

**POLICY REVIEW COMMITTEE
GRAND FORKS SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
MEETING MINUTES
February 8, 2023**

The Policy Review Committee met on Wednesday, February 8, 2023, at the Mark Sanford Education Center with Cynthia Shabb serving as the meeting chair.

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

Committee Members Absent: Brent Harland.

Others Present: Cindy Johnson, Executive Secretary

Call to Order. The meeting was called to order at 4:09 p.m.

Approval of Minutes. It was moved by Gaukler and seconded by Lunn to approve the minutes of October 12, 2022, as written. Motion carried unanimously.

It was moved by Lunn and seconded by Gaukler to approve the minutes of November 9, 2022, as written. Motion carried unanimously.

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

AAC-E4. Reasonable Accommodation Request Physician Form. This existing exhibit was updated and provided for information. The update to change the language “mental retardation” to “cognitive impairment or intellectual disability” was made by the Executive Cabinet.

FDI-AR, Transgender and Gender Nonconforming Student Procedure. This existing administrative regulation was updated and provided for information. The update was made by the Executive Cabinet following a meeting with school counselors and social workers during which a discussion took place about how the regulation in its current form conflicts with licensing provisions under which the school counselors and social workers do their work. The update reverts the regulation to its original format and with language changes as follows:

- Adds “and/or mental health staff” to language in the first paragraph so that it reads: *“Therefore, administrators and/or mental health staff are encouraged to discuss...”*
- Adds “If accommodations are requested”, “if legally required to do so or the student has authorized”, and changes “change” to

“exploration” in the first paragraph under Student Transition Meeting so that it reads: *“If accommodations are requested, the principal or designee shall request a meeting with the transgender or gender nonconforming student and, if legally required to do so or the student has authorized, with their parent/guardian upon the student’s enrollment in the District or in response to a currently enrolled student’s exploration of gender expression of identity.”*

HDD, Gifts & Bequests. This new NDSBA-recommended policy replaces current policy 3210, Gifts, Grants, and Bequests. A portion of 3210 was used to develop a complementing template codified as HDD-BR, Gifts to Schools. The Executive Cabinet recommends adoption.

It was moved by Lunn and seconded by Gaukler to approve HDD, Gifts & Bequests, as written and to forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

HDD-BR, Gifts to Schools. This complementing template was developed from the current policy 3210, Gifts, Grants, and Bequests. 3210 will be replaced by HDD, Gifts & Bequests. Bullet #2 which states, “Gifts to the school district are to be approved by the Business Manager and reported to the School Board. Gifts over \$10,000 are to be approved by the School Board. Each of these larger gifts may require individual arrangements being made to be in compliance with tax laws.” was removed from the regulation. The Executive Cabinet recommends adoption as written.

It was moved by Gaukler and seconded by Lunn to approve HDD-BR, Gifts to Schools, as written and to

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

3210, Gifts, Grants, and Bequests. This existing policy will be replaced by HDD, Gifts & Bequests, and HDD-BR, Gifts to Schools. The Executive Cabinet recommended it be rescinded.

It was moved by Lunn and seconded by Gaukler to approve the rescindment of 3210, Gifts, Grants, and Bequests, upon the adoption of HDD and HDD-BR and to forward it to the school board with a unanimous recommendation for the same. Motion carried unanimously.

HDD-AR, Donated Playground Equipment. This new complementing administrative regulation was provided for information and approved for implementation upon the adoption of its parent policy HDD.

HDD-E, Grand Forks Public School District IRS Receipt for Charitable Contributions. This new complementing exhibit was provided for information and approved for implementation.

HBA-AR1, Federal Fund Expenditures & Inventory Requirements. This new administrative regulation complements the existing policy HBA, Federal Fiscal Compliance. The Executive Cabinet recommends it be rejected because the requirements contained therein already apply in federal law. The rejection of HBA-AR1 was agreed to by consensus.

HBA-E, District Personnel Time and Effort. This new administrative regulation complements the existing policy HBA, Federal Fiscal Compliance. The Executive Cabinet recommends it be rejected because the requirements contained therein already apply in federal law. The rejection of HBA-E was agreed to by consensus.

HCAF, Food Service Procurement Policy. This new NDSBA-recommended policy is recommended for adoption by the Executive Cabinet.

It was moved by Gaukler and seconded by Lunn to approve HCAF, Food Service Procurement Policy, as written and to forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption as amended. Motion carried unanimously.

HCAF-BR, Food Service Procurement Bid Protest Procedure. This new complementing board regulation

was recommended for adoption by the Executive Cabinet.

