

NOTICE OF REGULAR MEETING OF THE SCHOOL BOARD

GRAND FORKS PUBLIC SCHOOL DISTRICT #1

Monday, June 10, 2024 – 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. 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 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> |
| | 4. SUPERINTENDENT'S RECOMMENDATIONS FOR DISCUSSION |
| | 5. SUPERINTENDENT'S RECOMMENDATIONS FOR ACTION |
| 6:08 pm | A. Policy Review |
| 6:13 pm | B. Consent Agenda: |
| | 1. Appointments, Waiver of Years of Experience and Appointment, Resignations and Releases from Contract, and May 28, 2024, School Board Minutes |
| 6:14 pm | C. Consideration of SRO Agreement for 2024-2025 |
| 6:19 pm | D. Designation of Authorized Representatives for Title and Other Federal Programs and Competitive Grants for 2024-2025 |
| 6:20 pm | E. Consideration of High School Streaming Proposals |
| 6:25 pm | F. Consideration of Use of Building Fund Dollars for Grand Forks Central Weight Room Rehabilitation Project (Strategic Plan Area 3) |
| 6:30 pm | G. Consideration of Special Reserve Fund Transfer (Strategic Plan Area 3) |
| 6:35 pm | H. Consideration of Property Insurance Renewal |
| 6:40 pm | 6. OTHER |
| | A. Announcements |
| | 1. Recognition of Outgoing Student Board Members |
| | 2. Recognition of Outgoing School Board Member |
| | 3. Annual Meeting: Monday, July 8, 2024, 6:00 p.m. at the MSEC |
| | 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? |
| 6:50 PM | 7. 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



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: Policy Review
DATE: June 10, 2024

TB

The Policy Review Committee met on May 29 and June 4, 2024, and along with the District Administration recommends the following:

To complete an expedited adoption with one reading as allowed by Policy [BDA](#), Procedure for Adopting Board Policy, of the following policies as written or amended:

1. DKBB, Contracted Staff Resignations and Request for Release from Contract (as amended)
2. DBAC, Recruiting and Hiring Certified Staff (new, as written)
3. DBAD, Employment of Relatives/Nepotism (as amended)
4. KACB, Complaints About Personnel (as amended)
5. DE, Staff Code of Conduct (as amended)

cj
Attachments



Mark Sanford Education Center
2400 47th Ave. S
Grand Forks, ND 58201-3405



PO Box 6000
Grand Forks, ND 58206-6000



www.gfschools.org

Equal opportunity employer

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.

POLICY REVIEW COMMITTEE
GRAND FORKS SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
MEETING MINUTES
May 29, 2024

The Policy Review Committee met on Wednesday, May 29, 2024, at the Mark Sanford Education Center with Eric Lunn serving as the meeting chair.

Committee Members Present: Amber Flynn via phone, Eric Lunn, Cynthia Shabb, and Dr. Terry Brenner.

Committee Members Absent: Brandon Baumbach and Branden Shepperd.

Others Present: Laura Cobb, District Legal Counsel; Catherine Gillach, Associate Superintendent of Secondary Education; Matt Bakke, Assistant Superintendent of Elementary Education; Griffin Gillespie, Human Resources Director; and Cindy Johnson, Executive Secretary

Call to Order. The meeting was called to order at 5:10 p.m.

Approval of Minutes. It was moved by Flynn and seconded by Lunn to approve the minutes of April 17, 2024, as written. Upon voice vote, the motion carried unanimously. Absent: Shabb.

Review Various Policies for Possible Modification and/or Adoption.

DBAC, Recruiting and Hiring Teachers. This is a template that is recommended for adoption by the NDSBA. The administration recommended its adoption so that, based on legal advice, someone who has been nonrenewed is ineligible to apply for other positions.

Upon review of optional language within the template, it was determined to amend the policy to reflect it applies to all certified positions.

Shabb joined the meeting at approximately 5:25 p.m.

It was reported the district relies on background checks and criminal history checks that are completed as a requirement for certified staff licensure. It was also determined the definition of immediate family in this template should be compared with that which is found in Policy DBAD. Both policies should be the same and include the mother-in-law and father-in-law.

It was moved by Shabb and seconded by Flynn to

approve DBAC, Recruiting and Hiring Teachers, with amendments and to forward it to the school board with a unanimous recommendation for approval and to expedite its adoption with one reading as allowed under Policy BDA. Upon voice vote, the motion carried unanimously.

Flynn left the meeting.

DKBB, Contracted Staff Resignations and Request for Release from Contract. This adopted policy is brought forward for reconsideration of the liquidated damages timeline. Any changes made to the policy would also be made to DKBB-E, Release from Contract Agreement.

A variety of timelines and liquidated damages dollar amounts from several school districts around the state were reviewed. Discussion continued about whether the liquidated damages dollar amount in DKBB was effective too early or too high. Committee members determined to amend the policy as follows:

- Change May 1 and May 31 to June 15 to July 31.
- Delete June 1 and July 31.
- Change 5% to 3%.
- Delete 7%.
- Change 9% to 5%.

It was moved by Shabb and seconded by Lunn to approve the amendments to DKBB, Contracted Staff Resignations and Request for Release from Contract, and to forward it to the school board with a unanimous recommendation for approval and to expedite its adoption with one reading as allowed

Approved 6.4.2024

under Policy BDA. Upon voice vote, the motion carried unanimously. Absent: Flynn.

Bakke, Gillach, and Gillespie left the meeting.

KACB, Complaints About Personnel. This adopted policy is brought forward for reconsideration of who is responsible for conducting the investigation and making a recommendation based on the outcome of the investigation to the Board when a complaint is about the superintendent.

A discussion was held on how the policy was interpreted during a recent investigation and whether it should provide a path to resolution that begins with the parties involved similar to other district complaint policies and procedures followed by referral to the school board if not satisfactorily resolved by the parties. Also discussed was whether the policy should allow the board to engage a third-party neutral to conduct the investigation and submit a recommendation to the board. A suggestion to add language to support mediation by the parties involved before referral to the board was made.

It was noted that any changes made to this policy should also be made to Policy DE, Staff Code of Conduct.

Following discussion, it was agreed to by consensus that the district's legal counsel would draft amendments to the policy for review by the committee at another meeting.

KACB-E1, Personnel Complaint Form. Provided for information only, it was reported that minor changes were made by the North Dakota School Boards Association (NDSBA) to the content of this existing exhibit which will be applied to the district's existing template.

KACB-E2, Investigation Confidentiality Agreement. Provided for information only, it was reported the NDSBA has discontinued this existing exhibit. Their reason was that as a public entity, a district would be limited in entering into this kind of agreement and that if there were any questions, the district's legal counsel should be consulted. The district will in turn discontinue the use of this template.

KACB-E3, Responding to Personnel Complaints. Provided for information only, it was reported the

NDSBA has discontinued this existing exhibit. Their reason was that it would be available in the future as a resource for its members. The district will in turn discontinue the use of this template.

KACB-E4, Investigation Report on File. Provided for information only, it was reported that with the discontinuation of KACB-E2, Investigation Confidentiality Agreement, the NDSBA has re-codified KACB-E4 to KACB-E2. Additional minor changes were made to its content. The district will in turn re-codify its existing KACB-E4 to KACB-E2 with the NDSBA amendment.

The committee concurred with the amendments to KACB-E1, E2, E3, and E4.

Next Meeting. The committee will meet on Tuesday, June 4, at noon, at the MSEC.

Adjournment. The meeting was adjourned at approximately 6:40 p.m.

APPROVED _____
(Date)

Eric Lunn, Meeting Chair

Brandon Baumbach, Business Manager

POLICY REVIEW COMMITTEE
GRAND FORKS SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
MEETING MINUTES
June 4, 2024

The Policy Review Committee met on Tuesday, June 4, 2024, at the Mark Sanford Education Center with Eric Lunn serving as the meeting chair.

Committee Members Present: Amber Flynn, Eric Lunn, Cynthia Shabb, and Dr. Terry Brenner.

Committee Members Absent: Brandon Baumbach and Branden Shepperd.

Others Present: Laura Cobb, District Legal Counsel, and Cindy Johnson, Executive Secretary.

Call to Order. The meeting was called to order at 12:07 p.m.

Approval of Minutes. It was moved by Flynn and seconded by Shabb to approve the minutes of May 29, 2024, as written. Upon voice vote, the motion carried unanimously.

Review Various Policies for Possible Modification and/or Adoption.

KACB, Complaints About Personnel. This adopted policy was brought back following edits made by the district's legal counsel, Laura Cobb. The proposed edits provide that a complaint must be handled at the lowest level possible by discussing the complaint with either the respondent, Superintendent, or Business Manager. The next level developed was for the complaint to be directed to the Director of HR, to consult with district legal counsel on the appropriateness of having the complaint be mediated. If a mediation process is not appropriate under the circumstances, the complaint is then directed to the board president to retain an external third party to conduct an investigation.

Discussion took place about the impossibility of creating a list of when can and cannot be mediated and the appropriateness of involving legal counsel. Also discussed was the importance of board members not knowing the details of a complaint until it reaches the board level.

Discussion was held about the intent of the edits which is to provide due process and steps to resolution for the superintendent and business

manager.

Additional edits were made by changing the word 'may' to 'shall' in the last sentence of the first paragraph of the edit and separating the third paragraph into two sentences by adding a period after 'investigation', eliminating the words 'and such', and beginning the sentence with 'The'.

It was moved by Shabb and seconded by Flynn to accept the proposed edits as outlined and to forward it to the school board with a unanimous recommendation for approval and to expedite its adoption with one reading as allowed under Policy BDA. Upon voice vote, the motion carried unanimously.

DE, Staff Code of Conduct. This existing policy was brought forward because, at the last meeting, Laura Cobb stated that the changes made to KACB, Complaints About Personnel, should also be made to DE but action to reflect this was not taken.

It was moved by Flynn and seconded by Shabb to approve the changes made to KACB, Complaints About Personnel, also be made to DE, Staff Code of Conduct and to forward it to the school board with a unanimous recommendation for approval and to expedite its adoption with one reading as allowed under Policy BDA. Upon voice vote, the motion carried unanimously.

DBAD, Employment of Relatives/Nepotism. This existing policy was brought forward because, at the last meeting, it was stated changes made to the definition of immediate family in DBAC, Recruiting and

Hiring Teachers, should also be made in the definition of a close family member in DBAD but action to reflect this was not taken. The changes were to include 'spouse/partner' and add 'father-in-law' and 'mother-in-law'.

A question was raised regarding language in the staff assignments section about what would happen in a case where there is only one teacher available. In response, the committee determined to edit this section by adding 'and when it can be avoided' in the second sentence of the section.

Another question was raised about the policy not addressing a developing relationship. Further discussion included how to define a partner and whether the policy included dating. It was the consensus of the committee that Laura Cobb draft new language to address the question for the 2024-2025 committee's consideration.

The edits for consideration at this meeting were to edit the definition of close family member to match the edited definition of immediate family found in DBAC, Recruiting and Hiring Teachers, correct 'is' to 'as' in the first sentence of the third paragraph under General Prohibitions, and add 'and when it can be avoided' in the second sentence under Staff Assignments.

It was moved by Shabb and seconded by Flynn to accept the proposed edits as outlined to BDAD, Employment of Relatives/Nepotism, and to forward it to the school board with a unanimous recommendation for approval and to expedite its adoption with one reading as allowed under Policy BDA. Upon voice vote, the motion carried unanimously.

Adjournment. The meeting was adjourned at approximately 12:51 p.m.

APPROVED _____
(Date)

Eric Lunn, Meeting Chair

Brandon Baumbach, Business Manager

CONTRACTED STAFF RESIGNATIONS AND REQUEST FOR RELEASE FROM CONTRACT

Once a staff member signs a contract, they are legally bound by the terms of that contract by law and by the code of ethics of their licensing agency. All staff under contract with the District are expected to fulfill the entire term of the contract.

Request for Release from Contract

If a contracted staff member requests a release from contract, the Board may exercise one of three options:

1. Deny the request.
2. Deny temporarily or postpone acting on the request with the understanding that the administration will be directed to facilitate the granting of the request by seeking an adequately qualified replacement.
3. Grant an unconditional release from contract. Unconditional does not mean without liquidated damages.

The Board shall develop regulations containing conditions under which it may grant a release from contract for staff.

No release from contract request shall be submitted to the Board until the contracted staff member submits a written letter of resignation and signs the Release from Contract Agreement. No release from contract shall be deemed granted until the Board has unconditionally approved it.

