AGENDA

I. CALL TO ORDER
II. FACILITY TOUR
III. APPROVAL OF AGENDA
IV. APPROVAL OF MINUTES
   A. May 28, 2019
V. CITIZEN COMMENTS (non-agenda items)
   (Citizens wishing to address the school board are asked to complete a Citizen Comment Card and submit it to the school board secretary prior to the start of the meeting. Citizens wishing to comment on non-agenda items will be invited by the chairperson to speak during the Citizen Comments item. Citizens wishing to comment on a specific agenda item will be invited by the chairperson to speak when that specific agenda item is reached. Each person may speak for up to three (3) minutes and will not be recognized a second time until all citizens wishing to speak have been heard. The chairperson reserves the right to limit the discussion and the number of speakers. School Board members shall not engage in a response or enter into a debate about any issue(s) brought before the board during this portion of the meeting. Citizen comments and concerns will be directed to the Superintendent of Schools, who will deal with the according to policies adopted by the Board.)

VI. SUPERINTENDENT’S RECOMMENDATIONS FOR DISCUSSION
   A. Review School Board Norms
   B. Project Lead the Way Distinguished Schools Recognition
   C. High Reliability Schools Level I Certification Update
   D. School Board Self-Assessment Committee Report

VII. SUPERINTENDENT’S RECOMMENDATIONS FOR ACTION
   A. Consent Agenda
      1. Appointments
      2. Open Enrollment Applications
      3. Resignations
   B. Lake Agassiz/West Principal Assignments
   C. Grand Forks Historical Preservation Commission Scope and Work and Request
   D. Student Handbooks
   E. Appointment of South Middle School Associate Principal (topic added at the meeting)
   F. Pure Development TIF Project Amendment (topic added at the meeting)

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. EXECUTIVE SESSION (closed meeting)
   The legal authority for closing this portion of the meeting is North Dakota Century Code Sections 15.1-16-22 and 44-04-19.1(9).
   A. Discuss negotiating strategy or provide negotiating instructions regarding teacher contracts which are currently being negotiated or for which negotiation is reasonably likely to occur in the immediate future.

X. ADJOURNMENT

Any person who requires an auxiliary aid or service to allow access or participation at a school board meeting is asked to notify the superintendent’s office (787-4880) at least one day before the meeting.
The School Board of Grand Forks Public School District #1 held a regular meeting on Tuesday, May 28, 2019, at West Elementary School with President Bill Palmiscno presiding.

**Board Members Present:** Doug Carpenter, Chris Douthit, Amber Flynn, Jacqueline Hoffarth, Eric Lunn, Shannon Mikula, Bill Palmiscno, and Cynthia Shabb.

**Board Members Absent:** Matt Spivey.

**Others Present:** Student Board Member Riley Thoreson, Superintendent Dr. Terry Brenner, Business Manager Scott J. Berge, Associate Superintendent Jody Thompson, Assistant Superintendent Catherine Gillach, GFEA Vice President Melissa Buchhop, and Executive Secretary Cindy Johnson.

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

**Approval of Agenda.** It was moved by Carpenter and seconded by Hoffarth to approve the agenda as written. Motion carried with all Board members present voting aye. Absent: Spivey.

**Approval of Minutes.** Palmiscno reported there were two corrections to the minutes. 1) In the Grand Forks Historical Preservation Commission Request discussion, to remove the word “member” found after the name Jeff Wencl, and 2) In the Renewal of School Resource Officer Agreement for 2019-2020 discussion, to show that Shabb was absent for the vote.

It was moved by Lunn and seconded by Douthit to approve the minutes of May 13, 2019, as corrected. Motion carried with all Board members present voting aye. Absent: Spivey.

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

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

**Legal Opinion of National Register of Historic Buildings Section 106 Process.** Following the discussion that took place at the May 13 School Board meeting about the Grand Forks Historical Preservation Commission’s request to visit West, Wilder, Valley, Viking, Ben Franklin, and Lewis & Clark schools and the Commission’s intention to nominate the schools to the National Register of Historic Places, District Administration pursued a legal opinion from School District Legal Counsel Richard ‘Dick’ Olson. Olson, along with Attorney Laura Cobb, reviewed his legal opinion, which, in summary, states:

...the Board should be aware that any action allowing these buildings to be designated on the National Register of Historic Buildings, could severely limit and hamstring future school boards and subsequent administrations as they try to provide the best teaching environment for facilities and the education of students of the Grand Forks Public School District. While we realize that the commission may have a timeline, that timeline should not influence the need and time for the Board’s in-depth review of the potential problems, delay and cost that may be created by inclusion on the National Registry with future actions subject to Section 106 review.

Mikula questioned whether eligibility for inclusion versus being on the National Registry would trigger a Section 106 review and she asked if there were any situations where the District applied for federal dollars for the buildings.

Grand Forks Historic Preservation Commission Member Chuck Flemmer shared his experience with a Section 106 review and reiterated that the Commission only wanted to document the buildings to give them the recognition they deserve.

Palmiscno recalled having to install specialized windows at Grand Forks Central.
Flemmer said that was not a requirement of the Preservation Commission, but rather a decision that the District chose because the building is on the National Registry as a part of the Downtown Grand Forks Historic District.

Douthit suggested slowing down the process and having people in the schools who can write the history document the buildings.

Discussion continued on the Commission’s request to access the buildings and a request for a scope of work from the Commission. Brenner said that a scope of work has not been received. Palmiscno asked Flemmer to provide a scope of work prior to the next Board meeting and that a decision would be made on the request at the June 10 meeting.

**Overview of Grand Forks Foundation for Education.** Emilia Hodgson, executive director of the Grand Forks Foundation for Education, gave an update of the Foundation’s work in the past, present, and for the future. She shared information about various grants, scholarship, and alumni services that have been provided to the District for over 30 years.

**Innovations Committee Update.** Gillach gave an overview of the Innovations Committee’s work during the 2018-2019 school year.

**School Board Self-Assessment.** Palmiscno explained the process for this year’s school board self-assessment. Each board member will be asked to complete an electronic survey consisting of five broad questions. The deadline to respond to the survey is Monday, June 3. The Self-Assessment Committee will meet to review the responses and make a report at the June 10 meeting.

**Consent Agenda.** It was moved by Carpenter and seconded by Lunn to approve the consent agenda as follows: Teacher Appointments effective August 19, 2019, of Garnet Asmundson (salary $54,259), Jessica Grove (salary $49,232), Dana Kennelly (salary $54,259), Linsey Naastad (salary $45,024), and Kane Ueland (salary $41,200); and Resignations effective May 31, 2019, of Brian Marcus, Moses Oteh, Shiyl Rittenbach, Renae Schanilec, and Leah Smith. Motion carried with all Board members present voting aye. Absent: Spivey.

**Head Start Grant Revision for 2018-2019 and 2019-2020.** Tracey Johnson, director of Head Start, explained grant revisions for 2018-2019 and 2019-2020. The request for 2018-2019 is to transfer $16,960 from the fringe benefits category to the equipment category because the number of employees who required health insurance was over-estimated. The money will be used to replace an unsafe structure on the playground. The request for 2019-2020 is to move 17 slots from the Grafton site to Grand Forks. Both requests were approved by the Head Start Policy Council.

It was moved by Lunn and seconded by Carpenter to approve the transfer of $16,920 from fringe benefits to equipment in the 2018-2019 grant in order to remove and replace an unsafe structure on the playground and to close the Grafton classroom and move those 17 slots to Grand Forks. Motion carried with all Board members present voting aye. Absent: Spivey.

**Designation of Street Name.** Brenner explained a request from South Middle School staff to designate the frontage road on the north side of the school that parallels 47th Avenue South as “Dutot Drive” in honor of retiring Principal Nancy Dutot.

It was moved by Shabb and seconded by Douthit to approve the request and designate the area of the frontage road at South Middle School as “Dutot Drive.” Motion carried with all Board members present voting aye. Absent: Spivey.

**General Fund Financial Statement.** Berge explained that for the first ten months of the fiscal year 2018-2019, total general fund revenues were $92,164,141 and total general fund expenditures were $76,433,929, resulting in an excess of revenues over expenditures of $15,730,212. He provided a year-over-year comparison and reported that 2018-2019 total revenues were 1.5% more than 2017-2018 and 2018-2019 total expenditures were 4.6% more than 2017-2018. Berge also reported that the Health Insurance Committee approved a 3% increase in premiums.

It was moved by Carpenter and seconded by Shabb to approve the General Fund Financial Statement for the period July 1, 2018, through April 30, 2019, as presented. Motion carried with
all Board members present voting aye. Absent: Spivey.

Renewal of Community High School Lease for the Term July 1, 2019, to June 30, 2020. Berge explained the lease renewal with the State of North Dakota for space used by Community High School in the ND Vision Services/School for the Blind building located at 500 Stanford Road. The lease was last renewed as of July 1, 2015, with allowance for annual renewals not to extend beyond June 30, 2020. The rent for the one-year period from July 1, 2019, to June 30, 2020, is $9.25 per square foot per annum. The total cost of the lease is $160,673 plus an additional $3,750 for the space occupied by the District’s portable classroom that is located on the northwest area of the parking lot.

It was moved by Carpenter and seconded by Lunn to approve a resolution seeking to renew the lease with the State of North Dakota for space used by Community High School in the ND Vision Services/School for the Blind building located at 500 Stanford Road for the period from July 1, 2019 to June 30, 2020. Motion carried with all Board members present voting aye. Absent: Spivey.

Finance Committee Report - Request to Create Assistant Director of Special Education Position. Brenner explained the request and rationale to create a new assistant director of special education position. He reported that the Finance Committee and District Administration recommend approval.

It was moved by Lunn and seconded by Douthit to approve creating a new assistant director of special education position, effective July 1, 2019. Motion carried with all Board members present voting aye. Absent: Spivey.

Announcements.
- Thoreson was recognized for her service to the Board as a student board member.
- Board members were reminded of the upcoming Community, Red River, and Grand Forks Central high school graduations.

Board Requests for Future Consideration.
- Shabb requested an overview of the Indian Education programs to include the coordinator’s duties.
- Lunn requested some rationale about why Grand Forks Public Schools is still in session when other schools in the area are not.
- Mikula asked about a joint meeting with the City. Flynn said that a City Council member had talked about it but there has been no formal request.

School Board Norms - How Did We Do?
Douthit said the Board did well in following its norms.

Adjournment. There being no further business, the meeting was adjourned at 8:03 p.m.

