

**NOTICE OF ANNUAL MEETING OF THE SCHOOL BOARD  
GRAND FORKS PUBLIC SCHOOL DISTRICT #1**

**Monday, July 10, 2023**

**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.*

Superintendent of Schools as Presiding Officer:

6:00 pm **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

A. Reading of School Board Meeting Norms

6:01 pm **2. APPROVAL OF AGENDA**

6:02 pm **3. APPOINTMENT OF STUDENT BOARD MEMBERS AND OATH OF OFFICE**

6:07 pm **4. DECLARATION OF 2023-2024 SCHOOL BOARD**

**5. ORGANIZATION OF THE SCHOOL BOARD**

6:08 pm A. Election of President of the School Board

School Board President as Presiding Officer:

6:13 pm B. Election of Vice President of the School Board

6:18 pm **6. APPROVAL OF MINUTES**

A. June 12, 2023

B. June 26, 2023

6:19 pm **7. PUBLIC COMMENTS**

*Individuals wishing to address the school board are asked to complete a Public Comment Card, submit it to the school board secretary before the start of the meeting, and wait to be invited to speak. Each person may speak for up to three (3) minutes. No individual may speak on the same topic more than once. The chairperson reserves the right to limit the comments 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. Public comments and concerns will be directed to the Superintendent of Schools, who will deal with them according to policies adopted by the Board.*

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

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

6:25 pm A. Consent Agenda (Appointments, Student Travel Request, and Resignations)

6:26 pm B. Waivers of Years of Experience and Appointments of Juliet Lopez and Karlynn Von Rueden

6:27 pm C. Designation of Official Newspaper of the School District

6:28 pm D. Designation of Authorized Representatives for Title Programs and Grants for 2023-2024

6:29 pm E. School Board Regular Meeting Schedule for 2023-2024

6:34 pm F. Substitute Teacher Pay Rate for 2023-2025

6:39 pm G. Consideration of Request for Qualifications for Design Services Related to Grand Forks Central High School Swimming Pool

6:44 pm H. Consideration of Request for Qualifications for Design Services Related to District-wide Safety and Security

6:49 pm I. Consideration of HVAC Filter Services Bids

6:54 pm J. Third-Party Individual/Entity Request for Student Information - Valley Bus Grand Forks, LLC

**10. OTHER**

6:55 pm A. Announcements

B. Board Requests for Future Consideration

(There should be no discussion concerning an individual item that is requested for future consideration. The Board President and Superintendent will determine the best method of response to board requests for future consideration.)

C. School Board Norms - How did we do?

7:00 pm **11. ADJOURNMENT**

**The annual meeting of the Grand Forks Public Schools Building Authority will be held immediate following the school board meeting.**

*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.*

Grand Forks Public School District #1

## School Board Meeting Norms

*The purpose of establishing school board norms is to ensure that all individuals have the opportunity to contribute in the meeting; to increase productivity and effectiveness; and to facilitate the achievement of its goals.*

### NORMS

- 1) Be prepared
- 2) Be on time
- 3) Value and respect each other
- 4) Exercise thoughtful deliberation and conversation
- 5) Be professional at the Board table and when visiting with the general public
- 6) Speak up when the norms are not being followed
- 7) Advocate on behalf of students and keep the community in mind

### GOVERNANCE

- 1) Lead by policy
- 2) Serve as advocates for K-12 public education
- 3) Entrust the day-to-day operations to the professionals; Let the administrators do their work
- 4) Assist community members and stakeholders in following the chain of command

### OTHER

- 1) Consider staff and District capacity in resources
- 2) Balance the meeting agendas so one meeting isn't heavier than the other

**Brandon Baumbach**  
Business Manager

Department Phone: 701.787.4885  
Direct Phone: 701.746.2205, Ext. 7126  
Fax: 701.772.7739  
bbaumbach020@mygfschools.org

## MEMORANDUM

TO: Grand Forks School Board  
FROM: Brandon Baumbach, Business Manager  
SUBJECT: Declaration of 2023-2024 School Board  
DATE: July 10, 2023



Listed below is the membership and term of each member of the 2023-2024 school board of Grand Forks Public School District No. 1. Per North Dakota Century Code 15.1-09-02 and Policy BBA, the term of office for a school board member begins at the annual meeting in July following the member's election and continues until a successor is elected and qualified.

<b><u>Board Member</u></b>	<b><u>Term Expires</u></b>
1. Josh Anderson	June 2026
2. Dave Berger	June 2026
3. Amber Flynn	June 2024
4. Monte Gaukler	June 2026
5. Joel Larson	June 2026
6. Eric R. Lunn	June 2024
7. Jeff Manley	June 2024
8. Bill Palmiscno	June 2026
9. Cynthia H. Shabb	June 2024


cj

**Dr. Terry Brenner**  
Superintendent of Schools

Phone: 701.787.4880  
Fax: 701.772.7739  
tbrenner270@mygfschools.org

## MEMORANDUM

TO: Grand Forks School Board Members  
FROM: Dr. Terry Brenner, Superintendent of Schools  
SUBJECT: Appointment of Student Board Members & Oath of Office  
DATE: July 10, 2023



At tonight's meeting, Maggie Barker, an incoming senior at Red River High School, and Ryaan Alshami, an incoming senior at Grand Forks Central High School, will take their oath of office contingent upon the school board's approval of their seating at the board table. Barker and Alshami served exemplarily as student board members during the 2022-2023 fiscal year and we are pleased that they are willing to continue to serve in this capacity in 2023-2024.

The administrative recommendation is for two separate motions to approve the reappointments of Maggie Barker and Ryaan Alshami as student school board members for the 2023-2024 school year.

Attachment:  
Policy BBBD, Student School Board Members



## **STUDENT SCHOOL BOARD MEMBERS**

The Superintendent shall recommend up to three (3) high school students to serve as student school board member. The role of the student school board member shall be to serve as a liaison between the Board and the student body, to provide insight and recommendations to the Board in order to foster its understanding of student issues and perspectives, to increase awareness of the democratic process within the District, and to improve opportunities for student participation in the decision-making process.

### **Term of Office**

The Board shall approve the student school board members at the annual meeting in July to serve from the date of appointment until June 30. Student school board members are not subject to term limits but must be re-nominated for board service each school year.

### **Student Qualifications**

In order to be considered for board service, a student must:

1. Be an enrolled junior or senior student in a Grand Forks Public School District high school.
2. Be eligible to participate in district athletics and other extracurricular activities at the time of application and for the duration of his/her term on the Board in accordance with academic and conduct standards contained in the district's extracurricular participation policy and abide by the North Dakota High School Activities Association (NDHSAA) guidelines.
3. Be in substantial compliance with district student conduct policies at the time of application and throughout the duration of his/her term on the Board; a determination of whether or not a student is in substantial compliance with student conduct policies shall be made by the building principal in consultation with the Superintendent.
4. A signature of a parent or legal guardian authorizing the student to serve on the Board if the student is under 18.

### **Application Process and Screening**

The Superintendent or designee shall announce the availability of applications to district high school students no later than March 31 and the application deadline shall be no later than the end of the school year.

### **Oath of Office**

The student board member shall be installed on the board through the following Oath of Office:

"I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of North Dakota, and that I will faithfully discharge the duties of Student Board Member on the school board of Grand Forks Public School District #1 according to the best of my ability, so help me, God."

### **Student School Board Member Responsibilities**

Once appointed to the Board, a student school board member shall:

1. Attend all regular board meetings except:
  - a. Portions of board meetings held in executive session;
  - b. When the Superintendent has authorized the student's absence;
  - c. When a board meeting is held in the evening, the Board President may dismiss the student school board member early upon request.

2. Attend special board meetings as requested by the Board President except portions of the meeting held in executive session.
3. Review all meeting material prior to board meetings at which the student is required or requested to attend; student school board members shall not receive board material that is classified as an exempt or confidential record under law. In addition, the student board member shall not be furnished with sensitive materials/information including but not limited to personnel matters, legal action, negotiation strategy, or land acquisition.
4. Participate in board discussion during board meetings at which the student is required or requested to attend.
5. The student school board member shall be an advisor to the Board and is not authorized to make or second a motion and shall not have a vote but may request items be added to the board agenda in accordance with the board's agenda setting policy.
6. Abide by all policies pertaining to board conduct and operations and adhere to parliamentary procedure during board meetings.
7. Not receive any payment, compensation, per diem payments, or expense reimbursements for board service.

#### **Responsibilities of the Superintendent and School Board**

In order to ensure that the student school board member's service is meaningful and productive, the Superintendent shall:

1. Orient a new student school board member on school board operations, items appropriate for board discussion, district policy, and current issues before the Board.
2. Meet with the student school board member periodically to assess the effectiveness of the student school board member program and to prepare recommendations on enhancing the program for the Board.
3. Send the student school board member all meeting notices and packets at the same time as they are sent to members of the Board; student school board members shall not receive board material that is classified as an exempt or confidential record under law.
4. Respond to any questions the student school board member has about the agenda or meeting packet in a timely manner.

In order to ensure that the student school board member's service is meaningful and productive, the Board shall:

1. Actively engage the student school board member in discussions at board meetings.
2. Treat the student school board member with the same courtesy and respect as afforded to school board members.
3. Redirect the student board member if the student's actions or comments are not in keeping with the Board's rules and processes.

#### **Removal**

The Board President or Superintendent may remove a student school board member from board service if:

1. The student fails to meet qualification criteria contained in this policy.

2. The student fails to satisfactorily execute his/her board responsibilities as determined by the Board President or Superintendent.

**Vacancies**

When a student school board member is removed from board service or resigns, the Superintendent may, subject to Board approval, fill the vacancy by appointing a student recommended by the school principal who meets the qualification requirements contained in this policy or may choose to keep the vacancy unfilled until the end of the term.

