

**Meeting Minutes:** Governance Committee

**Date/Time:** August 21, 2023/12:00 p.m. NOON

**Location:** Executive Conference Room in District Office

**Start:** 12:00 p.m.

**End:** 12:51 p.m.

**Committee Members Present:** Seth Holden, Jim Johnson, Robin Nelson, Tracie Newman

**Committee Members Absent:** Melissa Burkland

**Non-Committee Members Present:** none

**Staff Members Present:** Tara Brandner, Missy Eidsness, Rupak Gandhi, Bob Grosz, Jeff McCanna (via phone), Bill Westrick

**Recorder:** AnnMarie Campbell

Committee Vice Chair Seth Holden led the meeting due to Chair Burkland having a pre-planned absence from the meeting.

Agenda Item	Discussion – Conclusion	Recommendations/Actions
<b>Approval of July 17 Minutes</b>	The Committee reviewed and approved the minutes of the July 17 committee meeting.	The minutes will be posted on the Board's section of the public website.
<b>Board Education Reports</b>	<p>At the July 17 meeting, discussion occurred on reports presented to Board members during the Reports section of the agenda. Administration sought feedback on if education/information reports are desired at regular Board meetings, and if so, what topics should be covered, the frequency of such reports and length of the reports at Board meetings. At that meeting, consensus was reached to review a listing of reports the Board received in the last few years to determine if any should be received annually.</p> <p>Administration presented a listing of Reports presented to the Board in the last three school years. The listing was reviewed and discussed. Consensus was reached that when reports are provided to the Board that are informational, they will be included in the Reports section of the agenda under the title Administration Report. There will be no need for a presentation of the material already provided to the Board in writing. Discussion occurred on the Board Reports section and any changes needed for that section. Per the last meeting, President Burkland will be sharing information with Board members on what should be included in Board Reports specific to committees, liaisons, and correspondence.</p>	Consensus was reached that when reports are provided to the Board that are informational, they will be included in the Reports section of the agenda under the title Administration Report.
<b>Agenda Planning for September Meetings</b>	<p><b><i>Refer to Agenda planner for Third Quarter 2023</i></b></p> <p>Discussion occurred on the topics needed to be included at the September meetings. The agenda topics were set as follows:</p> <p><u>September 12</u></p> <ul style="list-style-type: none"><li>• Pledge of Allegiance</li><li>• Reports: FEA Report; Administration Report – Enrollment Update, Administrative Policy Updates</li><li>• Consent: Minutes, Work Session Minutes, HC Actions, June and July Financial Reports, Annual Compliance Report, School District Financial Report, Budget Adjustments, Monitoring of GP-1, 2, 3, Award of Bid – Employee Assistance Program, Award of Bid – Maintenance Department Fleet Vehicles, Award of Bid – Utility Work Machine for Maintenance</li><li>• Business: Strategic Plan Reapproval, ND Innovative Education Program Planning Proposal for Self-Directed Learning Academy, Possible Action from August 22 or August 29 Work Sessions</li><li>• Board Reports: Appoint NDSBA Convention Delegates</li><li>• Potential executive session for negotiations strategy for contract negotiations with the FEA</li></ul>	

Agenda Item	Discussion – Conclusion	Recommendations/Actions
	<p><u>September 26</u></p> <ul style="list-style-type: none"> <li>• Budget Public Hearing ad 6:00 p.m.</li> <li>• Pledge of Allegiance</li> <li>• Reports: FEA Report, Administration Report</li> <li>• Consent: Minutes, HC Actions, Annual Approval of AP 4715, August Financial Reports, Monitoring of GP-4, 5, 9, 10, Monitoring of EL-16, Award of Bid – Histoplasmosis and Mold Identification and Remediation - Horace Mann, Award of Bid – Custodial and Grounds Equipment, Award of Bid – Generator Inspection</li> <li>• Business: R/SI-3: Engagement &amp; Experience in Co-Curricular Activities Monitoring, Budget Final Approval</li> <li>• Board Reports: Committee Work Goals</li> <li>• Potential executive session for negotiations strategy for contract negotiations with the FEA</li> </ul>	
<b>March 12, 2024 Board Meeting</b>	<p>The first regular Board meeting in March 2024 will occur on March 12, which will fall during the scheduled spring break for FPS. When this occurred in spring 2023, the Governance Committee cancelled the meeting and held one regular meeting on the fourth Tuesday of the month. North Dakota Century Code requires the School Board to hold at least one regular meeting per month. Discussion occurred. Consensus was reached to cancel the March 12, 2024 meeting due to Spring Break; the Governance Committee will continue to review this each year there is a Spring Break that conflicts with a Board meeting.</p>	<p>Consensus was reached to cancel the March 12, 2024 meeting due to Spring Break.</p>
<b>Determine Monthly Meeting Date and Time</b>	<p>Discussion occurred to set the reoccurring meeting time of the committee for the 2023-24 school year. Consensus was reached to have the meeting on the third Monday of the month at noon.</p>	
<p><b>The next meeting is set for September 18 at 12:00 p.m. in the Board Room.</b></p>		