST RANGE ANALYSIS

AACE Class 4 -30% CONSTRUCTION COST $ (46,136)
AACE Class 4 +50% CONSTRUCTION COST $76,894

PROJECT COST RANGE

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<th>LOW</th>
<th>MEAN</th>
<th>HIGH</th>
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<td></td>
<td>$129,852</td>
<td>$175,988</td>
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ADD DRAIN TILE (concurrent with waterproofing)

<table>
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<tr>
<th>Line No.</th>
<th>Item Description</th>
<th>QTY</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>3.01</td>
<td>Traffic Control/excavation fencing</td>
<td>1</td>
<td>LS</td>
<td>$800.00</td>
<td>$800</td>
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<td>3.02</td>
<td>Div 01 - Contractor's PM/Super @ 20 hr/week, 1 weeks</td>
<td>20</td>
<td>HR</td>
<td>$85.00</td>
<td>$1,700</td>
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<td>3.03</td>
<td>4&quot; HDPE drain tile</td>
<td>848</td>
<td>LF</td>
<td>$4.50</td>
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<td>3.04</td>
<td>4&quot; HDPE drain tile fittings</td>
<td>30</td>
<td>EA</td>
<td>$15.00</td>
<td>$450</td>
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<td>3.05</td>
<td>Interior sump pit basin, incl 110V, discharge piping, floor slab restoration</td>
<td>1</td>
<td>EA</td>
<td>$8,000</td>
<td>$8,000</td>
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Drain Tile Construction Costs $14,766

PROJECT OVERHEAD AND ADMINISTRATIVE COSTS

<table>
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<th>Line No.</th>
<th>Item Description</th>
<th>QTY</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
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<tbody>
<tr>
<td>4.01</td>
<td>Owner Contingency @ 5%</td>
<td>1</td>
<td>LS</td>
<td>$800.00</td>
<td>$800</td>
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<tr>
<td>4.02</td>
<td>Engineering Fees-Design, Bidding, CA, As-builts</td>
<td>9</td>
<td>%</td>
<td>$1,400.00</td>
<td>$1,400</td>
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<tr>
<td>4.03</td>
<td>Miscellaneous Expenses - legal ads, reproduction, environmental audit, etc.</td>
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<td>LS</td>
<td>$1,200.00</td>
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Total OH + ADMIN Costs $3,400

ADD DRAIN TILE PROJECT COST RANGE ANALYSIS

AACE Class 4 -30% CONSTRUCTION COST $ (4,430)
AACE Class 4 +50% CONSTRUCTION COST $7,383

PROJECT COST RANGE

<table>
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<tr>
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<td>$13,736</td>
<td>$18,166</td>
<td>$25,549</td>
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## ADD SITE DRAINAGE IMPROVEMENTS (replace parking lot)

<table>
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<th>Line No.</th>
<th>Item Description</th>
<th>QTY</th>
<th>Unit</th>
<th>Unit Price</th>
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<tbody>
<tr>
<td>2.01</td>
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<tr>
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<td>Div 01 - Traffic control</td>
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<td>LS</td>
<td>$1,200.00</td>
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<td>EA</td>
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<td>2.04</td>
<td>Bonds</td>
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<td>3</td>
<td>EA</td>
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<td>LF</td>
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Site Drainage Improvements Construction Cost $214,327

## PROJECT OVERHEAD AND ADMINISTRATIVE COSTS

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<th>Item Description</th>
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<th>Unit</th>
<th>Unit Price</th>
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<td>%</td>
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Total OH + ADMIN Costs $34,000

## ADD SITE DRAINAGE PROJECT COST RANGE ANALYSIS

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<th>AACE Class 4 +50% CONSTRUCTION COST</th>
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<td>MEAN</td>
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<td>HIGH</td>
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<td>$107,164</td>
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April 14, 2020 48 of 135
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<th>OPTION</th>
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<th>MEAN</th>
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<td>WATERPROOFING ONLY OPTION 1 * NO CONCURRENCY DEDUCTS</td>
<td>$129,852</td>
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<td>WATERPROOFING + DRAIN TILE OPTION 2 * NO CONCURRENCY DEDUCTS</td>
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<td>WATERPROOFING + DRAIN TILE + SITE DRAINAGE CONCURRENCY DEDUCTS:</td>
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<td>1.03 Remove perimeter pavement, 5'-0&quot; width</td>
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<td>1.04 Sawcut pavement</td>
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<td>(7,590)</td>
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<td>HIGH</td>
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EXHIBIT 2 - AREAS THAT SLOPE TOWARDS THE BUILDING (ADVERSE GRADING)
EXHIBIT 3 - PROPOSED MITIGATION AND DRAINAGE IMPROVEMENTS
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<th>Kit Serial</th>
<th>Lab ID</th>
<th>Test Address</th>
<th>Test Location/Floor</th>
<th>Structure/Reason</th>
<th>Closed?</th>
<th>Test Start</th>
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QA/QC - Short Term Radon Tests have an estimated accuracy of ±5% when used according to directions.

*The measured radon level was lower than the detector's Lower Limit of Detection. Visit DrHomeAir.com/LLD for info

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CONFIDENTIALITY: This report is confidential. If you receive the report in error, please inform the lab and destroy all copies.

Measurement Specialist / Laboratory Director / Signature  
NJ MES: 11306 Date 3/19/2020

April 14, 2020
Laboratory Certification Info
NRPP ID#: 101132 AL
STATE ID#: N/A
NJ MEB#: MEB 90095
### RADON RESULTS SUMMARY

**Detailed individual reports available online at DrHomeAir.com/Results**

**Short Term (Activated Charcoal)**

**EPA-402-R-92-004**

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<th>Kit Serial</th>
<th>Lab ID</th>
<th>Test Address</th>
<th>Test Location/Floor</th>
<th>Structure/Reason</th>
<th>Closed?</th>
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</tbody>
</table>

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*The measured radon level was lower than the detector’s Lower Limit of Detection. Visit DrHomeAir.com/LLD for info*

---

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## RADON RESULTS SUMMARY

Detailed individual reports available online at DrHomeAir.com/Results  
**Short Term (Activated Charcoal)**  
**EPA-402-R-92-004**

### Test Address Details

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<tr>
<th>Kit Serial</th>
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<th>Structure/Reason</th>
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<td>21) AE693629</td>
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<td>615 N 25th 34 Grand Forks, ND 58203 USA</td>
<td>Not Provided</td>
<td>Personal Knowledge</td>
<td>Yes</td>
<td>8:52 AM</td>
<td>5:27 PM</td>
<td>2.5 pCi/L</td>
</tr>
<tr>
<td>22) AE693614</td>
<td>2128057</td>
<td>615 N 25th 35 Grand Forks, ND 58203 USA</td>
<td>Not Provided</td>
<td>Personal Knowledge</td>
<td>Yes</td>
<td>8:52 AM</td>
<td>5:23 PM</td>
<td>2.9 pCi/L</td>
</tr>
<tr>
<td>23) AE693612</td>
<td>2128058</td>
<td>615 N 25th 35 Grand Forks, ND 58203 USA</td>
<td>Not Provided</td>
<td>Personal Knowledge</td>
<td>Yes</td>
<td>8:55 AM</td>
<td>5:23 PM</td>
<td>2.9 pCi/L</td>
</tr>
<tr>
<td>24) AE693637</td>
<td>2128054</td>
<td>615 N 25th 36 Grand Forks, ND 58203 USA</td>
<td>Not Provided</td>
<td>Personal Knowledge</td>
<td>Yes</td>
<td>8:55 AM</td>
<td>5:25 PM</td>
<td>3.6 pCi/L</td>
</tr>
</tbody>
</table>

### Notes:
- **Closed?**: Yes
- **Result**: 2.2 pCi/L
- **Location/Floor**: Not Provided
- **Reason**: Personal Knowledge
- **Address**: 615 N 25th Lunch Room, Grand Forks, ND 58203 USA
- **Date Received**: 3/10/2020
- **Test Start**: 8:42 AM
- **Test Stop**: 5:32 PM

**QA/QC - Short Term Radon Tests have an estimated accuracy of ±5% when used according to directions.**

*The measured radon level was lower than the detector’s Lower Limit of Detection. Visit DrHomeAir.com/LLD for info*
### RADON RESULTS SUMMARY

**Test Address:** 615 N 25th Library  
**Test Location/Floor:** Not Provided  
**Structure/Reason:** Not Provided

<table>
<thead>
<tr>
<th>Test Start</th>
<th>Test Stop</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50 AM</td>
<td>5:20 PM</td>
<td>1.2 pCi/L</td>
</tr>
</tbody>
</table>

**Test Start:** 3/2/2020  
**Test Stop:** 3/4/2020

---

**DISCLAIMER:** Test results are only indicative of the sample as received by the lab. Incorrect information or improper procedures will affect results. Alpha Energy Laboratories did not provide sampling services unless otherwise indicated. This measurement is not necessarily predictive or supportive of measurements conducted at different times or different locations. Alpha Energy Laboratories is not responsible for the consequences of any action you do or do not take based on the test results. One sampler can test up to 2,000 square feet.

**CONFIDENTIALITY:** This report is confidential. If you receive the report in error, please inform the lab and destroy all copies.

---

**QA/QC - Short Term Radon Tests have an estimated accuracy of ±5% when used according to directions.**

*The measured radon level was lower than the detector’s Lower Limit of Detection. Visit DrHomeAir.com/LLD for info
MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
SUBJECT: Consent Agenda
DATE: April 14, 2020

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)
- Open Enrollment Applications
- 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: April 14, 2020

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 effective August 18, 2020.