End of Grand Forks Public School District Policy BBBD ..... Adopted: 5/10/2021

SUP 07/2015



**GRAND FORKS SCHOOL BOARD  
GRAND FORKS PUBLIC SCHOOL DISTRICT #1  
REGULAR MEETING MINUTES  
June 12, 2023**

The School Board of Grand Forks Public School District No. 1 held a regular meeting on Monday, June 12, 2023, at the Mark Sanford Education Center with President Eric Lunn presiding.

**Board Members Present:** Josh Anderson, Dave Berger via phone, Amber Flynn, Monte Gaukler via phone, Joel Larson, Eric Lunn, Jeff Manley, Bill Palmiscno, and Cynthia Shabb. **Absent:** None.

**Student Board Members Present:** Ryaan Alshami and Maggie Barker. **Absent:** None.

**Others Present:** Dr. Terry Brenner, Superintendent of Schools; Brandon Baumbach, Business Manager; Catherine Gillach, Associate Superintendent of Secondary Education; Dr. Brenda Lewis, Assistant Superintendent of Elementary Education; Melissa Buchhop, President, Grand Forks Education Association; and Cindy Johnson, Executive Secretary.

**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.

**Reading of School Board Meeting Norms.** Palmiscno read aloud the school board meeting norms.

**Approval of Agenda.** It was moved by Palmiscno and seconded by Larson to approve the agenda as amended. Motion carried unanimously. Absent: Berger and Gaukler.

Berger and Gaukler joined the meeting at 6:02 p.m.

**Approval of Minutes.** It was moved by Palmiscno and seconded by Manley to approve the minutes of May 22, May 29, and June 8, 2023, as written. Motion carried unanimously.

**Public Comments.** None.

**Mental Health Programming and Pet Therapy Update.** Christine Litzinger, District Mental Health Coordinator, gave an update on the mental health-related services and training provided to our students and staff, grant funding, community collaborations, pet therapy, successes and challenges in mental health programming, and goals for the next year.

**High Dosage Tutoring Update.** Dr. Lewis gave an update on the district's high-dosage tutoring program. Discussion included what high dosage tutoring is, its purpose, student attendance and engagement, assessment analysis, and student demographics.

**CSI and Lavinia Work.** Dr. Lewis introduced this topic and Dr. Holly Larson, Valley Middle School Associate Principal, and Lisa Vojacek, Title 1 Coordinator and Instructional Coach at Valley Middle School. Dr. Larson and Vojacek gave an update on the CSI (comprehensive support and improvement) work at Valley through Lavinia Group. Lavinia provides support and systems to teachers and leaders to ensure intellectual preparation focuses on the most critical aspects of instructional planning through model lessons and in-classroom coaching support.

**Self-Assessment Committee Report.** Flynn reported on the June 1, 2023, meeting of the Self-Assessment Committee and a summary of responses to this year's school board self-assessment. Areas that committee members would like a future discussion about with the full board include how to address when the norms are not being followed, what it means to be prepared for a meeting, a new assessment tool, whether the current norms are the norms the board wants to continue, and dealing with or not dealing with public comments at a board meeting. It was suggested to add statements to the norms related to the board following its strategic and financial plans. Overall, it was felt the board is engaged, prepared, professional, and a forward-thinking board and that the areas identified for further discussion could be discussed at a board retreat.

**Post Referendum Survey Debrief.** Kyle Kvamme, Client & Community Engagement Manager, ICON Architectural Group, presented a comparative survey and referendum data and requested feedback on the

referendum process. The pre-referendum survey indicated a 66.09% positive response whereas the referendum vote resulted in a 64.78% positive response. Board member comments included a desire that there had been more board involvement, disappointment that the public forums were not well-attended, a desire to post the district's current projects, disappointment that postcards were received too late, and a desire that the district's media channels would have been more utilized to push out information and that the district's media channels are used to show before and after photos of the current projects.

**Career Impact Academy Update.** Baumbach introduced this discussion and Eric Ripley, Executive Director of Career & Technical Education. Ripley reported the Career Impact Academy was stretched out mostly due to delays in federal funding, which he learned was just approved this past Friday. He discussed the origin of the Academy, the application process, the timeline, funding sources, industry partners, and programming.

Shawn Sensecall from JLG Architects discussed the effects that federal funding delays had on their work and the aggressive schedule that ensued. Information about the site and floor plans was unavailable due to technical difficulties.

Brett Cummings from PCL Community Contractors, the local construction manager for the project, shared information about the timeline and construction schedule.

**Resolution to Acquire Real Property: Career Impact Academy.** Baumbach reported that since the conception of the Career Impact Academy project, the City of Grand Forks and its Job Development Authority have been supportive, including its pledge of the project site located at 1210 N 43<sup>rd</sup> Street, Grand Forks, ND 58203, the former Grand Forks Inn & Suites. Since the pledge was made the City of Grand Forks has razed the building, abated the site, and restored the property to greenfield status. He said the time has arrived to transfer the land ownership to the school district. There are two parcels of land discussed in this land transfer. The first is the property that sited the former Grand Forks Inn & Suites. This property is owned by the Job Development Authority and is valued at \$1,144,400. On Monday, June 5, 2023, the Jobs Development Authority approved the transfer of the land to the

Grand Forks Public School District at no cost. The second is the undeveloped property east of the CVB adjacent to both Gateway Drive and North 42nd Street. This property is owned by the City of Grand Forks and is valued at \$591,800. On Monday, June 5, 2023, the City of Grand Forks approved the transfer of the land to the Grand Forks Public School District at no cost.

It was moved by Shabb and seconded by Manley to adopt the Grand Forks Public School District No. 1 School Board Resolution to Acquire Real Property. Motion carried unanimously.

**Consent Agenda.** It was moved by Palmiscno and seconded by Shabb to approve the consent agenda as follows:

- Appointments effective August 22, 2023, of Adriana Lee, 3<sup>rd</sup>-grade teacher, salary \$42,977; Megan Sandness, 4<sup>th</sup>-grade teacher, salary \$42,977; Brooke Rieger, 3<sup>rd</sup>-grade teacher, salary \$42,977; Megan Frazer, 8<sup>th</sup>-grade math teacher, salary \$44,574; Emily Tweten, 3<sup>rd</sup>-grade teacher, salary \$42,977; Lea Hortua, world language teacher, salary \$50,216; Avery Vasicek, elementary education, salary \$42,977; Heather Turnipseed, 50/50 interventionist/social studies teacher, salary \$42,977; Tyler Duckworth, ND Studies teacher, salary \$42,977; Lindsay Hanson, 4<sup>th</sup>-grade teacher, salary \$51,812; Samantha Casserly, 6<sup>th</sup>-grade ELA, salary \$42,977; Macy Strem, special education, salary \$42,977; Erica Allrich, 1<sup>st</sup>-grade teacher, salary \$44,574; Jennifer Lutz, music teacher, salary \$46,169; Tiffany Hanson, social studies specialist, salary \$42,977; Alyssa Homan, English teacher, salary \$42,977; Hana Toward, 3<sup>rd</sup>-grade teacher, salary \$42,977; and Carmon Lindblad, 1<sup>st</sup>-grade teacher, salary \$42,977;
- Leave of Absence for Professional Growth Experience for Jessica Nolz for the 2023-2024 school year;
- Resignations effective June 2, 2023, of Jen Starcevic, Sarah Stevens, Linda Jenkins, Kyle Meier, Kimberly Novacek, Jared Becker, Danielle Swangstue, Destiny Eakins, and Lori Baglien; and
- Resignation effective June 30, 2023, of Brenda Lewis.

Motion carried unanimously.

**Waivers of Years of Experience and Appointments of Naomi Duenas, Jennifer Ogden, Gretchen Kihle, and Raquel Polec-ee.** Dr. Brenner reported the school

board, per the teacher negotiated agreement, may allow more years of experience to be brought into the district with an external applicant for hard-to-fill positions and presented the four requests for waiver of years of experience and appointment as hard-to-fill positions as follows:

1. Naomi Duenas has been offered the position of Special Education Teacher at Phoenix Elementary School effective July 1, 2023. The administrative recommendation is to allow sixteen (16) years of experience to be brought into the district by Naomi Duenas and to approve her teacher appointment. She would be placed at \$62,984 (MA/MS, Step 17).
2. Jennifer Ogden has been offered the position of Special Education Teacher at Kelly Elementary School effective July 1, 2023. The administrative recommendation is to allow twenty (20) years of experience to be brought into the district by Jennifer Ogden and to approve her teacher appointment. She would be placed at \$70,508 (MA/MS, Step 21).
3. Gretchen Kihle has been offered the position of Speech Language Pathologist at Schroeder Middle School effective July 1, 2023. The administrative recommendation is to allow twenty (20) years of experience to be brought into the district by Gretchen Kihle and to approve her teacher appointment. She would be placed at \$70,508 (MA/MS, Step 21).
4. Raquel Polec-eo has been offered the position of School Counselor at Kelly Elementary and Century Elementary effective July 1, 2023. The administrative recommendation is to allow twenty-five (25) years of experience to be brought into the district by Raquel Polec-eo and to approve her teacher appointment. She would be placed at \$77,428 (MA/MS, Step 25).

It was moved by Larson and seconded by Shabb to approve the waivers of years of experience and to approve the teacher appointments for Naomi Duenas, Jennifer Ogden, Gretchen Kihle, and Raquel Polec-eo as presented. Motion carried unanimously.

#### **Social Studies K-12 Curriculum Resource Adoption.**

Dr. Brenner reported that at the May 22, 2023, meeting, the school board heard a comprehensive overview of the proposed social studies K-12 curricular resources to support the teaching of the North Dakota State Standards in Social Studies including a highlight of the selection process and rational for the expenditures listed in the table below.

The proposed funding source for most of this expenditure will be the District's ESSER III allocation. The \$20,000 integration and ongoing professional development expenditure will be from the general fund. The administrative recommendation is for approval.

It was moved by Manley and seconded by Palmiscno to approve the social studies curriculum resource adoption totaling \$1,273,301.39 as presented. Motion carried unanimously.

