

Meeting Minutes: Governance Committee

Date/Time: October 27, 2021/7:30 a.m.

Location: Virtual via Zoom Webinar

Start: 7:31 a.m.

End: 8:59 a.m.

Committee Members Present: Nikkie Gullickson, Seth Holden, Rebecca Knutson, Robin Nelson

Committee Members Absent: Jim Johnson

Non-Committee Members Present: Jennifer Benson

Staff Members Present: Doug Andring, Tara Brandner, Jackie Gapp, Missy Eidsness, Rupak Gandhi, Robert Grosz **Recorder:** AnnMarie Campbell

Agenda Item	Discussion – Conclusion	Recommendations/Actions
Approval of September 23 Minutes	The Committee reviewed and approved the minutes of the September 23 committee meeting.	The minutes will be posted on the Board's section of the public website.
Agenda Planning for November Meetings	<p><i>Refer to Agenda planner for Fourth Quarter 2021</i> Discussion occurred on the topics needed to be included at the November meetings. The agenda topics were set as follows:</p> <p><u>November 9</u></p> <ul style="list-style-type: none">• Reports: FEA Report, Superintendent Report, Professional Development Report, Administrative Policy Updates• Consent: Monitoring of EL-3, 4, 11, GP-5 Changes• Business: Superintendent Evaluation, Second Reading: Boundary Changes• Board Reports: none <p><u>November 23</u></p> <ul style="list-style-type: none">• Reports: FEA Report, Superintendent Report, U or M Special Education Report• Consent: October Financial Reports• Business: none• Board Reports: none <p>Discussion occurred on if the COVID-19 case update should continue as part of the Superintendent Update under Reports, per the previous consensus of the committee. A request was made to see if a number could be shared on how many students are able to stay in school due to the COVID-19 testing exemption; administration will work to finalize a report to be able to share that information in reports. The Data Analysis Department has been working to create a report for that purpose. Consensus was reached to continue with the report of positive COVID-19 data and to add the testing numbers into the report once ready. Additionally, Dr. Gandhi will note if any recommendations/guidance has changed from Fargo Cass Public Health.</p> <p>Dr. Gandhi inquired about the December 14 meeting and if Rob Schwartz from RSP and Associates should be invited to present when the Enrollment Projections Report is given to the Board. Consensus was reached to invite Mr. Schwartz to join the December 14 for the Enrollment Projections Report.</p>	

Agenda Item	Discussion – Conclusion	Recommendations/Actions
Update on Superintendent Evaluation Process	Rebecca Knutson provided an update on the review of the superintendent evaluation process. NDSBA provided a Lunch & Learn on the superintendent evaluation process in spring 2021. The Governance Committee reached consensus that the current FPS superintendent evaluation process is adequate, but the process could be reviewed. Rebecca Knutson and Nikkie Gullickson volunteered to review the evaluation process last spring and are working to do so. At this time, there are no recommendations from them to the committee to consider for changes to the current process. They have met with Dr. Gandhi and Tara Brandner on the process and possible updates. Discussion occurred. Tara Brandner shared about the superintendent evaluation process and the associated North Dakota Century Code. Discussion occurred on possibly updating the evaluation process and final evaluation approved by the Board to align what is written in B/SR-5 and NDCC. Rebecca Knutson and Nikkie Gullickson will continue to work on the process and bring any suggested changes to the Governance Committee to review and discuss.	
November Superintendent Evaluation	A superintendent evaluation must be completed in compliance with state statute by November 15. All Board members filled out a written evaluation, and the compiled written document was reviewed by the committee. Discussion occurred on document. Consensus was reached that a summary document/report be created and presented to the Board to align with B/SR-5. Consensus was reached that President Knutson create a document that includes summary/themes of the majority of Board members of the compiled evaluation to be presented to the Board at the November 9 Board meeting.	Consensus was reached that President Knutson create a document that includes summary of the compiled evaluation to be presented to the Board at the November 9 Board meeting.
Policies: GP-4, 5, 9, 10 Monitoring	GPs-4, 5, 9 and 10 were monitored for compliance on September 24. Discussion occurred on the suggested policy changes included in the report of Memo #36. Consensus was reached to bring the suggested policy change included in the report to GP-5 policy point 8 to the November 9 Board meeting.	The suggested policy change will be brought to the November 9 Board meeting.
Protocol for Responding to Beleaguering Correspondence	Rebecca Knutson facilitated a conversation on responding to constituents when the message received are beleaguering. Discussion occurred. A suggestion was made to respond to uncivil emails with a simple acknowledgement of receipt of the email.	
<i>The next meeting will be held November 19 at 7:30 a.m. The committee reached consensus to meet in-person unless the Board Room would not be ready by that date.</i>		