

GRAND FORKS SCHOOL BOARD  
**SUPERINTENDENT EVALUATION COMMITTEE**  
GRAND FORKS PUBLIC SCHOOL DISTRICT #1  
MEETING MINUTES  
November 1, 2021

The Grand Forks School Board Superintendent Evaluation Committee met on Monday, November 1, 2021, at the Mark Sanford Education Center with Jeff Manley presiding.

**Committee Members Present:** Doug Carpenter, Eric Lunn, Jeff Manley, Cynthia Shabb, Michelle Shepperd, and Dr. Terry Brenner.

**Committee Members Absent:** None.

**Others Present:** Cindy Johnson, Executive Secretary.

**Call to Order.** The meeting was called to order at 5:00 p.m.

**Approval of Minutes.** It was moved by Shabb and seconded by Carpenter to approve the minutes of October 18, 2021, as written. Motion carried unanimously.

**Develop Draft Evaluation of the Superintendent's Performance as per NDCC 15.1-14-03(1.a.).** Committee members were provided a summary of the board member input survey. Nine of thirteen board members completed it by the Friday deadline. Two additional board members provided input over the weekend which per the committee will be incorporated into the final report. All responses produced an overall satisfactory rating in all domains.

Brenner shared his reflections about the narratives that board members provided and proposed the following:

- To provide quarterly updates to the strategic plan via Friday Focus.
- To provide more board education opportunities during the school year.
- To continue to try to be intentional in simplifying communications.
- To reshape the Cabinet Advisory Council so all administrators may attend each month other than representatives from each group.

Committee members discussed each domain and provided additional comments and suggestions such as:

- Tie agenda topics closer to the strategic plan.
- Provide quarterly updates to the strategic plan to the public.
- Consider producing a video to the public similar to the Friday video message to staff.

- Report academic achievement in chunks throughout the year versus all at once.
- Dr. Brenner has put together a great district leadership team.
- Use simple analogies when communicating.
- Sometimes board members are not provided information in certain situations because they have to serve as an impartial juror should the situation reach the board level.
- The evaluation tool isn't easy to complete when talking about operations and resource management.

It was the consensus of the committee to forward a draft evaluation that finds the superintendent's performance to be satisfactory in all areas to the school board with a unanimous recommendation for approval.

**Adjourn.** The meeting was adjourned at 6:05 p.m.

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

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Jeff Manley, Meeting Chair