APPROVED ______________________________________
(Date)

____________________________________________________
Bill Palmiscno, President

____________________________________________________
Scott J. Berge, Business Manager
School Board Meeting Norms

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

**NORMS**

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

**GOVERNANCE**

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

**OTHER**

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

TO: Grand Forks School Board

FROM: Eric Ripley, Executive Director of Career & Technical Education

DATE: June 10, 2019

RE: Project Lead the Way Distinguished Schools Recognition

Earlier this school year, Schroeder Middle School, Nathan Twining Elementary and Middle School, South Middle School, and Valley Middle School were each selected as a 2018-2019 Distinguished School by the Project Lead The Way (PLTW) Gateway program.

The PLTW Distinguished School recognition honors schools committed to increasing student access, engagement, and achievement in their PLTW programs. Through PLTW programs, students develop STEM (science, technology, engineering, and mathematics) knowledge as well as in-demand, transportable skills that they will use both in school and for the rest of their lives, on any career path they take.

The four middle schools in Grand Forks are the only PLTW Distinguished Schools in North Dakota this school year and are four of 148 middle schools across the United States to receive this distinction.

Tonight, Kathy Van Kley, PLTW Director of School Engagement for North Dakota and South Dakota, will be presenting her congratulatory remarks to the district for this recognition.
MEMORANDUM

DATE: June 10, 2019
TO: Dr. Terry Brenner, Superintendent
FROM: Jody Thompson, Associate Superintendent
RE: High Reliability Schools Level I Certification Update

Please find attached a summary of the High Reliability Schools (HRS) model. I will provide the school board a brief overview of the certification process and some background on the HRS process in our schools.
High Reliability Schools

MARZANO Research Laboratory

A HANDBOOK FOR
High Reliability Schools
••• The Next Step in School Reform

ROBERT J. MARZANO
PHIL WARRICK
JULIA A. SIMMS
With
David Livingston
Pam Livingston
Fred Pleis
Tammy Heflebower
Jan K. Hoegh
Sonny Magata
What is HRS?

High Reliability Schools Framework is:

A comprehensive decision-making model

A clear focus on best practices that directly affect student engagement and achievement

Guided by perception data
Marzano’s High Reliability Schools (HRS) Framework

1. Safe and Collaborative Culture
2. Effective Teaching in Every Classroom
3. Guaranteed and Viable Curriculum
4. Standards-Referenced Reporting
5. Competency-Based Education

Moving from pockets of excellence to an excellent system!

Critical for long-term school improvement
Leading and Lagging Indicators
The OPERATIONAL CORNERSTONES of the HRS Process

**Leading Indicators**
What an organization does to ensure success
Conditions of best practice—What we strive for

**Lagging Indicators**
Evidence of progress—data
Essentially the “proof” of what we have for leading indicators
Level 1 - Safe and Collaborative Schools

Samples

1.1 The faculty and staff perceive the school environment as safe and orderly.

1.2 Students, parents, and the community perceive the school environment as safe, supportive, and orderly.

1.3. Teachers have formal roles in the decision making process regarding school initiatives.

1.4 Collaborative teams regularly interact to address common issues regarding curriculum, assessment, instruction, and the achievement of all students.
Samples

1.5 Teachers and staff have formal ways to provide input regarding the optimal functioning of the school.

1.6 Students, parents, and the community have formal ways to provide input regarding the optimal functioning of the school.

1.7 The success of whole school, as well as individuals, is appropriately acknowledged.

1.8 The school manages its fiscal, operational, and technological resources in a way that directly supports teachers.
1.1 Monthly incident reports showing times students had meetings with teachers/principal.

1.1 School-wide rules and procedures are in place. (PBIS information)

1.1 Survey results indicate 90% or higher of faculty and staff believe the school is safe and orderly.

1.3 Teachers can identify school initiatives that involved teachers in decision-making (team leaders/ PBIS meetings/Team level)

1.4 PLC meeting notes

1.7 Staff shout outs, feedback, notes
MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
SUBJECT: School Board Self-Assessment Committee Report
DATE: June 10, 2019

The Grand Forks School Board Self-Assessment Committee met on June 3, 2019, and reviewed the seven responses to this year’s school board self-assessment survey. The Committee determined to provide the responses to the Board for review and discussion at the June 10 meeting. The responses are attached.

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<tr>
<th>Email Address</th>
<th>Do you have any comments about any of the topics that were discussed?</th>
<th>How did the board effectively solicit input from stakeholders? How could we improve?</th>
<th>As a board member, how can you feel better prepared to review information and make adequate decisions?</th>
<th>What suggestions do you have that may help the board work together better?</th>
<th>Comments:</th>
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<td><a href="mailto:jspalmvisco260@mygfschools.org">jspalmvisco260@mygfschools.org</a></td>
<td>In the meetings of the past year, were there any topics that you felt should have had more attention given to them? Please explain.</td>
<td>GF Historic Commission request, and how will it effect the School District when we begin construction projects.</td>
<td>We have been very transparent with the public, as well as adding visits on KNOX radio.</td>
<td>I feel I am very prepared to make decisions.</td>
<td>When we get all the information ready for our request to the general public we need to have a few work sessions so we are all on the same page, moving forward.</td>
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<td><a href="mailto:cdouthit190@mygfschools.org">cdouthit190@mygfschools.org</a></td>
<td>Being a new board member, I believe this first year was one for me to learn and understand the processes and procedures of our work. As I became more familiar and comfortable in my role, I believe we have provided sufficient time to most topics. The facilities work, in my opinion, was somewhat slow beginning, however, appears to be moving forward as we prepare to meet with members of the community. We need to recognize having a new superintendent; assistant superintendent; business manager; and four new board members creates “organized” chaos as we each become familiar with one another and the work that each of us does.</td>
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<td>I believe the board has worked very hard during the 2018-19 school year.</td>
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<td><a href="mailto:mspivey270@mygfschools.org">mspivey270@mygfschools.org</a></td>
<td>Information and discussion as it relates to our Master Plan for buildings and finance. I am under the impression the next six months we will be addressing this in more detail.</td>
<td>-</td>
<td>As I read this question, I took a personal reflection to understand the importance of my reaching out to the schools I’m a liaison to, and others as issues require. As we move in to 2019-20 school year, I will need to assure I schedule a time to meet with their parent groups and others as they would prefer. I appreciate senior leadership is beginning to plan various meetings in the not-so-distant future to receive input, answer questions, and make ourselves available for discussions as we look at our current and future facility needs. The quarterly lunches provide time for governing groups to have conversation which I hope remains for many years. The monthly presentations from those in the field keep us informed to the work being accomplished by the students in our schools.</td>
<td>It’s imperative I use my ears more than my mouth when preparing and attending our meetings. I appreciate receiving the packet via email six days prior to each meeting. This is a justifiable amount of time to do any “homework” to ready myself. When I’ve needed information from district administration the response, either via email or a returned phone call, has been very timely. I try to be cognizant of their workload while also assuring I have a better or clearer understanding of a given topic.</td>
<td>Having nine members on the board brings nine varying perspectives on each topic which should lead us to sound and just decisions. Each of us must respect the others despite our periodic disagreements – that’s the beauty of being a public servant. We need to speak and debate with integrity; anything less is a disservice to those we serve. The retreat we had allowed me to better understand and know the other members of our board – I’d hope we could do a similar activity at some point. I do believe our board is passionate and cares deeply about the work we’re doing – Let’s keep that passion and demonstrate we can do this in a most professional, humble, and caring manner.</td>
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<td>No</td>
<td>Yes</td>
<td>The agenda packets have been available sooner than in previous years allowing for more in-depth review prior to meetings.</td>
<td>A social retreat to get to know fellow board members and GFPS Leadership</td>
<td>appreciate having the ability to speak with and receive feedback from senior members of the board. Their experiences and knowledge have aided me immensely as I continue to grow in my role of serving the students, families, and employees of GFPS. The work of Mr. Berge and Mr. Arnold has been detailed yet broad enough to give the board the insight and understanding of our budget and physical needs throughout the district. Their professional efforts are greatly appreciated. We should also thank Mrs. Johnson in her timely communiques, fulfillment of our requests, and time she gives the board. Her professional efforts, as well, are greatly appreciated.</td>
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<td><a href="mailto:smikula300@mygfschools.org">smikula300@mygfschools.org</a></td>
<td>Facilities planning and overall division of authority between board and administration, what I would have liked to hear is the expectations the administration had for the board in terms of authority and decision-making. It seemed very confused at times as to why we are voting on certain things when there is no legal requirement that we do and this may help clean-up and clear-up agenda.</td>
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<td><a href="mailto:cshabb260@mygfschools.org">cshabb260@mygfschools.org</a></td>
<td>Facilities planning updates -- could this be part of our agendas? I think we improved in this area, but I would like to see us report conditions of the schools at every meeting, if possible. This would bring more awareness to what is being done to keep schools working. I'd also like to hear more about the strategic planning that is being done in the schools and how it relates to the overall strategic plan. I was hoping we would be able to review more policies. There were a few I was hoping we'd touch on. For example, 1102--since that was questioned this year. And, a review of our tobacco policy--I do not believe that was considered and I'd asked that be reviewed. (I can't recall the number and don't have time to go back through my email to find it.) It felt like the policies we did review got bogged down and it became an arduous process. I don't know what to suggest to prevent that, but maybe next year, this board will be able to make more progress because we would have worked together a year.</td>
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<td><a href="mailto:cshabb260@mygfschools.org">cshabb260@mygfschools.org</a></td>
<td>Facilities planning does not seem to be given the attention it needs and it is concerning. The Historic Building conversation perhaps got more &quot;weight&quot; than in the end it needed.</td>
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<td>How did the board effectively solicit input from stakeholders? How could we improve?</td>
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<td>Facilities we held a number of meetings involving community members and teachers/staff, I do think we could have done a better job organizing and planning for these meetings, because of the lack of clarity it was not as meaningful.</td>
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<td><a href="mailto:cshabb260@mygfschools.org">cshabb260@mygfschools.org</a></td>
<td>I am not sure how we did as a whole, I know I contacted a few people when I felt I needed more information, but I certainly didn't call large numbers of people. I think we could improve. For example, specifically related to the hiring of the demographer doing the capacity study. I would have liked to have heard from building principals/leaders as to what they thought. I personally made a couple of calls, but time gets short with our busy lives. Also, moving forward, when we meet in schools, let's include a tour and have the building principal say a few words about their school-- similar to &quot;celebrating success&quot;--just a short presentation about a couple highlights of the school.</td>
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<td>As a board member, how can you feel better prepared to review information and make adequate decisions?</td>
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<td><a href="mailto:smikula300@mygfschools.org">smikula300@mygfschools.org</a></td>
<td>We need to prioritize better--there are varying levels of importance to certain board related matters and direction from the administration in the form of prioritization would be helpful. Additionally, be provided a bit more of the Why behind what it is that we are reviewing and be given more detail in the memorandum from the administrators in advance of meetings. I did appreciate the Wednesday packet distribution as it provided time for review and consideration in advance of the meetings.</td>
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<td>I have appreciated the extra days with agendas. I believe this has helped me be more prepared. Additionally, the Friday focus and listening to the superintendent's weekly video, has made me feel more knowledgeable and connected to the District. Plus, I feel that I can get information from the superintendent when I ask--this has been a big help to me. As stated earlier, I'd like to hear more from building administrators. If there is a way to incorporate administrators and teachers voices, that would be helpful.</td>
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<td><a href="mailto:smikula300@mygfschools.org">smikula300@mygfschools.org</a></td>
<td>If we actually got to know each other outside of our roles as board members, I suspect each of us brings something unique to the table from our individual experiences and perspectives. I do not believe I understand where others are coming from.</td>
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<td>I think we worked pretty well together. There are times when I feel the board dwells on topics too long, but at the same time, it's great that everyone feels comfortable expressing themselves.</td>
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<td><a href="mailto:aflynn180@mygfschools.org">aflynn180@mygfschools.org</a></td>
<td>Facilities can always use more time but it’s being discussed in committee.</td>
<td>Nothing that I can think of right now.</td>
<td>Dr. Brenner and members of administration have been more visible in the schools. The Teacher Advisory Committee has also been formed to solicit input from teachers. Neighborhood meetings have been discussed. It’s time to get them on the schedule.</td>
<td>I feel prepared. The agenda is being sent out earlier and I really appreciate that. I also appreciate the Friday focus which has provided follow up opportunities on certain topics. I also like that an item appears as discussion most often before we take action.</td>
<td>Outside connections. Some sort of get together.</td>
<td>The superintendent and the board have worked very well this year. Dr. Brenner has been very receptive to suggestions and has made vast improvements to superintendent and board relationships.</td>
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<tr>
<td><a href="mailto:jhoffarth050@mygfschools.org">jhoffarth050@mygfschools.org</a></td>
<td>I would have liked to have more attention put on assessing and/or developing policies related to key student issues such as bullying, school safety, and discipline. Student focused policies acted on this year only included a few, mostly related to NDCC compliance.</td>
<td>Not at this time. I have appreciated presentations by various departments to better learn about the work being done currently in our district.</td>
<td>I think the board is improving in this area as time goes on. Many board members seek out input individually from stakeholders. I think having some more organized community outreach at times not related to key decisions such as facilities would help build trust and communication with various stakeholders.</td>
<td>Getting the board packets earlier has been beneficial. I can do a better job at reaching out to administration with questions.</td>
<td>I think board cohesion is strong and we do a nice job of both supporting and challenging each other at the board table. Continuing training opportunities and workshop days is a good idea.</td>
<td>I have appreciated the mix of personalities and perspectives currently on the school board. I think it has created a nice balance for better decision making.</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
SUBJECT: Consent Agenda
DATE: June 10, 2019