Liquidated Damages and Breaches

Any release from contract or breach of contract is subject to payment of liquidated damages to the District as follows unless waived by the Board:

If after returning a signed contract to the district a written resignation and request for release from contract is received between:	The contracted staff member's liquidated damages payment will be:
May 1 and May 31	53% of the contract
June 1 and July 31	7% of the contract
August 1 and one day before the first contractual workday	95% of the contract
The first contractual work day and the end of the contract term	10% of the contract

The contracted staff member must pay the balance of the liquidated damages amount within 90 days of the Board's approval.

If the contracted staff member does not pay liquidated damages as required, the Board reserves the right to pursue all available legal remedies including, but not limited to, filing charges to have a teaching certificate or professional license revoked or seeking a monetary judgment. In addition, the district may share with potential employers seeking information about the contracted staff member the fact that the contracted staff member broke a contract with the district.

Any teacher or administrator who has not been granted a release by the Board and who fails to fulfill a teaching or administrative contract with the District will be reported to the Education Standards and Practices Board.

Resignation

Contracted staff members who decide to leave the employment of the District at the end of their current contract are requested to submit a written resignation to the Superintendent immediately upon making the decision. The resignation shall indicate clearly the date upon which it is intended to be effective. No resignation shall be deemed effective until the Board has approved it except as follows: District staff subject to continuing contract law who fail to return their contracts within the statutory timeframe shall be deemed to have resigned. Board approval of such resignations is unnecessary.

While this policy requests that contracted staff members submit a notice of resignation, it in no way requires the Board to renew contracts for positions not covered by continuing contract law (e.g., coaching).

This policy does not apply to extracurricular or supplemental contracts.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [DKBB-BR](#), Granting a Release from Contract
- [DKBB-E](#), Release from Contract Agreement

End of Grand Forks Public School District Policy DKBB Adopted: 2/27/2023 (effective 7/1/2023)
Amended: 3/25/2024, [xx/xx/xxxx](#)

REC 01/2015

RECRUITING AND HIRING CERTIFIED STAFF

The School Board is committed to hiring certified staff who will best meet the needs of the District consistent with budget limitations, with district policy, with its goal to ensure student and staff safety, and in compliance with state and federal law. Nothing contained in this policy requires the District to fill a certified vacancy. The Superintendent is authorized to end the advertising and screening processes in this policy at any time based on the needs of the District; however, once the District offers a certified contract, it cannot retract this offer without the consent of the certified staff receiving the job offer.

Definitions

For the purposes of this policy:

- *Crime against a child* is defined in accordance with NDCC 15.1-13-26.
- *Close family member* is defined as the individual's parent by birth or adoption, spouse/partner, child by birth or adoption, stepchild, sibling by whole or half blood or by adoption, father-in-law or mother-in-law, brother-in-law or sister-in-law, or son-in-law or daughter-in-law, and any member of the employee's household.
- *Certified positions* are jobs held by individuals licensed in North Dakota.
- *Sexual offense* is defined in accordance with NDCC 15.1-13-26.

Advertising Protocol

When the District seeks to fill a certified position, the Superintendent or designee:

1. Shall develop an announcement with the following components:
 - a. Minimum qualifications including, but not limited to, required education, licensure, competencies, and successfully passing any required background or criminal history record checks;
 - b. Instructions on where to access the position's job description, this policy, and any other application material;
 - c. An Equal Employment Opportunity statement.
2. May post the announcement internally; internal announcements shall contain all items listed under #1, a statement that internal applicants are ineligible for Veterans' Preference, and the deadline for internal applicants to exclusively submit applications.
3. May post the announcement externally using methods deemed reasonable, effective, and within budget parameters; external announcements shall contain all items listed under #1, a statement that external applicants are eligible for Veterans' Preference if meeting requirements in state law, and a closing date.

Screening Protocol

The Superintendent or designee should develop regulations, including adjudication standards, for conducting reference checks on certified applicants.

Certified applicants must meet minimum qualification requirements contained in the job announcement and job description. Certified applicants are disqualified from employment if meeting the disqualifying factors listed in this policy. If no applicant is qualified, the Superintendent or designee may revise the announcement and shall repost the opening in accordance with this policy's advertising protocol.

The Superintendent or designee shall verify that any applicant claiming Veterans' Preference has satisfied eligibility requirements in law, including submission of required documentation.

Applicants eligible for Veterans' Preference who are not recommended for hire shall receive notice in accordance with NDCC 37-19.1-02.

Disqualifying Factors

Factors that may exclude an applicant from employment, but are not limited to, the following:

1. The applicant has been charged with a felony, sexual offense, crime against a child, any other offense involving a child victim, or any other crime that the Superintendent or designee has reason to believe poses a safety risk to district students, staff, or operations or could substantially disrupt district operations.
2. The employment would create a direct supervisor-subordinate relationship with a close family member who is also an employee. Employees who marry or become members of the same household may continue employment; however, a direct supervisor-subordinate relationship between the employees shall be avoided.
3. Knowing falsification or omission of any information given to the District by an applicant or made by an applicant during the applicant screening process including, but not limited to, information concerning criminal convictions or pending criminal charges.
4. The applicant has not met the standards for their respective licensing agency and/or will not have obtained their license by the start of the school year.
5. The applicant was nonrenewed for cause or discharged from a previous certified position.

Hiring Authority

The Superintendent or designee(s) shall screen and make recommendations to the Board about offering an applicant a certified position.

Final Applicant Rights

Records obtained by the District for reference and other record checks will be used solely for purposes that they were requested and will only be disseminated and retained in accordance with the district's personnel records policy.

Issuing Contracts

If the Board approves hiring a new certified staff member contingent upon satisfactory adjudication of criminal history records or obtaining a license, the individual's contract shall be issued with language notifying them of this contingency.

Orientation

The Superintendent or designee shall provide an orientation program for new certified staff members to acquaint them with the district's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DI, Personnel Records

End of Grand Forks Public School District Policy DBACAdopted: xx/xx/xxxx

REC 08/2015

EMPLOYMENT OF RELATIVES / NEPOTISM

The Grand Forks Public School District, as the employer, has established an Employment of Relatives/Nepotism policy in order to establish consistent guidelines and to prevent situations where an employee or Board member may have, or be perceived to have, influence over the hiring, review, and/or compensation of a close family member, and to avoid partiality and preferential hiring, review, and/or compensation. This policy applies to all employees regardless of status.

Definitions

For purposes of this policy:

- “Supervisory capacity” means the authority to appoint, hire, employ, assign, transfer, promote, evaluate, reward, discipline, demote, terminate, or make decisions regarding salary and/or benefits.
- “Close family member” means the employee’s parent by birth or adoption, [spouse/partner](#), child by birth or adoption, stepchild, sibling by whole or half blood or by adoption, [father-in-law or mother-in-law](#), brother-in-law or sister-in-law, or son-in-law or daughter-in-law, [and any member of the employee’s household.](#)
- “Evaluate” does not include evaluations by peers or subordinates.

General Prohibitions

Any employee in the exercise of their duties may not serve in a supervisory capacity over that employee’s close family member.

This policy shall be not construed as discouraging the employment of close family members for positions that do not involve supervisory capacity, nor otherwise limit employment opportunities of applicants. Close family members may be concurrently employed by the District so long as the assignment of a family member does not create a supervisory/subordinate role.

Supervisory capacity may exist by factors such as unique qualifications or responsibilities of the individuals involved or whether the position for which the close family member is being considered [is as](#) temporary in nature or necessary to meet a critical or urgent district need. Any exception must be reviewed and approved in writing by the Director of Human Resources. Additionally, the supervisory capacity must be assigned to another administrator.

Staff Assignments

The assignment of a teacher to a class in which a student is a close family member of the teacher places undue pressure on both the student and the teacher. As a general rule, [and when it can be avoided](#), no teacher should be assigned to teach a class in which a close family member as defined above is enrolled or attends. Additionally, teachers shall not be placed in a position of having to evaluate or grade the academic performance of a close family member.

Any employee who is determined to have violated this policy will be subject to disciplinary action up to and including termination of employment.

GFPS 03/2021

DRAFT

COMPLAINTS ABOUT PERSONNEL

The District is committed to resolving complaints about school district personnel in an effective, efficient, and timely manner while providing a positive working and learning environment for all staff and students. The Board adopts this policy to reduce potential concerns and to establish channels of communication between staff and administration.

Filing Procedure

The following procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

Complaints shall be resolved at the lowest possible level of authority. If the complaint cannot be satisfactorily resolved at that level, the complaint shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. Investigate the complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file. The decision to place information into any personnel file shall be made by the administration based on the results of an inquiry or investigation.
3. Schedule a meeting with the employee, the complainant, and/or the supervisor if deemed appropriate.
4. Provide a response to the complainant within 60 days of receipt of the complaint. Upon conclusion of the investigation, the complainant shall be informed as to the outcome of the investigation and the disposition of the complaint to the extent appropriate. If either party is dissatisfied with the handling of the complaint, the matter may be appealed to the Superintendent for final resolution.

Board members shall refer individuals' complaints about school district personnel to the Superintendent or designee, whereupon established procedures will be followed.

Complaints about the Superintendent or Business Manager shall be resolved at the lowest possible level with the complainant discussing the complaint with the respondent, Superintendent or Business Manager. If the complaint cannot be resolved at that level, the complaint shall be directed to the Director of Human Resources. If appropriate and with consultation from the School District's legal counsel, the Director of Human Resources shall retain an external mediator, arbitrator, or consultant to facilitate a resolution to the complaint.

If a mediator, arbitrator, or consultant is utilized the complainant and respondent shall mutually agree upon the selection of the individual to mediate the complaint. If the complainant and respondent cannot mutually agree upon a mediator, arbitrator or consultant, the Director of Human Resources shall select such mediator, arbitrator, or consultant.

If the complaint cannot be resolved by a mediator, arbitrator, or consultant or if such process is not appropriate under the circumstances of the complaint, the complaint shall be directed to the Board President, who is responsible for appointing an external third party to conduct the investigation. The external third party shall make a recommendation based on the outcome of the investigation to the Board for final action. The external third party may hire an attorney or consultant to assist with the investigation process.

~~Complaints about the Superintendent or Business Manager shall be directed to the Board President, who is responsible for conducting the investigation and making a recommendation based on the outcome of the investigation to the Board for final action. The Board President may retain an attorney or consultant to assist with the investigation process.~~

If disciplinary action is deemed warranted at the completion of the investigation, the District shall take appropriate action up to and including termination of employment in accordance with law and/or reporting such activity to appropriate state licensing and/or law enforcement officials.

Deadlines

To be considered for investigation, any such complaint must have been filed within 180 days of the alleged occurrence except as provided by other district policy. The District has a separate investigation procedure for complaints of harassment and/or discrimination.

Retaliation and Providing False Information Prohibited

The District prohibits retaliation because of an individual's participation in an investigation and/or initiation of a report under this policy, including instances when an allegation is not substantiated. The District also prohibits knowingly filing a false report and/or knowingly making false statements during an investigation. Staff and students who violate these prohibitions are subject to appropriate disciplinary action.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [AAC](#), Nondiscrimination and Anti-Harassment Policy
- [AAC-BR1](#), Discrimination and Harassment Grievance Procedure
- [KACB-E1](#), Personnel Complaint Form
- [KACB-E2](#), Investigation Report on File

End of Grand Forks Public School District Policy KACB Adopted: 3/28/2022

REC 07/2019

STAFF CODE OF CONDUCT

Purpose

The Board has adopted this policy with the intent of fostering learning and working environments that operate efficiently; are safe, ethical, and equitable for students and staff; and meet community expectations.

Application of Policy

All school district employees, including teachers, administrators, other contracted staff, and ancillary staff, are required to adhere to this policy.

Code of Conduct

All staff members are responsible for becoming familiar with and abiding by the laws of the state as they affect their work, professional codes of ethics associated with their licensure if applicable, the school district's policies, and the regulations designed to implement them.

The Board has adopted several policies on staff conduct, which are considered part of this code of conduct and to which all district staff are required to adhere.

The Board may have adopted or may adopt additional conduct policies applicable to specific categories of employees (e.g., academic freedom standards for teachers). Such policies are also considered part of this code of conduct, and the Superintendent is charged with disseminating such policies using the policy dissemination procedure contained in this policy.

