

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

The Policy Review Committee met on Wednesday, December 1, 2021, with Cynthia Shabb serving as the meeting chair.

Committee Members Present: Chris Douthit (via phone), 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 4:35 p.m.

Approval of Minutes. It was moved by Lunn and seconded by Douthit to approve the minutes of November 3, 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 (NDSBA) policy and board regulation classifications were provided along with procedural notes regarding administrative regulations and exhibits. The meeting continued with a review of various templates as indicated below, all of which were pre-reviewed by the Executive Cabinet.

FCC, Restraint or Seclusion Policy. This is a recommended policy that was forwarded to the board for consideration of its first reading on October 11, 2021. It was pulled from the agenda and sent back to the committee due to questions that Board Member Shabb raised. Dr. Elisa Diederich, Executive Director of Special Education, responded to the questions, which the committee reviewed. The following changes will be made: change the word "parent" to parent/guardian, change the paragraph "Determining Appropriate Interventions When Need for Physical Restraint or Seclusion is Unforeseeable" back to a bulleted format, and minor capitalization changes. It was reported this policy makes sense to practitioners and it is a big improvement over the current policy. FCC will replace existing Policy 5634, Restraint and Seclusion Policy.

It was moved by Lunn and seconded by Douthit to approve FCC, Restraint or Seclusion Policy, as

amended and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

ACEA Bullying Policy. Following an update to this existing policy by the North Dakota School Boards Association (NDSBA), the first reading as amended was completed on October 11, 2021. It was pulled from its second reading and adoption on October 25, 2021, and sent back to the committee due to questions that Board Member Shabb received. The NDSBA responded to the questions, which the committee reviewed. The NDSBA response will be forwarded to the board members who had questions. No additional changes were recommended since its first reading.

It was moved by Lunn and seconded by Douthit to approve ACEA, Bullying Policy, as written and forward it to the school board with a unanimous recommendation to complete its second reading and adoption. Motion carried unanimously.

FFD, Carrying Weapons. The second reading and adoption of this required policy were completed at the October 25, 2021, board meeting. However, a board member had questions about the policy which were forwarded to the NDSBA. The NDSBA response was reviewed and will be forwarded to the board member. No further action is recommended.

BCBA, Public Participation at Board Meetings. The first reading with amendments was completed on November 8, 2021. It was pulled from its second reading and adoption on November 22, 2021, and sent back to the committee due to questions about the intent of some policy language. During the

discussion, committee members realized there are multiple interpretations of the intent. The language will be further explored and brought back to the next committee meeting. This policy will replace Policies 1002 and 8509.

ABAB, School Year & Calendar. This recommended policy will replace Policy 1001, District Calendar. The template is personalized to the GFPS existing policy including an additional sentence in item 4 that reads, *“The number of designated teacher blackout dates may be different at the elementary, middle, and high school levels.”*

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

ABAB-AR, Extracurricular Scheduling Regulation. This complementing administrative regulation was provided for information only. It will not be implemented as the administration said it is not needed.

ABBDA, Political Activities. This is a new recommended policy. No changes were made to the content.

It was moved by Lunn and seconded by Douthit to approve ABBDA, Political Activities, as written and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

ABBE, Displays of Religious Objects or Documents. This is an existing policy that was recently updated by the NDSBA.

It was moved by Lunn and seconded by Douthit to approve ABBE, Displays of Religious Objects or Documents, as amended and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

ACBB-AR2, Universal Precautions and Sanitary Cleanup. This complementing administrative regulation was provided for information only. It will be implemented as written.

ACBC, Use of Animals in District Schools & In Curricular Programs. This recommended template was reviewed and brought forward to the School Board on March 22, 2021. It was pulled from

consideration at that meeting so that it could be reviewed by Geoff Gaukler. Gaukler reviewed the policy and said it relates to service animals which are different from his program which is for therapy animals. Since then, the NDSBA updated the template to reflect recent changes in the law. Because the changes are considered to be substantive, a new first reading is recommended.

It was moved by Lunn and seconded by Douthit to approve ACBC, Use of Animals in District Schools & In Curricular Programs, as amended and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

ACBC-AR, Use of Animals in Curricular Programs Procedure. This complementing administrative regulation was provided for information only. It will be implemented as amended; however, there was discussion about dividing it into two regulations, one for use of animals in curricular programs and one for use of service animals in the schools, which will be suggested to the NDSBA.

