

**NOTICE OF REGULAR MEETING OF THE SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
Monday, December 11, 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
A. Reading of School Board Meeting Norms |
| 6:01 pm | 2. APPROVAL OF AGENDA |
| 6:02 pm | 3. CELEBRATING SUCCESS
A. Valley Middle School |
| 6:17 pm | 4. APPROVAL OF MINUTES
A. November 27, 2023 |
| 6:18 pm | 5. PUBLIC COMMENTS
<i>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.</i> |
| | 6. SUPERINTENDENT'S RECOMMENDATIONS FOR DISCUSSION |
| 6:21 pm | A. Safety and Security Update (Strategic Plan Area 3) |
| 6:31 pm | 6A. EXECUTIVE SESSION (closed meeting) as allowed by North Dakota Century Code Sections 15.1-09-60 and 44-09-19.2
A. Safety and Security |
| | 7. SUPERINTENDENT'S RECOMMENDATIONS FOR ACTION (open meeting) |
| 7:21 pm | A. Consent Agenda:
1. Teacher Appointments
2. Open Enrollment Application
3. Resignation |
| 7:22 pm | B. Teacher Resignation and Waiving of Liquidated Damages |
| 7:25 pm | C. Consideration of Curriculum Proposal for 2024-2025 (Strategic Plan Area 1) |
| 7:27 pm | D. Finance Committee Report:
1. Grand Forks Central Pool Update (Strategic Plan Area 3)
2. Information Technology Manager Position Recommendation (Strategic Plan Area 3) |
| 7:37 pm | E. Appointments to Teacher Contract Bargaining Special Education Study Committee |
| 7:39 pm | C. Classified Employee Meet & Confer Committee Report:
1. Correction to Nondiscrimination Clause in Classified Personnel Policy Manual |
| 7:40 pm | 8. OTHER
A. Announcements
B. Board Requests for Future Consideration
<i>There should be no discussion concerning any item that is requested for future consideration. The Board President and Superintendent will determine the best method of response to board requests.</i>
C. School Board Meeting Norms – How did we do? |
| 7:45 pm | 9. ADJOURNMENT |

Persons with disabilities who may need assistance to access the meeting should call the superintendent's office at 701-787-4880 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



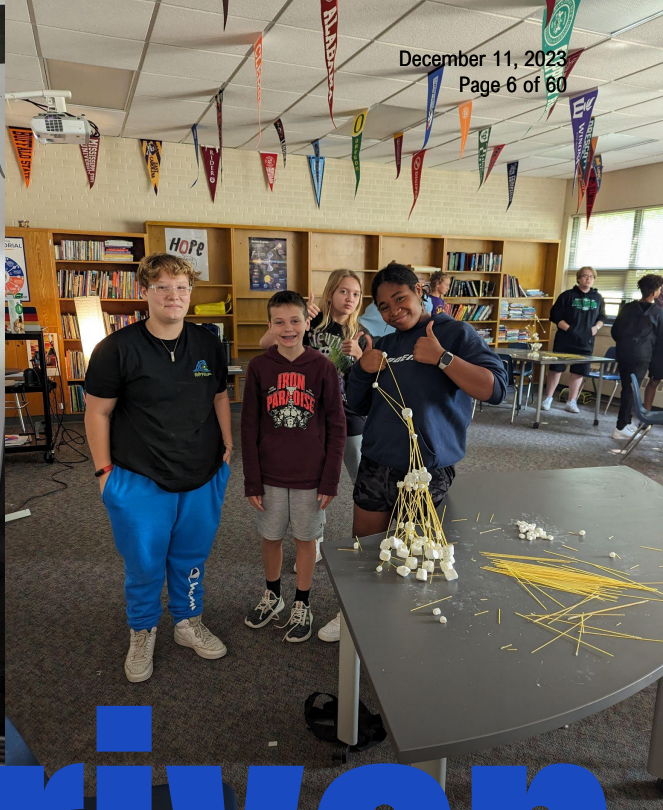
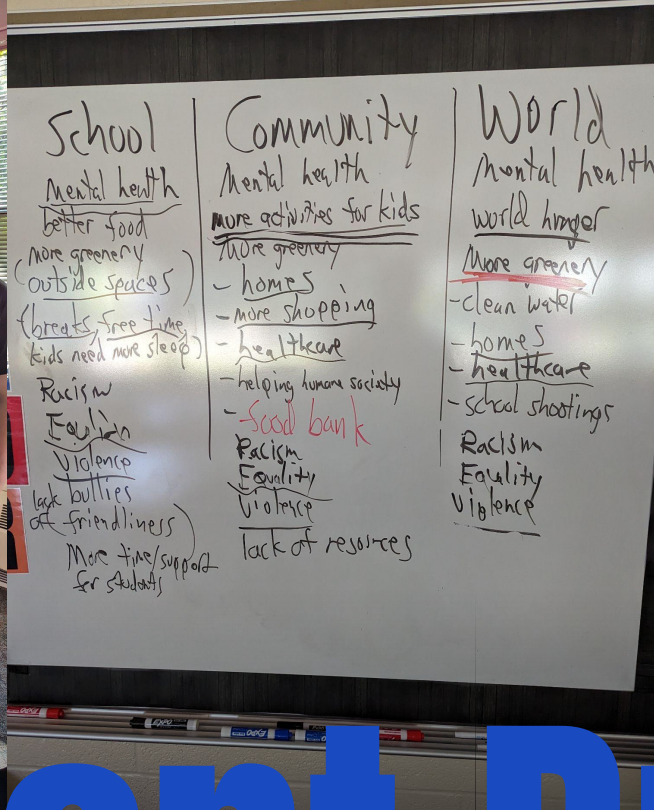
We will EDUCATE,
MOTIVATE, and
ADVOCATE for our
students so that they
will believe in their
potential and have the
skills to succeed.



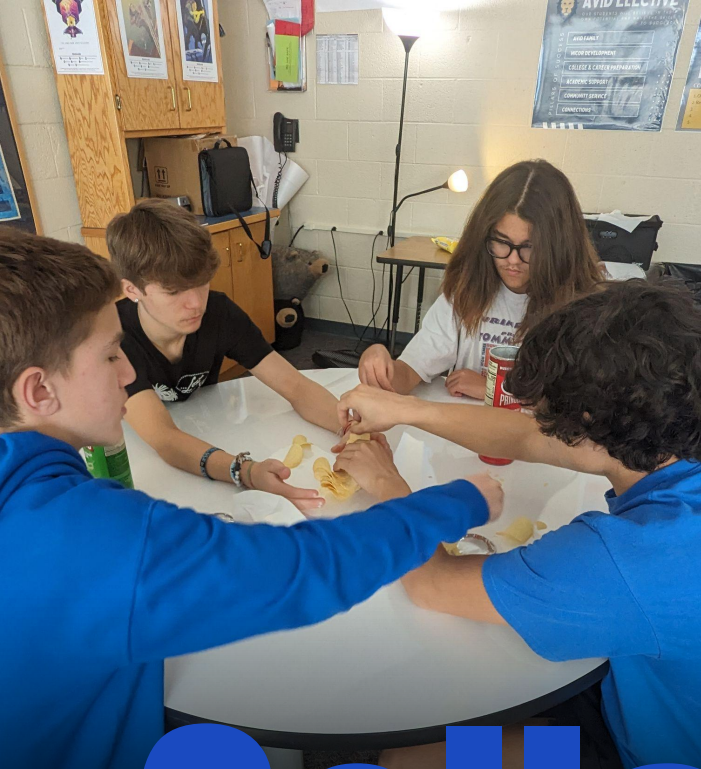
AVID: Advancement Via Individual Determination



- Student Driven
- Intrinsic
- Future Focused
- Collaborative



Student Driven



collaborative



Never give up
Stay confident
Mikayla Schill

Intrinsic

2.0

3.0

4.0

Future Focused



EDUCATE

Climate Notes

Weather - The short-term state of the atmosphere, including temperature, humidity, precipitation, wind, and visibility.

Climate - The average of an area's weather over a long period of time, 30 years.

