

**ORGANIZATIONAL MEETING OF THE SCHOOL BOARD  
GRAND FORKS AIR FORCE BASE PUBLIC SCHOOL DISTRICT #140  
Tuesday, July 17, 2018 – 12:00 p.m.  
Nathan F. Twining Elementary and Middle School  
1422 Louisiana Street, Grand Forks Air Force Base, ND**

TO THE MEMBER ADDRESSED:

Notice is hereby given that the School Board of Grand Forks Air Force Base Public School District #140 will meet on the above date and time at Nathan F. Twining Elementary and Middle School, 1422 Louisiana Street, Grand Forks AFB, ND.

 7.12.18  
Edwin J. Gerhardt, Business Manager

**AGENDA**

**I. Superintendent of Schools as Presiding Officer**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE, & ORGANIZATION OF THE BOARD**

- A. Declaration of 2018-2019 School Board
- B. Election of President of the School Board  
School Board President as Presiding Officer
- C. Election of Vice President of the School Board

**II. APPROVAL OF AGENDA**

**III. APPROVAL OF MINUTES**

- A. May 15, 2018

**IV. CITIZEN COMMENTS (non-agenda items)**

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

**V. SUPERINTENDENT'S RECOMMENDATIONS FOR DISCUSSION**

- 1. School Board Self-Assessment for 2017-2018
- 2. Declaration of Potential Conflict of Interest Relating to Committees
- 3. School Board Committee & Liaison Interest Survey
- 4. Committee Reports
- 5. Technology Devices for School Board

**VI. SUPERINTENDENT'S RECOMMENDATIONS FOR ACTION**

- 1. School Board Regular Meeting Schedule for 2018-2019

**VII. OTHER**

- 1. Announcements
- 2. Board Requests for Future Consideration

**VIII. ADJOURNMENT**

Any person who requires an auxiliary aid or service to allow access or participation at a school board meeting is asked to notify the superintendent's office (787-4880) at least one day before the meeting.



*Mission Statement*  
Grand Forks Public Schools will provide an environment of educational excellence that engages all learners to develop their maximum potential for community and global success.

---

Mark Sanford Education Center  
PO Box 6000 (58206-6000)  
2400 47<sup>th</sup> Avenue South (58201-3405)  
Grand Forks, ND  
www.gfschools.org

Edwin J. Gerhardt  
Business Manager  
Department Phone: 701.787.4885  
Direct Phone: 701.746.2205, Ext. 7126  
Fax: 701.772.7739  
egerhardt210@mygfschools.org

## MEMORANDUM

To: Grand Forks Air Force Base School Board

From: Ed Gerhardt, Business Manager

A handwritten signature in black ink, appearing to be "EJG", is positioned to the right of the "From:" line.

RE: Declaration of 2018-2019 School Board

Date: July 17, 2018

---

The following is a list of the membership and term of each member of the Grand Forks Air Force Based Public School District #140 School Board for 2018-2019:

<u>Board Member</u>	<u>Term Expires</u>
Lewis Isassi	June 2019
Branden Shepperd	June 2019
Kevin Whitney	June 2020
Misty Brustad	June 2021
Elizabeth Meihaus	June 2021

**GRAND FORKS AIR FORCE BASE SCHOOL BOARD**  
**GRAND FORKS AIR FORCE BASE PUBLIC SCHOOL DISTRICT #140**  
**REGULAR MEETING MINUTES**  
**May 15, 2018**

The school board of Grand Forks Air Force Base Public School District #140 met in regular session on Tuesday, May 15, 2018, at Nathan F. Twining Elementary and Middle School with President Elizabeth Meihaus presiding.

**Board Members Present:** Lewis Isassi, Elizabeth Meihaus, Branden Shepperd, and Cindy Thiel.

**Board Members Absent:** Kevin Whitney.

**Others Present:** Jody Thompson, Assistant Superintendent of Teaching and Learning, Business Manager Ed Gerhardt, Military Liaison 319<sup>th</sup> Mission Support Group Lt. Col. M. Scott Stanford, and Meeting Secretary Cindy Johnson.

