

**Bottineau Public School Board**  
**Policy, Personnel, and Evaluation Committee Meeting Minutes**  
**7:00 PM on Monday, September 19, 2016**

Board members present: Mike Haberman, Paul Olson and Larry Brooks

Staff present: Jason Kersten

Larry called the meeting to order at 7:00 PM.

- 1) General updates and correspondence from ND SBA – Jason reported the ND SBA has not yet filled Alyssa Martin’s position and Anita Thomas replaced Annette Bendish at the ND SBA. Jason also reported that Julie needs to make some additional policy updates to our website.
- 2) Review Committee Roles and Responsibilities – The Committee review its roles and responsibilities. No changes were recommended. The Committee recommended the roles and responsibilities of each Board committee be posted to the website.
- 3) Review schedule of Committee tasks – The Committee reviewed its schedule of tasks and developed the following summary:
  - a. Waiting for principal feedback on Policy FFI – Student Use of Personal Technology and associated exhibit (FFI-E).
  - b. Still need some input on Policy DE – Staff Code of Conduct
  - c. Still waiting some feedback on Administrative Regulation AAC-AR – Designation of Responsible Employee.
  - d. Additional work needs to be completed on Policy GCC – Education Research Surveys and Policy GCD – ND Assessments Request to Review.
- 4) Possible review and/or approval of handbooks - The Committee discussed the role of the Board in approving or endorsing handbooks. It was recommended that that Board endorse student and staff handbooks during either the July or August regular Board meeting.
- 5) Policy FGA – Student Education Records and Privacy. This is a required policy that will receive Committee attention during the November meeting.
- 6) Policy KAB – Parent and Family Engagement Policy – This is a required policy that will receive Committee attention during the October meeting.

The meeting was adjourned after 8:00 PM.

Respectfully submitted,

Larry Brooks