#### **Head Start Budget Revision of Fourth Year of the Five-Year Continuation Grant for a Non-Federal Share Waiver.**

Tracy Johnson, Head Start Director, reported Head Start was approximately \$200,000 short of reaching its non-federal share in part due to a lack of resources available in the community. The Head Start Policy Council approved a request to submit a waiver request, and Johnson requested the same from the school board.

It was moved by Shabb and seconded by Palmiscno to approve the 2022-2023 budget revision for a non-federal waiver of \$200,000 for the fourth year of the five-year continuation grant. Motion carried unanimously.

#### **Classified Personnel Policy Manual July 1, 2023, to June 30, 2025.**

Dr. Brenner reported on the salary survey that was conducted by PSPC indicated 87% of paid hourly positions were below market. In the 2023-2024 school year, steps for experience will be honored. Additionally, 87% of the positions will be reclassified to a higher pay category based on the PSPC market survey. Most of the paraprofessionals have moved from Category 5 to Category 8. In the 2024-25 school year, steps for experience will be honored and all positions will receive a 3% increase to each cell. A draft of the proposed changes to the manual was provided in the agenda packet.

It was moved by Palmiscno and seconded by Manley to approve the Classified Personnel Wage Schedule for 2023-2025 and the changes to the Classified Personnel Policy Manual effective July 1, 2023, through June 30, 2025, as presented. Motion carried unanimously.

#### **Teacher Negotiated Agreement July 1, 2023, to June 30, 2025.**

Dr. Brenner reported on the negotiation process and the efforts to focus on retaining and recruiting teachers. In the 2023-2024 school year

steps for experience will be honored and \$4,000 will be added to each cell of the teacher salary schedule. In the 2024-25 school year steps for experience will be honored and \$2,500 will be added to each cell of the teacher salary schedule. On top of that, there is an annual career increment reward for teachers in years 26-34 of \$1,000 and \$2,000 for teachers with 35+ years. Flynn reported the addition of paid parental leave for the birth or adoption of a child as well. A draft of the proposed changes to the agreement was provided in the agenda packet.

It was moved by Shabb and seconded by Anderson to approve the Teacher Negotiated Agreement effective July 1, 2023, through June 30, 2025, as presented. Motion carried unanimously.

**Directors Negotiated Agreement July 1, 2023, to June 30, 2025.** Dr. Brenner reported in the 2023-2024 school year, steps for experience will be honored. Five positions will receive a \$3,000 increase plus a 5% increase to the base. The other four positions will receive a 5% increase to the base. In the 2024-25 school year steps for experience will be honored and all positions will receive a 4% increase to the base. On top of that, there is an annual career increment starting in year 6 of \$1,000 and \$2,000 starting in year 11. A draft of the proposed changes to the agreement was provided in the agenda packet.

It was moved by Larson and seconded by Anderson to approve the Directors Negotiated Agreement effective July 1, 2023, through June 30, 2025, as presented. Motion carried unanimously.

**SRO Agreement for 2023-2024.** Gillach reported on the memorandum of agreement for school resource officer (SRO) services for 2023-2024. One notable change to the program is the police department's addition of a designated SRO sergeant who will work alongside the SROs, provide coverage for absent individuals, and ensure timely response across the school district. The memorandum reads largely the same as last year except that there is an increase of \$7,253.39 in the contracted amount which reflects annual growth in officer salary and health insurance.

It was moved by Shabb and seconded by Manley to approve the memorandum of agreement for school resource officer services beginning July 1, 2023, and ending June 30, 2024, and authorize the superintendent of schools to sign the agreement. Motion carried unanimously.

**Consideration of Equipment Purchase Agreement: Dietrich and Sons, Inc.** Baumbach reported that on April 24, the board selected Valley Bus as the school district's student transportation services provider beginning on July 1, 2023, for a 3-year term through June 30, 2026. Since that time, District Administration has been working through contract terms and related items to ensure a smooth transition between vendors, including the purchasing of buses and other equipment from Dietrich and Sons Inc. District Administration has negotiated an agreement for the purchase of buses for \$600,000 and other personal property for \$125,000. The equipment was inspected by Valley Bus and input of values was provided to GFPS. The buses and equipment will be leased to Valley for one year before all property will be sold to Valley Bus.

It was moved by Palmiscno and seconded by Manley to approve the equipment purchase agreement as presented. Motion carried unanimously.

**Consideration of Resolutions Related to Certificates of Indebtedness for Bus Barn Purchase.** Baumbach reported that on May 22, 2023, the board approved a purchase agreement for the Dietrich Bus Barn. The Business Manager was given the authority to solicit bids to issue its state aid anticipation certificates of indebtedness. Working with PFM Asset Management, LLC, the request for bids was publicly noticed with all responses due by noon today. A handout of the responses received from Alerus and Bravera Bank was provided.

Baumbach explained the school district could also participate in the state's credit enhancement program improving the district's credit standing and, in turn, reducing the cost associated with the sale of the certificates.

It was moved by Shabb and seconded by Palmiscno to select Alerus fixed rate of 5.100%, to adopt the Resolution Authorizing the Issuance and Establishing the Term of State Aid Anticipation Certificates of Indebtedness, Series 2023, and Pledging State Appropriations for their Payment, and to adopt the Resolution Providing for Participation in School Bond Credit Enhancement Program. Motion carried unanimously.

**Consideration of Municipal Lease for Buses and Equipment.** Baumbach reported the financing being

pursued for this purchase is through a municipal lease mechanism. With legal guidance from Arntson, Stewart, Wegner, PC, draft documents needed to execute this mechanism were provided in the agenda packet. The lease puts the property in the ownership of the district but the bank will hold the title until the debt is paid in full. The term on the lease is six years but there is no pre-payment fee.

It was moved by Palmiscno and seconded by Manley to adopt the Resolution Authorizing Governmental Lease-Purchase Agreement with updated information to be included in the final version. Motion carried unanimously.

**Consideration of Lease Agreement for Bus Barn with Valley Bus.** Baumbach reported District Administration has been working to negotiate a lease with Valley Bus Grand Forks LLC for their use of the former Dietrich Bus Barn (anticipated purchase by Grand Forks Public School). The term is annual and keeps the responsibility of maintenance, utilities, insurance, and repairs in the hands of the lessee. Further, real estate taxes will be the responsibility of the lessee. The administration requested approval of the lease agreement and authorization to finalize the negotiation and its execution to match the student transportation services agreement start date of July 1.

It was moved by Manley and seconded by Larson to approve the lease agreement between Grand Forks Public Schools and Valley Bus Grand Forks LLC and to authorize District Administration to finalize the negotiation and execute the agreement. Motion carried unanimously.

**Consideration of Equipment Lease Agreement for Buses and Equipment with Valley Bus.** Baumbach reported District Administration has been working to negotiate a lease with Valley Bus Grand Forks LLC for their use of the former Dietrich buses and other equipment (anticipated purchase by Grand Forks Public School). The term is for one year and keeps the responsibility of maintenance, license, insurance, and repairs in the hands of the lessee. Further, the buses will be sold to Valley at the end of the term. The administration is requesting approval of the lease agreement and authorization to finalize the negotiation and its execution to match the student transportation services agreement start date of July 1.

It was moved by Palmiscno and seconded by Shabb

to approve the lease agreement between Grand Forks Public Schools and Valley Bus Grand Forks, LLC, and to authorize District Administration to finalize the negotiation and execute the agreement. Motion carried unanimously.

**Consideration of Bids Received to Install Outdoor LED Signs at Red River and Central High Schools.** Baumbach reported that on April 11, 2023, the school board approved the administration to pursue bids for the installation of electronic signs for Grand Forks Central and Red River High Schools. A request for bids was publicly noticed and two bids were received from Scenic Designs and Indigo Signs. Principal Arason, Principal Strandell, Maintenance Supervisor Holum, and Baumbach met to review the bids and preferred the bid option provided by Indigo Signs.

It was moved by Manley and seconded by Anderson to select Indigo Signs as the lowest, responsible bidder to install outdoor LED signs at Red River and Central High Schools. Motion carried unanimously.

**Rescindment of Policy FDI, Transgender and Gender Nonconforming Students.** Lunn referenced a bill that was passed by the North Dakota Legislature that prohibits a public school district from adopting a policy that requires or prohibits an individual from using a student's or other individual's preferred gender pronoun, allows a school district to establish a plan, with approval from the parent or guardian, for the use of a separate restroom accommodation for a transgender student; however, a school district must prohibit a student from using a restroom that does not correspond with the student's biological sex, and prohibits a school district, school, or teacher from withholding or concealing information about a student's transgender status from the student's parent or legal guardian. In light of the new law, North Dakota School Boards Association, District Administration, and the District's legal counsel recommend Policy FDI, Transgender and Gender Nonconforming Students, be rescinded. The District will continue to follow Policy AAC, Nondiscrimination and Anti-Harassment Policy, and its complementing templates for any issues that may arise. Should the Board rescind the policy, the Administration will in turn rescind its complementing administrative regulation and exhibit—FDI-AR, Transgender and Gender Nonconforming Students Procedure, and FDI-E, School Planning Guide for Transgender and Gender Nonconforming Students.

Some board members spoke against rescinding the policy and new law and expressed concern for student safety. Some board members expressed concern about purposely violating state law by having such a policy.

It was moved by Anderson and seconded by Palmiscno to rescind Policy FDI, Transgender and Gender Nonconforming Students. Motion carried on roll call vote as follows: Aye: Anderson, Berger, Manley, Palmiscno, and Lunn. Nay: Flynn, Gaukler, Larson, and Shabb.

**Recognition of Student Board Members.** Although the student board members were not in attendance, Dr. Brenner thanked them for their service and stated that he would like to approach them to serve another year.

