

**NOTICE OF SPECIAL MEETING OF THE SCHOOL BOARD  
GRAND FORKS PUBLIC SCHOOL DISTRICT #1  
Monday, July 24, 2023 - 6:00 PM  
Mark Sanford Education Center (Enter at West Door #3)  
2400 47th Avenue South, Grand Forks, ND**

The meeting will be broadcast live and archived at <https://www.youtube.com/c/GFSchools>.

**AGENDA**

*Please note the stated times per topic are approximate and intended only as a guide. Upon convening the meeting, agenda topics may begin earlier or later than their stated approximate time.*

- 6:00 pm    **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**  
              **2. SUPERINTENDENT'S RECOMMENDATIONS FOR ACTION**  
6:01 pm    A. Consent Agenda (Appointments and Resignations)  
6:02 pm    B. Approval of Valley Middle School, Central Kitchen, and Safety & Security Construction Manager at Risk  
6:07 pm    C. Cabinet Level Administrative Salary Recommendations  
6:12 pm    D. Consideration of School Board Committee and Community Liaison Appointments for 2023-2024  
6:17 pm    E. Consolidated Grant Application for 2023-2024 Federal Title Funding  
6:27 pm    **3. ADJOURNMENT**

*Persons with disabilities who may need assistance to access the meeting should call the superintendent's office at 787-4880 at least 24 hours prior to this meeting.*

## MEMORANDUM

TO: Grand Forks School Board  
FROM: Dr. Terry Brenner, Superintendent of Schools  
SUBJECT: Consent Agenda  
DATE: July 24, 2023



Many items of a routine nature can be handled as one item rather than spending additional time on each item. Therefore, the Consent Agenda has been developed for the school board's use to speed up the process of conducting its meetings. Items that may be listed on the Consent Agenda include:

- Appointments (excludes administrative appointments)
- Waivers of Years of Experience and 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)**
- Resignations**

**The administrative recommendation is for approval.**

cj  
Attachments



**Griffin Gillespie, SHRM-CP**  
Director of Human Resources

Department Phone: 701.787.4878  
Direct Phone: 701.746.2205, Ext. 7112  
Fax: 701.787.4350  
ggillespie080@mygfschools.org

## MEMORANDUM

TO: Dr. Terry Brenner, Superintendent  
FROM: Griffin Gillespie, Human Resources Director  
SUBJECT: Teacher Appointments  
DATE: July 24, 2023

GG

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 dates are listed for each employee.

Attachment

GG



Name: Sarah Hart  
Degree: MA +15  
Yrs of Exp: 4  
Salary: \$56,154.00 (188 days)  
Position: NEW  
Effective: August 22, 2023

Major: Communication Sciences & Disorders  
Assignment: Speech Language Pathologist  
Location: South Middle School

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Name: Jamie Voeller  
Degree: BA  
Yrs of Exp: 0  
Salary: \$46,977 (188 days)  
Position: Position Change  
Effective: August 22, 2023

Major: English Education  
Assignment: 50/50 Social Studies & Interventionist  
Location: Viking Elementary

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**Griffin Gillespie, SHRM-CP**  
Director of Human Resources

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## MEMORANDUM

TO: Dr. Terry Brenner, Superintendent  
FROM: Griffin Gillespie, Human Resources Director GG  
SUBJECT: Resignations  
DATE: July 24th, 2023

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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 letter of resignation from the following:**

Amy Robinson	Speech Language Pathologist	Phoenix Elementary School
Ashley Bisbee	6 <sup>th</sup> Grade Teacher	South Middle School
Blake Boen	Physical and Health Ed Teacher	Twining Elementary School
Jennifer Varriano	3 <sup>rd</sup> Grade Teacher	Twining Elementary School
Nichole Stroh	Work Experience Teacher	Community High School

**The teachers listed above have not signed their 2023-2024 teaching contract.  
Administrative recommendation is to approve the resignations effective June 2, 2023.**

