POLICY REVIEW COMMITTEE
GRAND FORKS SCHOOL BOARD
GRAND FORKS PUBLIC SCHOOL DISTRICT #1
MEETING MINUTES
September 29, 2026

The Grand Forks School Board Policy Review Committee met on Tuesday, September 29, 2026, at the Mark Sanford Education Center with Board Member Eric Lunn presiding.

Committee Members Present: Dr. Allyse Dunnigan, Brianna Hall, and Eric Lunn, Grand Forks School Board Members; Branden Shepperd, GFAFB School Board Member; and Dr. Terry Brenner, Superintendent of Schools.

Committee Members Absent: Ryan Gatzke, Interim Business Manager.

Others Present: Cindy Johnson, Senior Executive Assistant and School Board Operations Coordinator.

Under the 2026-2027 Joint Powers Agreement between Grand Forks Air Force Base Public School District No. 140 and Grand Forks Public School District No. 1, both Boards shall have appointed representation on this committee, and all appointed seats for both Boards shall be voting members.

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

Consideration of Meeting Minutes.
It was moved by Shepperd and seconded by Dunnigan to approve the May 15, 2026, minutes as written. Upon a voice vote, the motion carried unanimously.

Consideration of Various Policies and Recommendations Regarding Adoption.
The committee reviewed the history of the board's transition from its old policy system to the NDSBA system in October 2019, following committee recommendations and board action that established a single policy review committee and the copyright and posting restrictions under the NDSBA agreement. They also reviewed committee procedures and the structure of NDSBA templates, clarifying that legally required policies cannot be altered. Administrative regulations and exhibits allow flexibility for operational revisions or rejecting non-applicable policies. The committee reviews administrative regulations and exhibits, but the Board should never act on them. All templates are reviewed by the District Administration and applicable administrators, directors, and staff before consideration by the committee and/or board.

ABBD, Commercial and Political Use of Schools.
This is a new policy template.

It was moved by Dunnigan and seconded by Shepperd to approve Policy ABBD, Commercial and Political Use of Schools, as written, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

ABCA-AR, Computer Software.
Provided for information only. NDSBA updated this regulation to expand required administrative safeguards for computer software installed on district-owned or -managed devices.

ABCD-E1, Records Retention Schedule.
Provided for information only. Revisions corrected a typographical error regarding employment history retention (changing 50 years to 5 years) and aligned federal grant record

retention with Policy HBAA (changing 5 years to 3 years).

ABDA, Website Accessibility for People with Disabilities.
Revisions align the policy with the District's ongoing website accessibility project, requiring compliance with Web Content Accessibility Guidelines (WCAG) 2.1, Level AA conformance, or updated equivalents.

It was moved by Hall and seconded by Dunnigan to approve Policy ABDA, Website Accessibility for People with Disabilities, as amended, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

BA, School Board Ethics.
NDSBA updated this policy to align language with Cognia accreditation standards for school board ethics.

It was moved by Shepperd and seconded by Dunnigan to approve Policy BA, School Board Ethics, as amended, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

BC, Meetings of the Board.
NDSBA expanded Policy BC to clarify special board meeting procedures, regular meeting schedules, agenda preparation, and types of gatherings exempt from open meeting laws. The policy was also updated to officially recognize two regular meetings in July, formalizing the Board's historical practice.

It was moved by Dunnigan and seconded by Shepperd to approve Policy BC, Meetings of the Board, as amended, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

BCAC, Minutes.
Revisions include minor grammatical edits and updated signature protocols. Although the NDSBA template specifies that the Board President signs all minutes, confusion has arisen when the President was absent from a meeting yet still signs the minutes, which has been the District's/Board's longstanding practice. Robert's Rules of Order treats the presiding officer's signature as optional and does not enforce a rigid rule for which officer signs. The recommendation is that the presiding officer at the meeting sign the minutes.

It was moved by Dunnigan and seconded by Hall to approve Policy BCAC, Minutes, as amended, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

BCAD, Executive Session.
NDSBA updated this policy to specify record storage and retention requirements for executive session recordings and documentation.

It was moved by Shepperd and seconded by Dunnigan to approve Policy BCAD, Executive Session, as amended, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

BC-BR, Procedure for Seating New Board at the Annual Meeting.
Following NDSBA's consolidation of Policy BCAB into Policy BC (Meetings of the Board), complementary regulation BCAB-BR was re-coded to BC-BR. The regulation was also updated to include specific guidance on new board members' term commencement dates and required in-service training workshops.

It was moved by Hall and seconded by Shepperd to approve Board Regulation BC-BR, Procedure for Seating New Board at the Annual Meeting, as amended, and to forward the regulation to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

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CAAA-BR, Superintendent Job Description.
Revisions update position titles and formally add the Executive Director of Special Education to the Superintendent's direct supervision portfolio.

It was moved by Dunnigan and seconded by Shepperd to approve Board Regulation CAAA-BR, Superintendent Job Description, as amended, and to forward the regulation to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

CBAA, Administrative Regulations.
NDSBA updated this policy to expand authority regarding who may draft and disseminate administrative rules across the District.

