

**GRAND FORKS SCHOOL BOARD  
GRAND FORKS PUBLIC SCHOOL DISTRICT #1  
REGULAR MEETING MINUTES  
December 10, 2018**

The school board of Grand Forks Public School District #1 held a regular meeting on Monday, December 10, 2018, at the Mark Sanford Education Center with President Bill Palmiscno presiding.

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

**Board Members Absent:** Cynthia Shabb.

**Others Present:** Student Board Members Riley Thoreson and Anastasia Usatii, Superintendent Dr. Terry Brenner, Associate Superintendent Jody Thompson, Assistant Superintendent Catherine Gillach, Business Manager Ed Gerhardt, Business Manager Scott Berge, GFAFB School Board Liaison Elizabeth Meihaus, GFEA President Amanda Weston Caillier, 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 Lunn to approve the agenda as written. Motion carried with all Board members present voting aye. Absent: Shabb.

**Celebrating Success.** Jon Strandell, Grand Forks Central High School Associate Principal, and Teacher Bridget Ryberg shared their success with English language arts interventions at their school.

**Approval of Minutes.** It was moved by Spivey and seconded by Hoffarth to approve the November 26, 2018, minutes as written. Motion carried with all Board members present voting aye. Absent: Shabb.

**Citizen Comments (non-agenda items).** Tauna Young, 3850 15<sup>th</sup> Avenue South, Grand

Forks, ND 58201, spoke to the Board about the District's transportation policy, specifically the lack of free bussing.

**Review School Board Norms.** The School Board Meeting Norms were provided in the agenda packet for review.

**2018-2019 School Board Agenda Planning.** The Superintendent's internal working document that is used to develop school board meeting agendas for the remainder of this fiscal year was shared. This document will be included in future agenda packets along with the future requests matrix.

**Produce Distributor Food Award.** Emily Karel, Child Nutrition Program Director, explained the bid process and criteria for the produce distributor food award. Administrative recommendation is to approve Sysco North Dakota as the produce distributor for the second half 2018-2019 school year.

It was moved by Spivey and seconded by Carpenter to approve Sysco of North Dakota as the produce distributor for the second half of the 2018-2019 school year at a total price as bid with incentive of \$137,740.65. Motion carried with all Board members present voting aye. Absent: Shabb.

**Finance Committee Report.**  
**Audited Financial Statements for the Year Ended June 30, 2018.** Brady Martz Auditor Brian Opsahl reported on the audits for Grand Forks Air Force Base Public School District No. 140 and Grand Forks Public School District No. 1, which were reviewed in detail by the Finance Committee on November 19. He reported that both districts received an unmodified opinion, which is a clean, good opinion, and that there were no difficulties or disagreements with management in performing the audits and no findings, no deficiencies, or material weaknesses for both districts in the Yellowbook report and

the single audit reports for Title I and Impact Aid.

As of June 30, 2018, the total general fund balance for District No. 1 was \$18,546,138 (approximately 18% of general fund expenditures) which is right in the middle of the auditor's expectations (15-20%) for a healthy fund balance.

As of June 30, 2018, District No. 140's net position was \$3,248,231 of which \$389,786 is restricted for capital projects.

It was moved by Carpenter and seconded by Douthit to approve the audited financial statements for the year ended June 30, 2018, for Grand Forks Public School District No. 1. Motion carried with all Board members present voting aye. Absent: Shabb.

It was moved by Lunn and seconded by Carpenter to approve the audited financial statements for the year ended June 30, 2018, for Grand Forks Air Force Base Public School District No. 140. Motion carried with all Board members present voting aye. Absent: Shabb.

Appointment to Local Government Advisory Committee. With the pending retirement of Ed Gerhardt, it is necessary to appoint an individual to replace his seat on the Local Government Advisory Committee. Committee and Administrative recommendation is for approval of a new appointee. Lunn nominated Flynn. There were no other nominations.

It was moved by Lunn and seconded by Douthit to appoint Amber Flynn to the Local Government Advisory Committee. Motion carried with all Board members present voting aye. Absent: Shabb.

Facilities Update and Consideration of Funding Request. This item was combined with the Facilities Committee Report.

#### **Facilities Committee Report.**

Shared Parks and Facilities Use Agreement. It was reported that revisions were made to the agreement and reviewed by the District's legal counsel. It was moved by Douthit and seconded by Lunn to approve the Shared Parks and Facilities Use Agreement as presented. Motion carried with all Board members present voting aye. Absent: Shabb.

PreK-12 Education Model Committee Report. Douthit and Mikula reported on the November 14 meeting of this committee. The next phase is to prioritize campus and classroom essentials that were identified at the meeting.

Alternative Education Space. Douthit reported that new space for alternative education for special needs students has been found in the Grand Forks Herald building and that the Facilities Committee is recommending the District enter into a two-year lease for that space.

Dr. Tricia Lee, Special Education Director, explained that the program is a transitional program for special needs students that is supported by the Department of Public Instruction. Lee said the goal is always to get the students back to their regular school.

Chris Arnold, Buildings & Grounds Director, reported that upon review of the agreement by the District's legal counsel, administration is now recommending the agreement not be considered at this time. He will work with the lessor to revise the agreement as recommended by the District's legal counsel. The proposed agreement will be brought back to the Board later.

Facilities Update and Consideration of Funding Request. Arnold informed that Board that a boiler failed at Grand Forks Central High school this past weekend. The boiler at Schroeder Middle School is also in need of repair. He reported there is several other repair and maintenance projects that need urgent attention; however, there is not enough funds in the Buildings & Grounds allocation to pay for them. The Finance Committee met on November 19 and the Facilities Committee met on December 3. Together both committees recommend an additional \$1.9M from the general fund be allocated for emergency and urgent repair and maintenance projects.

