



Administrative Negotiations Meeting #3

Minutes

**Thursday, April 21, 2022, 6:30 a.m.
Professional Learning Lab**

Negotiators Present:

Representing School Board - Board President Brent Seaks and Board Member Jason Rodakowski.

Representing Dickinson Administrative Council – Dickinson High School Assistant Principal Tad Schye, Dickinson Middle School Assistant Principal Dr. Sarah Ricks, and Berg Elementary Principal Tracy Lecoe.

Others Present – Superintendent Dr. Marcus Lewton, Business Manager Stephanie Hunter, and Twila Petersen.

Call to Order – Board President Seaks, Chair, called the meeting to order at 6:30 a.m.

Review Attitudes for Administrative Negotiations – The team members reviewed the attitudes for negotiations.

Review and Approve the March 29, 2022, Negotiations Meeting Minutes – By consensus, the March 29, 2022, meeting minutes were approved as presented and signed by both parties.

Add Topic for Discussion and Prioritize Topics – The Administrative Council requested the addition of “Personal Leave” to the agenda. This topic addition was approved by both parties prior to the meeting.

Topics for Discussion

Personal Leave – Mr. Schye explained the District administrators had a discussion regarding the added duties placed on them. He listed several examples of the extra work imposed on administrators due to their positions in the District.

Mr. Schye said there are added duties with taking the responsibility of approving every teacher’s leave. He explained administrators’ responsibilities carry over even when leave is taken. Mr. Schye said a suggestion was to add on a couple of personal leave days to make up for the extra work on evenings, nights, weekends, and early mornings. The personal days would not require a substitute in the buildings. When the administrator is gone, Mr. Schye explained the administrator still needs to review and respond to emails, answer and respond to phone calls, and continue to maintain office duties when away.

Mr. Seaks referenced the comparison sheet for other school districts for its administrators. He understood that the administrator has their responsibilities no matter where they are or what they are doing. It was his understanding the number of days would remain the same, just changing them to personal days.

Dr. Ricks explained everybody ends up having a lot of compensation time. Mr. Seaks referenced the teachers that prepare their classrooms over the summer who are not logging that in anywhere. He inquired if the administrators were logging in. Mrs. Lecoe responded that the administrators do keep track of their days, their contract days, and any additional days. Mr. Schye used himself as an example, he was the administrator for summer school last year and his contract days are 217 days. During the weeks of summer school, Mr. Schye worked 4-5 days a week averaging five hours each day. That did not equate to 217 days (it was beyond 217 days). He added he was not compensated for summer school. It was a part of his job requirement. He said working in the education field when the clock says 6:00 p.m. (or 3:45 p.m.), it does not mean your work is done. In his job, he can't stop when the clock is at 6:00. Mr. Schye explained there needs to be additional supervision during summer school.

Mr. Rodakowski inquired how many personal days did the administrators receive. Dr. Ricks responded three days.

Mrs. Lecoe referenced the District's removal of Teachers on Call and explained the consequences would result in the administrators' responsibility to make sure those classrooms are covered.

Mr. Seaks said since this was the first time discussing the topic and suggested tabling the topic until the next meeting. He referenced the wage and days comparison sheet within the state school districts. The spreadsheet shows the contract days for administrators. Jamestown, Williston, and Mandan are the districts with less than 185 administrator contract days. All remaining five districts have more than 185 administrator contract days with Bismarck having the most at 235 contract days.

Mr. Rodakowski inquired if the administrator's contract days were the minimum number of days to work in their contract. He also asked if the administrators were asking to add on days to the contract for the personal days. Mr. Schye said that their group had not discussed the details. Something he had thought about was converting two of the 15 sick leave days to two personal days. Mr. Seaks expressed his appreciation for the administrators going above and beyond by working outside of their day because they do care about their job and take on the responsibilities.

By mutual consensus, this topic was tabled until the next meeting.

2022-2023 Salaries – Mr. Seaks referenced the Teacher Negotiations Meeting last night where the topic of TFFR was brought up with the District reducing the amount contributed to TFFR from 3.5% to 2.5% which Dr. Lewton stated would shift monies to allow the educators their steps and lanes. Essentially, the teachers would each be picking up an additional 1% of the TFFR. Mr. Seaks noted this would also affect the administrators. Mr. Schye responded the administrators would need to discuss the proposal. Mr. Rodakowski clarified that 1% of the paycheck would be taken out but it would not match up to 1% on the base. The administrators would need to figure out what the salaries would need to be to match that amount. As the educators go through the steps and lanes, not every educator gets 1% flat.

Mrs. Hunter explained the educators were given several options and this was a proposal the educators chose. Dr. Lewton explained the 1% that the administrators would give up would be approximately \$25,000. Mrs. Hunter added \$25,400 is the difference between what the Board has offered the administrators which is 1% with no steps and no lanes versus 1% with step and lanes. What the administrators are giving up is \$25,900.

Mr. Rodakowski clarified the administrators would get 1% on the base plus steps and lanes. The administrators would lose 1% on their paychecks. He added 1% on the base and 1% of TFFR are two different things. Dr. Ricks inquired if each administrator would be bumped in their educational movements. Mr. Rodakowski responded it was dependent on how it filters through. One administrator might get a .80% increase and another might get a 1.3% increase. But every administrator would have to pay 1% more to TFFR. The District currently pays 16.25% and the administrators pay 8.25%.

The consensus was to table this topic until the next meeting.

Formation of Salary Schedule Committee – The Board negotiators distributed a Draft Memorandum of Understanding created by Mrs. Hunter on the Certified Salary Schedule Task Force. Dr. Lewton explained if the committee were to draft belief statements that would potentially be the guiding factors for the committee. Dr. Lewton referenced the Finance Task Force that had done work to save the District \$1.3 million that could potentially be part of the Salary Schedule Task Force since they had already been looking at salary schedules from other districts.

Mr. Schye requested the Salary Schedule Task Force not only be fiscally responsible to also be competitive and attract new employees and retain current employees. Mr. Seaks would hope to set some goals and parameters for the Salary Schedule Committee. Dr. Lewton explained the draft that was distributed was a Memorandum of Understanding and either party could back out at any time.

The consensus was to table this topic until the next meeting.

Schedule Fourth Meeting – The next meeting was scheduled for Thursday, April 28, 2022, at 6:30 a.m. at the Professional Learning Lab.

Build Agenda for Fourth Meeting – Chair Seaks summarized the next meeting. The team will review and approve the minutes from the April 21, 2022, meeting, continue the discussion on the personal leave, the 2022-2023 salaries, and the formation of the Salary Schedule Committee. At the next meeting, there will be tentative agreements to sign on the agreed upon topics. Mr. Seaks inquired at what point would the Salary Schedule Committee topic be agreed upon. Dr. Ricks responded the draft handout will answer many of the questions.

So that the administrators have a better understanding of how their paycheck will be modified with the additional 1% paid by the administrator towards the TFFR, Mrs. Hunter is going to email a calculator that will populate the amount of TFFR, Social Security withholding, and Medicare withholding. It was explained that TFFR, at retirement, takes into consideration the salary from the most recent five years.

Adjournment – Chair Seaks declared the meeting adjourned at 7:10 a.m.

TENTATIVE AGREEMENT: One-year Agreement and Language Cleanup

Dated this 11th day of May 2022.

DICKINSON PUBLIC SCHOOLS



By: Board Negotiator

DICKINSON ADMINISTRATIVE COUNCIL



By: Administrative Negotiator