**Announcements.** Lunn thanked board members for attending the Be Legendary training and for serving on negotiation committees. He thanked District Administration and staff for the long hours during all negotiations meetings. He announced a special meeting is needed on June 26 and the annual meeting will be held on July 10.

Dr. Brenner announced this was Dr. Lewis' last board meeting. He spoke highly of her work in the district and wished her well as the new superintendent in Fridley, MN.

**Board Requests for Future Consideration.** None.

**School Board Norms - How Did We Do?** Palmiscno reported the board did very well in following its meeting norms.

**Adjournment.** There being no further business, the meeting adjourned at 8:52 p.m.

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

\_\_\_\_\_  
Eric R. Lunn, President

\_\_\_\_\_  
Brandon Baumbach, Business Manager

**GRAND FORKS SCHOOL BOARD  
GRAND FORKS PUBLIC SCHOOL DISTRICT #1  
SPECIAL MEETING MINUTES  
June 26, 2023**

The School Board of Grand Forks Public School District No. 1 held a special meeting on Monday, June 26, 2023, at the Mark Sanford Education Center with President Eric Lunn presiding.

**Board Members Present:** Josh Anderson, Dave Berger, Amber Flynn, Monte Gaukler, Eric Lunn, Jeff Manley, Bill Palmiscno, and Cynthia Shabb. **Absent:** Joel Larson.

**Student Board Members Present:** Ryaan Alshami and Maggie Barker. **Absent:** None.

**Others Present:** Brandon Baumbach, Business Manager; Catherine Gillach, Associate Superintendent of Secondary Education; and Cindy Johnson, Executive Secretary.

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

Flynn joined the meeting at 6:02 p.m.

**Consideration of Payment in Lieu of Taxes for Memorial Village Investments, LLC Phase 2 Development.**

Baumbach introduced this topic and individuals who would be participating in the discussion. The Memorial Village II development project is proposed as a significant mixed-use development investment of a five (5) story mixed-use building with 43,100 sf of commercial space and 167 market-rate apartments with 112 underground parking spaces. The development includes an NCAA regulation-sized softball field and complex that will be a complementary addition to the Fritz Pollard Jr. Athletic Center. The softball complex will benefit UND Softball, Grand Forks Public Schools, regional high schools, and the Grand Forks Park District. The Memorial Village II development project is proposed as a Public (UND, City/Park District, School District, and County) Private Partnership (P3). The concept and plan are to further develop the east side of campus along the University Avenue and Columbia Road corridors to UND, increase the attractiveness and student enrollment of UND, support the academic, athletic, and business goals of UND and its Athletics Department, and strengthen the Grand Forks and UND community partnership. The private development partners include Steve Burian of Burian & Associates, LLC, Craig Tweten of Community Contractors, Dakota Commercial, and the UND Alumni Association Foundation. The proposed plan calls for the construction phase to start in August 2023 with a

grand opening in June 2025. The total estimated development cost is \$44 million.

The property is currently not taxable as it is UND property and is planned to be transferred to the UND Alumni Association Foundation, which is a taxable entity. The Memorial Village II project has an estimated land value of \$605,091 and newly constructed buildings and structures of \$34 million for a total of \$34,605,091.

The complete application has been reviewed via Bakertilly for the required third-party financial review and analysis. Bakertilly concluded that the annual property tax exemption as requested by the developer is necessary to provide for sufficient cash flow to meet minimum financing requirements (debt and equity) that would allow the project to proceed as proposed. The preliminary recommendation from Baker Tilly and the City administration is to provide a straight 95 percent, 20-year property tax exemption as a Payment In Lieu Of Taxes (PILOT). With this structure, the school district is estimated to see an increase in property tax proceeds of \$16,255 in the first year after the development is completed and a total of \$356,926 over its first 20 years. Once the PILOT expires, the development will provide an estimated increase of \$229,772 in property taxes.

Grand Forks City Administrator Todd Feland, UND's Associate Vice President of Facilities Michael Pieper, and Steve Burian of Burian & Burian Associates, LLC further explained the project and responded to questions. Feland reported the Grand Forks City Council has preliminarily approved the request.

It was moved by Berger and seconded by Anderson to approve the Payment in Lieu of Taxes request for a property tax exemption of 95% for 20 years for Memorial Village Investments, LLC. Motion carried unanimously. Absent: Larson.

**Consideration of School Construction Loan Application.** Baumbach reported legislative action increased eligibility for the Bank of North Dakota school construction loan program up to \$30 million for projects in excess of \$75 million. These loans can be up to \$10 million per project and are fixed at 2% for 20 years. On March 6, 2023, the school board approved such an application in anticipation of a successful public referendum to build a new Valley Middle School and associated project scope. On May 16, the public voted in favor of the \$79 million referendum. With the programmatic changes, Grand Forks Public Schools is now eligible for up to \$30 million in a 2% loan, thus reducing the tax burden for Grand Forks residents and businesses.

District administration prepared a new application for the additional \$20 million to be submitted to the North Dakota Department of Public Instruction and recommended approval.

It was moved by Palmiscno and seconded by Berger to approve the school construction loan application for an additional \$20 million and its submittal to the North Dakota Department of Public Instruction. Motion carried unanimously. Absent: Larson.

**Consideration of Valley Bus Lists of Drivers and Buses Related to Student Transportation Services.** Baumbach reported the North Dakota Century Code (NDCC) Section 15.1-30-08 provides that a transportation contract must, among other requirements, provide that only the individual(s) named in the contract may operate a vehicle used to transport students unless a change is authorized in writing by the board. To comply with this requirement, Valley Bus provided a list of qualified bus drivers who may operate a vehicle used to transport students and a list of their fleet of buses.

It was moved by Shabb and seconded by Manley to approve the Valley Bus list of drivers and the list of buses related to student transportation services as required by NDCC 15.1-30-08. Motion carried unanimously. Absent: Larson.

**Consideration of Initial Resolution for General**

**Obligation Building Fund Bonds for Grand Forks Central High School Pool and Guaranteed Energy Savings Contract.** Baumbach reported the initial resolution proposes the issuance of general obligation bonds in the principal amount of not to exceed \$8,800,000 to renovate and recommission the Central High School pool, construct, install, and equip certain air quality and HVAC improvements in school buildings throughout the school district, to improve energy efficiency in school buildings throughout the School District, and to pay costs incidental to such work and Bond issuance. It also qualifies these projects for use of the school construction loan program which provides loans from the Bank of North Dakota at 2%, a rate currently better than bond sales.

It was moved by Manley and seconded by Palmiscno to adopt the Initial Resolution for General Obligation Building Fund Bonds as presented. Motion carried unanimously. Absent: Larson.

**Waivers of Years of Experience and Appointments of Catherine Marzan, Elizabeth Tobio, Gildee Grace Lanada, Teresa Berg, and Tanja Brown.** Gillach reported the school board, per the teacher negotiated agreement, may allow more years of experience to be brought into the district with an external applicant for hard-to-fill positions and presented the four requests for waiver of years of experience and appointment as hard-to-fill positions as follows:

1. Catherine Marzan has been offered the position of 6th Grade ELA Teacher at Valley Middle School effective August 22, 2023. The administrative recommendation is to allow twenty-three (23) years of experience to be brought into the district by Catherine Marzan and to approve her teacher appointment. She would be placed at \$82,719 (DR, Step 24).
2. Elizabeth Tobio has been offered the position of 8th Grade Science Teacher at Valley Middle School effective August 22, 2023. The administrative recommendation is to allow twenty-five (25) years of experience to be brought into the district by Elizabeth Tobio and to approve her teacher appointment. She would be placed at \$81,428 (MA/MS, Step 25).
3. Gildee Grace Lanada has been offered the position of Special Education Teacher at South Middle School effective August 22, 2023. The administrative recommendation is to allow seventeen (17) years of experience to be brought into the district by Gildee Grace Lanada and to



approve her teacher appointment. She would be placed at \$66,015 (BA+30, Step 18).

4. Teresa Berg has been offered the position of Social Studies Teacher at Lewis and Clark Elementary effective August 22, 2023. The administrative recommendation is to allow twenty (20) years of experience to be brought into the district by Teresa Berg and to approve her teacher appointment. She would be placed at \$68,523 (BA/BS, Step 21).
5. Tanja Brown has been offered the position of 1st Grade Teacher at Ben Franklin Elementary effective August 22, 2023. The administrative recommendation is to allow twenty-five (25) years of experience to be brought into the district by Tanja Brown and to approve her teacher appointment. She would be placed at \$82,569 (MA+15, Step 25).

It was moved by Shabb and seconded by Gaukler to approve the waivers of years of experience and to approve the teacher appointments for Catherine Marzan, Elizabeth Tobio, Gildee Grace Lanada, Teresa Berg, and Tanja Brown as presented. Motion carried unanimously. Absent: Larson.

**Consent Agenda.** It was moved by Palmiscno and seconded by Manley to approve the consent agenda as follows:

- Appointments effective August 22, 2023, of Rudny Subigca, special education teacher, salary \$54,387; Zachary Hockert, counselor, salary \$57,407; and JoEllen Paintner, library media specialist 50%, salary \$41,854; and
- Resignations effective June 2, 2023, of Andrew St. Vincent, John Corpus, Kaitlyn Allen, and Stephanie Waltz.

Motion carried unanimously. Absent: Larson.

Alshami joined the meeting at 6:46 p.m.

**Principals and Associate Principals Negotiated Agreement – July 1, 2023, to June 30, 2025.**

Baumbach reported all principals and associate principals will receive an 8% increase to the base in 2023-2024 and a 5% increase to the base in 2024-2025. In addition, paid parental leave was added, the allowable carryover of personal leave was increased to three days, and the professional development and travel maximum per year to \$3,000 and the maximum balance to \$7,500. A draft of all proposed changes to the agreement was provided in the agenda packet.

It was moved by Anderson and seconded by Anderson to approve the Principals and Associate Principals Negotiated Agreement effective July 1, 2023, through June 30, 2025, as presented. Motion carried unanimously. Absent: Larson.