Attachments  
GG

Dear Dr. Elisa Diederich,

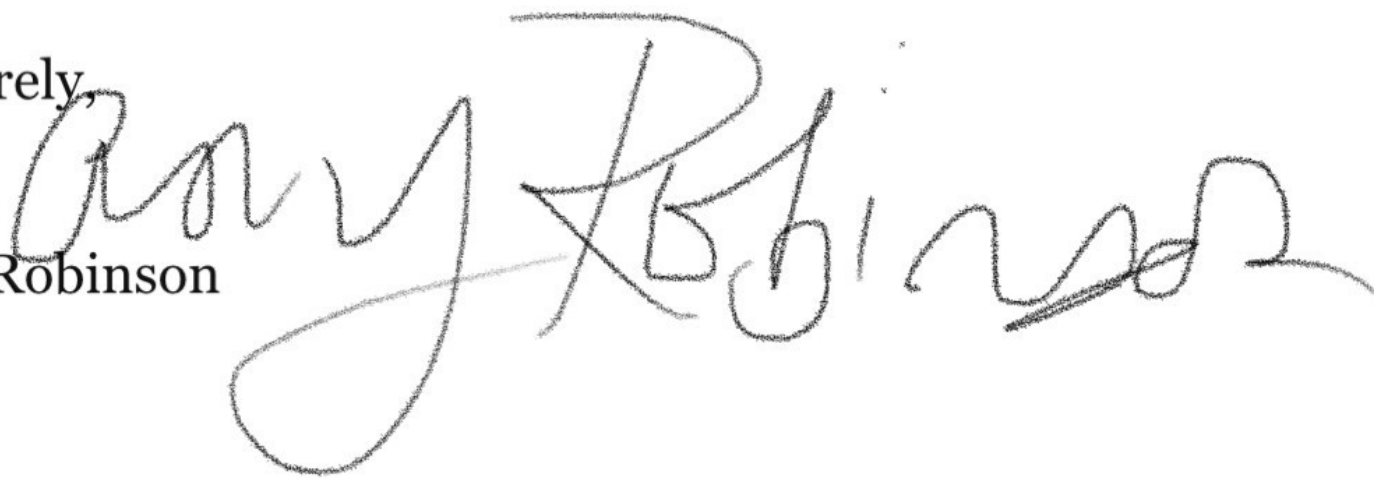
It is with mixed emotions that I am resigning from my position as a speech-language pathologist (SLP) at Phoenix Elementary. Although I have been practicing speech-language pathology for over 29 years across settings, the past school year at Phoenix was filled with many new experiences. That said, I am grateful to have met, worked with, and learned from so many amazing teachers, students, families, SLPs, school staff, etc. . . who make up the Grand Forks Public School system.

I have accepted a part-time SLP position with the Anne Carlsen Center. This position allows for increased collaboration with other parents of children with multiple special health needs and provides opportunities to resume more supervisory responsibilities. My husband and I carefully weighed the options and we believe this will be a better fit for our family needs at this time.

My appreciation and sincere thanks for your effective leadership, guidance, and support over the past school year.

Sincerely,

Amy Robinson

A large, stylized handwritten signature in dark ink, appearing to read "Amy Robinson". The signature is written over the printed name "Amy Robinson" and extends across the width of the page.

10 July 2023  
Mary Ashley Bisbee

To whom it may concern:

I have officially been informed that we will be moving to Washington in November. As much as I have enjoyed being at South, I do not want to sign a contract for this upcoming school year only to leave the school without a suitable replacement. Therefore, I am formally resigning for the upcoming school year 2023-2024. I appreciate the opportunity and hope to return to Grand Forks in the future.

