

GRAND FORKS SCHOOL BOARD
SUPERINTENDENT EVALUATION COMMITTEE
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
MEETING MINUTES
March 7, 2022

A meeting of the Grand Forks School Board Superintendent Evaluation Committee was held on Monday, March 7, 2022, at the Mark Sanford Education Center with Jeff Manley presiding.

Committee Members Present: Doug Carpenter, Eric Lunn, Jeff Manley, Cynthia Shabb, Michelle Shepperd via phone, 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 November 1, 2021, as written. Motion carried unanimously.

Develop Draft Evaluation of the Superintendent's Performance as per NDCC 15.1-14-03(1.b). Committee members reviewed input that was provided by 8 of 9 Grand Forks School Board members and 3 of 4 Grand Forks Air Force Base School Board members regarding the following six domains: Goal and Vision Setting, Board Relations, Curriculum and Student Support Services, Human Resource Management, Community Relations, and Operations and Resource Management. All areas were rated satisfactory.

Dr. Brenner expressed his appreciation for the comments made in the evaluation instrument and said they help him build future goals.

A discussion was held on the difficulties in completing the evaluation instrument in areas where board members do not know a lot about and possibly tweaking the instrument to account for unanswered questions in the future.

It was moved by Carpenter and seconded by Lunn 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. Motion carried unanimously.

Superintendent's Contract Extension. Committee members discussed and agreed Dr. Brenner's three-year rolling contract should be extended another year with an increase in compensation. Dr. Brenner's compensation has been frozen at his request for the past four years.

It was moved by Shabb and seconded by Lunn to forward a new three-year contract for Dr. Brenner effective July 1, 2022, through June 30, 2025, to the school board with a unanimous recommendation for approval. Motion carried unanimously.

Discussion continued about Dr. Brenner's compensation increase as a dollar amount or as a percentage. Committee members agreed the intent is not to catch up the salary but that Dr. Brenner should be properly compensated. Dr. Brenner said he would never request a salary catch-up and that it would be nice to keep his compensation increase opposite the other negotiation groups.

It was moved by Carpenter and seconded by Lunn to increase Dr. Brenner's 2022-2023 salary by the same amount as the increase received by the teachers in the first year of the current contract [2.14%] and to increase his 2023-2024 salary by the same amount as the increase received by the teachers in the second year of the current contract [2.38%]. Motion carried unanimously.

Review of Evaluation Policy and Exhibits. Existing Policy 2110 will be replaced in the future with templates as per the North Dakota School Boards Association (NDSBA) policies system. Specifically, the content related to the evaluation of the superintendent will be replaced by CAAB, Superintendent Evaluation Procedure, which was

provided for review along with the following complementing exhibits: CAAA-E1, Superintendent Evaluation Template; CAAB-E2, Superintendent Evaluation Worksheet; CAAB-E3, Superintendent Evaluation Summary; CAAB-E4, Sample Motion for Superintendent Evaluation; and CAAB-E5, Superintendent Evaluation Timeline. Upon review, Committee members agreed the current evaluation process works very well.

A consensus was reached to recommend to the Policy Review Committee to delete the 3rd and 4th paragraphs under Evaluation Process in CAAB and to reject the complementing evaluation templates and continue to use the current evaluation tool.

Adjournment. There being no further business, the meeting was adjourned at 5:55 p.m.

APPROVED _____
(Date)

Jeff Manley, Meeting Chair