

**POLICY REVIEW COMMITTEE
GRAND FORKS SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
MEETING MINUTES
March 2, 2022**

The Policy Review Committee met on Wednesday, March 2, 2022, at the Mark Sanford Education Center with Chris Douthit serving as the meeting chair.

Committee Members Present: Chris Douthit, Eric Lunn, Cynthia Shabb via phone, and Dr. Terry Brenner.

Committee Members Absent: GFAFB School Board Liaison.

Others Present: Cindy Johnson, Executive Secretary

Call to Order. The meeting was called to order at 4:30 p.m.

Approval of Minutes. It was moved by Shabb and seconded by Lunn to approve the minutes of February 2, 2022, as written. Motion carried unanimously.

Review Various Policies for Possible Addition, Modification, and/or Rescindment:

FDI, Transgender and Gender Nonconforming Students, and FDI-AR, Transgender and Gender Nonconforming Student Procedure. Brenner reported the executive administration reviewed the comments previously made by South Middle School Teacher Christopher Loff and unanimously agreed to leave the policy and regulation as is. Shabb said she was trusting the policy to be appropriate as is. Lunn clarified the issue seemed to be with the regulation and reported that other large school districts were all looking at or have adopted the NDSBA template. Some tweaked the NDSBA template but they were not significant. He also said the legal references have been requested from the NDSBA. Douthit said that hearing there was research going on, he was comfortable with the policy and regulation at this point.

1003, Communications. This existing policy is recommended to be rescinded. Communications has evolved beyond the policy with the creation of a staffed department and relative job descriptions. It is not necessary to have a board-level policy for a specific department.

It was moved by Lunn and seconded by Shabb to forward Policy 1003, Communications, to the school

board with a unanimous recommendation that it be rescinded. Motion carried unanimously.

1300, Citizens' Assistance to Schools. This existing policy is recommended to be rescinded. The provisions of the policy are normal practice and it is not necessary to have a board-level policy of this nature.

It was moved by Shabb and seconded by Lunn to forward Policy 1300, Citizens' Assistance to Schools, to the school board with a unanimous recommendation that it be rescinded. Motion carried unanimously.

1301, Community Right-to-Know. This existing policy is recommended to be rescinded. The policy relates to material safety data sheets (MSDS), which have changed to safety data sheets (SDS). SDS is managed as per applicable laws and as such a board-level policy is not necessary. Additionally, the legal reference, NDCC 65.14, Employee Information Program on Hazardous Substances was repealed.

It was moved by Lunn and seconded by Shabb to forward Policy 1301, Community Right-to-Know, to the school board with a unanimous recommendation that it be rescinded. Motion carried unanimously.

1306, Social Services Department. This existing policy is recommended to be rescinded. The policy is outdated with the laws and practices related to social work within the schools. It is not necessary to have a board-level policy for a specific department.

It was moved by Shabb and seconded by Lunn to forward Policy 1306, Social Services Department, to the school board with a unanimous recommendation that it be rescinded. Motion carried unanimously.

ABAB, School Year & Calendar. This existing policy is amended to allow calendars for the next two years to be presented to the school board. Minor changes are also made to the content by the NDSBA to reflect state law.

It was moved by Lunn and seconded by Shabb 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.

BBBB, School Board Committees. This existing policy is amended to reflect the Facilities Committee meets as a committee-of-the-whole and to add a provision from existing Policy 8115 that when meeting as a committee-of-the-whole board members have authority only when acting as a body regularly in session.

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

BCAB, Board Meeting Procedures. This existing policy is amended to add a provision from existing Policy 8115 regarding what constitutes a quorum and that the board may exercise its powers only in a properly called meeting where a quorum is present.

It was moved by Lunn and seconded by Shabb to approve BCAB, Board Meeting Procedures, as amended and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

8115, Individual Members, Committee of the Whole, Quorum. It was moved by Shabb and seconded by Lunn to forward Policy 8115, Individual members, Committee of the Whole, Quorum, to the school board with a unanimous recommendation that it be rescinded upon the adoption of the aforementioned amendments to BBBB and BCAB. Motion carried unanimously.

BDA, Procedure for Adopting Board Policy. This existing policy is amended to reflect the current practice that policies and amendments are not attached and made a part of meeting minutes.

It was moved by Lunn and seconded by Shabb to approve BDA, Procedure for Adopting Board Policy,

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

DFAA-AR, Teacher Evaluation Procedure. This administrative regulation was provided for information only. During a previous review, an incomplete sentence was discovered in the NDSBA template, which has since been corrected. No other amendments were suggested.

DKA-E, Reduction-in-Force Rubric. This existing exhibit was recently amended by the administration and is provided for information only. No amendments were suggested.

HBCB, Public Schools Foundation. This supplemental template will replace Policy 1304, Foundation for Education. The template is amended to personalize it to the Grand Forks Foundation for Education and minor capitalization changes were made.