Climate Factors

- Latitude
- Altitude
- Distance from the equator
- Distance from the ocean
- Distance from the equator
- Distance from the ocean

Climate is determined by 2 factors: Precip and direct sunlight.

The main difference between weather and climate is time.

Weathering can influence climate by affecting an area's temp & precip.

The temp of oceans currents affects an area's climate.

The Earth's 3 major climate zones are: tropical, temperate, and polar.

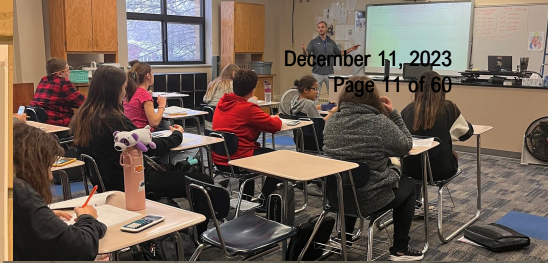
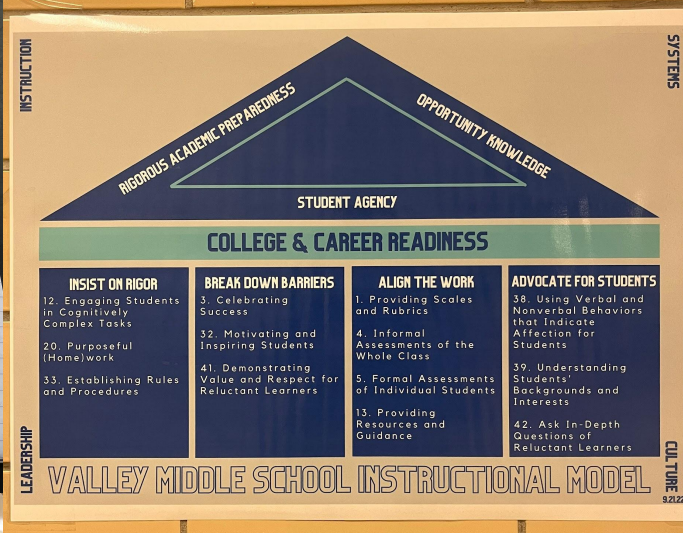
Earth's 3 major climate zones are: tropical, temperate, and polar.

Each of the 3 major climate zones is further divided into sub-zones.

The region that surrounds the equator and extends from about 30°N to 30°S is called the tropical zone.

Temps in the tropical zone are hot, except at high elevations.

The tropical zone has 3 major biomes: rainforest, savanna, and desert.



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Update your planner as needed:

- Watch this skit/video: <https://www.youtube.com/watch?v=7ZK155mL>
- How can you use something from this video to make your notes better?

Notes Due - OPEN to LG#7

- place on counter in front of your period's H/T tray
- Quiz today - Clear off desk
- chromebooks only.

Assignment: Finish Biodiversity Reading

- complete Graphic Organizers
- finish Biodiversity Reading
- finish Biodiversity Reading
- finish Biodiversity Reading

Wednesday date

- ★ Notebooks #3 Due - OPEN to LG#7
- ★ Organizers

Phosphorus

Phosphorus is a chemical element with the symbol P and atomic number 15. It is a non-metallic element that is essential for life. It is found in the Earth's crust and in the atmosphere. It is used in a variety of products, including fertilizers, detergents, and pesticides.

Tasmanian Tiger

The Tasmanian Tiger was a marsupial that lived in Tasmania, Australia. It was the last remaining member of the Thylacine family. It was hunted to extinction in 1936. It was a large, striped marsupial that could climb trees. It was used for hunting and as a guard dog.

Pyrenean Ibex

The Pyrenean Ibex was a species of ibex that lived in the Pyrenees mountains. It was hunted to extinction in 1902. It was a large, horned animal that could climb steep cliffs. It was used for hunting and as a guard dog.

Sophora toromiro

The Sophora toromiro was a tree that lived in Easter Island. It was hunted to extinction in the 17th century. It was a large, spreading tree that could grow up to 10 meters tall. It was used for building and as a source of food.

Sophora toromiro

The Sophora toromiro was a tree that lived in Easter Island. It was hunted to extinction in the 17th century. It was a large, spreading tree that could grow up to 10 meters tall. It was used for building and as a source of food.

Essential Question

FOCUSED NOTES	TOPIC/OBJECTIVE:	NAME:
	Socratic Seminar: The	CLASS/PERIOD:
	Prep	DATE:
ESSENTIAL QUESTION: How does media impact our lives and what are the pros		
and cons of media?		



Learning Objectives

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Students will:

- **Understand** how media impacts your and your peers lives.
- **Develop** arguments for and against media usage and consumption.
- **Annotate** a variety of texts to compare pros and cons with your peers.



Reflection and Quickwrite

- Think about **everything you know about media**.
 - *How is media used in a negative way?*
 - *How is media used in a positive way?*

Use the sentence stems if you would like:

Media is used negatively when..._____.

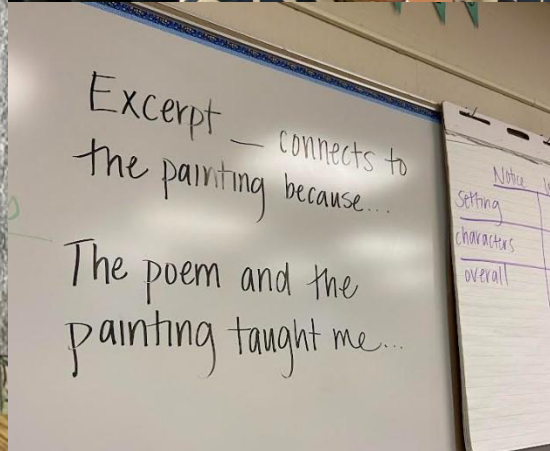
Media is used positively when..._____.

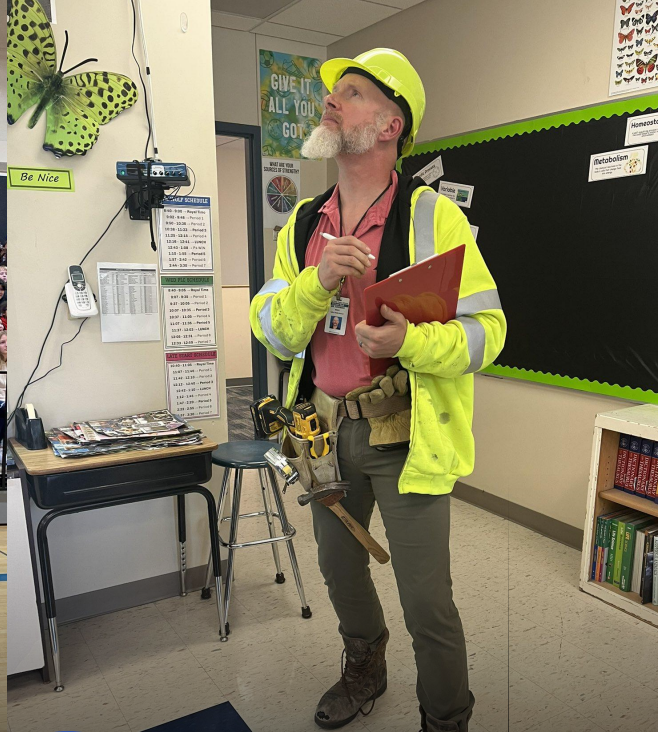
Media has impacted me by..._____.