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: June 10, 2019

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 19, 2019.

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>Stetson Carr</td>
<td>BA/BS</td>
<td>0</td>
<td>$41,200</td>
<td>Replacement</td>
<td>Physical Education</td>
<td>Physical Education Teacher</td>
<td>Central High School</td>
</tr>
<tr>
<td>Andrew Glaser</td>
<td>MA/MS</td>
<td>0</td>
<td>$45,844</td>
<td>Replacement</td>
<td>School Counseling</td>
<td>School Counselor</td>
<td>Valley Middle School</td>
</tr>
<tr>
<td>Kiya Knable</td>
<td>MA/MS</td>
<td>3</td>
<td>$48,139</td>
<td>Replacement</td>
<td>Guidance/Counseling</td>
<td>School Counselor</td>
<td>Viking Elementary</td>
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<td>Ashley Loe</td>
<td>BA/BS</td>
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<td>$49,614</td>
<td>New Position</td>
<td>Elementary Education</td>
<td>Grade 5 Teacher</td>
<td>Kelly Elementary</td>
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<tr>
<td>Leann Miller</td>
<td>MA+15</td>
<td>5</td>
<td>$50,761</td>
<td>New Position</td>
<td>Elementary Education</td>
<td>Kindergarten Teacher</td>
<td>West Elementary</td>
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<tr>
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<td>$41,200</td>
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<td>Elementary Education</td>
<td>Grade 1 Teacher</td>
<td>Discovery Elementary</td>
</tr>
<tr>
<td>Name</td>
<td>Genevieve Spicer</td>
<td>Major: Elementary Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Degree:</td>
<td>BA/BS</td>
<td>Assignment: Grade 6 Teacher</td>
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<tr>
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<tr>
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<td></td>
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<tr>
<td>Position:</td>
<td>New Position</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Jennifer Trader</th>
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<tr>
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<td>Position:</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Sydney Vorachek</th>
<th>Major: Elementary Education</th>
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<tr>
<td>Degree:</td>
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<td>Assignment: Head Start Teacher</td>
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<td></td>
</tr>
<tr>
<td>Position:</td>
<td>New Position</td>
<td></td>
</tr>
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</table>
MEMORANDUM

TO: Dr. Terry Brenner, Superintendent
FROM: Scott Berge, Business Manager
DATE: June 10, 2019
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:

<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>
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<tr>
<td>E. L.</td>
<td>K</td>
<td>Family</td>
<td>18</td>
<td>127</td>
<td>Emerado</td>
</tr>
<tr>
<td>A. A.</td>
<td>5</td>
<td>Family</td>
<td>18</td>
<td>127</td>
<td>Emerado</td>
</tr>
<tr>
<td>J. A.</td>
<td>6</td>
<td>Family</td>
<td>18</td>
<td>127</td>
<td>Emerado</td>
</tr>
<tr>
<td>A. A.</td>
<td>7</td>
<td>Family</td>
<td>18</td>
<td>127</td>
<td>Emerado</td>
</tr>
<tr>
<td>T. C.</td>
<td>3</td>
<td>Individual</td>
<td>18</td>
<td>127</td>
<td>Emerado</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Dr. Terry Brenner, Superintendent
FROM: Tracy Abentroth, Director of Human Resources
RE: Resignations
DATE: June 10, 2019

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:

Margaret Creciun  Math Teacher  Schroeder Middle School
Daniel Jacobson  Special Education Teacher  Wilder Elementary
Carolyn Olson  Physical Education Teacher  Red River High School
Sandra Reck  Special Education Teacher  Red River High School

Administrative recommendation is to approve the resignation effective May 31, 2019.

Attachments
mjs
Dear Angelique,

Please accept this letter as my resignation from Schroeder Middle School effective at the end of the 2018-2019 school year. After much thought and consideration, I have decided to accept an offer in Pennsylvania so as to be closer to family. I will do my best to leave as much direction as possible for the teacher who will be replacing me next year. I am incredibly thankful for the opportunities and experiences that I have been given through Schroeder Middle School and for all of the wonderful people who have welcomed me into the community. I will always cherish the relationships made during my time here.

Warm regards,

Margaret Creciun

[Signature]
May 28, 2019

Leslie Wiegandt  
Wilder Elementary School  
1009 N 3rd Street  
Grand Forks, ND 58203  

Dear Mrs. Wiegandt,

Please accept this letter as my formal resignation from my position as Special Education Strategist at Wilder Elementary effective upon my contract's end, May 31st, 2019.

I appreciate the opportunities for growth and development as a special education teacher during my year at Wilder and the three years in the district. Thank you, and the entire district, for your guidance and incredible support. It has been a pleasure to come to work everyday and I will definitely miss it. I am leaving for the opportunity to live closer to family.

Please let me know how I can be of help during the transition. I wish Wilder and the entire district the very best moving forward.

Sincerely,

Daniel Jacobson
May 21, 2019

Dear Dr. Kristopher Arason,

It is with a heavy heart that I submit my resignation to you at the conclusion of the 2018-19 school year. I have accepted a physical education teacher and head volleyball coaching position with Fargo Public Schools for the 2019-20 year.

I have truly enjoyed the past 25 years at Red River High School. The students, their families, faculty, staff and administration have been a pleasure to work with during my tenure here. It has been my honor to work closely with the physical education teachers at Red River. We have created a strong program, which provides personal choices for students. My colleagues have all become close friends and I will miss working with them.

I appreciate the opportunity to lead the volleyball program over the past 25 years. The coaching staff and I have worked tirelessly to ensure the success of our athletes and develop lifelong relationships with them. Thank you for trusting me to lead this program. I will continue to facilitate the summer volleyball programming at Red River this summer so the student athletes will not be affected by my departure. I am also happy to assist with a seamless transition to a new head coach.

I want to personally thank you for your support in the classroom and on the court. My job was easier knowing the support from you and your administrative team were in my corner.

It is with great pride that I leave Red River, believing that it is better because of my work and that I am a better person having worked here.

Thank you,

Carolyn Olson
Sandy Reck  
2950 36th Avenue South Grand Forks ND 58201  
(701)741-6089  sreck68@hotmail.com

May 30, 2019

Dr. Kris Arason  
2211 17th Ave. S.  
Grand Forks, ND 58201

Dear Dr. Arason,

Please accept my resignation from my position as the Autism teacher at Red River High School. I have accepted an offer to be an LD teacher at West Fargo High School. My last day will be May 31, 2019.

I have enjoyed my time at Red River. In fact, I love my job here. However, my son is going to Germany to study abroad for the next year and my daughter has moved to Fargo recently. I do not have any other family in Grand Forks and wish to be closer to them. That is why I have come to this decision to move. I thank you so much for giving me the opportunity to work at this wonderful school for the past 2 years. I really appreciate the amazing students, staff and administration that I have had the honor of working with at Red River.

I wish you and all the staff the best in the future and I thank you again for the wonderful experience that I had at Red River High School!

Sincerely,

Sandy Reck
MEMORANDUM

DATE:       June 10, 2019
TO:         Dr. Terry Brenner, Superintendent
FROM:       Jody Thompson, Associate Superintendent -  ⚢
RE:         Lake Agassiz/West Principal Assignments

With the most recent elementary principal vacancy at Lake Agassiz Elementary School due to Amy Bartsch moving into the Chief Academic Officer position, and following a communication sent out to elementary principals seeking principal interest in a new assignment, the following elementary administrative reassignments have been determined, pending school board approval.

- Angie Jonasson moves from West Elementary to Lake Agassiz as the new lead principal. Elisa Dietrich will serve as an associate principal 40% of the time at Lake Agassiz.

- Elisa Dietrich will serve as West Elementary School’s principal designee 60% of the time.

