

**GRAND FORKS SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
WORK SESSION MINUTES
April 17, 2019**

The School Board of Grand Forks Public School District #1 held a work session on Wednesday, April 17, 2019, at the Mark Sanford Education Center with President Bill Palmiscno presiding.

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

Board Members Absent: None.

Others Present: Student Board Member Anastacia Usatii, Superintendent Dr. Terry Brenner, Business Manager Scott J. Berge, Assistant Superintendent Catherine Gillach, GFAFB School Board Liaison Kevin Whitney, and Executive Secretary Cindy Johnson.

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

Approval of Agenda. It was moved by Lunn and seconded by Douthit to approve the agenda as written. Motion carried with all Board members in attendance voting aye. Absent: Flynn and Mikula.

Demographer's Report on Projected School Enrollments. Dr. Brenner introduced Rob Schwarz, owner and principal planner of RSP & Associates. Schwarz typically reports to the Board in late May or early June, however, given the Facilities Committee work and the implications that new and emerging data have on that work, Schwarz was asked to present his most recent demographic report as it relates to school enrollments over the next several years now.

Schwarz outlined the discussion points that he would be reporting on. These included an introduction about RSP & Associates, and a comprehensive look at enrollment and

demographics, development, enrollment projections, and next steps.

Mikula joined the meeting at 5:37 p.m.

Key considerations discussed included enrollment changes, trends, and projections, capacity disparity, and efficiency at the elementary level, and development opportunities within the district.

Flynn joined the meeting at 5:50 p.m.

Usatii joined the meeting at 5:55 p.m.

School Building Capacity Discussion and Analysis Option. Schwarz explained RSP's proposal to conduct a functional building utilization analysis of the district. The functional building utilization analysis is a method to identify the number of learners that can be reasonably accommodated by a school building by assessing physical capacity, operational capacity, and programmatic capacity. The cost range for this capacity study is \$38,250 to \$50,250.

Some board members questioned how RSP's study would be different from the master facilities assessment plan that was developed for the district by JLG Architects. Board members discussed that the JLG study focused on bricks and mortar and the physical capacity of the buildings while the RSP study would focus on the functional capacity of the buildings. Board members said that they were generally in favor of obtaining more data, but that it would be a challenge to combine both data sets because the data was both objective and subjective. Schwarz said that he envisioned RSP's study to be a companion document to the JLG study and that both would tie back to the things that need to be done in the buildings

It was determined that this topic would be added to the April 23 School Board meeting agenda for additional discussion and to the May 13 School Board meeting agenda for action.

Yearly Cost Analysis of School Buildings and Staffing Patterns. Business Manager Berge presented a detailed analysis of student enrollment as of February 28, 2019, staffing, salaries, and benefits for the current school year, and utility costs for the most recent 12 months for the District’s elementary schools within the Grand Forks city limits. Per student costs were calculated for salaries and benefits, building square footage, classified staff, total staff, utilities, and an overall total. Berge also calculated an annual savings of \$3,843,998 with improved efficiency if all schools’ costs averaged \$9,000 per student versus the actual average of \$10,171 per student.

Board members discussed how variables such as windows, building age, teachers’ years of experience, and aging HVAC systems affect utility costs. They also discussed how factors such as the number of specialized programs that require more staff affect the staffing ratios at each school.

Facilities Options Committee Update. Dr. Brenner reviewed the work of the PreK-12 Education Model Committee and a draft document that captures the themes and priorities of that committee’s work which when finalized will be turned over to the Facilities Options Committee. He also reviewed a draft communication inviting the public to be a part of the Facilities Options Committee that would be sent out through social media and traditional media. Dr. Brenner asked if the Board wanted to share all data such as the PreK-12 Education Model Committee summary document, the JLG master facilities assessment plan, and the RSP demographic information with the Facilities Option Committee. Board members agreed that all the data should be shared with the committee. Leadership, membership, and the selection of membership of the Facilities Option Committee were discussed. More details of a communication plan to inform the public of future community meetings, meeting agendas, and plans to seek out the best way that individuals wish to receive and obtain information was requested. It was determined that Cynthia Shabb would convene the Facilities Committee soon.

Adjournment. There being no further business, the meeting was adjourned at 8:21 p.m.

APPROVED _____
(Date)

Bill Palmiscno, President

Scott J. Berge, Business Manager