In addition to district policies governing staff conduct, each staff member is required to:

1. Conduct oneself professionally whenever serving in their official capacity as a school district employee including maintaining professional decorum and professional boundaries in all interactions with students.
2. Exercise honesty and integrity when executing all duties.
3. Comply with confidentiality laws (e.g., student education records are protected by FERPA).
4. Be faithful and prompt in attendance at work.
5. Support and enforce policies and regulations of the District.
6. Diligently execute all duties as assigned by supervisors and as set forth in job descriptions, district policies, or the negotiated agreement; staff members are also required to fulfill the terms of their contracts if applicable.
7. Adhere to the professional codes of ethics associated with their licensure if applicable.
8. Demonstrate care and conservation of school property and resources.
9. Make job-related decisions in a manner that is fair and consistent with district policy and the district's mission.
10. Not use their position with the District for private gain.
11. Treat all staff, students, and community members with dignity and respect.
12. Report suspected violations of this code of conduct, district policy, or workplace violations of law to an immediate supervisor or individual/entity designated by law/policy to receive such reports.

Dissemination of Staff Conduct Standards

The Superintendent or designee shall develop a procedure to ensure that this code of conduct and other policies governing staff conduct are provided to all staff annually. The Board further directs the Superintendent or designee to compile a list of state laws related to staff conduct and disseminate this information to staff annually. The Superintendent or designee also shall provide a copy of the Education Standards and Practices Board Code of Professional Conduct for Educators to teachers and administrators annually. Administration shall require staff to acknowledge, in writing, receipt and understanding of all documents provided to them under this policy.

If a staff conduct policy contains specific policy dissemination procedures that are more comprehensive than the policy dissemination requirements contained herein, the more comprehensive policy dissemination procedures should be followed.

Reporting and Investigation

Any staff member who has reason to believe that this policy may have been violated is required to report the alleged violation to an immediate supervisor or individual/entity designated by law/policy to receive such reports as soon as possible. Students and community members who have reason to believe this policy has been violated are encouraged to report this to a building principal.

The reporter shall submit a written or oral report of the alleged violation. The supervisor or administrator receiving the report should document the date and time that the report is received, nature of the alleged violation, name of the reporter, and names of any witnesses to the alleged violation if this information is not submitted by the reporter in writing.

The supervisor shall refer the report to the Superintendent as soon as possible for investigation and resolution. The Superintendent shall investigate, as appropriate, the alleged violation in a timely manner not to exceed 60 days unless the Superintendent determines additional time is needed. The Superintendent may issue a summary of the investigation's findings to the employee who is the subject of the investigation.

At any time during the investigation process, the Superintendent or designated investigator may refer the alleged violation to law enforcement if a violation of law is reasonably believed to have occurred and/or ESPB if a violation of the Code of Professional Conduct for Educators is reasonably believed to have occurred. Such referrals may not relieve the District of its responsibility to complete an internal investigation of the alleged violation.

If a staff conduct policy contains an investigation procedure that differs from the investigation procedure contained herein, the procedure referenced in the applicable staff conduct policy shall be used to conduct the investigation.

Alleged Violations/Complaints by the Superintendent or Business Manager

If the Superintendent or Business Manager is believed to have violated this policy, the alleged violation/complaint shall be resolved ~~reported to the Board President who is responsible for conducting the investigation and making a recommendation based on the outcome of the investigation to the Board for determination and final action. The Board President may retain an attorney or consultant to assist with the investigation process.~~ at the lowest possible level with the complainant discussing the violation/complaint with the respondent, Superintendent or Business Manager. If the violation/complaint cannot be resolved at that level, the violation/complaint shall be directed to the Director of Human Resources. If appropriate and

with consultation from the School District's legal counsel, the Director of Human Resources shall retain an external mediator, arbitrator, or consultant to facilitate a resolution to the violation/complaint.

If a mediator, arbitrator, or consultant is utilized the complainant and respondent shall mutually agree upon the selection of the individual to mediate the violation/complaint. If the complainant and respondent cannot mutually agree upon a mediator, arbitrator or consultant, the Director of Human Resources shall select such mediator, arbitrator, or consultant.

If the violation/complaint cannot be resolved by a mediator, arbitrator, or consultant or if such process is not appropriate under the circumstances of the violation/complaint, the violation/complaint shall be directed to the Board President, who is responsible for appointing an external third party to conduct the investigation. The external third party shall make a recommendation based on the outcome of the investigation to the Board for final action. The external third party may hire an attorney or consultant to assist with the investigation process.

Violations

Violations of this policy by a staff member may result in appropriate disciplinary action as determined by the Superintendent. The superintendent's decision is final. If the violation was committed by the Superintendent, the Board's decision regarding appropriate disciplinary action is final. If the violation is covered by another district policy on staff conduct (e.g., discrimination or harassment), any specific disciplinary consequences contained in that policy shall apply.

Retaliation and Providing False Information Prohibited

The District prohibits retaliation for an individual's participation in an investigation and/or initiation of a report under this policy, including instances when an allegation is not substantiated. The District also prohibits knowingly filing a false report and/or knowingly making false statements during an investigation. Staff and students who violate these prohibitions will be subject to appropriate disciplinary action.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- [AAC](#), Nondiscrimination and Anti-Harassment Policy
- [ABBA](#), ND's Comprehensive Model School Policy for Tobacco Use
- [ABBDA](#), Political Activities
- [ABCA](#), Copyrighted Material & Intellectual Property
- [ABCB](#), Sportsmanship
- [ABCD](#), Records Retention
- [ABCE](#), Prohibition on Aiding Sexual Abuse
- [ACBF](#), Medical Marijuana
- ACAC, Accident Reporting
- [ACDA](#), Acceptable Use
- [ACE](#), Violent & Threatening Behavior
- [ACEA](#), Bullying
- [ACEB](#), Hazing
- [ACEC](#), Vandalism
- [ACF](#), Whistleblower Protections
- [DEAA](#), Drug & Alcohol Free Workplace
- [DEAB](#), Staff Attendance
- [DEAC](#), Staff Dress Code

- [DEAD](#), Staff Use of Electronic Devices
- [DEAE](#), Occupational Safety
- [DEAG](#), Weapons Prohibition on District Property – Employees
- [DEBA](#), Confidentiality
- [DEBB](#), Conflict of Interest
- [DEBC](#), Gifts to District Personnel
- [DEBD](#), Maintaining Professional Employee-Student Boundaries
- [DEBE](#), Employee Relations with Vendors
- [DEBF](#), Employee Speech
- [DEBG](#), Electronic Communications with Students
- [DEBJ](#), Unauthorized Purchases
- [DECA](#), Outside Employment
- [FCC](#), Restraint or Seclusion Policy
- [FE](#), Student Conduct & Discipline
- [FGA](#), Student Education Records and Privacy
- [GBA](#), Academic Freedom
- [KAAD](#), Distribution & Posting of Noncurricular Material in Schools
- [KACB](#), Complaints About Personnel

End of Grand Forks Public School District Policy DE.....Adopted: 1/10/2022
[Amended: xx/xx/xxxx](#)

REC 07/2019

MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
SUBJECT: Consent Agenda
DATE: June 10, 2024



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:

1. Appointments (excludes administrative appointments)
2. Waivers of Years of Experience and Appointments
3. Leave Requests (excludes requests for extension)
4. Open Enrollment Applications
5. Resignations
6. Student Placements
7. Student Travel Requests
8. Meeting Minutes
9. 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:

Appointments (excludes administrative appointments)
Waiver of Years of Experience and Appointment
Resignations and Releases from Contract
Meeting Minutes

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

TO: Dr. Terry Brenner, Superintendent
FROM: Griffin Gillespie, Human Resources Director
SUBJECT: Teacher Appointments
DATE: June 10, 2024

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



Mark Sanford Education Center
2400 47th Ave. S
Grand Forks, ND 58201-3405



PO Box 6000
Grand Forks, ND 58206-6000



www.gfschools.org

Equal opportunity employer

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.

.....

Name: Jessica Champion
Degree: MA/MS
Yrs of Exp: 11
Salary: \$63,100
Position: Replacement
Effective: August 19th, 2024

Major: Social Sciences
Assignment: Geography Teacher
Location: South Middle School

.....

Name: Hannah Capouch
Degree: BA/BS
Yrs of Exp: 0
Salary: \$49,477
Position: Replacement
Effective: August 19th, 2024

Major: Education
Assignment: Social Studies Teacher
Location: Schroeder Middle School

.....

Name: Anya Herlofsky
Degree: MA/MS
Yrs of Exp: 1
Salary: \$55,121
Position: Replacement
Effective: August 19th, 2024

Major: Special Education
Assignment: Special Education Teacher
Location: Twining Elementary School

.....

Name: Devin Klingbeil
Degree: BA/BS
Yrs of Exp: 0
Salary: \$49,477
Position: Replacement
Effective: August 19th, 2024

Major: Kinesiology
Assignment: Physical Education Teacher
Location: Twining School

.....

Name: Kyle DeWitt
Degree: MA+30
Yrs of Exp: 14
Salary: \$68,572
Position: Replacement
Effective: August 19th, 2024

Major: Educational Leadership
Assignment: Instructional Coach
Location: Twining School

.....

Name: Kara Millner
Degree: MA/MS
Yrs of Exp: 7
Salary: \$59,907
Position: Replacement
Effective: August 19th, 2024

Major: Elementary Education
Assignment: 6th Grade ELA Teacher
Location: Valley Middle School

.....

Name: Bryan Miller
Degree: MA/MS
Yrs of Exp: 13
Salary: \$64,969
Position: Replacement
Effective: August 19th, 2024

Major: Music Education
Assignment: 6th Grade Music Teacher
Location: Valley Middle School

.....

Name: Amanda Johnson
Degree: BA/BS
Yrs of Exp: 0
Salary: \$49,477
Position: Replacement
Effective: August 19th, 2024

Major: Elementary Education
Assignment: 5th Grade Teacher
Location: Lake Agassiz Elementary School

.....

Name: Taylor Porter
Degree: BA/BS
Yrs of Exp: 2
Salary: \$51,074
Position: Replacement
Effective: August 19th, 2024

Major: Elementary Education
Assignment: 5th Grade Teacher
Location: Wilder Elementary School

.....

Name: Aubrey Johnson
Degree: BA/BS
Yrs of Exp: 2
Salary: \$51,074
Position: Replacement
Effective: August 19th, 2024

.....

Major: Elementary Education
Assignment: 5th Grade Teacher
Location: Wilder Elementary School

Name: Melanie Hanson
Degree: DR
Yrs of Exp: 11
Salary: \$68,119
Position: Replacement
Effective: August 19th, 2024

Major: Music
Assignment: Orchestra Teacher
Location: Schroeder and Kelly

MEMORANDUM

TO: Grand Forks School Board Members
FROM: Dr. Terry Brenner, Superintendent of Schools *TB*
SUBJECT: Consent Agenda: Waiver of Years of Experience and Appointment of Carolyn Olson
DATE: June 10, 2024

Carolyn Olson has been offered the position of Adapted Physical Education Teacher in the Special Education Department effective August 19, 2024. As a hard-to-fill position, 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.)

(Revised 2023)

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.

Given the aforementioned, the administrative recommendation is to allow twenty-five (25) years of experience to be brought into the district by Carolyn Olson and to approve her teacher appointment. She would be placed at \$87,348 (MA+45, Step 25).



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 Resignations and Release from Contract
DATE: June 10, 2024

GG

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:

Shanna Trosen	Social Science Teacher	Winship Elementary School
Sadie Mathews	4 th Grade Teacher	Phoenix Elementary School
Candace Mailhot	ECSE Teacher	Phoenix Elementary School
Allyse Dunnigan	Choir Teacher	Schroeder Middle School
Janelle Huber	Band Director	RRHS, Kelly, Viking, Winship

These individuals have signed their contract for the 2024-2025 school year and are subject to the current liquidated damages outlined in Policy DKBB. Administrative recommendation is to approve the resignations effective May 31, 2024. If the pending changes to Policy DKBB are approved at the June 10, 2024 meeting, there will be no liquidated damages for these individuals. If the pending changes are not approved, the individuals will be subject to the liquidated damages outlined in the policy

Attachments
GG



Mark Sanford Education Center
2400 47th Ave. S
Grand Forks, ND 58201-3405



PO Box 6000
Grand Forks, ND 58206-6000



www.gfschools.org

Equal opportunity employer

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.

May 27th, 2024

Dear Dr. Brenner and Board,

It has been my privilege to grow up in the Grand Forks Public Schools, student teach in GFPS, complete my Resident Teaching year in GFPS and settle into teaching life here in GFPS. These 9 years have been a source of joy and purpose. For this reason, upon signing my contract I had full intentions of returning for my tenth year in the district.

However, my husband, Tanner, has received a job offer that our family just can't refuse. This opportunity requires us to reside in the Twin Cities by the first of July. For this reason, I sadly have to resign effective June 1st, 2024. I fully understand that this may place the district in a less than ideal situation with many jobs having been posted and interviewed already. I also understand that the liquidated damages policy is intended to secure the best teachers for GFPS. While we are still officially in the 2023-24 school year I believe this is still very possible!

