

**POLICY REVIEW COMMITTEE
GRAND FORKS SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
MEETING MINUTES
October 12, 2022**

The Policy Review Committee met on Wednesday, October 12, 2022, at the Mark Sanford Education Center with Cynthia Shabb serving as the meeting chair.

Committee Members Present: Monte Gaukler, Eric Lunn, Cynthia Shabb, and Brandon Baumbach.

Committee Members Absent: Brent Harland and Dr. Terry Brenner.

Others Present: Laura Cobb, District Legal Counsel; Amy Bartsch, Chief Academic Officer; Tracy Jentz, Communications Coordinator and Community Engagement; Deb Koopman, Curriculum and Instruction Administrative Assistant; and Cindy Johnson, Executive Secretary

Call to Order. The meeting was called to order at 4:06 p.m.

Approval of Minutes. It was moved by Lunn and seconded by Gaukler to approve the minutes of August 31, 2022, as written. Motion carried unanimously.

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

FGA, Student Education Records and Privacy. This policy was referred back to the committee by the school board at its September 26, 2022, meeting in response to the board's discussion about whether the policy provided parameters for how long an approval of a third-party individual/entity to receive student information was effective and whether the requestor was required to sign a non-disclosure agreement.

Cobb, Bartsch, Jentz, and Koopman joined a conversation about FGA-E8, a list of third-party individuals/entities other than parties to which the District reports student information under the law which a team of District administrators is in the process of compiling as required by the policy and by law which will be brought forward for the Board's consideration in the future. The discussion informed committee members of the vast number of individuals and entities with whom student information is shared and the context in which it is shared. An instrument that is used by the CIT Department to review a staff request for an application, extension, clever login, or web-based program or site that would likely require the sharing of student information was provided for information.

Discussion continued about whether individuals/entities who request student information should be required to sign a non-disclosure. FGA-E5, Student Information Sharing Request Form, could be used as a type of non-disclosure however further review of it is needed. Jentz mentioned it may not be possible to obtain non-disclosures from some companies with whom the District contracts for communication services. **FGA-E5, Student Information Sharing Request Form**, could also address the board's discussion about how long approval to receive student information was effective. Generally speaking, it was discussed that the list of approved individuals/entities would be reviewed on an annual basis.

Exhibits **FGA-E1, Notice of Directory Information and Student Opt-Out Form**, and **FGA-E2, Notice of Rights Under FERPA**, were presented for information only. They represent the required notices that were provided to families at the beginning of the school year.

Exhibits **FGA-E3, FERPA Release Form for Parents**, and **FGA-E6, Model Form for Disclosure to Parents of Dependent Students**, were presented for information but referred back to the administration for further review.

Exhibits **FGA-E4, Notice of Executive Session Tape on File**, and **FGA-E7, School Officials' Guide to FERPA and Data Privacy Policy**, were presented for information and approved for implementation.

Amendments were recommended to FGA, Student Education Records and Privacy, as follows:

- Delete "and place" in bullet b. so that only the

- Date of birth is considered directory information.
- Eliminate bullet k. in its entirety so that the student identification number is not considered directory information.
- Add the list of examples of school/district publications as found in FGA-E1, Bullet 1 Items a-e to FGA Bullet 5 Directory Information, Item f.
- Bullet l. Telephone Listing was suggested to be deleted from the list of directory information however upon further discussion the amendment was declined.

It was moved by Gaukler and seconded by Lunn to approve the amendments as recommended to FGA, except for the deletion of Telephone Listing as directory information and to forward it to the school board with a unanimous recommendation to complete its appropriate reading and adoption as amended. Motion carried unanimously.

GCC-E1, Model Notification Notice of Rights Under the Protection of Pupil Rights Amendment (PPRA).

An amendment to this exhibit was provided for information only. The amendment is to remove the words "Model Notification" from the title. This exhibit represents the required notice that was provided to families at the beginning of the school year.

BBBA, Officers of the Board. This existing policy was updated at the recommendation of NDSBA's legal counsel and the NDSBA May Lunch & Learn topic: The Role of Board Presidents.

It was moved by Lunn and seconded by Gaukler to approve the amendments as written and to forward it to the school board with a unanimous recommendation to complete its appropriate reading and adoption as amended. Motion carried unanimously.

BCAD, Executive Sessions. This existing policy was updated by the NDSBA to reflect the law and the Attorney General's Open Meetings Guide.

It was moved by Gaukler and seconded by Lunn to approve the amendments as written and to forward it to the school board with a unanimous recommendation to complete its appropriate reading and adoption as amended. Motion carried unanimously.

BCAD-E1, Executive Session Format, and BCAD-E2, Executive Session Format for Discussion of Education Records, were presented for information only and approved for implementation.

DEBC, Gifts to District Personnel. This existing policy was updated by the NDSBA.

It was moved by Lunn and seconded by Gaukler to approve the amendments as written and to forward it to the school board with a unanimous recommendation to complete its appropriate reading and adoption as amended. Motion carried unanimously.

DEBE, Employee Relations with Vendors. This existing policy was updated by the NDSBA.

It was moved by Lunn and seconded by Gaukler to approve the amendments as written and to forward it to the school board with a unanimous recommendation to complete its appropriate reading and adoption as amended. Motion carried unanimously.

DFA-E, District Organizational Chart. This exhibit was provided for information. It was updated for the 2022-2023 school year and is approved for implementation.

FECB, Gifts & Awards to Students. This existing policy is recommended by the NDSBA to be deleted.

It was moved by Lunn and seconded by Gaukler to approve the recommendation to delete the policy and to forward it to the school board with a unanimous recommendation for rescission. Motion carried unanimously.

Next Meeting Date. The next meeting is scheduled for Wednesday, November 2, 2022.

Adjournment. The meeting was adjourned at 5:47 p.m.

APPROVED _____
(Date)

Cynthia Shabb, Meeting Chair

Brandon Baumbach, Business Manager