Attachment

mjs
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Yrs of Exp</th>
<th>Salary</th>
<th>Position</th>
<th>Major</th>
<th>Assignment</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Cummings</td>
<td>MA+45</td>
<td>2</td>
<td>$52,183</td>
<td>Replacement</td>
<td>Business Education</td>
<td>Business Education Teacher</td>
<td>Valley Middle School</td>
</tr>
<tr>
<td>Elizabeth Evans</td>
<td>BA/BS</td>
<td>3</td>
<td>$44,810</td>
<td>Replacement</td>
<td>Mathematics</td>
<td>Math Teacher</td>
<td>South Middle School</td>
</tr>
<tr>
<td>Claire Folsom</td>
<td>BA/BS</td>
<td>0</td>
<td>$42,445</td>
<td>Replacement</td>
<td>Music</td>
<td>Orchestra Instructor</td>
<td>Schroeder Middle School, Kelly Elementary</td>
</tr>
<tr>
<td>Nichole Michaud</td>
<td>BA+30</td>
<td>2</td>
<td>$46,273</td>
<td>Replacement</td>
<td>Special Education Strategist</td>
<td>Special Education Teacher</td>
<td>Kelly Elementary</td>
</tr>
<tr>
<td>Jenna Pederson</td>
<td>BA+30</td>
<td>2</td>
<td>$46,273</td>
<td>Replacement</td>
<td>Special Education Strategist</td>
<td>Special Education Teacher</td>
<td>Schroeder Middle School</td>
</tr>
<tr>
<td>Hannah Vonasek</td>
<td>BA+15</td>
<td>1</td>
<td>$44,358</td>
<td>Replacement</td>
<td>Middle School Mathematics</td>
<td>Math Teacher</td>
<td>Valley Middle School</td>
</tr>
<tr>
<td>Kaydra Weigel</td>
<td>BA/BS</td>
<td>0</td>
<td>$42,445</td>
<td>New Position</td>
<td>Elementary Education</td>
<td>Grade 6 Teacher</td>
<td>South Middle School</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Dr. Terry Brenner, Superintendent
FROM: Scott Berge, Business Manager
DATE: April 14, 2020
SUBJECT: Open Enrollment Applications

Pursuant to North Dakota Century Code and School Board Policy, administrative recommendation is to approve the following open enrollment application(s) for the 2019-20 school year because a deadline waiver was requested due to moving:

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade Level</th>
<th>App Type</th>
<th>Co No</th>
<th>Dist No</th>
<th>District Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. M.</td>
<td>5</td>
<td>Family</td>
<td>18</td>
<td>061</td>
<td>Thompson</td>
</tr>
<tr>
<td>K. M.</td>
<td>7</td>
<td>Family</td>
<td>18</td>
<td>061</td>
<td>Thompson</td>
</tr>
</tbody>
</table>

mo
MEMORANDUM

TO: Dr. Terry Brenner, Superintendent

FROM: Tracy Abentroth, Director of Human Resources

RE: Resignations

DATE: April 14, 2020

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:

Melinda Blakeman Reading Teacher Twining School
Maire Brandenburg Special Education Teacher South Middle School
Nichole Cappon Grade 6 Teacher Twining School
Jayne Flaagan World Language Teacher Twining School
Tara Gregory Grade 1 Teacher Discovery Elementary
Britni Hart Special Education Teacher Discovery Elementary
Stephanie Krueger Grade 2 Teacher Winship Elementary
Allyson Linder Special Education Teacher West Elementary
Carissa Olson Preschool Needs Teacher Phoenix Elementary
Haley Olson Vocal Music Teacher Winship Elementary
Hailey Ryan Science Teacher South Middle School
Maggie Willyard Special Education Teacher Lake Agassiz Elementary

Administrative recommendation is to approve the resignations effective May 29, 2020.

Attachments

mjs
March 27, 2020

Mrs. Shari Bilden
Nathan Twining Elementary and Middle School
1422 Louisiana Street
Grand Forks AFB, 58204

Dear Mrs. Bilden,

Please accept this letter as my formal notice of resignation from the position of Reading Specialist at Nathan Twining Elementary and Middle School in the Grand Forks Public School District. I will fulfill my duties for the 2019-2020 school year. My last day as an employee of Grand Forks Public Schools will be May 29, 2020, or the last clerical day for the current school year.

I cannot fully express the gratitude and admiration I have for Grand Forks Public Schools. I have immensely enjoyed being a member of this school district, a member of Reading Recovery, and a member of the schools in this district. This was not an easy decision to make. Grand Forks has been my home for the last 8 years and I feel a strong bond with the school system and the community. However, I feel confident that this is the decision I must make for my future.

Thank you for the opportunities that have been presented to me in these past years. Grand Forks Public Schools has allowed me to grow as an educator and I am deeply thankful for those experiences and opportunities. I will always cherish my memories of Grand Forks along with the schools and personnel I was fortunate enough to work with.

Sincerely,

Melinda Blakeman

Melinda Blakeman
March 27th, 2020

Dear Dr. Schleicher and Dr. Lee,

It is with a heavy heart that I am writing this letter to formally announce my resignation at the close of this 2019-2020 school year. As you know, I am expecting my first child this May and I would like to take some time to focus on that next step in my journey while continuing to work on my doctorate.

I would like to take this time to express my sincere gratitude for my experience at South Middle School and in the Grand Forks School District. To say I was nervous about making the transition from inner-city teaching to this district would be an understatement; however, due to the incredible amount of support I received upon starting here, the transition felt almost seamless. I have enjoyed every minute I got to spend with my students and coworkers. They will be missed greatly.

It is my hope that our partnership will not end with this resignation. Despite not being able to commit to a full-time role, I am open to continuing a partnership with the district. This could be through my Educational Foundations and Research studies at UND, innovative positions, or as a substitute teacher. If you should think of any way to utilize me on a part-time/flexible basis in the upcoming year, please do not hesitate to contact me at the information listed below.

Once again, thank you very much for all you have done to enhance my professional and personal growth. I am sure there is still more to experience and I look forward to reconnecting with you in the coming years.

Take care!

Sincerely,

Maire Brandenburg
8th grade Special Education Strategist
Work: MBrandenburg280@mygfschools.org
School (701) 746-2345
Personal: mbrandenburg728@gmail.com
Home: (914) 268-5913
March 27, 2020

Dear Shari,

Please accept this letter as notice of my resignation from my position as a 6th-grade teacher at Nathan Twining Middle School. My last day of employment will be at the end of the 2019-2020 school year (May 29, 2020).

Teaching at Twining has been an immensely rewarding experience for me over the last three years. The GFAFB community has my heart and I hope my new position allows me to connect with the families, staff, and students from Twining. My journey in education is not over, just taking an unexpected detour.

Please let me know if I can be of any help during the transition.

Sincerely,

Nichole Cappon

Nichole Cappon
Grand Forks Public Schools  
Attn: MaryJo Sturman  
Human resources department  

CC: Amanda Weston-Caillier, Tracy Abentroth, Shari Bilden  

April 6, 2020  

To whom it may concern,  

After discussing my options, I am resigning from my World Languages teacher position at Nathan Twining School. I love my job and I love working with the kids, but other circumstances leave me feeling that I have no other choice.  

There is a very remote possibility that I may apply for another position within the District; I understand that if I do so, I will not be able to apply as an internal candidate.  

Therefore, my position is that I am resigning at the end of the 2019/2020 school year.  

Thank you.  

Sincerely,  

Jayne Flaagan  

Contact information:  
Jayne Flaagan  
727 11th Street Northwest  
East Grand Forks, MN 56721  
Email: djflaagan@gra.midco.net  
Phone: 701-215-0951
March 30, 2020

Grand Forks Public Schools
2400 47th Ave S
Grand Forks, ND 58201

To Whom it may concern:

Please accept my resignation from my position as a first grade teacher within Grand Forks Public Schools after the 2019-2020 school year. We will be moving out of town this summer.

I have enjoyed the opportunities that I have been given while working with students and staff of the GFPS district. Thanks so much for everything!

Sincerely,

Tara Gregory
March 17, 2020

To whom it may concern,

I am writing to notify you that I will not be returning to my position as the ED Self-Contained Special Education Teacher with Discovery Elementary School for the 2020-2021 school year.

I greatly appreciate the opportunities that Discovery has provided me, as well as the professional guidance and support that has allowed me to grow within this role. This was not an easy decision to make, the last 2 years have been very rewarding.

Please let me know if you require any additional information or action on my end. Thank you again for the wonderful opportunity and experiences to grow as an educator at this school district.

I wish you and the school all of the best.
Sincerely,

Britni Hart
Special Education Strategist
Discovery Elementary School
March 5, 2020

Travis Thorvilson
Winship Elementary
Grand Forks Public Schools
1412 5th Ave. N
Grand Forks, ND 58203

Dear Mr. Thorvilson,

Please accept this formal letter of resignation for my position as a second-grade teacher at Winship Elementary effective at the conclusion of the 2019-2020 school year.

I am so thankful for my time at Winship, and I am sad to be leaving. However, my spouse has accepted a position in Minneapolis, and we are looking forward to the many adventures ahead of us.

I wish Winship and all of Grand Forks Public Schools the best going forward.

Sincerely,

Stephanie Krueger

Effective Date: May 30, 2020
March 27, 2020

Dear GFPS School Board,

I am writing to notify you that I will be resigning from my position as Special Education Strategist with Grand Forks Public Schools at the end of the 2019-2020 school year. This has been an emotional decision for me, but I need to do what is best for me and my family.

My experience at West Elementary has been extremely challenging, but so rewarding and has shaped me into the teacher I am today. The staff at West Elementary is truly like no other. We have been through so much this year and have persevered through it all. I have been so fortunate to work with an amazing group of paraeducators who are the backbone of the school. Our teachers and support staff have put students’ social/emotional needs first, which allows them to feel safe and learn in a supportive environment. I hope that our district can support them in order to continue to grow as a school community.

West is best!

Sincerely,

Ally Linder
Carissa Olson  
ECSE Teacher, Phoenix Elementary  
4/2/2020

To:  
Grand Forks Public Schools School Board

Dear Grand Forks Public Schools School Board,


It has been my pleasure working with this wonderful School District the past five years. In my time here, I have grown professionally and made lifelong friends. In particular, I would like to thank you for providing me with a rewarding learning experience and a warm working environment during my time with Grand Forks Public Schools.

You have my full commitment and cooperation for a smooth transition of responsibilities. Please let me know how I can be of further assistance.

Sincerely,

[Signature]

Carissa Olson
April 1, 2020

Terry Brenner  
Superintendent  
Grand Forks Public Schools  
2400 47th Ave S  
Grand Forks, ND 58201

Dear Dr. Brenner and Whom it May Concern:

It is with a saddened heart that I submit this letter of resignation. My last day of teaching at Winship Elementary will be May 29, 2020. I am unable to sign a contract for the 2020-2021 academic year, as my husband has received a new professional opportunity in Williston, North Dakota, and we will be relocating our family this summer.

There are many things I am grateful for in regards to Grand Forks Public Schools. I have truly learned from some of the best educators during my time in this district, both as a student teacher and young professional music specialist. I will truly miss this community and the passion for education that GFPS lives and breathes. Winship Elementary has been integral to my life, and I will forever hold the students and staff in my heart.

