

POLICY REVIEW COMMITTEE
GRAND FORKS SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
MEETING MINUTES
May 15, 2026

The Grand Forks School Board Policy Review Committee met on Friday, May 15, 2026, at the Mark Sanford Education Center with Board Member Dr. Sherry Houdek presiding.

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: Dr. Elisa Diederich, Executive Director of Special Education; DaLee Wilkinson, Director of Buildings and Grounds; and Cindy Johnson, Executive Secretary.

Call to Order.

The meeting was called to order at 8:01 a.m.

Consideration of Meeting Minutes.

It was moved by Berger and seconded by Lunn to approve the March 12, 2026, minutes as written. Upon a voice vote, the motion carried unanimously.

Consideration of Various Policies and Recommendations Regarding Adoption:

AACA, Section 504 of the Rehabilitation Act of 1973 Policy.

The NDSBA amended Policy AACA to include more specific definitions, requirements, and recommended procedures for school districts to follow in identifying, servicing, and accommodating qualified students with disabilities under Section 504. This policy is intended to provide specific, more practical assistance with Section 504 coordinators and teams who are tasked with following required procedures under federal law, including identifying, evaluating, and placing qualified students; convening a 504 (or other) team; developing a 504 plan (or another appropriate individualized program or plan); providing qualified students with a free and appropriate public education (FAPE) under Section 504;

following procedural safeguards; and complying with other statutory regulatory provisions of Section 504. An additional amendment was later made by the NDSBA under the heading “Establishing a Section 504 Team”. The first “may” was changed to “shall” in the third sentence of that paragraph. The amended sentence better emphasizes and clarifies the mandatory requirement to convene a team of individuals knowledgeable about the student.

Dr. Diederich reported that the amendments were not anything that wasn’t already being done in the district.

It was moved by Lunn and seconded by Berger to approve the amendments to AACA, Section 504 of the Rehabilitation Act of 1973 Policy, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

AACA-AR, Section 504 Evaluation Standards and Procedures.

Provided for information only. The NDSBA updated this existing administrative regulation to provide more specific, practical assistance to Section 504 coordinators and teams tasked with following required procedures under federal law.

Board action is not required for administrative regulations.

AACA-E1, Section 504 Notice of Parent/Guardian and Student Rights.

Provided for information only. The amendment to this existing exhibit is limited to changes to the descriptor code and the addition of an amended date. Because the NDSBA changed the descriptor code on a different exhibit to AACA-E2, it was necessary to change this exhibit's code to AACA-E1. Board action is not required for exhibits.

AACA-E2, Section 504 Eligibility Determination Form.

Provided for information only. NDSBA changed Exhibit FDE-E 's descriptor code to AACA-E2 because policy AACA focuses on Section 504 of the Rehabilitation Act of 1973, while policy FDE focuses almost exclusively on the Individuals with Disabilities Education Act (IDEA). No substantive changes were made to the exhibit. Board action is not required for exhibits.

ABAB, School Year and Calendar.

The district's amendments were limited to minor language edits. No substantive changes were made.

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

ABDA-E2, Website Accessibility Statement.

Provided for information only. A statement found in the NDSBA template that the district provides equal opportunities in its programs, activities, and employment was added. Board action is not required for exhibits.

ABEA-AR3, Smart Snacks in Schools Regulation.

Provided for information only. Amendments made by the district following an audit of the

NDSBA template updates that had not yet been incorporated into this administrative regulation. Board action is not required for administrative regulations.

ABEC-E, Outstanding Balance Letter.

Provided for information only. This exhibit is new to the district. It complements the existing policy ABEC. The NDSBA version has been substituted with the GFPS version. Board action is not required for exhibits.

ACBE, Naloxone (Narcan) Administration.

Language that designated one individual per school building to oversee the internal procedures for this policy was deleted. Nurses, administration, and the safety and security manager provide a team approach for oversight and monitoring procedures related to this policy, and implementing an administrative regulation with a list of specific names is not recommended.

