

TO: School Board Members
FROM: Douglas W. Sullivan, Superintendent
SUBJECT: Agenda Background
DATE: January 12, 2015

- I. **Call to Order** – President Fehr will call the meeting to order.
- II. **Public Participation** - Any person wishing to address the Board may do so by completing a written request prior to the meeting. The request must be within the guidelines of Board Policy BCBA, Public Participation at Board Meetings.
- III. **Additional Agenda Items/Removal of Items from Consent Agenda** – Items which require Board action may be placed on the agenda by approval of a majority of the Board members present. Board members may request that an item on the consent agenda be removed for consideration by itself.
- IV. **Consent Agenda**
 - a. **Minutes** – December 8 Board Meeting and December 12 Special Board Meeting. The minutes are posted under Minutes on the school board web site.
 - b. **Bills** – The bills are posted under Financial Reports on the school board web site.
 - c. **Financial Report** – The Financial Report is posted under Financial Reports on the school board web site.
 - d. **Pledged Assets Report** – The Pledged Assets Report is posted under Financial Reports on the school board web site.
 - e. **Personnel Reports** – The personnel reports are posted under Supporting Documents on the school board website.
 - f. **Student/Staff Recognitions** – The student/staff recognitions are posted on the Consent Agenda.
 - g. **Tuition Waiver Agreements** – There are no tuition waiver requests.
 - h. **RACTC Report** – There is no RACTC report received for the month of January.

Sample motion: “I move to approve the agenda (or revised agenda) including the consent agenda consisting of the minutes from the December 8 regular board meeting and December 12 special board meeting; the bills for January 2015; the financial reports for January 2015; the pledged assets report for January 2015; the personnel reports; and the student/staff recognitions, as presented. There is no RACTC report and no tuition waiver agreements.”

- V. **Superintendent’s Report** – Superintendent Sullivan will report on topics which do not appear elsewhere in the agenda.
- VI. **Business Topics**
 - a. **Prairie Rose Elementary Expansion Update** - Assistant Superintendent Reep will update the Board members on the progress of the expansion of the wing on Prairie Rose Elementary. Under Supporting Documents is a copy of the December 30 Architect’s Field Report. This agenda item is informational only. No action is requested.
 - b. **Budget Development and Input Committee Report** – This committee met on December 10. Superintendent Sullivan and Board representatives will review the topics discussed. Budget Committee and administration will also report on budget items that are being

considered by the Committee and do not appear elsewhere on the agenda. Board input may be requested.

- c. **2015-2016 DPS School Calendar** – The calendar committee has met and a proposed school calendar for the 2015-2016 school year is presented for consideration. The draft calendar is posted as a Supporting Document on the website. Superintendent Sullivan will respond to any questions. The administrative recommendation is to approve the 2015-2016 school calendar with a starting date of August 26, 2015; the last day of school scheduled for May 25, 2016; and graduation held on Sunday, May 29, 2016; as presented. Action is requested. Sample motion: **“I move to approve the 2015-2016 school calendar with a starting date of August 26, 2015; the last day of school scheduled for May 25, 2016; and graduation held on Sunday, May 29, 2016; as presented.”**

- d. **Destruction of Old School Records** – Assistant Superintendent Vince Reep will address the board. NDCC 21-06-05 and 21-06-06 describe the procedure for retention and destruction of school district documents. DPS must save all records for five years and retain the following items for permanent records: governing Board proceedings, receipts and expenditure journals and payroll records. The procedure for destruction of outdated documents requires the Board to pass a resolution authorizing the business manager to destroy records listed as obsolete. Board members must be provided a list and description of the documents to be destroyed. The Board resolution must also provide the manner of destruction. Any documents with sensitive information will be shredded at the Central Administration Office prior to disposing at the city landfill. The following records are recommended for shredding and/or destruction at the Dickinson city landfill:

2008-2009	Accounts Payable
2008-2009	Adjusted Journal Entries
2009	Certified and Classified Applications
2003-2009	Classified Work Calendar/Agreements
2009	Flex Files
2007-2009	Flex Transmission Reports
2008-2009	Food Service
2000-2001	General Ledger Reports
2006-2009	Leave Reports
2008-2009	MIS03 Copies
2008-2009	NDCTE Review
2002-2009	Personnel Information Forms
2009	Self-Funded Claims/Documents
2008-2009	State Bid
2009	Superintendent Application Binders
2008-2009	WDPFRC Quarterly Reports
2006-2009	West River Community Center Documents
xxxx -1985	Worker Compensation Files

All other records from fiscal year 2009-2010 to present will be retained. Action is requested. **Sample motion: “I move to authorize the business manager to destroy the records presented in accordance with North Dakota Century Code 21-06-05 and 21-06-06 by shredding and/or depositing them in the Dickinson city landfill.”**

- e. **Open Enrollment Application** – Paula D’Amico applied for open enrollment for her child to be admitted to the Dickinson Public School District from the South Heart School District. This family has other children attending Dickinson Public Schools. The administrative recommendation is to approve the application. Action is required. **Sample motion: “I move to approve the request for a child of Paula D’Amico to be admitted to the Dickinson Public School District under the open enrollment policy.”**
- f. **School Board Policy Additions, First Reading** – NDSBA has recommended adding the following policies:
- Policy BDAB–Savings Clause
 - Policy FDD-Education of Pregnant and Parenting Student

A copy of these policies are posted on the website under Supporting Documents. Administrative recommendation is to add policy BDAB-Savings Clause and policy FDD-Education of Pregnant and Parenting Students. Action is requested and a roll call vote is required on the motion. **Sample motion: “I move to complete a first reading of policy BDAB-Savings Clause and policy FDD-Education of Pregnant and Parenting Students, as presented.”**

- g. **School Board Regulation Revision, First Reading and Final Adoption** – NDSBA has recommended revisions for the following board regulation:
- Regulation BCBA-BR – Rules of Decorum at Board Meetings

A copy of the revised board regulation is posted on the website under Supporting Documents. Administrative recommendation is to revise regulation BCBA-BR. Action is requested and a roll call vote is required on the motion. **Sample motion: “I move to adopt board regulation BCBA-BR Rules of Decorum at Board Meetings, with the changes noted in red or purple text and/or strikeout, as presented.”**

VII. **Other**

VIII. **Adjournment**

Announcements: Southwest Night with the Legislators is scheduled for Monday, February 2 at the Bismarck Radisson. If you wish to attend this event, please let Twila know no later than January 19 so she may request a ticket.

NDSBA Negotiations Seminar is scheduled for February 5-6, 2015, at the Bismarck Ramkota.