

Meeting Minutes: Governance Committee

Date/Time: December 22, 2021/7:30 a.m.

Location: Board Room in District Office

Start: 7:30 a.m.

End: 8:41 a.m.

Committee Members Present: Nikkie Gullickson (via phone), Seth Holden, Jim Johnson, Rebecca Knutson, Robin Nelson

Committee Members Absent: none

Non-Committee Members Present (via phone): Jennifer Benson

Staff Members Present: Doug Andring, Tara Brandner, Missy Eidsness, Jackie Gapp, Rupak Gandhi (via phone), Robert Grosz, Teresa Schuster

Recorder: AnnMarie Campbell

Agenda Item	Discussion – Conclusion	Recommendations/Actions
Approval of November 19 Minutes	The Committee reviewed and approved the minutes of the November 19 committee meeting.	The minutes will be posted on the Board's section of the public website.
Agenda Planning for January Meetings	<p><i>Refer to Agenda planner for First Quarter 2022</i> Discussion occurred on the topics needed to be included at the January meetings. The agenda topics were set as follows:</p> <p><u>January 11</u></p> <ul style="list-style-type: none">• Reports: FEA Report; Superintendent Report; FPS Development Foundation• Consent: November Financial Reports; EL-15: Learning Environment/Discipline Monitoring; EL-10 Update• Business: 2021 Audit Report; Board Compensation; Capital Projects & Finance; AP 5220 Procedure for Resolution of Employee Complaints, Level 4; COVID-19 Update• Board Reports: none <p><u>January 25</u></p> <ul style="list-style-type: none">• Reports: FEA Report; Superintendent Report; R/SI: Equitable Resources & Planning Monitoring – Human Resources• Consent: December Financial Reports; GP-3, 9, 10 Monitoring; Award of Bid – Trollwood Storage Unit• Business: COVID-19 Update• Board Reports: none <p>Discussion occurred on the timing of the R/SI-6: Equitable Resources and Planning Monitoring reports of the Long Range Facility Plan and Long Range Financial Plan. Administration shared concerns about the annual timing of presenting the documents in January; discussion occurred on possibly presenting them in the fall of the year in closer tie with the budget. Consensus was reached to have the Planning Committee discuss when the appropriate time for the annual renewal of the Long Range Financial Plan and Long Range Facility Plan. Currently, the 2022 update will be held until at least February after going through the Planning Committee.</p> <p>Dr. Gandhi asked if the Board would like an update on January 25 regarding the State of the Schools & Public Focus Group as a separate agenda item or as part of the</p>	<p>Consensus was reached to have the Planning Committee discuss when the appropriate time for the annual renewal of the Long Range Financial Plan and Long Range Facility Plan.</p> <p>Consensus was reached to have an update on the State of the Schools Address & Public Focus Group as</p>

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	Superintendent Report. Consensus was reached to have the item as part of the Superintendent Report.	part of the Superintendent Report at the January 25 meeting.
Constituent Agenda Topic Requests	A citizen requested that the Board discuss mental health and staffing shortages at Board meetings and at the last Board meeting the FEA requested certain motions be made by the Board. Dr. Gandhi noted that per GP-2E requests for agenda items from citizens are routed through the Governance Committee for consideration. Discussion occurred on the topics as future agenda items. It was noted that many of these topics will be included in the January 25 Human Resources Department report. The Board could request addition information after that report. It was also noted that the FEA can bring agenda topics to the Board through administration/superintendent or through monthly meetings with the Board President. Consensus was reached that if and when administration needs approval from the Board on any item or solution for these topics, they will bring them to the Board.	Consensus was reached that if and when administration needs approval from the Board on any item or solution for the topics of mental health and staff shortages, they will bring them to the Board.
AP 5220 Procedures for Resolution of Employee Complaints, Level 4	At the December 14 Board meeting, Rebecca Knutson was provided a letter with supporting documents from the FEA on a compliant, per AP 5220, Level 4. She discussed process with Dr. Gandhi; thus, in the next steps of the process, the topic was brought to the Governance Committee. Dr. Gandhi explained AP 5220 – Procedure for Resolution of Employee Complaints, which is a tiered system to resolve complaints. Level 4 of the process brings the complaint to the Board. Dr. Gandhi shared a question if this process is appropriate for the administrative policy as it is operational in nature. Dr. Gandhi shared about the complaint from an employee who is concerned about the manner in which they were spoken to by a supervisor. The employee filed a complaint on the incident through both AP 5220 and through the District’s anti-bullying policy. The anti-bullying policy is a formal investigation process while AP 5220 process is in an informal resolution. Since the exact same complaint was lodged in two manners, the formal anti-bullying process was used to address both complaints through the HR Department. That investigation did not find that bullying was taking place, but that there were concerns on the relationship between the employee and the supervisor. The employee was moved to a different supervisor in the building and next steps laid out in the investigation report and resolution letter. The employee lodged a complaint through AP 5220 that the immediate supervisor did not reply. Dr. Gandhi responded to the complaint. The Board then received the exact same complaint per Level 4 of AP 5220. Per policy, the Board needs to respond within 30 days. Discussion occurred. Consensus was reached to have the topic on the January 11 Board meeting with the appropriate materials provided for the complaint. The Board will need to render a decision on if the process was appropriately followed per policy. Rebecca Knutson will work with AnnMarie Campbell to prepare the memo for the meeting. The Board needs to provide a written response per the policy. The directive from the Board needs to include a directive to the President to provide a written response to the complaint.	Consensus was reached to have the topic of AP 5220 Procedures for Resolution of Employee Complaints, Level 4, on the January 11 Board meeting with the appropriate materials provided for the complaint. The Board will need to render a decision on if the process was appropriately followed per policy.
Work Session	Discussion occurred on if there is need for a work session and any potential agenda topics. At the last Governance Committee, potential agenda items were discussed of expanding GP-12 and Board member professional development. It was noted there could be a mini work session after a February regular Board meeting. It was also noted that professional development on collaborative bargaining is in the works with the FEA in the next year. Other potential topics for a work session were noted: budget, staffing, and future mill levy vote. Consensus was reached to have a work session after a future Board meeting on the	Consensus was reached to have a retreat after the February 8 Board meeting on the topic of GP-12.

Agenda Item	Discussion – Conclusion	Recommendations/Actions
	topic of GP-12. Consensus was reached to have a retreat after the February 8 Board meeting on the topic of GP-12.	
Staff Recognition for New Board Room	Rebecca Knutson shared that it took immense time by staff members to create the new Board Room space. She sought feedback in a way to honor those staff members who went above and beyond to create the new space. Discussion occurred.	
Policies A. EL-10 Monitoring B. EL-7 Monitoring	EL-10 and EL-7 were monitored for compliance at the December 14 meeting. Discussion occurred on the comments and recommendations noted in the monitoring documents. Consensus was reached to remove “fully” from EL-10, policy point 5. The change will be routed to the Board on the Consent Agenda at the January 11 meeting.	Consensus was reached to remove “fully” from EL-10, policy point 5. The change will be routed to the Board on the Consent Agenda at the January 11 meeting.
<i>The next meeting will be held January 27 at 7:30 a.m.</i>		