**Call to Order and Pledge of Allegiance.**  
The meeting was called to order at 12:02 p.m. and the Pledge of Allegiance was recited.

**Preview of Agenda.** No corrections or additions were reported.

**Approval of Agenda.** It was moved by Isassi and seconded by Thiel to approve the agenda as written. Motion carried with all members present voting aye. Absent: Shepperd and Whitney.

**Approval of Minutes.** It was moved by Isassi and seconded by Thiel to approve the minutes of the April 17, 2018, meeting as written. Motion carried with all members present voting aye. Absent: Shepperd and Whitney.

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

Branden Shepperd joined the meeting at 12:09 p.m.

**Technology Report.** Dr. Joel Schleicher, Technology Director, gave an update on student learning with technology as it related to the

GFPS Strategic Plan. Included in the update was an overview of the four instructional priorities from the 2016-2019 GFPS Technology Plan. These were accessibility for devices for learning, professional learning and technology support, digital citizenship, and network infrastructure.

**Monthly Enrollment Report.** Thompson reported that as of April 30, 2018, there were 201 students in grades K-5 and 77 students in grades 6-8 at Twining School, for a combined total of 278 students. This is a decrease of three students as compared to April 2017. There were 50 students who live on base that attend Grand Forks Central High School, and no students who live on base that attend Red River High School or Community High School. In addition, there were 55 elementary students, 17 middle school students, and 22 high school military students who live off base that attend Grand Forks Public Schools. Eight seniors will graduate from Grand Forks Central High School.

**School Board Self-Assessment.** This item was postponed to the July meeting.

**Committee Reports.** Thiel reported on the May 10 Health Insurance Committee meeting. The current carrier, CCStpa, will be retired, which means GFPS must make a choice for a different health insurance carrier for next year. The committee voted to select Medica as the GFPS insurance carrier for 2018-2019. As compared to the current premium, employees who choose Medica's Passport model will experience an approximate 2% premium increase and employees who choose Medica's ACO model will experience an approximate 6.2% premium decrease.

**Announcements.** Recognition of School Board Members. Cindy Thiel was recognized for her service to the school board. Her term will expire June 30, 2018.

Kathryn Thomas, School Secretary, was also recognized for her work. She has resigned and is leaving the area the end of May.

**Board Requests for Future Consideration.**

None.

**Adjournment.** There being no further business, the meeting was declared adjourned at 12:32 p.m.

**APPROVED** \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Elizabeth Meihaus, President

\_\_\_\_\_  
Edwin J. Gerhardt, Business Manager

DRAFT



*Mission Statement*  
Grand Forks Public Schools will provide an environment of educational excellence that engages all learners to develop their maximum potential for community and global success.

Mark Sanford Education Center  
PO Box 6000 (58206-6000)  
2400 47<sup>th</sup> Avenue South (58201-3405)  
Grand Forks, ND  
www.gfschools.org

Dr. Terry Brenner  
Superintendent of Schools  
Phone: 701.787.4880  
Fax: 701.772.7739  
tbrenner270@mygfschools.org

## MEMORANDUM

TO: Grand Forks Air Force Base School Board  
FROM: Dr. Terry Brenner, Superintendent of Schools *TB*  
DATE: July 17, 2018  
SUBJECT: Declaration of Potential Conflict of Interest

In recent years, Grand Forks Public Schools' legal counsel has provided various letters of opinion regarding school board member potential conflict of interest as defined by N.D.C.C. 15.1-07-17. The most recent opinion, dated February 15, 2010, is attached.

These opinions relate that any potential conflict of interest of an individual board member be addressed when a matter is on the agenda and before the board for consideration. The exception would be with the annual appointment of committees. Any potential conflict of interest could be considered at the time of committee appointment.