Stand, Share, Sit

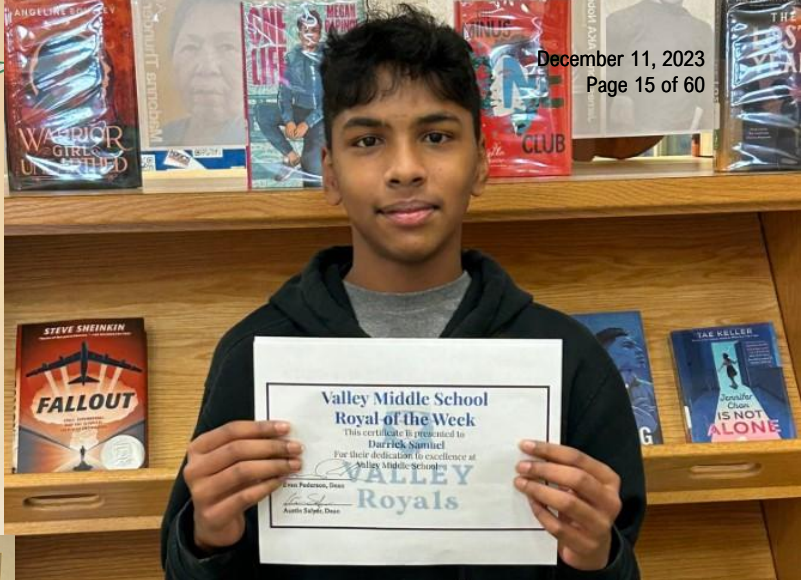
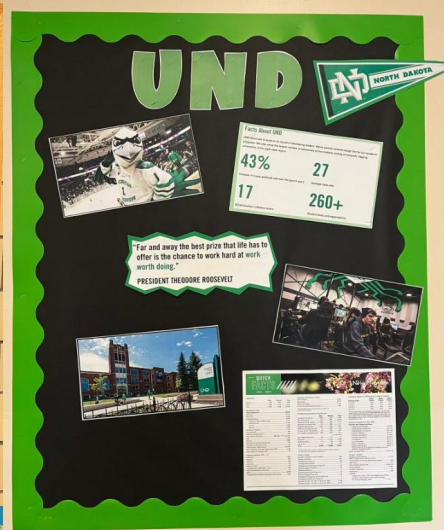
- In groups of 4, everyone stand in a circle.
- Each person will take turns sharing their sentence stem or one thing they wrote in their quickwrite.
 - When you have shared, you will sit down.
 - Repeat this with each partner.
 - The partner whose birthday is the closest to today's date will start. Move clockwise after this.





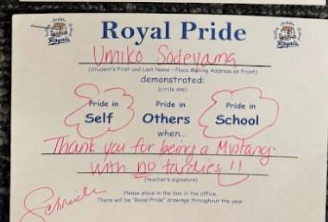


MOTIVATE





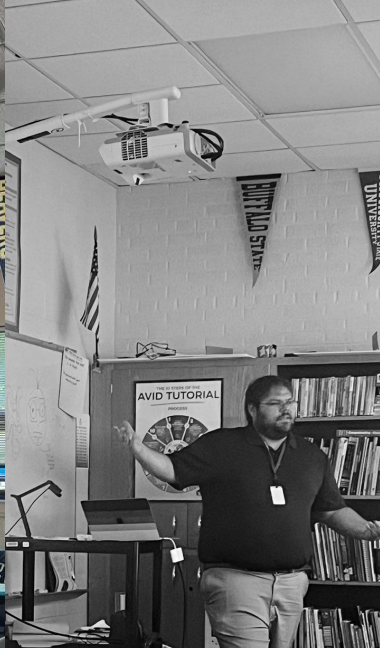
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ADVOCATE







FAMILY





WANT TO WIN BREAKFAST FOR YOUR RT?

Complete the NFL RT Challenge!

As an RT, choose **one** team collectively that you think will score the most points this Sunday. Fill out the form below to enter for a chance to win free breakfast in RT!

<https://tinyurl.com/NFLValley>







Pet Contest

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Paige Fiala Pet

Jarvis



Hunter Ross Pet

Oreo

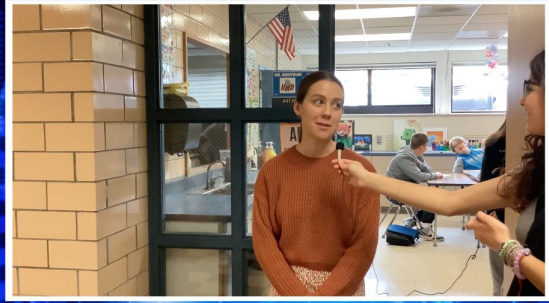


Mr. Kennedy Pet

Ginger and Chloe




Kjell Kindseth as Fuller




SPIDER PUMPKIN


"Still Missing... Some suspects identified."



9.9s SPIDER PUMPKIN



14.2s SPIDER PUMPKIN



22.3s SPIDER PUMPKIN



Favorite Color: **Royal Blue**

Favorite Food: Carbonara

Favorite Book: Catch 22

Favorite Hobby: Cooking

Favorite Thing About Teaching AVID: Giving kids the opportunities to do cool things!



Spotlight on Mr. Pederson

SHOUT OUT TO:
 ALEAH ROSSIER
 ALYANA CONTRERAS
 MADISON FONTAINE
 RAYNA RHOADES
 IZZY MORKVE
 SHEYLYN TAYLOR
 CHLOE HOLTER
 ALLYSON BERGIN
 BRYNLEE GRIFFIN



FOR GREAT SPORTSMANSHIP, GREAT PLAYS, AND BEING VERSATILE PLAYERS IN THEIR SOFTBALL GAMES YESTERDAY!



Kyle Crane

WOLVES OF THE WEEK:



Jusaiahs Vera

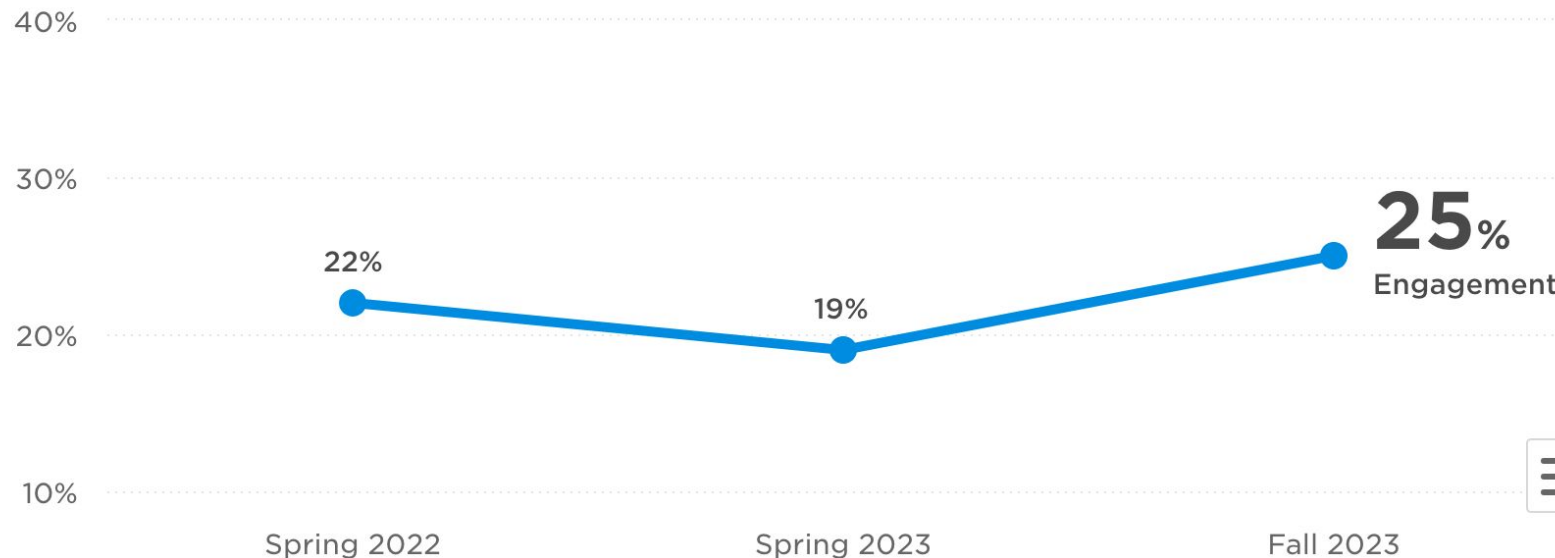
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Staff Voices

Engagement

How attentive and interested are students in classes.

Percent Favorable



Engagement

December 11, 2023

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QUESTION



Overall, how interested are you in your classes?

31% 
responded
favorably


 **5**
from Spring
2023



QUESTION



How often do you get so focused on activities in your classes that you lose track of time?

