

**POLICY REVIEW COMMITTEE  
GRAND FORKS SCHOOL BOARD  
GRAND FORKS PUBLIC SCHOOL DISTRICT #1  
MEETING MINUTES  
November 3, 2021**

The Policy Review Committee met on Wednesday, November 3, 2021, with Cynthia Shabb serving as the meeting chair.

**Committee Members Present:** Chris Douthit, Eric Lunn, Cynthia Shabb, Dr. Terry Brenner, and Scott J. Berge.

**Committee Members Absent:** GFAFB School Board Liaison.

**Others Present:** Cindy Johnson, Executive Secretary

---

**Call to Order.** The meeting was called to order at 5:19 p.m.

**Approval of Minutes.** It was moved by Douthit and seconded by Lunn to approve the minutes of October 6, 2021, as written. Motion carried unanimously.

**Review Various Policies for Possible Addition, Modification, and/or Rescindment.** Definitions of the North Dakota School Boards Association's policy template classifications were provided for review along with a procedural notation regarding administrative regulations and exhibits. The meeting continued with a review of various policies as indicated below. All of the policies were reviewed by the Executive Cabinet before forwarding them to the committee.

**ACDC, Operation of Unmanned Aircraft Systems (UAVs).** This is a supplementary policy that the executive cabinet recommends for adoption. UAVs are used in the district for educational purposes by students and staff in courses like video production, aviation, and in our middle school tech and engineering classes. UAVs are also used by Buildings & Grounds to do thermal imagery of the school roofs. A minor grammatical change was made by the committee.

It was moved by Lunn and seconded by Douthit to approve ACDC, Operation of Unmanned Aircraft Systems (UAVs) with a minor grammatical change and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

**BCBB, News Coverage of Board Meetings, and BCBB-BR, News Coverage of Board Meetings Regulations.** This policy and board regulation were rejected and

will not be forwarded to the board because the board has adopted policies related to the news media. They are KBA, Relations with the Media, and KBA-BR1, Relations with the News Media Regulation, and KBA-BR2, Sports and Special Events Media Coverage.

**DEBH-BR, District Social Media Accounts.** This board regulation complements the supplementary policy DEBH, Employee Social Media Use. DEBH-BR was amended by the executive cabinet to indicate the superintendent may assign the role of social media administrator to other District administrators.

It was moved by Lunn and seconded by Douthit to approve board regulation DEBH-BR, District Social Media Accounts, as amended and forward it to the school board with a unanimous recommendation to complete its appropriate reading and adoption. Motion carried unanimously.

**DEBH, Employee Social Media Use.** This is a supplementary policy that the executive cabinet recommends for adoption. It was amended by the executive cabinet to indicate that employees shall not use or post the District logo on any unofficial district communications without written permission from the Superintendent or designee.

It was moved by Douthit and seconded by Lunn to approve policy DEBH, Employee Social Media Use, as amended and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

**BCAD, Executive Session.** This policy was approved by the committee in April 2021; however, it was brought back to review language about the location of recordings and documents. Current practice is that

the executive session recordings are digital and documents are not collected from all participants nor are they maintained in one location as this policy would suggest. The committee determined the new practice will need to be communicated in the future.

Whether the board has the authority to disclose recordings and documents from an executive session was also discussed and confirmed that state law states the recording may be disclosed upon a majority vote of the governing body unless the executive session was required to be confidential.

The policy was amended to eliminate all language in the Location of Recordings and Documents section.

It was moved by Lunn and seconded by Douthit to approve BCAD, Executive Session, as amended and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

**BCBA, Public Participation at Board Meetings.** This recommended policy was amended by the executive cabinet to include portions of Policy 1002 and 8509, both of which will be replaced by BCBA.

A discussion was held about whether an individual wishing to address the board should be required to publicly state their address.

A discussion was held about using the word "citizen" when some individuals may not be a citizen of the United States but they are legally here. Individuals who reside in Grand Forks are citizens of Grand Forks. Discussion continued about whether citizen comments should be limited to individuals who live within the school district boundaries or are a parent/guardian of a student that is actively enrolled. The committee determined to change the word "citizen" to "public".

It was moved by Douthit and seconded by Lunn to approve BCBA, Public Participation at Board Meetings, as amended and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

**BCAA, Board Meeting Agenda & Pre-Meeting Preparation.** With the approval to change the word "citizen" to "public", current policy BCAA will need to be amended for the same reason.

Discussion continued about eliminating the specificity of "non-agenda items" in the public comments

section of the agenda. This will remain a discussion for the future.

It was moved by Lunn and seconded by Douthit to approve BCAA, Board Meeting Agenda & Pre-Meeting Preparation, as amended and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

**BEC, School Board Evaluation.** This recommended policy was amended by the committee to indicate the self-evaluation instrument will be distributed to all board members, the superintendent, and other members of the executive cabinet, and to eliminate the specificity of areas the evaluation instrument shall include. The evaluation instrument, BEC-E, was referred to the School Board Evaluation Committee.

It was moved by Lunn and seconded by Douthit to approve BEC, School Board Evaluation, as amended and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

**Next Suggested Meeting.** The next meeting is scheduled for Wednesday, December 1, 2021, beginning at 4:30 p.m.

**Adjournment.** The meeting was adjourned at 6:16 p.m.

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

\_\_\_\_\_  
Cynthia Shabb, Meeting Chair