With that in mind, I do humbly ask that you would consider waiving the liquidated damages fee as this unforeseen job opportunity didn't arise until after contracts were already distributed and signed. I will always think of Grand Forks, and specifically our school district, as "home". So I hope to leave GFPS in good standing with a door still open in case we ever find ourselves closer to home in the future.

All the best,

A handwritten signature in black ink that reads "Shanna Trosen". The script is fluid and cursive, with the first letters of "Shanna" and "Trosen" being capitalized and prominent.

Shanna Trosen & family

Teacher Letter of Resignation

Sadie Mathews



June 5, 2024

Kevin Ohnstad
Phoenix Elementary
351 4th Ave S
Grand Forks, ND, 58201

Dear Kevin Ohnstad,

I am writing to formally resign from my position as 4th grade General Classroom Educator, effective June 5, 2024.

I wish to thank you and the school administration for your support and trust this past year. I have enjoyed this role tremendously and my students have made my time here all the more special.

Please let me know if you have any questions for me or if there is anything I can do go support in transferring my responsibilities.

Wishing you everything of the best for your continued success.

Sincerely,



Sadie L Mathews



KEVIN OHNSTAD <kohnstad270@mygfschools.org>

Letter of Resignation

1 message

Candace Mailhot <cmailhot190@mygfschools.org>

Fri, May 31, 2024 at 2:07 PM

To: KEVIN OHNSTAD <kohnstad270@mygfschools.org>, Lori Skattum <lskattum180@mygfschools.org>, Griffin Gillespie <ggillespie080@mygfschools.org>

Grand Forks Public Schools
Grand Forks, ND 58201

May 30th, 2024

Dear Kevin and Lori,

This was probably the hardest decision I have ever had to make regarding my career. Due to circumstances beyond my control, please accept this letter of resignation. I have truly enjoyed my teaching experience at Ben Franklin and Phoenix. I have gained so much knowledge and experience working with the special education team at both schools. Kevin and Lori you have both been very supportive and I appreciate everything you have done for my family and I.

I will truly miss working for you both. I wish you both the best and good luck in your future endeavors.

I am hoping HR and the Board members understand our circumstances and what has occurred. I would not be leaving my teaching position if my husband was able to work elsewhere in the district or even close to home. He was unable to secure a position here in Grand Forks Public Schools, so ultimately we have no choice but to move. He has accepted a position that will not allow him to commute so we must move my family away from Grand Forks. Therefore I am hoping the fees of revoking my contract will be waived. For my family's sake, I had to wait until my husband was offered and accepted another job in his field as an Administrator.

Best regards,

Candace Mailhot

Kandi Mailhot

ECSE Teacher

Phoenix Elementary

Grand Forks Public Schools

*A Good Teacher can Inspire Hope
Ignite the Imagination
and Instill a Love for Learning
Ben Henry*

May 29, 2024

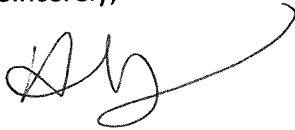
David Nowatzki
Schroeder Middle School
800 32nd Ave S
Grand Forks, ND 58201

Dear Mr. Nowatzki,

This letter is to formally notify you that I'm resigning as a vocal music teacher from the Grand Forks Public School district after the last day of the 2023-2024 school year.

It has been an absolute honor and privilege to work with the amazing young musicians at Schroeder these past eleven years, and I will miss each of them dearly.

Sincerely,

A handwritten signature in black ink, appearing to read 'Allyse', with a long, sweeping horizontal line extending to the right.

Allyse Dunnigan

HUBER – Letter of Resignation

May 31st, 2024

To Grand Forks Public Schools,

I, Janelle Huber, resign from my Band Teacher Position at GFPS. I have chosen to pursue a career elsewhere. I have cleaned out my office at Red River High School and have left my keys and school computer on the desk.

Thank you,

A handwritten signature in blue ink, appearing to read "Janelle R Huber", followed by the date "5/31/2024" also in blue ink.

Janelle R Huber

GRAND FORKS SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
REGULAR MEETING MINUTES
May 28, 2024

The School Board of Grand Forks Public School District No. 1 met in regular session on Monday, May 28, 2024, at the Mark Sanford Education Center with Vice President Dave Berger presiding.

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

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

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; 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. The school board meeting norms were read aloud by Palmiscno.

Approval of Agenda. It was moved by Manley and seconded by Palmiscno to approve the agenda as amended. Upon roll call vote as follows, the motion carried unanimously. Aye: Larson, Anderson, Lunn, Manley, Palmiscno, Shabb, Flynn, and Berger. Nay: None. Absent: Gaukler.

Celebrating Success. Baumbach introduced Julie Chine, Accounts Payable Supervisor at the Mark Sanford Education Center, as the Classified Employee of the 4th Quarter. She was presented with a plaque in recognition of the selection.

Angie Jonasson, Lake Agassiz Elementary School Principal, introduced Nadine Raymond, 4th Grade Teacher, as the Certified Employee of the 4th Quarter. She was presented with a plaque in recognition of the selection.

Gaukler joined the meeting at 6:08 pm

Public Comments. None.

Update on RTI Rider Time. Kris Arason, Red River High School Principal, and several teacher leaders from the Response to Intervention (RTI) "guiding coalition" gave an update on their RTI-driven "Rider

Time" schedule. RTI Rider Time is designed to help students gain access to highly qualified staff for extra support in understanding curricular standards and concepts, to complete makeup or retake assessments, or to engage in enrichment-related activities during the school day. This intervention started in the fourth quarter after the guiding coalition worked with staff on understanding its purpose and structure and the data is compelling thus far.

Self-Assessment Committee Report. Larson reported on the May 23, 2024, meeting of the Self-Assessment Committee at which a compilation of the self-assessment responses was discussed. Generally speaking, the board is effective and a reasonably cohesive group. Continuing education for future years and involving the school board in legislative advocacy in the upcoming session were also discussed.

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

- ◆ Appointments effective August 19, 2024, of Devon Tucker, Band Teacher, salary of \$60,706; Jennifer Stam-Stangl, Special Education Teacher, salary of \$53,694; Reanna McNeely, Special Education Teacher, salary of \$55,121; Aubrey Johnson, Social Studies Teacher (50%), salary of \$24,738.50; Megan Baker, Social Studies Teacher, salary of \$55,062; Allison Brist, 4th-Grade Teacher, salary of \$49,477; Riley Regorrah, 5th-Grade Teacher, salary of \$49,477; Marah

Paintner, 3rd-Grade Teacher, salary of \$49,477; Stephanie Krueger, Math Collaboration Teacher, salary of \$56,202; Skylar Vickery, Art Teacher, salary of \$50,274; Hailey Greef, 5th-Grade Teacher, salary of \$49,477; Tiffany Ley, Head Start Teacher, salary of \$49,477; Alanna Dusek, 5th-Grade Teacher, salary of \$49,477;

- ◆ Waiver of years of experience to allow eighteen (18) years of experience to be brought into the district by Judy Klaus and her appointment as special education teacher, salary of \$77,236 (MA+45, Step 19);
- ◆ May 13, 2024, and May 20, 2024, meeting minutes;

- ◆ K-5 Library, K-5 Music, and Secondary Music Seven-Year Curriculum Adoption as follows.
Elementary Library (per year costs):

1. K-5 ELBA Curriculum	\$ 23,940.00
2. K-5 Digital Platforms	\$ 29,175.21
Total Yearly Adoption	\$ 53,115.21
Total Seven-Year Adoption	\$371,806.47

Elementary Music:

1. K-5 Game Plan Curriculum	\$ 58,650.00
2. K-6 Music Play Platforms	\$ 20,941.48
Total Seven-Year Adoption	\$ 79,591.48

Secondary Music:

1. Band Curriculum	\$ 2,379.39
2. Orchestra Curriculum	\$ 1,594.75
3. Chorus Curriculum	\$119,540.63
4. Harmony and Piano	\$ 2,856.63
5. Total Seven-Year Adoption	\$126,371.40
<u>Grand Total (Seven Years)</u>	<u>\$577,769.35</u>

and

- ◆ Cybersecurity and Computer Science Integration Plan.

Upon roll call vote as follows, the motion carried unanimously. Aye: Anderson, Larson, Shabb, Gaukler, Lunn, Flynn, Manley, Palmiscno, and Berger. Nay: None. Absent: None.

Amendment to Head Start Baseline Grant First Year of the Five Year 2024-2029.

Tracey Johnson, Director of Head Start presented her recommendation to amend the First Year (2024-2025) of the Five Year Baseline Grant from a duration grant to a locally designed option (LDO) and to approve the cost of living adjustment (COLA) for 2024-2025. The Policy Council unanimously approved both items on May 21, 2024.

It was moved by Gaukler and seconded by Larson to approve the amendment of the First Year of the Five Year Baseline grant, Fiscal Year 2024-25, from a

duration grant to an LDO and the COLA for FY 2024-2025 at the rate of 2.35% for the amount of \$71,940.

The motion and second were amended to approve the amendment of the First Year of the Five Year Baseline grant, Fiscal Year 2024-25, from a duration grant to an LDO. Upon roll call vote as follows, the motion carried unanimously. Aye: Shabb, Manley, Anderson, Larson, Gaukler, Palmiscno, Lunn, Flynn, and Berger. Nay: None. Absent: None.

It was moved by Gaukler and seconded by Larson to approve the COLA for FY 2024-2025 at the rate of 2.35% for the amount of \$71,940. Upon roll call vote as follows, the motion carried unanimously. Aye: Palmiscno, Larson, Manley, Shabb, Flynn, Anderson, Lunn, Gaukler, and Berger. Nay: None. Absent: None.

General Fund Financial Statement. Baumbach reported the period of July 1, 2023, through April 30, 2024, total general fund revenues were \$112,206,794 and total general fund expenditures were \$96,959,839 resulting in revenues over expenses of \$15,246,955.

It was moved by Anderson and seconded by Palmiscno to approve the General Fund Financial Statement for the period July 1, 2023, through April 30, 2024. Upon roll call vote as follows, the motion carried unanimously. Aye: Gaukler, Lunn, Manley, Anderson, Palmiscno, Flynn, Larson, Shabb, and Berger. Nay: None. Absent: None.

Consideration of Use of Building Fund Dollars for Leases.

Baumbach reported North Dakota Century code 57-15-17.1(b)(4) permits the use of the Building Fund for payment of the lease of buildings and facilities upon order of the school board. To prioritize other needs in the general fund, the administration is recommending the following lease expenses be paid out of the building fund rather than the general fund:

Shared Use Agreement with Parks	\$131,700.00
GFC Parking Ramp	\$48,000.00
SAIL Center - Hope	\$31,200.00
SAIL CENTER - Olive Anne	\$35,160.00
Community	\$154,092.07
GFC Qwest Lot	\$6,000.00
RRVA	\$9,000.00
Phoenix United Lutheran	\$14,000.00
Mentor Center	\$49,530.64
<u>Maintenance Garage</u>	<u>\$28,000.00</u>
Total	\$506,682.71

It was moved by Lunn and seconded by Shabb to approve an order to expense up to \$506,682.71 in lease expenses incurred in fiscal year 2024 against the building fund and to permit the future expense of building and facility leases to be paid from the building fund. Upon roll call vote as follows, the motion carried unanimously. Aye: Manley, Flynn, Gaukler, Palmiscno, Larson, Lunn, Shabb, Anderson, and Berger. Nay: None. Absent: None.

APPROVED _____
(Date)

Amber Flynn, President

Brandon Baumbach, Business Manager

Consideration of Guaranteed Maximum Price for Access Control Upgrades. Jonathan Ellwein, Director of Building and Grounds, reported District representatives have been collaborating with Construction Manager at Risk (CMaR) Construction Engineers to establish Guaranteed Maximum Prices (GMPs) for each phase of the Safety and Security component of the referendum. A GMP of \$292,233 was recommended.

It was moved by Palmiscno and seconded by Anderson to approve the guaranteed maximum price (GMP) for access control upgrades of \$292,233. Upon roll call vote as follows, the motion carried unanimously. Aye: Anderson, Flynn, Gaukler, Larson, Lunn, Manley, Palmiscno, Shabb, and Berger. Nay: None. Absent: None.

Announcements. Congratulations were extended to several student-athletes on their recent accomplishments and to all graduates.

Interested teachers were invited to a Pre-K literacy conference on June 18-19 and a STEM conference on August 1 at UND.

Board Requests for Future Consideration. None.

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

Adjournment. There being no further business, the meeting adjourned at 7:39 p.m.