29% 
responded
favorably

 **8**
from Spring
2023




QUESTION



In your classes, how eager are you to participate?

28% 
responded
favorably

 **8**
from Spring
2023



Student Agency

“

I am someone who shows up to class prepared to do my best work.

67.8% of students

I believe I can become a better student.

70.9% of students

I believe I can build positive relationships with other students at school.

67% of students

I am someone who has the skills to get my schoolwork done well.

64.5 % of students

We will EDUCATE,
MOTIVATE, and
ADVOCATE for our
students so that they
will believe in their
potential and have the
skills to succeed.



GRAND FORKS SCHOOL BOARD

This meeting was held jointly with the Grand Forks Air Force Base School Board

GRAND FORKS PUBLIC SCHOOL DISTRICT #1

REGULAR MEETING MINUTES

November 27, 2023

The School Board of Grand Forks Public School District No. 1 met in regular session on Monday, November 27, 2023, at the Mark Sanford Education Center with President Amber Flynn presiding.

Board Members Present: Josh Anderson, Dave Berger, Amber Flynn, Monte Gaukler, 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; Matt Bakke, Assistant Superintendent of Elementary Education; Brady Olson, Vice President, Grand Forks Education Association; GFAFB School Board Members Michelle Shepperd, Branden Shepperd, and Arielle Neumann; Meredith, Vukelic via phone, Legal Counsel from Pearce Durick PLLC; 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. Gaukler read aloud the school board norms.

Approval of Agenda. It was moved by Shabb and seconded by Manley to approve the agenda as written. Motion carried unanimously.

Celebrating Success - Classified and Certified Employees of the 1st Quarter. Tara Ulrich, SAIL Coordinator, introduced Mohamad Abouelmagd, Special Education Paraprofessional, as the Classified Employee of the 1st Quarter. He was presented with a plaque in recognition of the selection.

Tad Schye, Valley Middle School Principal, introduced Adam Carlson, Special Education Teacher, as the Certified Employee of the 1st Quarter. He was presented with a plaque in recognition of the selection.

Approval of Minutes. It was moved by Palmiscno and seconded by Larson to approve the minutes of November 13, 2023, as written. Motion carried unanimously.

Public Comments (non-agenda items). None.

State of the Base – Colonel David Castor. Colonel David Castor, Commander of the Grand Forks Air Force Base 319th Mission Support Group, gave an overview of the strategy of the Reconnaissance Wing, Air Force operating locations, GFAFB missions, area partnerships, and symbolism of the Griffin.

Annual Report for 2022-2023. Bakke reported on a variety of information including student enrollment, student academic achievement, staffing, and business information.

Impact Aid Funding Update. Baumbach gave an overview of Impact Aid funding and payment history to the districts.

Curriculum Review. Gillach reported on the Secondary Curriculum Review Committee's proposal for 2024-2025. A proposed course deletion is A & B. Proposed course additions included Enriched Physical Science A & B Course 13101 A/B, Graphic Design I and II Digital Photography & Graphics, Work-Based Learning and Workplace Learning, Career Connection-Business, Career Connection-Family and Consumer Sciences, Career Connection-Health Sciences, Career Connection-Information Technology, Career Connection-Marketing, Career Connection-Technology and Engineering, Career Connection-Trade and Industry, Workplace Readiness, and Successful School and Life Skills. The proposal will be brought forth for action at its December meeting.

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

- ◆ Appointment of Anthony Legaspi, Special Education Teacher, salary \$35,115 (120 days), effective November 30, 2023;
- ◆ Open Enrollment Application as presented; and
- ◆ Third-Party Requests for Student Information for Vernier Graphical Analysis Extension, Learning Without Tears (Handwriting Without Tears Program), Q-Global by Pearson, Q-Interactive by Pearson, Riverside Insights, and Vocabulary.com.

Motion carried unanimously.

General Fund Financial Statement. Baumbach reported the period of July 1, 2023, through October 31, 2023, total general fund revenues were \$30,983,981 and total general fund expenditures were \$31,740,563 resulting in expenses over revenues of \$756,583.

It was moved by Palmiscno and seconded by Berger to approve the General Fund Financial Statement for the period July 1, 2023, through October 31, 2023. Motion carried unanimously.

Superintendent's Recommendation to Contemplate the Discharge of Teacher Nneka Nwaokeafor from her current contract, and possible Board action. Dr. Brenner announced that Meredith Vukelic, legal counsel from Pearce Durick PLLC, had joined the meeting via phone. He along with Vukelic reported on the recommendation and contemplated discharge process.

It was moved by Lunn and seconded by Palmiscno that a special meeting of the board be held at a time and place to be set by the administrative law judge at which time the board will discuss and act upon the contemplated discharge of Nneka Nwaokeafor from her current contract for insubordination and/or conduct unbecoming her position and that the school district provide written notice of this action to her. Motion carried on roll call vote as follows: Aye: Anderson, Berger, Gaukler, Larson, Lunn, Manley, Palmiscno, Shabb, and Flynn. Nay: None. Absent: None.

Announcements. Dr. Brenner reminded board members of the November 30 tour of the new Altru Hospital site.

Board Requests for Future Consideration. Gaukler

requested information on recruitment plans for teachers for next year.

School Board Norms – How Did We Do? Gaukler reported the board did great in following its meeting norms.

Recess. The meeting was recessed from 7:42 p.m. to 7:47 p.m.

Executive Session (closed meeting). It was moved by Larson and seconded by Anderson to convene into an executive session as allowed by North Dakota Century Code Section 15.1-15-10 to discuss suspension of Nneka Nwaokeafor while discharge for cause is pursued. Motion carried on roll call vote as follows: Aye: Berger, Gaukler, Anderson, Manley, Palmiscno, Larson, Shabb, Lunn, and Flynn.

The executive session started at 7:50 p.m. Following the executive session at 8:00 p.m., it was moved by Palmiscno and seconded by Gaukler to reconvene in open session. Motion carried unanimously.

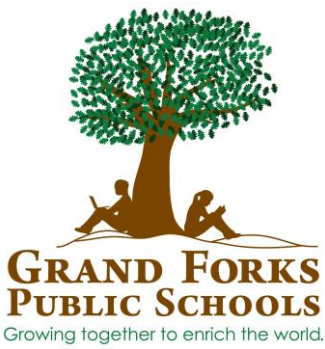
President Flynn announced that during the executive session, a motion was made by Manley, seconded by Anderson, and unanimously approved.

Adjournment. The meeting adjourned at 8:03 p.m.

APPROVED _____
(Date)

Amber Flynn, President

Brandon Baumbach, Business Manager



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: Safety and Security Update
DATE: December 11, 2023

A handwritten signature in black ink, appearing to be "TB", is written next to the "FROM" line of the memorandum.

At tonight's meeting, EAPC representatives Sean Sugden and Casey Hutton will walk you through their safety and security work thus far since the May 16, 2023, successful referendum allocated \$18 million for safety and security upgrades in our schools. At the onset of the conversation, the board will be in open session. Following an overview of their work and based on the protection of North Dakota Century Code Sections 15.1-09-60 and 44-04-19.2(1), the board should go into Executive Session to hear more detail about suggestive safety planning.

MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
SUBJECT: Consent Agenda
DATE: December 11, 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
- Other routine items may be included at the discretion of the board president or superintendent

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:

- **Teacher Appointments**
- **Open Enrollment Applications**
- **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: December 11, 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: Jordyn Minske
Degree: BA/BS
Yrs of Exp: 2
Salary: \$26,612 (103 days)
Position: Replacement
Effective: January 2, 2024


Major: Social Work
Assignment: Social Worker
Location: Head Start

.....