Dr. Brenner and I visited with West and Lake Agassiz staff on Wednesday, May 29th to share these plans.

Administrative recommendation is to approve Angie Jonasson as Lake Agassiz Elementary School principal and Elisa Dietrich as West principal designee for 60% of her time.
MEMORANDUM

TO:       Grand Forks School Board
FROM:    Dr. Terry Brenner, Superintendent of Schools
SUBJECT: Grand Forks Historical Preservation Commission Scope of Work and Request
DATE:     June 10, 2019

At your last two board meetings, there has been considerable discussion about the Grand Forks Historic Preservation Commission’s request to nominate West Elementary, Lewis & Clark Elementary, Valley Middle School, Viking Elementary, Ben Franklin Elementary, and Wilder Elementary to the National Register of Historic Places. We have requested their scope of work over the past several weeks and that document is attached for your perusal and consideration.

While we are appreciative of the Commission’s request relative to historical and documentation perspectives, district administration continues to be concerned about the unintended consequences should the schools subsequently be placed on the National Register of Historic Places. Below are some of those concerns:

- The district may see increased construction costs due to the requirements of the National Register
- Construction may be delayed due to requirements of the National Register (and our construction season is short)
- Maintaining architectural integrity of the exterior would not only cost more, but capturing energy efficiency would be marginalized
- Exterior oversight of projects will cost the district human resource power and money due to delays

I recently visited with retired district personnel who shared the barriers of razing the old Belmont Elementary School (which was on the Historic Register) following the flood of 1997 to make way for the new Phoenix Elementary School. At the local level, the Commission was very protective of Belmont due to historic significance. The district subsequently lobbied the state Historical Commission for approval.

As directed by the school board, we sought a legal opinion and respect the work and recommendation of attorneys Richard Olson and Laura Cobb who cautioned the district about taking any action allowing the aforementioned buildings to be designated on the National Register of Historic Buildings. That document is attached as well.

District administration believes that the above example speaks to the reservations about the Grand Forks Historic Preservation Commission’s request to access the schools to complete its scope of work for the nomination of the aforementioned six schools to the National Register of Historic Places.

Administrative recommendation is to not approve the scope of work submitted by the Grand Forks Historic Preservation Commission.

Attachments: Grand Forks Historic Preservation Commission Scope of Work
             Legal Opinion from District Attorney Richard Olson
June 3, 2019

Dr. Terry Brenner  
Superintendent  
Grand Forks Public Schools District  
2400 47th Ave S.  
Grand Forks ND 58201

Dear Dr. Brenner,

As requested, the Grand Forks Historic Preservation Commission (GFHPC) is pleased to provide the Grand Forks Public Schools’ Board with the scope of work for the nomination of six Grand Forks mid-century schools to the National Register of Historic Places.

The GFHPC is working to submit a nomination of six schools based on the results of a 2013 historical architecture survey of all of the city’s mid-century schools. West Elementary, Lewis & Clark Elementary, Valley Junior High School, Viking Elementary, Ben Franklin Elementary and Wilder Elementary are identified as maintaining sufficient historic integrity to be considered eligible for a thematic nomination. Our mid-century schools represent a dynamic chapter in Grand Forks’ history. The population boom seen around the nation is represented by the aggressive building program of schools and other civic architecture, and Grand Forks added twelve new schools in the postwar period.

GFHPC is seeking approval from the Grand Forks Public Schools District to access the schools’ and to identify and document with notes and photographs any key features that help to further the historical context of the schools. Some of these features include the use of glass brick or glass panels on the interior intended to allow natural light into hallways and other spaces; classroom facilities such as sinks, built-in storage, reading lofts (as documented in a 1983 photograph of a first grade classroom at Ben Franklin); construction materials for interiors (concrete block, glass block, steel framed windows, any original flooring); and other functional spaces such as gymnasiums/auditoriums, libraries, or other specialized spaces.
We fully expect that the interiors have undergone modification and modernization but there is a possibility that they retain some of the critical features of space use, layout, and materials. Schools, like most civic architecture, are dynamic spaces that change through time as educational priorities change.

Additionally, our consultant would like to take documentary photographs of the exteriors of the buildings focusing on features of construction including brickwork, windows, raised concrete foundations, recessed entrances with overhanging eaves and the school’s orientation to green space (parks and playgrounds). Ideally, all documentary photographs are technical images that do not include people but rather focus on the feature in the discussion. We are willing to work with the District Office on a mutually agreeable schedule.

We anticipate approximately 30 minutes would be sufficient to conduct a walk through and photograph any of the key features of the buildings, and an additional 15 minutes or so to photograph each of the exterior elevations, subject to the approval of the School Board.

It is our goal to submit as complete of a nomination as possible. The next draft is due to the State Historical Preservation Office (SHPO) on June 28th, therefore, if the School Board is agreeable, we would like to schedule visits as soon as possible. A presentation to the Grand Forks Historic Preservation Commission is scheduled for the end of July with final presentation to the SHPO in Bismarck at the end of August after which time final revisions can be completed and submitted.

The Grand Forks Historic Preservation Commission is here to provide a service to all members of the community and to promote the appreciation of our historic buildings. Our mid-century schools represent a significant period in postwar Grand Forks and it is our hope to document and nominate them as such. There is no intent to encumber the future decision-making process of the Grand Forks Public Schools District but rather to recognize and preserve in the city’s memory the significant historical structures that contribute to Grand Forks’ story.

It is important to note that there are no state laws or city ordinances restricting what an owner can do to a building on the National Register. A Section 106 Review is dependent upon federal funds, and whether or not a building is listed on the Register does not impact such a Review.

We appreciate your consideration of this scope of work and look forward to working the School Board and the Grand Forks Public Schools District Office.

Sincerely,

Chuck Flemmer
Chair
Grand Forks Historic Preservation Commission
May 20, 2019

Dr. Terry Brenner, Superintendent
Grand Forks Public School District
2400 47th Avenue South
Grand Forks, ND 58201

Re: National Register of Historic Buildings

Dear Dr. Brenner:

We have received your request for analysis of the potential designation of six Grand Forks schools to the National Register of Historic Buildings. Below please find our examination of this issue:

The National Register is an authoritative guide to be used by Federal, State, and local governments, private groups and citizens to identify the Nation's cultural resources and to indicate what properties should be considered for protection from destruction or impairment. When federal funds are accepted in undertaking a project having an effect on a listed property or eligible property, the property owner must provide the Advisory Council on Historic Preservation a reasonable opportunity to comment pursuant to Section 106 of the National Historic Preservation Act of 1966, as amended.

Prior to the approval of the expenditure of any federal funds on an undertaking or prior to the issuance of any license, the owner of the property must complete the Section 106 process. The Section 106 process requires time, effort, and delay of possible construction, repairs, renovations, and rehabilitation. Below is a summary of the Section 106 process.

1. **Initiation of Section 106 Process:** The first step in a Section 106 review is establishing whether or not there is an "undertaking" as defined by 36 § 800.16(y), and if so, whether it is a type of activity that has the potential to cause effects on historic properties. An undertaking means a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those carried out by or on behalf of a Federal agency; those carried out with Federal financial assistance; and those requiring a Federal permit, license or approval. Effect means alteration to the characteristics of a historic property qualifying it for inclusion in or eligibility for the National Register. It is our opinion, the terms undertaking and effects are very broad. Potentially repairs, renovations, and alterations of any kind could trigger a Section 106 review.

Next, it is determined if other reviews are required for the undertaking and then it is determined who is the appropriate State Historical Preservation Officer (SHPO) to
be involved in the process. Then, the SHPO shall take the appropriate steps in evaluating how to seek public input. Finally, consulting parties are identified.

2. Identification of Historic Properties:

a.) Determine scope of identification of efforts. In consultation with the SHPO the agency official (a federal government authority) shall: 1) determine and document the area of potential effects. (Area of potential effects means the geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character of use of historic properties, if any such properties exist. Area of potential effects is influenced by scale and nature of the undertaking project.); 2) review of existing information on historic properties with the area of potential effects; 3) seek information from consulting parties and identify issues relating to the undertaking’s potential effects on the historic properties; and 4) gather information from any Indian tribe or Native Hawaiian organization, as applicable.

b.) Identify Historic Properties. The agency shall take necessary steps to identify historic properties and shall make a good faith and reasonable effort to carry out appropriate identification efforts which may include background research, consultation, oral history reviews, sample field investigation, and field survey. The agency shall take into account past planning, research and studies, the magnitude of nature of the undertaking and the degree of federal involvement.

c.) Evaluate historic significance. The agency then shall apply National Register criteria to the properties identified, within the area, that have not been previously evaluated. At this time, the agency determines if the criteria of the National Register are met for purposes of Section 106 purposes.

d.) Results of identification and evaluation. If the agency official finds that there are historic properties which may be affected by the undertaking, the agency notifies all consulting parties and invites their views on the effects and assessment of adverse effects, if any.

3. Assessment of Adverse Effects.

The agency along with the SHPO and other consulting parties will identify any adverse effects perceived to the affected property and. An adverse effect is found when the undertaking may alter, directly or indirectly, any of the characteristics that qualify the property listed on the National Register in a manner that would diminish the integrity of the property’s location, design, setting, materials, workmanship, feeling, or association.

Examples of adverse effects include:
1) Physical destruction of or damage to all or part of the property;
2) Alteration of the property, including restoration, rehabilitation, repair, maintenance, stabilization, hazardous materials remediation, and provision of handicapped access, that is not consistent with the Secretary’s standards for the treatment of historic properties;
3) Removal of the property from its historic location;
4) Change of the character of the property’s use of the physical features within the property’s setting that contribute to its historical significance;
5) Introduction of visual, atmospheric or audible elements that diminish the integrity of the property’s significant historical features;
6) Neglect of the property;
7) Transfer, lease, or sale of a property out of control without adequate and legally enforceable restrictions or conditions to ensure long-term preservation of the property's historic significance.

4. Resolution of Adverse Effects. At this point the agency with consultation of the SHPO and other consulting parties, shall develop and evaluate alternatives or modifications to the undertaking that could avoid, minimize, or mitigate adverse effects on historic properties. Then, the agency, with involvement from all consulting parties, and the Advisory Council on Historic Preservation shall execute a Memorandum of Agreement which evidences compliance with Section 106 and shall govern the undertaking and all of its parts. The agency ensures the undertaking is carried out in accordance with the Memorandum of Agreement.

5. Post-review Discoveries. There exists the potential for discoveries of adverse effects after the initiation of an undertaking. At which point, the agency still determines actions that the agency may take to resolve adverse effects, and notifies SHPO and the Advisory Council within 48 hours. The SHPO and Advisory Council have 48 hours to respond. The agency shall take into account proposed actions and then carry out appropriate actions.