MEMORANDUM

DATE: June 10, 2024
TO: Dr. Terry Brenner, Superintendent
FROM: Catherine Gillach, Associate Superintendent of Secondary Education
RE: Consideration of SRO Agreement for 2024-2025

CG

Please find attached the Memorandum of Agreement for School Resource Officer (SRO) services for the 2024-2025 school year. The Memorandum of Agreement (MOA) allows SRO placement at all in-town middle and high schools, with the support of an SRO Sergeant who oversees training, consistency in program operations, and coverage for SRO absences. Having an SRO at each secondary school has had a dramatic proactive and positive effect on school climate, safety, and youth-centered community resource collaboration. In addition, each SRO also supports various elementary schools, Community High School, and our off-site programs.

Last summer, Lt. Zimmer hosted an August in-service for police force members interested in learning more about SRO assignments and the plan is to continue doing so to “build a bench” of trained individuals able to step in to cover long-term SRO absences according to our standards and expectations for working with youth. It provided police officers the chance to learn the daily duties of an SRO officer in hopes that they may want to eventually fill a vacant position. The in-service also allowed me a chance to meet those officers and provide some training on how we can best support student needs through aligned values and collaboration.

The MOU reads largely the same as last year but financially there is an increase of \$15,261.86 in the contracted amount which reflects an annual growth in officer salary and health insurance.

The administrative recommendation is to approve the Memorandum of Agreement School Resource Officer Services for the term beginning July 1, 2024, and ending June 30, 2025, and to authorize the Superintendent of Schools to sign the agreement.

CG/l
Attachment



MEMORANDUM OF AGREEMENT SCHOOL RESOURCE OFFICER SERVICES

This Memorandum of Agreement is entered into by and between the Grand Forks Public School District, Grand Forks, North Dakota (hereinafter “District”) and the City of Grand Forks, North Dakota (hereinafter City”) by and through its Police Department.

WHEREAS, the City provides police services within the City of Grand Forks, North Dakota; and

WHEREAS, the District provides educational services within the City of Grand Forks, North Dakota; and

WHEREAS, both the City and the District are desirous to dedicate an agreed upon number of police officers to School Resource Officer duties within several instructional buildings of the District, duties associated with matters arising from their activities as School Resource Officers, and duties associated with safety on or near school grounds.

NOW THEREFORE, the parties hereto agree as follows:

- I. **ASSIGNMENT OF SROs:** The City will make every effort to assign five school resource officers (hereinafter “SRO” or “SROs”) to the District within locations mutually agreed upon by the City and the District. The SROs will provide general police services at the locations so assigned. The City recognizes the shared City and District interest in mitigating, to the extent possible, extended absences of SROs from their assigned school environment. Towards that end, the City will strive to ensure scheduled absences of a calendar week or more are staffed, when adequate notice and available departmental staffing exists.
- II. **EMPLOYMENT STATUS:** The SROs will remain employees of the City and not employees of the District and will provide general police services within their assigned location. The District shall not be responsible for; and the City agrees to indemnify and hold District harmless from liability for the withholding of any taxes related to the assignment of the SROs by the City to the District, including but not limited to State and Federal income tax, social security taxes, worker’s compensation benefits, or unemployment compensation premiums.
- III. **SCHOOL RESOURCE OFFICERS – DESIGNATION – PURPOSE**
 - A. The purpose of this agreement is to delineate services to be purchased from, and provided by, the City for the District’s SRO program. The City’s SRO program is hereby authorized as the District’s “law enforcement unit” for purposes of:
 1. Investigating and enforcing local, state and federal laws;
 2. Referring to appropriate authorities matters of enforcement of any local, state, or federal law against any individual or organization other than the District itself;
 - a) School Resource Officers shall not be utilized to enforce non-criminal or non-delinquent acts such as school rules or administrative violations.
 3. Maintaining the physical security and safety of the District; and
 4. Providing law enforcement related education, mentorship and engagement opportunities.

- B. It shall be recognized by both parties that “law enforcement unit” records shall be exempt from the requirements of the Family Educational Rights and Privacy Act (FERPA). To meet the requirements of this exemption, “law enforcement unit” records must meet the following criteria:
 - 1. The records must be created by the law enforcement unit;
 - 2. The records must be created for a law enforcement purpose; and
 - 3. The records must be maintained by the law enforcement unit.
- C. It shall be recognized by both parties that records of a “law enforcement unit” does not mean:
 - 1. Records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the District other than the law enforcement unit; or
 - 2. Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the District.

IV. **RESPONSIBILITIES OF THE CITY OF GRAND FORKS:** All SROs shall be employees of the City and supervised by, and answerable to, the Chief of Police through the Education and Outreach Bureau Commander or his/her designee. The City shall be responsible for the actions of all SROs within the scope of their employment pursuant to NDCC 32-12.1. The City of Grand Forks will assist the District to meet its responsibilities to students and their families by:

- A. Agreeing to provide services, as defined in the “Purpose” stated above and attached Job Description, to the District during the term of this agreement.
- B. Ensuring that SROs are aware of, and adhere to, all federal and state regulations and District policies/procedures applicable to the provision of services as defined in the “Purpose” stated above, and attached Job Description.
- C. Acknowledging the District’s exclusive and direct control over all personally identifiable information from student’s education records in the possession of the SROs in the course of work covered by this agreement except for records and information that meets the criteria of a “law enforcement unit” record in accordance with the Family Educational Rights and Privacy Act (FERPA). Any personally identifiable information from students’ education records provided by the District to the SROs that does not meet the criteria of a “law enforcement record” shall be subject to the provisions of FERPA, including but not limited to parental access/inspection and (re)disclosure restrictions. Students’ education records shall not be removed from the District’s premises.
- D. Ensuring that personally identifiable information from student’s education records disclosed by the District to SROs is not used for research purposes of any kind without prior written approval from the District Superintendent or designee(s).
- E. Evaluating the quality of the SROs work and as part of the evaluation process, seeking input from the District superintendent or designee(s).
- F. Maintaining a data collection system related to services delineated in the attached job description, sections A, B and E, and presenting such data to the District at the end of the agreement period or upon request.
- G. Providing SROs with cell phones, and having SROs available to the District during days school is in session, or by special arrangements as determined between the City and the District.
- H. Ensuring that while on the District’s premises, SROs wear District issued identification badges, and verbally identify themselves as SROs when in contact with parents of District students.

V. **RESPONSIBILITIES OF THE GRAND FORKS PUBLIC SCHOOL DISTRICT:** The District will assist the City to meet its responsibilities by:

- A. Designating the SROs as school officials, and allowing or providing for the disclosure of personally identifiable information from students’ education records when it is determined that SROs have a

legitimate educational interest in the information in order to perform the duties set forth in this agreement. Upon request, providing input into the performance evaluation of the SROs.

- B. Furnishing office space, office telephones, necessary furniture and on-site communication radios (if utilized at designated school location).
- C. Providing school administrative personnel to participate in SRO selection processes.
- D. The District agrees to pay the City 50% of the NASRO basic certification course registration fee for all newly selected SROs.
- E. For the District's 2024-2025 budget year, the District agrees to pay the City 50% of all salary and benefit costs for the five (5) assigned SROs during their designated school period in the sum of \$204,365.07. Payment shall be made on an annual basis. The City shall be responsible for generating an invoice by June 15, 2024.

VI. REPRESENTATION AS TO ADEQUATE INSURANCE COVERAGE: Each part of this agreement represents and warrants to the other that it has and shall maintain in effect adequate liability insurance, Workers' Compensation, and other appropriate forms of insurance coverage sufficient to generally protect the respective parties to this agreement and their employees carrying out the objectives of the agreement.

VII. INDEMNIFICATION AND HOLD HARMLESS AGREEMENTS:

- A. The City shall indemnify, defend, and hold harmless the District, its officers and its employees from and against all claims, losses, costs, damages and expenses (including reasonable attorney's fees and costs) which result from or arise in connection with any action, negligence or omission of the City and its employees.
- B. The District shall indemnify, defend and hold harmless the City, its officers and its employees from and against all claims, losses, costs, damages and expenses (including reasonable attorney's fees and costs) which result from or arise in connection with any action, negligence or omission of the District and its employees.
- C. The indemnifications provided herein shall survive the termination of this agreement.

VIII. ACCESS TO EDUCATIONAL RECORDS (FERPA): Both the District and the City agree that all information regarding a student that is considered an educational record will be held in confidence and will not be divulged to any unauthorized person without prior written consent of the student and/or parent, except for access required by law, regulation, and third party agreements. The District and the City agree that the City will have access to educational records as the City is considered a school official who the District has determined to have a legitimate educational interest and right to have access to educational records, under 34.C.F.R 99.31 of the Family Educational Right to Privacy Act (FERPA), and FERPA's privacy regulations, 34 C.F. R 99 et seq. and each party shall comply with all requirements with respect to protected educational records as defined in FERPA. The provisions of this paragraph shall survive the termination of this agreement.

- IX. WAIVER: No waiver by either party or any term or provision of this Agreement shall be deemed to be a waiver of any other term or provision.
- X. SAVINGS CLAUSE: Any term or provision of this Agreement which now or hereafter is determined to be invalid or unenforceable shall not impair the validity of the remainder of this Agreement.
- XI. ANNUAL REVIEW: The goals, objectives, expectations and other details of the School Resource Officer Program shall be reviewed at least annually between the members of the City and members of

the District. Following such review, the City and the District may reduce to writing their understanding of the Program. The failure to follow the guidelines prepared under this paragraph XII shall not give rise to any claim for relief by one party against the other, other than the ability to terminate this agreement as provided in paragraph XV below.

- XII. **ASSIGNABILITY:** This agreement is not assignable by either party without the prior written consent of the other party.
- XIII. **AMENDMENTS:** This agreement may be amended or modified at any time, but only by the written agreement of the parties hereto.
- XIV. **TERM OF AGREEMENT:** The term of this agreement shall begin July 1, 2024 and end June 30, 2025. The agreement may be renewed thereafter upon the consent of all parties, provided that the agreement fee shall be adjusted to reflect merit or cost of living salary adjustments and/or other increase costs. Any party may cancel this agreement without cause upon giving a 90-day written notice to each party.

Grand Forks Public School District

Date: _____


By: Dr. Terry Brenner
Its: Superintendent

City of Grand Forks

Date: _____

By: Brandon Bochenki
Its: Mayor

MEMORANDUM

DATE: June 10, 2024
TO: Dr. Terry Brenner, Superintendent
FROM: Matt Bakke, Assistant Superintendent of Elementary Education 
RE: Designation of Authorized Representatives for Title and Other Federal Programs and Competitive Grants for 2024-2025

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

Listed below are the title and other federal programs and competitive grants and their recommended representative.

1. Title I – Disadvantaged Children Meet High StandardsMatt Bakke
2. Title II, Part A –Teacher and Principal Quality Training and RecruitingMatt Bakke
3. Title III – English Language Acquisition/EnhancementMatt Bakke
4. Title IV, Part A – Student Support and Academic Enrichment GrantsMatt Bakke
5. Title VI-B (IDEA) – Individuals with Disabilities Education ActMatt Bakke
6. Title VII – Indian EducationMatt Bakke
7. Title VIII – Impact AidDr. Terry Brenner, Brandon Baumbach
8. Title IX of the Equal Employment Opportunity Commission.....Griffin Gillespie
9. Indian Education Formula GrantMatt Bakke
10. Johnson O'Malley Act (Indian Education)Matt Bakke
11. Head Start.....Matt Bakke
12. 21st Century Community LearningMatt Bakke
13. District Homeless and Foster Care LiaisonSara Berg
14. CLSD GrantAmy Bartsch
15. School Food ServiceWendy Mankie

The administrative recommendation is to approve the authorization of the designated individuals as the authorized representatives for the above title and other federal programs and competitive grants for 2024-2025 as presented.



Mark Sanford Education Center
2400 47th Ave. S
Grand Forks, ND 58201-3405




PO Box 6000
Grand Forks, ND 58206-6000



www.gfschools.org

Equal opportunity employer

MEMORANDUM

TO: Grand Forks School Board
FROM: Mike Biermaier, District Activities Director 
SUBJECT: Consideration of High School Streaming Proposals
DATE: June 10, 2024

As we conclude the high school streaming RFP process I would like to recap what has been done thus far.

On 5/13/24 the board approved an RFP to be sent out looking for information on how to set up a practice for companies that want to stream our GFPS events. We are looking for a partnership that establishes a tiered system with a minimum number of games streamed for one price and a lesser amount when more games are streamed. This RFP was also to establish a nonexclusive system for any media that wanted to stream our games AND not have a paywall for viewers.