Name: Kay Saquilayan
Degree: BA/BS
Yrs of Exp: 6
Salary: \$28,360 (103 days)
Position: Replacement
Effective: January 2, 2024

Major: Secondary Education
Assignment: ML Teacher
Location: Red River High School

MEMORANDUM

DATE: December 11, 2023
TO: Dr. Terry Brenner, Superintendent
FROM: Mr. Matt Bakke, Assistant Superintendent of Elementary Education 
RE: Open Enrollment Application

Pursuant to North Dakota Century Code and School Board Policy, the administrative recommendation is to approve the following open enrollment application(s) for the 2023-2024 school year:

Name	Grade Level	App. Type	Co. No.	Dist. No.	District Name
S.T.	1st	Individual	18	125	Manvel

MB/lis

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: Teacher Resignations & Release of contract
DATE: December 11th, 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:

Erika Reich ECSE Teacher/MTSS Specialist Head Start

Administrative recommendation is to approve the resignations effective May 31, 2024.

Attachments
GG



November 21, 2023

Tracey Johnson and Elisa Diederich,

I am writing this letter as a resignation from the Early Childhood Special Education Teacher and MTSS Specialist position. My last day at Head Start and with Grand Forks Public Schools will be May 31, 2023 when the current 2023/2024 school year contractual agreement ends.

My husband will be relocating to Minnesota where he has accepted a position that starts on January 2, 2024. I will be staying in Grand Forks with my children for the remainder of the school year to fulfill my contracted duties, then follow when the school year ends.

I have enjoyed working within Grand Forks Public Schools both in an elementary school and at Head Start. I have grown both personally and professionally within the last 7 years of my employment and appreciate the experience I have gained throughout my career.

I wish you all the best,

Erika Reich

Erika Reich 



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 *TB*
SUBJECT: Teacher Resignation and Waiving of Liquidated Damages
DATE: December 11, 2023

Theresa Wilde has resigned her position from the SAIL Center effective the end of the work day on Friday, December 22, 2023. Due to circumstances and reasons remaining undisclosed, administrative recommendation is to approve her resignation and waive the liquidated damages associated with Ms. Wilde's resignation.

MEMORANDUM

DATE: December 11, 2023
TO: Dr. Terry Brenner, Superintendent
FROM: Catherine Gillach, Associate Superintendent of Secondary Education
RE: Consideration of Curriculum Proposal for 2024-2025

The secondary curriculum review process is completed. The Secondary Curriculum Review Committee reviewed 16 course proposals for the 2024-2025 school year.

Members of the Curriculum Review Committee include:

- Catherine Gillach, Chair
- Eric Ripley
- Dr. Kris Arason
- Amy Bartsch
- Mike Wilber
- Valerie Moch
- Melissa Mickelson
- Lorraine O'Shea

The following criteria are used to guide discussion on course proposals:

- Number of electives already offered in the department
- Ability of the course to impact "at risk" students
- Inclusion of 21st Century skills and Choice Ready alignment
- Similar content not already addressed in other curriculum areas
- Mandated course (i.e., state law)
- Collaboration between high school staff regarding the proposal
- Staffing and materials costs
- Equitable offerings at each campus
- Expansion of AP or Dual Credit courses

Course Proposals:

Enriched Chemistry A&B – Deletion

Rationale:

Class is being replaced with Enriched Physical Science

Enriched Physical Science A & B Course 13101 A/B – Addition

Enriched Physical Science A

Course Description:

This course is an intensive, fast-paced, rigorous course designed to help students better



understand and appreciate the importance of physics and how it affects their everyday lives while giving them preparation for college science courses. Enriched Physical Science A is more in-depth than Physical Science A and also includes more topics. It is a systematic approach to problem-solving that involves both thinking and doing. Time is spent on laboratory investigations in order to help the student appreciate and understand the laboratory and the experimental nature of science.

Topics include: Nature of Science, Motion, Forces, Energy & Thermodynamics, Work & Machines, Electricity & Magnetism, Waves and Mirrors & Lenses.

Rationale:

Provides the Chemistry and Physics credit requirements for students on the Enriched and AP Science track. It allows for a more robust and aligned scope and sequence.

Prerequisites: None. Successful completion of Algebra is recommended.

Credits and Grade Levels:

.5 credits per semester offered to 9th grade

Enriched Physical Science B

Course Description:

This course is an intensive, fast-paced, rigorous course designed to help students better understand and appreciate the importance of chemistry and how it affects their everyday lives while giving them preparation for college science courses. Enriched Physical Science B is more in-depth than Physical Science B and also includes more topics. It is a systematic approach to problem-solving that involves both thinking and doing. Time is spent on laboratory investigations in order to help the student appreciate and understand the laboratory and the experimental nature of science. Topics include: Chemistry lab safety & procedures, Solid-Liquids-Gases, Classification of Matter, Properties of Matter & the Periodic Table, Elements & their Properties, Chemical Bonds, Chemical Reactions, Gas Laws, Stoichiometry, Equilibrium and Acids

Rationale:

Provides the Chemistry and Physics credit requirements for students on the Enriched and AP Science track.

Prerequisites: Enriched Physical Science A

Credits and Grade Levels:

.5 credits per semester offered to 9th grade

Graphic Design I

Course Description:

This course is a continuation of Digital Photography & Graphics with a focus on hands-on application, advanced techniques, and real-world applications. All projects and techniques used involve the use of additional colors, layering, and registration required for replication. Students will be working on a variety of software applications, web design, image, editing, graphics, and branding to be well-prepared for opportunities in careers directly related to Graphic Design, and equipped with the knowledge, expertise, and creativity necessary

Rationale:

The name transition from "Graphic Arts I" to "Graphic Design I" in the context of modernization involves emphasizing the evolution of the field, the changing industry standards, and the need to align the curriculum with current professional practices.

Prerequisites:

Digital Photography & Graphics course recommended

Credits and Grade Levels:

1-2 Full Year; Grades 10, 11, and 12

Graphic Design II**Course Description:**

This advanced course builds on the foundation of Graphic Design I, focusing on nuanced techniques and hands-on applications. Students delve into color theory, layering intricacies, and precise registration methods crucial for professional work.

The curriculum integrates advanced software, web design, image manipulation, graphics creation, and branding. Students apply creativity and technical skills to create solutions for modern audiences.

Rationale:

The name transition from "Graphic Art II" to "Graphic Design II" in the context of modernization involves emphasizing the evolution of the field and the need to align the curriculum with current professional practices.

Prerequisites:

Digital Photography & Graphics course recommended and Graphic Design I

Credits and Grade Levels:

1 Full Year; Grades 11 and 12

Digital Photography & Graphics**Course Description:**

Digital Photography & Graphics course combines the principles of digital photography, graphic design, and printing processes. This course gives students a holistic understanding of visual communication, encompassing digital and printing techniques. Using industry-standard software, students will learn photography fundamentals, digital image editing, and graphic design techniques. Emphasis on applied academics, professional development, leadership, and organizational skills are integrated.

Rationale:

This Digital Photography & Graphics course is to be another elective course available for 9th graders, which currently doesn't exist in the Graphic Design program.

Prerequisites:

None

Credits and Grade Levels:

1 or 2 Full Year; Grades 9 and 10

Work-Based Learning and Workplace Learning

***The course description and criteria for the courses are relatively the same but the specific career-aligned skills and experiences will differ.**

Career Connection***Course Description:**

Provides students with a regularly scheduled, supervised employment opportunity related to the teacher-of-record's (TOR) major/minor to develop and improve work skills. The employment must be preceded by, or concurrent with, classroom instruction related to the work experience, consistent with the student's occupational goals, and related to the TOR major/minor. There shall be a training agreement among all partners regarding the work experience (school, employer, student, and parents/guardians) outlining the expectations of each party. The instructor shall also develop a specific training plan with the employer for each student placed. The training plan shall include provisions for student progress assessment and on-site visits by the instructor during the student's placement. A minimum of 40 employer worksite hours in conjunction with classroom training or instruction totaling a minimum of 75 hours is required to earn .5 credit. Course may be repeated for a maximum of 2 credits. Career-ready rubrics as well as employer-defined competency lists will be used for assessment.

NOTE: *Students must be at least 16 years old and may be paid a wage by the employer. This course is not designed to replace any of the CTE Work-Based Learning courses.*

***Rationale:**

Provides a way to offer a workplace learning experience that does not directly relate to CTE coordinated plans of study.

Prerequisites:

Demonstration of competency in career-ready practices or concurrent enrollment in Workplace Readiness course.

Administrator approval is required.

