

**GRAND FORKS SCHOOL BOARD  
SUPERINTENDENT EVALUATION COMMITTEE  
GRAND FORKS PUBLIC SCHOOL DISTRICT #1  
MEETING MINUTES  
October 8, 2019**

A meeting of the Grand Forks School Board Superintendent Evaluation Committee was held on Tuesday, October 8, 2019, at the Mark Sanford Education Center with Bill Palmiscno presiding.

**Committee Members Present:**

Jacqueline Hoffarth, Voting Board Member  
Jeff Manley, Voting Board Member  
Bill Palmiscno, Voting Board Member  
Cynthia Shabb, Voting Board Member  
Misty Brustad, GFAPB School Board President, Non-voting Member  
Dr. Terry Brenner, Superintendent of Schools, Non-voting Member

**Committee Members Absent:**

None

**Others Present:**

Cindy Johnson, Executive Secretary

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**Call to Order.** The meeting was called to order at 5:15 p.m.

**Approval of Minutes.** It was moved by Hoffarth and seconded by Manley to approve the minutes of March 4, 2019, as written. Motion carried unanimously. Absent: Shabb.

**Mutually Establish the Specific Evaluation Criteria with the Superintendent.** Dr. Brenner reviewed his 2019-2020 professional goals.

Shabb joined the meeting at 5:17 p.m.

Brenner also reviewed the evaluation tool proposed for 2019-2020. He said it was the same tool as used in last March's evaluation with two additional domains—Goal and Vision Setting and Human Resource Management. The evaluation tool is recommended by the North Dakota School Boards Association.

Committee members discussed whether the evaluation tool encompassed everything that the superintendent does or did. They determined to add language regarding the planning of a public

forum in 2020 and to change the word 'create' to 'complete' on Dr. Brenner's professional goals. Shabb said she worried that the goals were things the superintendent was already doing.

Brenner and Palmiscno said that the strategic plan and facilities plan would frame many other things to be done. Working on policies is currently tabled but discussion was held on updating some of them.

Hoffarth said the evaluation tool was good for now and could be revised to focus on the strategic plan once the plan was finished.

It was agreed by consensus to recommend to the school board that the same process as last year be used for the November evaluation. The evaluation tool would be sent to each member of the Grand Forks School Board and Grand Forks Air Force Base School Board with a request that they provide any input by October 25. The Superintendent Evaluation Committee will convene on Monday, November 4, 2019, at 12:00 p.m., to review all input and develop a draft evaluation for consideration by the Grand Forks School Board at November 12 meeting.

**Adjourn.** There being no further business, the meeting was adjourned at 5:46 p.m.

Approved \_\_\_\_\_  
(Date)

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Bill Palmiscno, Committee Chair