

GRAND FORKS SCHOOL BOARD  
**FINANCE COMMITTEE**  
GRAND FORKS PUBLIC SCHOOL DISTRICT #1  
MEETING MINUTES  
September 16, 2024

The Grand Forks School Board Finance Committee met on Monday, September 16, 2024, at the Mark Sanford Education Center with Bill Palmiscno as the meeting chairperson.

**Committee Members Present:** Josh Anderson, Eric Lunn, Bill Palmiscno, Dr. Terry Brenner, Brandon Baumbach, and Matt Bakke.

**Committee Members Absent:** Joel Larson, Branden Shepperd, and Catherine Gillach.

**Others Present:** Jonathan Ellwein, Director of Buildings and Grounds, and Cindy Johnson, Executive Secretary.

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**Call to Order.** The meeting was called to order at 6:16 p.m.

**Consideration of August 5, 2024, Meeting Minutes.** It was moved by Lunn and seconded by Anderson to approve the minutes of August 5, 2024, as written. Upon voice vote, the motion carried unanimously. Absent: Larson.

**Consideration of Bid Results related to Safety and Security Enhancement at Red River High School.** Chad Dustin, Project Manager, Construction Engineers, reported the bids were generally under budget by \$92,825. Details of the bid, variances, soft costs, contingencies, and a pending alternate were discussed. It is anticipated construction can be isolated and carried out during the school year.

It was moved by Anderson and seconded by Lunn to recommend to the school board the approval of the guaranteed maximum price of \$1,334,347 and associated soft costs of \$213,675 for a total project budget of \$1,548,022. Upon voice vote, the motion carried unanimously. Absent: Larson.

**Discussion on Building Fund Minimum Balance Policy and Building Fund Financial Reporting Standards to the School Board.** Baumbach and Ellwein led a discussion related to the building fund and parameters that will help direct operational maintenance plans for school facilities and the frequency of a financial report to the school board.

Ellwein reported that no standard minimum building fund balance exists among other school districts. He

provided an example of a facilities assessment tool that he, along with his team and other professionals, developed. The tool assigns a numeric score to each building's condition assessment area that, in turn, is used to determine and reserve necessary funds on a per-square-foot basis. A contingency for emergencies would also be established. Using the tool will allow the district to be proactive, bring stability to assessments, and lay out a plan that can be replicated yearly rather than from vendor to vendor.

Discussion continued on the frequency of reporting the building fund financials to the school board. It was determined to report twice a year unless the administration determined additional reporting was needed based on happenings in the district.

**Next Meeting Date.** The next meeting was scheduled for Monday, October 21, 2024, beginning at 5:00 p.m.

**Adjournment.** There being no further business, the meeting adjourned at 6:48 p.m.

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

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Bill Palmiscno, Meeting Chair

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Brandon Baumbach, Business Manager