ACBD, School Medication Program. This recommended policy has been reviewed by a team of school nurses and former Associate Superintendent Jody Thompson. It will replace existing Policy 5630, Administering Medication to Students. Some language edits were made to the template to reflect current practice at the suggestion of the nurses and Thompson. Additional edits were made by the committee in item 5 of the section titled *Requirements for Parents/Guardians Prior to District Providing Medication*. These included removing the “date of birth” language as a requirement on a medication container, removing “all” in the Release of Information requirement because not all parents/guardians or healthcare providers are willing to sign a release, and adding language that the “parents/guardians” have been educated in possible side effects.

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

ACBD-AR, School Medication Program Regulations. This complementing administrative regulation was provided for information only. Some language edits were made to reflect current practice. It will be implemented as amended.

ACBD-E1, School Medication Provider Opt-Out or Opt-In and Verification of Eligibility Form. This complementing exhibit was provided for information. It will not be implemented as the nurses and administration said it is not needed.

ACBD-E2, Medication Authorization Form. This complementing exhibit was provided for information only. It will not be implemented as the nurses will continue using the existing medication authorization form that is a part of existing Policy 5630; however, the existing form will be codified as ACBD-E2.

ACBD-E3, Medication Check-In Form. This complementing administrative regulation was provided for information only. Some language edits were made to reflect current practice. It will be implemented as amended.

ACBD-E4, Emergency Medication Check-In Form. This complementing administrative regulation was provided for information only. It will not be implemented as the nurses and administration said ABCD-E2 and ABDC-E3 are sufficient for medication check-in.

ACBD-E5, Medication Pass. This complementing administrative regulation was provided for information only. It will not be implemented because per current practice, passes are not used.

ACBD-E6, Medication Pass Log. This complementing administrative regulation was provided for information only. It will not be implemented because per current practice, passes are not used.

ACBD-E7, Record of Medication. This complementing exhibit was provided for information only. It will not be implemented as the nurses will continue using the existing medication administration record; however, the existing form will be codified as ACBD-E7.

ACBD-E8, Controlled Medication Log. This complementing administrative regulation was provided for information only. It will not be implemented as the nurses and administration said ABCD-E7 for the administration of controlled medication.

ACBD-E9, Medication Incident. This complementing exhibit was provided for information only. It will be implemented as written to replace the existing medication error report form.

ACBD-E10, Medication Pickup Notice. This

complementing exhibit was provided for information only. It will be implemented as written.

ACBD-E11, Medication Disposal/Destruction Log. This complementing exhibit was provided for information only. It will be implemented as written to replace the existing medication destruction form.

ACBE, Naloxone (Narcan) Administration. This is a new supplementary policy was also reviewed by the nurses and former Associate Superintendent Jody Thompson and is provided in response to a request from the nurses for such a policy. No changes were made to the content.

It was moved by Lunn and seconded by Douthit to approve ACBE, Naloxone (Narcan) Administration, as written and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

ACBE-BR, Naloxone (Narcan) Procedures. This is a new board regulation that complements ACBE. No changes were made to the content.

It was moved by Lunn and seconded by Douthit to approve ACBE-BR, Naloxone (Narcan) Procedures, as written and forward it to the school board with a unanimous recommendation to complete its required reading and adoption. Motion carried unanimously. The regulation will be forwarded at the same time as its parent policy ACBE is considered for its second reading and adoption.

ACBE-AR, Building-Level Naloxone (Narcan) Policy Coordinators. This complementing administrative regulation was provided for information. It will not be implemented as the nurses and administration said it is not needed.

ACBE-E, Naloxone (Narcan) Incident Report. This complementing exhibit was provided for information only. It will be implemented as written.

ACBF, Medical Marijuana. This is a new recommended policy. The nurses do not support its implementation however, the administration believes it will be needed. It is in force at West Fargo Public Schools.

A discussion was held on the structure of the policy and whether the definitions at the front and the prohibitions and disciplinary consequences at the end of the policy, could be reversed. Discussion continued about whether it was appropriate to place

definitions at the end of a policy.

