



**Administrative Negotiations Minutes**  
**Friday, May 17, 2019; 6:15 a.m.**  
**Central Administration Offices Board Room**

Present: Superintendent Shon Hocker (Chair), Board President Brent Seaks, Board Member Jason Rodakowski, Dickinson High School Assistant Principal Jay Hepperle, Dickinson Middle School Assistant Principal Shawn Leiss, and Prairie Rose Elementary Principal Nicole Weiler.

Others: Mr. Kent Anderson, Mrs. Melanie Kathrein, Dr. Marcus Lewton, Mr. Theodore Schye, Mr. Guy Fridley, Mrs. Susan Cook, Mrs. Sara Streeter, Mrs. Tammy Peterson, Mr. Kevin Hoherz, Mrs. Tracy Lecoec, Dr. Keith Fernsler, Mr. Lyle Smith, Ms. Leann Mehrer, and Mrs. Twila Petersen.

**Call to Order** – Dr. Shon Hocker, Chair, called the meeting to order at 6:15 a.m.

**Additions or Deletions to the Agenda** – Mr. Leiss moved to approve the agenda, as presented. Mr. Hepperle seconded the motion. The motion carried unanimously.

**Review and Approve May 10, 2019, Meeting Minutes** – Mr. Hepperle moved to approve the May 10 meeting minutes, as presented. Ms. Weiler seconded the motion. The motion carried unanimously.

**Introduction of New Topics for Discussion** – Chair Hocker opened the floor for discussion. On behalf of the Administrative Council, Mr. Hepperle requested to add for discussion Additional Days to the Contract.

**Discuss Topics for Negotiations**

TFFR – Chair Hocker referenced the last meeting where it appeared the principals were not opposed to a TFFR increase (employer contribution increase) whether it be in part or in lieu of salary increase. Mr. Hepperle responded the administrators would like to look at both options (increase on the salary and/or increase to the TFFR).

Dr. Hocker explained at the last meeting Mr. Anderson informed the group that the TFFR option must be an option for both the teacher group and also the administrator group. He added the teacher negotiations were still continuing. Dr. Hocker stated the TFFR option does not harm the retirement and actually benefits the administrator’s retirement. Mr. Anderson said if the administrators agreed to a percentage to TFFR, then that would be the school’s policy and carry over to the teacher negotiations. Mr. Hepperle said the administrators understood the dynamics and how it needs to tie both together.

Salary – Mr. Hepperle had asked for some numbers to be comparable to the teacher’s proposal since the administrators do not have a lane change.

Prior to the meeting, Mr. Anderson had emailed to the administrative negotiators a document containing four scenarios.

Mr. Hepperle said the discussion includes corrections to the ceiling and could fall under the umbrella of maintenance. The administrators' goal was a two-year agreement. Dr. Hocker said the result was around 3.5% and the second year would be comparable to the first year. He referenced the 6% ceiling that was brought up at the last meeting and stated his contract would not be changing for three years. The administrators could be receiving an increase essentially comparable to the 6%. Mr. Hepperle asked for clarification regarding the equivalent to the 2% on the base. Mr. Rodakowski explained the District was essentially looking to provide all employees with an increase of 3.5%. There was discussion how the 3.5% could be achieved. Mr. Anderson noted there were extra days built in for Berg Elementary's principal in last year's contract and he had removed that in the spreadsheets he had emailed.

Mr. Hepperle said the administrators were proposing a 3% increase to the base for the first year and a 3% increase to the base for the second year. Dr. Hocker clarified this would be in addition to the 1.5% (to the TFFR). Mr. Hepperle stated that was correct. Dr. Hocker inquired if the numbers on the far right hand side are showing the 2% increase to the base and 1.5% to the TFFR and the average administrators growth over and above the 3%. Mr. Anderson responded they did include those.

Another scenario was discussed: 1% to the base, 1.5% to TFFR, plus the steps. Mr. Anderson printed a spreadsheet with this scenario. This option would reduce the overall adjustment impact to 3.9%. Dr. Hocker added it was an average of 3.5% within the administrative group.

