

**GRAND FORKS SCHOOL BOARD  
SUPERINTENDENT'S EVALUATION COMMITTEE  
GRAND FORKS PUBLIC SCHOOL DISTRICT #1  
MEETING MINUTES  
September 27, 2017**

A meeting of the Grand Forks School Board Superintendent's Evaluation Committee was held on Wednesday, September 27, 2017, at the Mark Sanford Education Center with Douglas C. Carpenter presiding.

**Committee Members Present:** Eric Burin, Doug Carpenter, Katie Dachtler, Cynthia Shabb, and Dr. Larry Nybladh. **Committee Members Absent:** Elizabeth Meihaus.

**Others Present:** Cindy Thiel (sitting in for Elizabeth Meihaus) and Meeting Secretary Cindy Johnson.

**Call to Order.** Carpenter called the meeting to order at 5:03 p.m.

**Approval of Minutes.** It was moved by Burin and seconded by Dachtler to approve the June 5, 2017 minutes as written. Motion carried unanimously.

**Review Responsibilities of Superintendent's Evaluation Committee.** Dr. Nybladh reviewed meeting materials, committee responsibilities, and the timeline for the November 15 evaluation process.

**Mutually Establish the Specific Evaluation Criteria with the Superintendent.** Per school board policy, evaluation of the superintendent is related to the job description and district's strategic plan. Carpenter suggested that the evaluation process stay the same this year and that if there were any changes they be done with the new superintendent.

Committee members discussed the evaluation instrument. Dachtler felt that a web-based form would result in more board member responses. Burin and Shabb did not feel the current electronic format was a hardship to complete.

Dachtler and Shabb also discussed their difficulty in knowing what to say when providing input for consideration by the Evaluation

Committee because they did not know how the superintendent felt he was doing in each of the evaluation areas. It was suggested that the superintendent provide a self-assessment. Dr. Nybladh explained that when there are multiple members of a group and with the school board's committee model, not everyone would know everything so input is from the board member's own perspective based on what his/she did know versus what he/she did not know. Dr. Nybladh added that the November evaluation was formative and not about quantifying achievements. It directs the superintendent's performance on certain tasks and areas. The March evaluation is summative and a scaling of performance. Nonetheless, Dr. Nybladh indicated that he would try to satisfy the request and do what board members felt they needed to do their job.

Shabb asked about seeking feedback from other entities. Carpenter suggested that if the committee was thinking of significant changes to the evaluation process, those conversations should take place in the beginning of the school year with the new superintendent. Dr. Nybladh referred to school board policy, which states that the committee and superintendent mutually establish specific evaluation criteria. He suggested board members who may be attending the national school boards convention might attend breakout sessions regarding evaluation of the superintendent and bring back materials for future consideration.

Following discussion, committee members agreed by consensus to continue with the same evaluation process for 2017-2018, except that the superintendent would complete a self-assessment and the development of a web-based input form would be considered if feasible.

Per the proposed timeline, the next committee meeting is being tentatively planned for November 7<sup>th</sup> or 8<sup>th</sup>.

**Adjournment.** There being no further business, the meeting was adjourned at 5:43 p.m.

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

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Douglas C. Carpenter, Committee Chair