Thank you for the work you continue to do, especially during these uncertain times. Wishing you all the best in the coming weeks and months as we continue to tread new uncharted territory with distance learning.

Best regards,

Haley Olson  
Elementary Music Specialist  
Winship Elementary School
April 3, 2020

Joel Schleicher
Principal-South Middle school
1999 47th Ave. S.
Grand Forks, ND, 58201

Dear Dr. Schleicher,

I have absolutely enjoyed my last two years here at South Middle School, however, an opportunity to move and work closer to family has arisen, therefore, I am resigning from my 8th grade teaching position here at South, effective May 29, 2020.

I am grateful to the South staff for the support and kindness they've shown to me. I will miss the friendships at South Middle School, and of course, I'll miss the students. Teaching 8th grade, while challenging at times, was extremely fun, and so fulfilling.

It was wonderful working with you as my principal; South is in good hands for the future! Thank you for your understanding of this move.

Once a Spartan, always a Spartan!

Sincerely,

Hailey Ryan
Thursday, April 1, 2020

To Whom It May Concern:

Please accept this letter as my formal resignation from my teaching position at Lake Agassiz Elementary School. My last day will be May 29th, the last contracted day of the school year.

It is with many mixed emotions that I make this decision. From my first day at Lake Agassiz, the staff and students really became a part of my family. I have truly felt honored to be part of such a wonderful team. As sad as I am to be leaving, I am looking forward to my next journey with my family. I am thankful for the opportunities I have been given during my time with the Grand Forks Public School District.

Sincerely,

[Signature]

Maggie Willyard
Special Education Strategist
Lake Agassiz Elementary
MEMORANDUM

TO: School Board Members
FROM: Dr. Terry Brenner, Superintendent of Schools
DATE: April 14, 2020

The Policy Review Committee met on Monday, April 6 and reviewed a summary of action taken and action yet to be taken on proposed policies and board regulations. The committee was also provided a copy of the North Dakota School Boards Association’s (NDSBA) policies table of contents. This table shows how the NDSBA sequences its policy descriptor codes and is attached herein for information only. The date in red text and parenthesis following the policy name indicates the month and year the NDSBA template was created or last updated. A copy of the draft meeting minutes is also attached.

Included herein are the following policies which are forwarded to the school board for their appropriate reading.

1. Policy BDAB – Savings Clause
   - This is 1 of 3 policies that NDSBA recommends be adopted first.
   - This policy is new to the district.
   - First reading as written was completed March 23, 2020.
   Recommendation is to complete the second reading of Policy BDAB-Savings Clause as written and adopt it as the official policy of the district.

2. Policy BDAA – Contracts Supersede Policy and Regulations
   - This is 2 of 3 policies that NDSBA recommends be adopted first.
   - This policy is new to the district.
   - First reading as written was completed March 23, 2020.
   Recommendation is to complete the second reading of Policy BDAA-Contracts Supersede Policy and Regulations as written and adopt it as the official policy of the district.

3. Policy BDA – Procedure for Adopting Board Policy
   - This is 3 of 3 policies that NDSBA recommends be adopted first.
   - This policy will replace current Policy 8600-Adoption and Amendment of Policies and Regulations, which will be recommended to be rescinded upon adoption of Policy BDA.
   - First reading with a revision was completed March 23, 2020.
   - The revision was to add the word “full” so the statement on page one, paragraph 7 reads “2/3rds majority of the full Board...”
The revision is considered substantive; therefore the policy needs to be resubmitted for a new first reading.

**Recommendation is to complete a new first reading of Policy BDA–Procedure for Adopting Board with a revision to add the word “full” so the statement on page one, paragraph 7 reads “2/3rds majority of the full Board...”**

4. **Policy BDA-BR-Procedure for Development of Board Policy**
   - Following the second reading and adoption of Policy CBAA–Administration Regulations is completed, this board regulation will be recommended to read and adopt as written.

5. **Policy CBAA–Administrative Regulations**
   - This policy complements Policy BDA
   - This policy will replace current Policy 8620–Formulation of Administrative Regulations.
   - First reading as written was completed March 23, 2020

   **Recommendation is to complete the second reading of Policy CBAA–Administrative Regulations as written and adopt it as the official policy of the district.**

6. **Policy 8620–Formulation of Administrative Regulations**
   - Presuming the second reading and adoption of Policy CBAA–Administration Regulations is completed...

   **Recommendation is to rescind Policy 8620–Formulation of Administrative Regulations which has been replaced by Policy CBAA.**

7. **Policy 1001–School Calendar**
   - This is a revision of current policy.
   - This policy is not formatted to the NDSBA template at this time so that it can be expedited to ensure the approved district calendar is compliant with policy.
   - First reading as revised was completed March 23, 2020.

   - The revisions were:
     - Renames the policy from School Calendar to District Calendar
     - Changes all references from school calendar to district calendar
     - Changes the definition of Early Release Dates from a 1:30 p.m. dismissal to a 1:00 p.m. and/or 1:30 p.m. dismissal in order to provide flexibility for scheduling the early release start time
     - Eliminates the Late Start Dates definition
   - Due to clerical oversight, an additional minor revision is recommended:
     - The minor revision is to eliminate the words “and late start” in section II. Policy Statement, paragraph 3

   **Recommendation is to complete the second reading of Policy 1001–School Calendar with an additional revision to eliminate the words “and late start” in section II. Policy Statement, paragraph 3 and to adopt it as the official policy of the district.**
8. Policy 4300–Early Retirement of Professional Staff Members

- This is a revision of current policy.
- This policy is not formatted to the NDSBA template because the policy will sunset.
- First reading as revised was completed March 23, 2020.
  - The revisions were:
    - To add “Provision 6. The early retirement payment(s) for professional staff members who have retired early under the provisions of this policy and who have been re-hired in a contracted position will be suspended. Upon separation of employment the payment(s) will be reinstated.” and to add “Provision 11. This policy will terminate at the end of the 2022-2023 fiscal year.”
  - Additional action was taken to allow the administration to update the list of staff on pages 3 and 4 of the policy that are eligible for early retirement.
    - The titles in the list have been updated and the Assistant Superintendent of Secondary Education, Director of Head Start, Assistant Director of Special Education, Elementary Associate Principals, and Audiologists added.
    - The addition of additional positions is considered substantive; therefore the policy needs to be resubmitted for a new first reading.

Recommendation is to complete a new first reading of Policy 4300 – Early Retirement of Professional Staff Members with the revisions to add “Provision 6. The early retirement payment(s) for professional staff members who have retired early under the provisions of this policy and who have been re-hired in a contracted position will be suspended. Upon separation of employment the payment(s) will be reinstated.” and to add “Provision 11. This policy will terminate at the end of the 2022-2023 fiscal year.” and with the additional revisions to update the titles of eligible professional staff, eliminate two positions, and add the Assistant Superintendent of Secondary Education, Director of Head Start, Assistant Director of Special Education, Elementary Associate Principals, and Audiologists to the list of eligible professional staff.

9. Policy AAC – Nondiscrimination and Anti-Harassment Policy

- This policy will replace current Policies 4660, 4661, 4662, 4663, 5660, and 5662 will be recommended to be rescinded upon adoption of Policy BDA and Board Regulation AAC-BR.
  - Board Regulation AAC-BR also complements Policy ACEA-Bullying Policy and is recommended to be adopted with one reading following the adoption of Policy ACEA.
- First reading as written was completed March 23, 2020, with referral back to the NDSBA about whether “sexual orientation” may be added to their required policy template.
- The policy is further revised to add “sexual orientation” to the list of conditions in paragraph 1 and to add the definition “Sexual Orientation is the sex and gender of those tho whom one is sexually attracted.”
- The revisions are considered substantive; therefore the policy needs to be resubmitted for a new first reading.

Recommendation is to complete a new first reading of Policy AAC – Nondiscrimination and Anti-Harassment Policy with the revisions to add “sexual orientation” to the list of conditions in paragraph 1 and to add the definition “Sexual Orientation is the sex and gender of those to whom one is sexually attracted.”
10. **Policy ACEA – Bullying Policy**
   - This policy is a revision of current Policy 5351.
   - First reading as written was completed March 23, 2020.
   
   **Recommendation** is to complete the second reading of Policy ACEA – Bullying Policy as written and to adopt it as the official policy of the district.

11. **Policy 5351-Bullying**
    - Presuming the second reading and adoption of Policy ACEA-Bullying Policy is completed...
    
    **Recommendation** is to rescind Policy 5351-Bullying which has been replaced by Policy ACEA.

12. **Board Regulation AAC-BR – Discrimination and Harassment Grievance Procedure**
    - This board regulation complements Policy ACEA.
    - Policy BDA authorizes the board to adopt board regulations with one reading.
    
    **Recommendation** is to read AAC-BR – Discrimination and Harassment Grievance Procedure as written and adopt it as the official board regulation of the district.

13. **BDBB – Retaining an Attorney**
    - This policy is new to the district.
    - First reading as written was completed March 23, 2020.
    
    **Recommendation** is to complete the second reading of Policy BDBB-Retaining an Attorney as written and adopt it as the official policy of the district.

*cj*

Attachments
Polices labeled with the suffix –AR or –E are administrative regulations and exhibits. They should not be adopted by the board. Polices labeled with suffix –BR are board regulations, which should be adopted with one reading.
Polices labeled with the suffix –AR or –E are administrative regulations and exhibits. They should not be adopted by the board. Polices labeled with suffix –BR are board regulations, which should be adopted with one reading.

