

**GRAND FORKS SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
REGULAR MEETING MINUTES
March 23, 2020**

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

The Grand Forks School Board met in regular session on Monday, March 23, 2020, with Bill Palmiscno presiding.

Board Members Present:

Bill Palmiscno, President/Voting Member
Amber Flynn, Vice President/Voting Member
Doug Carpenter, Voting Member
Jacqueline Hoffarth, Voting Member
Eric Lunn, Voting Member
Jeff Manley, Voting Member
Shannon Mikula, Voting Member
Cynthia Shabb, Voting Member (via phone)
Matt Spivey, Voting Member

Student Board Members Present:

Riley Thoreson, Non-voting Member
Oliver Wolfe, Non-voting Member

Board Members Absent:

None

Student Board Members Absent:

None.

Others Present:

Michelle Shepperd, GFAPB School Board Liaison
Dr. Terry Brenner, Superintendent of Schools
Scott J. Berge, Business Manager
Jody Thompson, Associate Superintendent of Elementary Education
Catherine Gillach, Assistant Superintendent of Secondary Education
Cindy Johnson, Executive Secretary

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

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

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

Citizen Comments (non-agenda items).

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

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

Facilities Taskforce Update. Dr. Brenner reported the March 26 Taskforce meeting is canceled. Tom Weber, Senior Business Consultant at SitemogIQ, sent information to the

Taskforce members outlining the process that will be followed when they cannot meet face-to-face. He also sent homework as it relates to contemporary education and ways to think about K-12 education. At this time, the April meeting will continue as scheduled.

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

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

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

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

Head Start Grant Application. Tracey Johnson, Head Start Director, requested approval of the 2019-2020 Second Year of the Five-Year Grant Narrative and Budget Justification for \$2,667,685. This includes \$2,634,404 for Program Operation, \$33,281 for Training and Technical

Assistance, and \$666,922 for Non-Federal Share. The Head Start Policy Council unanimously approved the proposed budget and annual goals and objectives on March 10. Included in the agenda packet was information about the Head Start Program, budget details, enrollment, program locations, and major goals for the next year.

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

Summer School Program. This topic was postponed.

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

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

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

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

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

First Reading of Policies. Shabb reported on the March 16 meeting of the Policy Review Committee during which committee members reviewed the Board's intent to move to adoption of the NDSBA's policy templates, requirements of our NDSBA Policy Services Total Template

Membership, a sampling of state and federal laws and other sources that the NDSBA legal team uses in developing its policy templates, NDSBA policy template descriptor codes, and several policies that were requested by board members to be reviewed. The Committee and Administrative recommendation is:

1. To complete a first reading of Policy BDAB, Savings Clause; Policy BDAA, Contracts Supersede Policy and Regulations; Policy BDA, Procedure for Adopting Board Policy; Policy CBAA, Administrative Regulations; and Policy BDBB, Retaining An Attorney as written. All of these policies will require a second reading for adoption at a subsequent meeting.
2. To complete a first reading of Policy 1001 School Calendar with the following changes: rename the policy to District Calendar; change the definition of Early Release Dates to mean a 1:00 p.m. and/or 1:30 p.m. dismissal; eliminate Late Start Dates in its entirety, and minor language edits made for consistency. This policy will require a second reading for adoption at a subsequent meeting.
3. To complete a first reading of Policy 4300, Early Retirement of Professional Staff Members, to add language to suspend the early retirement payment for professional staff members who have retired early under this policy and are re-hired in a contracted position and to add language to state that the policy will terminate at the end of the 2022-2023 fiscal year. This policy will require a second reading for adoption at a subsequent meeting.
4. To complete a first reading of Policy AAC, Nondiscrimination and Anti-Harassment Policy and Policy ACEA Bully Policy as written. These policies will require a second reading for adoption at a subsequent meeting.
 - a. At the subsequent meeting, Board Regulation AAC-BR will be recommended for adoption as a complementing policy to Policy AAC.
 - b. At the subsequent meeting, current Policies 4660 and 5660, Sexual Harassment; Policy 4661, Non-Discrimination on the Basis of Disability; Policies 4662 and 5662, Compliance with

Non-Discrimination Statutes; and Policy 4663, Compliance with Non-Discrimination Statutes-Grievance Procedure will be recommended to be rescinded.

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

Discussion points included the following:

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

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

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

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

It was moved by Lunn and seconded by

Carpenter to allow the administration to update the list of staff that is eligible for early retirement. Motion carried unanimously.

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

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

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

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

Discussion continued about consulting the NDSBA about whether this policy could be revised. Brenner said another option is to develop a board regulation to Mikula’s point that would complement the policy. Berge said some categories go under or over budget every year and questioned whether

that level of detail was needed in a policy. Flynn asked what the threshold for exceeding the budget would be. Shabb said the amendment sounded like a procedure and that she did not know if the procedure needed to be within a policy. Mikula clarified that the way the policy is written now, it could be an unusual amount that does not exceed the budget that requires board approval and what she is suggesting is that the board does not have to hear about it unless it is an unusual amount over the budgeted line item.

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

Original motion carried unanimously.

School Board Resolution Granting Emergency Powers to the Superintendent.

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

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

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

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

Board Requests for Future Consideration.

- Hoffarth recommended the amended discrimination policy and board regulation regarding retaining an attorney are placed

on the next agenda.

- Flynn requested information about how summer school might be used to capture some of the gaps that may be identified as a result of switching to online instruction and how students might catch up before the next school year.

School Board Norms - How Did We Do?

Palmiscno reported the board did a fine job in following its norms.

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

Approved _____
(Date)

Bill Palmiscno, President

Scott J. Berge, Business Manager