**Adjournment.** There being no further business, the meeting adjourned at 6:54 p.m.

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

\_\_\_\_\_  
Eric R. Lunn, President

\_\_\_\_\_  
Brandon Baumbach, Business Manager

## MEMORANDUM

TO: Grand Forks School Board  
FROM: Dr. Terry Brenner, Superintendent of Schools  
SUBJECT: Consent Agenda  
DATE: July 10, 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)
- 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)**
- Student Travel Request**
- 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 10, 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: Ashlyn Hanson  
Degree: BA  
Yrs of Exp: 0  
Salary: \$46,977.00 (188 days)  
Position: Replacement  
Effective: August 22, 2023

Major: BSSW – Social Work  
Assignment: Behavior Interventionist  
Location: Head Start

.....

Name: Lexi Irving  
Degree: BA  
Yrs of Exp: 0  
Salary: \$ 46,977.00 (188 days)  
Position: Replacement  
Effective: August 22, 2023

Major: Psychology  
Assignment: Counselor  
Location: Discovery Elementary

\*\*\*\*\*

Name: Jacob Siedschlag  
Degree: BS  
Yrs of Exp: 0  
Salary: \$46,977.00 (188 days)  
Position: Replacement  
Effective: August 22, 2023

Major: Elementary Education  
Assignment: 1<sup>st</sup> grade Teacher  
Location: Ben Franklin Elementary

\*\*\*\*\*

Name: Ashley Blake  
Degree: BS  
Yrs of Exp: 0  
Salary: \$46,977.00 (188 days)  
Position: Replacement  
Effective: August 22, 2023

Major: Elementary Education  
Assignment: 6<sup>th</sup> grade ELA  
Location: South Middle School

.....

Name: Sara Yurosko  
Degree: BS  
Yrs of Exp: 5  
Salary: \$50,967.00 (188 days)  
Position: NEW  
Effective: August 22, 2023

Major: Exercise Science  
Assignment: 4<sup>th</sup> grade Teacher  
Location: Wilder Elementary

.....

Name:	Stephanie Britton	Major:	Music
Degree:	BS	Assignment:	Special Education Teacher
Yrs of Exp:	6	Location:	Kelly Elementary
Salary:	\$51,765.00 (188 days)		
Position:	Position change		
Effective:	August 22, 2023		

.....

Name:	Lisa Enerson	Major:	Elementary Education
Degree:	BS	Assignment:	K-2 social studies & Interventionist 50/50
Yrs of Exp:	14	Location:	Lewis and Clark Elementary
Salary:	\$58,946.00 (188 days)		
Position:	Position change		
Effective:	August 22, 2023		

.....

Name:	Jennifer Jones	Major:	Instructional Design & Tech
Degree:	MS + 30	Assignment:	English Teacher
Yrs of Exp:	10	Location:	Central High School
Salary:	\$62,082.00 (188 days)		
Position:	Replacement		
Effective:	August 22, 2023		

## STUDENT TRAVEL REQUEST

Out-of-Town/Out-of-State trips must be approved. The School Board will consider requests for student travel to countries other than the United States and Canada. The Assistant Superintendent will approve all other requests.

Fill in the necessary information below and turn in into your building principal.

Date: 6/19/2023

Organization/Class: RRHS Fine Arts Advisor/Instructor: Jeff Seabloom

# of Students Participating: Approx. 20

Destination: London, United Kingdom

Beginning Date: 3/9/2024 Ending Date: 3/16/2024

Purpose of Trip: Arts immersion cultural experience.

Description of Activity: See attached

Additional Information: See attached

Funding Source: Families, limited fundraisers possible.

School Approval:  
☒ Approved

Signed:

Kentucky G. Ammon

Principal

☐ Denied

Date:

6/19/23

District Approval:  
☐ Approved

Signed:

Assistant Superintendent and/or School Board

☐ Denied

Date:



**Red River High School**  
**Fine Arts Department**  
2211 17th Ave. So  
Grand Forks, ND 58201  
Tel. (701) 746-2400  
Fax (701) 746-2406

*Department Chair*  
Rich McFarlane

*Band*  
Dave Christianson  
Janelle Huber

*Orchestra*  
Jeff Seabloom

*Theatre Arts*  
Rich McFarlane

*Visual Arts*  
Nicole Kopff  
Betsy Thaden

*Vocal Music*  
Alex Barta  
Alex Hovey

The proposed arts immersion trip to London, UK is presented as a Red River Fine Arts Department venture. We request to operate this trip for students in our Music, Theater, and Visual Arts programs for the summer of 2024.

As London is one of the major cultural centers of Europe, this trip would allow our students a once in a lifetime opportunity to immerse themselves in the Arts in this artistically diverse city. Europe is the center of much of the Arts that we teach, and a trip there is like studying a language in its native country. This trip is planned to offer the serious student a wide variety of experiences. These include concerts, plays, musicals, art galleries, museums, and historical centers. As the arts are all interconnected, our students will not only get a world class experience in their specific area of interest, but also learn and gain an understanding and appreciation for the other arts as well.

GrandTours, Inc. has put together a week-long tour package that offers a wealth of activities. A copy of the tour information is attached for your reference. The trip will depart on March 9, 2024 and return on March 16, during the weeklong spring break. Students will not miss any days of school. GrandTours carries and provides liability insurance for each participant.

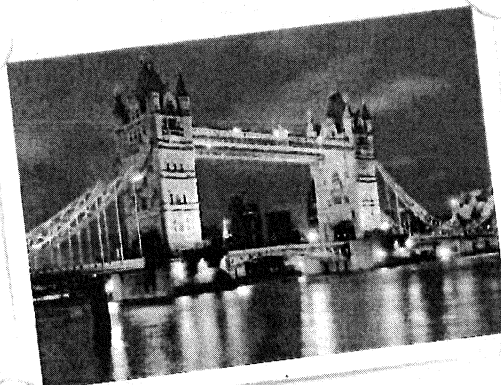
The cost of the trip is \$3895 per student and includes all travel, lodging, tickets and admission fees, and some meals. Not included are remaining meals and personal spending money. Limited fundraisers may be offered, but will not exceed the scope of current fundraising efforts. A payment schedule has been set up so payments will be spread across the school year. All participants will need to provide a valid passport for travel.

The trip will be chaperoned by GFPS staff from the different arts disciplines, and will maintain at 10:1 student to chaperone ratio. At this time, we are not looking for parent chaperones, as we have sufficient district employees who will chaperone.

We offer this trip as a part of our ongoing plan to offer an overseas experience such as this once every four years. In this manner, each student would have the opportunity to participate once during their high school career. Previous trips were operated in 2013 and 2017. The pandemic put a pause of these offerings, but we are pleased to be able to offer this experience once again.

We are excited to present this amazing opportunity to our students. On behalf of the Fine Arts Department staff, thank you for considering our request.

Jeff Seabloom  
Orchestra Teacher, Red River High School



## A GRAND TOUR TO ENGLAND

LONDON | STONEHENGE | OXFORD

RED RIVER HIGH SCHOOL  
FINE ARTS DEPARTMENT

MARCH 9 - 16, 2024

ESTIMATED PRICE: \$3895 PER PERSON

NOTE: THIS IS A GOOD-FAITH ESTIMATE UNTIL PRICING FOR  
2024 AIR & LAND SERVICES ARE AVAILABLE FOR BOOKING.

JOIN THE RED RIVER HIGH SCHOOL FINE ARTS DEPARTMENT ON AN EXCITING SPRING BREAK TOUR TO THE UNITED KINGDOM IN 2024.

FLY FROM GRAND FORKS, FARGO, OR MINNEAPOLIS TO LONDON ON AN OVERNIGHT, TRANSATLANTIC FLIGHT.

ARRIVE IN ENGLAND AND GET SETTLED INTO A CENTRAL LONDON HOTEL THEN BEGIN EXPLORING THE CITY WITH YOUR LOCAL LONDON GUIDE.

DURING YOUR STAY YOU WILL SEE ICONS SUCH AS BIG BEN, PARLIAMENT, TRAFALGAR SQUARE, WESTMINSTER ABBY, THE BRITISH MUSEUM, TOWER OF LONDON, ST. PAUL'S CATHEDRAL, THE GLOBE THEATRE, ROYAL ALBERT HALL AND THE ROYAL ACADEMY OF MUSIC.

MAKE A DAY EXCURSION OUT OF LONDON TO SEE STONEHENGE, OXFORD, AND WINDSOR.

ATTEND EVENING PLAYS AND CONCERTS DURING THE TOUR AND ENJOY THE VERY BEST OF WHAT LONDON HAS TO OFFER. JOIN US ON THIS EXCITING GRAND TOUR TO LONDON AND THE UK!