Compliance with this procedure is a requirement. While the Advisory Council's comments must be taken into account and integrated into the decision-making process, program decisions rest with the agency implementing the undertaking. Additionally, listing schools on the National Register make the schools eligible to be considered for receipt of Federal grants-in-aid for historic preservation.

It is our opinion, that while being listed on the National Register is an honorific title for the six schools considered for nomination, it will also be a limitation for the School District. The placement on the National Register may inhibit the utilization of new technology, future teaching opportunities, and techniques that may be better served in a different environment and inhibit repairs to necessary systems such as technical media, heating, cooling, and ventilation. The Section 106 review process alone expends time, effort, delays, and resources which shall cost the District in time and money and restrict the District’s choices for rehabilitation, removal or remodeling before moving forward with any possible project that may be considered an “undertaking.” Further, these limitations would affect nearly half of the middle schools and elementary schools in the District.

The District is currently evaluating facilities to determine their future use, practicality, location, function, need for modernization of HVAC, technical media improvements, traffic and educational resources to serve taxpayer student population. We are specifically concerned that such a designation requiring Section 106 review could severely and negatively impact those decisions and any implementation of improvements or change of use of such facilities.

The Grand Forks Historic Preservation Commission has yet to provide the Board with their scope of work, timeline, and the survey from 2013 which would assist a proper legal opinion regarding whether or not the School District should allow access to the six schools considered for nomination. We are aware of the concerns of the schools’ confidential security and safety issues, which cannot be addressed without the Grand Forks Historic Preservation Commission’s written and detailed scope of work, timeline, and survey of 2013. Their scope of work and timeline must be received before approval is considered by the Board.
In summary, the Board should be aware that any action allowing these buildings to be designated on the National Register of Historic Buildings, could severely limit and hamstring future school boards and subsequent administrations as they try to provide the best teaching environment for facilities and the education of students of the Grand Forks Public School District.

While we realize that the commission may have a timeline, that timeline should not influence the need and time for the Board’s in-depth review of the potential problems, delay and cost that may be created by inclusion on the National Registry with future actions subject to Section 106 review.

If you have any questions regarding our opinion or desire more information on the above issue, please feel free to contact me.

Very truly yours,

OLSON, JUNFJUNEN, SANDBERG & BOETTLER

By: [Signature]

Richard W. Olson
Attorney for Grand Forks Public School District
MEMORANDUM

DATE: June 10, 2019
TO: Dr. Terry Brenner, Superintendent
FROM: Catherine Gillach, Assistant Superintendent of Secondary Education
RE: Student Handbooks

Middle school and high school administrators review student handbooks annually to ensure building policy and practice align with current legislation and student needs. The majority of student handbook information remains the same as in years past; below you will find only significant changes for the board to review.

Update in High School and Middle School Handbooks

Senate Bill 2181 language update. This bill puts bullying by electronic devices under the purview of North Dakota’s anti-bullying law. Extends the reach of anti-bullying policies off school grounds if electronic communications place the student “in actual or reasonable fear of harm” or damage to the student’s property.

Update in Middle School Handbook

Dress and grooming are important to the student body at any school. Students are asked to use common sense in their personal appearance and not to wear clothing that can be hazardous in learning situations, such as labs and shops. Students must wear shoes at all times. Hats, caps, hoods, and non-religious head scarves/bandanas, and jackets are not to be worn in school. Clothing with derogatory sayings or double meanings involving sexual, illegal, or violent connotations is not allowed. Clothing that advertises alcohol, tobacco products, or other substances not allowed on school property is also not permissible.

Shirts/tops should be long enough and non-transparent so no skin nor undergarments are showing. Students should be covered at the neckline and midriff. Bottoms should be as long as mid-thigh with no undergarments showing. Students wearing inappropriate attire will be instructed to change, and parent(s)/guardian(s) will be contacted.

Administrative recommendation is to approve the changes to the student handbooks.
MEMORANDUM

DATE:       June 10, 2019
TO:         Dr. Terry Brenner, Superintendent
FROM:       Catherine Gillach, Assistant Superintendent of Secondary Education
RE:         Appointment of South Middle School Associate Principal

It is my pleasure to recommend Mr. Brian Loe as the new Associate Principal at South Middle School. Mr. Loe is currently the Dean of Students/Multicultural Coordinator/504 Coordinator at Challenger Elementary School in Thief River Falls, Minn. where he has taken on numerous leadership roles and previously taught social studies and world studies for over ten years. Loe holds a bachelor’s degree in social studies from the University of North Dakota and a master’s degree in educational leadership from Minnesota State University Moorhead.

The interview team, led by succeeding South Middle School Principal Dr. Joel Schleicher and comprised of teachers and support staff alike, interviewed a combination of six internal and external candidates for the position. Mr. Loe was selected for the energy, new ideas, and high expectations he will bring into South’s caring and positive learning environment.

The assignment is due to the retirement of Terry West, associate principal at South Middle School.

It is my recommendation to approve Mr. Brian Loe as the new South Middle School Associate Principal at a salary of $84,728.
June 4, 2019

Bill Palmiscno, President
Grand Forks School Board
P.O. Box 6000
Grand Forks, ND 58206-6000

David Engen, Chairman
Grand Forks County Commission
P.O. Box 5726
Grand Forks, ND 58206-5726

Jay Panzer, President
Grand Forks Park Board
P.O. Box 12429
Grand Forks, ND 58208-2429

Gentlemen:

On September 17, 2018, the Grand Forks City Council authorized tax increment financing assistance (TIF) to Fire Thorn, LLC, with the concurrence of the Grand Forks School District and Grand Forks County, consisting of an 80 percent property tax exemption for 15 years for a proposed mixed use building made up of a Hugo’s Grocery Store, Alerus Bank, and 25 market-rate and 25 affordable rate residential rental units and to be constructed at the corner of Demers Avenue and N. Fifth Street, 516 Demers Avenue, Grand Forks, ND (Lot A, Block 8, Renewal Resubdivision No. 2, Replat of Block 8).

This letter is to notify you that the City of Grand Forks (City) has received a request from Fire Thorn, LLC to amend the authorized TIF in order to add and include a fifth floor to the proposed Pure Development mixed use building, which would provide for an additional nine market-rate and nine affordable rate residential rental units to the project. Fire Thorn, LLC is requesting to amend and add the additional value and units to the existing and already approved TIF authorization of an 80 percent property tax exemption for 15 years with the larger and amended Pure Development mixed use building.

The Grand Forks City Council has scheduled a public hearing on the request to expand the project for July 15, 2019, at 5:30 p.m. in City Hall Council Chambers to hear any comments or testimony in favor of or in opposition to the requested project change. A City Staff Report with attachments to include Firethorn, LLC cover letter and updated and amended Pure Development TIF Project, dated May 30, 2019, is enclosed for your further information and review.
As it applies to the amended and additional TIF request from Fire Thorn, LLC, NDCC 40-05-24 states in part that you are required, within thirty days of receipt of this letter, to notify the City in writing whether the County or School District elects to participate in granting the tax incentive on the County or School District portion of tax levied on the property. If the County or School District does not elect to participate, your letter must include an explanation of any reason for which the entity elected not to participate and whether the County or School District is willing to negotiate the terms of the property tax incentive with the City. If the City does not receive a response from the County or School District within thirty days of delivery of the letter, the County and School District must be treated as participating in the property tax incentive. While the Park Board does not have the same legal duty as the County or School District, the City feels it appropriate to notify the Park Board of the request.

Should you have any questions and request further follow up on this amended request, please contact my office.

Sincerely,

[Signature]

Todd Feland
City Administrator

Enclosure

cc: Paul Houdek, City Assessor
Meredith Richards, City Community Development Director
Maureen Storstad, City Finance Director
Thomas Ford, GF County Administrator
Debbie Nelson, GF County Auditor
Terry Brenner, Grand Forks Public Schools Superintendent
Bill Palmiscno, GF Park District Executive Director
City of Grand Forks
Staff Report

City Council – June 3, 2019
City Council – July 15, 2019

Agenda Item: Pure Development TIF Project Amendment

Submitted by: Todd Feland, City Administrator

Staff Recommended Action: Approve the amended Pure Development TIF Project as an 80 percent tax increment exemption for 15 years; send certified letter to Grand Forks School District and Grand Forks County per ND State Law and include Grand Forks Park District for its information; set the public hearing for the City Council Meeting of July 15, 2019; and with review and approval of the City Attorney’s Office.

Motion by Sande, second by Vein, to give preliminary approval, direct staff to proceed
Council Action: with notifications of other entities, and set a public hearing for July 15, 2019.
Motion carried unanimously.

Council Action:

BACKGROUND:
On September 17, 2018, the City Council, and with the concurrence of the Grand Forks School District and Grand Forks County, approved the Firethorn, LLC Development - Pure Development TIF Project as an 80 percent tax increment exemption for 15 years. The original Pure Development Project generally consisted of 25 market rate and 25 affordable rate residential rental units, a Hugo’s grocery store, an Alerus drive up branch, and surface and underground parking. Real estate taxes on this site are approximately $14,000/year based on property’s value of $881,700 and this amount is not subject to the tax exemption. Only value created by the new project in excess of this amount is eligible for exemption. Per the original TIF application, the development costs for this project are estimated at $10.5 million. Assuming the value of the property upon completion is $7.8 million, it would generate approximately $117,000/year in property taxes, thus a maximum of $103,000/year ($117,000-$14,000) is subject to the TIF exemption. Baker Tilly (formerly Springsted), City’s third party financial analyst, found the Pure Development Project had sufficient resources for construction so no upfront TIF assistance was needed, however TIF assistance was needed in the form of a partial tax exemption (80% tax exemption/15 years) to maintain the long-term reduced rents in the 25 affordable units and sufficient debt service coverage.

Firethorn, LLC is seeking to amend and update the Pure Development TIF Project in adding a fifth floor and adding approximately 18 additional residential rental units, nine (9) market rate and nine (9) affordable rate, for an estimated total of 34 market rate and 34 affordable rate
residential rental units (68 total residential rental units). Per the amended TIF application, the updated development costs for this project are estimated at approximately $13.6 million. Per the TIF application, the estimated real estate taxes upon completion are $140,000 thus a maximum of $126,000/year ($140,000-$14,000) is subject to the TIF exemption.