Credits and Grade Levels:

.5 Semester; Grades 10 and 12

Career Connection - Agriculture*Prerequisites:**

Student must complete a coordinated plan of study in Agriculture Education or receive instructor/administrator approval.

Credits and Grade Levels:

.5 Semester; Grades 11 and 12

Career Connection - Business*Prerequisites:**

Student must complete a coordinated plan of study in Business or receive instructor/administrator approval.

Credits and Grade Levels:

.5 Semester; Grades 11 and 12

****Career Connection – Family and Consumer Sciences***

Prerequisites:

Student must complete a coordinated plan of study in Family and Consumer Sciences Education or receive instructor/administrator approval.

Credits and Grade Levels:

.5 Semester; Grades 11 and 12

****Career Connection – Health Sciences***

Prerequisites:

Student must complete a coordinated plan of study in Health Sciences Education or receive instructor/administrator approval.

Credits and Grade Levels:

.5 Semester; Grades 11 and 12

****Career Connection – Information Technology***

Prerequisites:

Student must complete a coordinated plan of study in Information Technology Education or receive instructor/administrator approval.

Credits and Grade Levels:

.5 Semester; Grades 11 and 12

****Career Connection - Marketing***

Prerequisites:

Student must complete a coordinated plan of study in Marketing Education or receive instructor/administrator approval.

Credits and Grade Levels:

.5 Semester; Grades 11-12

****Career Connection – Technology and Engineering***

Prerequisites:

Student must complete a coordinated plan of study in Technology and Engineering Education or receive instructor/administrator approval.

Credits and Grade Levels:

.5 Semester; Grades 11-12

****Career Connection – Trade and Industry***

Prerequisites:

Student must complete a coordinated plan of study in Trade and Industrial Education or receive instructor/administrator approval.

Credits and Grade Levels:

.5 Semester; Grades 11 and 12

****Workplace Readiness***

Prerequisites:

None

Credits and Grade Levels:

.5 Semester; Grades 9-12

Successful School and Life Skills

Course Description:

In the Successful School and Life Skills course, students will complete at least 18 SEL modules and/or seminars to earn a .5 credit. The 18 modules/lessons are blended with reflective journals, projects, circle time activities, or discussions led by SAIL mental health specialists, teachers, or coordinators. This course is S/U grading.

Rationale:

A goal at SAIL is for students to build capacity in “gap skills” that precluded them from success on campus. Allowing students to gain credit for developing those skills is another incentive for them to engage accordingly, and a way to acknowledge the time investment therein which takes away time from content-related coursework.

Prerequisites:

None

Credits and Grade Levels:

.5 Self-Paced; Grades 9-12

The administrative recommendation is to approve the above course additions and deletion for the 2024-2025 school year.

CG:ls

Brandon Baumbach
Business Manager

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bbaumbach020@mygfschools.org

MEMORANDUM



TO: Grand Forks School Board
FROM: Brandon Baumbach, Business Manager
SUBJECT: Finance Committee Report: Grand Forks Central Pool Update and Information Technology Manager Position Recommendation
DATE: December 11, 2023

At the Finance Committee meeting on November 28, 2023, two topics were discussed; the Grand Forks Central Pool and the Consideration of Information Technology Manager Position.

Grand Forks Central Pool

Dr. Brenner provided background about the pool and the recent city referendum result regarding the construction of a new turf and aquatics facility. The impact of the result was discussed in relation to the current condition of the Grand Forks Central Pool. The conversation addressed the anticipated closure of the Hyslop pool at the University of North Dakota and the need for an operational Central Pool as early as July 2024. The committee discussed options given the new aquatics facility would not be opening in time for the approaching need in August. Options discussed included:

- 1) Utilize adjacent facilities including the Grand Forks Air Force Base Pool, the YMCA, the pool at Choice Health and Fitness, and use of the Crookston pool.
- 2) Repair Central Pool for 3-5 years with an anticipated expense of \$500,000-\$1,000,000.
- 3) Recommission the pool with only short-term repair in mind and add a pool cover to contain moisture for a 2-3-year solution.

Baumbach discussed the options and their financial requirements in context to the Building Fund balance and pro forma.

The committee agreed that all options must be explored in this order:

- 1) Confirm Hyslop's timeline with a priority of utilizing this facility for as long as possible.
- 2) Recommissioned the pool in the spring to assess equipment operation ahead of a short-term solution utilizing a pool cover.
- 3) Ready a pivot to a more substantial repair of the Central pool should it be required.

Consideration of Information Technology Manager Position

Dr. Brenner provided an update to the conversation of an Information Technology Manager Position. A draft job description and possible salary range were provided and discussed. The committee discussed the need for the role and a unanimous vote in recommending the position for school board consideration was passed.

**FINANCE COMMITTEE
GRAND FORKS SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
MEETING MINUTES
November 28, 2023**

The Grand Forks School Board Finance Committee met on Tuesday, November 28, 2023, at the Mark Sanford Education Center with Bill Palmiscno serving as the meeting chair.

Committee Members Present: Josh Anderson, Amber Flynn via phone, Bill Palmiscno, Cynthia Shabb, Dr. Terry Brenner, Brandon Baumbach, Catherine Gillach, and Matt Bakke.

Committee Members Absent: Branden Shepperd.

Others Present: Jon Strandell, Grand Forks Central High School Principal; Tony Bina, Grand Forks Central High School Athletic Director; Mike Biermaier, District Activities Director; Shawn Senescall, JLG Architects; and Cindy Johnson, Executive Secretary.

Call to Order. The meeting was called to order at 5:04 p.m.

anticipated through 2026-27 and reported the operational dollars were anticipated to be about \$2M.

Approval of Minutes. It was moved by Anderson and seconded by Shabb to approve the minutes of September 26, 2023, as written. Motion carried unanimously.

Discussion continued about filling the pool over the summer to test its mechanical condition should a pool cover option be viable and hope for an extension of the Hyslop closure date.

Grand Forks Central Pool. Dr. Brenner provided a contextual background of the condition of the pool, the recently passed city referendum for an aquatics and turf facility, preliminary phases and timelines for the aquatics/turf facility, anticipated closure date of UND's Hyslop Pool and possible extension of that date, and how the timelines could affect the school district's swim teams.

Consideration of Information Technology Manager Position. Dr. Brenner reported that since discussing this topic at the last meeting, more conversations have taken place. He reported that while he understood the optics of reinstating the position as a classified position rather than a director position when the district is going through a budget reduction process, there seemed to be agreement the district is at great risk without someone managing the technology department. He also provided a list of advantages of an IT manager position in the areas of strategic planning, operational efficiency, risk management, cost management, technology integration, team leadership, communication, and troubleshooting and problem resolution.

Senescall discussed the GFC pool condition reports and what needs to be fixed or may be delayed with building code official approval. He also discussed the timing of the Hyslop closure and a possible pool cover option that could allow the use of the pool and buy time until the aquatics/turf facility is available for use.

Discussion continued about the draft job description and proposed salary range.

Biermaier discussed several facilities that have been explored for possible use by the swim teams. These included a pool at the GFAFB, YMCA, Choice Health & Fitness, and in Crookston.

Following discussion, it was moved by Anderson and seconded by Shabb to recommend to the full board to add the Classified position of Information Technology Manager to the district's organizational chart with a salary range of \$81,681-\$101,545 (classified employee salary scale category 25). Motion carried unanimously.

Baumbach discussed financial options and informed all that whatever the solution might be, the building fund would bear the expense. He provided an overview of building fund revenue and expenses from 2022-23 and

Next Meeting Date. It was determined the committee will not meet in December and a meeting date in January 2024 will be determined.

Adjournment. There being no further business, the meeting adjourned at 6:17 p.m.

APPROVED _____
(Date)


Bill Palmiscno, Meeting Chair

Brandon Baumbach, Business Manager

DRAFT

MEMORANDUM

TO: Grand Forks School Board Finance Committee
FROM: Dr. Terry Brenner, Superintendent of Schools
SUBJECT: Consideration to Advertise for an Information Technology Manager Position
DATE: November 28, 2023



At your September 26, 2023, Finance Committee meeting, I brought forward the concept of reinstating a leadership position to provide oversight and management for the Technology House of the Curriculum, Instruction, and Technology Department. At that time, there was concern about the optics of bringing forward an additional position (not new, but reinstated) while the school district undergoes a budget reduction process. That said, there was a recognition by all that there is potential greater cost risk by not having such a position, and the position was postponed with the idea that the concept would be revisited at today's Finance Committee meeting.

