



bulletin



NDSBA
NORTH DAKOTA SCHOOL
BOARDS ASSOCIATION

MARCH 2023

Excellence in North Dakota public education through local school board governance ■ VOL XLVIII ISSUE 3

2023 Innovative Education Summit

Governor Doug Burgum has announced that registration for the seventh annual Governor's Summit on Innovative Education is now open. The event will take place on August 15 at Cheney Middle School in West Fargo, ND. You can register at <https://www.eventbrite.com/e/2023-governors-summit-on-innovative-education-registration-512066724357>.

As our education systems are experiencing significant changes, our youth are counting on us to build a future for tomorrow. The event provides opportunities to discover creative solutions, network with experts from the field, and light a spark for future transformation. Additional details regarding the agenda and information for professional learning hours will be available soon. School board members are encouraged to attend the Summit to learn more about the future of education in North Dakota.

Recognizing North Dakota Be Legendary School Board Institute Certified School Boards

School board members who have



completed the two-day Be Legendary School Board Leadership Certification training this last year will be recognized during the 2023 Summit. In 2022, four North Dakota school boards were honored at the Summit. The Carrington, Dickinson, Nedrose, and Rugby school boards were all declared North Dakota Be Legendary School Board Institute Certified School Boards. More information can be found at <https://www.nd.gov/dpi/SchoolBoardLeadership> or by contacting Joe Kolosky at (701) 328-2755.

InnovativeND Awards

The #InnovativeND Awards recognize students, educators, schools and districts who lead by example and have embraced innovation for the benefit of our schools and students. Nominations for the 2023 #InnovativeND Awards will open soon and award recipients will be announced and recognized during the 2023 Summit on Innovative Education.



Members of the Dickinson School Board accepted Be Legendary School Board Institute recognition at the 2022 Governor's Summit on Innovative Education. From left: Joe Kolosky, NDDPI; Michelle Orton, Board Member; Kim Schwartz, Board Member; Brent Seaks, Board President; and Laurie Matzke, NDDPI

Finance Training Webinar Series

If you missed registration to attend the finance training webinar series, you can register to get the recordings and materials from each webinar.

The cost per individual is \$85 or \$300 for district-wide access. Registration can be found at <https://www.ndsba.laventurellc.com/event-management/modify-an-event/?EVENTID=20221128175601>.

Contact Taylor Lassiter at taylor.lassiter@ndsba.org with any questions.



Legal Spotlight

Executive Session Overview and Limitation

by Lexie Bergstrom, NDSBA Staff Attorney

We often receive calls

regarding executive sessions-mainly regarding when it is appropriate to close a school board meeting for an executive session, and how to do so. While the decision to close a meeting should be determined on a case-by-case basis, there are general guidelines to follow when making that decision. This article will give an overview of executive sessions, when they are appropriate, and how to close a meeting.

Only the portions of a public meeting that are specifically confidential or exempt from the open meetings law may be closed to the public and held in executive session. One common reason for school boards to close meetings is to discuss student records, as student records often include confidential information. However, once a board finishes discussing the confidential or exempt information, the remainder

of the meeting must re-open to the public.

It is also common for school boards to hold executive sessions to consult with an attorney and to discuss negotiation strategy. School boards may close a hearing to consult with an attorney regarding and in anticipation of reasonably predictable or pending litigation or adversarial administrative proceedings.

Additionally, boards may also close a meeting to receive an attorney's advice and guidance on the legal risks, strengths, and weaknesses of an action of a public entity or negotiation strategy, which, if held in public, would have an adverse fiscal effect. However, it is important to keep in mind that an attorney's presence at a school board meeting does not automatically create an attorney consultation and a need for an executive session. All discussions beyond the attorney's advice and guidance must be made in the open, unless otherwise provided by law.

The most common violation of executive session is closing a meeting to discuss personnel matters. Generally, school board meetings concerning the nonrenewal, dismissal for cause, or suspension of a teacher, principal, superintendent, or director may be closed except for certain representatives of the board and the teacher, principal, superintendent, and director. However, a board may not close a meeting to discuss salary issues or employee job performance.

If an executive session is anticipated, the meeting must be noticed as normal, but the notice also must include the executive session as an agenda item, along with the subject matter and the legal authority for the executive session. When it is time for the meeting, the board must convene in an open session preceded by public notice. The board must announce during the open portion of the meeting the topics to be considered during the executive session and the legal authority for

holding an executive session on those topics. Please note: the board does not need to make a motion to enter executive session when an executive session is required, such as to discuss confidential information. However, if executive session is not required by law (e.g., when the board is to discuss exempt information), the board must make a motion to enter executive session. To close a portion of the meeting, the governing body may either excuse the public or reconvene in another location. Once in executive session, that portion of the meeting must be recorded electronically and kept for six months following the meeting. Additionally, the board must limit the topics considered during the executive session to the announced, authorized topics. The board must take final action on the topics considered in the executive session during the open portion of a meeting. Substantive votes must be recorded by roll call and the board must note time of executive session and who attended in minutes.

Please contact NDSBA for further information regarding this topic.

The *Bulletin* is the official newsletter of the North Dakota School Boards Association. It is published twelve times each year and is mailed as third class mail from New Salem, North Dakota.

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NDSBA Requesting Clinic Proposals

NDSBA is now accepting proposals for 2023 NDSBA Annual Convention clinic sessions. The proposal submission form is included as an insert in the Bulletin and can be found at www.ndsba.org under QUICK CLICKS.

Consider sharing unique or successful things happening in your district or suggesting a speaker or topic you would like to see.

Submissions are due by May 26, 2023.