Based upon school district legal counsel advice, the following process is to be followed:

1. A board member may either state that he/she has a conflict of interest regarding the matter or reveals facts to the board which the board member feels might constitute a conflict of interest.
2. If the board member has stated that the member considers the facts to create a conflict, then the member does not and should not vote or participate in discussions regarding the matter. The exception to this would be that some other board member may feel that the facts stated do not constitute a conflict and that member may make a motion, followed by a second, that the facts do not constitute a conflict. If the board decides by a majority vote that the facts do not constitute a conflict then the member should vote. If the vote on the motion fails to pass by a majority of the voting members, the member should not discuss or vote on the matter and the board should proceed to consider the agenda item.
3. In a situation where the member declares a conflict and the board does not dispute the fact that a conflict exists by motion and discussion before the board, or on motion agrees that there is a conflict, the board may consider a motion brought by another board member asking **for unanimous consent of all other board members**, and such consent is obtained, the conflicted member may discuss and vote on the matter. If such a motion is brought before the board and all other board members are not present or cannot be contacted to give their consent, then the requirements of the statute are not met and the member may not participate or vote.
4. The board should then proceed to consider the item on the agenda. Of course it is possible that some board member may move to table the item for some future meeting in order to provide an opportunity to get a unanimous vote to allow a conflicted member to vote."

As an individual school board member, please be prepared to disclose any potential conflict of interest as defined in 15.1-07-17 N.D.C.C. as may be related to any potential committee appointments for 2018-2019.

Should you have any questions, please contact me.

cj  
Attachment

**FISHER, OLSON & JUNTUNEN, LTD.**

LAWYERS  
GRAND FORKS, NORTH DAKOTA  
58206-5788

PATRICK W. FISHER  
RICHARD W. OLSON\*  
MICHAEL E. JUNTUNEN  
JOHN B. WANGBERG\*

[pfisher@rrv.net](mailto:pfisher@rrv.net)

P.O. BOX 5788  
315 1ST AVENUE NORTH  
(701) 775-4688  
FAX (701) 775-2440

February 15, 2010

\*ALSO LICENSED IN MN

Dr. Larry Nybladh  
Grand Forks Public Schools  
P.O. Box 6000  
Grand Forks, ND 58206-6000

Re: Conflict of Interest; 15.1-07-17 N.D.C.C.

Dear Dr. Nybladh:

You asked for further clarification and guidance in regard to the procedure to be followed if a board member declares that he or she has a conflict of interest. Section 15.1-07-17 provides:

**“§ 15.1-07-17. School district contracts--Conflict of interest--Penalty**

1. A school board member or other school officer who has a conflict of interest in any contract requiring the expenditure of school funds shall disclose the conflict to the board and may not participate in any discussions or votes regarding that contract without the consent of all other board members.
2. For purposes of this section, a conflict of interest means the personal, professional, or pecuniary interest of an individual, the individual's spouse or relative, or the individual's business or professional associate.
3. Any person who violates this section is guilty of a class A misdemeanor.”

Please see my letter of April 22, 2009 for a discussion of this matter. By way of further explanation I offer the following:

1. A board member may either state that he/she has a conflict of interest regarding the matter or reveals facts to the board which the board member feels might constitute a conflict of interest.
2. If the board member has stated that the member considers the facts to create a conflict, then the member does not and should not vote or participate in discussions regarding the matter. The exception to this would be that some

other board member may feel that the facts stated do not constitute a conflict and that member may make a motion, followed by a second, that the facts do not constitute a conflict. If the board decides by a majority vote that the facts do not constitute a conflict then the member should vote. If the vote on the motion fails to pass by a majority of the voting members, the member should not discuss or vote on the matter and the board should proceed to consider the agenda item.

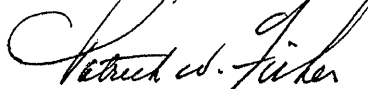
3. In a situation where the member declares a conflict and the board does not dispute the fact that a conflict exists by motion and discussion before the board, or on motion agrees that there is a conflict, the board may consider a motion brought by another board member asking for **unanimous consent of all other board members**, and such consent is obtained, the conflicted member may discuss and vote on the matter. If such a motion is brought before the board and all other board members are not present or cannot be contacted to give their consent, then the requirements of the statute are not met and the member may not participate or vote.
4. The board should then proceed to consider the item on the agenda. Of course it is possible that some board member may move to table the item for some future meeting in order to provide an opportunity to get a unanimous vote to allow a conflicted member to vote.