Sincerely,

Mary Ashley Bisbee

Letter of Resignation  
Blake Boen

July 3rd, 2023

Chad Kurtyka  
Principal  
Nathan Twining Elementary and Middle School

Dear Mr. Kurtyka and Grand Forks School District,  
I am writing to inform you that I will be resigning from my position as Physical and Health Education Teacher at Nathan Twining Elementary and Middle School as of June 29th, 2023. I would like to say thank you to you and the school for giving me the opportunity to work here. I apologize for the inconvenience of the timing of this. I accepted the Grounds and Roads Coordinator position at Northland Community and Technical College on June 29th. I informed Human Resources of the Grand Forks School District right after I accepted the position. If I could've given you more time to find a replacement, I would have. I wish you and everyone at Nathan Twining all the best.

Sincerely,  
Blake Boen

A handwritten signature in cursive script that reads "Blake Boen". The signature is written in dark ink and is positioned below the typed name.



June 19, 2023

To Whom It May Concern:

Please accept this letter as my formal resignation from the 3<sup>rd</sup> grade teaching position at Nathan Twining Middle and Elementary School.

Thank you for everything!

Sincerely,

A handwritten signature in black ink, appearing to read "J. Varriano". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Jennifer Varriano

June 30, 2023

Dear [Elisa Diederich](#),

This letter is to formally inform you that I am resigning from my position as a Work Experience Coordinator/Teacher with the Grand Forks Public Schools. My last day was the last day of 2023 school year, however, I would like to keep my benefits through the end of the Aug 31, 2023.

This decision was not easy for me to make, as I can truly say I love my teaching position and the work we do at the Adult Transition Program.

I am willing to help out in the fall with fall planning meetings if there is a need and would be interested in subbing after I have concluded my treatment.

Thank you for the opportunity to work here for the past 24 years. I've enjoyed teaching and learning in a school district that supports its students and staff.

Sincerely,

Nichole Stroh

## Memorandum

TO: Brandon Baumbach, Business Manager  
FROM: Jonathan Ellwein, Director of Buildings and Grounds  
SUBJECT: Approval of Valley MS, Central Kitchen, and Safety & Security  
Construction Manager at Risk  
DATE: July 24, 2023

JE

In accordance with NDCC 48-01.2-20, a selection committee has completed the Construction Manager at Risk (CMaR) review process. The following memorandum serves as the formal notification of CMaR recommendation from the selection committee.

The selection committee consisted of the following individuals:

- Terry Brenner – Superintendent – Grand Forks Public Schools
- Brandon Baumbach – Business Manager – Grand Forks Public Schools
- Jonathan Ellwein – Director of B&G – Grand Forks Public Schools
- Eric Holum – Maintenance Supervisor – Grand Forks Public Schools
- Tom Wesley, AIA – Architect – ICON
- Kyle Kvamme – Director of Community Engagement - ICON
- Tavor Frederickson, PE – Electrical Engineer – CMTA
- Mike Bjelde – Licensed Contractor – River City Contracting

The selection committee received two written responses for CMaR services as they relate to the construction of the new Valley Middle School, Central Kitchen, and Safety & Security upgrades. The proposals received were from PCL/Community Contractors and Construction Engineers. After reviewing submissions, the committee chose to interview both firms.


Proposals were evaluated using guidelines established by NDCC 48-01.2-20.

Construction Engineers received the highest overall score and is the selection committee's recommendation for CMaR

The administrative recommendation is to approve Construction Engineers as the CMaR for the construction of the new Valley Middle School, Central Kitchen, and Safety & Security projects.



## MEMORANDUM

TO: Grand Forks School Board  
FROM: Dr. Terry Brenner, Superintendent of Schools   
SUBJECT: Cabinet Level Administrative Salary Recommendations  
DATE: July 24, 2023

While all other negotiating groups have been formalized and approved by the school board, Cabinet level administrators not tied to any one negotiating group are the final personnel for salary consideration and approval by the school board.

The average between and among all negotiating groups was 8% in year 1 and 5% in year 2, of which the following three individuals are being recommended to receive as the same percentage increase.

