

**TO:** School Board Members  
**FROM:** Douglas W. Sullivan, Superintendent  
**SUBJECT:** Agenda Background  
**DATE:** February 9, 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** – January 12 Board Meeting and January 30 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 Agreement** – There are no tuition waiver requests.
  - h. **RACTC Report** – The RACTC report is posted under Supporting Documents.

**Sample motion: “I move to approve the agenda (or revised agenda) including the consent agenda consisting of the minutes from the January 12 regular board meeting, the minutes from the January 30 special board meeting; the bills for February 2015; the financial reports for February 2015; the pledged assets report for February 2015; the personnel reports; the student/staff recognitions; and the RACTC report, as presented. There are no tuition waiver requests.”**

- 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 new wing on Prairie Rose Elementary. Under Supporting Documents is a copy of the January 15 construction report which includes pictures. This agenda item is informational only. No action is requested.
  - b. **Budget Development and Input Committee Report** – This committee met on January 30. 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. **Middle School Update** – Hagen Principal Marcus Lewton, Berg Principal Shawn Leiss, and Director of Instruction Melanie Kathrein will address the Board providing updated information on the progress of the transition from a junior high school/6<sup>th</sup> grade elementary school to a middle school. They will also update on the progress of the Middle School Leadership Team’s discussions, deliberations, and work on the middle school facility. This agenda item is informational only. No action is requested.
- d. **Strategic Plan**- Available on the website under Supporting Documents is the most current District Strategic Plan. This is a working document receiving input for revisions from stakeholders. The strategic plan will receive additional input from the School Improvement Leadership Team at its next meetings. The purpose of this discussion is to provide an update for the School Board. This agenda item is for discussion only. No action is requested.
- e. **Superintendent’s Evaluation** – The superintendent’s evaluation must be completed prior to March 15. The second evaluation is different from the December 15 evaluation. Board members will rate the superintendent on the areas identified without prior comment by the superintendent. The four areas to be evaluated were identified as: effective records management (including all records required by law); identification and implementation of school board policy needs; supervision of building and grounds, transportation, and student safety; and supervision of licensed and non-licensed staff. Board President Fehr will forward a MS Word document to Board members. Board members should complete the evaluation forms and return them to her before March 2. Board President Fehr will compile the information and present it to the Board at the March Board meeting. This agenda item is informational only. No action is requested.
- f. **Superintendent’s Contract Negotiations** - Board President Kris Fehr met with Superintendent Douglas Sullivan on February 5, 2015, to discuss his contract. Action is requested and a sample motion will be provided at the Board meeting.
- g. **Extra-Curricular Committee Update** – At the recommendation of the Budget Committee this committee met on February 4 to discuss the salaries for the swimming coaches. Assistant Superintendent Reep will provide an update. This agenda item is informational only. No action is requested.
- h. **Girls’ and Boys’ Swim Team** – The Dickinson High School Dolphin Swim Team has been competing through a cooperative agreement with Williston Public Schools. This coop agreement requires the Dolphin Swim Team to travel long distances, sometimes in inclement weather and poor roads, for swim meets. For the safety of the students, Activities Director Guy Fridley would like to dissolve the cooperative agreement with Williston and form a local swim team. This would reduce the amount of time students would be out of the classroom and on the road. Mr. Fridley has met with Dr. Ringwall, representative for the Dickinson Dolphin Swim Team. Dickinson Dolphin Swim Team would like to enter into a one-year agreement. The deadline for submission to the North Dakota High School Athletics Association is June 1. Posted under Supporting Documents is information regarding the history of the swim team. Action is requested. **Sample**

**motion: “I move to approve the Memorandum of Understanding between the Dickinson Public Schools and Dickinson Dolphin Swim Team for girls’ and boys’ swimming for the 2015-2016 school year, as presented.”**

- i. **Bid for Two Buses** – The school district advertised for and provided specification sheets (bus chassis and bus body) for bids for a 71-passenger route school bus and a 48-passenger activity school bus. Only one company, Harlow’s Bus Sales, submitted bids which were opened at 10:30 a.m. on Wednesday, January 28, 2015. Harlow’s bids are posted under Supporting Documents. These buses will be ordered now but paid for after July 1, 2015, so they are available for fall 2015. The Budget Committee has approved a preliminary line item for buses in 2015-2016.

