Meeting Minutes
The meeting was called to order at 3:00 PM

- **Policy DBAA – Recruitment, Hiring, and Background Checks for New Classified Personnel** “Recommended, Downgraded from Required” will be brought to the Board for a first reading with the following changes: insert “domestic partner” into immediate family definition, remove “or designee” (2) from 1st paragraph under Qualifications Screening Process, add “from at least the past 5 years” to #3 under Qualifications Screening Process, insert “An applicant will be deemed unqualified for employment if his/her employment with the District would create a direct supervisor-subordinate relationship with and immediate family member who is also an employee”, before Qualifications Screening: Criminal Background Checks heading.

- **Policy DBAB – Emergency Hiring of Classified Personnel** “Supplementary” will be brought to the Board for a first reading with the following changes: add “and provided references” to #1

- **Policy DCAB – Fringe Benefits** “Supplementary” Recommend to rescind, No Replacement

- **Policy DCB – Definition of Work Week and Overtime and Compensatory Time** “Recommended” will be brought to the Board for a first reading with the following changes: insert Workweek paragraph, delete “Superintendent, principal” in both paragraphs under Overtime Restrictions.

- **Policy DD – Leaves** “Supplementary” Recommend to rescind, No Replacement

- **Policy DDA – Sick Leave** “Recommended” Recommend to rescind (Covered under Negotiated Agreement)

- **Policy DDA- BR – Sick Leave Regulations** – Recommend to rescind

- **Policy DDAA – Family & Medical Leave** “Recommended” will be brought to the Board for a first reading with the following changes: remove “beginning August 1st and ending July 31st of the next year”, and replace it with “based on the district’s insurance calendar year”

- **Policy DDBA – Vacations** “Recommended” will be brought to the Board for a first reading with the following changes: replace “Vacation shall not be carried over from one year to the next” with “Vacation may be carried over till December 31st of the next year”, eliminate “licensed Employees” paragraph

- **Policy DCB – Unpaid Leave** “Recommended” recommend to rescind

- **Policy DEAA – Drug and Alcohol Free Workplace** “Required” will be brought to the Board for a first reading with the following changes: add #2 “Knowingly or intentionally aiding or abetting in any of the above activities” to first paragraph, remove #4 “Other disciplinary action as deemed appropriate by administration” from Violations section

- **Policy DEAF – Occupational Safety** “Recommended” will be brought to the Board for a first reading with the following changes: Change Descriptor Code from DEAF to DEAE, remove sentence “Supervisory personnel are charged with carrying out the occupational safety program in their respective areas/departments/schools.” Following #5

- **Policy DEBA – Confidentiality** “Recommended” recommend to rescind current policy and adopt new policy as written
- **Policy DED – Administrative Leave & Suspension** “Recommended” will be brought to the Board for a first reading with the following changes: change the Suspension Section to Option 2 “The Board delegates authority to the Superintendent to suspend all contracted district employees, except when the Board is required to suspend teachers and administrators by applicable law (NDCC 15.1-14-08 and 15.1-15-10), remove the paragraph “Ancillary staff shall only be suspended during a period when termination for cause is being pursued and may be suspended with or without pay. If the ancillary employee is suspended without pay and then reinstated, the employee shall be entitled to back wages and accrual of any benefits that would have been accumulated during the period of suspension.” And replace it with “Suspension may be with or without pay. If the employee is suspended without pay and then reinstated, the employee shall be entitled to back wages and accrual of any benefits that would have been accumulated during the period of suspension.”

- **Policy DFA – Supervision & Evaluation** “Supplementary” Recommend to rescind current policy and accept new policy using Option 2 in the first paragraph, in the second paragraph add [building] and [administrator assigned responsibility for their department]

- **Policy DFAA – Teacher Evaluation** “Recommended, AdvancED” Recommend to rescind current policy and adopt new policy as written

- **Policy DI – Personnel Records** “Recommended” Recommend to rescind current policy and adopt new policy with the selected changes: [Superintendent] in 1st paragraph, [background check adjudicator] in #2, [The Business Manager’s], eliminate [and the principal’s (if principal’s office holds all other personnel records) in #4, [Business Manager], eliminate [The superintendent shall maintain [[each building] [the] principal’s personnel record] in #5, Under Pre-Employment Records, eliminate [Employment references should be returned to the author immediately following employment.] and [An attempt will be made to contact authors of confidential pre-employment references to inform them of the North Dakota open records law. Reference materials will be returned only upon request of the author.], under Record Review [and Business Manager]

- **Policy DJA – Substitute Teachers** “Recommended” Recommend to rescind current policy and adopt new policy as written eliminating [and/or the negotiated agreement]

- **Policy DJA-BR – Substitute Teacher Pay** will be brought to the Board with the following changes: $100 to $125, 1/180th to 1/182nd, and $60 to $62.50

- **Policy DKBA – Separation of At-Will Employees** “Recommended” will be brought to the Board for a first reading with the following changes: In the last sentence change District to Superintendent

- **Policy DKBB – Contracted Staff Resignations and Request for Release from Contract** “Recommended” Recommend to rescind current policy because it is in conflict with the Negotiated Agreement

- **Policy DKBB-BR – Granting a Release from Contract** – Recommend to rescind current policy because it is in conflict with the Negotiated Agreement

Discussion was held on how to best address the remaining amended policies. It was decided that we would address all the “Required” Policy changes first and then address Policy Sections one at a time. Once we have finished the “Required” Policies we will move to Policy Sections F (Student), and Section G (Instruction) and then the rest of the Policy Sections one at a time.

Next meeting will be scheduled sometime in June after our next regularly scheduled Board Meeting.

- The meeting was adjourned at 5:50 PM