ABCC-E1 Hiring & Training Requirements for Food Services Staff (06/15)

ABCC-E2 Wellness Policy Assessment (01/19)

ABCD Records Retention (Recommended, 08/15)

ABCD-E1 Records Retention Schedule (03/18)

ABCD-E2 Resolution for Record Destruction (06/18)

ABCE Prohibition on Aiding Sexual Abuse (Required, 07/19)

ABD* Website Design and Accessibility

ABDA Accessibility Policy (Required, 01/17)

ABDA-BR Website Accessibility (01/17)

ABDA-BR2 Website Accessibility Concerns, Complaints, and Grievances (01/17)

ABDA-E1 Website Accessibility Complaint and Grievance Form (01/17)

ABDA-E2 Website Accessibility Statement (01/17)

AC* DISTRICT SAFETY & PREVENTION POLICIES

ACAA Emergency Measures

ACAAA Emergency Closings (Recommended, 03/08)

ACAB Emergency & Disaster Plans & Drills (Recommended, 03/18)

ACAC Accident Reporting (Supplementary, 07/08)

ACB* Medical & Health Safeguards

ACBA Automated External Defibrillators (Recommended, 08/19)

ACBB Significant Contagious Disease (Required, 02/15)

ACBB-AR Responding to Potential Health Threats (02/15)

ACBB-E Universal Precautions & Sanitary Clean Up (03/08)

ACBB-E2 Laws on Immunizations, Contagious Disease (02/15)

ACBC Use of Animals in District Schools & In Curricular Programs (Recommended, 03/17)

ACBC-AR Use of Animals in Curricular Program Regulations (07/08)

ACBD School Medication Program (Recommended, 07/13)

ACBD-AR School Medication Program Regulations (07/13)

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ACBD-E3 Medication Check-in Form (07/13)

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**ACF**  Whistleblower Protections Policy (Recommended, 06/16)

**B**  SCHOOL BOARD
* Indicates a categorical heading; there are not policies associated with such headings.
Indicates policies needed for Cognia (AdvancEd) Accreditation

**BA**  SCHOOL BOARD ETHICS (Recommended, 01/17)
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BEB  New Member Orientation (Supplementary, 05/12)

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     BFB  Board-Staff Relations (Supplementary, 01/10)
     BFC  Retiring Board Members (Supplementary, 08/08)
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BG*  EXTERNAL RELATIONS
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* Indicates a categorical heading; there are not policies associated with such headings.
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            CABB  Hiring Administrative Staff (Recommended, 06/15)
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     CBA*  Policy Implementation
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            CBAB  Administration in Policy Absence (Recommended, 09/09)

     CBB  Superintendent's Consulting Activities (Supplementary, 09/08)

     CBC  Transfer of Administrative Personnel (Supplementary, 11/08)

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CBD Superintendent's Role in Negotiations (Supplementary, 11/08)

CC* SERVICES & PROGRAMS FOR ADMINISTRATORS
CCA Superintendent & Other Administrative Professional Development (Recommended, 08/17)

CCB Superintendent Grievance Procedure (Recommended, 11/08)

D PERSONNEL
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DA PERSONNEL POLICIES REQUIREMENTS & IMPLEMENTATION (Supplementary, 02/10)
DAA Role of Policy & Regulation for Non-Contracted Employees (Recommended, 12/14)
DAB Definitions for Personnel Policies (Recommended, 03/15)

DB* HIRING PRACTICES
DBA* Recruitment & Selection
DBAA Recruitment, Hiring, & Background Checks for New Classified Personnel (Recommended, 07/19)
DBAA-AR Criminal History Record Check Screening Procedure (12/16)
DBAA-E Adjudication System (06/11)
DBAA-E2 Intent to Hire Letter (03/15)
DBAB Emergency Hires of Classified Personnel (Supplementary, 02/12)
DBAC Recruiting & Hiring Teachers (Recommended, 08/15)
DBAC-E Competitive Personnel System for Teachers (04/15)
DBAC-E2 Criminal History Record Screening Procedure & Adjudication for Teachers (04/15)

DBB* Testing
DBBA Drug & Alcohol Testing for Employees (Required, 06/19)
DBBA-AR Drug & Alcohol Testing Procedures (06/19)
DBBA-E Drug & Alcohol Testing Law (05/15)
DBBB Physical Examinations (Supplementary, 06/15)

DBC* Employment Requirements
DBCA Residency Requirements (Supplementary, 10/08)
DBCB Classified Staff Job Descriptions (Supplementary, 12/07)

DBD Classified Staff Intent to Rehire (Recommended, 09/13)
DBD-E Intent to Rehire Classified Staff Notice (09/13)

DC* COMPENSATION

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- **DCAB** Fringe Benefits *(Supplementary, 04/09)*
- **DCAC** Salary Adjustments for Certified Employees *(Supplementary, 12/19)*
- **DCAC-E, Salary Deduction Authorization (12/19)**

**DCB Overtime & Compensatory Time (Recommended, 03/15)**
- **DCB-E** Compensatory Time Off Law (12/07)

**DCC* Bonuses**
- **DCCA** Signing Bonuses *(Supplementary, 03/10)*

**DD* LEAVES & ABSENCES**

**DDA Sick Leave (Recommended, 04/15)**
- **DDA-BR** Sick Leave Regulations (12/08)
- **DDAA** Family & Medical Leave *(Recommended, 04/09)*
  - **DDAA-BR** Family & Medical Leave Regulations (04/09)
  - **DDAA-E** Family & Medical Leave Law (03/15)
  - **DDAA-E2** FMLA Forms (03/15)
- **DDAB** Health Restoration Leave *(Supplementary, 03/10)*
  - **DDAB-R** Health Restoration Regulations (02/10)
- **DDAC** Chemical Dependency Leave *(Supplementary, 12/07)*
- **DDAD** Childcare Leave *(Supplementary, 03/10)*
  - **DDAD-R** Childcare Leave Regulations (02/10)

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- **DDBB** Holidays *(Recommended, 02/10)*
- **DDBC** Bereavement Leave *(Supplementary, 11/07)*
- **DDBD** Military Leave *(Recommended, 11/07)*

**DDC Unpaid Leaves (Recommended, 11/14)**
- **DDCA** Political Leave *(Recommended, 06/11)*
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  - **DDDA-R** Short-Term Professional Leave Regulations (11/07)
- **DDDB** Long-Term Professional Leave *(Supplementary, 11/07)*
  - **DDDB-R** Long-Term Professional Leave Regulations (03/10)
- **DDDC** Exchange Teaching *(Supplementary, 12/12)*
  - **DDDC-AR** Criteria for Participating in Exchange Teaching (12/07)
  - **DDDC-E** Criteria for Accepting Foreign Teachers (12/07)
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**DDE* Other Leaves**
- **DDEA** Jury & Witness Duty *(Recommended, 12/19)*

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DEA* On-Duty Conduct
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DEAA-AR Procedure if Drug and/or Alcohol Use is Reasonably Suspected (06/19)
DEAA-E1 Record of Observable Behavior (06/19)
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DEAA-E3 Drug and/or Alcohol Testing Consent Form (06/19)
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DEAC Staff Dress Code (Supplementary, 12/07)
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DEAE Occupational Safety (Recommended, 04/15)
DEAE-AR Hazardous Substance Communications Program (03/09)
DEAE-E Employee Safety Orientation Checklist (06/11)
DEAG Weapons Prohibition on District Property—Employees (Recommended, 06/19)

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DEBE Employee Relations with Vendors (Recommended, 02/09)
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DEBG Electronic Communications with Students (Recommended 03/18)
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DEC* Off-Duty Conduct
DECA Outside Employment (Supplementary, 12/07)
DECB Staff Participation in Community Activities (Supplementary, 11/07)

DED Administrative Leave & Suspension (Recommended, 06/15)

DF* EVALUATION, PROMOTION, & TRANSFERS
DFA Supervision & Evaluation (Supplementary, 06/15)
DFAA Teacher Evaluation (Recommended, 06/16)
DFAA-AR Teacher Evaluation Procedure (09/09)
DFAB Teacher Supervision (Supplementary, 05/09)

DFB Promotion (Recommended, 11/07)

DFC Transfer & Reassignment (Supplementary, 06/11)

DG* EMPLOYEE SUPPORT PROGRAMS & PROCEDURES
DGA* Personnel Grievances
DGAA Teacher Grievance Procedure (Recommended, 01/15)
DGAA-E Grievance Form (01/15)
DGAB* Ancillary Staff Grievances

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DJC Teachers’ Aides (Recommended, 04/13)

DJD Student Teachers (Supplementary, 12/09)
DJD Student Teacher Stipends (Supplementary, 02/16)

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DKA Reduction-in-Force (Recommended, 11/14)
DKA-E Reduction-in-Force Selection Criteria (01/11)

DKB* Separation
DKBA Separation of At-Will Employees (Recommended, 10/14)
DKBB Contracted Staff Resignation & Request for Release from Contract (Recommended, 01/15)
DKBB-BR Granting a Release from Contract (04/15)

DKC* DKBD Teacher Discharge for Cause (Recommended, 01/13)
DKBD-E Discharge Hearing Guidelines (01/13)

DKD* Retirement
DKDA Early Retirement (Supplementary, 03/12)
DKDA-E Early Retirement Form (03/12)
DKDB Service Credit Purchase (Supplementary, 12/07)
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F STUDENT
* Indicates a categorical heading; there are not policies associated with such headings.
Indicates policies needed for Cognia (AdvancEd) Accreditation

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FAA* Enrollment
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FAAA-E Open Enrollment & Tuition Agreement Comparison Guide (08/13)

FAAB Early Entrance Requirements (Recommended, 07/11)
FAAC Enrollment of Suspended or Expelled Students (Recommended, 07/08)
FAAD Tuition Agreements (Supplementary, 02/14)
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FAB School Assignment & Choice (Recommended, 04/16)
FAB-E Student Rights under the Equal Opportunities Act (04/14)

FAC* Transfer Students
FACA Placement & Adjustment of Transfer Students (Recommended, 09/16)
FACB Transfer & Withdrawals Records (Supplementary, 12/16)

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**FFC**  
**Bus Conduct** *(Recommended, 07/14)*  
**FFC-AR**  
*Bus Conduct Regulations* *(04/13)*

**FFD**  
**Carrying Weapons** *(Required, 09/17)*

**FFE**  
**Extracurricular Participation Requirements** *(Required, 08/17)*  
**FFE-AR**  
*Meals for Students Participating in Extracurricular Activities* *(05/16)*  
**FFE-AR2**  
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**FFF**  
**Field & Other School-Sponsored Trips** *(Supplementary, 10/08)*  
**FFF-AR**  
*School-Sponsored Trip Rules* *(05/16)*  
**FFF-AR2**  
*Travel Study Programs* *(02/09)*

**FFG**  
**Student Assemblies** *(Recommended, 04/16)*

**FFH**  
**Student Dress Code** *(Supplementary, 03/09)*

**FFI**  
**Student Use of Personal Technology** *(Recommended, 02/20)*  
**FFI-E**  
*Personal Technology Use & Waiver of Liability* *(02/20)*

