

POLICY REVIEW COMMITTEE
GRAND FORKS SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
MEETING MINUTES
September 11, 2025

The Grand Forks School Board Policy Review Committee met on Thursday, September 11, 2025, at the Mark Sanford Education Center with Dr. Sherry Houdek as the meeting chairperson.

Committee Members Present: Dave Berger, Dr. Sherry Houdek, and Eric Lunn, Board Members; Dr. Terry Brenner, Superintendent of Schools; and Brandon Baumbach, Business Manager.

Committee Members Absent: Michelle Shepperd, GFAFB School Board President.

Others Present: Cindy Johnson, Executive Secretary.

Call to Order.

The meeting was called to order at 4:30 p.m.

Consideration of Meeting Minutes.

It was moved by Berger and seconded by Lunn to approve the minutes of August 4, 2025, as written. Upon a voice vote, the motion carried unanimously.

Consideration of Various Policies and Recommendations Regarding Adoption:

DKBB, Contracted Staff Resignations and Request for Release from Contract.

A discussion was held regarding the purpose of this adopted policy and its application, during which it was acknowledged that the administration's recommendation to enforce or waive the liquidated damages can be complex. The content of the policy is understood by all, and it is similar to provisions in other school districts. No changes to this policy were recommended.

BDD, Compensation and Expenses for Board Members.

Recommended amendments to this existing policy were brought to the school board on August 11. The Board acted to share comparison information from other school districts with all board members for feedback at the August 25

board meeting, and to refer the policy back to the Policy Review Committee for this meeting.

Committee members understood both sides of the issue—there is a cost to serving, and being a board member is a form of public service. They discussed potential adjustments to compensation, considering whether it should be a flat rate or tied to staff percentage increases. They also discussed the timing of any possible increase, the frequency of future reviews, concerns about optics, and barriers such as childcare or campaign costs.

In addition to nonsubstantive amendments, the committee determined to increase the vice president's compensation effective July 1, 2025, to \$6,000 per fiscal year, and effective July 1, 2026, to increase board member compensation to \$5,500 and for the president and vice president to \$6,500 per fiscal year. Additionally, that compensation be reviewed by February 1 of the next scheduled election year, with any potential changes to compensation to take effect the following fiscal year.

It was moved by Lunn and seconded by Berger to approve the amendments to BDD, Compensation and Expenses for Board Members, and to forward the policy to the school board with a unanimous

recommendation for adoption. Upon a voice vote, the motion carried unanimously.

ABAA, School District Organization Plan.

This existing policy was updated with a substantive revision by the NDSBA (code reference), and complementary templates were added.

It was moved by Berger and seconded by Lunn to approve the amendments to ABAA, School District Organization Plan, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

ABAA-BR, Guidelines for Determining School Building Size.

This new GFPS-developed board regulation is written in conjunction with the longstanding Grand Forks Public Schools' Operational Guidelines and will complement current policy ABAA. The committee determined to amend the second-to-last paragraph from "When facilities approach or exceed maximum enrollment thresholds, ..." to "When facilities approach either of the outlined thresholds, ..."

It was moved by Lunn and seconded by Berger to approve ABAA-BR, Guidelines for Determining School Building Size, with the additional amendment, and to forward the regulation to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

FAB, School Assignment.

This existing policy was updated with nonsubstantive amendments and the addition of a complementary board regulation.

It was moved by Berger and seconded by Lunn to approve the amendments to FAB, School Assignment, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

FAB-BR, Guidelines for Determining Class Size.

This existing regulation was updated with both substantive and nonsubstantive changes, including a revision to its descriptor code. Additionally, the committee determined to amend the third-to-last paragraph from "Elementary schools will be staffed ..." to "Schools will be staffed ..."

It was moved by Berger and seconded by Lunn to approve the amendments to FAB-BR, Guidelines for Determining Class Size, and to forward the regulation to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

ABBDA, Political Activities.

The NDSBA made substantive updates to this existing policy to provide clarity and recommends that school districts update their policy to reflect these changes.

It was moved by Lunn and seconded by Berger to approve the amendments to ABBDA, Political Activities, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

ABCB, Sportsmanship.

The NDSBA made substantive updates to this existing policy to provide clarity and recommends that school districts update their policy to reflect these changes. Additionally, the committee determined to amend the second paragraph from "The District Activities Director shall develop rules of conduct for athletic events." to "The District Activities Director shall develop rules of conduct for athletic events in consultation with athletic directors and coaches."

It was moved by Berger and seconded by Lunn to approve the amendments to ABCB, Sportsmanship, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

ABCA, Copyrighted Material and Intellectual Property.

The NDSBA made substantive updates to this existing policy to expand its scope and recommends that school districts update their policy to reflect these changes.