Out-of-District Experience – Mr. Hepperle reported they agreed to changing the 10 years of experience to 15 years of experience brought into the District. He added this would be considered a recruitment tool.

Added Days to the Contract - Mr. Hepperle referenced the time calculation in the spreadsheet. He compared the contract days with other class A districts. He recommended 10 additional days be added to the contract times. This could be split up within two years adding five days to the 2019-2020 and an additional five days implemented in 2020-2021. The ratio attached to the days would remain the same. President Seaks inquired what would be the dollar amount attached to the additional days. Mr. Rodakowski responded it would be roughly 4% or approximately \$60,000-\$75,000. Mr. Hepperle responded they were not breaking it down into a percentage increase.

President Seaks inquired how DPS compares to other districts for administrative hours. Mr. Leiss responded middle school principals in Bismarck have 260 contracted days, Minot 240, Fargo 260, Grand Forks 230, Williston 240, and Dickinson 217. Mr. Hepperle said if they were comparing apples to apples, those administrators from other districts might be coming in over the weekends for extracurricular and that could reflect the additional days. Mr. Hepperle specified the DPS administrators were looking at additional days for working at the office recognizing that administrators very often do work from home. The additional days are in direct proportion to the duties assigned to the administrators.

President Seaks inquired if the responsibility factors from the other districts were different from Dickinson Public. Mr. Hepperle responded it was not a responsibility factor that was in direct proportion to the time portion of the schedule. He used his position as an example where it used to be a 227-day contract and when he signed his initial contract, it was 217 days without any

responsibilities removed. Dr. Hocker referenced the additional 5-10 days within the next two years and adjusting all days by adding 10. He inquired how the work days were defined. Mr. Hepperle responded it was difficult to define a work day. He used his position, as an example, when he is called in by the police department over the weekend. He clarified they are not asking for a change in what is considered a work day.

Dr. Hocker said perhaps the extra days were very well warranted. The salaries are tied to today's ongoing rates for those days. To increase those days would also increase the salaries. It was possible the salaries for administrators in other districts are comparable to the DPS administrators and they are working more days. Mr. Hepperle responded some of the DPS administrators feel they need 260 days for their job responsibilities. Dr. Hocker responded 260 days is a position where they would work all year around. This does not take into account the holidays and vacation days.

President Seaks said if he was starting from scratch and had everyone at 260 days as a starting point, if there was another year to look at this, they could review it in depth and compare the responsibility factors. He could see where the administrators are working beyond their contract days. Dr. Hocker concurred. President Seaks discussed the length of contracts for the administrators in other districts.

President Seaks inquired where the amount of days were set. Dr. Hocker responded realistically an administrator would like to have higher salaries than days. He said if the administrators feel like they are donating 10 days on average, then the district should be reviewing that overall structure. Mr. Hepperle said the task force reviewed the portfolios and stipends and the task force felt that the responsibilities of the DPS administrators exceeds the other district administrative structures and portfolios. The task force decided to find a middle ground for the responsibility factors. He added the administrators would be willing to consider going through that process again if the Board feels it is necessary. It was a two-year commitment last time to accomplish their goal.

President Seaks said if the administrators are donating days that would need to be addressed. He added he appreciates all the work that is done by the administrators. It might need a more comprehensive review. President Seaks inquired if there was a way to arrive at a number that they could all feel good about with the understanding this needs to be addressed.

Mr. Anderson suggested, from an accounting perspective, it would be helpful to identify a dollar amount. He used, as an example, a 4% adjustment across the board was approximately \$82,000 whether it be made up of days or the base. That is how it was approached with the teachers. He offered to add time to the spreadsheet but noted it would be difficult without a dollar amount to adjust the base down or the TFFR down as the days would impact the final dollar amounts. Mr. Rodakowski preferred the far column to remain the same, whether it means adjusting the days, salary, or the TFFR. Mr. Hepperle responded 3.5% overall for the teachers creates a significantly larger dollar amount than 3.5% to the administrators, excluding the base. Mr. Rodakowski clarified the maximum would be 3.5% no matter where the dollars are placed within the formula.