**FFJ**  
**Student Vehicles on School Property** *(Supplementary, 03/10)*

**FFK**  
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**FFK-BR**  
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**FFK-AR1**  
*Suggested Procedure for Conducting an Expulsion Hearing* *(09/17)*  
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**FGA**  
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*Student Education Records Access & Amendment Procedure* *(Required, 06/15)*  
**FGA-BR2**  
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**FGA-E**  
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*Model Notice of Rights under FERPA for Elementary & Secondary Schools* *(01/12)*  
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- **FGCB** Searches of Students & Students’ Personal Possessions *(Recommended, 02/20)*
- **FGCB-E** Search & Seizure of Students Form *(02/20)*
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**FGD** Miscellaneous Rights & Responsibilities
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- **FGDC** Students of Legal Age *(Recommended, 12/14)*
- **FGDD** Student Publications & Freedom of Expression *(Required, 08/15)*
- **FGDE** Student Distribution & Posting of Noncurricular Material *(Recommended, 01/10)*

**FI** STUDENTS AS PUBLIC
- **FIA** Class Gifts to Schools *(Supplementary, 06/08)*
- **FIB** Participation in Non-School Sponsored Contests & Competitions *(Supplementary, 07/08)*
- **FIB-AR** Criteria for Participation in Non-School Sponsored Contests & Competitions *(07/08)*
- **FIC** Public Performances by Students *(Supplementary, 06/08)*

**G** INSTRUCTION
- *Indicates a categorical heading; there are not policies associated with such headings.*
- Indicates policies needed for Cognia (AdvancEd) Accreditation

**GA** CURRICULUM INCLUSIONS
- **GAA** Curriculum Development
  - **GAAA** Curriculum Design & Evaluation *(Recommended, 06/16)*
  - **GAAB** Curriculum Adoption *(Recommended, 06/16)*
  - **GAAC** Review & Complaints of Instructional & Resource Material *(Recommended, 06/16)*
    - **GAAC-BR** Procedure for Reviewing Complaints about Instructional/Resource Material *(02/09)*
    - **GAAC-E1** Request for Reconsideration of Instructional Resources *(02/09)*
    - **GAAC-E2** Library Bill of Rights *(02/09)*
    - **GAAC-E3** Access to Resources & Services in School Library Media Program *(02/09)*
    - **GAAC-E4** Hatch Amendment Sample Letter *(02/09)*
  - **GAAD** Selection & Adoption of Instructional Materials *(Recommended, 06/16)*

**GAB** Required Curricular Programs
- **GABA** Bilingual Instruction

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<td>Lease of School Property</td>
<td>(Supplementary, 10/14)</td>
</tr>
<tr>
<td>IAD</td>
<td>Disposal of School Real Estate</td>
<td>(Supplementary, 03/09)</td>
</tr>
<tr>
<td>IAE</td>
<td>Lease of Mineral Rights</td>
<td>(Supplementary, 02/09)</td>
</tr>
<tr>
<td>IB</td>
<td><strong>FOOD SERVICES PROGRAM</strong></td>
<td>(Required, 01/15)</td>
</tr>
<tr>
<td>IB-BR</td>
<td>Lunch Charging</td>
<td>(Required, 04/17)</td>
</tr>
<tr>
<td>IB-E1</td>
<td>Free &amp; Reduced Priced Meal Eligibility Appeals</td>
<td>(12/08)</td>
</tr>
<tr>
<td>IB-E2</td>
<td>DPI Requirements &amp; Guidance for Adult Meals</td>
<td>(12/08)</td>
</tr>
<tr>
<td>IB-E3</td>
<td>Foods of Minimal Nutritional Value</td>
<td>(12/08)</td>
</tr>
<tr>
<td>IB-E4</td>
<td>Outstanding Balance Letter</td>
<td>(04/17)</td>
</tr>
<tr>
<td>IC*</td>
<td><strong>OFFICE SERVICES &amp; FACILITIES</strong></td>
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</tr>
<tr>
<td>ICA</td>
<td>Mail &amp; Delivery Services</td>
<td>(Supplementary, 12/08)</td>
</tr>
<tr>
<td>ICB</td>
<td>Printing &amp; Duplicating Services</td>
<td>(Supplementary, 12/08)</td>
</tr>
<tr>
<td>ICC*</td>
<td><strong>Equipment &amp; Supplies</strong></td>
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<tr>
<td>ICCA*</td>
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<tr>
<td>ICCB</td>
<td>Disposal of School Equipment &amp; Supplies</td>
<td>(Supplementary, 02/09)</td>
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<tr>
<td>ID*</td>
<td><strong>SAFETY</strong></td>
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<td>IDA*</td>
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<tr>
<td>IDB</td>
<td>Risk Management</td>
<td>(Recommended, 05/11)</td>
</tr>
<tr>
<td>IDC</td>
<td><strong>Data Protection &amp; Security Breaches</strong></td>
<td>(Required, 06/15)</td>
</tr>
<tr>
<td>IDC-E</td>
<td>Security Breach Procedures</td>
<td>(12/08)</td>
</tr>
<tr>
<td>IE*</td>
<td><strong>TRANSPORTATION</strong></td>
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<tr>
<td>IEA*</td>
<td>Buses &amp; School-Owned Vehicles</td>
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<tr>
<td>IEAA</td>
<td>Bus Safety</td>
<td>(Supplementary, 03/10)</td>
</tr>
<tr>
<td>IEAA-AR</td>
<td>School Bus Accidents</td>
<td>(12/08)</td>
</tr>
<tr>
<td>IEAB</td>
<td>Personnel Use of District Vehicles</td>
<td>(Supplementary, 03/09)</td>
</tr>
<tr>
<td>IEAC</td>
<td>Bus Scheduling &amp; Routing</td>
<td>(Recommended, 12/08)</td>
</tr>
<tr>
<td>IEAD</td>
<td>Use of Buses by Community Groups</td>
<td>(Supplementary, 03/09)</td>
</tr>
<tr>
<td>IEAE</td>
<td>School Bus Idling</td>
<td>(Supplementary, 10/09)</td>
</tr>
<tr>
<td>IEAF</td>
<td>Extracurricular Transportation</td>
<td>(Supplementary, 08/19)</td>
</tr>
<tr>
<td>IEB*</td>
<td>Private Vehicles</td>
<td></td>
</tr>
<tr>
<td>IEBA</td>
<td>Transportation of Students by Staff in Private</td>
<td>(Supplementary, 01/14)</td>
</tr>
<tr>
<td></td>
<td>Vehicles</td>
<td></td>
</tr>
</tbody>
</table>

**J** FACILITY DEVELOPMENT

* Indicates a categorical heading; there are not policies associated with such headings.

Indicates policies needed for Cognia (AdvancEd) Accreditation

*Policies labeled with the suffix –AR or –E are administrative regulations and exhibits. They should not be adopted by the board. Policies labeled with suffix –BR are board regulations, which should be adopted with one reading.*
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NOTE: Per Governor Doug Burgum’s executive order, all North Dakota school districts, including Grand Forks Public Schools, are closed until further notice. This is a precautionary measure against the transmission of COVID-19. This meeting was held via Zoom.

A meeting of the Policy Review Committee was held on Monday, April 6, 2020, via Zoom with Cynthia Shabb presiding.

**Committee Members Present:**
Voting Members: Board Members Eric Lunn, Cynthia Shabb, and Amber Flynn
Nonvoting Members: Dr. Terry Brenner, Superintendent of Schools and Scott J. Berge, Business Manager

**Committee Members Absent:** John Dela Cruz (nonvoting member)

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

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**Call to Order.** The meeting was called to order at 5:30 p.m.

**Review of Policies.** Committee members were provided for information only a copy of the North Dakota School Boards Association’s (NDSBA) policies table of contents. This table shows how the NDSBA sequences its policy descriptor codes.

Committee members were also provided a summary of action taken and action yet to be taken on the following proposed policies and board regulations:
- BDAB–Savings Clause
- BDAA–Contracts Supersede Policy and Regulations
- BDA–Procedure for Adopting Board Policy
- CBAA-Administrative Regulations
- 1001–School Calendar
- 4300–Early Retirement of Professional Staff Members
- AAC–Nondiscrimination and Anti-Harassment Policy
- AAC-BR-Discrimination and Harassment Grievance Procedure
- ACEA–Bullying
- DBDD–Retaining an Attorney

Johnson informed the committee that Policy BDA would replace current Policy 8600 and Policy CBAA would replace current Policy 8620. This information was previously omitted.

Per Policy BDA, if minor revisions are made to a proposed policy during a first reading, the policy may proceed to a future meeting for a second reading. However, if the revision is substantive, the policy is to be resubmitted at a future meeting for a new first reading.

The revision of Policy BDA that was approved at the March 23 school board meeting to add the word “full” so the statement on page one, paragraph 7 reads “2/3rds majority of the full Board…” is considered substantive; therefore the policy needs to be resubmitted for a new first reading.

Due to clerical oversight, an additional revision is recommended for Policy 1001-School Calendar. The revision is to eliminate the words “and late start” in section II. Policy Statement, paragraph 3.

Regarding Policy 4300–Early Retirement of Professional Staff, action was taken by the board on March 23 to allow the administration to update the list of staff on pages 3 and 4 of the
policy that are eligible for early retirement. The titles in the list were updated and the Assistant Superintendent of Secondary Education, Director of Head Start, Assistant Director of Special Education, Elementary Associate Principals, and Audiologists added. The addition of additional positions is considered substantive; therefore the policy needs to be resubmitted for a new first reading.

The first reading of Policy AAC-Nondiscrimination and Anti-Harassment Policy was completed by the board on March 23 with a request for referral back to the NDSBA about whether the term “sexual orientation” may be added to their required policy template. The revision has been made and includes adding a definition for sexual orientation. The revision is considered substantive; therefore the policy needs to be resubmitted for a new first reading.

It was pointed out that Board Regulation AAC-BR complements both Policies AAC and ACEA.

Clarification was provided that per board action there is no revision to Policy BDBB-Retaining an Attorney.

It was the unanimous consensus of the committee that the policies are forwarded to the school board for their appropriate reading.

**Adjournment.** There being no further business, the meeting was adjourned at 2:37 p.m.

APPROVED ____________________________

(Date)

____________________________________________________

Cynthia Shabb, Committee Chair
SAVINGS CLAUSE

Should any policy of the District be found to conflict with requirements in law or be declared illegal by a court of competent jurisdiction, said policy shall be automatically rescinded to the extent that it violates the law. The remaining policies shall remain in full force and effect until rescinded or amended by the Grand Forks School Board.

End of Grand Forks Public School District Policy BDAB..........................................................Adopted:

[11/2014]
CONTRACTS SUPERSEDE Policy AND Regulations

Any contract entered into between the Board and another party supersedes district policy and regulations whenever a conflict exists between a policy or regulation and the contract language. Contracts include, but are not limited to, the negotiated agreement and individual teaching and administrative contracts.