### GrandTours

855 Village Center Drive #333

Saint Paul, MN 55127

T: 651-756-8885

[www.grandtoursinc.com](http://www.grandtoursinc.com)

[info@grandtoursinc.com](mailto:info@grandtoursinc.com)

ENGLAND  
2024



## ITINERARY

**Day 1 Saturday, March 9, 2024** **Depart from the USA**  
Depart from Grand Forks, Fargo or Minneapolis. Connect to your transatlantic flight to London, England. Fly overnight with meals, beverages and inflight entertainment included. **Inflight**

**Day 2 Sunday, March 10, 2024** **Arrival | London**  
Morning arrival in London. Meet your local British tour manager and load your deluxe motor coach. Depart from Heathrow Airport for central London. Enjoy a panoramic tour of London taking in key sights such as the Houses of Parliament, Trafalgar Square, Buckingham Palace, Piccadilly Circus, St. Paul's Cathedral and the Tower Bridge. Check-in to your centrally located hotel with time to relax, unpack and freshen up. Enjoy a welcome dinner in a local restaurant. **Inflight/D**

**Day 3 Monday, March 11, 2024** **London**  
Breakfast buffet at the hotel. Meet your tour manager and depart on the London Underground with your one-day Travelcard to Westminster. Enjoy a guided, walking tour of the area which will take you to Parliament Square, Whitehall, Downing Street and Buckingham Palace, where you will observe the world famous Changing of the Guard. After lunch visit famous Westminster Abbey, an architectural masterpiece from the 13th century and an icon of British history. Have time in small groups to get dinner and do some souvenir shopping then walk across the Thames to the London Eye for a spectacular evening flight. One rotation takes 30-minutes at a height of 450 feet! **B**

**Day 4 Tuesday, March 12, 2024** **London**  
Travel on the Tube to the area of the British Museum. Discover the museum's amazing collections such as the Rosetta Stone, Parthenon sculptures, and Egyptian mummies. You will also visit the National Portrait Gallery. Grab lunch and do some souvenir shopping at entertaining Covent Garden before continuing to the Royal Academy of Music. See its collections of instruments, art, photography, manuscripts, and scores. Have time to get dinner before attending a concert or play this evening in London. **B**

**Day 5 Wednesday, March 13, 2024** **London**  
Take the Underground to St. Paul's Cathedral, designed by Sir Christopher Wren and built between 1675-1710. Get lunch and then tour the Globe Theatre, a faithful reconstruction of Shakespeare's open-air playhouse where he worked and wrote many of his greatest plays. Continue along the Thames to the Tate Modern Gallery. In this unique museum you will admire works from Pablo Picasso, Salvador Dali, Andy Warhol, and Roy Lichtenstein. In the evening attend a concert or play. **B**

**Day 6 Thursday, March 14, 2024** **Oxford | Windsor | London**  
Board the motor coach for a day excursion out of London. Begin with a visit to Stonehenge. The ancient stone circle is one of the mysteries of the world dating perhaps to 2,000 B.C. Continue to Oxford where you have a walking tour of this "city of dreaming spires." Continue to Windsor, where you enjoy the castle and the town. Return to London and get dinner in Leicester Square before attending a classic West End Musical. **B**

**Day 7 Friday, March 15, 2024** **London**  
Meet your guide and travel on the Tube to the famed Tower of London for a guided tour. Completed in the 14th century, the Tower was the refuge of Richard II during the Peasants' Revolt, the prison of Sir Thomas More, Sir Walter Raleigh and the future Queen Elizabeth I. It also saw the execution of Anne Boleyn and Catherine Howard, Henry VIII's second and fifth wives. Here, you will also see the amazing Crown Jewels. The afternoon is free for exploring in small groups and finding those last souvenirs on your final day in London. Close your tour of this historic city together at a festive, farewell pub dinner. **B/D**

**Day 8 Saturday, March 16, 2024** **Return to USA**  
Transfer to London's Heathrow airport for your return flight to the USA. Return to Minneapolis, Fargo or Grand Forks. **B/Inflight**

## TOUR FEATURES

- Round trip airfare from Grand Forks, Fargo or Minneapolis
- Local tour manager to facilitate the program
- 6-nights in 3-star central London Hotel (Zones 1-2)
- Twin occupancy with private bathroom
- Transportation by deluxe motor coach where indicated
- London Underground one-day travelcards as indicated
- Breakfast daily at the hotel
- Welcome and farewell dinners at local restaurants
- 3-Evening concert or theatre events
- Sightseeing program with all admissions as required
- Flight on the London Eye
- Excursion to Stonehenge, Oxford & Windsor
- Post departure Travel Insured travel protection
- Gratuities to drivers, tour managers and local guides
- Online registration and individual billing
- Complete set of travel documents
- Access to the GrandTours app

## TOUR FINANCE

### Payment Schedule

- \$300 Tour deposit Due July 15, 2023
- \$900 Payment #2 Due September 15, 2023
- \$900 Payment #3 Due October 15, 2023
- \$900 Payment #4 Due November 15, 2023
- Final Balance Due January 30, 2024

### Cancellation Policy

- Until 90 days prior to departure = Full refund
- 89 to 60 days prior = 75% of payments refunded
- 59 to 30 days prior = 50% of payments refunded
- 29 to 0 days prior = No refund for any reason

You are free to make additional payments at any time to your tour account. All debit/credit card charges will have a 3% fee added at the time the charge is processed. Your best value is to pay by check. Any RRHS fundraising will be credited to your account once funds are received by GrandTours.

Once the tour is announced as viable with enough participants, you may wish to consider the purchase of travel insurance that includes pre-trip cancellation coverage. You can preview options online at: [www.travelinsured.com](http://www.travelinsured.com). Our included insurance has no pre-trip cancellation coverage. Insurance options are outlined in detail on the tour registration website.



**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 GG  
SUBJECT: Resignations  
DATE: July 10th, 2023

---

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 Luckow	7 <sup>th</sup> Grade Geography Teacher	South Middle School
Jessica Grove	Counselor	Discovery Elementary School
Miranda Suchor	Counselor	Phoenix Elementary School

**Administrative recommendation is to approve the resignations effective June 2, 2023.**

Attachments  
GG



Dear Principal Travis Neil,

I am writing to formally resign from my position as a 7th grade geography teacher at South Middle School

It is with a mixture of gratitude and a heavy heart that I submit my resignation after serving as a teacher at South Middle School for the past ten years. I am grateful for the support and guidance I have received from the administration, fellow staff members, students, and their families.

I will be moving to a school district closer to my home. The move will also give me the opportunity to be at the same school as my children. This change will be beneficial for me and my family.

Thank you once again for the incredible opportunity to be a part of the South Middle School family. I wish the school, staff, and students continued success in all their future endeavors.

Warm regards,

*Amy Luckow* 6-9-23  
Amy Luckow

Jessica Grove  
[jgrove150@mygfschools.org](mailto:jgrove150@mygfschools.org)  
g

June 1, 2023

Allison Parkinson  
Principal  
Discovery Elementary  
3300 43rd Ave S  
Grand Forks ND 58201

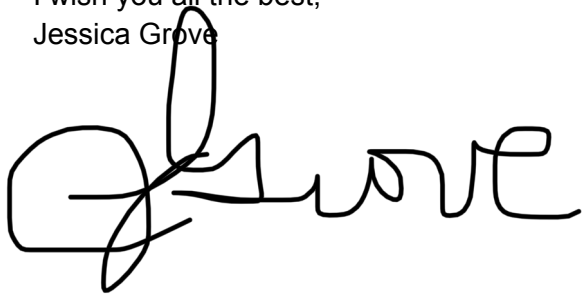
Dear Mrs. Parkinson,

Please accept this letter as my formal resignation as School Counselor at Discovery Elementary. My last day will be June 2, 2023.

Although this was not an easy decision to make, I feel that it is time for me to focus on my family and move on from this position. We will be moving closer to family & building a home in the country.

I would like to thank you and the rest of the staff at Discovery Elementary for the support that you have given me throughout my four years here. I have enjoyed working as a part of this team and will miss the students incredibly. I have been able to grow personally and professionally during my time here. I have learned invaluable lessons about leadership and being a part of a "students first" community.

I wish you all the best,  
Jessica Grove

A handwritten signature in black ink, appearing to read "J. Grove". The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail.

Kevin Ohnstad-Phoenix Elementary

Dear Mr. Ohnstad,

I am writing to formally announce my intention to resign from my position as a school counselor. An opportunity has arisen for me to pursue a position at a school closer to my home, which would greatly benefit my family. I would like to express my deep appreciation for the valuable experiences and knowledge I have gained during my tenure in this role.

First and foremost, I would like to extend my sincere gratitude to you, Mr. Ohnstad, for your guidance, patience, and support throughout my time as a school counselor. Your professionalism and willingness to impart your wisdom have been instrumental in my professional growth.

To my esteemed counseling colleagues, I would like to express my heartfelt thanks for your mentorship and unwavering support. Your willingness to address all of my inquiries, no matter how trivial, has been immensely valuable. Collaborating closely with each of you to provide assistance to our staff and students has been an enriching experience. I consider myself incredibly fortunate to have had the opportunity to work alongside such an exceptional group of professionals.

Lastly, to my cherished Phoenix family, I extend my deepest appreciation for the warm welcome and understanding you demonstrated as I embarked on my counseling journey for the first time, especially while managing the challenges of a first pregnancy. I will greatly miss our collaborative efforts and the friendships that have formed. I wholeheartedly wish each and every one of you the utmost success in all your future endeavors.

Once again, I would like to express my gratitude for the support I have received during my time as a school counselor. It has been an honor and privilege to contribute to the growth and well-being of our educational community.

Yours sincerely,


Miranda Suchor

A handwritten signature in blue ink that reads "Miranda Suchor". The signature is written in a cursive, flowing style.

**Dr. Terry Brenner**  
Superintendent of Schools

Phone: 701.787.4880  
Fax: 701.772.7739  
tbrenner270@mygfschools.org

## MEMORANDUM

TO: Grand Forks School Board Members  
FROM: Dr. Terry Brenner, Superintendent of Schools   
SUBJECT: Waivers of Years of Experience and Appointments of Juliet Lopez and Karlynn Von Rueden  
DATE: July 10, 2023

---

As hard-to-fill positions, the school board, per the teacher negotiated agreement, may allow more years of experience to be brought into the district with an external applicant. See Negotiated Agreement language below:

*Credit for teaching experience prior to entering the DISTRICT shall not exceed fifteen (15) years on the salary schedule (full years only will be considered). In special fields wherein qualified candidates are in demand, additional credit for actual PreK-16 teaching experience may be granted by special permission of the school board.*

1. Juliet Lopez has been offered the position of Special Education Teacher at Schroeder Middle School effective August 22, 2023. Given the aforementioned, the administrative recommendation is to allow twenty-one (21) years of experience to be brought into the district by Juliet Lopez and to approve her teacher appointment. She would be placed at \$76,322 (MA+45, Step 22).
2. Karlynn Von Rueden has been offered the position of World Languages Teacher at South Middle School effective August 22, 2023. Given the aforementioned, the administrative recommendation is to allow twenty-four (24) years of experience to be brought into the district by Karlynn Von Rueden and to approve her teacher appointment. She would be placed at \$81,428 (MA/MS, Step 25).

cj

**Dr. Terry Brenner**  
Superintendent of Schools

Phone: 701.787.4880  
Fax: 701.772.7739  
tbrenner270@mygfschools.org

## MEMORANDUM

TO: Grand Forks School Board Members  
FROM: Dr. Terry Brenner, Superintendent of Schools *TB*  
SUBJECT: Designation of Official Newspaper of the School District  
DATE: July 10, 2023

---

North Dakota Century Code Section 15.1-09-33(34) requires the school board to designate, at its annual meeting, a newspaper of general circulation as the official newspaper of the school district.

