

**GRAND FORKS AIR FORCE BASE SCHOOL BOARD**  
GRAND FORKS AIR FORCE BASE PUBLIC SCHOOL DISTRICT #140  
ANNUAL MEETING MINUTES  
July 16, 2024

The School Board of Grand Forks Air Force Base Public School District No. 140 held its annual meeting on Tuesday, July 16, 2024, with Superintendent Dr. Terry Brenner and President Michelle Shepperd presiding.

**Board Members Present:** Branden Shepperd, Michelle Shepperd, and Terry R. Snider, Sr.

**Board Members Absent:** Arielle Neumann.

**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; Jennifer Schroeder, GFAFB School Liaison; and Cindy Johnson, Executive Secretary.

*Superintendent of Schools as Presiding Officer:*

**Call to Order and Pledge of Allegiance.** The meeting was called to order at noon and the Pledge of Allegiance was recited.

**Declaration of 2024-2025 School Board.** Baumbach declared membership of the Grand Forks Air Force Base Public School District No. 140 School Board as follows:

<b><u>Board Member</u></b>	<b><u>Term Expires</u></b>
1. Arielle Neumann	June 2025
2. Branden Shepperd	June 2027
3. Michelle Shepperd	June 2025
4. Terry R. Snider, Sr.	June 2027
5. Vacant	June 2026

**Election of President of the School Board.** Brenner called for nominations for president of the school board. B. Shepperd nominated Michelle Shepperd. After calling for nominations again, no other nominations were made and nominations were closed. Upon roll call vote as follows, Michelle Shepperd was declared the president of the 2024-2025 Grand Forks Air Force Base School Board. Aye: Snider, B. Shepperd, and Michelle Shepperd. Nay: None. Absent: Neumann.

*President as Presiding Officer:*

**Election of Vice President of the School Board.** Michelle Shepperd called for nominations for vice president of the school board. B. Shepperd nominated Terry Snider. After calling for nominations again, no

other nominations were made and nominations were closed. Upon roll call vote as follows, Terry Snider was declared the vice president of the 2024-2025 Grand Forks Air Force Base School Board. Aye: B. Shepperd, Snider, and Michelle Shepperd. Nay: None. Absent: Neumann.

**Approval of Agenda.** It was moved by B. Shepperd and seconded by Rivera to approve the agenda as written. Upon voice vote, the motion carried unanimously. Absent: Neumann.

**Approval of Minutes.** It was moved by B. Shepperd and seconded by Snider to approve the minutes of May 21, 2024, as written. Upon voice vote, the motion carried unanimously. Absent: Neumann.

**Public Comments.** None.

**Resignation of Board Member Jennifer Rivera.** Baumbach reported Board Member Jennifer Rivera has resigned effective June 17, 2024. No school board action is necessary as the resignation stands on its merit.

**Board Member Selection Process for Mid-Term Vacancy.** Baumbach reported one mid-term vacancy with a term ending June 2026 exists due to the resignation of Jennifer Rivera. District Administration will advertise the opening at the Grand Forks Air Force Base, at the school, and on the school district website. School Board members and the GFAFB School Liaison were encouraged to assist in advertising the opening and recruiting applicants.

Applications will be available on the district’s website and by contacting Baumbach’s office. The closing date to submit applications will be Thursday, August 15, 2024, at Noon. As per GFACB School Board Policy 2006, the school board would make the appointment at the August 20, 2024, regular meeting and the appointee will be eligible to serve upon approval by the base commander.

**Update on Design Grant for Prospective New Twining School.** Janell Regimbal, Insight to Solutions, and Andrew Budke, JLG Architects, gave an update on the progress toward the potential new building of Nathan Twining Elementary & Middle School at the Grand Forks Air Force Base.

The Board was reminded that this was a four-part process and that the district was in Part 2. Additional information included the granting process with the Office of Local Defense Community, future long-term property lease with the Air Force, the design process, and a look at floor and building plans.

**School Board Regular Meeting Schedule for 2024-2025.** Board members reviewed the proposed school board regular meeting schedule which was prepared based on policy and current practice. The meetings begin at noon and are held at Nathan F. Twining Elementary and Middle School, 1422 Louisiana Street, Grand Forks Air Force Base, ND unless otherwise noticed. Special meetings may be called at any time.

It was moved by B. Shepperd and seconded by Snider to approve the school board’s regular meeting schedule for 2024-2025 as follows:

- Tuesday, July 16, 2024 – Annual Meeting
- Tuesday, August 20, 2024 – Regular Meeting
- Tuesday, September 17, 2024 – Regular Meeting
- Tuesday, October 15, 2024 – Regular Meeting
- Monday, November 25, 2024 – Regular Meeting at 6:00 p.m. (held jointly with GF School Board at MSEC)
- Tuesday, December 17, 2024 – Regular Meeting
- Tuesday, January 21, 2025 – Regular Meeting
- Tuesday, February 18, 2025 – Regular Meeting
- Tuesday, March 18, 2025 – Regular Meeting
- Tuesday, April 15, 2025 – Regular Meeting
- Tuesday, May 20, 2025 – Regular Meeting

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- Tuesday, July 15, 2025 – Annual Meeting
- Upon voice vote, the motion carried unanimously.

Absent: Neumann.

**Designation of Official Newspaper of the School District.** It was moved by B. Shepperd and seconded by Snider to designate the *Grand Forks Herald* as the official newspaper of the school district. Upon voice vote, the motion carried unanimously. Absent: Neumann.

**Consideration of Request for Proposal Response for Building Commissioning Services (New Twining School Facility).** Baumbach reported on the administrative recommendation to reject the sole bid from CMTA, Inc. and to readvertise the request for proposals (RFP). The administration believed the timing of the bid process limited responses and that by readvertising the RFP, more vendors would respond. CMTA was aware of the recommendation and will be encouraged to resubmit a proposal.

It was moved by B. Shepperd and seconded by Snider to reject the sole bid from CMTA Inc. to commission the new twining school district and to readvertise the request for proposal. Upon voice vote, the motion carried unanimously. Absent: Neumann.

**Announcements.** None.

**Board Request for Future Consideration.** None

**Adjournment.** There being no further business, the meeting adjourned at 12:52 p.m.

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

\_\_\_\_\_  
Michelle Shepperd, President

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