ANALYSIS AND FINDINGS OF FACT:

- Firethorn, LLC is seeking to amend and update the Pure Development TIF Project in adding a fifth floor and adding approximately 18 additional residential rental units, nine (9) market rate and nine (9) affordable rate, for an estimated total of 34 market rate and 34 affordable rate residential rental units (68 total residential rental units).
- Per the amended TIF application, the updated development costs for this project are estimated at approximately $13.6 million. Per the TIF application, the estimated real estate taxes upon completion is $140,000 thus a maximum of $126,000/year ($140,000-$14,000) is subject to the TIF exemption.
- If approved to move the amended Pure Development TIF Project forward, City staff will communicate and send certified letters to the Grand Forks School District and Grand Forks County per ND State Law and include the Grand Forks Park District for its information and awareness soon after proposed preliminary approval on June 3, 2019.
- Preliminarily Baker Tilly, City’s third party financial analyst, has provided a verbal opinion that the recommended partial tax exemption of 80 percent over 15 years remains consistent and valid with the additional and noted breakdown of the 18 residential rental units and will provide its final opinion in writing prior to the Public Hearing at the City Council Meeting of July 15, 2019.
- Firethorn, LLC is planning to commence construction on the Pure Development Project in July 2019
- Craig Tweten of Firethorn, LLC Principle will be at the City Council meeting on June 3, 2019 to provide a project update and to answer questions.

SUPPORT MATERIALS:

- City of Grand Forks Staff Report with Attachments – Pure Development TIF Application, Dated September 17, 2018.
May 30, 2019

Todd Feland
City Administrator
City of Grand Forks

Re: updated Tax Increment Financing (TIF) Application
The owner entity: Firethorn, LLC

Dear Todd,

Please find enclosed the updated TIF application for our Pure Development project located at 516 Demers Ave, Grand Forks. As you recall, the original project was 20,000-25,000 SF of main floor commercial space with 50 residential units. Our architect and structural engineers have determined that we are able to add a fifth floor to this project which would add approximately 18 units. The fifth floor will be supported by two levels of precast with four stories of wood frame versus one level of precast.

With the additional floor, we would have 68 residential units with half those being low to moderate income units which is still a requirement of the State of North Dakota Housing Finance Agency. There will be 34 low to moderate income units and 34 market (50/50) versus 25 and 25 in the original plan.

We’re asking City Council approval to add the fifth floor with additional low to moderate income units which initially benefits taxing entities with the additional value with roughly two-million dollars of additional cost to the project. We are currently finalizing leases with Hugo’s and Alerus Bank. We plan to be in the ground soon.

Please review the application and let me know if you need additional information or have any questions.

Sincerely,

Kevin Ritterman
City of Grand Forks
Tax Increment Financing Application

APPLICANT INFORMATION

Applicant: Fire Thorn, LLC
Primary Contact: Kevin Ritterman
Address: 615 1st Ave N, Ste A, Grand Forks ND 58203
Phone: 701-772-3101 Email: kritterman@dakotalcommercial.com
Legal Entity Type: Limited Liability Company

Attorney: Shaft Law Office
Contact: Grant Shaft
Address: 401 Demers Ave, Ste 300, Grand Forks ND 58201
Phone: 701-738-0124 Email: grant@shaftlaw.com

Accountant: Dave Holt - Brady Martz
Address: 401 Demers Ave, Ste 300, Grand Forks ND 58201
Contact: Dave Holt
Phone: 701-775-4685 Email: david.holt@bradymartz.com

Contractor: Community Contractors
Contact: Craig Tweten
Address: 4297 18th Ave N, Grand Forks ND 58203
Phone: 701-772-2111 Email: ctweten@communitycontractorsinc.com

Architect: JLG
Contact: Nicole Washburn
Address: 124 N 3rd St, Grand Forks ND 58203
Phone: 701-746-1727 Email: nwashburn@jlgarchitects.com

Engineer: Advanced Engineering - AE2S
Contact: Steve Swanson
Address: 4050 Garden View Dr, Ste 200, Grand Forks ND 58202
Phone: 701-746-8087 Email: steve.swanson@ae2s.com

Lead Lender: Alerus Financial
Contact: Chris Wolf
Address: 401 Demers Ave, Grand Forks ND 58203
Phone: 701-795-3236 Email: chris.wolf@alerus.com
PROJECT INFORMATION

Attach detailed description of proposed project (Exhibit A).

Site Plan Attached?  ✔ Yes  ❏ No

Preliminary Construction Plans Attached?  ✔ Yes  ❏ No

Address of proposed project: 516 Demers Ave, Grand Forks ND 58203

Legal Description: Renewal Resubdivision No. 2, Lot A, Blk 8 (replat of Blk 8)

Construction Start Date: July 1-30, 2019

Construction Completion Date: Fall 2020

Amount of Tax Increment Requested for:

- Land Purchase $________________________
- Public Improvement $_____________________
- Site Improvement $______________________

Current Real Estate Taxes on Project Site: $13,903.09

Estimated Real Estate Taxes upon Completion: $140,000.00

PUBLIC PURPOSE

The use of tax increment financing should result in a public benefit. Indicate how this project will serve a public purpose.

✔ It will achieve high quality (re)development and private reinvestment on sites which would not be (re)developed otherwise.

☐ It will remove slum/blight and/or rehabilitate a high-visibility/high-priority site.

☐ It will offset increased costs of infill development (e.g., demolition, site remediation, etc.) over and above the costs normally incurred in "greenfield" development.

✔ It will enhance and diversify the City's economic base.

✔ It will make a meaningful contribution to the City's tax base.

☐ It will retain and/or increase the number and/or diversity of jobs that offer stable employment and/or attractive wages and benefits.

Number of jobs created/retained by project 50

Average hourly wage of jobs created/retained $22/hr
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**TOTAL SOURCES**  
$13,674,513.00

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**TOTAL USES**  
$13,674,513.00
EXHIBITS AND CHECKLIST:

A complete application must include the following. Please note that application materials are subject to open records requirements; unless applicant requests confidentiality of specific components of this application, all application materials may be made public.

☑️ A: Detailed description of proposed project, to include:
   - Number, type, size of housing units
   - Breakdown of commercial square footage by use (e.g., office, retail, manufacturing, etc.)
   - Cost per sq. ft. of each type of housing unit and each type of commercial use
   - Project timeline, to include construction by phase and unit sale or lease and occupancy

☑️ B: Detailed breakdown of all project costs, including Itemized construction cost statement

☑️ C: Description of corporation/partnership’s business, including names of officers and shareholders/partners with more than 5% interest in the corporation/partnership

☑️ D: Applicant’s business plan, including a description of the business, ownership/management, date established, products and services, and future plans

☐ E: Financial statements for past two years
   - [ ] Profit & Loss Statement
   - [ ] Balance Sheet

☐ F: Current financial statements
   - [ ] Profit & Loss Statement to Date
   - [ ] Balance Sheet to Date

☐ G: Two-year financial projections

☐ H: Personal financial statements of all officers/shareholders listed in Exhibit C
   - [ ] Profit & Loss Statement
   - [ ] Most recent tax return

☑️ I: Letter of commitment from applicant pledging to complete during the proposed project duration

☑️ J: Letter of commitment from all sources of financing, stating terms and conditions of participation in project

☑️ K: Letter of commitment from and description of any other public financial assistance, stating terms and conditions of their participation in project

☑️ L: List of prospective lessees, including state of commitments/agreements

☑️ M: But-for analysis (see attached sample)

☑️ Application fee of $2,500

The undersigned certifies that all information provided in this application is true and correct to the best of the undersigned’s knowledge, and that the undersigned is a duly authorized representative of the applicant. The applicant hereby authorizes the City of Grand Forks and its agents to verify financial and other information contained in this application. The applicant agrees to provide additional information as may be requested by the City after the filing of this application.

_________________________  ______________________
Signature of Applicant’s Representative  Date
State of North Dakota
SECRETARY OF STATE

CERTIFICATE OF ORGANIZATION
OF

FIRE THORN LLC
Secretary of State ID#: 41,408,200

The undersigned, as Secretary of State of the State of North Dakota, hereby certifies that Articles of Organization for

FIRE THORN LLC
duly signed and executed pursuant to the provisions governing a North Dakota Limited Liability Company, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Organization to

FIRE THORN LLC

Effective date of organization: June 29, 2016

Issued: June 29, 2016

Alvin A. Jaeger
Secretary of State
E-MEMORANDUM

TO: Todd Feland, City Administrator  tfeland@grandforksgov.com
CC: Maureen Storstad, Finance Dir.  mstorstad@grandforksgov.com
FROM: Howard Swanson, City Attorney  hswanson@swlawltd.com
RE: Pure Development tax increment project
DATE: May 28, 2019

We have discussed the recent request from the developers for Pure Development to increase the tax increment financing proportionately to an increase in an additional number of apartments. The City has previously approved a development and renewal plan under the provisions of N.D.C.C. Chapter 40-58. However, because I believe the addition of the apartments is a material change, I believe the City Council should approve an amended Development and Renewal Plan demonstrating the additional apartment units. In addition, it is my recommendation that the County, School District and Park District be notified of the specifics of the change in the plan as well as the date of a public hearing. The detail to be provided to the County, School District and Park District should include the additional costs of development intended to be reimbursed by the tax incentives; the additional anticipated annual revenue from tax increments which will be received to complete the development; the anticipated date when the plan will be completed, the costs to be fully paid, and tax increments to be released; and the estimated dollars annually attributable to the levies from each taxing entity which will be credited to the tax increment fund. I believe this information was also provided to these entities for the original plan under N.D.C.C. § 40-58-20.2. The purpose for the new notification is to provide them with the updated data. The City Council should receive any comments or actions that may be taken by the County, School District and/or Park District. Following a public hearing the City Council could then act upon the revised development plan.

Notice of the additional data as well as the requested amendment to development plan should be sent to the Chairman of the County Commission, the President of the School District, and the Park District by certified mail. The public hearing should not be any sooner than 30 days after notice having been given to the County and School District and Park District.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact me.

HDS/gkf
City of Grand Forks
Staff Report

Local Government Advisory Committee: July 30, 2018
City Council: August 6, 2018
City Council: September 17, 2018

Matter of: PURE DEVELOPMENT TIF APPLICATION (#2018-1)

Submitted by: Todd Feland, City Administrator
Prepared by: Meredith Richards, Community Development Deputy Director
             Ryan Brooks, Deputy City Planner
             Maureen Storstad, Finance Director
             Paul Houdek, City Assessor

Staff Recommended Action to Local Government Advisory Committee: Approve an 80% tax increment exemption for 15 years for the subject project.

Local Government Advisory Committee Recommended Action: Approved Staff Recommended Action.

Staff Recommended Action to City Council: Approve an 80% tax increment exemption for 15 years; send certified letter to Grand Forks School District and Grand Forks County per State law and include Grand Forks Park District; and set the public hearing date for City Council on September 17, 2018 with review and approval of the City Attorney.