It was moved by Lunn and seconded by Douthit to move the prohibitions to the top of the policy and review it again at the next committee meeting. Motion carried unanimously.

ACBG, Do Not Resuscitate/Do Not Intubate (DNR/DNI) Orders. This policy is not an NDSBA template; however, the NDSBA assisted with assigning a descriptor code. The nurses requested a DNR/DNI policy a couple of years ago because District practice is to call 911 in the event of a medical emergency. A template was developed and sent to the District's legal counsel for review. Attorney Laura Cobb did some edits which were approved by Attorney Dick Olson.

It was moved by Lunn and seconded by Douthit to approve ACBG, Do Not Resuscitate/Do Not Intubate (DNR/DNI) Orders, as written and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

ACEC, Vandalism. This is a new supplementary policy that will replace existing Policy 5330, Vandalism. No changes were made to the content.

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

DE, Staff Code of Conduct. This is a new recommended policy. Language edits were made to reflect a generic statement that the Board has adopted several policies on staff conduct rather than listing each one within the policy. It was also amended to reflect the reporter "shall" rather than "may" submit a written or oral report of an alleged violation.

It was moved by Lunn and seconded by Douthit to approve DE, Staff Code of Conduct, as amended and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

DKBD, Teacher Discharge for Cause. This is a new recommended policy. No changes were made to the

content.

It was moved by Lunn and seconded by Douthit to approve DKBD, Teacher Discharge for Cause, as written and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

DKBD-E, Office of Administrative Hearings (OAH) Guidelines for Prehearing and Hearing Procedure Discharge for Cause Hearings NDCC 15.1-15-08. This complementing template was provided for information only. It will be implemented as written.

FAAB, Early Entrance Requirements. This new recommended template will replace existing Policy 5100, Early Entrance Requirements, Ages of Attendance, Kindergarten Age, Fees, First Grade Age, Transfer Students. Language edits were made to reflect current practice and state law.

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

Rescindment of Select Policies.

- **4250, Employees' Right-to-Know.** This existing policy is recommended for rescindment because NDCC 65-14, Employee Information Program on Hazardous Substances, was repealed in 2003.
- **4400, Alcohol and Drug Abuse.** This existing policy is recommended for rescindment because it has been replaced by DBBA, Drug and Alcohol Testing Program for Employees; DEAA, Drug and Alcohol Free Workplace; and FFA, Student Alcohol & Other Drug Use/Abuse.
- **5331, Technology Use.** This existing policy is recommended for rescindment because it has been replaced by ACDA, Acceptable Use. This is a mirror policy of 6166, Technology Use, which is also recommended for rescindment.
- **5370, Alcohol and Other Drug Use/Abuse.** This existing policy is recommended for rescindment because it has been replaced by DBBA, Drug and Alcohol Testing Program for Employees; DEAA, Drug and Alcohol Free Workplace; and FFA, Student Alcohol & Other Drug Use/Abuse.
- **5661, Non-Discrimination on the Basis of**

Disability. This existing policy is recommended for rescindment because it has been replaced by AAC, Nondiscrimination and Anti-Harassment Policy. Also, its duplicate policy, 4661, Non-Discrimination on the Basis of Disability, was rescinded on May 11, 2020.

- **6166, Technology Use.** This existing policy is recommended for rescindment because it has been replaced by ACDA, Acceptable Use. This is a mirror policy of 5331, Technology Use, which is also recommended for rescindment.

It was moved by Lunn and seconded by Douthit to approve the rescindment of Policy 4250, Employees' Right-to-Know; Policy 4400, Alcohol and Drug Abuse; Policy 5331, Technology Use; Policy 5370, Alcohol and Other Drug Use/Abuse; Policy 5661, Non-Discrimination on the Basis of Disability; and Policy 6166, Technology Use, and forward them to the school board with a unanimous recommendation for rescindment. Motion carried unanimously.

Next Suggested Meeting. The next meeting was tentatively scheduled for Wednesday, January 5, 2022, beginning at 4:30 p.m. However, in light of the December holiday schedule, it was determined to forgo the January meeting. The next meeting will be Wednesday, February 2, 2022, beginning at 4:30 p.m.

Adjournment. The meeting was adjourned at 6:15 p.m.

APPROVED _____
(Date)

Cynthia Shabb, Meeting Chair