Administrative recommendation is to designate the Grand Forks Herald as the official newspaper of Grand Forks Public School District #1.

cj





## MEMORANDUM

TO: Grand Forks School Board Members  
FROM: Dr. Terry Brenner, Superintendent of Schools  
SUBJECT: Designation of Authorized Representatives for Title Programs & Grants for 2023-2024  
DATE: July 10, 2023

TB

School districts that receive funds from federal programs and competitive grants are required to appoint an individual as the authorized representative for the programs and grants. These assignments must be documented in the school board meeting minutes.

Listed below are the federal programs and competitive grants and their recommended representative:

1. Title I – Disadvantaged Children Meet High Standards ..... Dr. Terry Brenner (interim)
2. Title II, Part A – Teacher and Principal Quality Training and Recruiting ..... Dr. Terry Brenner (interim)
3. Title III – English Language Acquisition/Enhancement ..... Dr. Terry Brenner (interim)
4. Title IV, Part A – Student Support and Academic Enrichment Grants ..... Dr. Terry Brenner (interim)
5. Title VI-B (IDEA) – Individuals with Disabilities Education Act ..... Dr. Terry Brenner (interim)
6. Title VII – Indian Education ..... Dr. Terry Brenner (interim)
7. Title VIII – Impact Aid ..... Dr. Terry Brenner, Brandon Baumbach
8. Title IX of the Equal Employment Opportunity Commission ..... Griffin Gillespie
9. Indian Education Formula Grant ..... Dr. Terry Brenner (interim)
10. Johnson O'Malley Act (Indian Education) ..... Dr. Terry Brenner (interim)
11. Head Start ..... Dr. Terry Brenner (interim)
12. 21<sup>st</sup> Century Community Learning ..... Dr. Terry Brenner (interim)
13. District Homeless Liaison ..... Sara Munson
14. CLSD Grant ..... Amy Bartsch
15. School Food Service ..... Wendy Mankie

The administrative recommendation is to approve the authorization of the above designated individuals as the authorized representatives for the above federal programs and competitive grants for the 2023-2024 fiscal year.

cj



## MEMORANDUM

TO: Grand Forks School Board Members  
FROM: Dr. Terry Brenner, Superintendent of Schools  
SUBJECT: School Board Regular Meeting Schedule for 2023-2024  
DATE: July 10, 2023

North Dakota Century Code Section 15.1-09-30 requires that each school board hold an initial meeting in July and once during each month thereafter.

The provision for regular meetings in Policy BC provides that except for July, December, and June, the Board shall meet on the second and fourth Monday of each month unless rescheduling is necessary as determined by the Board President. Typically, the meetings will begin at 6:00 p.m. Special meetings and work sessions may be called if needed at any time.

Below are the proposed dates for the school board's regular meetings for the 2023-2024 fiscal year with possible deviations noted for the board's consideration. The second meeting in November is held jointly with the Grand Forks Air Force Base School Board. All meetings will be at the Mark Sanford Education Center and begin at 6:00 p.m. unless otherwise scheduled.

Grand Forks School Board Proposed Regular Meeting Schedule – 2023-2024		
Monday, August 7, 2023	6:00 p.m.	It is recommended to reschedule the regular meeting from the second Monday to the first Monday of the month to accommodate needs related to the Career Impact Academy project timeline and to approve teacher appointments before the start of the school year.
Monday, August 21, 2023	6:00 p.m.	It is recommended to reschedule the regular meeting from the second Monday to the first Monday of the month to accommodate needs related to the Career Impact Academy project timeline and to approve teacher appointments before the start of the school year.
Monday, September 11, 2023	6:00 p.m.	
Monday, September 25, 2023	6:00 p.m.	
Monday, October 9, 2023	5:00 p.m.	It is recommended to reschedule the meeting's start time to 5:00 p.m. to accommodate the anticipated Indigenous Peoples' Day celebration.
Monday, October 23, 2023	6:00 p.m.	

Monday, November 13, 2023	6:00 p.m.	
Monday, November 27, 2023	6:00 p.m.	
Monday, December 11, 2023	6:00 p.m.	
Monday, January 8, 2024	6:00 p.m.	
Monday, January 22, 2024	6:00 p.m.	
Monday, February 12, 2024	6:00 p.m.	
Monday, February 26, 2024	6:00 p.m.	
Monday, March 4, 2024	6:00 p.m.	It is recommended to reschedule the regular meeting from the second Monday to the first Monday of the month due to Spring Break.
Monday, March 25, 2024	6:00 p.m.	
Monday, April 8, 2024	6:00 p.m.	
Monday, April 22, 2024	6:00 p.m.	
Monday, May 13, 2024	6:00 p.m.	
Tuesday, May 28, 2024	6:00 p.m.	It is recommended to reschedule the regular meeting from the fourth Monday to the fourth Tuesday due to the Memorial Day holiday.
Monday, June 10, 2024	6:00 p.m.	

In addition, a special meeting is scheduled on Monday, July 24, 2023, at 6:00 p.m. to accommodate needs related to the timelines for the Valley Middle School and Nathan F. Twining Elementary and Middle School projects, although other agenda topics may be added to the agenda.

The administrative recommendation is to approve the proposed schedule for regular meetings of the Grand Forks School Board for the 2023-2024 fiscal year.


cj

**Dr. Terry Brenner**  
Superintendent of Schools

Phone: 701.787.4880  
Fax: 701.772.7739  
tbrenner270@mygfschools.org

## MEMORANDUM

TO: Grand Forks School Board  
FROM: Dr. Terry Brenner, Superintendent of Schools  
SUBJECT: Substitute Teacher Pay Rate for 2023-2025  
DATE: July 10, 2023



---

Attached you will find a recommendation regarding the substitute teacher pay rate for 2023-2025. As noted in the memo, the recommended pay rates are the result of a regional market study conducted by the Human Resources Department and Business Office. The new rate structure will allow the district to compete better with the market which will in turn help recruit and retain substitute teachers and recognize experienced teachers.

The administrative recommendation is for approval as recommended.

cj  
Attachment



## Memorandum

Date: July 10, 2023  
To: Dr. Terry Brenner, Superintendent  
From: Griffin Gillespie, Director of Human Resources  
Re: Substitute Teacher Pay Rate for 2023-2025

In response to the growing demand for substitute teachers, the Human Resources Department in collaboration with the Business Office conducted regional market research regarding substitute teacher pay. Presently our daily rate of pay for substitute teachers is \$135 per day with the last increase coming in 2020. Below please find additional school districts' rates of pay for reference:

Bismarck: \$140	West Fargo: \$140	Mandan: \$140
East Grand Forks: \$145	Devils Lake: \$150	
Fargo: \$130 (interim license), \$150 (regular license), \$200+ (retired teachers)		

Given that information, and in concert with providing a listening ear for substitute teachers who have reached out about providing a differentiated pay structure to the schedule, we would like to propose the following pay structure change:

- Substitute Teachers with an interim substitute teaching license: \$139.93/day, 56% of BA/BS, Step 1 Daily Rate
- Substitute Teachers with a regular teaching license: \$149.93/day, 60% of BA/BS, Step 1 Daily Rate
- Substitute Teachers who are retired teachers: \$174.92/day, 70% of BA/BS, Step 1 Daily Rate

We feel this tiered approach will align our base pay more competitively in the market as well as help to recruit, retain, and recognize experienced teachers. Also, by tying the tiers to BA/BS, Step 1 of the teachers' salary schedule, the rates will adjust annually to ensure we maintain competitive substitute teacher pay.

The cost to implement this tiered approach would be approximately \$290,000 over last year's expenditure. This change would amount to a 9.32% increase in substitute teacher pay.

Administrative recommendation is to implement the proposed 3-tiered approach for substitute teacher pay effective August 30, 2023.



**Brandon Baumbach**  
Business Manager

Department Phone: 701.787.4885  
Direct Phone: 701.746.2205, Ext. 7126  
Fax: 701.772.7739  
bbaumbach020@mygfschools.org

## MEMORANDUM

TO: Grand Forks School Board  
FROM: Brandon Baumbach, Business Manager  
SUBJECT: Consideration of Request for Qualifications for Design Services related to Grand Forks Central High School Swimming Pool  
DATE: July 10, 2023



Central High School's swimming pool has been offline for the past two seasons due to internal moisture pushing through the interior and exterior walls causing brick displacement. While the pool itself is in working condition, it is really the vapor structure of the walls and ceiling that require mitigation. To date, the swim teams have been practicing at the UND Hyslop pool and competing in meets at both Hyslop and out of town. UND has been openly committed to taking Hyslop offline effective July 1, 2024.

Current estimates have short-term and long-term solutions between \$1 million and \$3 million. To firm up estimates, decide on a solution, and meet the deadline of July 1, 2024, the administration is recommending the board secure a qualified design services firm.

Per N.D.C.C. 48-01.2, the governing body shall procure plans, drawings, and specifications for the improvement from an architect or engineer if the estimated cost for a public improvement exceeds \$200,000.

This project is expected to exceed the threshold and, for this reason, Administration is recommending approval of the attached request for qualifications public notice. If approved, Administration will publish the notice, evaluate the responses, and return to the board with a summary and recommendation of responses for a board decision.