It was moved by Lunn and seconded by Berger to approve the amendments to ABCA, Copyrighted Material and Intellectual Property, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

ABBF, Ticket Sales for Accessible Seating.

The NDSBA made substantive updates to this existing policy to incorporate federal law and provide clarity, and recommends that school districts update their policy to reflect these changes.

It was moved by Lunn and seconded by Berger to approve the amendments to ABBF, Ticket Sales for Accessible Seating, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

ABBF-E, Americans with Disabilities Act Regulations Ticket Sales for Accessible Seating.

Provided for information only. The NDSBA eliminated this exhibit when it incorporated its information into Policy ABBF, making the exhibit no longer necessary, and recommends that school districts also remove it. Administration informed the committee that this exhibit will be discontinued upon the adoption of the amendments to ABBF. Board action is not required for exhibits.

DGGA, Professional Development Plan.

The NDSBA made substantive updates to this existing policy as indicated and recommends that school districts update their policy to reflect these changes.

Committee members determined to keep the NDSBA's optional language that professional development activities will be aligned with the goals stated in the policy and that student achievement and performance shall be one factor used in evaluating the professional development plan.

Committee members discussed whether to reference the strategic plan in this policy; however, it was decided to keep the policy more general in scope.

It was moved by Lunn and seconded by Berger to approve the amendments to DGGA, Professional Development Plan, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

FBA, Student Fees.

The NDSBA made substantive and non-substantive updates as indicated to better reflect state law, and recommends that school districts update their policy to reflect these changes. Additionally, the committee determined to exclude the optional language provided by the NDSBA, which states that all fees and fines shall be delineated in board-approved regulations.

It was moved by Berger and seconded by Lunn to approve the amendments to FBA, Student Fees, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

FDE, Education of Special Education Students/Students with Disabilities.

The NDSBA added legal references to this policy. Since no other substantive changes were made, the committee agreed unanimously that it was allowable to repost the policy with the addition of the legal references without requiring board action.

HBAA, Federal Fiscal Compliance.

The NDSBA made substantive and non-substantive updates as indicated to clarify the Title I coordinator's responsibilities, and recommends that school districts update their policy to reflect these changes.

It was moved by Berger and seconded by Lunn to approve the amendments to HBAA, Federal Fiscal Compliance, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

HBAA-AR1, Federal Fund Expenditures and Inventory Requirements.

Provided for information only. This is a new administrative regulation that will be implemented upon the adoption of the amendments to HBAA. Board action is not required for administrative regulations.

HBAA-AR2, District Personnel Time and Effort.

Provided for information only. This is a new administrative regulation that will be implemented upon the adoption of the amendments to HBAA. Board action is not required for administrative regulations.

HBAA-E, District Personnel Time and Effort Form.

Provided for information only. This is a new exhibit that will be compared to the district's existing personnel time and effort form to determine which form best meets the reporting requirements, and then implemented as a complementary template upon the adoption of the amendments to HBAA. Board action is not required for exhibits.

HEAC, Management of Student Activity Funds.

The NDSBA moved the policy from the Supplemental tier (also known as Member-Requested) to the Recommended tier and made a substantive change to better reflect the law governing district fund management, as indicated. The NDSBA recommends that school

districts update their policy to reflect these changes.

It was moved by Lunn and seconded by Berger to approve the amendments to HEAC, Management of Student Activities Funds, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

ICCB, Disposal of School Equipment and Supplies.

The NDSBA made a substantive update for clarification and to better reflect state law. Much of the previously adopted and rescinded policy HBD, Revenues from School-Owned Properties, is incorporated into this policy. The NDSBA recommends that school districts update their policy to reflect these changes.

It was moved by Berger and seconded by Lunn to approve the amendments to ICCB, Disposal of School Equipment and Supplies, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

FGCB, Searches of Students and Students' Personal Possessions.

This adopted policy is recommended for amendment by removing the statement, "The Superintendent should be notified whenever a search has been conducted if the Superintendent was not involved in the search." Committee members disagreed and directed that the statement remain in the policy with the addition of "or their designee" added to "the Superintendent" in all applicable areas. Committee members also discussed their desire that the associate or assistant superintendents be notified whenever a search is conducted.

A discussion was held regarding the new public comment card, as it pertained to the statement read by the board president at the onset of the Public Comments agenda topic at a regular board meeting. The language of the new public

comment card is posted on the school board's webpage.

Next Meeting Date.

The next meeting was scheduled for Thursday, November 6, 2025, at 4:30 p.m.

Adjournment.

The meeting was adjourned at approximately 6:00 p.m.

APPROVED: _____
(Date)

Dr. Sherry Houdek, Meeting Chair

Brandon Baumbach, Business Manager