Mr. Hepperle referenced the proposal from the Board representatives and asked for confirmation the maximum for year one would be 3.5% and if they discussed a two-year contract, it would be an additional 3.5% for the second year. Mr. Rodakowski responded that was correct. Dr. Hocker asked if it was essentially 1% on the service and 1.5% on TFFR that created an average of 3.59%. There was discussion regarding the percentage on the service. Dr. Hocker noted this may not have been part of the negotiations in the past; however, the service percentage does affect the dollars

from the district. Mr. Rodakowski reiterated the goal of the Board was a 3.5% increase. Mr. Hepperle requested time to consider this information and come back to this topic.

Responsibility Factor – Dr. Hocker inquired if the team was in agreement with the correction to the assistant superintendent’s responsibility factor. He added this would not be retroactive but moving forward it would be corrected. The consensus of the team was to make the correction to the assistant superintendent’s responsibility factor on the salary schedule.

Personal Leave Sunset Clause – Consensus of the team was to remove the sunset clause on the personal leave and the language would become a part of the negotiated agreement.

Salaries – Mr. Hepperle requested confirmation of the breakdown regarding the offer from the Board negotiators. He stated the offer was 1% of the base/service steps and 1.5% to the TFFR contribution which calculates to an average of 3.59% increase per year. Mr. Rodakowski added that year two would be a little bit higher. The administrative negotiators requested a recess for an opportunity to caucus.

At 7:07 a.m., Chair Hocker declared a recess.

At 7:31 a.m., the meeting reconvened.

Mr. Hepperle referenced the increase in days and said the administrators did not want to look at an increase in days unless they were connected to an increase in compensation. He inquired if there was any leeway with adding days now that the Board representatives have had some time to do some math calculations or did the offer stand as was presented. Mr. Rodakowski said they would be willing to offer days but needed to stay with the 3.5%.

President Seaks understood the concern of the administrators working beyond their contract days. He suggested, moving forward, to review those days and Mr. Rodakowski suggested comparing DPS administrators to other districts.

On behalf of the Administrative Council, Mr. Hepperle stated the Council would agree to the 1% with the 1.5% to the TFFR and a two-year agreement. Chair Hocker clarified the Administrative Council was in agreement to 1% to the base with 1.5% to TFFR for 2019-2020 and in 2020-2021 another 1% to the base and another 1.5% to the TFFR. Mr. Hepperle added there were no changes to the service increments and no additional days. Dr. Hocker concurred. There was a discussion regarding individuals qualifying for career increments.

President Seaks thanked the administrators for the great work they do. He recognized and appreciated the great leadership of the administrators.

**Other** – President Seaks said he would like to consider looking into the number of days for the administrators. Mr. Leiss said if there was an agreement to a two year contract, it would give the team a couple of years for review. Mr. Hepperle requested that the administrators would not go backwards on the schedule. Dr. Hocker concurred.

**Debrief** – The Administrative Negotiations Team agreed to a two-year contract with 1% on the base and 1.5% to TFFR with the second year an additional 1% on the base and 1.5% to TFFR (3% TFFR the second year) in addition to the current rates already in place.

Out-of-district experience was agreed upon increasing it from 10 to 15 years. The correction to the assistant superintendent's responsibility factor was agreed by both parties. It was mutually agreed to remove the sunset clause on the personal leave and make the personal leave language as part of the contract.

Over the next couple of years, the team will work together, through a committee group, to review the number of contract days the positions might need to have and any other restructuring.

**Schedule Next Meeting** – No additional meeting was required to be scheduled.

**Adjournment** – At 7:40 a.m., Chair Hocker declared the meeting adjourned.

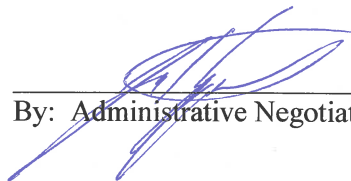
Dated this 29 day of May 2019.

DICKINSON PUBLIC SCHOOLS



By: Board Negotiator

DICKINSON ADMINISTRATIVE COUNCIL



By: Administrative Negotiator