I also wish to make the point that there is no requirement for the board to consider by motion as to whether or not the declared conflict is actually a conflict (it may simply accept the board members declaration) nor is it mandatory that a motion be made for unanimous consent of the board to allow participation of the conflicted member where a conflict is either declared by the member or determined by majority vote to exist.

If any further clarification is needed, please feel free to contact me.

Very truly yours,

FISHER, OLSON & JUNTUNEN, LTD.



Patrick W. Fisher

PWF:jd



A great place to grow and learn!

*Mission Statement*

*Grand Forks Public Schools will provide an environment of educational excellence that engages all learners to develop their maximum potential for community and global success.*

Mark Sanford Education Center  
PO Box 6000 (58206-6000)  
2400 47<sup>th</sup> Avenue South (58201-3405)  
Grand Forks, ND  
www.gfschools.org

Dr. Terry Brenner  
Superintendent of Schools  
Phone: 701.787.4880  
Fax: 701.772.7739  
tbrenner270@mygfschools.org

## MEMORANDUM

TO: Grand Forks Air Force Base School Board  
FROM: Dr. Terry Brenner, Superintendent of Schools *TB*  
DATE: July 17, 2018  
SUBJECT: School Board Committee & Liaison Interest Survey

---

Current practice for making school board committee appointments and district liaison assignments is board members indicate an interest to serve, followed by the school board president and superintendent making the appointment or assignment.

Attached is the School Board Committee & Liaison Interest Survey for 2018-2019. Please complete and return this interest survey to Cindy Johnson by Monday, July 23.

If you have any questions, please contact me.

cj  
Attachment



**PLEASE COMPLETE AND RETURN THIS SURVEY TO CINDY JOHNSON BY MONDAY, JULY 23.**



\_\_\_\_\_  
Board Member Name

**Grand Forks Air Force Base School Board  
Committee and Liaison Interest Survey - 2018-2019**

1. School Board Committee appointments and District and Community Liaison assignments are made by the school board president and superintendent. Please circle below the committees and liaisons that you are interested in serving on for the school year 2018-2019.

**Standing Committees:**

- A. Agreement between Districts Committee (President and Vice President serve as per the Agreement)
- B. District #140 Policy Review Committee (all board members serve on this committee)

2. **District Liaison Assignments:**

Per the Joint Powers Agreement between Grand Forks Public School District #1 and GFafb Public School District #140, *"The Boards will have an advisory non-voting representative on each other's Board to foster extended communication. They shall work together to develop common plans and directions for the future operations of the Districts. Voting membership is not permitted because of legal residency requirements.*

- A. Facilities Committee (one appointment open)
- B. Finance Committee (one appointment open)
- C. Health Insurance Committee (one appointment open)
- D. District #1 Policy Review Committee (one appointment open for each series - circle your preferred series)
  - a. 1000 Series - Community
  - b. 2000 Series - Administration
  - c. 3000 Series - Business
  - d. 4000 Series - Personnel
  - e. 5000 Series - Students
  - f. 6000 Series - Instruction
  - g. 7000 Series - Facilities
  - h. 8000 Series - Internal Board Operations
- E. Superintendent's Evaluation Committee (one appointment open)

**Community Liaison Assignments:**

- A. Liaison to the GF School Board for August through May meetings (check your preferred months):  
 August       October       December       February       April  
 September       November       January       March       May
- B. Grand Forks Substance Abuse Prevention Coalition, aka SAPC (one assignment open)

3. Please disclose any potential conflict of interest as it may relate to any committee appointment or liaison assignment.

4. Please include any information that would be helpful in determining committee appointments and liaison assignments, for example, educational background, work experience, special skill, etc.




A great place to grow and learn!