City Council Action:

BACKGROUND:

The City of Grand Forks revised its tax incentive policy in February 2018. The request for Tax Increment Financing (TIF) assistance for the Pure Development project is the first TIF application received under the updated policy and application process.

On May 7, 2018, City Council reviewed a TIF pre-application from Fire Thorn, LLC, for Pure Development, a mixed-used project at North 5th Street and Demers. The project will contain 25 market-rate and 25 affordable residential rental units, a Hugo’s grocery store, and an Alerus Financial drive-up branch (plus surface and underground parking). Fire Thorn principals are Kevin Ritterman (Dakota Commercial) and Craig Tweten (Community Contractors).

Based on the pre-application, City Council invited a full TIF application, which was submitted on June 5. That application requested a 100 percent TIF exemption for 15 years. Analysis of that application by staff from Springsted, a Minneapolis-based financial analyst and the City’s
bond consultant, supported an 80 percent exemption for 15 years. In summary, Springsted’s review recommended that the project had sufficient resources for construction so no upfront TIF assistance was needed; however, TIF assistance in the form of a partial exemption would be necessary to maintain the long-term reduced rents in the 25 affordable units and sufficient debt service coverage. The response of Fire Thorn’s principals to this recommendation was that their project could move forward with an 80 percent exemption over 15 years.

The Local Government Advisory Committee met on July 30, 2018 and recommended approval of the project. This item now comes before the City Council for preliminary approval and to set a public hearing date for September 17, 2018.

FINDINGS AND ANALYSIS:

- Third party analysis of the Pure Development project found that the project had sufficient resources for construction so no upfront TIF assistance was needed; however, TIF assistance in the form of a partial exemption would be necessary to maintain the long-term reduced rents in the 25 affordable units and sufficient debt service coverage.
- With the recommended 80 percent exemption, the project would generate a debt coverage ratio of approximately 1.2, which Springsted considers appropriate for a project of this type.
- Fire Thorn principals have stated that the project would move forward subject to approval of an 80% exemption over 15 years; however, this is the minimum assistance necessary for the project to proceed.
- Real estate taxes on this site are now approximately $14,000/year based on the property’s current value of $881,700. This amount is NOT subject to exemption; only value created by the new project in excess of this amount (the increment) is eligible for exemption. Per the TIF application, development costs for this project are estimated at $10.5 million. Assuming the value of the property upon completion is $7.8 million, it would generate approximately $117,000/year in property taxes. Thus a maximum of $103,000/year ($117,000 - $14,000) is subject to TIF exemption.
- This project supports the three pillars of Gov. Doug Burgum’s and Grand Forks’ Main Street Initiative -- Smart, Efficient Infrastructure; Healthy, Vibrant Communities; 21st Century Workforce. It further serves a public purpose via development of underutilized properties, supporting expanded housing opportunities to include affordable housing, growing Grand Forks’ tax base without additional infrastructure and service costs, and creating quality jobs.
- The Grand Forks 2018 distribution breakdown of property taxes is as follows:
  City of Grand Forks – 31.3%
  Grand Forks School District – 31.0%
  Grand Forks County – 24.7%
  Grand Forks Park District – 12.4%
  State Levy (Garrison Diversion) – 0.6%

- If the City Council, County Commission and School Board authorize a TIF exemption for this project, the City Attorney will develop a Tax Increment Agreement and supporting documents.
- The project will be subject to standard City review and approvals in terms of site plan, building permits, platting, and related planning and development requirements.

SUPPORT MATERIALS:
- Proposed Timeline – Pure Development – TIF #2018-1
- Pure Development TIF Application (confidential materials are available to Committee members upon request)
• Local Government Advisory Committee Agenda – July 30, 2018
• Local Government Advisory Committee Meeting Notes – July 30, 2018
• Local Government Advisory Committee Overview PowerPoint – July 30, 2018
• City of Grand Forks Tax Increment Financing Policy – February 5, 2018
• NDCC 40-05-24
• Memo from Mikaela Huot, Vice President/Consultant with Springsted, Inc. – July 30, 2018
• PowerPoint presentation from Mikaela Huot, Vice President/Consultant with Springsted – July 30, 2018
• PowerPoint presentation from Kevin Ritterman of Dakota Commercial – July 30, 2018
### Proposed Timeline - TIF #2018-1

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<th>Event</th>
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<tr>
<td>5/7/18</td>
<td>City Council reviews Pure Development pre-application, invites full application</td>
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<tr>
<td>6/5/18</td>
<td>City receives complete application, submits to Springsted for review</td>
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<tr>
<td>Early July</td>
<td>Springsted analysis received, City staff prepares report, schedules LGAC</td>
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<tr>
<td>7/16/18</td>
<td>School Board appoints final LGAC member</td>
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<tr>
<td>7/30/18</td>
<td>LGAC reviews Pure Development request, makes recommendation</td>
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<td>8/6/18</td>
<td>City Council makes prelim TIF recommendation, sets public hearing date (9/17)</td>
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<td>8/7/18</td>
<td>City sends certified letter to county, school district</td>
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<tr>
<td>8/20/18</td>
<td>School Board hears LGAC/Council recommendation</td>
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<td>8/21/18</td>
<td>County Commission hear LGAC/Council recommendation</td>
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<td>9/4/18</td>
<td>Park Board hears LGAC/Council recommendation</td>
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<td>9/10/18</td>
<td>Deadline for School Dist, County to notify City that they will not participate</td>
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<tr>
<td>9/17/18</td>
<td>City Council holds public hearing, acts on TIF – Written findings from City Attorney</td>
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June 5, 2018

Todd Feland
City Administrator
City of Grand Forks

Re: Tax Increment Financing (TIF) Application
The owner entity: Firethorn, LLC
Partners: Kevin Ritterman and Craig Tweten, 50%/50%

Todd,

Please find enclosed exhibits and checklists per your application to include description of our project costs and partnership Firethorn, LLC and its partners along with other LLC information. In addition, a letter of commitment for financing, public assistance and lease intent from our main commercial tenant. You can understand that we are still working through specifics on lease. Our commercial tenants cannot make a business decision as its relates to this development until we have a better understanding of TIF assistance from all taxing authorities.

Firethorn LLC is a new LLC and does not have any current financial statements nor does it have for the last two years. The LLC was created to hold the real estate for this project. The ownership group will provide, if required, financial statements to its third party consultant, but they will not be made public. Firethorn LLC is committed to substantial completion this project by the end of year 2019.

Please review this information and enclosed application. If you have any questions or comments you may contact me at 701-772-3101.

Sincerely,

[Signature]
Kevin Ritterman
City of Grand Forks
Tax Increment Financing Application

**APPLICANT INFORMATION**

Applicant: Fire Thorn, LLC

Primary Contact: Kevin Ritterman

Address: 615 1st Ave N, Ste A, Grand Forks ND 58203

Phone: 701-772-3101 Email: kritterman@dakotacommercial.com

Legal Entity Type: Limited Liability Company

Attorney: Shaft Law Office

Contact: Grant Shaft

Address: 401 Demers Ave, Ste 300, Grand Forks ND 58201

Phone: 701-738-0124 Email: grant@shaftlaw.com

Accountant: Dave Holt - Brady Martz

Address: 401 Demers Ave, Ste 300, Grand Forks ND 58201

Contact: Dave Holt

Phone: 701-775-4685 Email: david.holt@bradymartz.com

Contractor: Community Contractors

Contact: Craig Tweten

Address: 4297 16th Ave N, Grand Forks ND 58203

Phone: 701-772-2111 Email: ctweten@communitycontractorsinc.com

Architect: JLG

Contact: Nicole Washburn

Address: 124 N 3rd St, Grand Forks ND 58203

Phone: 701-746-1727 Email: nwashburn@jlgarchitects.com

Engineer: Advanced Engineering - AE2S

Contact: Steve Swanson

Address: 4050 Garden View Dr, Ste 200, Grand Forks ND 58202

Phone: 701-746-8087 Email: steve.swanson@ae2s.com

Lead Lender: Alerus Financial

Contact: Chris Wolf

Address: 401 Demers Ave, Grand Forks ND 58203

Phone: 701-795-3236 Email: chris.wolf@alerus.com
PROJECT INFORMATION

Attach detailed description of proposed project (Exhibit A).
Site Plan Attached? Yes ☑ No ☐
Preliminary Construction Plans Attached? Yes ☑ No ☐

Address of proposed project: 516 Demers Ave, Grand Forks ND 58203
Legal Description: Renewal Resubdivision No. 2, Lot A, Blk B (replat of Blk B)

Construction Start Date: 9/01/2018
Construction Completion Date: 11/01/2019

Amount of Tax Increment Requested for:

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<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Purchase</td>
<td>$890,000.00</td>
</tr>
<tr>
<td>Public Improvement</td>
<td>$</td>
</tr>
<tr>
<td>Site Improvement</td>
<td>$1,546,454.00</td>
</tr>
</tbody>
</table>

Current Real Estate Taxes on Project Site: $13,903.09
Estimated Real Estate Taxes upon Completion: $117,000.00

PUBLIC PURPOSE

The use of tax increment financing should result in a public benefit. Indicate how this project will serve a public purpose.

☑ It will achieve high quality (re)development and private reinvestment on sites which would not be (re)developed otherwise.

☐ It will remove slum/blight and/or rehabilitate a high-visibility/high-priority site.

☐ It will offset increased costs of infill development (e.g., demolition, site remediation, etc.) over and above the costs normally incurred in "greenfield" development.

☑ It will enhance and diversify the City's economic base.

☑ It will make a meaningful contribution to the City's tax base.

☐ It will retain and/or increase the number and/or diversity of jobs that offer stable employment and/or attractive wages and benefits.

Number of jobs created/retained by project: 50
Average hourly wage of jobs created/retained: $22/hr

☐ Other
<table>
<thead>
<tr>
<th>SOURCES</th>
<th>NAME</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Loan</td>
<td></td>
<td>$7,891,700.00</td>
</tr>
<tr>
<td>Other Private Funds</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Owner Cash Equity</td>
<td></td>
<td>$1,530,500.00</td>
</tr>
<tr>
<td>Fed Grant/Loan</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>State Grant/Loan</td>
<td></td>
<td>$1,100,000.00</td>
</tr>
<tr>
<td>Tax Increment</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

| TOTAL SOURCES    | $10,522,200.00               |

<table>
<thead>
<tr>
<th>USES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition</td>
<td>$890,000.00</td>
</tr>
<tr>
<td>Site Work</td>
<td>$350,600.00</td>
</tr>
<tr>
<td>Construction</td>
<td>$7,941,450.00</td>
</tr>
<tr>
<td>A/E Fees</td>
<td>$275,000.00</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Interest During Construction</td>
<td>$125,000.00</td>
</tr>
<tr>
<td>Debt Service Reserve</td>
<td>$91,051.00</td>
</tr>
<tr>
<td>Contingencies</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>FFE</td>
<td>$62,000.00</td>
</tr>
<tr>
<td>misc costs &amp; fees</td>
<td>$777,099.00</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

| TOTAL USES       | $10,522,200.00               |
EXHIBITS AND CHECKLIST:

A complete application must include the following. Please note that application materials are subject to open record requirements; unless applicant requests confidentiality of specific components of this application, all application materials may be made public.