It was moved by Lunn and seconded by Spivey to declare that an emergency situation exists with regard to the replacement/repair of the boilers at Grand Forks Central High School and Elroy H. Schroeder Middle School to allow the district to proceed as soon as possible. Motion carried with all Board members present voting aye. Absent: Shabb.

It was moved Mikula and seconded by Hoffarth to amend the 2018-2019 budget by allocating an additional \$1.9M from the general fund to use for emergency and urgent repair and maintenance projects. It was noted that administration would prioritize the projects. Carpenter said that the Board should be informed of any deviations from the projects lists that were considered at this meeting. Motion carried with all Board members present voting aye. Absent: Shabb.

**Directors Contract Bargaining Committee Report.** Director Negotiated Agreement for 2018-2019 and MOU relating to the Compensation Study and Salary Schedule Implementation. Spivey reported that the Directors Contract Bargaining Committee and Grand Forks Directors' Association reached tentative agreement on a one-year agreement for the 2018-2019 contract year and MOU regarding the implementation of a compensation study and salary schedule for the 2019-2020 contract year. Included in the Agreement is a 5% increase to the base salary for all Directors, except the Buildings & Grounds Director who would receive a 10% increase to the base salary. Other changes are delineated in the Agreement.

Flynn questioned language in the Agreement that requires Directors to purchase an additional \$50,000 in life insurance. Following discussion, it was moved by Lunn and seconded by Spivey to amend the Agreement by changing the word "shall" to "may" with regard to purchasing additional life insurance. Motion carried with all Board members present voting aye. Absent: Shabb.

It was moved by Lunn and seconded by Spivey to approve the Director Negotiated Agreement for 2018-2019 as amended and the Memorandum of Understanding (MOU) relating to the Compensation Study and Salary Schedule Implementation. Motion carried with all Board members present voting aye. Absent: Shabb.

**Principals Contract Bargaining Committee Report.** Principals and Associate Principals Negotiated Agreement for 2018-2019 and MOU relating to the Compensation, Enrollment Factor, and Contractual Language Study. Carpenter reported that the Principals Contract Bargaining

Committee and Grand Forks Principals' Association reached tentative agreement on a one-year agreement for the 2018-2019 contract year and MOU regarding the Compensation, Enrollment Factor, and Contractual Language Study. The Agreement reflects a 3% increase to the base salary in addition to the step increase. Other changes are delineated in the Agreement.

It was moved by Lunn and seconded by Douthit to approve the Principals and Associate Principals Negotiated Agreement for 2018-2019 and Memorandum (MOU) relating to the Compensation, Enrollment Factor, and Contractual Language Study. Motion carried with all Board members present voting aye. Absent: Shabb.

**Business Manager Contract for 2018-2019.** Dr. Brenner explained the administrative recommendation for a 3% salary increase and other changes as reflected in the proposed contract. Brenner pointed out that it would be effective only for one-half of the year since Mr. Gerhardt is retiring at the end of December.

Flynn pointed out inconsistencies in the life insurance language. It was noted that language in all the agreements should indicate that additional coverage is optional and that the sentence, "The total coverage shall be \$100,000." should be deleted.

It was moved by Lunn and seconded by Flynn to approve the Business Manager contract for 2018-2019 as amended. Motion carried with all Board members present voting aye. Absent: Shabb.

**Associate Superintendent of Elementary Education Contract for 2018-2019.** Dr. Brenner explained the administrative recommendation for a 3% salary increase and other changes as reflected in the proposed contract.

Flynn pointed out that the sentence, "The total coverage shall be \$100,000." should be deleted.

It was moved by Douthit and seconded by Carpenter to approve the Associate Superintendent of Elementary Education contract for 2018-2019 as amended. Motion carried with all Board members present voting aye. Absent: Shabb.

**Curriculum Proposals and Deletion.**

Gillach reported that the proposal to add the Introduction to Computing Essentials and Interior Design courses and to drop the Early Childhood Education course was reviewed at the November 26 School Board meeting. Administration recommendation is for approval.

It was moved by Hoffarth and seconded by Mikula to approve the addition of the Introduction to Computing Essentials and Interior Design courses and to drop the Early Childhood Education course as requested. Motion carried with all Board members present voting aye. Absent: Shabb.

**Consent Agenda.**

It was moved by Lunn and seconded by Carpenter to approve the consent agenda as follows: Teacher Appointments for Linda Jenkins (salary \$32,675) and Cathy Williams (salary \$34,299), effective January 3, 2019; and resignation of Danika Demers, effective October 9, 2018. Motion carried with all Board members present voting aye. Absent: Shabb.

**General Fund Financial Statement.**

Gerhardt reported for the period of July 1, 2018 through November 30, 2018, total general fund revenues were \$41,273,372 and total general fund expenditures were \$31,774,307 resulting in an excess of revenues over expenses of \$9,499,065.

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

This being Gerhardt's last Grand Forks School Board meeting, he was thanked for his service with a round of applause.

**Announcements.** It was announced that several signatures were needed from Board members.

**Board Requests for Future Consideration.**

None.

**School Board Norms - How Did We Do?**

Palmiscno said that Board members did very well in following the school board norms.

**Book Study - Chapter 4.** This item was postponed.

**Adjournment.** There being no further business, the meeting adjourned at 8:05 p.m.

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

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Bill Palmiscno, President

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Edwin J. Gerhardt, Business Manager