PROCEDURE FOR ADOPTING BOARD POLICY

The Board is the policy-making body for the District. The policies of the Board shall be within the framework of state and federal laws, and regulations.

It is the board’s intention that the written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for individuals interested in or affected by the district schools.

Development
Policies may be proposed by a school board member, employee, student or resident of the District. Proposed policies or ideas shall be submitted to the Superintendent for review prior to possible placement on the board agenda. The Board shall determine if a need exists and shall direct the Superintendent or board policy committee to draft a policy statement for presentation to the Board.

The Superintendent and policy committee are authorized to seek expert assistance with policy development within financial parameters as directed by the Board.

When no board policy exists that provides guidance on a matter, the Superintendent is authorized to act appropriately under the circumstances, keeping in mind the educational philosophy and financial condition of the District. Under these circumstances, the Superintendent will advise the Board of the need for a policy and may present a recommended policy to the Board for approval.

Adoption
The Board shall adopt new policies and delete/modify existing policies when appropriate or required by law. Proposed policies and policy amendments shall be supplied to all board members and administration prior to a properly scheduled meeting at which the policy revision/draft will be discussed.

Adoption of any policy or substantive amendment to a policy shall require two readings. If an expedited process is deemed necessary, the Board may waive, by a 2/3rds majority of the full Board, the second reading by citing this policy in the motion. Thus, the policy is adopted or amended with one reading and the procedure below shall not apply.

Substantive amendments and new policies cannot undergo more than one reading at any meeting of the Board. During the second reading of a new policy or substantive amendment, board action on the proposal shall be final if the proposal is approved in an identical form as passed at the previous meeting. If a revised form of the proposal is approved, or if approval includes an amendment, the proposal shall be resubmitted for action at a future board meeting. Action shall be by majority vote of those board members present.

The Board shall repeal or reaffirm existing board policy in one reading. Past practice shall govern district operations, covered by the former policy, until the Board adopts a new policy.

Policies and amendments adopted by the Board shall be attached to, and made part of, the minutes of the meeting at which action was taken and be included in the district’s board policy manual.
**Board Regulations & Policy Exhibits**
The Board may develop regulations (-BR) to implement policy when the Board determines that this task is not appropriate to delegate to administration, when regulations are created on a highly litigious matter, or when law requires board approval on regulations. Board regulations shall require one reading.

Policy administrative regulations (-AR) and exhibits (-E) shall be developed when needed to help implement policy but shall not be adopted by the Board. Policy exhibits include, but are not limited to, summaries of law, forms, and other informational material.

**Policy Implementation**
Administrators are responsible for informing subordinates of existing policies and regulations and ensuring that they are implemented in the spirit intended. Continuous disregard for board policy and regulations may be interpreted as insubordination and/or willful neglect of duty. In such circumstances, subordinates may be subject to appropriate disciplinary action including, but not limited to: a reprimand, suspension, or a recommendation for termination/discharge in accordance with applicable law and/or policy.

**Policy Review and Revision**
The Board shall review policies at least once every three years. The Superintendent is responsible for developing a system of periodic review, addressing approximately one third of the policies annually. The Superintendent shall promptly notify the Board when policies are out of date or in need of revision.

Should any policy of the District be found to conflict with requirements in law or be declared illegal by a court of competent jurisdiction, said policy shall be automatically rescinded to the extent that it violates the law. The remaining policies shall remain in full force and effect until rescinded or amended by the Board.

**Suspension of Policy**
Only those policies not established by law or negotiated agreement may be temporarily suspended and then only by a two-thirds vote of board members present at a regular or special meeting.

**Policy Manuals**
Each school board member shall have access to the district’s policy manual. A copy of the manual shall be kept in the district office. The policy manual will be accessible on the district’s website and available to the public in accordance with state law and district policy.

All policy manuals distributed shall remain the property of the Grand Forks Public School District and shall be considered “on loan” to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the Superintendent or Board, whether for updating or other good cause.

The Superintendent is responsible for keeping policy manuals current.
**Policy Liaison**
The Board designates the Superintendent as the District’s Policy Liaison. The Policy Liaison shall be the caretaker of all district policies and in charge of updating the Policy Manual once policies are approved by the Board.

Complementing NDSBA Templates (may contain items not adopted by the Board)
- BDA-E, Policy Acknowledgement Form
- CBAA, Administrative Regulations

End of Grand Forks Public School District Policy BDA...................................................Adopted:

[02/2020]
PROCEDURE FOR DEVELOPMENT OF BOARD POLICY

The Superintendent shall review with the Board President any policies or ideas that are submitted to the Superintendent for review prior to possible placement on the board agenda.

End of Grand Forks Public School District Board Regulation BDA-BR.......................... Adopted:
ADMINISTRATIVE REGULATIONS

The Superintendent shall prepare and disseminate administrative rules necessary to implement board policy and shall review such rules periodically to determine their effectiveness in carrying out policies. These rules shall constitute the school district's administrative regulations.

The Board shall not approve administrative regulations. However, the Board reserves the right to review and veto any administrative regulation should it, in the board's judgment, be inconsistent with the policies adopted by the Board.

Complementing NDSBA Templates (may contain items not adopted by the Board)

• BDA, Procedure for Adopting Board Policy

End of Grand Forks Public School District Policy CBAA ................................................ Adopted: [09/2008]
Formulation of Administrative Regulations
The board shall delegate to the superintendent the function of specifying the required actions and designing the
detailed arrangements under which the schools will be operated.

Such rules and detailed arrangements shall constitute the administrative regulations governing the schools. They
must in every respect be consistent with the policies adopted by the board.

In the absence of applicable policy, the superintendent is authorized to establish needed regulations subject to board
approval.

The board itself shall formulate and adopt administrative regulations only when specific state laws require board
adoption, and may do so when the superintendent recommends board adoption in light of strong community attitudes,
or probable staff reaction.

Adopted 6-4-68
Amended 11-23-93, 2-13-01, 2-9-04
School District Calendar

I. PURPOSE
To set the parameters for a standard, annual school district calendar for students and staff that is consistent with and meets or exceeds the number of hours required to qualify for maximum state foundation reimbursement and all legal requirements of the State of North Dakota and all employee negotiated agreements.

II. POLICY STATEMENT
The school district calendar start and end dates and teacher blackout dates for the succeeding school year shall be prepared by the Superintendent/designee and presented to the Board at a regular meeting no later than February.

The Superintendent is tasked via the District Calendar Committee to identify and include a minimum of 16, or an agreed upon number of dates by the District Calendar Committee, and a maximum of 22 blackout dates each school year on the district calendar that would be brought to the board for approval. The District Calendar Committee will be Tri-Chair-Led by a District Administration representative, a Grand Forks Education Association (GFEA) representative, and a Teacher Advisory Council (TAC) representative. Additional representatives will include three (3) principals (one elementary, one middle, and one high school), the Chief Academic Officer, the Human Resources Director, the District Assessment Coordinator, and seven (7) teachers. Selection of the representatives will be by their respective negotiating units, group, or the Superintendent.

Upon approval of the start and end dates and blackout dates for teachers by the Board, the Superintendent/designee is charged with the responsibility of developing a district calendar which lists, as far as is practicable, the schedule for student instructional hours, early release and late-start dates, holidays and vacation periods, staff professional development days, parent-teacher conferences, various school-related activities such as graduation, and days that may be used for the rescheduling of instruction time lost as a result of inclement weather or other emergency conditions. The final district calendar is prepared and distributed to staff, news media, and patrons by the Superintendent/designee.

School Conference Days
The Board recognizes the importance of the school and parent partnership in determining the best educational program for each child. Therefore, the Board encourages regular communications between the schools and parents.

Evening conferences may be compensated for by providing release time during the day per N.D.C.C. 15.1-06-04.

Event Schedules
Each building principal shall develop separate practice and event schedules for their school.

Summer School
The District may conduct a summer school program each year.
III. **DEFINITIONS**

- "Early Release Dates" means a **1:00 p.m. and/or 1:30 p.m.** dismissal on certain dates throughout the school year that are selected by District Administration to provide time for Professional Learning Community (PLC) work.
- "Late Start Dates" means a **9:00 a.m.** school start on certain dates throughout the school year that are selected by District Administration to provide time for Professional Learning Community (PLC) work.
- "Teacher Blackout Dates" means uninterrupted contract time outside of the student contact day for teachers to prepare various reports and to plan the instructional day that is scheduled by the District Calendar Committee. Parent-Teacher Conference Days are not counted in the 16 minimum, **or an agreed upon number of dates by the District Calendar Committee**, and 22 maximum Teacher Blackout Dates.

IV. **APPLICABILITY AND SCOPE**

This policy applies to all students and staff of the District.

V. **RESPONSIBILITIES**

The Superintendent/designee, Building Principal, and Summer School Administrators are responsible for carrying out this policy.

End of Policy #1001

Adopted 12-16-74
Amended 10-27-97, 10-28-97, 10-27-98, 10-28-02, 10-27-03, 10-25-04, 3-11-09, 6-10-13, 8-5-19, xx-xx-xxxx
Legal Reference: NDCC §15.1-06-04, §15.1-27
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. The early retirement payment(s) for professional staff members who have retired early under the provisions of this policy and who have been re-hired in a contracted position will be suspended. Upon separation of employment the payment(s) will be reinstated.

7. 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.

8. 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.

9. 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.