*Grand Forks Public Schools will provide an environment of educational excellence that engages all learners to develop their maximum potential for community and global success.*

Mark Sanford Education Center  
PO Box 6000 (58206-6000)  
2400 47<sup>th</sup> Avenue South (58201-3405)  
Grand Forks, ND  
www.gfschools.org

Dr. Joel Schleicher, Executive Director  
Technology Department  
Department Phone: 701.787.4870  
Direct Phone: 701.746.2205, Ext. 7122  
Fax: 701.772.7739  
jschleicher290@mygfschools.org

## MEMORANDUM

TO: GFAFB School Board Members  
FROM: Dr. Joel Schleicher, Executive Director of Technology   
SUBJECT: Technology Devices for School Board  
DATE: July 17, 2018

For the past 8 or more years, the Grand Forks Public Schools Technology Department has issued a laptop to each member of the school board. The issued laptop is used to access the district email account and electronic files including the board packet. Recently, some school board members have chosen to bring their own device.

The Technology Department strives to be responsive to the device needs of our students, therefore we must also meet the device needs of the school board. Options could include any device that our students and teachers currently use (MacBook Air, PC/HP, iPad, Chromebook) or continuing the option of school board members to bring their own device. The agenda on Tuesday, July 17, 2018 includes a discussion of school board devices.



*Mission Statement*  
Grand Forks Public Schools will provide an environment of educational excellence that engages all learners to develop their maximum potential for community and global success.

---

Mark Sanford Education Center  
PO Box 6000 (58206-6000)  
2400 47<sup>th</sup> Avenue South (58201-3405)  
Grand Forks, ND  
www.gfschools.org

Dr. Terry Brenner  
Superintendent of Schools  
Phone: 701.787.4880  
Fax: 701.772.7739  
tbrenner270@mygfschools.org

## MEMORANDUM

TO: Grand Forks Air Force Base School Board  
FROM: Dr. Terry Brenner, Superintendent of Schools *TB*  
DATE: July 17, 2018  
SUBJECT: 2018-2019 School Board Regular Meeting Schedule

---

The current practice for regular meetings of the Grand Forks Air Force Base School Board has been to meet once each month, except for the months of January and June. Typically, the meetings are held on the third Tuesday of the month beginning at 12:00 p.m. at Nathan F. Twining Elementary and Middle School. The November meeting is held jointly with the Grand Forks School Board, during which a tour of Twining School is conducted. During the month of January in each even numbered year, a second meeting is held jointly with the Grand Forks School Board to conduct a public forum as required by North Dakota Century Code 15.1-07-26. Typically, the school board does not meeting in the month of June.

The proposed school board regular meeting schedule for 2018-2019 is based upon the established regular meeting format.

Administrative recommendation is to approve the proposed schedule for regular meetings of the Grand Forks Air Force Base School Board for 2018-2019.

cj  
Attachment

Grand Forks Air Force Base School Board  
Grand Forks Air Force Base Public School District #140  
2018-2019 Regular Meeting Schedule

**DRAFT**

DAY	DATE	TIME	LOCATION
Tuesday	July 17, 2018	12:00 p.m.	Nathan F. Twining Elementary and Middle School 1422 Louisiana St, Grand Forks AFB
Tuesday	August 21, 2018	12:00 p.m.	Nathan F. Twining Elementary and Middle School
Tuesday	September 18, 2018	12:00 p.m.	Nathan F. Twining Elementary and Middle School
Tuesday	October 16, 2018	12:00 p.m.	Nathan F. Twining Elementary and Middle School
Monday	November 26, 2018	5:30 p.m. Tour 6:05 p.m. Meeting	Nathan F. Twining Elementary and Middle School
Tuesday	December 18, 2018	12:00 p.m.	Nathan F. Twining Elementary and Middle School
Tuesday	January 15, 2019	12:00 p.m.	Nathan F. Twining Elementary and Middle School
Tuesday	February 19, 2019	12:00 p.m.	Nathan F. Twining Elementary and Middle School
Tuesday	March 19, 2019	12:00 p.m.	Nathan F. Twining Elementary and Middle School
Tuesday	April 16, 2019	12:00 p.m.	Nathan F. Twining Elementary and Middle School
Tuesday	May 21, 2019	12:00 p.m.	Nathan F. Twining Elementary and Middle School
	June – No Meeting		
<b>2018-2019 Annual Meeting (tentative):</b>			
Tuesday	July 16, 2019	12:00 p.m.	Nathan F. Twining Elementary and Middle School