### **Amy Bartsch, Chief Academic Officer**

Year One:	<b>Base Salary:</b>	\$137,234
	<b>Education Factor:</b>	\$ 1,500
	<b>Total Salary:</b>	\$138,734
Year Two:	<b>Base Salary:</b>	\$144,096
	<b>Education Factor:</b>	\$ 1,500
	<b>Total Salary:</b>	\$145,596

The annual salary, as specified above, shall be payable in 12 equal installments on the 15<sup>th</sup> of each month beginning July 15, 2023.

### **Brandon Baumbach, Business Manager**

Year One:	<b>Base Salary:</b>	\$140,400
Year Two:	<b>Base Salary:</b>	\$147,420

The annual salary, as specified above, shall be payable in 12 equal installments on the 15<sup>th</sup> of each month beginning July 15, 2023.



### **Catherine Gillach, Associate Superintendent of Secondary Education**

Year One:	<b>Base Salary:</b>	\$171,192
	<b>Education Factor:</b>	\$ 2,900
	<b>Total Salary:</b>	\$174,092
Year Two:	<b>Base Salary:</b>	\$179,752
	<b>Education Factor:</b>	\$ 2,900* (subject to change if doctorate completed)
	<b>Total Salary:</b>	\$182,652

The annual salary, as specified above, shall be payable in 12 equal installments on the 15<sup>th</sup> of each month beginning July 15<sup>th</sup>, 2023.

It is my recommendation that the school board approve salary increases as presented for Chief Academic Officer Amy Bartsch, Business Manager Brandon Baumbach, and Associate Superintendent Catherine Gillach.

## MEMORANDUM

TO: Grand Forks School Board Members  
FROM: Amber Flynn, School Board President, and   
Dr. Terry Brenner, Superintendent of Schools   
SUBJECT: Consideration of School Board Committee and Community Liaison Appointments for  
2023-2024  
DATE: July 24, 2023

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The practice for making school board committee appointments and community and school building liaison assignments is for board members to indicate an interest to serve, followed by the school board president and superintendent making the appointment or assignment. School Board committee and community liaison appointments are subject to approval by the school board.


A list of committees with their recommended membership will be hand carried to the meeting. Blue text indicates Grand Forks School Board members, red text indicates Grand Forks Air Force Base School Board members, and the black text indicates District administration and staff.

Our recommendation is to approve the committee and community liaison appointments for the Grand Forks School Board members for 2023-2024 as presented.

cj



## MEMORANDUM

TO: Grand Forks School Board  
FROM: Dr. Terry Brenner, Superintendent of Schools   
SUBJECT: Consolidated Grant Application for 2023-2024 Federal Title Funding  
DATE: July 24, 2023

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The North Dakota Department of Public Instruction requires school board approval relative to the Federal Programs Consolidated Application process. School districts who qualify, and in making the application, must adhere to the following guidelines:

**Districts must prioritize the distribution of funds to schools that:**

- have the greatest needs (as determined by the district),
- have the highest percentages or numbers of low-income children,
- are identified for targeted support, and
- are identified comprehensive support OR are identified as a persistently dangerous school.

**Necessary and Reasonable:**

- All costs charged to federal education grants must be necessary and reasonable considering the amount of money being spent.

**Included in Application:**

- Activities supported by Title I, Title II, Title III, Title IV, and Transfer funds must be consistent with the district's application as well as data and needs.

**Evidence-Based:**

- ESSA requires investments to be spent on activities that are supported by evidence and are demonstrated to be effective.

At tonight's meeting, I will walk through the attached slide deck that illustrates connectivity between the aforementioned and the content within the slides.

Following the review of the slides, administrative recommendation is to approve the Consolidated Grant Application for 2023-2024 Federal Title Funding.