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

11. This policy will terminate at the end of the 2022-2023 fiscal year.

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:

\[
\begin{array}{ccc}
\text{Years} & \times & \text{Final Incentive} & = & \text{Reduction Factor} & \times & \text{Employee Receives} \\
\text{Service District Amount} & \text{Contract} & \text{Amount} & \text{Schedule %} & \text{Schedule %} & \text{Schedule %} & \text{Schedule %} \\
(*1) & (*)2 & \text{District District District} & \text{Amount Amount Amount} & \text{(*1)} & \text{(*2)} & \text{(*1)} & \text{(*2)} \\
\end{array}
\]

(*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
Associate Superintendent of Elementary Education
Assistant Superintendent of Secondary Education
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 Head Start
Executive Director of Special Services Education
Assistant Director of Special Education
Director of Adult Education
Executive Director of Career and Technical Education
Accounting Supervisor
Director of Human Resources Manager
Senior High Principals
Senior High Associate Principals
Middle School Principals
Elementary Principals
Middle School Associate Principals
Elementary Associate Principals
Social Workers
Occupational Therapists
Physical Therapists
Audiologists

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, xx-xx-xxxx
NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

General Prohibitions
The Grand Forks Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student’s, parent’s, guardian’s, or employee’s race, color, religion, sex, gender identity, national origin, ancestry, disability, age, sexual orientation, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate or harass against another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, which may include disciplinary measures such as termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

Definitions
- **Complainant** is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulation AAC-BR.
- **Disability** is defined in accordance with NDCC 14-02.4-02 (5).
- **Discrimination** means failure to treat an individual equally due to a protected status.
- **Protected status** is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- **Employee** is defined in accordance with NDCC 14-02.4-02 (7).
- **Harassment** is a specific type of discrimination based on a protected status. It occurs under the following conditions:
  a. For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive.
b. For students: When the conduct is sufficiently severe, persistent, or pervasive so as to limit the student’s ability to participate in or benefit from the education program or to create a hostile or abusive education environment.

- **Section 504** (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.

- **Sexual harassment** is a form of harassment based on sex or gender identity. It is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
  
a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade).
  
b. It creates a hostile environment, meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student’s ability to participate in or benefit from the school’s program(s). For employees, a hostile environment is created when submission to unwelcome sexual conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.

- **Sexual harassment** examples include:
  
a. Sexual or “dirty” jokes;
  
b. Sexual advances;
  
c. Pressure for sexual favors;
  
d. Unwelcome touching, such as patting, pinching, or constant brushing against another’s body;
  
e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
  
f. Graffiti of a sexual nature;
  
g. Sexual gestures;
  
h. Touching oneself sexually or talking about one’s sexual activity in front of others;
  
i. Spreading rumors about or rating other’s sexual activity or performance;
  
j. Remarks about an individual’s sexual orientation; and
  
k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion.

- **Sexual Orientation** is the sex and gender of those to whom one is sexually attracted.

- **Title II of the Americans with Disabilities Act** extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.

- **Title IX** is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.
Complaint Filing Procedure
The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR. The procedure provides for an impartial investigation free of conflicts of interest. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress through state and/or federal law.

Confidentiality
An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district’s ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district’s obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

Complaint Recipients
If any district employee receives a discrimination or harassment complaint, the employee shall forward it to the appropriate grievance coordinator. All district employees must receive training on their reporting duties.

Policy Training and Dissemination
The Board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. In addition, the Superintendent shall display this policy and complementary grievance procedures in a prominent place in each district building and publish it in student and employee handbooks.

Grievance Coordinators
The Title IX Coordinator’s responsibilities include overseeing the district’s response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the district’s policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates the Human Resources Director as the Title IX Coordinator. They may be contacted at: PO Box 6000, Grand Forks, ND 58206-6000, or by phone at 701-746-2200.

The 504/Title II Coordinator’s responsibilities include overseeing the district’s response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district’s policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.
The Board designates the Associate Superintendent of Secondary Education as the 504/Title II Coordinator. They may be contacted at: PO Box 6000, Grand Forks, ND 58206-6000, or by phone at 701-746-2200.

The Nondiscrimination Coordinator’s core responsibilities include overseeing the district’s response to discrimination and harassment reports and complaints that do not include sex or disability, but instead the other protected statuses. The Board designates the Human Resources Director as the Title IX Coordinator. They may be contacted at: PO Box 6000, Grand Forks, ND 58206-6000, or by phone at 701-746-2200.

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include:

1. The definition of discrimination, harassment, and retaliation;
2. The handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR); and
3. The applicability of confidentiality requirements.

Complementing NDSBA Templates (may contain items not adopted by the Board)
- AAC-BR, Discrimination and Harassment Grievance Procedure
- AAC-E1, Filing a State or Federal Discrimination and/or Harassment Complaint
- AAC-E2, Discrimination and/or Harassment Complaint Confidentiality Assessment
- AAC-E3, Discrimination and/or Harassment Training Requirements for Students and Employees
- AAC-E4, Reasonable Accommodation Request Physician Form
- ABBB, Non-Curricular Use of District Property
- DE, Staff Code of Conduct
- FGDB, Student Handbooks

End of Grand Forks Public School District Policy AAC .................................................. Adopted: [10/2019]
BULLYING POLICY

The Grand Forks Public School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the District to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the District that students and school staff members shall not engage in bullying behavior while on school property.

Definitions

For the purposes of this policy:

- **Bullying** is defined in NDCC 15.1-19-17 as:
  a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
    i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    ii. Places the student in actual and reasonable fear of harm;
    iii. Places the student in actual and reasonable fear of damage to property of the student; or
    iv. Substantially disrupts the orderly operation of the public school; or
  b. Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
    i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    ii. Places the student in actual and reasonable fear of harm;
    iii. Places the student in actual and reasonable fear of damage to property of the student; or
    iv. Substantially disrupts the orderly operation of the public school.
  c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
    i. Places the student in actual and reasonable fear of:
      1. Harm; or
      2. Damage to property of the student; and
    ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

- **Electronic communication** is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part...
by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.

- **Protected status** are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

- **School property** is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

- **School-sanctioned activity** is defined as an activity that:
  a. Is not part of the district’s curricular or extracurricular program; and
  b. Is established by a sponsor to serve in the absence of a district program; and
  c. Receives district support in multiple ways (i.e., not school facility use alone); and
  d. Sponsors of the activity have agreed to comply with this policy; and
  e. The District has officially recognized through board action as a school-sanctioned activity.

- **School-sponsored activity** is an activity that the District has approved through policy or other board action for inclusion in the district’s extracurricular program and is controlled and funded primarily by the District.

- **School staff** include all employees of the Grand Forks Public School District, school volunteers, and sponsors of school-sanctioned activities.

- **True threat** is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

**Prohibitions**
A student or school staff member may not:

1. Engage in bullying.
2. Engage in reprisal or retaliation against:
   a. A victim of bullying;
   b. An individual who witnesses an alleged act of bullying;
   c. An individual who reports an alleged act of bullying; or
   d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District.

**Reporting Procedures for Alleged Policy Violations**

1. **Reporting requirements for school staff:** Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall report it to the Board President.
Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. **Reporting options for students and community members**: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
   
a. Completing a written complaint form (ACEA-E4). A complainant will have the option of including their name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building’s main office, or placed in a designated drop box located in each school.

b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.

c. File an oral report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy’s definition of bullying. If the misconduct does not meet this policy’s definition of bullying, it may be addressed under other district disciplinary policies.

A complaint filed anonymously may limit the district’s ability to investigate and respond to the alleged violations.

**Documentation and Retention**
The District shall develop a form to report alleged violations of this policy (ACEA-E3). The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 years old or graduates from high school, whichever is later.

**Investigation Procedures**
School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) or the Board President, if the Superintendent is implicated, are required to investigate violations of this
policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected status—whether actual or perceived. Reports involving a protected status shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and their relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; and whether or not this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases, physical evidence may be unobtainable, e.g., a private social networking profile).
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator.
3. Interviews with any identified witnesses.
4. A review of any mitigating or extenuating circumstances.
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

Reporting to Law Enforcement and Others Forms of Redress
Law enforcement must be notified by a school administrator or the Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school district property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

Disciplinary and Corrective Measures
Students who the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district’s suspension and expulsion policy shall be followed.

3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond. Alternative placement of special education students will be handled in accordance with applicable policy.

4. Create a behavioral adjustment plan.

5. Refer the student to a school counselor.

6. Hold a conference with the student’s parent/guardian and classroom teacher(s), and other applicable school staff.

7. Modify the perpetrator’s schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.

8. If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.

If the misconduct does not meet this policy’s definition of bullying, it may be addressed under other district disciplinary policies.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual’s contract), suspension, or a recommendation for termination/discharge in accordance with applicable law and/or policy.

Victim Protection Strategies
When the District confirms that a violation of this policy has occurred, it should notify the victim’s parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.

2. Notice to the victim’s teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.

3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.

4. Referral to counseling services for the victim and perpetrator.

5. Modification of the perpetrator’s schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator’s contact with the victim.

Dissemination and Education
The District shall review and revise this policy as it determines necessary. A copy of this district bullying policy and any amendments must be filed with the Department of Public Instruction.
The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

Complementing NDSBA Templates (may contain items not adopted by the Board)
- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-E1, Filing a State or Federal Discrimination & Harassment Complaint
- ACEA-E1, Bullying Policy Adoption & Dissemination Checklist
- ACEA-E2, Bullying Reporting Guidelines
- ACEA-E3, Staff Bullying Report Form
- ACEA-E4, Student Bullying Reporting Form
- ACEA-E5, Bullying/Harassment Investigation Protocol

End of Grand Forks Public School District Policy ACEA ................................................ Adopted: [12/19]
Bullying

Definitions. For the purposes of this policy:

- Bullying is defined as conduct prescribed in NDCC 15.1-19-17 as follows:
  1. “Bullying” means:
     a. Conduct that occurs in a public school, on school district premises, in a district owned
        or leased schoolbus or school vehicle, or at any public school or school district
        sanctioned or sponsored activity or event and which:
        1) Is so severe, pervasive, or objectively offensive that it substantially interferes
           with the student’s educational opportunities;
        2) Places the student in actual and reasonable fear of harm;
        3) Places the student in actual and reasonable fear of damage to property of
           the student; or
        4) Substantially disrupts the orderly operation of the public school; or
     b. Conduct that is received by a student while the student is in a public school, on school
        district premises, in a district owned or leased schoolbus or school vehicle, or at any
        public school or school district sanctioned or sponsored activity or event and which:
        1) Is so severe, pervasive, or objectively offensive that it substantially interferes
           with the student’s educational opportunities;
        2) Places the student in actual and reasonable fear of harm;
        3) Places the student in actual and reasonable fear of damage to property of
           the student; or
        4) Substantially disrupts the orderly operation of the public school.
  2. “Conduct” includes the use of technology or other electronic media.

The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.

- Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

- School property or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.

- School-sanctioned activity is defined as an activity that:
  a. Is not part of the district’s curricular or extracurricular program; and
  b. Is established by a sponsor to serve in the absence of a district program; and
  c. Receives district support in multiple ways (i.e., not school facility use alone); and
  d. Sponsors of the activity have agreed to comply with this policy; and
  e. The District has officially recognized through board action as a school-sanctioned activity.

- School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district’s extracurricular program and is controlled and funded primarily by the District.