The Activities Department has received one proposal from KNOX for the streaming of high school events (attached). This proposal matches our RFP ideas with a few adjustments that should be negotiated.

The administration's recommendation is to accept the KNOX bid and allow Business Manager Brandon Baumbach and Activities Director Mike Biermaier to negotiate with KNOX on the final contract language.





Proposal for
Grand Forks Public Schools
Video Streaming Agreement

Submitted to
Grand Forks Public Schools
Athletic Staff
and School Board
June 3rd, 2024

Submitted by
Leighton Media-Grand Forks
KNOX Radio
and KNOX Live Sports



To: Athletic Staff and School Board
Grand Forks Public Schools

From: Leighton Media-Grand Forks
KNOX Radio and KNOX Live Sports
Grand Forks, ND

Leighton Media-Grand Forks is excited to submit to you this proposal for an agreement regarding the video streaming of sports events for the Grand Forks Public Schools.

This proposal outlines our vision for the promotion of, broadcast of, and involvement of the student body in, the video streaming of the sports offerings from GFPS. Items of note in this proposal include

- Our history with high school sports, including award-winning coverage, a history with streaming regular and post-season events, the inclusion of coverage of 15 different sports with GFPS, and our position as the sole broadcaster of almost all of these sports for the past decade.
- A financial commitment to Grand Forks Public Schools that would amount to \$62,250 in direct cash compensation to GFPS over a four-year time frame, matching the rate of the NDHSAA for post-season contests purchased in bulk, along with \$24,000 of in-kind promotional time for GFPS event promotion on our radio stations.
- A unique combination of video and radio coverage that few, if any, companies engaged in video streaming can offer, a commitment from us to air a large percentage of video streamed-games on radio as well.
- A willingness to engage with athletic staff to cover additional events based on importance, along with the intent to make the students a part of what we do with execution, including working as paid employees as videographers and future broadcasters, with training using our materials during sub-varsity games.
- A proposed broadcast schedule that is evenly based on sport and gender splits while still highlighting the programs that make GFPS sports a top contender in state competition.



Leighton Media-Grand Forks is committed to the coverage of GFPS-related programs, and we feel this agreement is more than just a schedule of game broadcasts. It is an investment in our community, and we look forward to solidifying our presence in our community by making GFPS activities the centerpiece of our efforts in broadcasting.

We appreciate your time and consideration of our proposal. You may reach out to us at any time with questions or for clarifying information.

A handwritten signature in black ink, appearing to read "Jarrod Thomas".

Jarrod Thomas
General Manager
Leighton Media-Grand Forks

A handwritten signature in green ink, appearing to read "Misty Paul".

Sincerely,

Misty Paul
General Sales Manager
Leighton Media-Grand Forks

A handwritten signature in black ink, appearing to read "Ryan Cunningham".

Ryan Cunningham
Program Director/Sports Director
KNOX/KNOX Live Sports

A handwritten signature in black ink, appearing to read "Ashley Kolling".

Ashley Kolling
Digital Coordinator
Leighton Media-Grand Forks



1. Company Background and Experience

Leighton Media Grand Forks has extensive experience in broadcasting high school events, with a position of leadership in the Greater Grand Forks area for the past decade. Highlights include:

- A) the broadcast of an estimated 100 sporting events for the Greater Grand Forks teams (Central, Red River, East Grand Forks, Sacred Heart, Thompson) each year since 2013-14.
- B) the only media outlet based in the Grand Forks market to broadcast volleyball, wrestling, baseball, softball, soccer, track and field, and a live appearance at a Grand Forks-hosted state girls golf tournament, won by Red River.
- C) the only media outlet based in the Grand Forks market to travel for broadcast coverage of any kind
- D) the only media outlet based in the Grand Forks market to travel for state tournament appearances involving Grand Forks teams, including multiple appearances by Grand Forks teams in the football playoffs and state volleyball, hockey, basketball (boys and girls) and baseball. This past spring saw KNOX travel to state softball in Dickinson and state soccer in Minot on back-to-back days to end the season.
- E) our coverage won the North Dakota Broadcasters Association "Teddy" award for best play-by-play for high school hockey coverage in 2013.
- F) Leighton Media Grand Forks has been the sole streaming outlet for the Eastern Dakota Conference hockey tournament for the past four seasons. We have also streamed events for all of the aforementioned sports, as well as post-season football.
- G) All other broadcast outlets have limited their coverage to less than 20 total games a year.

In synopsis, Leighton Media Grand Forks has made high school sports our priority in sports coverage, and has dwarfed the efforts of all other companies in the broadcast business in coverage of the product. Our quality has been recognized, with our coverage being compared to that of collegiate broadcasters in many cases. One prominent college hockey pundit referred to our coverage as superior to what he saw involving NCHC broadcasts he had seen on television.

Upon acceptance of a proposal from our company, the only changes Leighton Media Grand Forks would anticipate would be a schedule more concentrated on the North Dakota schools in the Greater Grand Forks area, with more steadfast commitments to events such as the Zimney Last Chance track and field meet and the Border Battle multi-state cross country meet in the fall, which would put the list of total different sports covered to 15 sports, when separation is allowed for gender.



2. Compensation

When considering the fee structure for this proposal, Leighton Media Grand Forks used the NDHSAA rate card for post-season events as the blueprint. The NDHSAA offers pricing that rewards the outlet for coverage of games in bulk, versus a single game.

The most comparable package to a 75-game schedule that the NDHSAA offers is the regional basketball tournaments for the AA division, which would include the GFPS teams in their Eastern Dakota Conference tournament. That rate is:

24 games (one boys and one girls play-in, 11 boys and 11 girls tournament games) for \$5000.

This amounts to \$208.33 per game, for post-season play.

Usually, there is a mark-up for post-season games, but Leighton Media Grand Forks is choosing to leave that aside in a long-term offer of rate paid to GFPS for streaming rights. We propose:

Year 1 (24-25): 75 events for \$200/event, equalling \$15,000 to GFPS (monthly installments to total)

Year 2: 75 events for \$205/event, equalling \$15,375 to GFPS

Year 3: 75 events for \$210/event, equalling \$15,750 to GFPS

Year 4 (option year for both entities): 75 events for \$215/event, equalling \$16,125 to GFPS

This proposal would place GFPS in a position of receiving more per game for streaming than the NDHSAA receives in a package purchase agreement in year three of this proposal.

In addition to cash compensation, Leighton Media Grand Forks will create a plan for broadcast promotional messages to be used on our family of radio stations for the promotion of these events. Our vision of these promotional messages would be student-driven messages, recorded by students at our studios with our assistance. These messages would be used by the athletics department and students to promote special activities at their events, and could be used by fine arts as well to promote their productions, giving GFPS a well-rounded, diverse avenue to promote all of its activities.

Our plan would involve airing these promotional messages in an amount equal to \$500 of commercial airtime a month on our family of radio stations, and would be in addition to the regular promotional messages our stations air to promote broadcasts.

Note: These messages would be limited in scope to the promotion of the events coming up with GFPS, and would not be usable for "business-related" promotion (ex. staff recruitment, other needs for traditional advertising).

With cash and promotional time, this offer would equal \$19,500 of compensation to GFPS in year one with a nine-month promotional plan option, \$21,000 for a 12-month offer. The range would be \$20,625 to \$22,150 in year four.



3. Schedule

This schedule we propose totals 62-63 events, based on the completed schedules for the fall and winter sports seasons for this coming school year.. For the purposes of this proposal, doubleheaders that feature both a boys and girls competition count as two events. The proposed schedule is detailed on the following pages.

The remaining events would be filled through communication between Leighton Media Grand Forks and GFPS staff to account for events that have special significance (expected quality game not anticipated, theme night that has special community activity, etc.)

Of note, golf and tennis are not included in this summary. NDHSAA rules prohibit active reporting of a golf round in progress, limiting coverage to the first tee, the turn, and the finish. We are not against coverage of golf, but would need to work out what GFPS deems as what qualifies as coverage. Tennis has an issue with the lack of an elevated platform from which to generate a camera angle from. We would be happy to cover this sport, but would need support from GFPS for a solution to this issue.

For purposes of executing this agreement, Leighton Media Grand Forks would need:

- A) proper accommodations for video coverage of above events, including proper camera angles of the event, indoor or protected seating at outdoor events, access to wired ethernet connection, and electrical power. Video angles must include a center view of the event for a main camera
- B) access to coaches and players for video coverage before and immediately after contests
- C) notice in change of schedules due to weather, other issues

Because the agreement is also an attempt to more solidify our position as the outlet for GFPS sports in the area, Leighton Media Grand Forks also requests:

- A) ability to display "appropriate" signage at or near our broadcast positions in the various arenas, materials covered at Leighton Media Grand Forks expense
- B) use of Red River and Central logos in promotional items with prior approval from GFPS staff as to appropriate usage
- C) access to appropriate "in-house" promotions at events. Examples would include the distribution of promotional or apparel items (miniature football/basketball items as an example), tossing out such items during times at a game, "Best Seat in the House" contests, a KNOX sports sponsor delivering the basketball, football or puck. These items, we believe, are more than just sponsorship opportunities, and help to involve community in GFPS activities.

Leighton Media Grand Forks understands that these activities cannot interfere with game play, and must meet GFPS standards for appropriateness, with considerations to family-friendly, non-offensive materials.



2024-25 GFPS Fall Broadcast Schedule

Date	Sport	Matchup
August 20	Soccer	Fargo North at Grand Forks Red River
August 27	Soccer	Shanley at Grand Forks Central
August 29	Soccer	Fargo Davies at Grand Forks Red River
August 30	Football	Jamestown at Grand Forks Central
August 30	Football	Bismarck St. Marys at Grand Forks Red River
Sept 3	Soccer	Central vs Red River
Sept 5	Volleyball	Devils Lake at Grand Forks Central
Sept 10	Volleyball	West Fargo Sheyenne at Grand Forks Red River
Sept 17	Volleyball	Central vs Red River
Sept 19	Soccer	Fargo North at Grand Forks Central
Sept 20	Football	Minot North at Grand Forks Central
Sept 20	Football	Jamestown at Grand Forks Red River
Sept 24	Soccer	Central vs Red River
Sept 27	Football	West Fargo Horace at Grand Forks Central
Sept 28	X-Country	Border Battle in Grand Forks
Oct 1	Soccer	Fargo Shanley at Grand Forks Red River
Oct 4	Football	Cushman Classic: Red River at Central
Oct 11	Football	Fargo South at Grand Forks Central
Oct 15	Volleyball	Fargo North at Grand Forks Central
Oct 17	Football	West Fargo Horace at Grand Forks Red River
Oct 22	Volleyball	Fargo North at Grand Forks Red River
Nov 5	Volleyball	Central vs Red River
Nov 7	Volleyball	West Fargo Horace at Grand Forks Red River

Minimum schedule. Swimming and tennis added based on feasibility. Other added on flex-scheduling upon consult with athletic directors



2024-25 GFPS projected winter broadcast schedule

Date	Sport	Matchup
Nov 22	Girls Hockey	Fargo North-South at Grand Forks
Nov 29	Boys Hockey	East Grand Forks at Red River
Nov 30	Boys Hockey	East Grand Forks at Central
Dec 3	Boys Hockey	West Fargo at Central
Dec 3	Girls Hockey	Devils Lake at Grand Forks
Dec 5	Boys Hockey	West Fargo Sheyenne at Red River
Dec 7	Basketball (G and B)	Bismarck St. Marys at Central
Dec 10	Girls Basketball	Horace at Red River
Dec 12	Boys Hockey	West Fargo at Red River
Dec 14	Girls Hockey	East Grand Forks at Grand Forks
Dec 14	Boys Hockey	Central at Red River
Dec 19	Boys Hockey	Fargo Davies at Red River
Dec 20	Basketball (G and B)	Red River at Central
Dec 30	Boys Basketball	East Grand Forks at Central
Jan 2	Boys Hockey	Fargo North at Central
Jan 3	Girls Basketball	Fargo South at Red River
Jan 7	Boys Basketball	Fargo North at Red River
Jan 7	Boys Hockey	Fargo Shanley at Red River
Jan 10	Girls Hockey	Dickinson at Grand Forks
Jan 11	Girls Hockey	Mandan at Grand Forks
Jan 17	Basketball (G and B)	Fargo South-Shanley at Red River
Jan 21	Boys Hockey	Red River at Central
Jan 23	Boys Hockey	Devils Lake at Red River
Jan 24	Basketball (G and B)	Central at Red River
Jan 25	Girls Hockey	Bismarck Century at Grand Forks
Jan 30	Wrestling (multiple)	Central Triangular



Date	Sport	Matchup
Jan 31	Girls Basketball	Devils Lake at Central
Feb 1	Boys Hockey	Fargo South-Shanley at Central
Feb 4	Boys Basketball	Fargo North at Central
Feb 6	Wrestling	Central vs Red River
Feb 7	Girls Basketball	Fargo North at Red River
Feb 14	Girls Basketball	Fargo South at Central
Feb 15	Girls Hockey	Bismarck Legacy at Grand Forks

Note: At time of submission of this proposal, winter and spring schedules were not complete. Dates will be added to complete this schedule. As proposed, this fall and winter schedule includes 62-63 games. Additional winter and spring events will be added to achieve the 75-game request of the GFPS.