Business Manager Certification Program Accepting Applications

The North Dakota School Business Manager Certification Program (NDSBMCP) is now accepting

applications for new students to begin courses in the fall. This certification program is a two-year, 61 credit professional development program geared towards new and long-standing business managers. Business managers are provided with practical education and training that helps them successfully perform their duties and meet statutory and regulatory responsibilities.

Students receive instruction in 20 foundational courses that are pertinent to their role as a business manager. Course topics include: Introduction to School Finance, Open Meeting and Records, School Law for Business Managers, and School Elections. Courses are taught by superintendents, business managers, school district personnel, and state officials with expertise in specific areas. Course delivery is a mixture of face-to-face, and self-paced online instruction.

The NDSBMCP application form can be accessed at <http://ndsbmcp.org/index.php/handbooks-and-forms/>.

Fifteen applicants are needed to start a class so prompt registration is appreciated! Students are encouraged to submit the completed application by **August 31, 2023**. Even though courses are not scheduled until later this year, students may begin working on their affiliate credit requirements upon application approval. Prospective students can visit the NDSBMCP website at <http://ndsbmcp.org/> or contact patty.verdouw@ndsba.org for more information on the program.



Get a First Glimpse at HR Collaborative's 2023 Six-Session Summer Virtual Series Topics

The HR Collaborative's six-session Summer Virtual Series will kick

If you would like to submit a question for Svihovec to answer during this session, please send it to the HR Collaborative at HRCollab@ndirf.com by Wednesday, May 17.

In addition to its kick-off session with Svihovec, this year's upcoming series will cover the following topics: trending employment issues, behavioral based interviewing, mindfulness, and remote work.

The sessions will take place at the following times and dates:

- 10-11:15 a.m. (CDT) on Wednesday, June 7
- 10-11:15 a.m. (CDT) on

Wednesday, June 21

- 10-11:15 a.m. (CDT) on Wednesday, July 12
- 10-11:15 a.m. (CDT) on Wednesday, July 26
- 10-11:15 a.m. (CDT) on Wednesday, Aug. 9
- 10-11:15 a.m. (CDT) on Wednesday, Aug. 23

As in years past, the cost to attend this series will be \$50. Registration will open Monday, May 1, 2023, at www.hrndgov.org.

Links to each session's video recording will be emailed to all who register for the series.

off at 10 a.m. on Wednesday, June 7, featuring a question-and-answer session with Labor Commissioner Nathan Svihovec.

This first session will be moderated by a member of the HR Collaborative's Technical Assistance Committee who will ask previously submitted attendee questions from 10-10:45 a.m. and then open it up for on-the-fly questions from 10:45-11:15 a.m.



HR Consultant

Email HRCollab@ndirf.com

Need human resource management guidance? Send your questions to the HR Collaborative at HRCollab@ndirf.com to connect with our Administrative Services Manager Nancy Reis, SHRM-CP.

Nancy has led the NDIRF's HR department for over 30 years. She was integral to the creation of the HR Collaborative and serves as a lead contributor for the Human Resource Reference Guide, a human resource management guide available at www.HRNDGOV.org>Resources. This guide was designed as a resource for those who serve in HR roles or perform HR responsibilities within North Dakota local government.

RETURN SERVICE REQUESTED



North Star School District

Contact: Nancy Resier
Phone: 701-968-4416
Email: Nancy.reiser@k12.nd.us
Website: <https://northstarnd.sites.thrillshare.com/>
Deadline: Open Until Filled
Position Begins: July 1, 2023

Hazelton-Moffit-Braddock School District

Contact: Tad Larson
Email: tad.larson@k12.nd.us
Website: <https://www.hmb.k12.nd.us/>
Application: Cover Letter, Resume, 3 Letters of Recommendation
Deadline: May 1, 2023
Position Begins: July 1, 2023



2023 NDSBA Annual Convention

October 26-27, 2023
Bismarck Hotel, Bismarck

NDSBMCP Graduation and Recertification Ceremony to be Held in Fall 2023

The NDSBMCP graduation and recertification ceremony has been changed to the fall during the October 2023 NDASBM convention.

Contact Patty VerDow at 1-800-932-8791 for more information.



Election Deadlines

North Dakota election laws are specific regarding dates and deadlines. Relevant election law is found in NDCC 15.1-09. Election deadline information and a sample calendar were included in the January *Bulletin* and are posted on NDSBA's website under QUICK CLICKS.

2023 NDSBA Annual Convention Bismarck Hotel, Bismarck

CLINIC SESSION PROPOSAL

for presentations on Friday, October 27, 2023

Deadline: May 26, 2023

Use this form [also available in a fillable form at www.ndsba.org under Quick Clicks] to suggest a possible clinic session that you think would be of interest to school board members, administrators, and business managers. All presentations must be educational in nature and not for the purpose of selling a product or service. **Presenters are required to bring their own laptop or tablet. NDSBA will have a projector in each of the meeting rooms.** Internet access may be available at the hotel. NDSBA is not able to reimburse clinic presenters for expenses.

Clinic Session (45-minute sessions)	
Title of clinic session: _____	
Description of clinic session: _____ _____ _____	
Suggested presenter(s): _____	
Position/Title: _____	
School District/Organization: _____	
Address: _____	City, ST Zip _____

Person submitting form:

Name: _____ Title: _____

School District/Organization _____

Address: _____ City, ST Zip _____

Phone: _____ E-mail: _____

Return by May 26, 2023

NDSBA, 1224 West Owens Avenue, Bismarck ND 58501

Phone: 1-800-932-8791; (701)255-4127

Fax (701)258-7992

Email: alexis.baxley@ndsba.org

NDSBA reserves the right to reject presentations that are not in keeping with the educational character of the convention.