Enclosure: Slide deck

# Grand Forks Public Schools

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FY24 Consolidated Application

# Federal Formula Funding Overview

- **Grand Forks Public Schools allocates federal Title I, II, III, and IV funds into activities that align with the Marzano High-Reliability Schools framework.**
- **Allocations for staff and programs support students both academically and socially/emotionally to help reach the goal of having safe and orderly schools that ensures success for all students.**



# Consolidated Application Review

## Title I

Set Aside Funds - Parent Engagement

Set Aside Funds - Students Experiencing Homelessness

Set Aside Funds - Neglected and Delinquent (RMAC)

Equitable Services - Non Public Schools (Holy Family and St. Michael)

## Title II

## Title III

## Title IV

# Estimated Allocations

Title I - \$3,159,255.00

Title II - \$724,967.00

Title III - \$23,541.20

Title IV - \$372,557.00

# Title I

## **Improving Academic Achievement of the Disadvantaged**

Provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

# Grand Forks Public Schools Title I Buildings

Ben Franklin Elementary School

Century Elementary School

Lake Agassiz Elementary School

Lewis & Clark Elementary School

Phoenix Elementary School

Viking Elementary School

Wilder Elementary School

Winship Elementary School

Valley Middle School

# Title I Funding Priorities

**Provide and support diverse and meaningful experiences for all learners in a safe and supportive environment by strengthening community, engaging learners and empowering minds.**

- Supplemental staffing for Reading Specialists to work with any students identified as at-risk
- Supplemental staffing supports for Social Workers and Behavior Interventionist to address the needs of students that struggle emotionally and behaviorally, teaching skills for growth with students in grade K-5.
- Supplemental staffing supports for Math Interventionists
- Supplemental instructional coaching, supplies, technology, technology and supplies

# Title I Set Aside Funds

Federal regulations require funds are set aside for:

- McKinney Vento (Students experiencing homelessness)
- Neglected/Delinquent (RMAC)
- Parent Involvement (1%)

Federal regulations require equitable services for nonpublic school students

- Non Public Schools (Holy Family and St Michaels)

## Title II

# Preparing, Training & Recruiting High Quality Teachers and Principals

The purpose of this part is to provide grants to State educational agencies, local educational agencies, State agencies for higher education, and eligible partnerships in order to —

- (1) increase student academic achievement through strategies such as improving teacher and principal quality and increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools; and
- (2) hold local educational agencies and schools accountable for improvements in student academic achievement.

## Title II Funding Priorities

- Support instructional design coaching at the secondary level (middle and high school)
- Support elementary and secondary curriculum coordinators (half time)
- Professional development for administrators, staff, counselors



## Title III

# Language Instruction for Limited English Proficient

The purposes of this part is to:

- (1) *to help ensure that children who are limited English proficient, including immigrant children and youth, attain English proficiency, develop high levels of academic attainment in English*, and meet the same challenging State academic content and student academic achievement standards as all children are expected to meet;
- (2) *to assist all limited English proficient children, including immigrant children and youth, to achieve at high levels in the core academic subjects* so that those children can meet the same challenging State academic content and student academic achievement standards as all children are expected to meet, consistent with section 1111(b)(1);
- (3) *to develop high-quality language instruction educational programs designed* to assist State educational agencies, local educational agencies, and schools in teaching limited English proficient children and serving immigrant children and youth;

# Title III Funding Priorities

Support professional development opportunities for EL teachers and general education teachers through conferences

# Title IV

## **Student Support and Academic Enrichment Grant**

Helps states, districts and schools provide students with a more well-rounded education under Title IV, Part A, Student Support and Academic Enrichment Grants (SSAE). The new grant program in the Every Student Succeeds Act (ESSA) focuses on safe and healthy students, and how technology can be integrated into schools to improve teaching and learning in addition to emphasizing access to a well-rounded education that includes a wide variety of disciplines – such as music, the arts, social studies, environmental education, computer science and civics

## Title IV Funding Priorities

Funds will support our district work around MTSS (Multi Tiered Systems of Support) and AVID through

- MTSS Coordinators for Elementary and Secondary
- AVID Coordinator

# Questions?

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