It was moved by Lunn and seconded by Berger to approve the amendments to ACBE, Naloxone (Narcan) Administration, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

ACCA, Sexual Offenders on School Property.

NDSBA amended this policy to expand its scope, provide clarity throughout, and update the cited law.

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

ACCA-BR, Criteria for Granting Parent Sexual Offenders' Privileges to Enter School Property.

Board Regulation ACCA-BR was updated by the NDSBA to more appropriately coincide with the language of policy ACCA. Specifically, the word "sexual " was added in front of "offender" in the

title, as well as throughout the regulation, to match the exact language of policy ACCA.

It was moved by Lunn and seconded by Berger to approve the amendments to ACCA-BR, Criteria for Granting Parent Sexual Offenders' Privileges to Enter School Property, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

ACEB, Hazing.

This policy was updated by the NDSBA to clarify its definitions and to remove language indicating a right to appeal hazing investigation findings. Additionally, several non-substantive changes were made throughout the policy.

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

BAA, Employing Board Members.

The NDSBA updated this policy to clarify when the district may employ a sitting board member. The committee recommends a full prohibition on the employment of board members.

It was moved by Lunn and seconded by Berger to approve the amendments to BAA, Employing 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.

BAB, Board Conflict of Interest.

The NDSBA made significant updates to better assist boards in handling conflicts of interest as they arise in board service. It requires board members to disclose conflicts and generally vote on all matters unless legally disqualified. For contracts using school funds, participation is allowed only with unanimous consent of the remaining members; for quasi-legislative/judicial matters (e.g., hearings), participation requires majority consent of the rest of the Board. The

policy also provides practical guidance on how to place conflicts on the board agenda and provides a procedure for addressing conflicts at the board meeting.

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

BDAB, Savings Clause.

NDSBA made several substantive additions to this policy to clarify its purpose and provide more detailed information on how the district should respond when a policy/supporting document conflicts with applicable federal or state law.

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

BDBB, Retaining an Attorney.

The NDSBA made several non-substantive edits to the policy.

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

BGA, Board Communication with the Public.

NDSBA updated Policy BGA to clarify board members' prohibition against hearing complaints about licensed staff. NDSBA also made some non-substantive updates to the policy.

It was moved by Lunn and seconded by Berger to approve the amendments to BGA, Board Communication with the Public, and to forward the policy to the school board with a unanimous

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

DE, Staff Code of Conduct.

NDSBA made non-substantive revisions to this existing policy, including removing duplicative language from existing policy KACB and instead cross-referencing and linking the policy. Duplication sets the district up for inconsistencies later if one policy is updated while the duplicate is not.

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

FAAD, Tuition Agreements (Education of Non-Resident Students).

This policy is new to the district. NDSBA recategorized it from Member Requested (Supplemental) to Recommended. The policy aligns with North Dakota Century Code Ch. 15.1-29 and provides clearer operational guidance for districts. It more fully explains the legal bases for admitting nonresident students, including admission tied to a board-to-board written contract, a parent-paid tuition contract, or when the resident district does not offer the required grade level. The policy also includes language addressing bordering-state tuition contracts and cross-border attendance arrangements, clarifies when and how tuition waiver contracts may be used and what they must include (including transportation terms), and describes the parent petition process to the resident district for payment of tuition or a tuition waiver contract.

It was moved by Lunn and seconded by Berger to approve Policy FAAD, Tuition Agreements (Education of Non-Resident Students), 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 significantly amended policy FDE to include several substantive changes in compliance with the Individuals with Disabilities Education Act (IDEA). This policy now focuses almost exclusively on the federal requirements under IDEA and provides special education personnel, teachers, administrators, and IEP team members with a roadmap for navigating IDEA procedures. The IDEA includes statutory-specific procedures, including identifying eligible students, conducting initial evaluations, conducting reevaluations, convening an IEP team, developing individualized education programs (IEPs), providing special education and related services by qualified personnel in the least restrictive environment, ensuring FAPE under the IDEA, implementing procedural safeguards, following required disciplinary procedures, etc.