- Detailed description of proposed project, to include:
  - Number, type, size of housing units
  - Breakdown of commercial square footage by use (e.g., office, retail, manufacturing, etc.)
  - Cost per sq. ft. of each type of housing unit and each type of commercial use
  - Project timeline, to include construction by phase and unit sale or lease and occupancy

- Detailed breakdown of all project costs, including itemized construction cost statement

- Description of corporation/partnership’s business, including names of officers and shareholders/partners with more than 5% interest in the corporation/partnership

- Applicant’s business plan, including a description of the business, ownership/management, date established, products and services, and future plans

- Financial statements for past two years
  - Profit & Loss Statement
  - Balance Sheet

- Current financial statements
  - Profit & Loss Statement to Date
  - Balance Sheet to Date

- Two-year financial projections

- Personal financial statements of all officers/shareholders listed in Exhibit C
  - Profit & Loss Statement
  - Most recent tax return

- Letter of commitment from applicant pledging to complete during the proposed project duration

- Letter of commitment from all sources of financing, stating terms and conditions of participation in project

- Letter of commitment from and description of any other public financial assistance, stating terms and conditions of their participation in project

- List of prospective lessees, including state of commitments/agreements

- But-for analysis (see attached sample)

- Application fee of $2,500

The undersigned certifies that all information provided in this application is true and correct to the best of the undersigned's knowledge, and that the undersigned is a duly authorized representative of the applicant. The applicant hereby authorizes the City of Grand Forks and its agents to verify financial and other information contained in this application. The applicant agrees to provide additional information as may be requested by the City after the filing of this application.

Signature of Applicant's Representative

Date
EXHIBITS AND CHECKLIST:

A complete application must include the following. Please note that application materials are subject to open records requirements; unless applicant requests confidentiality of specific components of this application, all application materials may be made public.

A: Detailed description of proposed project, to include:
   - Number, type, size of housing units
   - Breakdown of commercial square footage by use (e.g., office, retail, manufacturing, etc.)
   - Cost per sq. ft. of each type of housing unit and each type of commercial use
   - Project timeline, to include construction by phase and unit sale or lease and occupancy

B: Detailed breakdown of all project costs, including itemized construction cost statement

C: Description of corporation/partnership's business, including names of officers and shareholders/partners with more than 5% interest in the corporation/partnership

D: Applicant's business plan, including a description of the business, ownership/management, date established, products and services, and future plans

E: Financial statements for past two years
   - Profit & Loss Statement
   - Balance Sheet

F: Current financial statements
   - Profit & Loss Statement to Date
   - Balance Sheet to Date

G: Two-year financial projections

H: Personal financial statements of all officers/shareholders listed in Exhibit C
   - Profit & Loss Statement
   - Most recent tax return

I: Letter of commitment from applicant pledging to complete during the proposed project duration

J: Letter of commitment from all sources of financing, stating terms and conditions of participation in project

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L: List of prospective lessees, including state of commitments/agreements

M: But-for analysis (see attached sample)

Application fee of $2,500

The undersigned certifies that all information provided in this application is true and correct to the best of the undersigned's knowledge, and that the undersigned is a duly authorized representative of the applicant. The applicant hereby authorizes the City of Grand Forks and its agents to verify financial and other information contained in this application. The applicant agrees to provide additional information as may be requested by the City after the filing of this application.

[Signature]

[Date] 6/5/19
State of North Dakota
SECRETARY OF STATE

CERTIFICATE OF ORGANIZATION
OF

FIRE THORN LLC
Secretary of State ID#: 41,408,200

The undersigned, as Secretary of State of the State of North Dakota, hereby certifies that Articles of Organization for

FIRE THORN LLC
duly signed and executed pursuant to the provisions governing a North Dakota Limited Liability Company, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Organization to

FIRE THORN LLC

Effective date of organization: June 29, 2016

Issued: June 29, 2016

Alvin A. Jaeger
Secretary of State
<table>
<thead>
<tr>
<th>Topic</th>
<th>Requested By</th>
<th>Date</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion on having a primary spokesperson for the board.</td>
<td>Mikula</td>
<td>7/16/2018</td>
<td>Refer to Policy Review Committee.</td>
</tr>
<tr>
<td>Hoffarth recommended the board upgrade its discrimination policy to</td>
<td>Hoffarth</td>
<td>8/6/2018</td>
<td>Refer to Policy Review Committee.</td>
</tr>
<tr>
<td>include protections for students and staff for sexual orientation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and gender identity and expression.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consideration of developing a spreadsheet for the board regarding</td>
<td>Mikula</td>
<td>11/13/2018</td>
<td></td>
</tr>
<tr>
<td>core competencies similar to what is used by Jamestown.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review contract for District legal counsel</td>
<td>Flynn</td>
<td>1/7/2019</td>
<td></td>
</tr>
<tr>
<td>Administration investigate nonmonetary credit for student board</td>
<td>Douthit</td>
<td>1/21/2019</td>
<td></td>
</tr>
<tr>
<td>members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration look at transportation costs regarding bussing</td>
<td>Shabb</td>
<td>1/21/2019</td>
<td>Scheduled as discussion item for April 8 School Board meeting.</td>
</tr>
<tr>
<td>Review School Board Policy 4300 (Early Retirement of Professional</td>
<td>Mikula</td>
<td>2/11/2019</td>
<td></td>
</tr>
<tr>
<td>Staff Members)</td>
<td>Palmiscno</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The role of the School Resource Officer</td>
<td>Shabb</td>
<td>2/11/2019</td>
<td>Scheduled as discussion item for April 23, School Board meeting.</td>
</tr>
<tr>
<td>Discussion on how the District approaches its bullying policy</td>
<td>Hoffarth</td>
<td>2/25/2019</td>
<td></td>
</tr>
<tr>
<td>Discussion with the student school board members about how the</td>
<td>Hoffarth</td>
<td>4/8/2019</td>
<td></td>
</tr>
<tr>
<td>Board can engage the student body at the schools that they are</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>representing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Look at a social media policy.</td>
<td>Hoffarth</td>
<td>4/8/2019</td>
<td></td>
</tr>
<tr>
<td>An overview of the Indian Education programs to include the</td>
<td>Shabb</td>
<td>5/28/19</td>
<td></td>
</tr>
<tr>
<td>coordinator’s duties.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Some rationale about why Grand Forks Public Schools is in session</td>
<td>Lunn</td>
<td>5/28/19</td>
<td></td>
</tr>
<tr>
<td>when other schools in the area are not.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Topic</th>
<th>Requested By</th>
<th>Date</th>
<th>Links provided in 7/26/18 Friday Focus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refresher for board members regarding open meetings and open records</td>
<td>Mikula</td>
<td>7/16/2018</td>
<td></td>
</tr>
<tr>
<td>law.</td>
<td></td>
<td></td>
<td>Add to 8/6/18 Board agenda as discussion topic - Bus Transportation Contract</td>
</tr>
<tr>
<td>Follow-up discussion on suggestions made during discussion of the</td>
<td>Hoffarth</td>
<td>7/16/2018</td>
<td>Update - Gerhardt to lead.</td>
</tr>
<tr>
<td>transportation contract, i.e., the length of time students are on a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>bus, costs, cameras, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consideration be given to the order of the next meeting in order</td>
<td>Shabb</td>
<td>8/6/2018</td>
<td>Refer to Administration - The agenda item has been placed at the end of the</td>
</tr>
<tr>
<td>to accommodate the book study work session so that people who are</td>
<td></td>
<td></td>
<td>meeting. A sign will be posted on You Tube that the board is engaged in a</td>
</tr>
<tr>
<td>watching will know when to re-join the meeting.</td>
<td></td>
<td></td>
<td>book study and that the meeting will adjourn immediately following the book</td>
</tr>
<tr>
<td>Information on the per school allocation [for supplies].</td>
<td>Hoffarth</td>
<td>8/20/2018</td>
<td>Information provided in 8/24/18 Friday Focus.</td>
</tr>
<tr>
<td>Redistrict area between 32nd Avenue South, Washington Street, 40th</td>
<td>Flynn</td>
<td>7/16/2018</td>
<td>Discussed @ 10-3-18 Facilities Committee Meeting. If considered, will be done</td>
</tr>
<tr>
<td>Avenue South, and South 20th Street from Viking Elementary School to</td>
<td></td>
<td></td>
<td>as a district-wide consideration.</td>
</tr>
<tr>
<td>Discovery Elementary School.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion on what is the function of a board.</td>
<td>Lunn</td>
<td>7/16/2018</td>
<td>Presentation by District Legal Counsel scheduled for 10/22/18 meeting.</td>
</tr>
<tr>
<td>Presentation to the board to reiterate what the open meetings</td>
<td>Mikula</td>
<td>8/20/2018</td>
<td>Presentation by District Legal Counsel scheduled for 10/22/18 meeting.</td>
</tr>
<tr>
<td>laws mean to the board.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review Policy that puts cap on the number of times a board member</td>
<td>Flynn</td>
<td>7/16/2018</td>
<td>Reviewed by 8000 Series Policy Review Committee on December 20, 2018.</td>
</tr>
<tr>
<td>may attend conferences that are paid for by the district.</td>
<td></td>
<td></td>
<td>Recommendation considered at January 7, 2019 School Board meeting.</td>
</tr>
</tbody>
</table>
The Board President and Superintendent will determine the best method of response to Board requests for future consideration.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Requested By</th>
<th>Date</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update on legislative bills and issues</td>
<td>Flynn</td>
<td>1/7/2019</td>
<td>Periodic updates will be provided in Friday Focus and at school board meetings. Individuals may also sign up for weekly updates on the Legislature's web page.</td>
</tr>
<tr>
<td>Follow-up discussion on Middle School special topics courses.</td>
<td>Shabb</td>
<td>7/16/2018</td>
<td>Scheduled as discussion item for March 11 School Board meeting.</td>
</tr>
</tbody>
</table>
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