I have engaged with technology staff, who provided valuable insight regarding the day-to-day experiences when leadership is not available. It is worth noting that the entire department desires to have a point person each and every day to lead, manage, and troubleshoot. With long-time Network Services Coordinator Jeff Compton's retirement in June 2023, that type of day-to-day leadership departed MSEC. And this is not discrediting Eric Ripley's leadership while wearing two hats over the last 4.5 years. He has done what has been expected of him in what I refer to as an "interim role".

Mr. Ripley and I have had ongoing conversations about freeing up his schedule as his appointment a few years ago to lead both CTE and Technology was a short-term plan to get us through some difficult budgeting years. With Mr. Ripley's involvement with the Career Impact Academy build and his prospective office move to that new facility in 2025, now would be a good transition time to seek a permanent solution for Technology leadership, despite the ongoing budget reduction process which, frankly, will be an annual and continuous endeavor as we seek more efficiencies within our entire organization.

One final note: When Jeff Compton retired, Technology Department member Spencer Anderson moved into his position. We have not backfilled Spencer's position so there has been a 1 FTE savings thus far.

Below you will find updated advantages relative to the necessity of an IT Manager position.

1. Strategic Planning:
 - Alignment with Business Goals: An IT Manager ensures that IT strategies and initiatives align with the overall business objectives, contributing to the organization's success.
 - Technology Roadmap: They develop and implement a technology roadmap that outlines the direction of the organization's IT infrastructure and applications.

Grand Forks School Board Finance Committee
November 28, 2023
Page 2

2. Operational Efficiency:
 - Optimized Processes: IT Managers work on streamlining and optimizing IT processes to improve overall efficiency and reduce operational costs.
 - Resource Utilization: They manage IT resources effectively, ensuring that hardware, software, and personnel are utilized optimally.
3. Risk Management:
 - Security Measures: IT Managers implement and oversee security measures to protect the organization's data and information systems from cyber threats.
 - Compliance: They ensure that the organization complies with relevant regulations and industry standards related to IT and data management.
4. Cost Management:
 - Budget Oversight: IT Managers are responsible for managing the IT budget, making sure that resources are allocated appropriately and costs are controlled.
 - ROI Analysis: They assess the return on investment for IT projects and technologies, helping the organization make informed decisions.
5. Technology Integration:
 - Integration of New Technologies: IT Managers stay abreast of emerging technologies and assess their potential for integration into the organization to improve efficiency and competitiveness.
 - Vendor Management: They manage relationships with external vendors and service providers, ensuring the organization gets the best value for its investments.
6. Team Leadership:
 - Staff Development: IT Managers lead and develop their teams, ensuring that staff members have the necessary skills and training to meet the organization's IT needs.
 - Project Management: They oversee IT projects, ensuring that they are completed on time, within budget, and meet the specified requirements.
7. Communication:
 - Cross-Functional Communication: IT Managers facilitate communication between IT and other departments, ensuring that IT initiatives support the overall goals of the organization.
 - Stakeholder Engagement: They engage with key stakeholders to understand their needs and expectations, translating them into IT strategies and solutions.
8. Troubleshooting and Problem Resolution:
 - Response to Issues: IT Managers are responsible for promptly addressing and resolving IT-related issues to minimize downtime and disruptions to business operations.

Administrative recommendation is for the Finance Committee to recommend to the full board to add the position of Information Technology Manager to the district's organizational chart with a salary range of \$81,681 - \$101,545 (Classified Manual Salary Scale: Cat 25).



Job Title: Information Technology Manager
Department: Curriculum, Instruction & Technology
Reports To: Superintendent
Status: Classified Exempt
Revision Date: 7/31/2023

JOB DESCRIPTION

- Education:** High School Diploma or High School Equivalency
- Qualifications:** Bachelor's degree in computer science, Information science, or a related field and 5 years relevant work experience. OR Could list Bachelor's degree or equivalent combination of education, training, and/or experience.
- Job Goal:** The Technology Manager collaborates with site and district leadership to provide comprehensive support to implement technology-based teaching and learning activities for staff and students. The Technology Manager also plays a key role in the planning, development, implementation, management and coaching of Technology Department staff and school site personnel.

Essential duties and responsibilities may include, but are not limited to the following:

1. Understands the importance of following in detail the Technology Department mission statement.
2. Manage information technology and computer systems.
3. Experience leading and managing large IT projects and rolling out IT infrastructures across various technologies.
4. Plan, organize, control and evaluate IT and electronic data operations.
5. Design, develop, implement and coordinate systems, policies and procedures.
6. Ensure security of data, network access and backup systems.
7. Lead large IT projects, including the design and deployment of new IT systems and services.
8. Identify problematic areas and implement strategic solutions in time.
9. Audit systems and assess their outcomes and make recommendations for improving the IT infrastructure.
10. Preserve assets, information security and control structures.
11. Handle annual budget and ensure cost effectiveness.
12. Confront challenges with a solutions-oriented approach, flexibility and willingness to learn.
13. Work collaboratively with a variety of groups from diverse backgrounds.
14. Solve problems and resolve conflicts with positive results.
15. Multi-task and organize work in a fast-paced environment.
16. Work independently with little direction.
17. Meet deadlines and complete work in a timely manner.
18. Read, interpret, apply and explain rules, regulations, policies and procedures.
19. Evaluate, support, train, coach and guide assigned staff.
20. Plan, attend and participate in meetings as needed.
21. Serve as a District representative and work closely and cooperatively with local, county, and State level personnel, community boards, and committees with respect to technology services.

22. Stay current on new and emerging technologies and assess the impact of those technologies in the district's computing environment.
23. Ensure the implementation of technology services and programs is reflective of best practices.
24. Develop the systems and structures to ensure sustainability of technology in the district.
25. Perform other related duties assigned.

Knowledge Required:

1. Principles and practices of technology management, system development and system integration in an educational environment.
2. All technology devices used in designated schools.
3. The different types of operating systems and applications found on the technology devices at designated schools.
4. The device replacement plan for all technology devices found at designated schools.
5. The importance of documenting procedures when troubleshooting or repairing devices.
6. The age and function of the different technology devices and can plan for the optimal maintenance, upgrade and replacement.
7. New technologies available that can better fit into the GFPS curriculum plan.
8. The distribution and management of all devices connected to the network at each designated school. User management and security control for the different student and staff information systems.
9. Organizational techniques used to manage user login privileges, file access control and remote network access through the Virtual Private Network.
10. Planning and managing the implementation of technology projects related to each designated school. Safety rules and regulations, occupational hazards, and safety precautions in work sites.

Skills Required:

1. Effectively using verbal and written communication when collaborating with IT staff. Understanding the importance of maintaining a good working relationship with all IT staff members using good judgement in understanding the proper uses of technology in an educational environment.
2. Understanding state and federal regulations governing technology functions in an educational environment.
3. Prioritizing job tasks throughout the day and plans work completion accordingly. Enforcing security policies on all GFPS technology devices.
4. Communicate effectively orally and in writing including presentation to groups of varying sizes.
5. How to best manage inventory in designated buildings.
6. Use sound professional judgement and make effective decisions in a timely manner.

Work Environment and Physical Demands: While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. The ability to hear and see in order to communicate effectively as well as communicate clearly and concisely, both orally and in writing; Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties; Maintain mental capacity, allowing for effective interaction and communication with others.

Terms of Employment: Twelve (12) months

Evaluation: Annual written evaluation by the Supervisor.