It was moved by Lunn and seconded by Gaukler to approve HCAF-BR, Food Service Procurement Bid Protest Procedure, and to forward it to the school board with a unanimous recommendation to complete its appropriate reading and adoption. Motion carried unanimously.

HCAF-E1, Food Service Procurement Bid Protest Form. This new complementing exhibit was provided for information and approved for implementation upon the adoption of its parent policy HCAF.

HCAF-E2, Informal Procurement Log. This new complementing exhibit was provided for information and approved for implementation upon the adoption of its parent policy HCAF.

HCAF, Purchasing Cards. This is a new supplemental policy. Supplemental policies are optional and are a result of items specifically requested by other districts over the years. They should only be adopted if the district has a genuine need for the policy. The Executive Cabinet recommended it be adopted.

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

HCAF-AR, Grand Forks Public School District Cardholder Manual. This new complementing administrative regulation was provided for information and approved for implementation upon the adoption of its parent policy HCAF.

HCAF-E, Grand Forks Public School District Cardholder Employment Agreement. This new complementing exhibit was provided for information and approved for implementation upon the adoption of its parent policy HCAF.

HCAF, Purchasing Computerized Data Systems. This is a new supplemental policy. Supplemental policies are optional and are a result of items specifically requested by other districts over the years. They should only be adopted if the district has a genuine need for the policy. The Executive Cabinet recommended it be adopted.

It was moved by Lunn and seconded by Gaukler to approve HCAF, Purchasing Computerized Data Systems, as written and to forward it to the school

board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

DKBB, Contracted Staff Resignations & Request for Release from Contract. This new NDSBA-recommended policy was recommended for adoption by the Executive Cabinet.

It was suggested that the policy be effective the next fiscal year because some contracted staff have already been approved a release from their contract without any liquidated damages during this fiscal year however no language was provided to amend the policy. It was discussed whether 5% liquidated damages were sufficient however the committee agreed by consensus to keep the liquidated damages at 5%. An amendment was suggested to add language specific to the release of international talent however it was determined that because these conditions are already in federal law, additional language was not needed.

It was moved by Lunn and seconded by Gaukler to approve DKBB, Contracted Staff Resignations & Request for Release from Contract, as written and to forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption as amended. Motion carried unanimously.

DKBB-BR, Granting a Release from Contract. This new complementing board regulation was recommended for adoption by the Executive Cabinet.

It was moved by Lunn and seconded by Gaukler to approve DKBB-BR, Granting a Release from Contract, as written and to forward it to the school board with a unanimous recommendation to complete its appropriate reading and adoption. Motion carried unanimously.

GAAE, Critical Race Theory. This new NDSBA-required policy was recommended for adoption by the Executive Cabinet.

It was moved by Lunn and seconded by Gaukler to approve GAAE, Critical Race Theory, and to forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

FGA-E5, Student Information Sharing Request Form. This new complementing exhibit was provided for information and approved for implementation.

FGA-E8, Parties Approved to Receive Student Data.

This new complementing exhibit was provided for information and will be the master list of all individuals and entities having access to student information, including school district personnel listed by title, as required by policy FGA. The individuals and entities on this list need to be submitted to the school board for approval, except for those listed who have previously received Board approval. Amendments will be made to the list to indicate the anticipated end date for research requests and remove duplicate entries.

It was moved by Lunn and seconded by Gaukler to approve the list of individuals/entities to receive student information and to forward it to the school board with a unanimous recommendation for approval. Motion carried unanimously.

FFD, Possessing Weapons. This existing policy was amended by the NDSBA and recommended for adoption as amended by the Executive Cabinet.

It was moved by Gaukler and seconded by Lunn to approve FFD, Possessing Weapons, as amended and to forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

HAA, Budget Planning, Preparation, & Adoption.

This is a new supplemental policy. Supplemental policies are optional and are a result of items specifically requested by other districts over the years. They should only be adopted if the district has a genuine need for the policy. The Executive Cabinet recommended it be rejected.

If HAA were adopted, it would replace current policy 3120; however, 3120 was recommended by the Executive Cabinet to be rescinded without replacement.

It was moved by Lunn and seconded by Gaukler to reject HAA, Budget, Planning, Preparation, & Adoption. Motion carried unanimously.

3120, Preparation of Budget Document.

It was moved by Lunn and seconded by Gaukler to approve the rescindment of 3120 without replacement and to forward it to the school board with a unanimous recommendation for the same. Motion carried unanimously.

HBA, Federal Funding for Schools. This is a new supplemental policy. Supplemental policies are optional and are a result of items specifically

requested by other districts over the years. They should only be adopted if the district has a genuine need for the policy. The Executive Cabinet recommended it be rejected.