It was moved by Dunnigan and seconded by Hall to approve Policy CBAA, Administrative Regulations, as amended, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

CBAB, Administration in Policy Absence.
NDSBA updated this policy to clarify administrative authority and procedures when explicit board policy does not exist.

It was moved by Dunnigan and seconded by Hall to approve Policy CBAB, Administration in Policy Absence, as amended, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

DBBA, Drug and Alcohol Testing Program for Employees.
NDSBA substantially updated this policy to expand testing guidelines for applicants and employees, clarify actions constituting test refusal, and outline requirements for non-safety-sensitive positions.

It was moved by Shepperd and seconded by Hall to approve Policy DBBA, Drug and Alcohol Testing Program for Employees, as amended, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

DBBA-AR, Drug and Alcohol Testing Procedures.
Provided for information only. NDSBA substantially updated Regulation DBBA-AR to detail reasonable suspicion protocols under the District's Drug and Alcohol-Free Workplace policy and outline return-to-duty procedures for employees.

DBBA-E, Drug and Alcohol Testing Notification Requirements for Employees.
Provided for information only. NDSBA removed this exhibit as most of the information within it is already found in policy DBBA and/or regulation DBBA-AR and is therefore duplicative. This exhibit will be discontinued.

DEAA, Drug and Alcohol-Free Workplace.
NDSBA updated this policy to incorporate applicable state and federal legal references and establish dedicated sections defining policy scope and drug and alcohol testing requirements.

It was moved by Dunnigan and seconded by Shepperd to approve Policy DEAA, Drug and Alcohol-Free Workplace, as amended, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

DEAA-AR, Procedure if Drug and/or Alcohol Use is Reasonably Suspected.
Provided for information only. NDSBA rescinded this administrative regulation as redundant to DBBA-AR. While testing triggers differ across employee groups, testing procedures remain uniform. This regulation will be discontinued.

DBBA-E1, Record of Observable Behavior.
Provided for information only. Exhibit DBBA-E1 was recoded from DEAA-E1 to keep all guidance involving drug and alcohol testing under the DBBA policy umbrella.

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DBBA-E2, Steps to Performing a Reasonable Suspicion Test.
Provided for information only. Exhibit DBBA-E2 was recoded from DEAA-E2 to keep all guidance involving drug and alcohol testing under the DBBA policy umbrella.

DBBA-E3, Drug and/or Alcohol Testing Consent Form.
Provided for information only. Exhibit DBBA-E3 was recoded from DEAA-E3 to keep all guidance involving drug and alcohol testing under the DBBA policy umbrella.

FAAC, Enrollment of Suspended or Expelled Students.
NDSBA updated Policy FAAC to align with compulsory attendance and public education laws, clarify enrollment procedures, and establish protocols for students with pending disciplinary proceedings.

It was moved by Shepperd and seconded by Dunnigan to approve Policy FAAC, as amended, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

FCBD, Student Custody.
NDSBA made non-substantive changes to this template.

It was moved by Hall and seconded by Dunnigan to approve Policy FCBD, as amended, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

FDD, Education of Pregnant and Parenting Students.
NDSBA made substantive and non-substantive edits to the policy.

It was moved by Hall and seconded by Shepperd to approve FDD, Education of Pregnant and Parenting Students, as amended, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

FDE, Education of Special Education Students/Students with Disabilities Under the IDEA.
NDSBA substantially revised Policy FDE to align directly with federal statutory mandates under the Individuals with Disabilities Education Act (IDEA). The policy serves as an operational roadmap for district staff and IEP teams, covering evaluation protocols, IEP development, least restrictive environment placements, FAPE assurance, procedural safeguards, and disciplinary procedures.

It was moved by Dunnigan and seconded by Shepperd to approve FDE, Education of Special Education Students/Students with Disabilities Under the IDEA, as amended, and to forward the policy to the school board with a unanimous recommendation for adoption. Upon voice vote, the motion carried unanimously.

FF-E, Examples of Student Conduct Violations.
Provided for information only. Added a direct link to the GFPS Elementary Behavior Intervention Flowchart. A link to the Secondary Behavior Intervention Flowchart will be added in the future.

HCAA-AR, Informal Bids or Proposals Process.
Provided for information only. NDSBA updated this administrative regulation to define supervisory authority over the informal bidding and proposal process, and to specify that bid rejection guidelines apply strictly to informal bids and proposals.

The committee discussed the policy proposal process. Committee members were referred to Policy BDA, Procedure for Adopting Board Policy, under which proposed policies or ideas shall be submitted to the Superintendent for review before possible placement on the board agenda.

Next Meeting Date.
The next meeting was scheduled for Thursday, November 5, 2026, at 5:30 p.m.

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Adjournment.
The meeting was adjourned at 6:55 p.m.

APPROVED: _____
(Date)

_____
Eric Lunn, Meeting Chairperson

_____
Ryan Gatzke, Interim Business Manager

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