DRAFT

Amber Flynn
President of the Grand Forks School Board
Dr. Terry Brenner
Superintendent of Schools

Grand Forks Public School District #1
Phone: 701.787.4880
Fax: 701.772.7739

MEMORANDUM

TO: Grand Forks School Board Members
FROM: Amber Flynn, School Board President
SUBJECT: Appointments to Teacher Contract Bargaining Special Education Study Committee
DATE: December 11, 2023

A Memorandum of Understanding (MOU) born out of the 2023 Teacher Contract Negotiations (see attached) was for the School Board to identify 3 members to serve on a committee, inclusive of 3 members appointed by the Grand Forks Education Association, to study the workload of special education teachers as it relates to caseload management and supervision and evaluation of paraprofessionals. It was GFEA's position to increase compensation for special education teachers based on criteria and metrics set forth by the committee prior to Teacher Contract Negotiations in the spring of 2025.

As President of the School Board and in collaboration with Dr. Brenner, it is my recommendation that the following individuals be appointed to the aforementioned committee:

- Griffin Gillespie, Human Resources Director
- Dr. Elisa Diederich, Executive Director, Special Education
- Carrie Weippert, Assistant Director of Special Education

I would seek a recommendation for approval of the above-named personnel to serve on this committee.



Memorandum of Understanding for Special Education, OT/PT/SLP

Between

Grand Forks Public School District 1 School Board
and Grand Forks Education Association

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Grand Forks Public School District 1 School Board and the Grand Forks Education Association to develop a committee which will analyze the workload asks for our Special Education teachers, as well as how caseloads for those Special Educators are calculated. The committee will consist of 3 members chosen by the Grand Forks Public School District 1 School Board and 3 members chosen by the Grand Forks Education Association. The purpose of this MOU is described below.

Background

During the 2023 negotiation session, several key points were brought to the attention of both negotiating bodies relating to the general ask of special educators. Some key issues that were addressed were weighted caseload, para supervision, mentor teacher workload, and other items that GFEA believed were leading to burnout.

Purpose

This MOU will establish an understanding of our special educators' workload and work-related asks. It will establish a committee to work in the interim between negotiations (beginning as soon as feasible until the goals listed are accomplished). The eventual goal is to find and develop a consideration that can be brought back to the negotiation table in the 2024-25 school year.

The listed goals will be accomplished by undertaking the following activities:

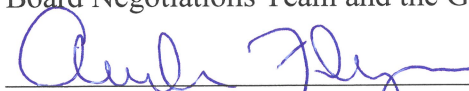
- Address how the weighting of a caseload is determined within our district, emphasizing equity and transparency.
- Address what an appropriate caseload weight might be and compensation if it is exceeded.
- Address how special education teachers may be compensated for extra time if they have to train, supervise, schedule, or evaluate paras. The committee will also examine which of these duties might fall on the special educator, which should be compensated at an additional rate, and which might be done by a resident administrator.

Reporting

The Committee will report its findings in a written form during the next negotiation session (during the 2024-25 school year).

Duration

This MOU shall become effective upon signature by the authorized officials from the School Board Negotiations Team and the Grand Forks Education Association.


Amber Flynn, School Board Lead Negotiator

12-01-23
Date


Dawn Mord, Grand Forks Education Association Lead Negotiator

11-27-23
Date



Griffin Gillespie, SHRM-CP
Director of Human Resources

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Memorandum

Date: December 11, 2023

To: Dr. Terry Brenner, Superintendent of Schools

From: Griffin Gillespie, Director of Human Resources

GG

Re: Classified Employee Meet & Confer Committee Report - Correction to Nondiscrimination Clause in Classified Personnel Policy Manual

The Classified Employee Meet & Confer Committee met on December 5, 2023 to make changes to the Classified Personnel Policy Manual as identified in the attached document. These changes were prompted by a recent Office of Civil Rights (OCR) audit in which administration was directed to correct the nondiscrimination clause in the Classified Personnel Policy Manual and include the correct coordinator with full contact information.

The Classified Employee Meet & Confer Committee and Administrative recommendation is to approve the changes to the Classified Personnel Policy Manual.

GG

Enclosure



**CLASSIFIED EMPLOYEE MEET & CONFER COMMITTEE
GRAND FORKS SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
MEETING MINUTES
December 5, 2023**

A meeting of the Grand Forks School Board Classified Employee Meet & Confer Committee was held on Tuesday, December 5, 2023, at the Mark Sanford Education Center with Cynthia Shabb serving as the meeting chair.

Committee Members Present: Jeff Manley, Bill Palmiscno, Cynthia Shabb, Dr. Terry Brenner, Brandon Baumbach, and Griffin Gillespie.

Committee Members Absent: Catherine Gillach.

Others Present: Laurie Holcomb, Classified Employees Representative, and Cindy Johnson, Executive Secretary.

Call to Order. The meeting was called to order at 12:04 p.m.

Approval of Minutes. It was moved by Palmiscno and seconded by Manley to approve the minutes of May 18, 2023, as written. Motion carried unanimously.

Correction to Nondiscrimination Clause in Classified Personnel Policy Manual. In a recent OCR review, the Classified Personnel Policy Manual was pegged for corrective action to be completed by January 2024. Specifically, the nondiscrimination clause needs to be corrected and the full contact information of the coordinator must be included. Because the manual is a board-approved document, the required changes were first brought to the committee for review with a recommendation that they be approved and forwarded to the full school board at its December 11 meeting.

Changes to the manual are:

- Rename Article XII Sexual Harassment to Nondiscrimination and Anti-Harassment.
- Change the language in Article XII from “*Sexual harassment is a form of sex discrimination and is prohibited by state and federal law. Sexual harassment is not condoned and will not be tolerated by the School District. Please see the district School Board policies at <https://www.gfschools.org/domain/11>. An employee who sexually harasses another employee or student is subject to discipline, including immediate dismissal.*”

Any employee who believes that he or she is the

subject of sexual harassment must inform an appropriate supervisor or the Human Resource Director immediately. Supervisors are responsible for taking immediate action when they become aware of sexual harassment and failure to do so may subject them to disciplinary action. If a supervisor is unavailable, or if the employee prefers, the employee should inform an administrator of the School District.” to “The Grand Forks School District prohibits discrimination and harassment based on race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX: Griffin Gillespie, Human Resources Director, PO Box 6000, Grand Forks, ND 58206, 701-787-4878, ggillespie080@mygfschools.org.

Section 504: Matt Bakke, Assistant Superintendent of Elementary Education, PO Box 6000, Grand Forks, ND 58206, 701-787-4882, mbakke190@mygfschools.org

For further information, please reference the School Board policies at <https://www.gfschools.org/school-boards/about.>”

It was moved by Manley and seconded by Palmiscno to approve the proposed changes and forward them

to the full board with a unanimous recommendation for approval. Motion carried unanimously.

Adjournment. There being no further business, the meeting was adjourned at 12:11 p.m.

Approved _____
(Date)

Cynthia Shabb, Meeting Chair

Brandon Baumbach, Business Manager

DRAFT

CLASSIFIED PERSONNEL POLICY MANUAL

**Effective
July 1, 2023 – June 30, 2025**



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ARTICLE XII – ~~SEXUAL HARASSMENT~~ NONDISCRIMINATION AND ANTI-HARASSMENT

(Revised ~~2015~~ 2023)

~~Sexual harassment is a form of sex discrimination and is prohibited by state and federal law. Sexual harassment is not condoned and will not be tolerated by the School District. Please see the district School Board policies at <https://www.gfschools.org/domain/11>. An employee who sexually harasses another employee or student is subject to discipline, including immediate dismissal.~~

~~Any employee who believes that he or she is the subject of sexual harassment must inform an appropriate supervisor or the Human Resource Director immediately. Supervisors are responsible for taking immediate action when they become aware of sexual harassment and failure to do so may subject them to disciplinary action. If a supervisor is unavailable, or if the employee prefers, the employee should inform an administrator of the School District.~~

The Grand Forks School District prohibits discrimination and harassment based on race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX: Griffin Gillespie, Human Resources Director, PO Box 6000, Grand Forks, ND 58206, 701-787-4878, ggillespie080@mygfschools.org.

Section 504: Matt Bakke, Assistant Superintendent of Elementary Education, PO Box 6000, Grand Forks, ND 58206, 701-787-4882, mbakke190@mygfschools.org

For further information, please reference the School Board policies at <https://www.gfschools.org/school-boards/about>