Attachment: Request for Qualifications Public Notice

## **Request for Qualifications**

### **Architectural and Engineering Services**

Grand Forks Public Schools request statements of qualifications for Architectural and Engineering (A&E) services to support a potential project. The project includes the recommissioning of the pool at Grand Forks Central High School as well as all related structural and mechanical repairs or upgrades. The selected firm shall be considered for continuation of the work including design development, contract documents, and contract administration.

To receive the Request for Qualification (RFQ) submittal instructions, please contact the Director of Buildings and Grounds by either of the following methods:

Mail: Director of Buildings and Grounds  
Grand Forks Public Schools  
2400 47<sup>th</sup> Ave South  
Grand Forks, North Dakota 58201

Telephone: 701.746.2220

E-mail: [jellwein180@mygfschools.org](mailto:jellwein180@mygfschools.org)

Questions regarding the content of the Request for Qualifications submittal instructions can be directed to the Director of Buildings and Grounds, Jonathan Ellwein (701.746.2220).

Seven (7) copies of the completed response must be received no later than 3:00 p.m., CST, Wednesday, August 9, 2023, at the office of the Director of Buildings and Grounds.

To be published on July 19, 2023

**Brandon Baumbach**  
Business Manager

Department Phone: 701.787.4885  
Direct Phone: 701.746.2205, Ext. 7126  
Fax: 701.772.7739  
bbaumbach020@mygfschools.org

## MEMORANDUM

TO: Grand Forks School Board  
FROM: Brandon Baumbach, Business Manager  
SUBJECT: Consideration of Request for Qualifications for Design Services related to District-wide Safety and Security  
DATE: July 10, 2023



---

On May 16, Grand Forks Public School District voters approved a referendum that included \$18 million to enhance safety and security across the school district. Administration is seeking qualified firms to help design these systems.

Per N.D.C.C. 48-01.2, the governing body shall procure plans, drawings, and specifications for the improvement from an architect or engineer if the estimated cost for a public improvement exceeds \$200,000.

This project is expected to exceed the threshold and, for this reason, Administration is recommending approval of the attached request for qualifications public notice. If approved, Administration will publish the notice, evaluate the responses, and return to the board with a summary and recommendation of responses for a board decision.

Attachment: Request for Qualifications Public Notice



## **Request for Qualifications**

### **Architectural and Engineering Services**

Grand Forks Public Schools request statements of qualifications for Architectural and Engineering (A&E) services to support a potential project. The project includes safety and security upgrades for all schools in Grand Forks Public School District, focusing on secure entrances and perimeter controls. The selected firm shall be considered for continuation of the work including design development, contract documents, and contract administration.

To receive the Request for Qualification (RFQ) submittal instructions, please contact the Director of Buildings and Grounds by either of the following methods:

Mail: Director of Buildings and Grounds  
Grand Forks Public Schools  
2400 47<sup>th</sup> Ave South  
Grand Forks, North Dakota 58201

Telephone: 701.746.2220

E-mail: [jellwein180@mygfschools.org](mailto:jellwein180@mygfschools.org)

Questions regarding the content of the Request for Qualifications submittal instructions can be directed to the Director of Buildings and Grounds, Jonathan Ellwein (701.746.2220).

Seven (7) copies of the completed response must be received no later than 3:00 p.m., CST, Wednesday, August 9, 2023, at the office of the Director of Buildings and Grounds.

To be published on July 19, 2023



**Brandon Baumbach**  
Business Manager

Department Phone: 701.787.4885  
Direct Phone: 701.746.2205, Ext. 7126  
Fax: 701.772.7739  
bbaumbach020@mygfschools.org

## MEMORANDUM

TO: Grand Forks School Board  
FROM: Brandon Baumbach, Business Manager  
SUBJECT: Consideration of HVAC Filter Services Bids  
DATE: July 10, 2023



---

North Dakota Century Code 15.1-09-34 requires that any school district seeking services for contracts greater than \$50,000 must advertise, receive sealed bids, and award the contract to the lowest responsible bidder.

As a result, administration is asking for school board authorization to initiate a procurement process and post the legal notice for HVAC Filter Services.

Attachment: Request for Proposals Public Notice



## **REQUEST FOR PROPOSALS**

Notice is hereby given that Request for Proposals for Grand Forks Public Schools in Grand Forks, North Dakota will be received in the office of the Grand Forks Public Schools Director of Building and Grounds, 2400 47<sup>th</sup> Ave South, Grand Forks, ND, until Thursday, August 2nd, 2023 at 3:00 pm local time. All proposals received after the scheduled time will be returned unopened.

Services being sought:

1. HVAC Filter Services to sites in Grand Forks and Grand Forks Air Force in ND.

Copy of the Request for Proposal is available on the Grand Forks Public Schools website at:  
<https://www.gfschools.org>

The Owner reserves the right to hold all legitimate bids for a period of Thirty (30) days after the date fixed for the opening thereof. The Owner further reserves the right to reject any and all bids or portions thereof and to waive irregularities, and the Owner shall incur no legal liability for the payment of any monies until the contract is awarded and approved by the proper authorities.

Dated this 10th day of July 2023.

/s/ Jonathan Ellwein

Jonathan Ellwein, Director of Buildings and Grounds

Grand Forks Public Schools

2400 47<sup>th</sup> Ave South

Grand Forks, North Dakota 58201

To be published on July 19, 2023

**Dr. Terry Brenner**  
Superintendent of Schools

Phone: 701.787.4880  
Fax: 701.772.7739  
tbrenner270@mygfschools.org

## MEMORANDUM

TO: Grand Forks School Board  
FROM: Dr. Terry Brenner, Superintendent of Schools  
SUBJECT: Third-Party Individual/Entity Request for Student Information – Valley Bus Grand Forks, LLC  
DATE: July 10, 2023

*TB*

Policy [FGA](#), Student Education Records and Privacy, requires Board approval of student information sharing requests from third-party individuals/entities other than parties to which the District reports student information under the law. The policy also requires the superintendent to maintain a master list of all individuals and entities having access to student information, including school district personnel by title.

I am requesting the Board's consideration of the following individuals/entities at this time as follows:

- Valley Bus Grand Forks, LLC – the information requested is the names, addresses, and contact information of District students to whom they provide school bus transportation.

Administrative recommendation is for approval of Valley Bus Grand Forks, LLC, to receive student information as requested and as allowed by policy and/or the law.

cj  
Attachment – Student Information Sharing Request Form



## STUDENT INFORMATION SHARING REQUEST FORM

If you are a district employee requesting to share student information with a third party, the third party must sign this form or you must print the third-party's terms of service and attach them to this document in lieu of signing below.

For Contractors, consultants, volunteers, service providers, or other parties with whom the District has outsourced institutional services or functions for which the District would otherwise use employees; the third-party's terms of service/use must be attached to this document in lieu of completing the form and signing below.

Requestee's Name: John McLaughlin

Organization (list school building if district employee): Valley Bus Grand Forks, LLC

Date of request: July 6, 2023

1. Purpose of request: To be able to provide school bus transportation to district students.

2. Information requested (e.g., names, email addresses, de-identified test scores, etc.):

Names, addresses, and contact information

3. If request is for use of software, app, or an online tool, list name of tool, app, or software and manufacturer/developer:

4. Information will be collected from which grade levels and/or buildings (list)?

All grade levels.

5. Will information be collected only from certain categories of students? If yes, list:

All categories that need school bus transportation.

6. How long will the information be used (list dates)?

The information would be used for the full school year.

7. Who will have access to the information?

Only employees of Valley Bus Grand Forks LLC and Valley Bus LLC.

8. How will the information be collected (e.g., online survey, students complete online registration form, district prepares list)?

The District would provide the information.

Descriptor Code: FGA-E5

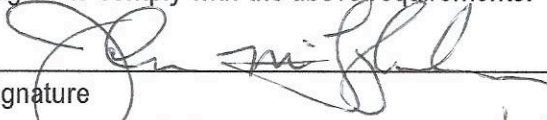
9. Describe methods that will be used to protect the information from unauthorized access.  
The information would be kept within the Valley Bus LLC domain, using Office 365 and Onedrive for storage. Only VB LLC log-ins would be authorized to access the information.

10. Describe method for destroying information after no longer in use.  
At the end of a school year the electronic files would be eliminated. Any paper printouts would be shredded.

In order to receive approval, the requestor must agree to the following:

1. The information requested shall be used only as delineated in #1 for the dates specified in #6 after which time the information will be destroyed in accordance with #10 at the requestor's expense. If the requestor is a district employee requesting to share student information with a third party, the third party shall be responsible for destroying the information at its expense after the deadline for use.
2. Only individuals listed in #7 shall have access to the information.
3. The requestor shall comply with any applicable parental consent requirements and/or opt-out requests for directory information.
4. The requestor shall complete any additional information sharing agreements required by law.
5. The Superintendent will be notified as soon as possible if the requestor suspects or knows that the student information was accessed by an unauthorized user or otherwise breached.

I agree to comply with the above requirements.

  
\_\_\_\_\_  
Signature  
John McLaughlin  
Print Name

7-6-23  
\_\_\_\_\_  
Date  
Valley Bus Grand Forks, LLC  
Organization

☐ Terms of service are attached in lieu of signature. Requestor is still responsible for compliance with any applicable parental consent requirements and notifying a privacy officer if terms of service are not followed by the third party. \_\_\_\_\_ (requestor's initials)

**For internal use only**

Request approved by board?

☐ Yes, date: \_\_\_\_\_

☐ Parental consent will be required before requestor can access requested information.

☐ Additional agreement required by law. These agreements are required when disclosure is to organizations conducting studies for or on behalf of the District or for purposes of a state or federal audit.

☐ No, date: \_\_\_\_\_

End of Grand Forks Public School District Exhibit FGA-E5 ..... Approved: 2/8/2023

EXH 11/2021