- School staff includes all employees of the Grand Forks Public Schools, school volunteers, and sponsors of school-sanctioned activities.

- True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
   a. A victim of bullying;
   b. An individual who witnesses an alleged act of bullying;
   c. An individual who reports an alleged act of bullying; or
   d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District;

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

**Reporting Procedures for Alleged Policy Violations**

- **Reporting requirements for school staff.** Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation impinges the building principal, the school staff member shall report it to the Superintendent. If the alleged violation impinges the Superintendent, the school staff member shall file it with the Board President. Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

- **Reporting options for students and community members.** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  1. Completing a written complaint form. A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building’s main office, or placed in a designated drop box located in each school.
  2. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
  3. File an oral report. A complainant will have the option of filing an oral report with any school staff member.

A complaint filed anonymously may limit the district’s ability to investigate and respond to the alleged violations.

**Reporting to Law Enforcement & Others Forms of Redress**

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

**Documentation & Retention**

The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

**Investigation Procedures**

School administrators (i.e., a principal, an assistant superintendent, or the superintendent) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of
investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

Disciplinary & Corrective Measures

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been notified of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

Adopted 6-18-12
Legal Reference: NDCC 15.1-19; NDCC 14-02.4
DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE

The following procedure is designed to resolve discrimination, harassment and retaliation complaints by and against students, parents, and third parties, as described in board policy, in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure contained in this regulation supersedes the district’s policies regarding complaints about personnel and bullying.

Retaliation Prohibited
The District prohibits retaliation for an individual’s participation in and/or initiation of a discrimination and/or harassment complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in the Nondiscrimination and Anti-Harassment Board Policy, coded AAC.

Complaint Filing Format and Deadlines
A complaint may be filed verbally or in writing and should be filed as soon as possible after the discrimination, harassment, or retaliation allegedly occurred. Delays in filing a complaint may cause difficulties in the investigation.

With Whom Complaints May be Filed
A complaint may be filed with any District employee. District employees are required to report any discrimination or harassment to the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) when they knew (e.g., received a complaint, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, saw discriminatory or harassing graffiti or vandalism on school property). Failure by a District employee to report under this regulation may result in disciplinary action.

Initiating Complaint Resolution Procedure
After receiving a discrimination and/or harassment complaint or gaining knowledge of potentially discriminatory and/or harassing conduct, the appropriate grievance coordinator shall contact the complainant, determine if an informal or formal investigation is appropriate, and determine if the complainant requests confidentiality. Requests for confidentiality must be handled in accordance with policy AAC.

Prohibition on Meeting with the Accused
At no time during the informal or formal resolution process shall the complainant be required to meet with the accused. If the appropriate grievance coordinator assigned to conduct or oversee the investigation is the accused, the Superintendent, or Board President (if the Superintendent is the accused) shall designate a different individual (which may be a third party) to carry out the accused’s responsibilities associated with the investigation.

Third-Party Assistance
A school official responsible for conducting or overseeing discrimination and/or harassment investigations is authorized to receive assistance from the district’s legal counsel throughout the process.
Investigation Timeframes
The informal resolution procedure must be completed within 30 days of a District employee reporting the complaint or incident to the appropriate grievance coordinator, unless the investigator documents reasons for delays and communicates these reasons to the complainant and accused.

The formal resolution procedure must be completed within 60 days of a District employee reporting the complaint or incident to the appropriate grievance coordinator or a complainant or accused terminating the informal complaint procedure, unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused. Acceptable reasons for delays include extended school breaks when witnesses are not available, and complex cases involving multiple witnesses.

Interim Measures
Pending the final outcome of an informal or formal resolution, the District shall institute interim measures to protect the complainant and inform him/her of support services available. Interim measures may include a district-enforced no contact order, schedule changes, academic modifications for the complainant, and/or school counseling for the complainant. These interim measures should have minimal impact on the complainant. If the accused is a student, interim measures should also take into consideration the accused student’s educational rights.

Informal Resolution Procedure
This procedure may only be used when mutually agreed to by the complainant, the accused and the appropriate grievance coordinator. This procedure may not be used when the alleged discrimination and/or harassment may have constituted sexual violence or any other crime. The formal resolution procedure must be used whenever the informal procedure is not permitted.

During the informal resolution process, the investigator shall gather information necessary to understand and resolve the complaint. Based on this fact-gathering process, the investigator shall propose an informal resolution, which may include requiring the accused to undergo training on discrimination and/or harassment, requiring all students and staff to undergo such training, instituting protection mechanisms for the complainant, and/or holding a formal meeting with the accused to review the nondiscrimination and anti-harassment policy and discuss the implications of violating it. Both the complainant and the accused must agree to the informal resolution before it can be instituted.

The appropriate grievance coordinator shall monitor the implementation and effectiveness of the informal resolution procedure and initiate the formal resolution procedure if discrimination and/or harassment persists.

Both the complainant and the accused have the right to terminate the informal resolution procedure at any time to pursue a remedy under the formal resolution procedure.

Formal Resolution Procedure
This procedure must be used whenever the informal resolution procedure is not used.

Whenever alleged discrimination or harassment may have constituted a crime, the Superintendent should contact law enforcement and enter into a memorandum of understanding
concerning sharing of evidence and coordination of the investigation. However, the District shall proceed with its investigation and this resolution procedure, regardless of the criminal investigation or outcome.

The fact-gathering portion of the investigation must be carried out or overseen by the appropriate grievance coordinator and must consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Both the complainant and accused will have equal opportunity to present evidence and name witnesses. Witnesses must be instructed not to discuss this matter with others.

The fact-gathering portion of the investigation must be completed as soon as practical.

Investigation Report:
After the fact-gathering process is complete, under the formal resolution procedure, the appropriate grievance coordinator shall complete a written report containing a determination of whether allegations were substantiated, whether the nondiscrimination and anti-harassment policy was violated, and recommendations for corrective action, if any. The appropriate grievance coordinator shall assess if discrimination and/or harassment “more likely than not” occurred based on the following criteria:

1. Whether evidence suggests a pattern of conduct supportive of disproving the allegations of discrimination and/or harassment or discrimination;
2. Whether behavior meets the definition of discrimination, harassment, and/or sexual harassment as defined in board policy;
3. Ages of the parties involved;
4. Relationship between the parties involved;
5. Severity of the conduct;
6. How often the conduct occurred, if applicable, and;
7. How the District resolved similar complaints, if any, in the past.

The investigation report must indicate if any measures are to be instituted to protect the complainant. Such measures may include extending any interim protection measures taken during the investigation. The report must also inform the complainant of support services available, which at a minimum must include offering school counseling services if the complainant is a student.

The investigation report must contain a monitoring plan to evaluate the effectiveness of the resolution and help prevent recurrence.

Disciplinary Action
Any disciplinary action must be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.
The appropriate grievance coordinator along with the Building Principal shall determine if a recommendation for expulsion for an accused student should be made.

The appropriate grievance coordinator along with the District Superintendent shall determine if a recommendation for discharge for an accused employee should be made.

If this recommendation is made and a hearing is required, the hearing must be held in accordance with district policy and law.

Both the complainant and accused shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.

The complainant may choose to appoint a representative to participate in the hearing in his/her stead.

**Notice of Outcome**
Both the complainant and the accused must be provided written notice of the outcome of the complaint.

Nothing shall prevent the parties from seeking judicial redress through a court of competent jurisdiction or through any applicable state or federal complaint procedures.

**Investigation Materials**
Investigation materials must be retained by the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) for at least six years.

End of Grand Forks Public School District Policy AAC-BR .......................................... Approved: [01/2017]
RECOMMENDED

Descriptor Code: BDBB

RETAINING AN ATTORNEY

When the Board determines legal counsel is necessary it may employ an attorney licensed to practice law in the state of North Dakota. A decision to seek legal advice or assistance on behalf of the District shall normally be made by the Superintendent or Board President, or by persons specifically authorized by the Superintendent or President, but the Board may also formally direct the Superintendent to seek such counsel. The superintendent's decision shall be consistent with approved district policy or standard practice. However, when the Superintendent concludes that unusual types or amounts of professional legal service may be required, the Superintendent shall seek board authorization prior to obtaining legal counsel.

End of Grand Forks Public School District Policy BDBB.................................................Adopted:

[08/2008]
MEMORANDUM

TO: Grand Forks Public School District #1 School Board
FROM: Scott Berge, Business Manager
DATE: April 14, 2020
SUBJECT: Employee Compensation Through May 15, 2020

Per discussion at the March 23 board meeting and per administrative recommendation, all staff were paid in full for regularly scheduled hours from March 16, 2020 (Governor Burgum’s declaration of statewide school closure) through April 14, 2020.

Effective April 1, 2020, compensation and work expectations were communicated to all employees, both task essential and non-task essential. Some employees are working all regularly scheduled hours, while others are on rotating shifts or on call. Given the unpredictable nature of events and many unknowns as to the timing of students and staff returning to our schools for education, events and activities, administration is recommending the continuation of pay for all regularly scheduled hours through May 15. We would like to revisit pay practices post May 15 at the May 11 board meeting. If education is allowed to resume in our schools in the interim, all normal pay practices and work expectations will be in effect.

Administrative recommendation is to pay school district employees regular scheduled hours from April 11 through May 15, 2020.
MEMORANDUM

DATE: April 14, 2020
TO: Dr. Terry Brenner, Superintendent
FROM: Catherine Gillach, Assistant Superintendent of Secondary Education
RE: Appointment of Elroy Schroeder Middle School Principal

I am pleased to recommend Mr. David Nowatzki as the new principal of Elroy Schroeder Middle School beginning July 1, 2020. Mr. Nowatzki brings in ten years of experience as a 7-12 principal, and worked twelve years prior as a science teacher, eight at Red River High School. Mr. Nowatzki earned both his bachelor’s degree in science and master’s degree in educational leadership from the University of North Dakota, and is a certified AdvancEd/Cognia lead evaluator.

The interview team, led by Catherine Gillach, included thirteen Schroeder and District representatives. Five candidates with head principal experience were interviewed out of thirteen applicants, and Mr. Nowatzki rose to the top after two rounds of interviews for his strong understanding of adolescent learners’ academic and social-emotional needs; commitment to building and maintaining a positive and student-centered school culture; and progressive instructional leadership.

The administrative recommendation is to hire Mr. David Nowatzki as Elroy Schroeder Middle School’s principal for the 2020-2021 school year at a salary of $128,526.

CG/Is