It was moved by Gaukler and seconded by Lunn to reject HBA, Federal Funding for Schools. Motion carried unanimously.

HCAA, Purchasing. This is a new NDSBA-recommended policy that is recommended for expedited adoption as allowed by Policy BDA by the Executive Cabinet. The reason for expediting the policy is that it is needed as a result of a recent audit. It will replace existing policies 3310 and 3311.

HCAA-AR, Informal Bids or Proposals Process. This new complementing administrative regulation was provided for information and approved for implementation upon the adoption of its parent policy HCAA.

HCAA-E, Purchasing Laws for Schools. This new complementing exhibit was provided for information and approved for implementation upon the adoption of its parent policy HCAA.

3310, Purchasing Procedures. This existing policy will be replaced by HCAA, Purchasing. The Executive Cabinet recommended it be rescinded.

It was moved by Gaukler and seconded by Lunn to approve the rescindment of 3310, Purchasing Procedures, upon the adoption of HCAA and to forward it to the school board with a unanimous recommendation for the same. Motion carried unanimously.

DEBJ, Unauthorized Purchases. This is a new NDSBA-recommended policy that is recommended for adoption as written by the Executive Cabinet. It will replace policy 3311.

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

3311, Authorized Purchases. This existing policy will be replaced by HCAA, Purchasing, and DEBJ, Unauthorized Purchases. The Executive Cabinet recommended it be rescinded.

It was moved by Gaukler and seconded by Lunn to

approve the rescindment of 3311, Authorized Purchases, upon the adoption of HCAA and DEBJ and to forward it to the school board with a unanimous recommendation for the same. Motion carried unanimously.

HCAB, Bidding Requirements & Procedures. This is a new NDSBA-recommended policy that is recommended for adoption as written by the Executive Cabinet.

It was moved by Gaukler and seconded by Lunn to approve HCAB, Bidding Requirements & Procedures, as written and to forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

HCAC, Local Purchasing. This is a new supplemental policy. Supplemental policies are optional and are a result of items specifically requested by other districts over the years. They should only be adopted if the district has a genuine need for the policy. The Executive Cabinet recommended it be rejected.

It was moved by Lunn and seconded by Gaukler to reject HCAC, Local Purchasing. Motion carried unanimously.

HCBA, Vendor Conflict of Interest Disclosure. This is a new NDSBA-recommended policy that is recommended for adoption as written by the Executive Cabinet.

It was moved by Gaukler and seconded by Lunn to approve HCBA, Vendor Conflict of Interest Disclosure, as written and to forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

HCBB, Sales Calls & Demonstrations. This is a new NDSBA-recommended policy that is recommended for adoption as written by the Executive Cabinet.

It was moved by Lunn and seconded by Gaukler to approve HCBB, Sales Calls & Demonstrations, as written and to forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

HCBB-BR, Solicitations. This complementing template was developed from current District practice and was recommended for adoption as written by the Executive Cabinet.

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

HCBC, Fair Employment Clause in Contracts. This is a new NDSBA-recommended policy that is recommended for adoption as written by the Executive Cabinet.

It was moved by Gaukler and seconded by Lunn to approve HCBC, Fair Employment Clause in Contracts, as written and to forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

HDA, Revenues from Investments. This is a new supplemental policy. Supplemental policies are optional and are a result of items specifically requested by other districts over the years. They should only be adopted if the district has a genuine need for the policy. The Executive Cabinet recommended it be adopted.

It was moved by Lunn and seconded by Gaukler to approve HAD, Revenues from Investments, as written and to forward it to the school board with a unanimous recommendation to complete its appropriate readings and adoption. Motion carried unanimously.

HDB, Revenues from School-Owned Properties. This is a new supplemental policy. Supplemental policies are optional and are a result of items specifically requested by other districts over the years. They should only be adopted if the district has a genuine need for the policy. The policy was deferred to allow the business manager time for further review.

HDCA, School Sales & Services. This is a new supplemental policy. Supplemental policies are optional and are a result of items specifically requested by other districts over the years. They should only be adopted if the district has a genuine need for the policy. The policy was deferred to allow the business manager time for further review.

HEAA, Line Item Transfer Authority. This is a new NDSBA-recommended policy that is recommended for adoption as written by the Executive Cabinet.

It was moved by Gaukler and seconded by Lunn to approve HEAA, Line Item Transfer Authority, as

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

Next Schedule. The Committee will resume meeting monthly. The next meeting is scheduled for Wednesday, March 1, 2023, at 4:30 p.m.

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

APPROVED _____
(Date)

Cynthia Shabb, Meeting Chair

Brandon Baumbach, Business Manager