Dr. Diederich reported the amended policy aligns with the law and is what the district is already doing.

It was moved by Berger and seconded by Lunn to approve the amendments to FDE, Education of Special Education Students/Students with Disabilities, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

FFA, Student Alcohol and Other Drug Use/Abuse.

Policy FFA is required by NDCC chapter 15.1-24. The definition of school property was updated by the NDSBA to reflect a recent format change in North Dakota law (2023 ND S.B. 2284). No other substantive revisions were made to the policy.

It was moved by Lunn and seconded by Berger to approve the amendments to FFA, Student Alcohol and Other Drug Use/Abuse, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

HBAA, Federal Fiscal Compliance.

The NDSBA substantively updated policy HBAA to expand the compliance statement within the policy to incorporate other applicable district policies and to include a definition of capital assets.

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. NDSBA updated regulation HBAA-AR1 to reflect the updated threshold amount requirement in 2 CFR Part 200-Uniform Administrative Requirements, Cost, Principles, and Audit Requirements for Federal Awards. Board action is not required for administrative regulations.

HCAA, Purchasing.

NDSBA made several substantive and non-substantive updates to this policy to provide clarity and additional direction a board may give its Chief Procurement Officer (aka Business Manager) when making certain purchases on behalf of the district.

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

HCAA-E, Purchasing Laws for Schools.

Provided for information only. NDSBA reviewed Exhibit HCAA-E for compliance with the referenced law, and several references were updated. Board action is not required for exhibits.

HCBA, Vendor Conflict of Interest Disclosure.

NDSBA made minor substantive updates requiring any contractor or vendor with a direct or

indirect relationship to a board member or employee to file a disclosure before doing business with the district. In addition, districts that allow board-owned companies to contract must also require disclosures from those members. After disclosure, purchases/contracts may proceed only if authorized according to law and policy. Board members with affected interests must disclose their interests under applicable conflict-of-interest statutes before any board action on the matter.

It was moved by Lunn and seconded by Berger to approve the amendments to HCBA, Vendor Conflict of Interest Disclosure, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon a voice vote, the motion carried unanimously.

HCBA-E, Vendor Conflict of Interest Disclosure Statement.

Provided for information only. NDSBA created this new exhibit, which includes a standardized form that vendors must submit to the business office before related board action or purchase authorization. It captures the vendor's identity, the proposed relationship, the involved board member/employee, the nature of any personal/professional/pecuniary interests, and any safeguards to prevent favoritism. Vendors agree to update the disclosure if facts change and must certify the accuracy of the information. This exhibit is designed to assist in complying with Policy HCBA's disclosure requirements. Board action is not required for exhibits.

ICCB, Disposal of School Equipment and Supplies.

NDSBA updated policy ICCB to add a reference to policy HBAA (Federal Fiscal Compliance) when the district disposes of property purchased with federal funds.

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.

Various Policy Updates: Changing the title of Associate Superintendent of Secondary Education to the Assistant Superintendent of Secondary Education.

It was moved by Berger and seconded by Lunn that, given the 2026-2027 staff structure, the word “Associate” in the title “Associate Superintendent of Secondary Education” be changed to “Assistant” where applicable in all existing policies, regulations, and exhibits, effective July 1, 2026, as a clerical endeavor that does not require Board action. Upon a voice vote, the motion carried unanimously.

Next Meeting Date.

No future meetings were scheduled for 2025-2026.

Adjournment.

The meeting was adjourned at approximately 8:54 a.m.

APPROVED: _____
(Date)

Dr. Sherry Houdek, Meeting Chairperson

Brandon Baumbach, Business Manager