Following is a summary of the bids:

1. 2016 International IC CE, 71 passenger school bus with a CUM ISB 240 HP turbo diesel engine with an Allison 2500 automatic transmission. To meet or exceed all local, state, and federal standards and specifications. F.O.B. Dickinson, ND - **\$89,450.**
2. 2016 International IC RE MFSAB, 48 passenger activity bus, Freeman family activity seats, a Maxxforce DT 285 HP torque turbo diesel engine with an Allison 3000 PTS 6-speed automatic transmission. To meet or exceed all local, state, and federal standards and specifications. F.O.B. Dickinson, ND -**\$153,925.**

The administrative recommendation is to accept the bid from Harlow’s Bus Sales, Inc. to purchase buses #1 and #2 above for a total price of \$243,375. Action is requested. **Sample motion: “I move to accept the bid submitted by Harlow’s Bus Sales, Inc. and purchase the 71 passenger school bus and the 48 passenger school bus for a combined total of \$243,375.**

- j. **2015-2016 Classified Salary and Benefit Package** – Assistant Superintendent Vince Reep has posted under Supporting Documents the proposed 2015-2016 Classified Employee Salary and Benefit Package. The Budget Committee has met and discussed the salaries for the classified staff. The administrative recommendation is to approve the classified staff salaries proposal. Action is requested. **Sample motion: “I move to approve the Classified Salary and Benefit package with an effective date of July 1, 2015, and to authorize an increase for 2015-2016 of \$1.10 per hour for starting wages of classified staff in categories I through X and a salary increase of \$2.00 per hour for all currently employed classified staff receiving a satisfactory performance evaluation, as presented.”**

- k. **Early Resignation Incentive Applications** – The following individuals have submitted their resignation before the deadline to receive the early resignation incentive. The deadline for certified staff is March 1 and for classified staff is April 1.
- Joy Fisher, library media specialist at Hagen Junior High and Berg Elementary (24 years of service)
  - Cynthia Koppinger, language arts instructor at Dickinson High School (26 years of service)
  - Kendra Kudrna, grade five instructor at Prairie Rose Elementary (3 years of service)

Assistant Superintendent Reep has verified their eligibility. The administration will evaluate the vacancies these positions may create and will post any openings at a later date.

The administrative recommendation is to approve the early retirement incentive applications. Action is requested. Sample motion: **“I move to approve the early resignation incentive applications from Joy Fisher, library media specialist at Hagen and Berg; Cynthia Koppinger, language arts instructor at DHS; and Kendra Kudrna, grade five instructor at Prairie Rose Elementary; with an effective date of June 5, 2015.”**

- i. Open Enrollment Applications** – Mr. Kelly Davenport applied for open enrollment for his foster child to be admitted to the Dickinson Public School District from the South Heart School District. Jessica Mills applied for open enrollment for her children to be admitted to Dickinson Public School District from Hebron Public. All of these children have been 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 Kelly Davenport and two children of Jessica Mills to be admitted to the Dickinson Public School District under the open enrollment policy.”**
  
- m. School Board Policy Revisions, First Reading** – NDSBA has recommended revisions to board policy HBCC-Student Fundraising and policy AAC-Nondiscrimination and Anti-harassment Policy. Copies of the revisions to the policies are posted under Supporting Documents. Areas that have been removed are noted as a ~~strike-out~~. Areas on the policy that are new recommendations are noted in red text (this is new information to the policy).

The following policies are presented for first reading approval. The administrative recommendation is to revise the following policies:

- HBCC-Student Fundraising
- AAC-Nondiscrimination and Anti-harassment Policy

Action is requested and a roll call vote is required on the motion. **Sample motion: “I move to complete the first reading of policy HBCC-Student Fundraising and policy AAC-Nondiscrimination and Anti-harassment Policy, as presented.”**

- n. School Board Policy Additions, Second Reading and Final Adoption** – 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 policies BDAB-Savings Clause and 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 the second reading of policy BDAB-Savings Clause and policy FDD-Education of Pregnant and Parenting Students, as presented.”**

## **VII. Other**

## **VIII. Adjournment**