It was moved by Shabb and seconded by Lunn to approve HBCB, Public Schools Foundation, as amended and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

1304, Foundation for Education. It was moved by Lunn and seconded by Shabb to forward Policy 1304, Foundation for Education, to the school board with a unanimous recommendation that it be rescinded upon the adoption of HBCB. Motion carried unanimously.

KACB, Complaints About Personnel. This recommended NDSBA template complements KACB complements existing policies BAB, Board Conflict of Interest; BCBA, Public Participation at Board Meetings; BGA, Board Communication with the Public; DE, Staff Code of Conduct; FF, Student Conduct & Discipline; and KAAA, Visitors in the Schools.

It was moved by Lunn and seconded by Shabb to approve KACB, Complaints About Personnel, as written and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

KACB-E1, Acknowledgements; KACB-E2, Investigation Confidentiality Agreement; KACB-E3, Responding to Personnel complaints; and KACB-E4, Investigation Report on File. These exhibits

complement KACB, Complaints About Personnel, and were provided for information only. No amendments were suggested.

CBAB-BR, Crisis Management. This board regulation is the GFPS Policy 2140 codified to the NDSBA format.

It was moved by Shabb and seconded by Lunn to approve CBAB-BR, Crisis Management, as written and forward it to the school board with a unanimous recommendation to complete its appropriate reading and adoption. Motion carried unanimously.

2140, Crisis Management. It was moved by Shabb and seconded by Lunn to forward Policy 2140, Crisis Management, to the school board with a unanimous recommendation that it be rescinded upon the adoption of CBAB-BR. Motion carried unanimously.

CBB, Superintendent's Consulting Activities. This supplemental NDSBA template is not needed as its topic is a nonissue. It is recommended to be rejected. Lunn said if it became an issue with a future superintendent, it could be taken care of without policy. Shabb said the template could be considered in the future if needed.

It was moved by Lunn and seconded by Shabb to reject CBB, Superintendent's Consulting Activities. Motion carried unanimously.

CBD, Superintendent's Role in Negotiations. This supplemental NDSBA template is recommended.

It was moved by Shabb and seconded by Lunn to approve CBD, Superintendent's Role in Negotiations, as written and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

CCA, Superintendent & Other Administrative Professional Development. This recommended NDSBA template is not needed and is recommended to be rejected.

It was moved by Lunn and seconded by Shabb to reject CCA, Superintendent & Other Administrative Professional Development. Motion carried unanimously.

CCB, Superintendent Grievance Procedure. This recommended NDSBA template is recommended for adoption.

It was moved by Shabb and seconded by Lunn to approve CCB, Superintendent Grievance Procedure, as written and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

CAAA, Superintendent Recruitment and Appointment. This recommended NDSBA template has been amended by adding language from existing Policy 2110, Employment and Evaluation of the Superintendent. An additional amendment was made in the language from 2110 to change the deadline date that the school board shall offer contract terms and extensions beyond the initial contract from December 31 to April 1 of the contract year in which the superintendent's contract expires.

It was moved by Lunn and seconded by Shabb to approve CAAA, Superintendent Recruitment and Appointment, as amended and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

CAAA-BR, Superintendent Job Description. This board regulation is the GFPS Policy 2111 codified to the NDSBA format. Additional amendments include updating the positions that the superintendent supervises, changing the term Personnel to Human Resources, removing language about a vacation benefit as that benefit language is contained in the superintendent's contract, and adding language that the evaluation of the superintendent is conducted in accordance with North Dakota Century Code and Policy CAAB.

It was moved by Shabb and seconded by Lunn to approve CAAA-BR, Superintendent Job Description, as amended, and forward it to the school board with a unanimous recommendation to complete its appropriate reading and adoption. Motion carried unanimously.

2111, Job Description – Superintendent of Schools. It was moved by Shabb and seconded by Lunn to forward Policy 2111, Job Description-Superintendent of Schools, to the school board with a unanimous recommendation that it be rescinded upon the adoption of CAAA-BR. Motion carried unanimously.

ABAC, Virtual Learning Because of Weather or Other Conditions. This existing policy is provided for information only. It was changed by the NDSBA from a recommended policy to a required policy. Board

action is not required to make this categorical change.

BFA, Board-Superintendent Relations. This existing policy was updated by the NDSBA. Minor changes were made to the content. An additional language change, “him or her” to “them” was made.

It was moved by Lunn and seconded by Shabb to approve BFA, Board-Superintendent Relations, as amended and forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

HBAA, Federal Fiscal Compliance. This existing policy was updated by the NDSBA per guidance from DPI and federal law. Optional language regarding the number of years that records and source documents for financial data must be kept was determined to be three years, which is the minimum federal requirement.

It was moved by Shabb and seconded by Lunn to approve HBAA, Federal Fiscal Compliance, 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. It was recommended to forgo the April 6 meeting due to the workload related to the school board public forum. The next meeting will be held on Wednesday, May 4, 2022, beginning at 4:30 p.m.

Adjournment. The meeting was adjourned at 5:30 p.m.

APPROVED _____
(Date)

Chris Douthit, Meeting Chair