Note: For this proposal, doubleheaders are considered two events. Should poor weather impact this schedule, and KNOX would fall short of the 75-game request, GFPS would still be compensated for the 75-game arrangement.

Should acts of God, such as poor weather, prevent the full execution of a 75-game schedule, neither party will be held for harm.



4. Promotion and collaboration

Our industry needs an influx of new talent. Leighton Media Grand Forks views a formal agreement with GFPS as an opportunity to be achieving this. Our agreement would offer students multiple opportunities to learn both the "in the field" and in-studio opportunities behind broadcasting.

With regard to promotion of the events, standard promotion would include:

- A) on-air messages on KNOX promoting the upcoming game and broadcast
- B) links to the appropriate streaming platform (website, YouTube channel) generated at least 48 hours in advance by the Leighton Media staff. This link would be shared via all social media platforms Leighton Media accesses (Facebook, X, Instagram, etc.)
- C) the link would be shared with appropriate GFPS staff for use on their social media platforms
- D) a broadcast schedule would be published on www.knoxradio.com before a season commences

Leighton Media Grand Forks would welcome student-athletes involved with the upcoming activities to come to our studios and produce the promotional messages themselves. They would be the people inviting fans to come to the game on the upcoming date. Leighton Media would assist in the production of these messages, but the students and staff would have as much input as they would like. That may be as low as writing the script for the students to record, or also selecting (appropriate) finishing effects, like music beds, to complete their promotional announcement. These announcements would then be aired on stations like 97 KYCK, Z 94.7, Cities 104.3 and Rock 95, as well as KNOX.

Regarding collaboration, Leighton Media has officially on-boarded two students at Central High School as part-time staff. Those students are paid employees, receiving hourly compensation for their duties at games.

We would desire all of our camera operators to be students, and will on-board as many as are interested in performing the duties of camera operators. We will work with their teachers and advisors to make sure that we are contributing to the items classes that involve video production and editing are currently instructing. Should those instructors look to make this work an actual part of the class, we would submit reports of the students activities as needed.

As students wish to move into the broadcast portion of the industry, we would allow them to use our gear to stream sub-varsity games on the nights we plan to stream the varsity contest. The students would be required to know how to set up the gear and engineer a stream, and also abide by the professional standards of the industry. Our staff at Leighton Media would train them to do these things. As they reach proficiency, they would be able to break into the broadcast world by producing their own games. When they begin handling the sub-varsity matchups, we would actively promote that students will be handling those games, and encourage people to view them to get a glimpse of the program.

Any of these students that would be interested in "in-studio" work would receive at least an evaluation for such work. Should they be onboarded, they would receive an hourly wage as part-time employees.

All of these aspects would involve guidance and training of Leighton Media staff, feedback, and professional encouragement.



5. Value-added and references

Leighton Media Grand Forks looks to this agreement to further connect us to community. As such, we wish to be involved in more than just the game broadcasts with GFPS.

In addition to game coverage, we would like to incorporate the following:

- A) regular or semi-regular live updates with the building activities directors, Tony Bina and Tyler Nelson, on KNOX during daytime programming to discuss events worth highlighting that may, or may not, be athletic in nature. This would be a "landing page" to invite the public to attend fine arts, STEM, and other activities that the school is hosting.
- B) students on the air in the above-mentioned capacity. There is no way to put a schedule in play for this aspect of our involvement. Simply put, we'd like more, not less. If there are activities that are appropriate for students to promote live, we want to know about them. An example would be this past fall, when three Central football players were live on KNOX to discuss their trip to the state football title game. Leighton Media would set aside airtime for those opportunities.
- C) The production of a video sports program is something that Leighton Media would be willing to discuss throughout the first year of this agreement. Segments could be filmed and uploaded to various platforms, including the channels where games are streamed. Should an agreement be reached on this in year one, the shows themselves may be brief, perhaps highlighting one coach and one athlete per show, with expansion of this to take place during the agreement.

With regard to references, Leighton Media has a body of work existing on our YouTube Channel that can be referenced at any time. Our past partners also include experience with streaming events for:

North Dakota High School Activities Association
contact--Matt Fetsch 701-845-3953

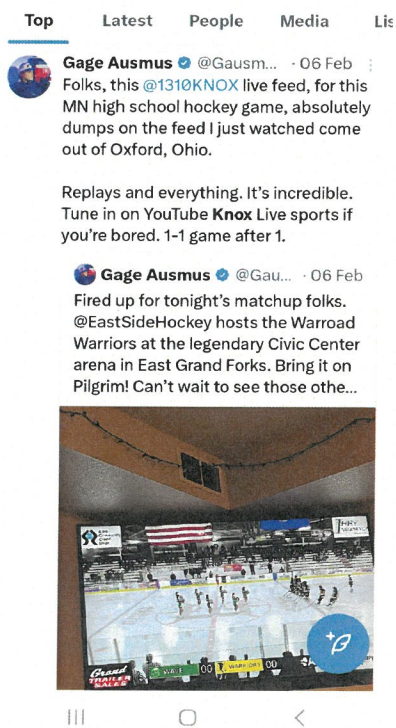
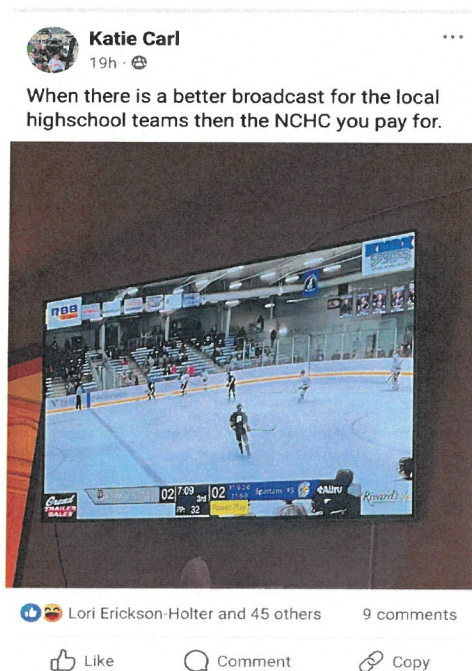
Our sports director, Ryan Cunningham, has also worked on sports and streaming productions for:

University of North Dakota
contact--Kyle Doperalski 701-317-1694

KOVC Radio
contact--Tallie Colville 701-845-1490



Viewer feedback from 2023-24



Memorandum

TO: Dr. Terry Brenner, Superintendent
FROM: Jonathan Ellwein, Director of Buildings and Grounds
SUBJECT: Consideration of Use of Building Fund Dollars for Grand Forks Central
Weight Room Rehabilitation Project
DATE: June 10, 2024



In an effort to move building maintenance expenses away from the general fund, Grand Forks Public Schools (GFPS) is seeking permission to use building funds for the rehabilitation of the Grand Forks Central HS weigh room.

The rehabilitation has been a joint effort, utilizing time from coaches and athletes, GFPS maintenance staff, and professional contractors. Buildings and Grounds worked with Central HS athletics staff to choose a specialty contractor that best fit the needs of the project.

The attached quote for \$42,386.37 from Johnson Fitness & Wellness is for materials, shipping, and installation of new rubber flooring in the weight room.

The administrative recommendation is to approve use of \$42,386.37 of building fund dollars for rehabilitation of the Grand Forks Central weight room.



Jason Davis (4211)
1600 Landmark Dr.
Cottage Grove , WI 53527
Phone: (701) 490-4554
Fax: (952) 906-6908
Email: Jason.Davis@johnsonfit.com

Quote Order 22-067937
Date 05/28/24

Ship To Information

Grand Forks Central High School

Stetson Carr
15 N 4th St
Grand Forks, ND 58203

Work: (701) 746-2205

Email: scarr150@mygfschools.org

Bill To Information

GF Public Schools, Buildings & Grounds

Jonathan Ellwein
2400 47th Ave. South
Grand Forks, ND 58201

Work: (701) 746-2220

Email: jellwein180@mygfschools.org

Expiration Date: 3/25/2024

Terms: Net 30 Days

Qty	SKU	Description	Delivery Method	Tax	List Price	Your Price	Ext. Price
		<u>ECORE RUBBER FLOORING & ADHESIVE</u>		<input type="checkbox"/>			
				<input type="checkbox"/>			
		<u>Rolled Rubber Flooring - Main</u>		<input type="checkbox"/>			
3744	ECORE ES46	ECORE Performance Beast - ES46 Grippin Gray 20	Deliver	<input type="checkbox"/>	\$9.44	\$4.95	\$18,532.80
		- 10.5mm x 4' Rolls		<input type="checkbox"/>			
		- 18@54' each roll		<input type="checkbox"/>			
				<input type="checkbox"/>			
		<u>Adhesive:</u>		<input type="checkbox"/>			
12	AC1008	Ecore Adhesive 4-Gallon Egrip	Deliver	<input type="checkbox"/>	\$380.00	\$275.00	\$3,300.00
		- a 4 gallon pail covers 380 sq ft		<input type="checkbox"/>			
		- approximately 4306 sq ft.		<input type="checkbox"/>			
				<input type="checkbox"/>			
		<u>FREIGHT/DELIVERY/INSTALLATION</u>		<input type="checkbox"/>			
		<u>(Rolled Rubber</u>		<input type="checkbox"/>			
		<u>Flooring)</u>		<input type="checkbox"/>			
1		Factory Freight		<input type="checkbox"/>	\$4,828.57	\$4,828.57	\$4,828.57
		- GF Central to receive the flooring materials		<input type="checkbox"/>			
		and place in the room.		<input type="checkbox"/>			
		- Turf Only Freight: \$1628.57.		<input type="checkbox"/>			
		--- Estimate #: 1237802		<input type="checkbox"/>			
		- Rubber w/ Liftgate: \$4150.00.		<input type="checkbox"/>			
		- Rubber w/o Liftgate: 3200.00		<input type="checkbox"/>			
		--- Estimate #: 1237822		<input type="checkbox"/>			
				<input type="checkbox"/>			
1	COMMDEL09	Commercial Delivery & Assembly	Deliver	<input type="checkbox"/>	\$15,725.00	\$15,725.00	\$15,725.00
		- \$15,725.20 of the \$19,0440.20.		<input type="checkbox"/>			
		- Fitness Installation to install.		<input type="checkbox"/>			
		- GF Central HS to remove existing tiles		<input type="checkbox"/>			

Qty	SKU	Description	Delivery Method	Tax	List Price	Your Price	Ext. Price
		cabinets, exisiting rubber flooring, etc.		<input type="checkbox"/>			
		- GF Central to provide dumpster		<input type="checkbox"/>			
		- GF Cetral to remove existiing vinyl cove.		<input type="checkbox"/>			

Special Instructions:

GF Central HS Weightroom ECORE Beast Rolled Rubber Flooring & Adhesive.

REF Invoice #22-042699 on check.

Remit Payment to:

Johnson Fitness & Wellness
1600 Landmark Drive
Cottage Grove, WI 53527

Item Total: \$42,386.37

Tax: \$0.00

TOTAL: \$42,386.37

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 Special Reserve Fund Transfer
DATE: June 10, 2024



In accordance with NDCC 57-19-11, the school board may consider a transfer from the special reserve fund to the general fund to help pay for certain expenses that exceed the budget in certain areas.

Special reserve fund - Use. If collections from taxes levied for the current budget are insufficient to meet the requirements of the budget for teacher salaries, heat, light, and fuel, a majority of the school board may direct the school district business manager to draw on funds in the special reserve fund of the district. The school board, by resolution, may withdraw without repayment fifty percent of the funds from the special reserve fund of the school district.

The current special reserve fund balance is \$1,825,614.47. Per NDCC 57-19-11, the district can transfer as much as 50% of the fund, or \$912,807.24.

Administrative recommendation is to approve a transfer of \$912,807.24 from the special reserve fund to the general fund to offset the over-budget expenses.



