

GRAND FORKS SCHOOL BOARD  
**SUPERINTENDENT EVALUATION COMMITTEE**  
GRAND FORKS PUBLIC SCHOOL DISTRICT #1  
MEETING MINUTES  
September 14, 2022

The Grand Forks School Board Superintendent Evaluation Committee met on Wednesday, September 14, 2022, at the Mark Sanford Education Center with Josh Anderson presiding.

**Committee Members Present:** Josh Anderson, Monte Gaukler, Eric Lunn, Michelle Shepperd, and Dr. Terry Brenner.

**Committee Members Absent:** Jeff Manley.

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

**Call to Order.** The meeting was called to order at 5:07 p.m.

**Approval of Minutes.** It was moved by Lunn and seconded by Gaukler to approve the minutes of March 7, 2022, as written. Motion carried unanimously. Absent: Manley.

**Mutually Establish the Specific Evaluation Criteria and Instrument.** Dr. Brenner reviewed the criteria, process, and instrument that have been used in past years and recommended they be used for this year. In addition to the school board member input survey, board members will be provided a copy of Dr. Brenner’s professional goals for this year and a narrative relative to all areas of the evaluation tool.

Upon review of the school board member input survey, board members determined to remove question 73 relating to the superintendent’s leadership during the COVID pandemic.

Upon review of Dr. Brenner’s professional goals for 2022-2023, board members determined to add ‘military’ to the AVID College and Career Readiness System/Framework.

A discussion was held about adding a N/A option to the evaluation template for board members to use when they did not have sufficient information about the topic was discussed and how doing so would change the scoring mechanism to the negative. Instead, Board members are encouraged to contact him to discuss areas they were unsure of to help the board member complete the evaluation.

The timeline leading up to the November 15 evaluation deadline was established as follows:

- September 26 School Board meeting: Introduce/Review/Approve the evaluation process.
- October 24 Email evaluation tool and supporting documents to school board members.
- November 4 Evaluations returned to Cindy Johnson for collating/scoring purposes.
- November 8 Superintendent Evaluation Committee meets to develop a draft evaluation.
- November 10 School board packet for November 14 is distributed.
- November 14 School Board meeting under “Action”: Superintendent’s Evaluation.

It was moved by Gaukler and seconded by Lunn to approve the evaluation model that has been used in past years for the superintendent’s evaluation be used this year and to unanimously recommend that the school board approve the same.

**Next Suggested Meeting.** The next meeting was scheduled for Tuesday, November 8, 2022, at 5:00 p.m.

**Adjourn.** There being no further business, the meeting was adjourned at 5:49 p.m.

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

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Josh Anderson, Meeting Chair