MEMORANDUM

TO: Grand Forks School Board
FROM: Dr. Terry Brenner, Superintendent of Schools
SUBJECT: Consideration of Property Insurance Renewal
DATE: May 28, 2024



Vaaler Insurance Representative Tim Skarperud and Brandon Baumbach had recent conversations about the school district's insurance renewal and the skyrocketing costs of such coverage. In Mr. Baumbach's absence last week, Mr. Skarperud and I met to discuss seeking alternatives as opposed to automatically renewing Liberty Mutual as the premium has increased substantially from last year. Below are attachments referenced in the discussion outline that include highlights when comparing annual premium price points.

1. Four columns included in the comparison

1. Column 1 – High-level view of the various coverages and deductibles
2. Column 2 – The 23/24 policy year with Liberty Mutual
3. Column 3 – The 24/25 renewal offer with Liberty Mutual (Employers Co of Wausau is a division of Liberty Mutual)
4. Column 4 – Travelers National premium indication to compare with Liberty Mutual's renewal offer – Travelers was our Property provider dating back many years until the current 23/24 term

2. Property market

1. The property insurance marketplace continues to be a challenge. Regarding the school district, this is not a reflection of our performance but that of property owners in general throughout the Midwest and the entire United States. The attached Travelers exhibit (2nd attachment) summarizes the current challenges in the property marketplace.

3. Other Markets

1. Mr. Skarperud approached the four leading Insurance providers that they use for entities with large property exposures to validate/compare our renewal offer from Liberty Mutual. Chubb and Hanover have both declined to offer a quote, Travelers gave them an indication of a .20 property rate which is double the rate of Liberty Mutual, and Affiliated FM is still reviewing as we discussed. Building and Grounds Director Jonathon Ellwein and Safety & Security Manager DaLee Wilkinson provided further sprinkler information over the last couple of days, which has an impact on premiums. Mr. Skarperud noted it could still take a couple of weeks based on conversations with Affiliated FM.

Based on the aforementioned information, the administrative recommendation is that Business Manager Brandon Baumbach be given the authority to sign off and approve an annual premium not to exceed \$589,000.

cc: Enclosures

Grand Forks PSD #1
6/30/24 Renewal Premium Comparison



Coverages	6/30/2023-2024		6/30/2024-2025		6/30/2024-2025	
	School Program		School Program		School Program	
	Limit/Exposure	Premium	Limit/Exposure	Premium	Limit/Exposure	Premium
Property Insurance						
	Liberty Mutual	\$408,040.00	Employers Co of Wausau	\$498,864.00	**Travelers National	\$1,000,000.00
Blanket Limit - Buildings	\$441,124,311		\$500,000,000		\$500,000,000	
Blanket Limit - Business Personal Property (BPP)	\$57,047,396		Included Above		Included Above	
- See Attached Statement of Values						
-Deductible Including Water Damage (72 Hr Waiting Period for BI & Extra Expense)	\$50,000		\$50,000		\$100,000	
-Deductible Windstorm & Hail- 1% up to Maximum - (72 Hour Waiting Period for BI & Extra Expense) Each Location	\$50,000		1% Subject \$100,000 Minimum		1% Subject \$100,000. Minimum	
Actual Cash Value (Roofs) - ALL Locations	Not Applicable		Applicable		Unknown	
-Deductible for EDP any one occurrence	Not applicable		Not applicable			
Agreed Values - Replacement Cost - Special Peril	Yes		Yes			
Carl Ben Eielson (VACANT-Actual Cash Value) No Blanket	\$1,000,000		\$1,000,000			
Extra Expense (Not Including Vacant Structure)	\$2,000,000		\$2,000,000			
Ordinance or Law	\$2,000,000		\$2,000,000			
-Coverage A - Loss to Undamaged Portion of Building	Included		Included			
-Coverage B - Demolition Costs	Included		\$2,000,000			
-Coverage C - Increased Cost of Construction	Included		\$2,000,000			
Property Off Premises & In Transit or Exhibition	\$100,000		\$100,000			
Equipment Breakdown Insurance						
	Liberty Mutual	Included Above	Employers Co of Wausau	Included Above	**Travelers National	Included Above
Equipment Breakdown Limit	Included Property Above		Included Property Above		Included Property Above	
-Direct Deductible	\$50,000		Follows Property			
-Direct Deductible (Red River High School & Addn)	Included Above		Follows Property			
Business Income & Extra Expense	\$2,000,000		\$2,000,000			
-Indirect Deductible	24 Hours		See Above			
Data Compromise Coverage	Not Applicable		Not Applicable			
-Deductible	\$0		\$0			
Indentity Recovery Coverage	Not Applicable		Not Applicable			
-Deductible	\$0		\$0			

Coverages	6/30/2023-2024		6/30/2024-2025		6/30/2024-2025	
	School Program		School Program		School Program	
	Limit/Exposure	Premium	Limit/Exposure	Premium	Limit/Exposure	Premium
General Liability Insurance	NDIRF	\$57,296.00	NDIRF	\$58,562.00	NDIRF	\$59,378.00
Personal & Advertising Injury Aggregate Limit	\$3,000,000		\$3,000,000		\$3,000,000	
Medical Expenses	\$2,500		\$2,500		\$2,500	
Governance Liability	\$3,000,000		\$3,000,000		\$3,000,000	
Professional Liability	Included		Included		Included	
Employee Benefits Liability	Included		Included		Included	
Employer Liability - ND Stop Gap	Included		Included		Included	
Employment Practices Liability	Included		Included		Included	
Data Breach Liability	\$250,000		\$250,000		\$250,000	
Violent Event (per form/Aggregate Limit)	\$250,000		\$250,000		\$250,000	
Garagekeepers Liability	\$60,000		\$60,000		\$60,000	
Deductible (\$500 Per Auto; \$2,500 Max per Loss)	\$500/\$2,500		\$500/\$2,500		\$500/\$2,500	
Inland Marine Insurance	NDIRF	\$3,929.00	NDIRF	\$4,170.00	NDIRF	\$4,170.00
Contractors-Mobile Equipment - Actual Cash Value	\$633,146		\$572,146		\$633,146	
80% Coinsurance; Special Perils Incl Flood & Earthquake						
-Deductible	\$500		\$500		\$500	
Commercial Articles (Cameras); Replacement Cost	\$250,000		\$250,000		\$250,000	
Musical Instruments; Replacement Cost	\$250,000		\$250,000		\$250,000	
Stationary Organ; Replacement Cost	\$50,000		\$50,000		\$50,000	
Electronic Data Processing Equipment; Replacement Cost	\$500,000		\$500,000		\$500,000	
-Deductible (Specific items listed above)	\$500		\$500		\$500	
Crime Insurance Coverages	Travelers	\$6,565.00	Travelers	\$6,519.00	Travelers	\$6,519.00
Employee Dishonesty Include Faithful Performance of Duty	\$500,000		\$500,000		\$500,000	
Forgery & Alteration	\$500,000		\$500,000		\$500,000	
Money & Securities- Inside & Outside Premises	\$25,000		\$25,000		\$25,000	
Money Orders & Counterfeit Money	\$500,000		\$500,000		\$500,000	
Computer Crime (Incl Fraud-Program & Data Restoration Expense)	\$500,000		\$500,000		\$500,000	
Funds Transfer Fraud	\$500,000		\$500,000		\$500,000	
-Crime Deductible (All above)	\$5,000		\$5,000		\$5,000	
Social Engineering Fraud/Telecommunication Fraud	\$100,000		\$100,000		\$100,000	

Coverages	6/30/2023-2024		6/30/2024-2025		6/30/2024-2025	
	School Program		School Program		School Program	
	Limit/Exposure	Premium	Limit/Exposure	Premium	Limit/Exposure	Premium

Auto Insurance Coverages	NDIRF	\$21,000.00	NDIRF	\$18,964.00	NDIRF	\$20,417.00
Vehicles Schedule-see attached No Recent changes						
Combined Liability Limit - Bodily Injury / Property Damage	\$3,000,000		\$3,000,000		\$3,000,000	
Personal Injury Protection	Statutory		Statutory		Statutory	
Uninsured & Underinsured Motorist Coverage	\$100,000/\$300,000		\$100,000/\$300,000		\$100,000/\$300,000	
Hired & Non-Owned Liability Insurance	Included		Included		Included	
Comprehensive & Collision Physical Damage Deductibles	\$250/\$1,000		\$250/\$1,000		\$250/\$1,000	
Full Glass Coverage	Repair only		Repair only		Repair only	

Cyber Liability Insurance	Lloyds of London	Not Applicable	Lloyds of London	Not Applicable	Lloyds of London	Not Applicable
Cyber Liability Insurance*	Not applicable		Not applicable		Not applicable	

Volunteer Accident (Limited) Medical Insurance	Philadelphia Indemnity	\$300.00	Philadelphia Indemnity	\$300.00	Philadelphia Indemnity	\$300.00
Accident Medical Expense / Maximum Benefit - Zero Deductible	\$100,000		\$100,000		\$100,000	
Accidental Death-Dismemberment-Paralysis	\$25K/\$50K/\$50K		\$25K/\$50K/\$50K		\$25K/\$50K/\$50K	
TOTAL ANNUAL PREMIUM		\$497,130.00		\$587,379.00		\$1,090,784.00

Travelers National indication only from underwriter (Closed File due to pricing)
Additional Property Markets - Declines - Chubb and Hanover; TBD - Affiliated FM (Underwriter still reviewing)
Optional Quote: Cyber Liability (coverage not quoted at this time)
Optional Quote: Liability - NDIRF offers up to \$10,000,000 (Maximum)
Optional Quote: Student Accident (Available Upon Request)
Optional Quote: Drones (Available Upon Request)
Terrorism (Property coverage) not included above - \$3,179. (Estimated Additional premium to add coverage)
No coverage Signs (Electric detached from building) further review;
Insurance Subjectivities / Coverage updates:
Liberty Mutual is the Parent Company of Employers Insurance Company of Wausau
*Signed Statement of Values-Increased Building & Business Personal Property Values;
Liberty Mutual Signed - Decline or Acceptance of Terrorism Disclosure coverage
*See List of Additional Covered Parties (review and update prior to 6/30/24)
Does not included any recent Auto changes (IE: No Drivers Education Vehicles)
NDIRF - Drone Exposure coverage available / additional premium or Underwriting / Loss Control Requirements. Declined 2022/23 term.

Higher liability limits may be available. Please let us know if you would like a quote for higher limits

6 FORCES DRIVING COMMERCIAL PROPERTY INSURANCE COSTS

The market for commercial property insurance continues to be challenging. Here are several factors contributing to premium increases for commercial property coverage.



1. Catastrophe losses

Hurricanes, floods, wildfires, tornadoes, winter storms. The frequency and severity of major catastrophes continue to stress the industry. In five of the past six years, these events have caused annual insured losses of more than \$100 billion globally.¹ Last year, total insured losses globally were estimated at a staggering \$140 billion.²



4. Property replacement costs

Led by a 55% increase in the cost of structural steel and a 35% increase in the price of lumber, construction costs have jumped over the past three years: Nonresidential is up 36% and multifamily residential is up 32%. Similarly, machinery and equipment costs have increased 18% over the same period.⁶ Many contractors continue to grapple with materials shortages and supply chain disruptions as well.



2. Reinsurance

Catastrophic events are a major factor driving up the cost of reinsurance – an expense primary carriers need to pass along to customers. At the same time, inflation and the economic environment have been making reinsurers more selective.³ In early 2023 the gap between reinsurance supply and demand was estimated at \$60 billion, three times what it was the previous fall.⁴



5. Skilled labor shortage

Nearly half of reconstruction costs are wages and salaries, which have increased 16% over the past three years.⁷ Even with higher pay, nine out of 10 contractors are struggling to find skilled labor and are delaying projects as a result.⁸ Higher rebuilding costs and longer delays may trigger an increase in business interruption losses.



3. Underinsurance

Recent inflation has driven the cost of materials and services much higher, but just 43% of business owners say they have increased their policy limits to accurately reflect what it would take to replace insured property now.⁵ Customers must have accurate valuations for their assets so they don't come up short after a loss, and premiums will reflect those higher values.



6. Property rate need

For years, escalating loss trends have outpaced rate increases, primarily because of the costs of catastrophes, severe weather and large fires. Expect carriers to raise rates again this year to close the gap.⁹

CONTACT YOUR TRAVELERS REPRESENTATIVE TODAY.

¹ Moody's

² Gallagher Re

³ Aon

⁴ Artemis

⁵ The Harris Poll

⁶ Bureau of Labor Statistics

⁷ Monthly Establishment Data - 2019-2022

⁸ Associated General Contractors of America

⁹ Insurance rates expected to rise again this year